

Minutes

Finance Working Group
Parish Office
12th June 2025 at 11am

Present: Cllr David Hall, Cllr Richard Ash and the Clerk Joanne Upton.

1. To elect a Chairperson.

It was agreed that Cllr Hall would chair the meeting.

2. Grants & Donations

The Committee reviewed the new policy document, with one minor change, and will recommend this to FC. The Committee agreed that there should not be a maximum limit, each application will be judged on its own merit, with consideration given to the overall annual budget.

3. Finance (Accounts and Audit Regulation 2011/817)

- a. Resolution to approve/ratify quotations or payments.
Outset Tennis Club Lease: £5400 (inc.VAT) Will recommend agreeing the cost to FC due to the extensive work carried out by Outset. Acknowledging the additional costs from the original quote is due to the number of adjustments and rewording requested by BPC.
- b. Grants and Donations:
 - i. Bearsted Cricket Club: The Clerk confirmed the Club had been asked for additional profit & loss and balance sheets, as requested at FC in May. They are not a business nor a charity but run a club with income from subs which covers any outgoings, and they only have year-end accounts. The Committee will recommend approval of the grant request for £1085 which is 50% of the total cost of the equipment.
 - ii. Church Lane Allotment Association: The Committee will recommend approval to FC £259.80 for felt to cover shed roofs on the condition that the allotment association must raise funds from allotment holders to cover future repairs to the shed themselves.
 - iii. Bearsted & Thurnham Fayre: The Committee will recommend approving the £696.00 request for toilets for the event.
- c. Authorise June payments: agreed to recommend to FC.
- d. April – May Finance Report: agreed to recommend to FC.
- e. Bank Balances: agreed to recommend to FC.

4. Madginford Hall

- a. Due to the change in committee members the Hall Committee have not sent BPC invoices for our 10% contribution towards the bills since April 2022. The Treasurer has collated all electric & gas invoices for April 2022 – March 2024, BPC will pay this invoice of £1324.14. It was agreed that the remaining invoices for this period will be written off against the £1256.57 bill owed to BPC (for the Brays removal of shed contents due to the sewage leak). Ongoing the Hall will provide a bill and invoices for the period April 24- March 25 which we will pay 10% of.
- b. It was agreed to leave the current lease agreement between BPC and the Hall Committee as it is.

5. Office Mobile Phone

The Committee will recommend approving the purchasing of a sim only contract for an office mobile phone.

6. Next meeting date: 10th July 2025.

There being no further business to transact, the meeting closed at 11.54 hrs

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