

BEARSTED PARISH COUNCIL

Minutes of the Finance Committee meeting of Bearsted Parish Council held at Madginford Hall, Bearsted on Wednesday 7th June, 2017

Present: Cllrs Richard Camp (Chair)
Paul Young (Vice Chair)
Geoff Bennett
Helena Goodwin
Jon Hughes

There were no members of the public in attendance. The minutes were recorded by the Clerk, Mrs Sarah Lewis.

1. **To elect a Chair and Vice Chair to the committee.**
It was proposed, seconded and unanimously agreed to elect Cllr Paul Young as Chair to the committee.
It was proposed, seconded and unanimously agreed to elect Cllr Helena Goodwin as Vice Chair to the committee.
2. **Apologies and absences.**
Apologies were received from Cllr Richard Ash (conflicting meeting), Cllr Pat Marshall MBE (conflicting meeting), Cllr Jonathan Askin (health) and Cllr Fiona Redman who has stepped down from the Finance Committee.
3. **Declaration of Interest, Dispensations or Lobbying.**
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
Cllr Helena Goodwin updated the register with interests in The Heart of Kent Hospice for discussion at item 14.
4. **Minutes of the last Finance and General Policy meeting.**
The minutes of the last meeting of 5th April 2017 were agreed as a true and correct record and were duly signed.
5. **Matters arising from the last minutes.**
The matter of contributions for the upkeep of Madginford Hall was discussed following the receipt of the detailed invoices for utilities. It was agreed to revisit the arrangement at the next meeting. The Clerk will request the lease information from Madginford Hall Committee together with associated maps. The Clerk will also enquire about any parking agreements for the Hall car park that have been made with Madginford School.

ACTION: CLERK
6. **Financial matters**
Ratification of admin ad hoc payment:
This was unanimously agreed.

Ratification of payment to Golding Consultancy:
This had not been received prior to the meeting.

Cheques and Finance approval from other committees:

The cheques and finance was approved with a unanimously vote.
The Clerk was asked to query the invoice from Chubb to ascertain what the service is and whether it should continue.

ACTION: CLERK

It was unanimously agreed that Bearsted Parish Council should not renew their subscription to The Kent County Playing Fields association.

ACTION: CLERK

In the interests of data protection, the Clerk was instructed not to post staff salary details to the payment lists.

ACTION: CLERK

The Clerk will look into the Microsoft 365 subscription with BT.

ACTION: CLERK

Income and Expenditure:

Finance regulations to include updated Procurement Regs 2015:

The Clerk informed the committee that the Finance Regulations were up to date.

Bank accounts

The issue of online banking was discussed and will be a upcoming agenda item. The Clerk will arrange for access to the Parish Bank Account, however expressed her preference for not being a signatory to the account. The Clerk will also instigate a regular salary payment with the bank.

ACTION: CLERK

7. **RESOLUTION – HR MATTERS**

To resolve to go into closed session at the end of the meeting and to exclude the press and public during items 7. (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi)

8. **Internal Auditor appointment**

The appointment of Mr D Buckettt for auditing services was approved and ratified by a unanimous vote. Cllr Hughes will be in attendance for the audit.

9. **Appointment of Golding Consultancy**

The appointment of The Golding Consultancy for ad hoc support leading up to the audit and Annual Return was approved and ratified by a unanimous vote.

10. **Temporary outsourcing of finances and payroll.**

The Committee considered a short term arrangement for the temporary outsourcing of finances and payroll to be reviewed following a 6 month period. This was unanimously agreed and the Clerk will initially approach Nicola Maguire who has been until recently providing ad hoc finance support. Should an arrangement not be met, the Clerk will advertise the position using the 'Nextdoor' neighbourhood community website and the Parish Council's social media platforms.

ACTION: CLERK

11. **End of year processes for 2016/17:**

Councillors were informed that the process is in hand with Golding Consultants and the Clerk.

12. **Staff pay day.** To agree for payment to be made on the 25th of each month (or the working day before if falls on a Bank Holiday or weekend) to fall in-line with current online payroll facilities.

This issue was discussed and unanimously agreed. The Clerk will make the necessary arrangements. The Clerk's contract will be amended.

ACTION: CLLR R CAMP

13. Additional furniture and equipment for Parish Office.

To agree a budget for furniture and IT equipment needed ahead of the appointment of the admin assistant.

A budget of up to £2,500 was unanimously agreed for the procurement of the necessary office furniture and equipment and delegation under the LGA (1972) act, s101 will be recommended to full council for the Clerk and Cllr Richard Camp to order as necessary within this budget.

14. Correspondence

Correspondence was received from The Heart of Kent Hospice and was discussed. The Clerk will forward the relevant grant and donation application documents to the organisation once they are finalised.

ACTION: CLERK/CLLR R CAMP/CLLR P YOUNG

15. Downs Mail.

To decide what issues if any the committee would like highlighted on the upcoming Down's Mail page for Bearsted Parish Council.

Recommendation was made to refresh the appearance of Bearsted Parish Council's page in the Downs Mail. Cllr Young will approach the Communications and Community Committee regarding this issue.

Suggestion was made to highlight worthy causes that support the residents on Bearsted and are donated to, such as The Heart of Kent Hospice. The Clerk will highlight this with the Down's Mail.

ACTION: CLERK

16. Future agenda items

Internet Banking
Madginford Hall lease arrangements.
Processes and procedures.
Pension provision
Bank signatories
The use of Google for admin
DSE assessment ratification

17. Date of next meeting

5th July 2017 at Madginford Hall at 7.30pm

The meeting went to closed session to discuss item 7.

There being no further business to transact, the meeting ended at 21:20hrs

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