

BEARSTED PARISH COUNCIL

Minutes of the Finance and General Policy Committee meeting of
Bearsted Parish Council held at Madginford Hall, Egremont Road,
Bearsted on Tuesday 11th September, 2018 at 7:30pm

Present: Cllr Helena Goodwin (Chair)
Cllr John Hughes (Vice Chair)
Richard Ash MBE
Cllr Michael Bollom
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis.

Reports from members of the public.

There were no members of the public.

1. Declarations of intention to record.

There were no such declarations.

2. Apologies and absence

Apologies had been received and were accepted from Cllrs Geoff Bennett and Josie Smith.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

There were no such declarations.

4. Signing of minutes.

The minutes of the Finance Committee meeting of Tuesday 7th August, 2018 were agreed as a true record and duly signed.

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

The issue of the location of the water meter at the Church Landway allotments was discussed. The Clerk is chasing for the information.

ACTION: ADMIN

6. Finance

a) Resolution to authorise payments:

The following payments were agreed for authorisation by unanimous vote and duly signed.

Water Choice	Water charges for the Street allotments	£	79.02
Mrs E Watts	Reimbursement for garden waste bin rental	£	37.00
Mini Sports Academy	Football session at Play scheme	£	50.00
KCC	Stationery for Play scheme	£	177.96
KCC	Stationery for Play scheme	£	24.18
EDF Energy	Electricity costs for Xmas lighting 17/18	£	56.44
Wayne Matthias	Football session at Play scheme	£	50.00
Amanda Franklin	Misc. Play scheme equipment	£	331.06
LRH Property Maintenance	Renovation and repair of gate at Church Landway	£	490.00
Lenham Oak	Oak for fencing at The Green (part 1)	£	830.52
Sarah Lewis	Clerk's Expenses - stamps	£	13.92
	Clerk's Expenses - labels	£	16.99
Opus Energy	DD for Electricity on The Green Est. 6.9.18	£	7.76

Opus Energy	DD for Electricity at the Tractor Barn Est. 6.9.18	£	22.98
BT	Phone, broadband and mobile charges	£	60.48
Jencontractors	Graffiti removal playground at the Green	£	78.00
	Litter picking at the pond on the Green	£	54.00
A Harland Fencing	Replace log wall on the Green/Yeoman Lane	£	1,000.00
Nicola Maguire	August payroll and finance support	£	215.67
Mail Publications Ltd	Downs Mail August sponsored page	£	347.36
Patrick Finnis	Delivery of Information Booklets	£	400.00
John Lawson Circus	Return of deposit less repairs for damage	£	350.00
King George V Memorial Hall	Quarter two hire of hall costs	£	111.49
Compute4U	September computer lease charges	£	72.00
LRH Property Maintenance	Replacement of missing slat in Church Landway play area fence	£	47.00
LRH Property Maintenance	Replacement of the handrail for the steps at Church Lane car park	£	139.50
Lenham Oak	Oak for fencing at The Green (part 2)	£	1,517.88
	Play scheme salaries	£	5,202.36
	Play scheme volunteer payments	£	1,150.00
<i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act 1998, and the Local Government and Housing Act 1989, s11 (Appointment and Management of Staff)</i>			

A payment to Aylesford Electrical for £878.40 remains deferred pending re-adjustment. The Clerk will approach the company to negotiate a more realistic cost for the report recently received.

ACTION: CLERK

A payment to Ashwood Surfacing for £54,742.80 was deferred pending a meeting between Cllrs Bollom and Hughes with the contractor.

ACTION: CLLRS BOLLUM/HUGHES

It was highlighted by the Clerk that prices for the sponsored page in the Downs Mail has increased by 5%. Cllr Helena Goodwin will speak to Mail Publications to negotiate a better deal for the Council.

ACTION: CLLR GOODWIN

- b) Income and Expenditure Reports:
These had been circulated prior to the meeting and were approved.
- c) Expenditure against Budget Report:
The reports had been circulated prior to the meeting and were approved.
- d) Balances of accounts:
The most recent bank statements had been circulated prior to the meeting and were noted.
On the Clerk's recommendation, it was agreed to recommend at the next Full Council meeting the **transfer of £125,000.00** from the current account held with the Unity Trust bank, to the earmarked Land Fund reserve account held with the NatWest.
It was discussed that reports need to have matching headings to the Agenda headings. This will be implemented going forward with the change of report formats.

