

# BEARSTED PARISH COUNCIL

Minutes of a meeting of **Bearsted Parish Council Finance and General Policy Committee** held on  
Wednesday 2<sup>nd</sup> November 2016 at Madginford Hall, Egremont Rd, Bearsted

## Councillors Present:

Cllr Richard Ash  
Cllr Paul Young (Chair)  
Cllr Pat Marshall MBE  
Cllr Fiona Redman  
Cllr Helena Goodwin

## Apologies:

Cllr Geoff Bennett  
Cllr Jon Hughes  
Cllr Richard Camp

There were no members of the public present. The meeting was not recorded.

### 1. **Apologies and absences.**

Apologies for absence were received as above.

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

None

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

The minutes from the meeting of the 5<sup>th</sup> October 2016 were agreed by all present (other than the closed session minutes which were not available) and will be signed by Cllr Camp/ Young at the full council meeting on 8<sup>th</sup> Nov, with "draft" removed and Cllr Young added to the attendees.

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

Update on all action points carried over

#### ***Online Banking.***

The application for online banking was agreed and signed off at full council in October 2016. Cllr Young and Cllr Camp to check if this has been activated. The committee agreed not to proceed with this at this stage. At a later stage, it will be activated (details as follows when this happens: Linda at Digital applications – email address [digitalapplications@rbs.co.uk](mailto:digitalapplications@rbs.co.uk) – application number Bankline Lite 15418506) ACTION CLLR YOUNG/ CAMP.

#### ***Purchase of Desktop Computer and Printer/Copier for Parish office***

Cllr Goodwin has a monitor to donate to the parish. It needs to be tested and if approved, she will take to the parish office. ACTION CLLR GOODWIN

#### ***Policies***

No further policies at present. To be carried over to the next month.

#### ***HR Package***

Cllr Redman has signed the HR package documentation on behalf of the council and returned it to KCC. No invoice has yet been received. The Legal Package documentation has not yet been received and will be chased by Cllr Redman. ACTION Cllr Redman

### ***Leases***

The committee needs to ascertain whether leases have been received by the clerk. Cllr Young to contact Marsha Marriner at Whitehead Monckton to see where the leases are. ACTION Cllr Young

### ***Bank Reconciliations***

Cllr R Ash is happy to continue to do this.

### ***Finance software***

This will be put on hold until early next year.

## **5. Financial matters**

### ***Cheques and Finance approval from other committees***

The invoices were reviewed and agreed by all members. All invoices will be forwarded to Cllr Young either by Cllr Farrow who is overseeing the email account, or by Cllr R Ash who will monitor the mailbox. The full cheque list will be agreed at full council in Nov 16.

### ***Income and Expenditure 010416 – 311016***

There was no report available.

### ***Budget 2017***

Cllr R Ash to check if budget to be submitted to MBC by 31<sup>st</sup> Jan 2017. Cllr Young to request budget proposals from all committee chairs by Dec Finance meeting. Cllr Young and Cllr Camp to formulate budget for full council in Jan 17. ACTION CLLR YOUNG, ASH AND R CAMP

### ***Finance cover***

The committee would like to use a book keeper to ensure that all the books are in order as an interim measure. The duties would be:

- Prepare list for cheques
- Oversee bank reconciliation
- Provide monthly statements of income and expenditure
- Track all finance

Cllr Goodwin/ Cllr Camp to get quotes for discussion and agreement at full council. ACTION CLLR GOODWIN/ R CAMP

## **6. Correspondence**

No correspondence

## **7. Future agenda items**

HR matters

policies

All standing agenda items

## **8. Date of next meeting**

7<sup>th</sup> December 2016 7.30pm

There being no further business the meeting closed at 9.20pm

## **ACTION LIST**

| <b><u>ISSUE</u></b>  | <b><u>LEAD</u></b>    | <b><u>TIMESCALE</u></b> |
|--|-----------------------|-------------------------|
| Monthly reconciliation/ cheque signing                       | Cllr R Ash/ clerk     | Ongoing                 |
| Transfer £5k from main account to Land and Buildings account | Cllr Redman/<br>Young | Before March 2017       |
| Move to online banking – NatWest 'Bankline Lite'             | Clerk / Cllr Camp     | Feb 2017                |
| HR package/ legal package                                    | Cllr Redman           | Dec 2016                |

|  |                         |                   |
|--|-------------------------|-------------------|
| Install monitor  | Clerk / Cllr<br>Goodwin | December 2016     |
| Schedule Leases  | Clerk                   | March 2017        |
| Setting up of new Bank accounts to gain<br>better rate of interest | Clerk                   | March 2017        |
| Obtain quotes for book keeping                                     | Cllr Camp/<br>Goodwin   | Full council 2016 |
| Budget 2017 - prepare budget for 2017/18                           | Cllr Young              | Dec Finance       |
|  |                         |                   |

7. **RESOLUTION - HR MATTERS**

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

*Minutes recorded separately - this part of the meeting was not audio recorded as per the Parish Council's Recording Meeting Policy BPCPOL44.*

**Recruitment**

The committee discussed the recruitment of two part time substantive people:

Clerk - part time - to cover finance and offer advice to the council, finance committee, C and C committee. Could offer this to a non qualified person and train them up.

Administrator - part time - to cover secretarial duties, environmental matters and committee, planning committee

Need to review job description and person specification, along with advert. Some papers may be useful in the office.

Need to identify lead to action ACTION ALL