



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

Minutes of a Finance Committee Meeting held on Wednesday 20th July 2022 at
7.30pm in the Gallery Room, Langton Green Village Hall

MEMBERS PRESENT

Cllrs Ellery (Chair), Barrington-Johnson, Rowe, Scarborough, Curry (ex-officio)

MEMBERS OF THE PUBLIC

There were no members of the public present.

OFFICERS PRESENT

Mr C May – Finance Officer (RFO).

1. Covid Compliance

Councillors were asked if they were comfortable with the arrangements for the meeting, which they confirmed. There were no other specific items relating to covid compliance.

2. To enquire if anyone present intends to record the meeting:

The meeting was not recorded

3. To receive and approve apologies for absence

Apologies were received from Cllr Rajah (holiday), Cllr Mrs Woodliffe (work commitment) and Cllr Pate (previous commitment)

4. Disclosures of Interest

There were none.

5. Declarations of Lobbying

Cllr Curry advised that he had discussed the application (14a) with the school on a visit.

6. Minutes

RESOLVED – That the minutes of the Finance Committee meeting dated 13th June 2022, copies having previously been forwarded to Members, be approved, and signed as a correct record.

7. Public Open Session

There were no members of the public present.

8. Interim Payments

These are payments made during the month that were not approved at the last Full Council Meeting:

- **Unity Bank:** £3,379.23 Capel Groundcare (playground repairs); £1,350 Agrifactors (May mowing) and £363.07 Veolia DD
- **Mastercard:** £9 charges; £640 3 new desks for office

The RFO was asked to add an agenda item to Full Council to discuss the Veolia charge which included the clearing of waste from the Football Fiesta.

9. Financial position to review expenditure vs budget at 20th July 2022:

Summary sheets and detailed reports had been circulated prior to the meeting.

The RFO reported that he had reviewed the annual budget and made the following comments/recommendations:

- **101 – Administration**
- **4028 – Accounting Support:** Adopting Rialtas Cloud and more than one user (to enable flexible use) has exceeded budget by £479
- **4060 – Computer Capital Spending:** A new laptop plus monitor for the Assistant Clerk had exceeded budget by £204
- **4099 – APM:** The decision to video the meeting was not in the budget (£300)
- **201 – Amenities**
- **4204 – Pitch Maintenance:** After the payment listed above is paid there is a balance of £620
- **4206 – LGRG Maintenance:** £4,000 was carried forward from last year's unused budget. The RFO had paid the playground repairs from this section but was requested to initiate a virement from this section to 4210 LGRG Play Area and transfer the payment there.
- **4208 – CCTV:** Budget exceeded due to recent upgrade.

10. Financial position to review expenditure for the Pavilion at 20th July 2022:

Summary sheets and detailed reports had been circulated prior to the meeting. There was nothing new to report.

11. Budget Virements

Apart from the virement from LGRG Maintenance to the Play Area it was agreed to monitor the other sections where budget was exceeded and make virements from contingency at a later date, should it be considered necessary.

12. Banking and reserves

All accounts were within FSCS limits. It was agreed that if any funds were required to top up the money in the Unity Trust Bank current account that they should come from the Cambridge Building Society account.

13. Committee and Working Group expenditure

- a) **Renewal of Council's Insurance:** The RFO presented three different quotes for the renewal of the annual insurance. After discussion it was **RESOLVED** to accept the quote from Zurich insurance on a 3-year LTA at an annual cost of £2,875.48.
- b) **Replacement Boiler for Pavilion:** No further information was forthcoming so it was agreed to defer this item to the August Full Council meeting.

14. Grant requests:

The following grant requests had been received:

- a) **Speldhurst Primary School** – Cllr Curry had received an email from one of the parents regarding the additional cost to the school of Ukrainian children and invited both schools to write in for a grant which would be considered. Only Speldhurst School had applied for assistance in funding a teaching assistant who had been employed by the school to help with the intake of Ukrainian pupils. Cllr Ellery had asked the RFO to ask for more information from the school because it was evident that some County Councils were fronting the funding of the pupils (but not KCC).

It was apparent that the pupils from Ukraine had been taken in via the Church.

There were still many questions: e.g. will they be funded as per normal pupils next year? Is the number per class being exceeded?

It was agreed not to assist with funding on this occasion – it was considered not an issue for Parish Councils but a central government and County Council matter. SPC agreed to write to the school advising that they have every sympathy with their funding predicament and that they will assist with lobbying the KCC member for TW West and our MP.

- b) **Hospice in the Weald** – **RESOLVED** to make a grant of £1,750 towards a CuddleCot. The RFO was asked to see if some recognition could be attributed to SPC.

15. Staff and Training

The Clerk was continuing with her Certificate in Local Council Administration (CiLCA) training.

16. Items for Information

Cllr Curry said that he had received an email from County Cllr McNroy regarding the funding of a bus service by Parish Councils, who would be supported by KCC. Cllr Scarbrough would draft a letter to Cllr McNroy regarding the withdrawal of bus service 230 on behalf of the Council which would then be discussed at the next Full Council meeting.

This item would be put on the Full Council agenda.

There being nothing further to discuss, the meeting closed at 8.26pm.

Chairman

Finance Committee Action Points

Action Number	Action	Owner	Date created	Status
12/22	Set up a direct debit with Cloudy IT	RFO	5/1	In progress
24/22	Carry out the following virements: <ul style="list-style-type: none"> £500 to Environment for the biodiversity project. £500 to Salary admin to cover the increase in handover of Clerk. £300 to LGRG maintenance to cover increase in costs. 	RFO	13/6	Complete
25/22	To pay the following grants: <ul style="list-style-type: none"> St Martin's, Ashurst for churchyard maintenance (£1,000) and towards publication costs of their Broadsheet (£300). Speldhurst Fete towards insurance costs (£223.23) 	RFO	13/6	Complete
26/22	Update the List of Grants Issued Spreadsheet	RFO/Clerk	13/6	In progress
27/22	Seek a refund on the zoom subscription	RFO	13/6	Complete
28/22	Contact Insurance Company to enquire about additional drivers of the SPC van	Clerk	13/6	Complete
29/22	Set up 3-month free trial on Rialtas Cloud for Cllr Ellery	RFO	13/6	Complete
30/22	Add Veolia invoice for discussion at Full Council agenda	RFO	20/7	
31/22	Add Replacement Boiler for Pavilion to Full Council agenda	RFO	20/7	
32/22	Make virement from section 4206 to 4210 and transfer the playground repairs to that section	RFO	20/7	
33/22	Advise Zurich Insurance of acceptance of quote and pay insurance premium	RFO	20/7	
34/22	Draft response to Speldhurst Primary School	RFO	20/7	
35/22	Advice Hospice of grant award and pay	RFO	20/7	
36/22	Add School bus issue to Full Council agenda	RFO	20/7	