ACTION: CLERK/N MAGUIRE

- e) Grants and Donations requests: No such requests had been received.
- f) Legal advice on contracts for peppercorn rentals (Cllr Jon Hughes). It was highlighted that it might be prudent to approach Invicta Law for advice on updating agreements and leases as a matter of due diligence on behalf of the Parish Council.

ACTION: ADMIN

- g) AdvantEdge IT Systems Ltd quotation for additional finance packages: This item was deferred pending an online demonstration for office staff.

- h) SLCC membership for Administration Assistant at a cost of £108.00: This was accepted by a unanimous vote.
- i) Credit Card application for Unity Trust and encashment facility agreement: It was agreed by a unanimous vote to apply for a Multipay card from the Unity Trust Bank for use by the Clerk. The Clerk will complete the relevant forms and present them for signing at the next Full Council meeting having confirmed with the bank of the setup fee, monthly costs and suggested limits on the card.
ACTION: CLERK
- j) Repayment terms for salary overpayment to a member of staff: A request for monthly payments to repay the overpayment was refused by a unanimous vote. The staff member will be asked to make the payment promptly or given the option of an appropriate deduction in September salary.
ACTION: CLERK/N MAGUIRE
- k) Clerk's report on recent authority issue with online banking: It was reported that due to a clerical error on a form that was returned recently to the Unity Trust, the dual authority stipulation had been suspended and payments for August had been approved solely on one authority. The Clerk alerted the bank immediately of the error and it was rectified. The Clerk has addressed this issue and to prevent similar errors in the future, all banking issues will be dealt with by the Clerk only.
- l) Quote for updating the Chairman's Board: A quote had been received for the amount of £235 plus VAT. The Committee agreed by unanimous vote to approve the costs subject to some minor changes on the board recommended by Cllr Ash.
ACTION: ADMIN
- m) Consultancy Agreement for finance support: It was agreed to revise and review the agreement once changes to processes have been implemented within the office following the enhancement of the finance package.
- n) Finance Conference 18th October 2018 £72.00: It was agreed by unanimous vote to approve this cost for the Clerk to attend.
- o) Allotment Management and Law training 24th September 2018 £72.00: It was agreed by unanimous vote to approve this cost for the Clerk to attend.
- p) Purchase of new edition of Charles Arnold Baker reference book at £110.00: It was agreed by unanimous vote to approve this expense.
- q) ILCA training for the Administration Assistant £99.00: It was agreed by unanimous vote to approve this cost.
- r) NALC amendments to Model Standing Orders: The Clerk informed the Committee that the suggested amendments have been actioned and this was duly noted.
- s) Quotes for the renovation of the telephone kiosk and defibrillator installation. It was agreed by a unanimous vote to approve the quote from LRH Property Maintenance for the renovation of the kiosk at a cost of £440.00, and to approve the quote for fitting the defibrillator from B.G.Electrical Contractors for £343.00
- t) Due to an underestimation of time involved in the installation of the post fencing at the Green, it was agreed to request the invoice from A French prior to the next Full Council meeting for prompt payment.
ACTION: ADMIN
- u) Planters update: The proceeds of the Information Booklets were reported to be £1,271.00 and it was proposed to use this money towards the purchase of 'Welcome to Bearsted' planters to be positioned beneath all of the freestanding noticeboards in the parish. Depending on the position of the boards, some planters will have printing on both sides. The funds will also cover some of the costs towards the planting of the planters and bulbs and plants needed for the

bank in Ware Street. It was proposed to increase the amount by £350.00 to allow for the budget of this initiative.

ACTION: ADMIN/N MAGUIRE

- v) Load testing for light columns: A quote from KCC for the testing had been received at a cost of £1,210.00 plus a charge of £26.00 for the appropriate licence to display the Christmas light motifs to lamp posts in the village. The costs were accepted for approval at the next Full Council meeting by unanimous vote.

7. Proposed processes for finance administration.

It was agreed that from next year, proposals/quotes will be raised by the Environment Committee to be approved at the Finance Committee and ratified at Full Council. The Clerk will produce a schedule of dates accordingly.

ACTION: CLERK

8. Correspondence:

Figures had been received showing the Income and Expenditure for the recent Play scheme event. Initial figures show a loss of approximately £900. The Clerk will request a last year comparison report from the Nicola Maguire.

ACTION: CLERK/N MAGUIRE

9. Future Agenda Items

There were no suggestions.

10. Date of next meeting

The next date of the Finance Committee meeting will be Tuesday 16th October, 2018.

There being no further business to transact, the meeting closed at 20:19hrs

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