



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 16TH
MAY 2017 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD,
MARDEN COMMENCING AT 7.30PM**

**Min.
No**

- 01/17 **Election of Chairman:** Cllrs proposed that Cllr Tippen be elected Chairman for the forthcoming year.
- 02/17 **Present:** Cllrs Adam, Cowin and Tippen. Cllr Turner and the Clerk were also in attendance.
- 03/17 **Apologies:** Cllrs Boswell and Mannington gave their apologies.
- 04/17 **(a) Register of Interests:** There were no amendments to the register of interests
(b) Granting of Dispensation: There were no requests for dispensation of any item on this agenda
- 05/17 **Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 17th January 2017 were agreed and signed as a true record.
- 06/17 **2016/17 Accounts**
The Clerk had circulated the end of year accounts following the internal audit by Auditing Solutions (a report would be presented to Full Council on 13th June 2017). After discussing some over/under expenditure/income and the reasons for this Cllrs proposed that the end of year accounts be agreed and put before Full Council.
- 07/17 **Future Expenditure/Income – 2017/18**
- (a) Office Laptops: 3 quotes had been obtained for the purchase of two laptops, installation of Microsoft Office 2016 and upgrade of the existing Fujitsu laptop. Cllrs agreed that the quote by CJA Consulting would be accepted. CJA Consulting would be asked to wipe clean the hard drive of the Dell laptop so that it can be recycled.
 - (b) Southons Field Shed – costings still to be acquired for base and confirmation from MBC regarding planning.
 - (c) Caretaker trailer. Unfortunately the current trailer used by the cemetery caretaker is over 30 years old and is rapidly deteriorating including the electrics not always working. It was therefore agreed that a new trailer be purchased up to £1,000 (plus VAT). The Clerk would look into ordering this on her return.

08/17 Updating Five-Year Financial Plan

The Clerk had started to update the financial plan with the budgeted figures but there was some problems with some of the entries. This would be looked at again with Cllr Adam assisting if required.

09/17 Human Resources Sub-Committee

The Chairman gave a brief update of what was discussed at the HR Sub-Committee meeting prior to Finance.

The HR Sub-Committee had confirmed the pension contributions for employees from October 2017.

10/17 Invoices to be agreed and payment made:

Chq No.

5665 - £453.67 – Colin Judge – final salary payment

5666 - £41.87 – Cash – petrol for Southons Field/Playing Field

5667 - £930.41 – Inland Revenue – April PAYE/NIC

5668 - £200.00 – Postage by Phone – Franking Machine postage

5669 - £2,005.20 – Came & Company – Marden Parish Council Insurance Premium

5670 - £63.33 – SSE – Changing Rooms/Public Convenience electricity supply

11/17 Other Financial Issues

- (a) Financial Risk Assessments – previously reviewed and amended at Full Council on 9th May 2017
- (b) Changes were being made to the cost of uploading postage to the franking machine. It was proposed, and agreed, that the monthly top up would be increased to £75 to cover all quarterly newsletter postage.
- (c) Cyber Security: the anti-virus software would be checked to ensure that it is set up for safeguarding and auto updates.
- (d) Cllr Turner wished to sit on the Finance Committee – this would be added to the Full Council agenda.

There being no further business the meeting closed at 8.30pm

Signed: Date:
Cllr Kate Tippen
Chairman, Marden Parish Council Finance Committee