

BEARSTED PARISH COUNCIL

Minutes of the Finance Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Rd, Bearsted on Tuesday 9th January 2018 at 7:30pm

Present: Cllr Paul Young (Chair)
Cllr Richard Camp (Vice Chair)
Cllr Richard Ash
Cllr Geoff Bennett
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis and the Assistant Clerk, Erin Sugden and 1 member of the public.

REPORTS FROM MEMBERS OF THE PUBLIC

There were no such reports.

1. Declarations of intention to record

There were no such declarations.

2. Apologies and absence

Apologies were received and accepted from Cllrs Helena Goodwin (work commitments) and Jon Hughes (conflicting appointment).

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were no such declarations.

6. Financial matters (Grants and Donations)

A representative was present from Bearsted Football Club following a recent Grant and Donation request. A brief presentation took place and councillors were able to ask questions of the representative as to specific benefits of any such grants. Following a brief discussion, a proposal was put forwarded and seconded to recommend a grant of £1000. A counter proposal was seconded for a grant of £500 for recommendation at Full Council. The substantive amendment was agreed with a vote of 3 in favour, 1 against and 1 abstention, and a subsequent vote to agree the recommendation of a grant of £500 was agreed with a vote of 3 in favour, 1 against and 1 abstention. The representative of Bearsted Football Club thanked the Committee and left the meeting.

4. Minutes of the last meeting.

This item was deferred as the document had not been circulated for consideration prior to the meeting.

5. Matters arising from the last minutes and action points.

An update was received from Cllr Marshall regarding the adoption and planning permission for the phone box by the shops on The Green. The matter is ongoing. The defibrillator to be acquired from The Dorothy Goodman Centre remains ongoing whilst the admin team obtain accurate figures for its renovation.

ACTION: CLLR MARSHALL / ADMIN

6. Financial matters.

Cheques and payment approval from other committees: The payment list had been circulated prior to the meeting and was approved for ratification by Full Council.

Income and Expenditure Reports: The reports had been circulated prior to the meeting and were **agreed** as correct.

Expenditure against Budget Reports: The reports had been circulated prior to the meeting and were **agreed** as correct.

Balances of Accounts: The most recent bank statements were available for inspection and were noted.

Grants and Donations request: This had been discussed earlier in the meeting.

Budget Preparation for 2018: A budget proposal had been circulated by the Communication and Community Committee. Councillors were reminded to have committee budget proposals ready in time for the next Full Council meeting.

Costs for recycling at the Parish Office: Costs for a recycling bin from Veolia who currently supply the refuse collection for the Parish Council would be a monthly cost of £9.75 plus VAT was discussed. The issue of a quote for the collection and destruction of confidential waste via Simply Shredding Ltd was discussed at a cost of £30 per 4 weeks plus VAT. The Clerk will make enquiries at the forthcoming Data Protection seminar for guidance. Deferred.

Expenses from Joules (Christmas Market): The Committee were informed of the 'topline' Income and Expenditure for the event, however some detail is still to be finalised and will be available at such time.

Survey of the Green: This matter is ongoing and is deferred to the next meeting.

ACTION: ADMIN

Dynamic Councillor training for newly co-opted Cllr Marcel Boonaert: The costs and details were approved by unanimous vote should Cllr Boonaert wish to attend.

Quotes for Security System: Quotes from Chubb and Brookes had been received for the Security system at the Parish Office to be upgraded and linked through to keyholders and police. It was unanimously agreed to recommend the Brookes quotation for ratification at Full Council.

7. Online banking

The Admin Team had circulated an excerpt from a neighbouring Parish Council's Financial Regulations which included regulations regarding internet banking procedures. Cllr Ash will examine the wording and incorporate similar into Bearsted Parish Council's Financial Regulations as appropriate.

It was agreed to transfer £10,000 from the Business Reserve Account held by NatWest to the newly opened Unity Trust Bank current account in order to cover the next batch of payments. Due to time constraints, it was agreed to implement this instruction ahead of Full Council meeting for subsequent ratification.

ACTION: ADMIN

8. Recording Policy.

A revised policy had been circulated prior to the meeting and was recommended for adoption at Full Council by a unanimous vote.

9. Grants and Donations

No requests had been received.

10. Action Plan from Audit

This item is ongoing.

11. Correspondence

A letter had been received from MBC regarding Precept application and requirements for the financial year 2018/19. It was discussed that the budget needs to be set in order to inform the Parish Council's precept requirements and that the figures for the Parish Services Scheme would be useful in such respect. The Clerk will make enquiries with MBC regarding the PSS allocation.

ACTION: CLERK

12. Matters for discussion

The Assistant Clerk informed the committee of her intention to take maternity leave later in the year.

13. Future Agenda items

To set a date for the joint Annual Parish Meeting and the Mynn Awards.

14. Downs Mail

There were no items to be highlighted.

15. Details of the next Meeting

Tuesday 13th February, 2018 to be held at Madginford Hall at 7:30pm.

There being no further business to transact, the meeting ended at 9:22pm

Signed..... Date.....