

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 20th November, 2018 at 7:30pm

Present: Cllr Helena Goodwin (Chair)
Cllr Richard Ash MBE
Cllr Michael Bollom

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 Jon Hughes, Geoff Bennett, Frank Jagger, Pat Marshall 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 and closed session minutes of Tuesday 16th October, 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: The Clerk has received information from Southern Water that the sub meter is located to the left of the gate entrance into the allotment site next to the fence, and the deduction meter is on the right of the Church Landway southbound, next to a neighbourhood watch sign.
- Negotiation of price with Aylesford Electrical for lighting fault report at the Church Landway: this matter remains ongoing. The clerk will continue to chase and will obtain legal advice regarding the situation.
ACTION: CLERK
- Financial comparisons for Playscheme 2017/18: It was noted that attendance figures were down on previous years which Councillors felt was due to the exceptional weather conditions. The playscheme 2018 ran at a loss of approximately £800.

6. Terms of Reference

The newly reviewed Terms of Reference for the Finance and General Policy Committee were recommended for adoption at the next Full Council meeting 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. It was highlighted that the latest BT bill looks particularly high. The Clerk will query it.

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) Renovation of War Memorial: Recommendation was made for ratification of final costs at the next Full Council meeting.

f) Security restrictions for use of multipay card and updated Financial Regulations: The Clerk had amended the regulations to include use of the multipay card which was unanimously agreed. A further unanimous vote was taken to increase the single transaction and daily limit on the card to £500.

g) Proposal from Clerk for in-house security procedures for payment set up: The Clerk proposed that all payments loaded onto the online banking facility are double checked by a member of staff, or in absence of such, a Councillor. This was unanimously agreed.

h) Resolution to authorise the Admin Assistant to provide back-up cover for raising payments on the online system in the Clerk's absence. This was agreed by a unanimous vote.

i) Budget preparations update: The Clerk informed the Committee that she has started to work on deleting outdated budget headings with the Finance Assistant and a further meeting is planned for January to finalise a proposed budget to the Committee for consideration.

j) Ashwood Surfacing Ltd invoice for £600: the invoice was for remedial work in repairing kerb edgings on the newly laid surface of the church landway following damage from both MBC refuse collection vehicles and that of the Community Payback Scheme. It was decided by unanimous vote that costs for such damage will not be pursued in this instance.

k) Shredder costs for approval: The Clerk reported that the office shredder has broken. It was agreed to purchase a replacement which would be a cross hatch shredder to comply fully with GDPR recommendations. Suggestion for a certain model was put forward at a cost of £89.99 and was unanimously agreed.

l) A quotation from T N Davies Chartered Surveyors for a land valuation survey was approved at a cost of £750 to be commenced as a matter of urgency ahead of a meeting with KCC and for ratification at Full Council.

8. Legal advice re: Peppercorn rents update.

The Clerk reported that Invicta Law have quoted for 2 hours work at £230 to undertake a high level review of all BPC agreements and suggest any forthcoming alterations and to schedule a renewal timescale. This review was agreed to by a unanimous vote.

9. Fireworks financial analysis.

Some figures had been circulated prior to the meeting and were noted, however it was highlighted that the debrief meeting is yet to be scheduled.

ACTION: ASSISTANT CLERK

- 10. Overview of recent HR meeting**
A brief overview was noted however minutes for the meeting are not available to Councillors outside of the HR Committee for reasons of sensitive information and staff confidentiality.
- 11. Future Agenda items:**
There were none suggested.
- 12. Proposed date of next meeting:** The next meeting of the Finance and General Policy Committee will be held on Tuesday 29th January, 2019.

There being no further business to transact, the meeting closed at 20:40hrs.

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