



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 29TH JUNE 2021 HELD IN THE JOHN BANKS HALL, MARDEN MEMORIAL HALL COMMENCING AT 7.30PM

Cllr Tippen took the chair for the first item on the agenda.

001/21 ELECTION OF CHAIRMAN

Cllr Turner proposed and Cllr Stevens seconded that Cllr Adam be elected as Chairman of Finance Committee for the Council year to May 2022. All in attendance agreed and Cllr Adam took the chair for the remainder of the meeting.

002/21 ELECTION OF VICE-CHAIRMAN

This item was deferred until the next Finance Committee meeting.

003/21 PRESENT

Cllrs Adam (in the chair, Gibson, Stevens, Tippen and Turner were present. Cllr Newton and the Clerk were also in attendance.

004/21 APOLOGIES

Cllr Boswell had given her apologies.

005/21 APPROVAL OF PREVIOUS MINUTES

The Minutes of the Finance Committee meeting held on 27th April 2021 were agreed and signed as a true record. Minutes of the previous virtual meetings were also signed.

006/21 PARISH COUNCILLOR DETAILS

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation of any item on this agenda

007/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance

008/21 2021/22 FINANCE YEAR

To Agree First Quarter Accounts for 2021/22

The Clerk had circulated the income and expenditure together with the budget breakdown to all Cllrs prior to the meeting. Cllrs discussed the accounts and agreed the budget figures.

009/21 FINANCIAL PLAN

Cllrs to Agree Ring Fencing and Allocation of Years for Capital Expenditure

The Clerk had circulated the draft four-year financial plan to all Cllrs prior to the meeting and requested that Cllrs view the capital expenditure for the forthcoming years to enable the financial software to be updated with earmarked reserves.

Cllrs discussed and agreed the following:

2021/22: £36,796.02

2022/23: £30,781.59

2023/24: £3,947.27

2024/25: £3,889.37

The above would be reviewed following any capital income (ie interest, CiL payments).

010/21 OTHER FINANCIAL ISSUES**Play Scheme Expenditure**

The Clerk reported that the play scheme was being planned to move to the school. Confirmation was required regarding toilets as these were due to be refurbished during the summer holidays. If these would be out of use the Clerk would obtain quotes for portaloos. Cllrs would be kept informed of the outcome of this.

GatesCemetery

The cemetery gates and fencing needed refurbishment as the paint was flaking and rust patches were appearing. Cllrs agreed in principle that this work should be undertaken in the next financial year and requested that Amenities look into obtain quotes to be put before Finance budget meeting in November 2021.

Southons Field

Cllr Boswell had reported to Amenities Committee that the wooden entrance gates at Southons Field would need replacing in the near future as people were climbing over them and causing damage. Cllrs agreed in principle for Amenities Committee to look at types of gates and costings to be put before the Finance budget meeting in November 2021.

011/21 UNITY AND NAT WEST BANKS**Amendments to Mandates**

The Clerk is required to amend all bank mandates following the elections. New Cllrs would be asked to complete a form with relevant details and the Clerk would then process the applications. Cllrs Tippen and Newton signed a letter to Santander regarding the deletion of Cllr Mannington from the mandate on this account.

012/21 INVOICES

The following invoices were put before Cllrs:

Electronic Payments

NALC: Conferences x 2: £154.54

Paul Waring: Mowing of Southons Field: £184.80

Viking: Office/Admin supplies: £123.66

Noticeboard Company: The Old Post Office Notice Board: £684.10

Memorial Hall: Hall hire, office rent and refuse: £394.50

Rams Hill Mowers: Repairs to ride on mower: £221.40

Total: £1,763.00

Invoices were agreed for payment and Cllrs Tippen and Turner would authorise on Unity.

Cheques

Mr T Standen – interment of ashes plot £45.00

Paddock Wood Community Advice Centre – donation £50.00

Invoices agreed and cheques were signed.

There being no further business the meeting closed at 8.28pm

Date: *Richard Adam*

Signed: 31st August 2021

Cllr Richard Adam

Chairman, Finance Committee

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