



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 19TH
JULY 2016 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD,
MARDEN COMMENCING AT 7.30PM**

**Min.
No**

- 01/16 Election of Chairman:** It was proposed that Cllr Tippen be elected Chairman of Finance for the forthcoming year.
- 02/16 Present:** Cllrs Boswell, Childs, Cowin and Tippen. Cllr Harvey and the Clerk were also in attendance.
- 03/16 Apologies:** Cllrs Adam and Mannington gave their apologies.
- 04/16 (a) Register of Interests:** There were no amendments to the register of interests
(b) Granting of Dispensation: There were no requests for dispensation of any item on this agenda
- 05/16 2016/17 Accounts**
 A breakdown of the budget and income and expenditure up to, and including, 30th June 2016 had been circulated. The Clerk informed the meeting that there would be additional expenditure incurred for the playing field and Southons Field grounds maintenance due to the village caretaker being on long term sick leave. Cllr Childs asked why there had been no Employer NIC for the first quarter – HMR&C give Parish Councils £3,000 “refund” before starting to take Emp. NI contributions. This is calculated each month by the Sage payroll software. Several other questions were raised regarding youth & community warden, donations and newsletter costs. Cllr Harvey asked whether the Parish Council had considered franking the newsletters rather than purchasing stamps as this may be a cheaper option. The Clerk was asked to look into this.
 Following this the accounts were agreed for the first quarter.
- 06/16 Public Works Loan Outstanding Funds**
 At the Amenities meeting it was proposed that the outstanding funds would be used towards the Memorial Hall to assist with it meeting current health & safety and equality standards. Cllr Turner is due to draft a letter to the Memorial Hall Trustees outlining the Parish’s concerns and asking for a report to be undertaken outlining the significant areas of concern.
- 07/16 Other Income & Expenditure for 2016/17**
 As mentioned in 05/16 additional expenditure is due to be incurred through grounds maintenance. It was proposed that an outside contractor be asked to mow the playing field once a week and Southons Field twice a week for the time being together with strimming around the trees and play trail at Southons Field. Concern had also been raised by Cllr Newton to the clerk on the condition of the ride

on mower and its limitations of mowing. Cllr Mannington had provided some information previously and the Clerk was asked to follow this up and to obtain advice from several mower companies.

08/16 5 Year Financial Plan

Details noted and the content and graphs would be updated ready for the budget meeting in November/December.

A copy of the notes from the 31st May update meeting would be sent to Cllr Harvey for information.

09/16 Report from HR Sub-Committee:

Unfortunately due to the Sub-Committee not being quorate the meeting was not held. However as Cllrs Boswell and Tippen had arrived early they, along with the Clerk, looked at the draft Social Media & Website policy to be put before full council. Cllr Tippen would also look at the Disciplinary and Grievance Procedures and Policies over the next few months.

10/16 Review of Financial Risk Assessment & Regulations

There were no additional information/amendments to either of these documents.

11/16 Banking

Now that the elections were over the Clerk would look into Unity banking again and start to complete the forms.

12/16 Invoices to be agreed and payment made:

No invoices were presented for payment

13/16 Other Financial Issues

There were no other financial issues discussed.

There being no further business the meeting closed at 8.20pm

Signed: Date: 4th October 2016
Cllr Kate Tippen, Chairman, Marden Parish Council Finance Committee