

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Tuesday
20 February 2018 in the Viewing Gallery of Ash Green Sports Centre
commencing at 7.00pm

Present: Cllr V Ngwenya
Cllr M Brown
Cllr I Mann
Cllr P Nightingale

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

1. Apologies for Absence

Cllrs Mrs R Brammer and J Kelly

2. Minutes of Previous Meeting

The minutes of the meeting of 07 November 2017 were approved as correct and signed. PROPOSED: Cllr I Mann SECONDED: Cllr P Nightingale and AGREED.

3. Parish Council

- 3.1 Current financial position – the Finance Officer took members through the reports noting that the general reserves are sitting at just over three months running costs and that the £2,500 grant from Cllr D Brazier is also in General Reserves awaiting an invoice for the Speed Indicator Device. The Finance Officer took members through the budget reports. The Youth provision reserves are expected to fall to £8,500 at year end. The precept was based on a balanced budget, however expenditure will rise due to the provision of a Data Protection Officer and training to comply with the General Data Protection Regulations and an increase in wages. We have been advised that the commissioning of the KCC Adult Services has been suspended and that we would receive a reduced grant for the Thursday Lunch Provision in the amount of £2404.92 which will be income in addition to the budget. The provision of black sacks will be looked into, if storage can be identified.
- 3.2 Cllr P Nightingale signed the current reconciled bank statements prior to the start of the meeting.
- 3.3 Cllr I Mann PROPOSED that the payment of the grant to the Sports Centre on 01 April 2018 in the amount of £15,000 is AUTHORISED. SECONDED: Cllr M Brown and AGREED. Cllr P Nightingale PROPOSED that payment of the grant for the Lunch Provision, up to £1,000 from April 2018 is AUTHORISED in addition, any shortfall in the cooks wages resulting from the reduction of the grant from KCC will be met. SECONDED: Cllr V Ngwenya and AGREED.

- 3.4 Cllr P Nightingale PROPOSED that payment of the following by direct debit is AUTHORISED for the year 2018/19. British Telecom, Iris Payroll and the Peoples Pension. SECONDED: Cllr I Mann and AGREED.
- 3.5 Cllr M Brown PROPOSED that the payment of monthly invoices to the Grounds Contractor by Direct Payment is AUTHORISED . SECONDED: Cllr P Nightingale and AGREED.
- 3.6 Cllr I Mann PROPOSED that use of the Parish Council Business Charge Card for the purchase of items through the internet for the Parish Council and Sports Centre with a limit of £500 in any one month, for the year 2018/19. SECONDED: Cllr V Ngwenya and AGREED.
- 3.7 The Internal Auditor's 2017 – 2018 Interim Report was RECEIVED and NOTED. The comments regarding the level of General Reserves was NOTED.
- 3.8 Review of the Effectiveness of the System of Internal Audit. Cllrs I Mann and P Nightingale will carry out the review on Monday 26 February 2018 for recommendation to the Parish Council.
- 3.9 The review of the Financial Regulations was carried out and Cllr I Mann PROPOSED that the following amendments are made:
- 3.4
- Replace all references to the Annual Return with Annual Governance & Accountability Return.
 - Replace reference to the Audit Commission with SAAA (Smaller Authorities Audit Appointments Ltd)
- 3.9
- Replace Audit Commission Act 1998 with Accounts and Audit Regulations.
- 7.4
- Replace at least every two years with annually.
- 7.9
- Add the word encrypted at the end of the paragraph.
- 7.13
- Add 'petty cash' to the second sentence. Amend the value of the food purchase and change float to £95 from £100
- 8.1
- Add 'pension regulations to the second sentence.
- 9.
- Add 'complies with the Grant and Donations Policy after the word applicant in the first sentence.
- 13.1
- To amend the food purchase float to £75 weekly.
- 13.2
- To amend the change float to £20.
- SECONDED: Cllr V Ngwenya and AGREED.
- 3.10 The review of the Financial Risk Assessment was carried out and Cllr M Brown PROPOSED that the following amendments are made:

Data Protection – to include ‘individuals’ under Details. To add ‘and fines’ under Risks. Add ‘ Data Protection Officer and’ under Control.
SECONDED: Cllr I Mann and AGREED.

- 3.11 Cllr M Brown PROPOSED that the appointment of the Local Council Public Advisory Service as Data Protection Officer for both the Parish Council and Sports Centre in the amount of £550.00 for one year is recommended to the Parish Council March 2018 meeting. SECONDED: Cllr V Ngwenya and AGREED.

4. Salaries and wages

Following discussion, Cllr I Mann PROPOSED that the salary increase for the Cook was set at 2% and that the hourly rate for the instructors to be increased by 33p per hour. SECONDED: Cllr V Ngwenya and AGREED.

5. Sports Centre

- 5.1 Current financial position – The Finance Officer took members through the reports noting that General Reserves are sitting at approximately 2.8 times monthly running costs. The payments as per the Agenda were NOTED.

- 5.2 Cllr P Nightingale signed the current reconciled bank statements prior to the meeting.

6. Dates of Future Meetings

The dates of future meetings for 2018 were set as; 08 May 2018, 10 July 2018 and 16 October 2018. All meetings will be held at 7pm in the viewing gallery of Ash Green Sports Centre.

The meeting closed at 8.29pm