

BEARSTED PARISH COUNCIL

Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Thursday 28th February, 2019 at 7:30pm

Present: Cllr Helena Goodwin (Chair)
Cllr J Hughes
Cllr Richard Ash MBE
Cllr Michael Bollom
Cllr Frank Jagger
Cllr Pat Marshall MBE
Sarah Lewis - Clerk

Reports from members of the public: There were no members of the public.

1. **Declarations of intention to record.**
The Clerk informed the meeting of her intention to record for transcription purposes.
2. **Apologies and absence**
Apologies had been received and were accepted from Cllr Bennett.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
Declaration of interest in item 6a was made by Cllrs Hughes' and Cllr Bollom as payees.
4. **Signing of minutes.**
The minutes of the Finance Committee meeting of Tuesday 29th January, 2019 were agreed as a true record and duly signed.
5. **Matters arising from the last minutes and action points.**
The Clerk confirmed that the £528.60 debit dated 17th December 2018 to Lloyds was to top up funds on the Multipay Card.
The Clerk confirmed that a shredder for the office had been purchased.
A report from Cllr Bollom following a meeting with the KCC was to be discussed at item 9.
Aylesford Electrical continue to be non-responsive to the Parish Council's request for a review of the charge for the cable fault on the Church Landway. This matter is therefore ongoing.
6. **Finance**
 - a) Resolution to authorise payments:
Payments presented were agreed for recommendation of authorisation at the next meeting of the Full Council.
The Clerk informed the meeting that her SLCC membership fee that was agreed at the previous meeting was incorrect as the figure had not taken into account the last salary increase. The payment was therefore retrospectively agreed at a sum of £196 and will be put forward for recommendation at the next meeting of the Full Council.
 - b) Finance Reports:
These had been circulated prior to the meeting and were approved by a unanimous vote.
The Clerk was asked to confirm that all peppercorn rentals are up to date.
ACTION: CLERK
 - c) Balances of accounts: The most recent bank statements had been circulated prior to the meeting and were noted.

It was suggested that all members of the Finance Committee should be authorised signatories. The Clerk will complete the relevant paperwork to include Cllr Jagger as a signatory.

ACTION: CLERK

- d) Grants and Donations requests: A request had been received from the Classic Cars on the Green for £400. It was agreed that this donation should not be expected as a confirmed automatic annual donation from the Parish Council and although recommendation will be given for Full Council approval for this year, the organiser will be informed that this will be reviewed carefully next year.
- e) A quote from Edge IT for renewal of the system was discussed. The Clerk explained that a lot more time is needed for training before staff are up to speed. It was agreed for the package to be renewed for a year to allow time for the modules to be up and running and to re-evaluate at such time.
A quote had been received from Paul Waring for the Grass Cutting and Maintenance for 2019/2020. The quote detailed the various tasks with corresponding prices. A total had not been submitted as this would be dependent on how often each task was addressed. The quote was agreed for recommendation at Full Council.
- f) The NALC National Salary Award new pay scales for clerks and other employees to be implemented from 1 April 2019 was deferred to the next HR meeting.
- g) A transfer of £10,000 from the NatWest reserve account to the Unity Trust account was ratified by a unanimous vote.
- h) A defibrillator installation quote for £530.40 had been received from BG Electrical Contractors and was agreed by a unanimous vote. The Clerk will schedule works ahead of the contractors impending medical leave.
- i) Staff excess leave payment. It was agreed that the excess leave entitlement that has not been used for the current financial year and cannot be carried over to the following year would be included as payment in the March salary.

7. Budget proposal 2019/2020

A proposed budget had been recommended by the Finance Committee for adoption and circulated prior to the meeting. This was agreed by a unanimous vote subject to minor alterations.

8. Fireworks Event debrief.

Attention was drawn to a debrief document that had been previously circulated by the Assistant Clerk prior to her maternity leave. It had been agreed that any recommendations from this document would be considered at the first working group meeting for 2019 event. This was noted.

9. Coal Yard update

A meeting was held with a KCC representative on January 21st to discuss options available and ways forward in approaching Network Rail regarding an acquisition. Cllr Paul Carter is chasing Network Rail for a response regarding the essential repairs to the roof of the building. Support has been received from Leeds Castle and Spot Hire for BPC's initiative to turn the building into a community hub.

10. Future Agenda items

HR update (closed)

11. The next meeting of the Finance and General Policy Committee will be held on 26th March, 2019

With no further business to transact, the meeting closed at 21:10hrs

Signed..... Date.....