

STAPLEHURST PARISH COUNCIL

FINANCE & STRATEGY GROUP MEETING

Thursday 25th May 2023

2:30pm at Parish Council offices

Minutes

Present: Cllr Riordan, Cllr Perry, Cllr Hotson, Deborah Jenkins and Richard Griffiths

- 1. Apologies for Absence:** Cllr Eerdekens
- 2. Dispensations - NA**
- 3. Minutes of previous meeting** Cllr Hotson proposed Cllr Perry seconded – approved by majority 2 for, 0 against and 1 abstained as not present
- 4. Internal Audit Report** – following a discussion thanked Tim Kendrick for the Internal Audit report and staff for their support. Supported recommendation to start developing “procedures note” RFO to action

Cllr Riordan proposed and Cllr Perry seconded to recommend the Internal Auditor to Council – agree unanimously

- 5. Contracts for payment next quarter** – RFO introduced list seeking recommendation to go to Council to assist with payments.
Cllr Hotson proposed and Cllr Perry seconded to recommend the contracts list to Council – agree unanimously
- 6. Allocation of Reserves** – following a discussion it was noted that the General Reserves were above the recommend up to 50% in the policy due to using some for NDP Housing Needs Survey, Jubilee Field Bid Consultant and legal costs.
The allocation of the General Reserves is as follows;

Allocation	Amount
General Reserves (59.9 percent)	£114,313.88
Earmarked Reserves	
Allotment Fund	£10,000
Surrenden Playing Field project	£26,500
Wimpey Field	£1,000
Jubilee Field	£15,000
Youth Club Building	£15,000
Ring Fenced Reserves	
Greener Staplehurst Group (Litter Pickers)	£200
Youth club activities and equipment	£2,899.26
Memory Cafe (KCC WARDEN)	£400
Balance brought forward	£5,570
Total	£191,063.14

Cllr Hotson proposed and Cllr Perry seconded to recommend the above to Council – agree unanimously

- 7. Summation and Balance sheet** RFO introduced to note as not shown for a few months due to focus on Audit

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8. Update Community Engagement Policy attached for discussion (only change is added Gunning principles 4.2)

Following a discussion Cllr Hotson proposed and Cllr Riordan seconded to recommend to Council – agree unanimously

9. Dates of next meeting – To be confirmed