



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road on Tuesday 5<sup>th</sup> March 2024 at 7:30pm

Present: Cllr David Hall, Chairman  
Cllr Richard Ash MBE  
Cllr Carolyn Smith

Also, in attendance was the Clerk Joanne Upton.

**Reports from members of the public.**

There were no members of the public.

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

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

**2. Apologies and absence.**

Apologies and absences were duly noted for Cllr's Clive English, Frank Jagger and Denis Spooner.

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

None declared.

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

The minutes from 9<sup>th</sup> January 2024 were agreed as a true record and duly signed.

**5. Clerks Report**

The Clerk advised the Committee that the case through the Validation department regarding the Council Tax for the Church Lane car park was still ongoing.

The Privacy, Financial Regulations, Debit Card, Investment & Reserves Policy were still being rewritten.

The Clerk had contacted KALC as requested to review our policies and the Committee agreed that should any Councillor feel a policy is not relevant then they may raise it to be reviewed, no further work is required on this issue.

The Clerk advised that the developer is yet to respond to confirm ownership/management of the shed at the Elizabeth Harvie Field.

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

a) Cost to replace defib battery at Madginford: Cllr Hall proposed to accept the cost of £205.00, this was seconded by Cllr Smith and resolved with all in favour.

b) Cost for the Deputy Clerk to undertake iLCA training: Cllr Hall proposed to accept the cost of £120.00, this was seconded by Cllr Ash and resolved with all in favour.

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

a) Biodiversity Duty Statement: Cllr Hall proposed to adopt the policy, which was seconded by Cllr Smith and resolved with all in favour.

b) Publicity policy: Cllr Hall proposed to adopt the policy, which was seconded by Cllr Smith and resolved with all in favour.

**8. Finance & General Policies Committee Meetings**

Cllr Hall demonstrated that bi-monthly meetings meant that the Councils finances are not reviewed every month by this Committee and often falls to Full Council. The timings do not always allow for the financial information to be available by date of the meeting. Cllr Hall proposed to change the Committee to Finance only, the meeting will be held at the office on the Thursday before Full Council. Policies will be moved under Full Council. It was noted that

the Terms of Reference for the Committee will need to be revised. This was seconded by Cllr Smith and resolved with all in favour.

**9. Review of Leases**

Cllr Hall advised the Committee that the Bowls Club were in the process of registering the lease with the Land Registry.

The Tennis Club lease is due to expire this year and they have sent notice that they wish to renew the lease. Whitehead Monckton is drawing up Heads of Terms, and once written the working group will meet with the Tennis Club to agree terms.

**10. Bank Accounts**

Cllr Smith confirmed further investigation is needed into suitable bank accounts. The Committee agreed to defer this item.

**ACTION: CLLR's JAGGER & SMITH / CLERK**

**11. Office Extension**

- a) Architects' Drawings: Cllr Hall proposed to accept the proposed layout, which was seconded by Cllr Smith and resolved with all in favour.
- b) Planning Application Cost: Cllr Hall proposed to accept the cost of £289.00, which was seconded by Cllr Ash and resolved with all in favour.
- c) Funding Options: The Committee agreed to look out for funding options.

**12. Copies of Correspondence to the office**

The Clerk explained using OneDrive and providing each Councillor with a separate link to download and share information, and correspondence with the office. Cllr Hall proposed to accept this method of data sharing, which was seconded by Cllr Smith and resolved with all in favour.

**13. Future Agenda items**

Bank Accounts.

**14. Next meeting: Thursday 11<sup>th</sup> April 2024 at 1pm .**

With no further business to transact, the meeting closed at 21:06 hrs

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