



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 1<sup>ST</sup>  
DECEMBER 2015 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD,  
MARDEN COMMENCING AT 7.30PM**

**Min.  
No**

20/15 **Present:** Cllrs Adam, Boswell, Reed and Tippen. Cllr Turner and the Clerk were also in attendance.

21/15 **Apologies:** Cllrs Brown and Mannington gave their apologies.

22/15 **(a) Register of Interests:** There were no amendments to the register of interests

**(b) Granting of Dispensation:** There were no requests for dispensation of any item on this agenda

23/15 **Financial Year 2015/16**

2015/2016 accounts/budget to be viewed.

A breakdown of all income and expenditure in this financial year to date had been provided by the Clerk. Individual items were discussed regarding future income and expenditure and the accounts were agreed.

24/15 **Other Expenditure in for 2015/16**

Additional expenditure to be incurred up to 31<sup>st</sup> March 2016 which was considered and proposed include:

- (a) Leaf blower for village caretaker
- (b) Generator for Southons Field
- (c) Litter bins – costs to be split 50/50 between MBC and the Parish Council
- (d) Litter bin for Southons Field
- (e) Resurfacing of footpath adjacent to The Chestnuts area at Marden Playing Field
- (f) Office security/alarm system – quotes to be obtained prior to next Finance meeting.

25/15 **Public Works Loan**

The penultimate invoice had been received and a cheque was signed at the meeting. A final invoice will be provided following the retention period of 6 months. It is envisaged there will be an underspend but until May 2016 the Clerk is unable to confirm whether this can be paid back to DCLG.



26/15 **Draft Budget & Precept 2016/17**

*For the following item the Clerk left the meeting*

- (a) Salaries - The following was proposed and agreed:

Clerk: Increment to Scale 35

Assistant Clerk: Increment to Scale 20

Cemetery Caretaker: Increase of 1% to hourly rate

Village Caretaker: Increase of 1% to hourly rate

CLLrs also agreed the NALC proposal of a non-consolidated payment to the Clerk and Assistant Clerk.

*The Clerk returned to the meeting*

- (b) Public Conveniences – additional expenditure. CLLrs envisaged that there would be no further expenditure (other than cleaning and general maintenance) for 2016/17.
- (c) Play Scheme 2016 – no major expenditure was due.
- (d) Fees: Cemetery/Playing Field/Southons Field. The Amenities Committee had proposed that the fees for all these remain as 2015/16.
- (e) Donations: A request had been received from Marden PTA for a grant of £1500 to pay for a firework display in 2016. After discussion CLLrs proposed that this would not be a good use of public money but would be in agreement to consider a grant for purchase of equipment. There was a small pot of money for village events would could be consider for a small contribution to the event. No increase would be made to donation budget.
- (f) CCTV: £5000 had been ring fenced for 2015/16 and as the camera had not been purchased this would be carried over to 2016/17.
- (g) Increases to contract charges: The Clerk had received two letters of increases one for the public conveniences cleaning which would result in a further £550 to the annual cleaning bill and a minimum increase to the financial software annual subscription. No other information had been received from contractors.
- (h) Maintenance equipment budget – no major equipment was due to be published in the next year. Funding had been ring fenced for a new ride on mower and costings were being obtained.
- (i) Office IT backup – unfortunately costings had not been received from Cllr Newton. The Clerk had received several from different companies and it was proposed to look into more details with Datacenta. Further details of costings would be available prior to the next finance meeting.
- (j) Office security/alarm system: This item had been proposed to look into costs during this financial year.
- (k) Other Expenditure to be considered: All other expenditure had been covered in previous items on the agenda.



**27/15 Setting the Budget and Precept 2016/17**

The excel spreadsheet had been made available to project on the wall and Cllr Adam went through individual items and Cllrs considered whether an increase was required. The draft budget would be put to Full Council on 8<sup>th</sup> December and further meeting was due to be held in January to approve the budget and the precept.

**28/15 Updating the Three Year Financial Plan**

The Clerk was asked to update the plan with as much information as she held and forward to Cllr Adam who would look at the figures for the future years, including any proposed S106 money due to the Parish, and recirculate to Cllrs.

**29/15 Human Resources Sub-Committee**

No items relevant to Finance Committee had been discussed at the meeting.

**30/15 Invoices to be agreed and payment made:**

One cheque had been signed during the course of the meeting for the hall roof invoice:

Chq No. 5330 – Artisan Developments - £36,832.98 (hall roof)

**31/15 Other Financial Issues**

Update to Financial Regulations: No updates were due.

Banking options: Cllr Mannington had looked through the paperwork that the Clerk had provided regarding Unity Bank. The one concern was the £75,000 threshold and it was discussed that the Nat West Reserve Account could be retained to hold the balance. The Clerk would then look at automatic transfers to ensure the current account, with Unity, remains in credit. Cllrs therefore proposed to look into opening an account with Unity.

MPC Regular Internal Audit Checks: This item had been raised with the internal auditor and it was proposed that an item be placed on the Finance Agendas for Cllrs to undertake this quarterly.

There being no further business the meeting closed at 9.55 pm

Signed: ..... Date: 8<sup>th</sup> December 2015  
Cllr Dorothy Reed, Chairman, Marden Parish Council Finance Committee

