

## **BEARSTED PARISH COUNCIL**

Minutes of the Finance Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Rd, Bearsted on Tuesday 24<sup>th</sup> April, 2018 at 7:30pm

Present: Cllr Helena Goodwin (Chair)  
Cllr Richard Ash  
Cllr Jon Hughes  
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis.

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

There were no such reports

1. **Declarations of intention to record**  
There were no such declarations.
2. **Apologies and absence**  
Apologies were received and accepted from Cllr Bennett, Cllr Bollom and Cllr Smith.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
There were no such declarations
4. **Election of a Vice Chair**  
Councillors agreed for this item to be deferred to the forthcoming Annual Meeting of the Parish Council.
5. **To resolve to go into closed session and to exclude the press and public for item 16 relating to HR matters and in accordance with (*Admissions to Meetings*) Act 1960, Standing Order 10 (xi).**
6. **Minutes of the last meeting:**  
The minutes of the Finance Committee meeting of 20<sup>th</sup> March 2018 were agreed as a true record and duly signed.
7. **Matters arising from the last minutes and action points.**  
Following the discussion regarding the Financial Services Compensation Scheme, Cllr Hughes highlighted the new rules that the Bank of England now guarantee up to £85,000 for British Banks. It was queried therefore whether it was a significant risk to allow the parish accounts to sit above this figure. The Clerk will ask for clarity and advice from the auditor on best practice and report back to the committee.

#### **ACTION: CLERK**

The issue of the recent newsletter was discussed and it was agreed that there are improvements to be made as some content was absent and out of date at delivery. The Clerk was asked to ensure the content copy is distributed to councillors for approval before future printing.

**8. Finance**

a) The following payments were agreed for authorisation

Nicola Maguire	Finance and payroll support	£ 169.46
Nicola Maguire	Finance and payroll support	£ 222.05
Sevenoaks District Council	Lottery Permit License Annual fee	£ 20.00
Mail Publications Ltd	Downs Mail sponsored page March 18	£ 330.00
Kent Farmers Market Association	Annual insurance for market 2018-19	£ 93.50
Diamond Interiors	Office furniture	£ 413.24
Paul Waring	Grass cutting and maintenance 2018	£ 1,582.74
Reed Displays	Exterior signs for office, playgrounds etc	£ 412.80
Reed Printers	Speed Limit stickers	£ 525.60
Compute4U	Leasing of Parish Office laptops	£ 48.00
Tantons Tree Surgeons Ltd	Tree work at The Green	£ 1,440.00
King George V Memorial Hall	Hall/room hire for quarter 1/18-19	£ 100.09
Sarah Lewis	Clerk's expenses: key cutting and office equipment	£ 10.69
Sarah Lewis	Portable laptop stand	£ 28.21
Sarah Lewis	CAT splitter for router and phone set up	£ 9.89
Sarah Lewis	Extension leads for office desk set up	£ 19.90
Payroo Ltd	Services for 2017/2018	£ 141.60
		£ 4,578.00
Andrew French Fencing	Installation of retainer wall at bank in Ware St	
Mail Publications Ltd	Downs Mail sponsored page April 18	£ 330.00
Siobhan Watts	Recruitment HR support	£ 1,625.00
Siobhan Watts	Recruitment HR support	£ 250.00
Sitech Surveying Services	Topographic & Underground services survey on the Green	£ 1,596.00
HMRC	Tax and NI	£ 1,019.84
Cllr Richard Ash	Councillors allowance 17/18	£ 320.00
Cllr Geoff Bennett	Councillors allowance 17/18	£ 320.00
Cllr Suzanne Camp	Councillors allowance 17/18	£ 304.00
Cllr Richard Camp	Councillors allowance 17/18	£ 320.00
Cllr Daniel Conner	Councillors allowance 17/18	£ 96.00
Cllr Helena Goodwin	Councillors allowance 17/18	£ 192.00
Cllr Jonathan Hughes	Councillors allowance 17/18	£ 320.00
Cllr Fabienne Hughes	Councillors allowance 17/18	£ 400.00
Cllr Patricia Marshall	Councillors allowance 17/18	£ 320.00
Cllr Fiona Redman	Councillors allowance 17/18	£ 240.00
Cllr Tony Ryan	Councillors allowance 17/18	£ 400.00
Cllr Paul Young	Councillors allowance 17/18	£ 320.00
Jen Contractors Ltd	Canine waste collection x 6 = £144	£ 744.00
Breakdown	Dismantling of dog bins = £24	
	Cleaning of Office = £16	
	Litter picking EHF = £36	
	Delivery of newsletter = £400	
KALC	Annual subscription for NALC/KALC	£ 1,530.00
Joanne Jeffery	Refund for Market pitch December 17	£ 15.00
BT	Phone, broadband and mobile charges	£ 146.28
OPUS	Street Lighting	£ 40.34
OPUS	Street Lighting	£ 12.11
OPUS	Scout hut	£ 29.19
OPUS	Cricket pavilion	£ 14.51
<i>Bearsted Parish Council do not disclose personal salary information in accordance with the Data Protection Act 1998, and the Local Government and Housing Act 1989, s11 (Appointment and Management of Staff)</i>		

It was highlighted that the councillor allowances were incorrect and had been calculated at a rate of £20 per meeting. The Clerk acknowledged the error and will ensure that the additional £4 per meeting payment is raised separately.

**ACTION: CLERK**

- b) Income and Expenditure Reports: The reports had been circulated prior to the meeting and were noted.
- c) Expenditure against Budget Report: The report had been circulated prior to the meeting and was noted.
- d) Balances of accounts: The clerk confirmed the balances of the accounts and statements had been circulated prior to the meeting.
- e) Grants and Donations requests: A donation request for £450.00 has been requested from the Classic Cars on The Green event which will be donated to the Kent Air Ambulance as in previous years. The Committee unanimously agreed to recommend approval of the request at the next Full Council meeting.
- f) Audit preparation: The Clerk informed the Committee that audit preparation was in hand and the date for audit has been confirmed as 16<sup>th</sup> May, 2018
- g) GDPR Audit preparation: The GDPR Audit will take place on 18<sup>th</sup> June, 2018.
- h) Budget approval following rounding of figures: unanimously approved.
- i) Costs of hall hire for Dementia Friendly sessions: The Committee agreed by unanimous vote to allow costs of up to £70 for hall hire.

**9. Adoption of Privacy Policy**

It was agreed by a unanimous vote to recommend adoption of this policy at the next Full Council meeting.

**10. Update Standing Orders in line with the new model from NALC**

Cllr Ash will compare the current standing orders with the new model and draw up a final document.

**ACTION: CLLR ASH**

**11. Mission Statement and Action List**

This had been circulated to the committee prior to the meeting. Subject to correction of two typographical errors the committee unanimously agreed to recommend adoption at the next Full Council meeting.

**12. Correspondence**

There was no correspondence to be discussed.

**13. Future agenda items**

Accounting systems for the Parish Office: recommendations and costs.

**12. Next Meeting**

The next meeting of the Finance Committee will be held on 29<sup>th</sup> May 2018

**There being no further business to transact, the meeting ended at 9.17pm**

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