

# BEARSTED PARISH COUNCIL

Minutes of a meeting of **Bearsted Parish Council Finance and General Policy Committee** held on  
Wednesday 1<sup>st</sup> February 2017 at Madginford Hall, Egremont Rd, Bearsted

Councillors Present:

Cllr Richard Camp (Chair)

Cllr Paul Young

Cllr Pat Marshall MBE

Cllr Jon Hughes

Cllr Geoff Bennett

Cllr Richard Ash

Also present - Nicola McGuire

## REPORTS FROM MEMBERS OF THE PUBLIC

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is a for information session only and no action can be taken upon those items raised

*There were no members of the public present at the meeting.*

1. **Apologies and absences.**

Apologies for absence were received from:

- Cllr Fiona Redman
- Cllr Helena Goodwin

2. **Declaration of Interest, Dispensations or Lobbying.**

None declared

3. **Minutes of the last Finance and General Policy meeting.**

The minutes of the meeting held on 4<sup>th</sup> January 2017 were agreed as a true and accurate record.

***Signed R Camp***

4. **Matters arising from the last minutes.**

Update on all action points carried over.

***Leases***

Cllr R Camp apologised for not carrying out the action. Hard copy leases need review and audit to see if anything is missing. ***ACTION Cllr Camp***

***Office Finance Software***

Nicola has spoken to AdvantEdge. Software is limited in its reports. We are continuing to investigate

Action Nicola / R Camp

5. **Financial matters**

Timesheets

Reviewed and accepted as an accurate record

***Proposed R Ash***

***Seconded R Camp***

***Resolved by all present***

The cheque list was presented at the meeting for review.

***PROPOSAL –It was agreed to accept all cheques for payment.***

***Proposed Cllr J Hughes***

***Seconded Cllr R Camp***

***Resolved by all present.***

**Income and Expenditure**

Income and expenditure was presented by Nicola. As expected council is accruing funds for environment so it appears that we have under spent.

**Budget 2017**

The income figures from MBC were finally confirmed, and minor adjustments were made to the income elements of the budget.

Environment committee are preparing a statement on their accrual for ongoing projects.

Segregation of funds to be investigated once new Clerk / RFO is in place.

**6. Correspondence**

The committee thanked Cllr Ash for his work in collecting correspondence and delivering. There was no further discussion.

The committee meeting closed at 8.15pm.

**8. Future agenda items**

**9. Date of next meeting**

1<sup>st</sup> March 2017, Madginford Hall at 7.30pm

**ACTION LIST**

<b><u>ISSUE</u></b>	<b><u>LEAD</u></b>	<b><u>TIMESCALE</u></b>
Audit the hard copy leases in the Parish Office to see if anything is missing.	Cllr Camp	March Finance Meeting
Request list of all Parish Council Direct Debits & Standing Orders from NatWest	Cllr Redman	March Finance Meeting

**ITEMS REQUIRING RATIFICATION AT FULL COUNCIL**

<b><u>ITEM</u></b>	<b><u>PROPOSAL</u></b>	<b><u>SUPPORTING INFORMATION REQUIRED?</u></b>
Cheque run		