



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held virtually on Tuesday 6<sup>th</sup> April 2021 at 7:30pm

Present: Cllr Nigel Cox (Chairman)  
Cllr Michael Bollom  
Cllr Martin Broughton  
Cllr Joanna Tribley  
Cllr Denis Spooner

Also, in attendance was the Clerk Erin Sugden.

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

The Clerk declared that the meeting would be recorded for minuting purposes.

**2. Apologies and absence**

None.

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

None.

**4. Signing of the Minutes of the last meeting**

The minutes of the Finance and General Policy Committee meeting of Tuesday 9<sup>th</sup> March 2021 were agreed as a true record and duly signed.

**5. Clerk's report**

None.

**6. Finance (Accounts and Audit Regulation 2011/817)**

a) Resolution to authorise payments: Cllr Cox proposed to recommend the payments to Full Council for approval which was agreed.

Ledger date	Gross	Transaction Details
31/03/2021	£698.50	Amy Bush - Hours worked March
31/03/2021	£137.00	Erin Sugden - Expenses April, WFH allow & eye test.
24/03/2021	£10.00	John Williams - Refund of returned key deposit
23/03/2021	£2,016.00	Maidstone Tree Surgeons - Tree works undertaken - The Green
31/03/2021	£219.48	Nicola Brittain - Finance and payroll support Mar
25/03/2021	£470.00	Pond Landscapes Ltd - Repairs to pond - holes, remove stones/branches
30/03/2021	-£700.00	Whitehead Monckton - POA to allocate to inv 200395
30/03/2021	£1,538.88	Whitehead Monckton - Prof fees re purchase land and fees
01/04/2021	£ 48.00	Compute 4 U - Leased Laptop April charges
12/03/2021	£985.53	Maidstone Borough Council - Car Park Rates 21-22
12/03/2021	£0.00	Maidstone Borough Council - Office Rates 21-22
22/03/2021	£13.32	Opus Energy - Elec The Green 19.02.21-21.03.21
22/03/2021	£36.91	Opus Energy - Woodland Trust elec 19.02 - 21.03.21
23/03/2021	£106.14	British Telecom - BT March 2021
08/03/2021	£15.17	Lloyds Bank - Adobe - licence subscription
29/03/2021	£14.99	Lloyds Bank - Amazon - Self inking rubber stamp
09/03/2021	£35.00	Lloyds Bank - Hunker Down florist
17/03/2021	£3.79	Lloyds Bank - Post Office - postage
23/03/2021	£54.85	Lloyds Bank - Post Office - postage stamps (self

		adhesive)
08/03/2021	£14.39	Lloyds Bank - Zoom monthly charge March
	<b>£5,717.95</b>	

- b) Finance Reports: The reports were considered with Cllr Cox explaining the overall balances at the end of the financial year. An explanation about the overspend on the Traffic Committee was explained as this committee formed after the budget was set.
- c) Balances of accounts: The balance of accounts was duly noted. It was proposed by Cllr Bollom to transfer £10,000 from the reserves account to cover the cost of some activities related to the projects taking place. The resolution was passed with all in favour.

**ACTION:CLERK**

- d) Corporate card expenditure: The statement of the multipay card was duly noted.
- e) Grants and Donations requests:
- i. None received.

**7. Review policies for updating (LGA 1972 s.111)**

- a) Memorial Bench Policy: The committee proposed to recommend the policy to the Full Council.
- b) Grants and Donations Policy: The Clerk made a recommendation to include a request for applicants to state the amount they are requesting and their bank details. The committee proposed to recommend the policy to the Full Council.

**8. Terms of Reference (LGA 1972 s.101)**

Cllr Hannington is to investigate options to update delegation to the Clerk.

**ACTION: CLLR HANNINGTON****9. Investment Strategy**

After consideration and agreement that an additional saving account is required to limit financial risk it was proposed by Cllr Cox to open a Cambridge Building Society savings account. Cllrs Cox, Bollom, Broughton & Hannington will be the signatories. The resolution was passed with all in favour.

**10. Future Agenda items**

Audit 2020-21

**11. Proposed date of next meeting being 4<sup>th</sup> May 2021**

With no further business to transact, the meeting closed at 20.08hrs

Signed.....

Date.....