

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 20th November, 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. **Signing of minutes**
5. **Matters arising from the last minutes and action points.**
 - Water meter location for Church Landway allotment site.
 - Negotiation of price with Aylesford Electrical for lighting fault report at the Church Landway.
 - Financial comparisons for Playscheme 2017/18
6. **Terms of Reference.**
To agree to adopt the newly reviewed Terms of Reference for the Finance and General Policy Committee.
7. **Finance**
 - a) Resolution to authorise payments
 - b) Finance reports
 - c) Balances of accounts
 - d) Grants and Donations requests
 - e) Renovation of War Memorial: Recommendation of ratification for final costs
 - f) Security restrictions for use of Payment Card and updated Financial Regulations
 - g) Proposal from Clerk for in-house security procedure for payment set up.
 - h) Resolution to authorise the admin assistant to provide back-up cover for raising payments in the Clerk's absence.
 - i) Budget preparations for next year: update

8. **Legal advice re: Peppercorn rents update**
9. **Fireworks financial analysis.**
10. **Overview of recent HR meeting.**
11. **Future Agenda items**
12. **Proposed date of next Meeting being 20th January, 2019**
Resolution to agree issues and payments over the Christmas period by email.

Signed:



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

13th November, 2018