

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Monday
22 May 2017 in the Viewing Gallery of Ash Green Sports Centre
commencing at 7pm

Present: Cllr V Ngwenya
Cllr M Brown
Cllr J Kelly
Cllr I Mann
Cllr P Nightingale (arrived 7.03pm)

In attendance: Mrs A de Jager, Parish Clerk
Ms K Law, Assistant Clerk/Finance Officer

1. Apologies for Absence

Cllr Mrs Brammer

2. Minutes of Previous Meeting

The minutes of the meeting of 01 March 2017 were approved as correct and signed PROPOSED: Cllr I Mann SECONDED: Cllr M Brown and AGREED.

3. Parish Council

3.1 Year end 31 March 2017 – the accounts for the year end were RECEIVED and NOTED. The Finance Officer took members through income and expenditure against the budget.

3.2 Current financial position- the Finance Officer advised that half of the precept has been received and that the General Reserves are as expected with just over four times running costs. Members were taken through the reports. It was NOTED that the pension payment is made by the Parish Council and reimbursed by the Sports Centre. Following discussion Cllr J Kelly PROPOSED that an ear marked reserve for Ground Maintenance is introduced for future works. SECONDED: Cllr I Mann and AGREED. It was confirmed that this is the final year of the grant from Kent County Council for the Lunch Provision. It was NOTED that the Speed Indicator Device has been ordered and the grant received from Kent County Council's Members Fund.

Lloyds Bank in New Ash Green will close on 5 July 2017 with the nearest branch available being in Gravesend or Dartford. Currently we have been able to deposit funds at Hartley Post Office. This results in a delay in the funds being available, however, it is more cost effective than travelling to a Lloyds branch. Barclays Bank in Longfield cannot offer free accounts and it may close in the near future. It was AGREED that we will continue to deposit funds through the Post Office and that the Financial Regulations will be reviewed accordingly.

3.3 Cllr J Kelly signed the current reconciled bank statements.

3.4 It was NOTED that the Internal Audit for the Parish Council and Sports Centre have been completed and the relevant statutory notices will be displayed from 02 June 2017.

3.5 Cllr M Brown PROPOSED that the annual authority for the Clerk to purchase postage stamps using the Parish Council Business Charge Card is AUTHORISED. SECONDED: Cllr P Nightingale and

UNANIMOUSLY AGREED.

- 3.6 Direct Debit Review – the review was carried out and Cllr I Mann PROPOSED that payment of the following by Direct Debit are authorised:
- BT – telephone account
 - Peoples Pension – employer and employee contributions
 - Iris – administrative charges for processing the pension.
- SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
- 3.7 Thursday Lunch Club – the Financial Regulations in relation to the Thursday Lunch Provision were discussed and Cllr J Kelly PROPOSED that they are amended to reflect a food purchase float of £65, a change float of £20 and to remove the washing up assistant as an employee of the Parish Council as this duty is shared between the volunteers.
SECONDED: Cllr V Ngwenya and AGREED.
- 3.8 Asset Register – members were taken through the Asset Register and it was NOTED that Ash War Memorial and Bowdlers Well are not owned by the Parish Council but are insured by the Parish Council. The Auditor has suggested that we try to determine ownership of Bowdlers Well, or claim it as a Community Asset.
- 3.9 Cllr M Brown PROPOSED that the quotation from A J Bagwell in the amount of £4,070.00 plus VAT to carry out the upgrade of electrics in the Sports Centre and Parish Office is accepted with funds coming from the Refurbishment Budget and the balance from General Reserves.
SECONDED: Cllr V Ngwenya and AGREED.

4. **Sports Centre**

- 4.1 Year end 31 March 2017 – the accounts for the year end were RECEIVED and NOTED. The Finance Officer took members through income and expenditure against the budget noting that the Sports Centre had performed better than expected due to hall hire.
- 4.2 Current financial position – members were taken through the budget and it was NOTED that the financial position is as expected with the exception of Repairs and Maintenance due to required works. The Payments were NOTED.
- 4.3 Cllr J Kelly signed the current reconciled bank statements.

5. **Dates of Future Meetings**

The dates of the meetings of the Finance Committee for 2017 were set as follows:

17 July 2017

09 October 2017.

All meetings will be held at 7pm in the viewing gallery of Ash Green Sports Centre

The meeting closed at 8.07pm

Signed: Date:
Chairman