

BEARSTED PARISH COUNCIL

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

Councillors Present:

Cllr Richard Camp (Chair)

Cllr Pat Marshall MBE

Cllr Geoff Bennett

Cllr Richard Ash

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 J Hughes
- Cllr Paul Young
- Cllr Helena Goodwin
- Cllr Fiona Redman

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 1st February 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 alternatives

Action Nicola / R Camp

5. **Financial matters**

Policies

Councillor Young who is leading this initiative was unfortunately unable to attend. This item is deferred to April meeting.

Time sheets

Reviewed and accepted as an accurate record

Proposed RC

Seconded GB?

Resolved by all present

Cheques and Finance approval from other committees
 Reviewed and accepted
 Proposed ?
 Seconded ?
 Resolved by all present

Income and Expenditure
 Reviewed by all present . As expected council is accruing funds for environment so it appears that we have under spent. Finance will be looking at segregation of funds to make the position clearer.

- 6. **Correspondence**
 No correspondence received
 The committee meeting closed at 8.15pm.
- 8. **Future agenda items**
- 9. **Date of next meeting**
 5th April 2017, Madginford Hall at 7.30pm

ACTION LIST

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

ITEMS REQUIRING RATIFICATION AT FULL COUNCIL

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