

BEARSTED PARISH COUNCIL

www.bearstedparishcouncil.gov.uk

Madginford Hall, Egremont Road, Bearsted, Maidstone. ME15 8LH
Telephone: 01622 630165 Email: clerk@bearstedparishcouncil.gov.uk

A G E N D A

To All members of the Council, Press and Public

Members are hereby summoned and notice is given that a **Meeting of the Finance Committee** will be held on Tuesday 11th September, 2018 at Madginford Hall, Egremont Road, Bearsted commencing at 7.30 p.m.

REPORTS FROM MEMBERS OF THE PUBLIC

This is a concessionary short session and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is a for information session only and no action can be taken upon those items raised

1. **Declarations of intention to record**
Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Details of our full recording policy can be found on our website.
2. **Apologies for absence.**
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
4. **Minutes of the last meeting.**
5. **Matters arising from the last minutes and action points.**
6. **Finance**
 - a) Resolution to authorise payments
 - b) Income and Expenditure Reports
 - c) Expenditure against Budget Report
 - d) Balances of accounts
 - e) Grants and Donations requests
 - f) Legal advice on contracts for peppercorn rentals
 - g) AdvantEDGE : Edge IT Systems Ltd quotation for additional finance packages
 - h) SLCC membership for Administration Assistant £108.00
 - i) Credit Card application for Unity Trust and encashment facility agreement
 - j) Repayment terms for salary overpayment to Deputy Clerk
 - k) Clerk's report on recent authority issue with online banking.
 - l) Quote for updating the Chairmans Board
 - m) Consultancy Agreement for finance support
 - n) Finance Conference 18th October 2018 costs for Clerk £72.00
 - o) Allotment Management and Law training 24th September 2018 for Clerk £72.00
 - p) Purchase of new edition Charles Arnold Baker reference book at £110.99
 - q) ILCA training for Administration Assistant £99 plus VAT
 - r) NALC amendments to Model Standing Orders to be noted.

7. **Proposed processes for finance administration**
8. **Correspondence**
9. **Future Agenda items**
10. **Proposed date of next Meeting being 16th October, 2018**

Signed:

A handwritten signature in blue ink, appearing to be 'S. Lewis', written over a faint yellow rectangular background.

**Sarah Lewis,
Clerk to Bearsted Parish Council.**

5th September, 2018