



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

Minutes of a Finance Committee Meeting held on Tuesday 11th October 2022 at
7.30pm in the Gallery Room, Langton Green Village Hall

MEMBERS PRESENT

Cllrs Ellery (Chair), Rajah, Rowe, Scarborough and Mrs Lyle (ex-officio).

MEMBERS OF THE PUBLIC

There were no members of the public present.

OFFICERS PRESENT

Mrs K Neve – Clerk, 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 recorded by the Clerk for accuracy of the minutes. The recording would be deleted once the meeting minutes are signed off at the next Finance Committee meeting.

3. To receive and approve apologies for absence

Apologies were received from Cllr Barrington-Johnson (holiday).

4. Disclosures of Interest

It was noted that Cllr Mrs Lyle was a Governor at Langton Green Primary School.

5. Declarations of Lobbying

There were none.

6. Minutes

RESOLVED – That the minutes of the Finance Committee meeting dated 20th July 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. Review of Action Points

The Clerk reported that all action points had been completed.

9. Interim Payments

These are payments made during the month that were not approved at the last Full Council Meeting: there were none.

10. Financial position to review expenditure vs budget at 30th September 2022:

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

The RFO reported that he had reviewed the annual budget versus expenditure and reported that there were no exceptional items of expenditure. He noted that the company that empties the dog bins had not sent an invoice this year and he was chasing the company.

11. Financial position to review expenditure for the Pavilion at 30th September 2022:

Summary sheets and detailed reports had been circulated prior to the meeting. The maintenance expenditure was high because it included plumbing works to connect the kitchen to the plant room boiler (£1,600). It was noted that expenditure on recycling was high, caused by heavy loads and petrol surcharges. Cllr Mrs Lyle said that at some stage the outside toilets will need an upgrade/redecoration and that it was likely that a manager would be hired to manage the pavilion soon.

12. Budget Virements

There were none.

13. Banking and reserves

All accounts were within FSCS limits. The second half of the precept was paid into the current account on 30th September.

14. Committee and Working Group expenditure

There were no issues to review.

15. Financial Regulations

The Clerk had passed her CiLCA course and was now qualified. As part of the course she had to submit the Council's Standing Orders and the examining body noted that our SOs did not include some statutory wording concerning public contracts. The Clerk wanted to make the committee aware of this and she would be changing both Standing Orders to reflect these new changes and these would be presented to the Governance Committee at the next meeting.

16. Grant requests

There were none.

17. Staff and Training

The Clerk and RFO were attending a KALC Finance Conference on 19th October.

18. Budget 2023-24

The Clerk and RFO had prepared initial figures showing a substantial increase over the previous year which excluded the pavilion, which would be reviewed separately. They explained that it was for the committee to decide where to make the necessary cuts to make it acceptable and it was for the Chair to discuss this at the November Full Council to gauge the appetite for next year's precept request. The RFO had highlighted areas where he thought reductions in expenditure could be made. The items that had been trimmed in next year's budget were mainly owing to large projected carry-overs from the 2021-22 year. After much discussion the following changes to this year's budget was agreed:

- Transfer funds from Legal Fees (4057) £3k to increase the contingency account.
- Transfer funds from Community Organisations (4107) £3k to increase the contingency account.

The committee then reviewed the figures that had been recommended for next year and the following changes were made:

- To not budget any more money for trees (4226) saving £2k.
- To reduce Highways (4701) from £10k to £2,650 saving £7,350.
- To reduce the contingency budget from £20k to £10k saving £10k.
- Make minor changes to Insurance (4023), Newsletters (4024) and APA meetings (4099) saving £1,300 in total.
- It was also noted that it had been agreed to increase the pension contributions in the next financial year from 5% to 7% and this needed to be adjusted.

The RFO would make the necessary changes and send out the amended budget form which would give a figure that Full Council could review and consider what increase to the precept they thought would be palatable.

Pavilion: The budget preparation for the pavilion had been held back because some of the costs were unknown at the time, however now that an annual energy contract had been signed, estimates were proposed. The biggest expenditure was the electricity for the pavilion which has risen from around £6kpa to £25kpa. There is also the hiring of a manager. Expenditure was estimated at about £40k, which was more than double previous years. It was agreed that the money in Ear Marked Reserves (RRIM) would be used but as there was a meeting on 18th October to discuss more issues regarding energy use it was decided to wait for the report.

19. Date of the Next Meeting

Wednesday 23rd November was agreed to review the budget again.

20. Items for Information

There were no items for information.

There being nothing further to discuss, the meeting closed at 9.21pm.

Chair

Finance Committee Action Points

Action Number	Action	Owner	Date created	Status
12/22	Set up a direct debit with Cloudy IT	RFO	5/1	Closed
26/22	Update the List of Grants Issued Spreadsheet	RFO/Clerk	13/6	Complete
30/22	Add Veolia invoice for discussion at Full Council agenda	RFO	20/7	Complete
31/22	Add Replacement Boiler for Pavilion to Full Council agenda	RFO	20/7	Complete
32/22	Make virement from section 4206 to 4210 and transfer the playground repairs to that section	RFO	20/7	Complete
33/22	Advise Zurich Insurance of acceptance of quote and pay insurance premium	RFO	20/7	Complete
34/22	Draft response to Speldhurst Primary School	RFO	20/7	Complete
35/22	Advice Hospice of grant award and pay	RFO	20/7	Complete
36/22	Add School bus issue to Full Council agenda	RFO	20/7	Complete
37/22	Chase Tivoli for invoices for canine refuse collection	RFO	11/10	
38/22	Add new line in spreadsheet for Pavilion Manager	RFO	11/10	
39/22	Add new statutory clauses to Standing Orders and Fin Regs for Governance Committee	Clerk	11/10	
40/22	Make virements for this year's budget from sections 4057 and 4107	RFO	11/10	
41/22	Make changes to next year's budget as per list	RFO	11/10	
42/22	Send out new budget form	RFO	11/10	
43/22	Book room for meeting on 23 rd November	Clerk	11/10	