



AYLESHAM PARISH COUNCIL

Minutes of the **Finance, Audit & Personnel Committee Meeting** held on **Thursday 26th October 2023** at Aylesham House

1. Those Present

Cllrs S. Bott (Committee Chair); K. Sutcliffe; D. Garrity; J. Flaig. Parish Clerk/Responsible Finance Officer K. Robinson.

No members of the public were present.

2. Apologies for Absence

Cllr B. Oliver – work commitments.

3. Declarations of Cllr Interests

J. Flaig – Aylesham People's Cinema.

K. Sutcliffe – Aylesham Heritage Centre - Dispensation for Council year 2023/2024.

4. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)

None.

5. Minutes of the Previous Meeting

July 2023

Resolved: The minutes from the meeting held on 27th July 2023 are a TRUE and ACCURATE record. Proposed by K. Sutcliffe, seconded by D. Garrity.

Outcome: All in favour, motion carried.

6. Matters Arising (from the previous meeting not covered elsewhere on the agenda)

No further correspondence received from the International Athlete regarding sponsorship.

7. Quarter 2 July - September 2023 Accounts

July, August and September 2023 bank reconciliations and bank reconciliation receipts and payments were circulated to Councillors prior to the meeting to review. Responsible Finance Officer confirmed to the Committee that all receipts and payments for each month balanced with the bank statements.

Resolved: To approve Quarter 2 July – September Accounts for 2023/2024. Proposed by J. Flaig, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

S. Bott as Committee Chair and Responsible Finance Officer signed the bank reconciliations, and bank reconciliation receipt and payments for each month.

8. Quarter 2 July – September 2023 Budget/Expenditure Update

The annual budget/expenditure up to 30th September 2023 was circulated to Councillors prior to the meeting to review.

Resolved: To accept the annual budget/expenditure update for Quarter 2 July – September 2023. Proposed by K. Sutcliffe, seconded J. Flaig.

Outcome: All in favour, motion carried.

9. Grant Applications

7.1 20th Deal (Aylesham) Scout Group

At the July 2023 Committee Meeting (minute reference 7.1) it was resolved to approve £1,000 in funding towards rent payments for 20th Deal (Aylesham) Scout Group. In relation to the art supplies and uniform expenditure section of their application the Committee requested a report from 20th Deal (Aylesham) Scout Group in order to make a decision on the remaining amount of £500. Information was received and circulated prior to this meeting for the Committee to make a decision this evening.

Resolved: To approve the £500 (in total £1,500) as per the Grant Application for 2023/2024. Proposed by D. Garrity, seconded J. Flaig.

Outcome: All in favour, motion carried.

7.2 St Peter's Church (Community Sessions)

Outline: Grant funding to provide food/ingredients to cook a healthy meal/snack at the weekly community sessions: Youth Group, Spinners Group, Homework Club, Friday Tea Breakfast.

Amount Requested: £1,600

Previous approved grant funding (last 3 years): 2020 £1,000 to support the funding of the youth club for resources and Christmas presents for the children who attend.

Resolved: To approve the grant in full for £1,600; proposed by D. Garrity, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

J. Flaig left the meeting 20.02

7.3 Aylesham People's Cinema

Outline: To enable to the purchase of a Celexon Fold Frame Projection screen to use for cinema screenings. This is the final part of the equipment they are acquiring in order to have a decent projected image and sound quality: projector; bluray player; PA system.

Amount requested: £941.16.

Previous approved grant funding (last 3 years): 2021 Childrens' Christmas Event £510.

Resolved: To approve the grant in full for £941.16. Proposed by K. Sutcliffe, seconded D. Garrity.

Outcome: All in favour, motion carried.

J. Flaig re-entered the meeting 20.04

7.4 Aylesham Heritage Centre

Outline: Grant funding to cover their insurance costs for 2023/2024.

Amount requested: £202.74.

Previous approved grant funding (last 3 years): Annual insurance costs in 2020 £275.16; and 2021 £259.23. 2022 £500 towards annual insurance costs and the remainder being towards a contribution towards purchase of 'Aylesham Heritage through the years' books.

Resolved: To approve the grant funding full for £202.74. Proposed by J. Flaig, seconded D. Garrity.

Outcome: All in favour, motion carried.

7.5 Aylesham & Rural Community Heart (ARCH)

Outline: Grant funding to provide a free Santa's Grotto on 02/12/2023 to be held at Aylesham Home and Pet Supplies; £1,000 of the grant money will be used to provide approximately 150 children under the age of 10 with a gift from Santa worth £6-£7.00. £500 for goodie bags for children that are given out during the annual Santa Sleigh in Aylesham.

Amount requested: £1,500.

Previous approved grant funding information: N/A.

- Correspondence received from ARCH that they were seeking a new location/date for their Santa's Grotto. No further update regarding a new date and location was received prior to the meeting. Committee therefore felt that there was insufficient information in relation to the Santa's Grotto and whether it will still be going ahead, which the Committee could not be sure of. Concerns were also noted about limiting the number of children as the £1,000 funding was for approximately 150 children, and there are a lot more children within the Parish.
- In relation to the Santa's Sleigh section of the application concerns were noted as to whether ARCH have applied to other Parish Councils due the Santas' Sleigh visiting other Parishes.

Resolved: To support and approve £500 for the Santa Sleigh element of the application; with a condition attached that the approved funding goes to the whole of the Parish of Aylesham. Proposed by J. Flaig, seconded by D. Garrity.

Outcome: All in favour, motion carried.

10.Draft Budget 2024/2025

Resolved: The Draft Budget for 2024/2025 was agreed and the Committee recommend to Full Council to consider and ‘note’ the Draft Budget at their November meeting, in preparation for agreeing the Budget for 2024/2025 in January. Proposed by K. Sutcliffe, seconded by J. Flaig.

Outcome: All in favour, motion carried.

11.Next meeting date

Thursday 25th January 2023.

- **Meeting closed: 20.45hrs** -

It has been agreed by the Committee that these minutes are a true and accurate record.

Signed (Chair)..... Date.....