

BEARSTED PARISH COUNCIL

Minutes of the Finance Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Rd, Bearsted on Tuesday 20th March, 2018 at 7:30pm

Present: Cllr Helena Goodwin (Chairman)
Cllr Jon Hughes
Cllr Richard Ash
Cllr Geoff Bennett
Cllr Pat Marshall MBE

Also in attendance was the Assistant Clerk, Erin Sugden.

REPORTS FROM MEMBERS OF THE PUBLIC.

There were no such reports.

1. To appoint a Chairman for the Committee

Cllr Helena Goodwin was appointed as Chairman by unanimous vote. Vice-chair to be appointed at the next Finance and Policy committee meeting.

2. Declarations of intention to record.

There were no such declarations.

3. Apologies and absence

There were no such apologies received.

4. Declaration of Interests, Dispensations, Predetermination or Lobbying.

There were no such declarations.

5. Minutes of the last meeting.

The minutes of the last meeting of Tuesday 13th February 2018 were agreed as a true and correct record and were duly signed.
8b&8C were not received due to this not being available.

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

Annual strategy for Investment was due to be completed by Richard Camp but he submitted his resignation following previous meeting. Cllr J Hughes to report back at the next finance meeting with regards to this action. Clerk to research information from KALC with regards to what needs to be done.

ACTION:CLLR J HUGHES/CLERK

7. Finance

Resolution to authorise payments: All payments and finance was approved with a unanimous vote;

a. The following payments were agreed for recommendation of authorisation

£ 1,500.00			CPRE	Donation
£ 5,000.00			Land Fund	Transfer of Funds
£ 90,000.00			Bus Reserve	Transfer of Funds
£ 65.00	13.03.18		Bearsted WI	Planning Training Meeting
£ 337.20	21.02.18	101040	JEM Cleaning	Emptying of dog bins
£ 340.80	08.03.18	101049	JEM Cleaning	Emptying of dog bins

£ 947.03	06.03.18	3023145	MBC	National Non-Domestic Rates - Car parks & Premises
£ 1,824.00	06.03.18	3066866	MBC	National Non-Domestic Rates - Offices & Premises
£ 48.00	01.03.18	9095	Compute4U	Laptop hire
£ 264.00	30.11.17	1849	Tantons	Remove Cherry Tree from Bell Lane
£ 4,080.00	30.01.18	1909	Tantons	Remove 3 Ash Trees from Hampson Way.
£ 35.00	01.02.18	Z168728X	Data Protection Registration	
£ 42.00	14.02.18	65773	BJW Computers	Black Toner
£ 330.00	16.02.18	113662	Mail Publications	Downs Mail Sponsored Page
£ 28.92	18.02.18	13086657	KCC Supply	Envelopes
£ 57.45	01.03.18	01022018-BPC	Madginford Hall	Jan 9, 23, Feb 12, 20, 27
£ 55.00	27.02.18	14831	Kent Farmers Market	Annual Subscription
£ 888.00	21.02.18	101569	Arbour Tree Surgery	Remove section of hedge and grind stumps at EHF
£ 280.80	20.02.18	7701	VisionICT	13 new email addresses to be hosted
£ 56.24	21.02.18	488	Heritage Trust Network	Membership
£ 348.00	09.03.18	28077	Reed Printers	Newsletter Winter-Spring
£ 436.29	02.03.18	M0473E	BT	Phone Bill and new hand sets for office
£ 344.79	22.02.18	10486025-1	South East Water	Pond The Green
£ 42.79	22.02.18	10486318-7	South East Water	Allotments, The Street
£ 279.72	26.02.18	10483979-6	South East Water	Allotments, Church Lane
£ 40.18	09.03.18	63853835	OPUS	Street Lighting
£ 11.08		63853834	OPUS	Street Lighting

- b) Income & Expenditure Reports: The committee had concerns that the format of the report is not user friendly and not showing all months. The report was accepted as correct. Clerk to check with Nicola Maguire as to why April/May/June are missing. Clerk to also revise agenda headings as 7b and 7c are covered in the same report. Clerk to question the I&E of the Christmas Market as Comms does not reflect the Christmas Market I&E.

ACTION: CLERK

- c) Expenditure against Budget Report : This was covered during the point above.
- d) Balances of Accounts: Recent banks statements had been received and were circulated and approved.
- e) Costs for office Administrator's furniture, IT and telephone: Approved with a unanimous vote.
- f) Assistant Clerk's holiday: Approved with a unanimous vote.

- g) Planning Training Session for Cllr M Bollom: Cllr Bollom requested to attend a planning training session ahead of any group training due to annual leave. The committee approved with a unanimous vote.
ACTION: CLERK
- h) Group Planning training costs: The Clerk is arranging a group training session for councillors to take place in June. This was approved with a unanimous vote.
ACTION: CLERK
- i) Petty cash card: To assist with the purchase of sundry items a Post Office Travel Card was suggested to be pre-loaded with £100. The Clerk will be responsible for the card and an online account managed. The Clerk to produce a monthly statement of the account and produce at finance committee. Approved with a unanimous vote.
ACTION: CLERK
- j) Newsletter distribution costs: Due to the difficulty in getting a company able to distribute before the end of March the quotation was very expensive at £800. Cllr Hughes to speak to Jem Clean to see if they are able to assist. Alternatively, the newsletter will be distributed to local business and community meeting areas but not each household.
ACTION: CLLR J HUGHES
- 8 Data Protection**
It was suggested to appoint GDPR as the Data Protection Officer for year one with the option to change to an online system in year two and going forward. GDPR was approved with a unanimous vote. Clerk to appoint and start process.
ACTION: CLERK
- 9. Policy Review**
 - a) Lone worker policy - Approved with a unanimous vote.
 - b) Email etiquette policy - Approved with a unanimous vote.Policies to be updated and brought to Full Council for signing.
ACTION: CLERK
- 10. Correspondence**
 - a) Approved with an unanimously vote to cancel standing order to Kent County Cricket Club.
- 12. Future agenda items**
 - Election of Vice- Chairman
 - Audit
- 13. Downs Mail**
 - No items to be suggested.
- 14. Next Meeting**
 - The next Finance Committee meeting will be held on Tuesday 24th April 2018.

There being no further business to transact, the meeting ended at 9:02pm

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