



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 29TH
SEPTEMBER 2015 HELD IN THE PARISH MEETING ROOM, GOUDHURST
ROAD, MARDEN COMMENCING AT 7.45PM**

**Min.
No**

- 13/15 **Present:** Cllrs Boswell, Brown, Mannington, Reed, Tippen and Turner.
The Clerk was also in attendance.
Cllr Adam arrived during the meeting.
- 14/15 **Apologies:** There were no apologies
- 15/15 **(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
- 16/15 **2nd Quarter Financial Report**
July to September figures to be viewed, discussed and agreed
The Parish Clerk provided the figures for Cllrs at the meeting, a few items were discussed regarding income and expenditure. Cllrs agreed the six monthly accounts and the budget would be viewed again at the 2016/17 budget and precept meeting in November.
7.55pm Cllr Adam arrived
- 17/15 **Other Financial Issues:**
Unity Trust Bank – the Parish Clerk has started to complete the application form for the transferring of MPC accounts from Nat West. Cllr Mannington was asked to go through the form with the Clerk and following this the item would be placed on the next full council agenda for agreement by the Parish Council.
Purchase of equipment – Cllrs discussed the purchasing of:
Steam/power washer as requested by the village caretaker – agreed to obtain costings
New mobile phone for the Parish Office – agreed to obtain costings
Leaf blower for the village caretaker – costs would be obtained however Cllrs wished to discuss further
Ride-on mower – the current mower had needed a number of repairs in the last financial year and a budget had been ring fenced for purchase of a new /refurbished mower. Cllr Mannington agreed to look into costings and report back to Council.
Salary software – The Clerk currently uses a software package for payroll however requested that this be transferred over to SAGE for the next financial year. This was agreed.



External Audit Report – The annual audit return had been received back from External Auditors with a clean bill of health. Notices have been advertised on notice boards and website as part of the regulations.

Update of Public Works Loan expenditure – The first payment had been made to contractors in August and the invoice for the next payment was presented to Cllrs to sign at the meeting. A current breakdown of the costings was presented to Cllrs at the meeting

Transparency Act – This financial year takes the Parish Council over the £200k income and expenditure threshold so details of expenditure over £500 needed to be advertised on the website along with profiles and committee membership of Parish Councillors. The Clerk had updated the information on the website and would continue with the expenditure details on a monthly basis.

Memorial Hall Rent – The Parish Council are due to commence paying rent to Marden Memorial Hall for the use of the Parish Office from October 2015 and this was discussed in the HR meeting. As the Parish Clerk undertakes the bookings and a lot of other administrative work for the hall a report would be put together to present to hall Trustees requesting a reduction in the parish council rent.

Other – no other financial issues were raised.

11/15 Policy/Procedure Review:

Financial Regulations – no amendments
Financial Risk Assessments – no amendments

12/15 Maidstone Borough Council Planning Committee meeting

S106 contributions were part of the agenda for the MBC Planning meeting on 1st October. The content of the document was discussed and the Clerk was requested to put together a report to present to the meeting.

There being no further business the meeting closed at 8.35 pm

Signed: Date: 13th October 2015
Cllr Dorothy Reed, Chairman, Marden Parish Council Finance Committee

