

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 23rd July, 2019 at 7:30pm

Present: Cllr Helena Goodwin (Chair)
Cllr Richard Ash MBE (Vice-Chair)
Cllr Jon Hughes
Cllr Denis Spooner (19:36)

Also in attendance was the Clerk Sarah Lewis.

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

1. **Declarations of intention to record.**
There were no such declarations.
2. **Apologies and absence**
Apologies had been received from Cllr Bollom and Cllr Jagger.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None were received.
4. **Signing of minutes.**
The minutes of the Finance Committee meeting and closed session of Tuesday 28th May, 2019 were agreed as a true record and duly signed.
5. **Matters arising from the last minutes and action points.**
The Clerk updated the Committee on the recent Edge software error which will be addressed at the next update in September.
The issue of moving funds to alternative accounts was raised and will be addressed at item 11.
6. **Finance**
 - a) **Resolution to authorise payments:**
Payments presented were agreed for recommendation of authorisation by a unanimous vote in the absence of an August Full Council meeting.
 - b) **Finance Reports:**
Reports had been circulated prior to the meeting and were noted.
 - c) **Balances of accounts:**
Bank statements had been circulated prior to the meeting and were noted.
 - d) **Multi-card expenditure.**
Statements had been circulated prior to the meeting and were noted.
 - e) **Grants and Donations requests:**
No such requests had been received.
7. **Policies for approval**
Cllr Ash reported that the matter of re-evaluating and updating policies is in hand and that he will bring his recommendations to the next meeting of the Full Council.
8. **Summer Playscheme**
The Clerk informed the Committee that the Playscheme is set up and due to start on 29th July 2019. Ticket sales are down on previous years however this was thought to be due to uncertainty about the weather and it is hoped that there will be some last minute bookings.

9. Market on the Green

Preparations for the forthcoming market on 4th August 2019 are in hand and a number of stalls have been booked. It was pointed out that historically, July and August market stall numbers can be down due to holiday commitments for stallholders.

10/11 Audit feedback

- a) Recommendations were given to ensure all invoices are signed off.
- b) Risk Assessments: Recommendation for more detailed documentation was given and examples. The Assistant Clerk will work with the Clerk to produce a more structured working document.

ACTION: ADMIN TEAM

- c) The future procedure for invoicing the allotments was discussed and it was highlighted that this process should be a lot smoother and less open to error once the Edge computer software is being utilised.
- d) Purchase requisitions will be raised for all expenditure and attached to the invoices and quotes where applicable.
- e) End of year reserves are highlighted as needing to be clearer in purpose with clear outlines and timeframes.
- f) Recommendation for a further savings account to allow the council to use the financial protection limit of £85k was given. The Clerk is looking into savings accounts which do not require the opening of an additional current account.

ACTION: CLERK

- g) It was highlighted that more regular maintenance of the Asset Register is required.

12. Future agenda Items

Update on Fireworks event
Budget recommendations from Committees for the next financial year.
Policies for adoption.
Playscheme evaluation.

- 13.** The next meeting of the Finance and General Policy Committee will be held on Tuesday 24th September, 2019.

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