

## **BEARSTED PARISH COUNCIL**

### Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Bearsted on 6<sup>th</sup> September, 2017 at 7.30pm

Present: Cllr Paul Young (Chair)  
Cllr Richard Ash  
Cllr Geoff Bennett  
Cllr Helena Goodwin  
Cllr Pat Marshall MBE

Also in attendance was the clerk Sarah Lewis and the Assistant Clerk Erin Sugden.

No intentions to record the meeting were given.

#### **REPORTS FROM MEMBERS OF THE PUBLIC**

There were no reports.

1. **Apologies and absence**  
Apologies were received and accepted from Cllrs Richard Camp (work commitment) and Jon Hughes (unwell).
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
There were no such declarations.
3. **Minutes.**  
The minutes of the Finance and General Policy Committee meeting of Wednesday 2<sup>nd</sup> August, 2017 were signed as a true and correct record.
4. **Matters arising from the last minutes**  
The Committee were updated on action points from the previous meeting.
5. **Financial Matters**  
Cheques and Finance approval from other committees: The Committee approved all payments on the cheque list to date, with a request to obtain clarification on the payment for Play Scheme management to ensure no duplicate payments are made.

**ACTION: CLERK**

#### **Income and Expenditure**

Reports had been circulated prior to the meeting and were unanimously approved.

#### **Bank Accounts**

The latest bank statements were available for inspection.  
The Assistant Clerk informed the Committee that all signatures had been collected in respect of the Unity Trust Account application and this would soon be sent off. Councillors requested further information on Financial Services Compensation Schemes and Fidelity Guarantee Insurance to ensure that reserves are properly protected before the account is set up. It may be necessary to leave some funds in the current bank account and deposit other

funds in further bank accounts to protect the Council's funds. The Admin Team will investigate this and report back.

**ACTION: ADMIN**

- 6. Ratification of temporary 'Market on the Green' administrator.**  
The Committee approved the appointment of Mrs Emma Hull to provide temporary support for the running of the soon to be launched 'Market on The Green'. The contract will be temporary initially, on 16 hours per month at £10.00 per hour. The first month however may involve up to 30 hours in order to get essential tasks in place ahead of the launch. Mrs Hull will work from home but will have access to the office at times agreed by the Clerk should she wish to use the office facilities.
- 7. Madginford Hall:**  
There were no further updates on the current parking provision request.
- 8. BT additional charge for the use of OneDrive for the Admin Team.**  
This item was null and void.
- 9. Finance Conference costs for Admin Team.**  
It was unanimously agreed for the Clerk and the Assistant Clerk to attend the upcoming Finance Conference at a cost of £60 (net) each.
- 10. KCC managed HR Support.**  
Prices for renewal of the HR Support service from KCC had been circulated prior to the meeting. Following a brief discussion, the item was deferred pending further information.

**ACTION: CLLR P YOUNG**
- 11. Correspondence.**  
Following an email from Mrs Kersey, the Council were asked by the Clerk to consider purchasing 6 books on the History of Bearsted for reference. This was unanimously agreed.
- 12. Downs Mail.**  
The committee would like the appointment of Emma Hull to be highlighted in the next edition. They would also like to draw attention to the directory of professional persons residing within the parish to assist with advice and guidance to the Council for the good of the residents of Bearsted.
- 13. Land acquisition training for the Clerk.**  
Following a discussion, the Committee favoured contact with local Estate Agents/Auctioneers to be notified of any land within the parish that becomes available for purchase. It was agreed that a directory of professional residents willing to offer advice and guidance on matters such as land acquisition be drawn up. The Admin Team will advertise for such contacts on Facebook.

**ACTION: ADMIN TEAM**
- 14. Matters for Discussion**  
**Defibrillators:** The Committee considered costs from Primary Care Supplies for two public access defibrillators to be situated to the north and south of the Parish, at a cost of £1,249 (net). Maintenance, training and ongoing costs were also discussed and the Committee requested that this issue is raised at the next Full Council meeting for approval.

**ACTION: CLERK**

Parish Services Scheme Survey: The Clerk was asked to forward the recent survey to Geraldine Brown at KALC for her information.

**ACTION: CLERK**

**15. Future Agenda items.**

- Office stationery: To consider costs for the printing of Bearsted Parish Council headed paper, compliment slips, office business cards and Christmas cards for the use of the Admin team in the Parish Office.
- Fidelity Guarantee

**16. Date of next meeting.**

The next meeting of the Finance and General Policy Committee will be held on Wednesday 4<sup>th</sup> October, 2017 at Madginford Hall, Egremont Road, Bearsted at 7.30pm.

**There being no further business to transact, the meeting ended at 9.21pm**

**Signed..... Date.....**