



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

**Minutes of a Finance Committee Meeting held in the Council Office,
Langton Green Recreation Ground on Monday 10th December 2018 at 7.30pm**

MEMBERS PRESENT: Cllrs Mrs Lyle (Chairman), Mrs Jeffreys, Mrs Soyke, Mrs Podbury, Mrs Woodliffe, Milner, Ellery, Barrington-Johnson (ex-officio)

MEMBERS OF THE PUBLIC: There were no members of the public present

OFFICERS PRESENT: C May – Clerk

1. **To enquire if anyone present intends to film, photograph and/or record the meeting:** No-one present intended to film, photograph and/or record the meeting.
2. **To receive and approve apologies for absence:** Apologies received Kate Harman, Assistant Clerk – previous engagement.
3. **Disclosures of Interest:** There were none.
4. **Declarations of Lobbying:** There were none.
5. **Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **17th October 2018**, copies having previously been forwarded to Members, be approved and signed as a correct record.
6. **Public Open Session:** There were no members of the public present.
7. **Terms of Reference: RESOLVED:** Item 10. that the meeting dates were not pre-set and would be called as and when necessary, but the minimum of six meetings per year remained. Item 11 that the budget would still be prepared in October for the November Full Council meeting, but not confirmed until the January meeting.
8. **Interim Payments:** The Clerk advised the following payments since the Full Council meeting:
Mastercard: £9.00 bank charge; £334.10 from Chairman's allowance for Christmas refreshments
Current account: £19.93 election leaflets; £112.00 Pavilion cleaner
9. **Budget Virements:** There were none.

10. Financial Position as at 30th June 2018 and review of expenditure vs budget to-date: Summary sheets and detailed reports had been circulated prior to the meeting.
The financial position was noted by Councillors.

11. Financial Position as at 30th June 2018 and review of expenditure for the Pavilion: The Clerk had circulated summary sheets.
It was noted that the pavilion accounts were in credit for the year.

12. Banking and Reserves:

- a) To consider present banking arrangements: The Chairman noted that the accounts were all within their FCFS limits.
- b) There were enough signatories per account and changes to mandates will be deferred until after the elections in 2019.

13. Committee and Working Group expenditure:

- a) Expenditure authorised but not yet invoiced: Trees at Roopers and The Boundary totalling £1,980 and gate and fence repairs at the playground £500.
- b) Landscape Services have reviewed their charges for the work they undertake for all Councils and have substantially increased their charges. A further quote was sought from a local company, but their quote was in excess of the revised quotation from Landscape Services. After some discussion it was **RESOLVED** to stay with Landscape Services for a further year.
- c) Pavilion electricity contract: **RESOLVED** to renew the contract with EDF on a 2-year basis.
- d) **RESOLVED** that all Councillors be allocated a SPC email address using Microsoft Office 365 Business Essentials at a cost of approximately £600pa.
- e) There was much discussion regarding the proposal that all councillors should be provided with a tablet for council business. Councillor Barrington-Johnson reported from the recent NALC conference he had attended and said that they were encouraging councils to have council email addresses and not to use home computers to conform with new legislation. Councillors considered the options proposed by the IT consultant and agreed the following:
 - That they be able to annotate using a keyboard or stylus
 - It is a big screen
 - That a Samsung android tablet is used to reduce costs
 - That they have a protective case and are insured
 - That if there is no benefit from a bulk purchase that there is a pilot of four councillors using them before all councillors receive them
 - That they can view emails via their mobile phone
 - Printing will still be done for certain papers but would not be delivered**RESOLVED** that four tablets be purchased initially and that Cllrs Mrs Lyle, Jeffreys, Woodliffe and Barrington-Johnson try out the system. If successful a further nine tablets be purchased. **RESOLVED** that the IT consultant be engaged to upload the tablets and phones with the new email addresses, Microsoft Office 365 Business Essentials and to advise how to use the OneDrive folders at a cost of £652.50
- f) Update on changing the telephone service: The business line and mobile have both been downgraded to reduce cost. The broadband details have been sent to Vodafone but there have been delays. The Clerk will investigate.

14. Grant requests:

- a) A grant request had been received from TW CAB: **RESOLVED** to grant £1,000 towards their work.

- b) A grant request had been received from a resident on behalf of “The Lost Words” campaign: **RESOLVED** to grant a total of £30.00 for three books for the two primary schools and one for Broomhill Bank school.
- c) A request had been received from the TW Mayor’s Toy Appeal: **RESOLVED** to grant £100 towards the appeal.
- d) A request had been received Withyham Parish Council for a contribution towards the cost of replacing the Groombridge Recreation Ground playground. **RESOLVED** to contribute £3,000 and payment to be made in the next financial year

15. Staff and Training:

- a) After much discussion explaining the new pay scales issued by NALC it was **RESOLVED** that the Assistant Clerk’s salary be increased from £10.30ph to £12.15ph. This was a substantial increase recognising Mrs Harman’s progress in her role.
- b) It was **RESOLVED** that Mr Cooper be awarded a pay increase from £12.00ph to £12.50ph

16. Items for Information:

Cllr Barrington-Johnson advised that he and the Vice-Chairman had authorised printing of leaflets as part of a HWCAAG campaign to make residents aware of the Gatwick master plan at a cost of £135 or £215 depending on how many councils participate.

Cllr Milner said he would contact Mr Pinnell to find out what the current status was regarding the sale of the Post Office.

There being nothing further to discuss meeting closed at 9.12pm.

Chairman