

Minutes of the Finance Working Group meeting of Bearsted Parish Council

Parish Office, Madginford Hall, Egremont Road, Bearsted on Thursday 7th May 2026 at 11am

Present:

Cllr David Hall (Chair)
Cllr Richard Ash MBE
Cllr Frank Jagger
Cllr Carolyn Smith

Also, in attendance was the Clerk Joanne Upton.

1. Signing of the minutes of the last meeting

The minutes of the meeting on 9th April 2026 were agreed as a true record and signed by the Chairman.

2. Finance (Accounts and Audit Regulations 2011/817)

- a. Resolution to approve/ratify quotations or payments: There were none.
- b. Grants and Donations:
Classic Cars on the Green: £504 including VAT cost for providing toilets. The working group will recommend approval to FC.
- c. Review May Payments: It was agreed to recommend approval to Full Council.
- d. Review Finance Reports: There were no reports to review, pending the audit on the 22nd May. May's reports will be available for the June meeting.
- e. Review Balance of Accounts: It was agreed to recommend approval to Full Council.

3. Community Warden Sponsorship.

The working Group will recommend approving the 3.8% increase to £28,026 for the year 2026-27. The working group requested the Clerk enquire as to what cover and provisions are provided by KCC if the Community Warden is off sick or on holiday.

4. Hall Committee Request for Admin Support

A request was received from the Madginford Hall Committee to provide admin support for running the administration tasks, including hall bookings, invoicing and preparing agenda's & minutes. The HR Committee have previously approved an admin assistant for BPC at pay point 8. It was agreed to recommend to FC to employ an admin assistant that would provide support to the Parish Council for 10 hours per week and 2.5 hours per week to the Hall Committee. BPC would invoice the Hall Committee at £18 per hour which would cover all associated costs, including, tax, NI, pension, holiday & sick pay and training.

5. KCC Rent Review and Lease

The response from KCC, advising they are currently assessing our request to purchase the land, was noted.

6. Finance Working Group Meetings

A request has been made to move the Finance WG meetings to a Thursday evening and this will be voted on at the Annual Meeting of the Council on Tuesday 12th May. The Clerk explained that due to the many Committee meetings it was not possible to hold a Tuesday evening Finance meeting every month so the only option would be a Wednesday or Thursday evening. The Clerk confirmed that neither the Clerk nor the Deputy Clerk would be available on those evenings to clerk the meeting. The Working Group will recommend to FC to continue with the current arrangements.

7. Date of next meeting, 16th May 2026

There being no further business to transact, the meeting ended at 11:35 hrs.

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