



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 17TH JANUARY 2017 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

Min.

No

- 41/17 **Present:** Cllrs Adam, Boswell, Childs, Cowin, Mannington and Tippen. Cllr Turner and the Clerk were also in attendance.
- 42/17 **Apologies:** There were no apologies.
- 43/17 **(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
- 44/17 **Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 29th November 2016 were agreed and signed as a true record.
- 45/17 **Draft Budget & Precept 2017/18**
- (a) Salaries – Cllr Tippen reported to Finance Committee the proposal from the HR Sub-Committee for the salaries for the Clerk and Assistant Clerk. These were agreed.
- (b) Salaries – The salaries for the caretakers had been discussed and agreed at the Finance Meeting on 29th November 2016. The salaries of play scheme staff were also agreed.
 The combined salary figure of £64,336 was added to the budget.
- (c) Expenditure for 2017/17 not agreed at Finance Meeting on 29th November 2017:
- (i) Parish Council Vehicle Lease and Insurance – The Clerk had obtained information regarding leasing vehicles with and without maintenance and the cost of insurance. It was proposed to allocate £3,084 to the budget for the leasing and to increase the insurance budget to £3,033. The Clerk was asked to contact the leasing company to ascertain whether servicing needs to be undertaken by a garage relevant to the vehicle (ie Citroen garage if a Citroen van).
- (ii) Purchase of two office laptops – The Clerk had reported that the existing laptop was not suitable for the work that is currently being done and requested that Cllrs consider purchase of a laptop for the Clerk and for the Assistant Clerk. The old laptop would then be cleaned and upgraded to be used for meetings which required projector use. Cllrs agreed to budget £1,220 for the purchase of laptops and the work involved in setting up ready for use including Microsoft Office installation.
- (iii) Storage shed at Southons Field – Cllrs agreed to budget £2,200 for a replacement storage shed for mower/van – however this would be a capital expenditure.
- (iv) Any other expenditure to be considered – There was no other anticipated expenditure.

46/17 Setting the Budget and Precept 2017/18

All figures were updated as necessary in the proposed budget and Cllrs agreed the amount for expenditure and income.

Following the agreement of the budget and receipt of the tax base for 2017/18 Cllrs proposed the Precept request be £116,100. In payment terms for a Band D property this would equate to the same as 2016/17 (£71.35 per annum). The tax base had increased therefore the precept could be increased but residents would not be paying any more for the Marden Precept.

Before this could be presented and signed off by Full Council MPC was waiting for the final decision of MBC on the Parish Services Scheme Grant which is due to be agreed at MBC meeting on 18th January. Therefore an Extraordinary Full Council will be called on 24th January at 7.30pm in the Parish Office.

47/17 Updating Five-Year Financial Plan

Cllr Adam replicated the budget figures into the five-year plan so that Cllrs could view the impact of the finances. After much discussion final figures were agreed.

48/17 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 agreed and adopted a Pay Policy and Human Resources Policy together with amending the Terms of Reference for the Sub-Committee.

49/17 Invoices to be agreed and payment made:

Chq No.

5587 - £119.28 – Alison Hooker – Office Mobile Phone, top up and office supplies

50/17 Other Financial Issues

(a) Review Financial Regulations – previously reviewed and amended at Full Council on 10th January 2017

(b) Review Financial Risk Assessments – these would be reviewed when a decision was made regarding Unity Bank payments

There being no further business the meeting closed at 9.45pm

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