

## **BEARSTED PARISH COUNCIL**

Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 16<sup>th</sup> October, 2018 at 7:30pm

Present: Cllr John Hughes (Vice Chair)  
Cllr Richard Ash MBE  
Cllr Geoff Bennett  
Cllr Michael Bollom  
Cllr Frank Jagger  
Cllr Pat Marshall MBE

Also in attendance was the Clerk, Sarah Lewis.

### **Reports from members of the public.**

There were no members of the public.

#### **1. Declarations of intention to record.**

There were no such declarations.

#### **2. Apologies and absence**

Apologies had been received and were accepted from Cllrs Helena Goodwin and Josie Smith.

#### **3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

There were no such declarations.

#### **4. Signing of minutes.**

The minutes of the Finance Committee meeting of Tuesday 11<sup>th</sup> September, 2018 were agreed as a true record and duly signed.

#### **5. Matters arising from the last minutes and action points.**

- Water meter location for Church Landway allotment site: this matter is ongoing.
- Negotiation of price with Aylesford Electrical for lighting fault report at the Church Landway: this matter is ongoing.
- Payment of retainer to Ashwood Surfacing Contractors Ltd: This payment has been approved and is scheduled for payment on 17.10.18 Cllr Bollom stated that Councillors are confident with the surface and a statement will be posted in the December edition of the Downs Mail to explain to residents how the surface performs and its structure and components. There was some discussion regarding the installation of drains to the entrances of the Bowls and Tennis Club and the Bearsted Woodland Trust which is currently out to tender.
- Financial comparisons for Playscheme 2017/18: The admin assistant will forward these to the Committee on her return from leave.

**ACTION: ADMIN ASSISTANT**

6. **To resolve to go into closed session and to exclude the press and public at items 12 and 13 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for HR matters and the commercially sensitive business affairs of the Parish Council.**

This was agreed by a unanimous vote.

7. **Finance**

- a) Resolution to authorise payments:

A list of payments had been circulated to councillors prior to the meeting and was approved for recommendation at Full Council.

A payment to Aylesford Electrical for £878.40 remains deferred pending re-adjustment. The Clerk will continue to approach the company for a resolve.

**ACTION: CLERK**

- b) Finance Reports:

These had been circulated prior to the meeting and were approved.

- c) Balances of accounts:

The most recent bank statements had been circulated prior to the meeting and were noted.

- d) Grants and Donations requests: No such requests had been received.

- e) Update on Downs Mail charges: Cllr Goodwin has successfully liaised with the Downs Mail following the increase in rates recently implemented, to reduce the monthly invoice to £282 plus VAT. This was noted and approved by a unanimous vote.

- f) Agreement for £300 float for the Fireworks event: Following a discussion regarding the float from last year, the Committee unanimously agreed that a larger float of £400 should be provided and should consist of mainly pound coins as this was a problem last year.

- g) Invicta Law subscription renewal. It was agreed by a unanimous vote to renew the subscription at a cost of £400.

- h) Approval of Environment Committee's recommendations for quotations and/or proposals: Quotations for the provision of a shed and installation at Roseacre School for the storage of the BPC Playscheme event equipment had been circulated prior to the meeting. Approval in principle was unanimously agreed to accept shed costs at £202 and installation at £375 from LRH Property Maintenance subject to confirmation of sizes.

- i) Dynamic Councillor training for new Councillors at £72 per person: This was agreed by a unanimous vote.

- j) Budget preparations for next year: Cllrs Bennett, Ash and Goodwin were proposed to form a working group to work with the clerk to set the budget for 2018/19. The Clerk was asked to invite the finance assistant to meet with the group in order to amend or hide the unused budget headings and to discuss the format of reports.

- k) This had been covered at item 7e.

8. **GDPR guidance following recent Clerk's Conference**

The Clerk gave a report to the Committee to impart relevant GDPR advice which addressed the Council's insurance company's requirements for due diligence.

The purchase or lease of laptops for each Councillor to be used strictly for Parish Council business had been highlighted as gold standard for data protection control and quotes for such had been circulated prior to the meeting. The Clerk was thanked for informing the Council however the initiative was declined by a unanimous vote.

**9. Legal advice re: Peppercorn rents update**

The Clerk reported that having spoken to Invicta Law, they were able to review the current leases held by the Council to suggest any forthcoming alterations and to schedule a renewal timescale. The Clerk will report back with a quote for this work.

**ACTION: CLERK**

**10. Future Agenda items:**

There were none suggested.

**11. Proposed date of next meeting:** The next meeting of the Finance and General Policy Committee will be held on Tuesday 20<sup>th</sup> November, 2018

**The meeting went into CLOSED SESSION at 20:24hrs**

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