

BEARSTED PARISH COUNCIL

Minutes of a meeting of **Bearsted Parish Council Finance and General Policy Committee** held on the 6 April 2016 at Madginford Hall, Egremont Rd, Bearsted

Councillors Present:

Cllr Richard Ash
Cllr Richard Camp (chairman)
Cllr Helena Goodwin
Cllr Jon Hughes
Cllr Pat Marshall MBE
Cllr Fiona Redman
Cllr Tony Ryan
Cllr Paul Young

Also in attendance the Clerk to the Council – Michelle Rumble
The meeting was being recorded

1. **Apologies for absence.**
Cllr Cox
2. **Disclosure of Interest or Lobbying**
None
3. **Minutes of the last Finance and General Policy meeting**
The minutes from the meeting of the 2 March 2016 were signed by Cllr Redman as a true and correct record.
4. **Matters arising from the last minutes**
Cllr Camp went through the matters arising, most of which will be covered later in the meeting.
Clerks Pension – Cllr Camp will do some more research on this and report back at the next Finance meeting.
5. **Financial matters**
Cheques & Finance approval
The cheque for the Newsletter printing was discussed, the Clerk asked Cllr Ryan if the quotes which had been received for the Newsletter printing could be amended to say Bearsted Parish Council, this is so the Parish Council remains open and transparent and so the Tender process is adhered to. It was proposed by Cllr Camp, seconded by Cllr Redman and **RESOLVED** by a VOTE 7 FOR 1 ABSTENTION
BPC Policies
It was **RESOLVED** to take the following policies with the amendments discussed to the Full Council meeting on the 12th April for adoption.
 - Complaints Policy
 - Model Publication Scheme

Online Banking

The Clerk had prepared and filled the application in to complete the Online Banking process, the three members who will be signatories are Cllr Camp, Cllr Redman and Cllr Young. If more members are needed at a later stage, then they will be added. The Form will be signed at the end of the meeting. The Clerk will then forward the completed form along with the required documentation to Unity Trust Bank. It was **RESOLVED** by all members present to proceed with Unity Trust Bank for Online Banking.

ACTION CLERK

FOI Requests

This was covered under the policies agenda item

Quotes and Tender process

The Clerk was asked to obtain a registered list from both Kent County Council and Maidstone Borough council of tradespeople they use to carry out work for them. Cllr Young suggested speaking to KALC as well and would it be prudent for the Parish Council to have a procurement policy.

ACTION CLERK/CLLR YOUNG.

Play scheme 2016

The Clerk had prepared prior to the meeting a draft Income and Expenditure sheet for the play scheme, this income is all dependant on how many children attend the play scheme.

Transfer of Funds from Communications & Community Budget Farmers market to Environment Budget.

Cllr Hughes asked if it would be possible to move across £400 of the Farmers market budget to Environment to cover repairs to the Green. It was proposed by Cllr Hughes, seconded by Cllr Ash. **RESOLVED** by all member's present

Utility Contracts

The Clerk had carried out a best value exercise on Utility Contracts for the Telephone/Broadband and Mobile for the Parish Office and this was through BT and had been quoted a 2-year contract at a price of £51.50. It was proposed by Cllr Camp, seconded by Cllr Young and **RESOLVED** by all members present that they accept the quote and the 2-year contract. The Clerk had also sought quotes for the electric at the Green and the Tractor Barn, but the quotes did not appear to tally up with what was being used. The Clerk will go back and seek a further quote on this and bring it back to the May Finance meeting.

6. HR Matters

Cllr Redman asked for this item to be added to the agenda as she would like this to be discussed on a monthly basis. Cllr Redman would like the Clerk to bring any Annual Leave she wishes to take to the meeting and also if there is a likelihood that she may have to work more than her allotted hours as this will need to be authorised by the Parish Council.

ACTION CLERK

7. **Future agenda items**

Policies & Procedures
Pension (Clerk)
Agenda and papers

8. **Date of next meeting**

The next meeting will be on the 4 May 2016 Madginford Hall at 7.30pm

There being no further business the meeting closed at 9.20pm

ACTION LIST

<u>ISSUE</u>	<u>LEAD</u>	<u>TIMESCALE</u>
Monthly reconciliation/ cheque signing	Cllr T Ryan/ clerk	Ongoing
General review of all policies & procedures	Cllr P Young	May Meeting/ Ongoing
Policies – KALC Policies to be reviewed against BPC Policies	Cllr P Young	May Finance meeting
Pension	Clerk/ Cllr Camp	May Finance meeting
Budget surplus/ End of Year	Cllr Camp/Cllr Young	May Finance meeting
HR Matters/ Annual Leave/ TOIL	Clerk	May Finance meeting
Tenders/Quotes – Obtain list from KCC and MBC	Clerk	May Finance meeting
Transfer of £400 from Community Budget to Environment Budget	Clerk	No Action Required

ITEMS REQUIRING RATIFICATION AT APRIL 2016 FULL COUNCIL

<u>ITEM</u>	<u>PROPOSAL</u>	<u>SUPPORTING INFORMATION REQUIRED?</u>
<u>Policies & procedures</u>	PROPOSAL – To take the circulated policies to the Full Council meeting on the 12 April for adoption.	Cllr Young to carry out the formatting of policy and circulate to all members prior to FC Meeting.