



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 8<sup>th</sup> March 2022 at 7:30 pm

Present:

Cllr Michael Bollom  
Cllr Martin Broughton  
Cllr Joanna Tribley

Also, in attendance were Clerk Erin Sugden and Cllr Richard Ash MBE.

**Reports from members of the public**

None.

- 1. Declarations of intention to record.**  
The Clerk declared that the meeting would be recorded for minuting purposes.
- 2. Apologies and absence**  
Apologies were received and accepted from Cllr Denis Spooner.
- 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 7<sup>th</sup> December 2021 were agreed as a true record and duly signed.
- 5. Clerk's report**  
Nothing to report.
- 6. Finance (Accounts and Audit Regulation 2011/817)**
  - a) To consider payment to authorise: The committee will recommend payments to the Full Council. (Appendix 1) This was proposed by Cllr Broughton with all in favour.
  - b) To consider finance reports: The finance reports were duly noted.
  - c) To consider balances of accounts. The balance of accounts was duly noted.
  - d) Grants and Donations requests: None.
- 7. Review policies for updating (LGA 1972 s.111)**
  - a) Standing Orders: It was proposed by Cllr Broughton to accept the policy with all in favour.
  - b) Financial Regulations: It was proposed by Cllr Broughton to accept the policy with all in favour.
  - c) Equality and Diversity: It was proposed by Cllr Tribley to replace the Equal Opportunities policy and adopt this policy which was unanimously agreed.
  - d) Training and Development: It was proposed by Cllr Broughton to adopt this policy which was unanimously agreed.
  - e) Risk Management: It was proposed by Cllr Broughton to recommend this policy which was unanimously agreed.

- f) Internal Controls: It was proposed by Cllr Tribley to recommend this policy which was unanimously agreed.

**8. Budget 2022-2023 (LGA 1972 s.41)**

The Clerk reported that on 23rd February 2022 Maidstone Borough Council agreed the Precept Application for 2022/23 from Bearsted Parish Council.

The payment of £132,258 will be made on Friday 8th April 2022.

The Clerk also reported that the Parish Service Scheme fund will be £10,502, which is an increase of 2%.

**9. Purchase of Council Administration Advisory Book**

It was proposed by Cllr Tribley to purchase of Arnold-Baker on Local Council Administration at a cost of £164.99 with £7 for postage and packaging which was resolved with all in favour.

**ACTION: CLERK**

**10. Correspondence**

None.

**11. Future Agenda items**

Audit 2021-2022

**12. Next meeting: 3<sup>rd</sup> May 2022**

With no further business to transact, the meeting closed at 19.50hrs

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

**Appendix 1**

<i>Ledger Date</i>	<i>Gross</i>	<i>Transaction Details</i>
01/03/2022	£72.00	Compute4U - 3 x leased laptop hire costs Mar
21/02/2022	£168.00	Downsmail Publications Limited - Advert in DM Wk 1 and Wk 3 Feb
24/02/2022	£2,808.00	Kent County Council - Load testing for festive lights, application to attach illuminations on street furniture - pay 00100013
01/03/2022	£777.27	Kent County Council - Traffic gateways - Roundwell. Pay 00100013
18/02/2022	£1,779.87	Kent County Council - Village Gateway Ware Street. Pay 00100013, 606008
23/02/2022	£1,344.00	Louise Hooper Landscape Architect - Proj A Visual Landscaping Impact Assessment
22/02/2022	£1,200.00	Matthew Corbishley - BPC Village Sign - to replace the village sign post
28/02/2022	£227.11	Nicola Brittain - Finance and payroll support Feb
15/02/2022	£350.00	Stones Garden Centre - Replanting of tree to another location
28/02/2022	£30.00	Vanessa Flanagan - 28/02 - First Aid Course (MOTG)
28/02/2022	£13.14	ABC Business Systems - Colour reading - ink usage Konica Printer
24/02/2022	£50.40	EDGE IT Systems - Finance EOY webinar access
02/03/2022	£12.00	Aford Awards - Engraving - plate only
05/03/2022	£22.98	Madginford Hall - Hall Hire - Feb sessions
19/02/2022	£104.93	Opus Energy - Elec Church Landway 22.01-18.02
19/02/2022	£10.07	Opus Energy - Elec The Green 22.01-18.02

23/02/2022	106.14	Feb telephone charges
08/02/2022	£15.17	Lloyds Bank - Adobe - licence subscription
24/02/2022	£56.99	Lloyds Bank - Amazon - Classic Lecturn podium stand for APM
13/02/2022	£9.00	Lloyds Bank - Campaign Monitor
09/02/2022	£23.00	Lloyds Bank - DBS Check (ES) re MOTG
02/02/2022	£3.00	Lloyds Bank - HM Land registry - title plans
02/02/2022	£3.00	Lloyds Bank - HM Land registry - title plans
09/02/2022	£153.00	Lloyds Bank - Maidstone BC - MOTG Licence
28/02/2022	£23.00	Lloyds Bank - Test payment for Jubilee tickets - to be refunded asap
05/02/2022	£14.39	Lloyds Bank - Zoom monthly charge Feb
23/02/2022	£222.98	Lloyds Card - RBLI - Platinum Jubilee 2022 Lamp Post Sign
02/03/2022	£3.00	Lloyds Bank - Monthly card fee
25/03/2022	£2,298.13	Mar payroll
	£11,900.57	