



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 29<sup>TH</sup>  
AUGUST 2023 IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL  
HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

Cllr Tippen took the chair for the first item.

**001/23 ELECTION OF CHAIRMAN:**

Cllr Boswell proposed, and Cllr Tippen seconded, that Cllr Adam be elected Chairman for the forthcoming year. All in attendance agreed.

Cllr Adam took the chair for the remainder of the meeting.

**002/23 ELECTION OF VICE-CHAIRMAN:**

Cllr Tippen proposed, and Cllr Boswell seconded, that Cllr Stevens be elected Vice-Chairman for the forthcoming year. All in attendance agreed.

**003/23 PRESENT:**

Cllrs Adam, Boswell, Stevens, Tippen and Turner were in attendance. The Clerk was also present.

**004/23 APOLOGIES:**

Cllr Gibson had given her apologies.

**005/23 APPROVAL OF PREVIOUS MINUTES:**

The minutes of the meeting held on 2<sup>nd</sup> May 2023 were agreed and signed as a true record.

**006/23 CLLR INFORMATION**

**Declarations of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**007/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**008/23 UPDATE FROM HR SUB-COMMITTEE MEETINGS**

There had been no meeting had been held since 2<sup>nd</sup> May. The next meeting will be on 12<sup>th</sup> October.

**009/23 FINANCIAL YEAR 2023/2024**

Quarter 1 report

The Clerk had circulated Quarter 1 income and expenditure to Cllrs prior to meeting.

Cllrs reviewed Quarter 1 income and expenditure and agreed the figures.

**010/23 FOUR-YEAR FINANCIAL PLAN**

Cllrs reviewed the four-year plan in detail and amended some of the figures in line with what was held in the Santander account. This would be revisited at the next Finance meeting.

**011/23 OTHER FINANCIAL ISSUES**Capital Account

Cllrs considered the transfer of monies held with Santander to CCLA due to the problems encountered when wanting to move funds. Before making a decision Cllrs asked the Clerk to speak with other Councils to ascertain what other banks are used for capital funds.

Unity Multi-pay Card

The Clerk had received payment cards for herself and the Deputy Clerk following application for Unity Multi-pay Card. The Clerk was asked to contact MPC's insurers to make sure this was covered on the premium.

Financial Regulations and Risk Assessment Update

Cllrs reviewed the proposed changes to the documents following receipt of Unity Multi-pay Card and amended the risk level and controls.

Debit Card Usage Policy

Cllrs agreed the Debit Card Usage Policy and ensured that it was in line with what was included in the Risk Assessment.

Caretaker Mower

Cllrs considered the purchase of a new mower for the Cemetery Caretaker in April 2024 and agreed the cost up to £900. It was proposed that this would be taken to the Amenities Committee to consider the best mower available in line with the Estate Management Plan and whether a better deal could be made if purchased during the Autumn/Winter.

Office Alarm System

The Clerk informed the meeting that the office alarm system had been upgraded and the invoice for payment was on tonight's list. It was agreed that this would be from budget heading 4102.

HugoFox Website

The Clerk had received notification of changes to the fee structure from October 2023. Cllrs proposed to opt for "Bronze" for this financial year and review when setting the budget as to whether the "Silver" level would be a better option as it included a members area or for Cllrs to use Sharepoint. The Clerk would obtain costings for Microsoft 365 for all Cllrs.

**012/23 INVOICES**

The following invoices due for payment were put before Cllrs:

Viking – Office and Public Conv. Supplies - £183.36

Cam-Tech Security – Office alarm upgrade - £942.30

Alison Hooker – Travel expenses/PPE - £58.08

Rams Hill Mowers – Mower repairs - £114.00

Viking – Play Scheme supplies - £76.07

Cllr Boswell – Wildflower seeds (Cemetery) - £20.42

Cllr Tippen – Travel Expenses - £4.65

P&F Cleaning – Public Conv. Cleaning - £695.00

TOTAL: £2,093.88

Cllrs agreed payments and Cllrs Stevens and Turner would authorise on Unity.

There being no further business the meeting closed at 9.05pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

Marden Parish Council. Parish Office, Goudhurst Road, Marden

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