



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 30<sup>TH</sup> AUGUST 2022 IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

**011/22 PRESENT:**

Cllrs Adam (in the Chair), Boswell, Gibson, Tippen and Turner. The Clerk was also in attendance.

**012/22 APOLOGIES:**

Apologies were received from Cllr Burton.

**013/22 APPROVAL OF PREVIOUS MINUTES:**

The minutes of the meeting held on 31<sup>st</sup> May 2022 were agreed and signed as a true record.

**014/22 CLLR INFORMATION**

**Declarations of Interest**

Cllr Boswell declared an interest in item 016/22 Proposals from Amenities Committee (1) and (2) as a neighbouring resident of Southons Field.

**Granting of Dispensation**

There were no requests for dispensation on any item on this agenda

**015/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**016/22 FINANCIAL YEAR 2022/2023**

**Quarter 1**

Income and Expenditure from 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022

The Clerk had provided Cllrs with the accounts for Quarter 1 prior to the meeting. The Clerk went through several items where the budget had either already been spent or was near to being spent. It was agreed to monitor these and review following Quarter 2 at the end of September. The Clerk would raise at Full Council if there were further concerns prior to Quarter 2 meeting.

**Quarter 2**

Income from 1<sup>st</sup> July 2022 to date

The Clerk provided details of income and expenditure to 30<sup>th</sup> August 2022 to the meeting. At the previous Finance meeting it had been agreed to increase the budget for additional expenditure for a 35-year service gift and additional trees from refunds received. Cllr Adam queried whether the budget figures set prior to the start of the financial year could be amended and the Clerk would obtain information as to how this could be shown on the accounts. The Clerk would, in the meantime, add a notes column to the spreadsheet to indicate the increase in budget and to add any other relevant information for Cllrs to view. The Clerk was also asked to look into the utility contracts to ensure MPC were getting the best available tariffs.

**Income/Expenditure to consider:**

Proposals from Amenities:

(1) Southons Field gates:

A new gate for the entrance to the field was required and Amenities Committee had asked if Finance could consider this in 2022/23 financial year or to include in the budget for 2023/24.

It was agreed to defer discussion to the budget meeting when full details of costs would be available.

(2) Additional benches for Southons Field:

Following a discussion at Amenities Committee it had been proposed that two further picnic benches be considered for purchase: one with wheelchair access and one for children. The Deputy Clerk would be asked to obtain two additional quotes and put before Full Council to discuss this when reviewing the Infrastructure Spend Plan document.

(3) Water Station at Public Conveniences

The Deputy Clerk had provided the Amenities Committee with details of some water refill stations and Cllr Barker had also taken to the Amenities meeting information. Amenities Committee had agreed, in principle, with Cllr Barker's proposal but full costings weren't available for Finance to discuss. It was therefore proposed that Cllr Barker be requested to provide full details and costings and this would be put before Full Council. This item was included in the Infrastructure Spend Plan document and Finance Committee agreed that funding for this could be taken from the ISP budget.

(4) Additional piece of play equipment to replace "Proludic Roundabout" at Marden Playing Field:

The Deputy Clerk had been in contact with a play equipment contractor but unfortunately the metal roundabout could not be repaired. It was agreed to obtain quotes for other types of equipment to be installed in its place and this would be discussed again when reviewing the four year plan.

Other Income/Expenditure:

(1) Additional office equipment for the Admin Assistant.

The Clerk explained that once the storage area was finished it was proposed that filing units would be moved into the storage room and space made available for the Admin Assistant to have a desk in the office area. Cllrs agreed, if required, to purchase a small desk and office chair along. It was agreed that a desktop computer was not required as there was already provision of a laptop. However, the Clerk was asked to ensure that all the necessary equipment; ie keyboard, screen, mouse; be made available to meet DSE regulations.

## **017/22 HR SUB-COMMITTEE**

An update was given from the Chairman of the HR Sub-Committee following the meeting held on 15<sup>th</sup> August.

### **Additional payments to staff**

HR Sub-Committee had proposed that the office staff be paid for additional hours worked over Jubilee weekend/Play Scheme. The Clerk provided figures for Finance Committee to consider. Following discussion, it was agreed that the additional hours would be paid in the September salary payment.

## **018/22 FOUR-YEAR PLAN**

### **Review of Four-Year Plan**

The Clerk had updated the four-year plan following the 2021/22 accounts being audited and proposed that Cllrs discuss this in more detail at a future meeting especially in regard to the capital projects/budgets. Cllrs viewed the document at the meeting and the Clerk would ensure that all figures were in agreement with the capital bank account and recirculate prior to the next meeting. It was agreed that this item would be at the beginning of the agenda to allow time to discuss in more detail.

### **Highways Improvement Plan (HIP) and Infrastructure Spend Plan (ISP)**

Several Cllrs were due to meet on 12<sup>th</sup> September to discuss the HIP document and the ISP was due to be discussed at the next Full Council meeting. Once both documents were up to date these would then be used when reviewing the four-year plan.

**019/22 FINANCIAL ISSUES****External Audit**

The 2021/22 accounts had now been received back from PKF Littlejohn External Auditors and no issues had been raised. The Clerk informed the meeting that the relevant documents were now on notice boards and the website in line with the Local Audit and Accountability Act 2014. Cllrs thanked the Clerk for her work on the accounts.

**Additional payments to staff**

Discussed at item 017/22 above.

There being no further business the meeting closed at 9.01pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

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