

**Ash-cum-Ridley Parish Council**  
**Minutes of a virtual meeting of the Finance Committee held on Tuesday.**  
**09 February 2021 commencing at 9.45am**

Due to the COVID-19 social distancing restrictions, the meeting of the Finance Committee was held virtually via Zoom, in accordance with the Coronavirus Act 2020, clause 78(2).

Present: Cllr V Ngwenya  
Cllr M Brown  
Cllr M Manley  
Cllr P Nightingale  
Cllr S Fishenden

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

**1. Apologies for Absence**

Cllr Mrs Brammer (ill) The apology and reason for absence was accepted.

**2. Declaration of Interest**

None

**3. Minutes of Previous Meeting**

The minutes of the meeting of 27 October 2020 were agreed with amendment to 4.1... £6,074 is from ~~memberships~~ users of the Centre and will be signed at the next physical meeting of the Finance Committee.

**4. Parish Council**

4.1 Members were taken through the reports reminded that the front sheet reflects the combined accounts of the Parish Council and Sports Centre. Parish Council – the deficit of £26,873 is a result of the building of the Memorial Wall and will come from the Burial Ground Reserves. Kent County Council has confirmed that we will not receive a grant towards the running costs of the lunch club next year. £8,071 CIL has been received for the Bovis development, and confirmation has been received from Sevenoaks District Council that part of these funds can be used towards the provision of the electric vehicle charging points. Satswana has been appointed Data Protection Officer at a cost of £150 plus VAT and this covers both the Parish Council and Sports Centre. The telephone contract has been renewed with BT and we have reduced the Parish Council lines from two to one. However, BT have delayed the installation of the broadband and so we are being charged out of contract rates. This has been taken up with our Business Manager, but we have not had a response. With effect from 01 April 2021 the minimum wage will increase from £8.71 to £8.91. The cost of

the replacement floor in Sports Centre was taken from the Leisure Reserves. £7,500 of the Parish Council's grant to the Sports Centre has been transferred. No further funds will be required from the grant this financial year. General Reserves are currently £53,931 which is approximately five times monthly running costs. Although we had planned for a balanced budget, at year end General Reserves will increase by approximately £4,000 as we received the grant for the lunch club. We are providing lunch for 17 residents and the Youth Centre have reduced the hire charge by 50%. Members were taken through the Income and Expenditure report.

4.2 The current reconciled bank statements have been initialled by Cllr P Nightingale.

4.3 Cllr P Nightingale PROPOSED that the payments of the grants authorised by the Parish Council in the 2021/22 budget are AUTHORISED for payment as follows:

- Ash Green Sports Centre up to £15,000 as required.
- Thursday Lunch Provision up to £3,400 as required.

SECONDED: Cllr S Fishenden and AGREED.

4.4 Cllr P Nightingale PROPOSED that the payment of the following accounts by direct debit/standing order for the year 2021/22 is AUTHORISED.

- British Telecom
- Iris Payroll
- The People's Pension

SECONDED: Cllr M Brown and AGREED.

4.5 Cllr M Brown PROPOSED that the use of the Parish Council Charge card for the purchase of items on-line for the Parish Council and Sports Centre with a limit of £500 in any one month for the year 2021/22 are AUTHORISED. SECONDED: Cllr M Manley and AGREED.

4.6 Cllr P Nightingale PROPOSED that the use of the Parish Council charge card by the cook for the purchase of ingredients for the Thursday Lunch Club for the year 2021/22 is AUTHORISED. SECONDED: Cllr S Fishenden and AGREED.

4.7 Cllr M Manley PROPOSED that the monthly payment of Office 365 for the Parish Clerk and Assistant Clerk in the amount of £18.80 plus VAT by Business Charge Card is AUTHORISED. SECONDED: Cllr P Nightingale and AGREED.

4.8 Review the Effectiveness of the System on Internal Audit - Cllrs V Ngwenya and P Nightingale AGREED to carry out the review individually and then collaborate .

4.9 Financial Risk Assessment – Cllrs P Nightingale and V Ngwenya AGREED to carry out the review of the Financial Risk Assessment.

4.10 Financial Regulations – Cllr M Manley PROPOSED that the review of the Financial Regulations carried out by Cllr V Ngwenya are APPROVED with the suggested grammatical amendments. SECONDED: Cllr M Brown and AGREED.

- 4.11 It was NOTED that the interim internal audit did not take place due to COVID-19 restrictions.

## **5. Sports Centre**

- 5.1 Current financial position – The Centre remains closed under the current Lockdown Regulations. The Finance Officer took members through the reports noting the surplus of £1,394 and General Reserves sitting at 3 times monthly outgoings. Income received since the last meeting includes Furlough payments from September to December in the amount of £4,829, Closed Business Lockdown Payment in the amount of £4,00 and Local Restrictions Support Grants for the period to 15 February 2021 in the amount of £3,335. As it stands with the current financial position, the Sports Centre should be able to operate for another year. Once the Centre can re-open its performance will be monitored monthly.
- 5.2 The current reconciled bank statements have been initialled by Cllr P Nightingale.
- 5.3 Sports Centre Budget 2021/22 – a review of the Sports Centre budget is usually carried out in January, however, under the current circumstances it was AGREED to wait for the Government announcement on 15 February 2021 before carrying out the review.
- 5.4 Cllr M Manley PROPOSED that payment of the following accounts by Direct Debit for the year 2021/22 are AUTHORISED.
- Barclaycard
  - Take Payments
  - British Telecom
- SECONDED: Cllr P Nightingale and AGREED.
- 5.5 Squash Court Roofs – temporary repairs have been carried out on the roof. At the same time, a section has been cut out and inspected to provide a quote for the replacement of the roof. This quote has come in at £9,600 for the replacement plus £35 per meter should any timber decking needs to be replaced. This quote will be used to form the specification for additional quotes. Confirmation has been received from the Kent Association of Local Councils that we do not qualify for a Public Works Loan as this is maintenance. Sevenoaks District Council will be asked to confirm if CIL funds can be used in this instance.

## **6. Dates of Future Meetings**

The dates of future meetings of the Finance Committee were set for  
Tuesday 11/05/21.  
Tuesday 12/10/21

The meeting closed at 10.33am

Signed: .....  
Chairman

Date: .....