

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Tuesday
09 July 2019 in the Viewing Gallery of Ash Green Sports Centre commencing
at 7.00pm

Present: Cllr V Ngwenya
Cllr Mrs Brammer
Cllr J Kelly
Cllr I Mann
Cllr P Nightingale (arrived 7.25pm)

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

1. Apologies for Absence

Cllr M Brown.

2. Declaration of Interest

None

3. Minutes of Previous Meeting

The minutes of the meeting of 09 July 2019 were signed as a true record.

4. Sports Centre

- 4.1 Current financial position – Members were taken through the reports noting the deficit of £5,500 and general reserves are just under 2 times running costs. The £7,500 authorised subsidy from the Parish Council has been drawn from the Parish Council, but has not yet been credited to the Sports Centre Account. Income and expenditure against the budget was reviewed noting that the utilities expenditure is coming in below budget due to an overcharge by the school, resulting in a credit note of £600. Sundries is over budget due to the increase in plastic cups and paper towels, enquiries will be made to find a cheaper supplier. Repairs & Maintenance will be over budget due to the repairs to the squash court and circuit training room. Air conditioning/heating of the squash court and circuit training room is being investigated and there is a government grant for small businesses to assist with making buildings more energy efficient. We will be making an application for the installation of air source heat pumps in the squash court and circuit training room and for the conversion of all lights in the building to LED. (The gym lights have already been replaced with LED). Although Junior Badminton has stopped last year, the coach was out of the country and his final payment has been made during this financial year. It is projected that studio sessions will drop as Sam has reduced his personal training sessions significantly. Members are performing well compared to the same time last year. Members were taken through the payments list.

- 4.2 Cllr J Kelly initialled the current reconciled bank statements.
- 4.3 Parish Council Support Grant – Cllr J Kelly PROPOSED that the level of the grant remains at £15,000 for the year 2020/21 SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.
- 4.4 The Sports Centre Budget for the year 2020/21 was NOTED without amendment.

5. Parish Council

- 5.1 Current Financial Position – The Finance Officer took members through the reports, noting that the financial position is as expected with the receipt of the second precept payment, giving a surplus of £53,736. (Cllr P Nightingale arrived) The Financial Services Compensation Scheme protects deposits up to £85,000. The Parish Council funds in excess of this amount are at risk should Lloyds Bank fail. The auditor was non-committal in his advice in this regard. Various accounts have been investigated and Cllr J Kelly PROPOSED that the Finance Officer selects the top three options for a new account, which will be put to the committee for decision following which the funds in excess of £85,000 are moved. SECONDED: Cllr P Nightingale and AGREED
The new photocopier has a cheaper lease and print costs, so will be under budget this will also put the Bulletin costs under budget. 50% of the Sports Centre Subsidy has been paid and the final portion of the Lunch Club Grant has been received. It was AGREED that we will continue to pay for the hire of the Youth Centre till the end of the financial year whilst trying to secure a new youth provision. Members were taken through the Receipts and Payments lists.
- 5.2 The current reconciled bank statements were initialled by Cllr J Kelly.
- 5.3 It was NOTED that the Interim Internal Audit was carried out on 14 October 2019.
- 5.4 A review of the Financial Regulations following the publication of NALC Model Financial Regulations 2019 was carried out. Cllr I Mann PROPOSED that the reviewed regulations are recommended to the Parish Council for consideration at the November meeting. SECONDED: Cllr Mrs Brammer and AGREED.
- 5.5 Staff Salaries – Cllr Mrs Brammer PROPOSED that the budget figures for salaries are accepted and that staff appraisals and meeting of the Personal Committee are undertaken before any review is actioned. SECONDED: Cllr J Kelly and AGREED.
- 5.6 Grass Cutting Contract – the quotation received from the current contractor for the year 2020/21 has been accepted as per point 14.4 of the Financial Regulations.
- 5.7 Burial Ground Maintenance for the 2020/21 year – one quotation has been received and it is considerably higher than the current contractor. It was AGREED that this item would be deferred until more quotes are received and will be put to the Parish Council for their consideration.

5.8 Parish Council Budget – the draft budget for 2020/21 was discussed and Cllr V Ngwenya PROPOSED that a balanced budget is recommended to the Parish Council at their November meeting. This will require a precept of £115,358 being a 4.9% increase. SECONDED: Cllr P Nightingale and AGREED.

6. Dates of Future Meetings

The dates of the meetings of the Finance Committee for 2020 were set for:

- 18 February 2020
- 19 May 2020
- 21 July 2020
- 20 October 2020

The meeting closed at 9.15pm

Signed: Date:
Chairman