



**Speldhurst  
Parish Council**

*Working for the  
whole community*

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

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**Minutes of a Finance Committee Meeting held in the Committee Room, Speldhurst Village Hall on Monday 24<sup>th</sup> October 2011 at 7.30pm**

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**MEMBERS PRESENT:** Cllrs Parker (Chairman), Mrs Podbury, Mrs Soyke, Hemming, Owen, Pendelton and Cllr Mrs Jeffreys (ex-officio)

**OFFICER PRESENT:** Chris May – Clerk

1. **Declarations of Interests:** There were none
2. **Declarations of Lobbying:** There were none.
3. **Apologies for Absence:** Mrs M Flemington, Assistant Clerk (holiday)
4. **Minutes** of the meeting dated **26<sup>th</sup> September 2011**, copies having previously been forwarded to Members, were approved and signed as a correct record.
5. **Public Open Session:** There were no members of the public present
6. **Matters Arising and Correspondence:** There were no matters arising.
7. **Financial Position as at 30<sup>th</sup> September 2011** - The Clerk had previously circulated the Financial Position and this was duly noted by the Committee. The Clerk said that he had received the first half of the field rental from the Langton Green Sports Club (LGSC) and this would be banked the next day. There was a discussion on the small figure spent on highways but it was hoped that some projects would soon be started.
8. **2011-12 review of budget vs expenditure** – Councillors reviewed the figures that had been previously circulated.
9. **Investment of Council Funds** – The Clerk reported that he had confirmation of the deposit of £50,000 at 2.5% from NatWest which will mature on 22<sup>nd</sup> October 2012
10. **The Precept 2012-2013** – The Clerk had circulated budget proposals to the committee and had suggested a precept for the next financial year of £122,000 which was a 1.5% reduction on the present year. There were a number of amendments made by the committee which included;
  - £2,000 held against Planning Application Fees to be transferred to the Langton Green Pavilion in case of fees incurred for land transfer

- The suggested figure of £10,000 toward a Neighbourhood Plan be reduced to £5,000 and the balance be redistributed to the Broadband Project (Amenities) £3,000 and £2,000 to Schools (Grants)
- It was **AGREED** that a new computer be installed in the office and a quote for delivery, set up and fully loaded of £800 be accepted. The additional cost of £250 would be absorbed by the office budget.
- There was a discussion on the need for the increase in salaries but the Council had been forewarned that the Clerk was already averaging 30 hours per week and that an increase to include a worst case scenario should be budgeted for.
- The Clerk was requested to supply more detailed notes ahead of the Full Council Meeting to save time and prevent lengthy explanations.

The Finance Committee **AGREED** to recommend a precept to Full Council of £122,000 with the above amendments.

- 11. Terms of Reference** – A number of amendments to the TOR were discussed and agreed. The revised TOR will be presented to the next Full Council meeting for approval.
- 12. Report on KALC Finance Conference** – Cllr Mrs Jeffreys had attended the conference along with Cllrs Mrs Podbury, Soyke and the Clerk. She had written a synopsis of some points raised by a speaker which was to include details of payments and receipts on the agenda and payments checked by two councillors. It was **AGREED** not to adopt these procedures.
- 13. Council Office** – It was **AGREED** that the working group of Cllrs Mrs Jeffreys, Soyke and the Clerk would have the authority to purchase items necessary for the office which would include a photocopier (rented), desks, chairs, tables, window blinds, telephones, filing and storage facilities. The Finance Committee would be informed of all purchases by email as soon as is practicable.
- 14. Spending Powers** – The Clerk reminded all Councillors that **ALL** spending required a power to spend and if no power existed then it must be under S137 which exists for such an occasion up to a limit of £25,000 per annum (number of electors x £6.44). Any spending that uses this power must be specifically minuted and shown on the financial reports.
- 15. Banking arrangements** – There was nothing further to report at this stage.
- 15. Items for Information** – Cllr Parker informed the committee that the Village Hall Trustees (LGCT) had received a grant from KCC Communities Fund for £14,000 to enable the work to be completed at the Hall. He added that the bicycle shed canopy had been sold. The Clerk said that he had received notification from the LGCT for the drawdown of the loan/grant totalling £6,500 and a cheque would be issued.

The meeting closed at 9.25pm

CHAIRMAN