

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held at Ash Green Sports Centre on Tuesday 21 February 2023 commencing at 7pm

Present: Cllr V Ngwenya
Cllr S Fishenden
Cllr M Manley
Cllr P Nightingale (arrived 7.14pm)

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

1. Apologies for Absence

Cllr M Brown and Cllr Mrs Brammer.

2. Declaration of Interest

None.

3. Minutes of Previous Meeting

The minutes of the meeting of 08 November 2023 were agreed and signed.

4. Parish Council

4.1 The Finance Officer took members through the reports noting that the general reserves are sitting a 5.5 months running costs. Going through the Income & Expenditure Statement, the increase in CIL receipts and the windfall payment from Southeast Water in the amount of £2,500 was NOTED. The Clerk and Assistant Clerk's salaries are overbudget and the payment of professional HR fees for the Sports Centre. The photocopier charges are overbudget due to a meter reading error. Burial ground expenditure is over budget with expenditure on the water butt framework and tree work. The Sports Centre redundancy has been paid by the Parish Council. The full grant of £15,000 will be used by the Sports Centre. The Summer Scheme and half-term activities have been paid from the Youth Reserves. The forecast will be for general reserves to fall £2,142 to £43,000. The CIL income will go to CIL Reserves.

4.2 The current reconciled bank statements were initialled by Cllr S Fishenden.

4.3 Cllr S Fishenden PROPOSED that payment of the following grants authorised by the Parish Council in the 2023/24 budget as follows:

- Ash Green Sports Centre up to £15,000.00 as required.
- Thursday Lunch Provision running costs up to £3,519.00.

SECONDED: Cllr P Nightingale and AGREED.

4.4 Cllr S Fishenden PROPOSED that payment of the following accounts by direct debit for the year 2023/24:

- British Telecom
- Iris Payroll
- The Peoples Pension
- Veolia

SECONDED: Cllr M Manley and AGREED.

4.5 Cllr P Nightingale 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 2023/24.

SECONDED: Cllr M Manley and AGREED.

4.6 Cllr S Fishenden PROPOSED that the Zoom licence is cancelled and alternative arrangements can be made for the quarterly Focus Group meeting. SECONDED: Cllr P Nightingale and AGREED. Cllr M Manley PROPOSED that the monthly payment by Business Charge Card for Microsoft Office 365 for the Clerk and Assistant Clerk in the amount of £18.80 plus VAT. SECONDED: Cllr V Ngwenya and AGREED.

4.7 The quotations for a new telephone system were considered. Cllr V Ngwenya PROPOSED that the Clerk will purchase the necessary equipment for the mesh wi-fi system and will obtain prices for a direct line from the preferred supplier and email information to the Committee for confirmation to proceed. SECONDED: Cllr S Fishenden and AGREED.

4.8 Cllr M Manley and Cllr S Fishenden will undertake the review of the financial risk assessment.

4.9 Cllr S Fishenden and Cllr M Manley will review the effectiveness of the system of internal audit.

4.10 The review of the Financial Regulations was carried out without amendment. PROPOSED: Cllr S Fishenden SECONDED: Cllr V Ngwenya and AGREED.

5. Sports Centre

5.1 Current Financial Position – the Finance Officer took members through the reports noting that the Sports Centre is sitting with a loss of £11,784. Licences for software will be over budget due to the purchase of new software. Wages are overbudget and the budgets for new equipment will be used. The year end forecast is about £3,000 better than expected at a loss of £17,421.00 and Reserves if £7,500.00.

5.2 The current reconciled bank statements were initialled by Cllr S Fishenden.

5.3. Cllr S Fishenden PROPOSED that the following payments by direct debit are authorised for the year 2023/24:

- Charges relating to the provision of card payment facilities.
- BT
- Clubwise.

SECONDED: Cllr P Nightingale and AGREED.

6. Date of Next Meeting

The date of the next meeting of the Finance Committee was set for 30 May 2023 at 7pm.

The meeting closed at 7.55pm

Signed:
Chairman

Date: