



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 17th October 2016 at 7.30pm

MEMBERS PRESENT: Cllrs Mrs Jeffreys (Chairman), Mrs Horne, Mrs Podbury, Mrs Lyle, Mrs Soyke and 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:** There were none.
3. **Disclosure of Interests:** There were none.
4. **Declarations of Lobbying:** There were none.
5. **Minutes – RESOLVED** that the minutes of the Finance Committee meeting dated **31st August 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:** All covered in the Agenda.
8. **Interim Payments** – There have been 2 interim payments on the Mastercard, £49.59 for a new external hard drive and £19.45 for drinks for the Open Meeting. There have also been 2 direct debits for utility bills relating to the pavilion – electricity £628.80 and water £277.76. Cllr Mrs Lyle is querying with the pavilion management team who should be responsible for these bills which were incurred during the build.
9. **Budget Virements** – There had been 4 budget virements since the October Full Council meeting. The transfer from Ear Marked Reserves for the cost of playground repairs was duplicated in error so this has been reversed. £3k has been transferred from Capital Grants (4125) to a new RRIM account created for the pavilion (4216). £500 has been transferred from s137 (4095) to Grants:

Community Organisations (4107) and £285 has been transferred from Capital Grants: Life Saving appliances (4123) to a new account under Amenities: Life Saving Appliances (4126) so that the money can be used for maintenance.

10. Financial Position as at October 2016 and review of expenditure vs budget to-date Cllr Mrs. Jeffreys said that the second tranche of the precept has now been received but only half of expected outgoings have been paid. Cllr Mrs Soyke asked about the payments made on a 15 year loan to finance the Council Office at LGRG. The Clerk said that the loan is now at less than £50k and has another 10 years to run.

11. The Budget 2017-2018 – The Budget for the next financial year was reviewed. Following much discussion a series of changes to the draft budget prepared by the Clerk were agreed .

Comments to note during budget setting discussion:

- Section 204 of the Budget is a new section solely for income and expenses relating to the pavilion (RRIM). Any financial movements relating to the pavilion will be shown in this section.
- Insurance in the current budget needs to be split into insurance for SPC and insurance for the new pavilion and the latter will be added into section 204.
- It was confirmed that the new container is covered under the SPC insurance policy. The additional premium will be added to next year's premium.
- Cllr Mrs Soyke asked why the budget for the Parish Office is only £1k and actual spending for this year has been £1.5k. There has been a one off cost this year which the Clerk will investigate and report back to the Committee.
- The budget for the development of the SPC website was increased to £1,250. The Clerk said the facility should have somewhere for Councillors to access all papers for meetings on a secure page on the website. He also wants residents to be able to sign up for electronic versions of newsletters etc. Cllr Mrs Lyle said that she knows a company which may be able to help with the website.
- Legal fees were discussed and Cllr Mrs Lyle asked for the Clerk to refer the latest bill of £1k to her before payment is made.
- The budget for computer repairs has been set at £500 to purchase a new laptop
- The budget for the Groundsman was increased to £6.5k.
- The budget for footpaths was increased to £1k in anticipation of further responsibility being handed over from KCC.
- The budget for highways projects next year is £20k. The Clerk hopes to have a quote for the 20mph scheme in time for the next Full Council meeting.
- The budgets for sports clubs is to be amalgamated and will be £12k in total.
- The aim is to keep Contingency account at £25k. There is £20k unspent this year which will be carried forward unless significant spending this year reduces the balance.
- Ear Marked reserves will be set at £55k as there are issues with the playground at LGRG. For example the ground surface may need replacing.
- Cllr Parker asked for confirmation about who will be monitoring costs for the new pavilion. Cllr Mrs Lyle said that a management committee has been set up to do this and all transactions will go through the SPC office. Cllr Mrs Lyle will report back at each Full Council meeting.

The Clerk would make the changes for the Full Council meeting. It was **RESOLVED** to recommend to Full Council that the total precept be increased by 4% from £137,500 to £143,000.

12. Banking and reserves –The balance in Unity is currently £106,500. **RESOLVED** to transfer £25k to HSBC to keep the HSBC account active and to keep the Unity balance within the protected limit of £75k. The £25k will then be transferred back when the balance in Unity has decreased.

13. Committee and Working Group expenditure

- a) The Clerk advised the Committee that an invoice for the works to repair the subsidence in the car park has not been received and is expected to be approximately £1,600. An invoice has not been received for the intruder alarm at the pavilion.
- b) After discussion it was **RESOLVED** that damage deposits for the pavilion will not be taken and no separate bank account will be set up. This position will be reviewed after 3 – 6 months.
- c) The RRIM account for the pavilion was discussed. **RESOLVED** to authorise a virement from the contingency account of £3k.
- d) The Committee discussed the cost of emptying rubbish from the pavilion. The Clerk advised that the agreement with Veolia will cost £62 plus VAT per month. SPC currently pay £25 towards the costs of rubbish removal from the village hall. LGSCA will also make a contribution of the same amount. The remaining amount should be covered by income generated from the pavilion.
- e) The Committee discussed whether SPC should make a contribution towards installing broadband in the pavilion. **RESOLVED** to defer this decision.
- f) The Clerk advised the Committee of new arrangements for electricity supply to the pavilion. The Clerk recommended a 2 year contract with EDF. Cllr Mrs Lyle asked the Clerk to obtain 2 further quotes eg from EON, British Gas, Scottish Power. Full Council can then chose the provider.
- g) The Clerk said that Monson Engineering had not yet submitted their fee estimate for managing the 20mph installation project but he hoped to receive it in time for the next Full Council meeting.
- h) The Committee discussed whether the purchase of new speedwatch equipment should be authorised. The ‘Speedwatch Suresight’ equipment costs £2,145 plus VAT. **RESOLVED** to purchase this equipment.
- i) The photocopier contract is up for renewal. The Committee authorised the Clerk to negotiate a new contract and the cost is expected to be lower than the current contract. The current contract runs until February.

14. Grant requests – to consider the following grant requests

- a) It was **RESOLVED** to grant £250 to RELATE by a majority vote

15. Staff and Training –

- a) The Clerk advised that the meeting room costs for a SLCC branch meeting at LGVH are approximately £40. **RESOLVED** to approve this expenditure.

16. Items for Information There were no items for information.

The meeting closed at 9.07pm.

Chairman