

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Tuesday
18 February 2020 in the Viewing Gallery of Ash Green Sports Centre
commencing at 7.00pm

Present: Cllr V Ngwenya
Cllr M Brown
Cllr J Kelly
Cllr I Mann
Cllr P Nightingale

In attendance: Mrs A de Jager, Parish Clerk
Ms K Law, Assistant Clerk/Finance Officer

1. Apologies for Absence

None.

2. Declaration of Interest

None

3. Minutes of Previous Meeting

The minutes of the meeting of 29 October 2019 were signed as a true record.

4. Parish Council

4.1 Current financial position – The Finance Officer took members through the reports noting that the Parish Council is in a healthy position with £46,000 in General Reserves, approximately 4 x running costs. It was NOTED that minimum wage will increase by 51p to £8.72 per hour in April 2020. Pension remains unchanged with 3% employer and 5% employee contributions. Expenditure in relation to budget was discussed with Grants below budget as well as Health & Safety as PEAT Testing still needs to be carried out. Telephone is over budget due to a new contract and Public Relations due to the purchase of banners to advertise the Family Fun Days. Invoices are awaited for the photocopying, repairs to Bowdler's Well and the payment to Northfield Management Committee. A grant was received from Kent County Council for the Lunch Provision, so expenditure is under budget. Members were advised that the Post Office had made an error of under crediting the Lunch Club deposit on 31 December 2019 by £200.00 and is being investigated. The Youth Provision is currently under budget due to the withdrawal of the Youth Providers. The Parish Council, with Hartley and West Kingsdown are currently in discussion with Kent County Council to take up the Youth Club and they have indicated a cost of approximately £11,600 per parish.

4.2 The current reconciled bank statements were initialled by Cllr P Nightingale.

- 4.3 Cllr P Nightingale PROPOSED that the payments of the grants authorised by the Parish Council in the 2020/21 budget are APPROVED as follows:
- Ash Green Sports Centre up to £15,000 as required.
 - Thursday Lunch Provision running costs up to £3,400
- SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.
- 4.4 Cllr M Brown PROPOSED the payment of the following accounts by direct debit for the year 2020/21 are AUTHORISED.
- British Telecom
 - Iris Payroll
 - The Peoples Pension
- SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.
- 4.5 Cllr M Brown PROPOSED that the use of the Parish Council charge card for the purchase of items on-line for the Parish Council and Sports Centre with a limit of £500 in any one month is AUTHORISED. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.
- 4.6 Cllrs I Mann and V Ngwenya will carry out a review of the effectiveness of the System of Internal Audit for 2019/20.
- 4.7 The review of the Financial Risk Assessment was carried out and Cllr J Kelly PROPOSED that no amendments were necessary. SECONDED Cllr I Mann and UNANIMOUSLY AGREED.
- 4.8 It was NOTED that the Interim Internal Audit was held on 10 February 2020.
- 4.9 It was CONFIRMED that the Burial Ground Maintenance contract for the 2020/21 growing season has been awarded to Kent Grassland Services in the amount of £5,000.
- 4.10 It was NOTED that the application for funding for the installation of air source heat pumps and conversion of lights to LED, was unsuccessful as the Sports Centre is ultimately subsidised by council tax. An application for the air source heat pumps has been submitted to Kent County Council's Capital Grant for Sport.

5. Sports Centre

- 5.1 Current Financial Position – The Finance Officer took members through the reports, noting that half of the grant from the Parish Council in the amount of £6,739 has been paid. The Sports Centre should do well financially over the next 3 months. Reserves are approximately 1.8 x running costs. The Sports Centre will not make a profit at year end. Members were taken through the budget noting that the payments to PPL and PRS have been combined and increased due to additional classes. The Tennis Academy has stopped, but may return in spring. Wages are under budget as the Parish Clerk and Assistant Clerk cover some of the Reception shifts. Telephone is under budget due to BT overcharging and then over refunded. The school overcharged for utilities and a credit note was issued, however, they have negotiated a new contract and there will be a 50% increase on the school's tariffs. The second Yoga class has seen an increase in income. The payment in respect of Junior Badminton is for the last Financial Year, as the

coach was out of the country for an extended period. Studio sessions have increased, but this is due to Personal Training sessions. Memberships have done better than expected as some of the Gentle Exercise members have taken out monthly memberships. Mirrors will be installed in the Circuit Training room before the end of March. The payments were NOTED with the hosting of a First Aid course for all staff and staff from New Ash Green Village Association and Hartley Parish Council.

- 5.2 The current reconciled bank statements were initialled by Cllr P Nightingale.

6. Dates of Future Meetings

The dates of the meetings of the Finance Committee are as follows:

19 May 2020

21 July 2020

20 October 2020

The meeting closed at 7.49pm

Signed:
Chairman

Date: