



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

Minutes of a Finance Committee Meeting held on Monday 21<sup>st</sup> March 2022 at 7.30pm  
in the Gallery Room, Langton Green Village Hall

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**MEMBERS PRESENT**

Cllrs Ellery (Chairman), Mrs Soyke, Rowe, Scarborough, and Mrs Lyle (ex-officio).

**MEMBERS OF THE PUBLIC**

There were no members of the public present.

**OFFICERS PRESENT**

Mrs K Neve – Clerk and Mr C May – Finance Officer (RFO).

**1. Covid Compliance**

Councillors were asked if they were comfortable with the arrangements for the meeting, which they confirmed. There were no other specific items relating to covid compliance.

**2. To enquire if anyone present intends to record the meeting:**

No-one present intended to record the meeting.

**3. To receive and approve apologies for absence**

Apologies were received from Cllrs Barrington-Johnson (unwell), Mrs Woodliffe (work related) and Rajah (prior engagement)

**4. Disclosures of Interest**

There were none.

**5. Declarations of Lobbying**

There were none.

**6. Minutes**

**RESOLVED** – That the minutes of the Finance Committee meeting dated 5<sup>th</sup> January 2022, copies having previously been forwarded to Members, be approved, and signed as a correct record.

## **7. Public Open Session**

There were no members of the public present.

## **8. Review of Action Points**

There were 16 action points and 13 were complete.

4/22 to close the account with HSBC was in progress

5/22 the RFO was asked to look into setting up an account with Nationwide

7/22 folder to be set up as requested

8/22 complete (the figures for 1032 will remain until 2023/24)

12/22 DD with Cloudy IT is in progress

## **9. Interim Payments**

These are payments made during the month that were not approved at the last Full Council Meeting:

- Unity Bank: £8.98 outstanding IT invoice; £86.40 APM Knockout Print; £10,000 grant to Speldhurst School; £1,979.71 repair of stone wall on Penshurst Road; £175.30 BT broadband and telephone; £145.64 transfer to Mastercard; £32.70 UTB quarterly bank charges.
- Mastercard: £9.00 Bank charges; £82.80 Petrol for tools and Van; £150.00 CWCS renewal of .gov domain and £30.98 strobe light for van

## **10. Financial position to review expenditure vs budget at 31<sup>st</sup> March 2022:**

Summary sheets and detailed reports had been circulated prior to the meeting.

The RFO pointed out some changes that had been made to previous figures because expenditure had changed and suggested the following:

- Carry forward £3,500 on salaries so the Tax & NI payment can be made in April
- Reduce carry forward figure for posters to £350
- Carry forward £4,000 for LGRG maintenance (underspend this year)
- Delete carry forward figure for Life saving apps as spent this year
- Increase carry forward figure for trees to £7800 due to underspend
- Increase carry forward figure for footpaths to £500 due to underspend
- Increase Highways carry forward figure to £17,350
- Carry forward £8,000 for Speldhurst Play area grant
- Carry forward £10,600 contingency not spent

These recommendations were accepted.

Cllr Ellery asked if the committed column could be updated. It was noted that the committed expenditure for the schools still had £20,000 but that the grants had been paid. The RFO would correct this.

Cllr Rowe said that the earmarked reserves should be increased when possible to ringfence future expenditure for playground items.

## **11. Financial position to review expenditure for the Pavilion at 31<sup>st</sup> March 2022:**

Summary sheets and detailed reports had been circulated prior to the meeting which were considered in detail.

The RFO reported that income and expenditure for the financial year balanced to within £50 and that no virements to/from the RRIM (earmarked reserve) were necessary.

## **12. Budget Virements**

The RFO reported that it was not necessary for any budget virements at the current time.

## **13. Banking and reserves**

**RESOLVED** to close the account with HSBC due to increased charges. There was much discussion regarding placing funds with CCLA and the Investment Policy which restricted investments without the FSCS guarantee. The RFO would investigate opening an account with Nationwide Building Society (BS), Coventry BS or other Bank/BS before any further decision was made.

If it was possible to open a BS account it would be a Full Council agenda item seeking approval.

## **14. Committee and Working Group expenditure**

The RFO presented the following expenditure recommended by committees and working groups to be made under delegated authority:

- a) **RESOLVED** to renew membership with CPRE at £36
- b) After much discussion it was agreed to note that the tenant of the Pavilion café had purchased a new commercial oven and to take this into consideration when setting the rent in future years.

## **15. Review of policies:**

- a) Grant Awarding Guidelines: The following changes were agreed
  - There would be one form (the short form would be discontinued)
  - Payment would only be made in to a UK bank account
  - Wording to change from “must provide a report” to “may require a report on request”
  - The form will be changed to include “by applying for this grant, the applicant consents to the conditions detailed in the Grant Awarding Guidelines” (to reinforce that recipients will use the funds for the intended purpose and any funds not required should be returned).
- b) Investment Policy: No changes but noted that should an investment with CCLA be considered new wording would need to be approved. There was some discussion led by Cllr Ellery that maybe the council should consider investments to protect against inflation. It was agreed that the council maintain a policy of prudence, safe and easy access for the money held.
- c) Financial Risk Assessment: changes throughout to include RFO and Assistant Clerks rather than singular. Change to payroll company to M;Power.

## **16. Grant requests:**

It was agreed to grant the Rainbows £200, however in future the committee expected to see more fund raising now that covid was no longer preventing this.

## **17. Staff and Training**

The Clerk was continuing with her CiLCA training.

## **18. Items for Information**

There were none.

There being nothing further to discuss, the meeting closed at 9.04pm.

Chairman

#### Finance Committee Action Points

Action Number	Action	Owner	Date created	Status
12/22	Set up a direct debit with Cloudy IT	RFO	5/1	
17/22	Write letter to HSBC closing account	RFO	21/3	
18/22	Investigate opening an account with Nationwide BS, Coventry BS and other Banks/BS	RFO	21/3	
19/22	Under grants correct schools committed column	RFO	21/3	
20/22	Utilise the committed expenditure column	RFO	21/3	
21/22	Add FC agenda item if a new account is to be opened	Clerk	21/3	
22/22	Renew CPRE membership	RFO	21/3	
22/22	Amend Grant awarding guidelines policy	RFO	21/3	
23/22	Amend Financial Risk Assessment	RFO	21/3	
23/22	Pay grant to Rainbows	RFO	21/3	