



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 21st March 2016 at 7.30pm

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

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

OFFICERS PRESENT: C May – Clerk and K Plunkett – Assistant 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:** Cllr Mrs Horne (holiday)
3. **Disclosure of Interests:** The Clerk and the Assistant Clerk declared an interest in item 14b on the Agenda.
4. **Declarations of Lobbying:** There were none.
5. **Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **18th January 2016**, 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. **Matters Arising and Correspondence:**
The Clerk said that the new limit for s137 for 2016-17 is £7.42 per elector. This equated to £27,600 available for S137 expenditure in the next financial year.
There have been two grant requests from Ashurst which will be considered by Full Council at the April meeting, as the applications were not received in time for this meeting.
8. **Interim Payments:** There have been two payments on the ALTO card since the last Full Council meeting on 7th March: £5 administration charge for closing Mrs Flemington's ALTO card and a 50p charge for topping up the Clerk's ALTO card. These were approved by the Committee.

Accounts for Payment: The Committee authorised the payment of invoices as listed

Payee Name	Cheque/Ref	Amount Paid	Transaction Detail
Premiere Digital	MT751	2,250.00	PP Survey brochures
Viking Direct	MT752	119.70	Stationery
Dave's Computer Repairs	MT753	57.02	Computer repair
Mr L Cooper	MT754	68.40	Reimbursement expenses
Cleartrack Ltd	MT755	360.00	Tree planting
Donaldson West	MT756	540.00	Legal fees
KALC	MT757	432.00	Training courses
MR Lawrence	MT758	160.00	Mowing
BT Plc	DD	30.00	Mobile
Haymarket Media	DD	130.00	Planning Magazine
KCC (KCS)	DD	381.29	Photocopier

9. Budget Virements: There had been no budget virements since the last Full Council meeting on 7th March.

10. Financial Position as at March 2016 and review of expenditure vs budget to-date: The Clerk circulated revised versions of all the financial papers with the latest payments included. The position after twelve months of payments and receipts was discussed by the Committee. The Committee **RESOLVED** to make the following budget virements to make the expenditure and carried forward figures easier to understand:

- From 1020 (Highways Miscellaneous income) to 4701 (Highways) £5,341
- From 1025 (Parish Plan Grant) to 4500 (Parish Plan) £5,950

The Committee **RESOLVED** to carry forward the following amounts

- 4202 £3,000
- 4123 £285

It was noted that after the transfers and change to carried forward figures that there was an underspend of actual v budget of £8,000 which would go in to General Reserves.

11. Banking and reserves: The Clerk reported that HSBC have re-opened the Council's account. He said that £68,750 precept monies will be received in April and this will bring the balance in Unity to £112k.

The Committee **VOTED IN FAVOUR** of transferring £25k to HSBC which will leave HSBC and the Cambridge Building Society both with the maximum insured amount of £75k. The remaining balance in Unity would very quickly fall to the £75k guaranteed amount.

12. Committee and Working Group expenditure:

- a) The Clerk advised the Committee of two items of expenditure authorised but not yet invoiced; £5,500 for the SID and £550 for the traffic survey.
- b) The Clerk said that the cost of increasing the Groundsman's public liability insurance to £10m was £37.74. This expenditure was approved.
- c) Repairs needed in the car park on LGRG were discussed. The Committee **RESOLVED** to approve the following work:
 - Move and repair the two lights at the front of the Village Hall and to purchase 3 cast-iron bollards to be placed on corners at a total cost of £2,546.31.
 - The Committee also requested that the Clerk obtain a quote to replace all bollards in front of the Village Hall with cast iron bollards. Cllr Mrs Lyle suggested that a quote be obtained for doing all the bollard/light moving work at once to benefit from economies of scale.
- d) It was **RESOLVED** to replace the two office computers at an estimated cost of £1,500.

Cllr Barrington-Johnson gave his apologies and left the meeting at 8.20pm to attend the Langton Green Village Society meeting.

13. Grant requests:

- a) It was **RESOLVED** to grant £185 to the Speldhurst Millennium Sign Working Group run by Nicky Earwaker for stocking the new flowerbed and Councillors also volunteered to supply some of the flowers on the list included with the application form.
- b) It was **RESOLVED** to grant £800 to All Saints Church, Langton Green for grounds maintenance.
- c) It was **RESOLVED** to grant £1,000 to Hospice in the Weald.

14. Staff and Training:

- a) It was **RESOLVED** to send the Clerk and the Assistant Clerk to the Clerk's Conference on Tuesday 14th June at Sutton Valance Village Hall and to employ Mrs Flemington to cover their attendance at the Clerk's Conference.
- b) The Clerk and the Assistant Clerk left the meeting for this agenda item. On their return Cllr Mrs Jeffreys said that the Clerk would move up by one spinal point to LC2 36 and that if the Assistant Clerk passes her probation period then she would move to LC1 18.

15. Items for Information: The Clerk said that this was the final meeting of Cllr Mrs Soyke's Chairmanship and that a new Chairman would be needed for the June meeting.

The meeting closed at 8.38pm.

Chairman