



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 19th March 2018 at 7.30pm

MEMBERS PRESENT: Cllrs Mrs Lyle (Chairman), Mrs Jeffreys, Mrs Podbury, Mrs Soyke, 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 Mrs K Harman – 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:** Apologies received from Cllr Ellery – family commitment.
3. **Disclosures of Interest:** There were none.
4. **Declarations of Lobbying:** There were none.
5. **Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **31st January 2018**, 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:** The Clerk said that in response to the query raised in item 10 of the previous minutes regarding data back-up expenditure, he explained that he had entered the Dropbox payments, due in March, to this accounting column.
8. **Interim Payments:** The Clerk advised the following: Mastercard: Current account: Mastercard: £6.00 bank charge; £150.00* renewal of gov.uk domain; £12.19* petrol; £56.00* stamps, £79.00 Dropbox renewal; £16.00 refuse sacks; £288.20 Stihl chainsaw and extension pole; £25.50 Gift to Mr Lyle; £79.00 Dropbox renewal. Current account: £153.06 transfer to pay balance on Mastercard; £72.86 Veolia waste disposal and £33.45 bank charges.

- 9. Budget Virements:** No virements were required before year-end.
- 10. Financial Position as at January 2018 and review of expenditure vs budget to-date:** The Clerk had circulated summary sheets and detailed reports which were reviewed. The Pavilion now had its own income and expenditure summary. The Clerk said that at the end of April, SPC will receive 50% of the precept (£74K) and suggested a cheque is drawn for the interest in CBS (£436.61) and one for HSBC (£155.44) to round both accounts off as well as possibly increase HSBC to £85K. A saving of 40% is being made on the photocopier.
- 11. Financial Position as at 31st March 2018 and review of expenditure for the Pavilion:** The Chairman discussed the new summary for the Pavilion and the importance of the income from the café was noted. Income for the year was £17,278 and expenditure was £9,731, leaving a profit of £7,547 for the year. It was agreed that some capital expenditure would need to be made to facilitate the running of the café alongside normal hirers during the following year.
- 12. Banking and Reserves:** The Chairman noted the transfers in item 10 and it was suggested that the Clerk would investigate the possibility of a longer investment account. The Clerk said that the form for the replacement signatories for Unity Bank has been signed and will be sent off. Once this account has been set up, further accounts will be set up for SPC (Pavilion) Ltd and SPC Pavilion.
- 13. Internal Auditor (IA):** The Clerk circulated an updated budget summary to go on the new website. Councillors to advise the Clerk of any changes but generally it was agreed the summary was clear and gave adequate information.
- 14. Committee and Working Group expenditure:**
- a) Cllr Parker enquired about expenditure for the speed reduction schemes. The Clerk said that approximately £12K will be carried forward to other projects.
 - b) **RESOLVED** to apply for membership of Action with Communities in Rural Kent at a cost of £50.
 - c) Update on changing the telephone service – the Clerk said that he could reduce the BT mobile monthly fee from £29 down to £8pcm, keeping the existing mobile. The Clerk will contact Cllr Ellery and a proposal put to the committee at the next meeting for broadband and main telephone system.
 - d) LGRG football fields - the agronomist will investigate both football fields because the cost to do the additional field is minimal. Cllr Milner noted that Ashurst Place would need to give their consent to the investigation being carried out. **RESOLVED** to contribute 50% of the agronomist Fee. It was agreed that a decision regarding a virement for the payment of this fee would be made in the new financial year.
 - e) Additional CCTV cameras for the car park area around the SPC offices: The Clerk said that two additional cameras (one on the recycling area and one on SPC's container) would provide full coverage of the whole area and allow for better tracking. **RESOLVED** to purchase an additional two cameras, one for the recycling bins and one for SPC's container.
 - f) Mapping system – The Clerk said that a personalised mapping system, which can be used for detailing SPC's assets, marking defibrillators and for reviewing planning applications as plans are no longer sent through by TWBC. **RESOLVED** to use the Parish Online mapping system at a cost of £200 per year plus £40 sign-up fee, reviewed after one year.
- 15. Grant requests:** **RESOLVED** to make an additional grant of £1,000 to St Mary's Church in Speldhurst towards churchyard maintenance. Councillors noted the fact that the churchyard is

much larger than others in the parish and therefore costs more to upkeep.

16. Staff and Training: The Clerk said that unfortunately the Assistant Clerk had not attended the Planning Conference. The Clerk would be attending a course on Encryption in April.

17. Items for Information:

- a) The Clerk had circulated the Langton Green PTA newsletter. The toilet fund is doing well at £35,707 (70% of target). A security fob system at the school was discussed and the associated costs, and an update will be sought from the school.
- b) The Clerk said that another metal bollard has been knocked over in the car park. The product appears inadequate for the job.

Cllr Barrington-Johnson made a presentation of a gift to Cllr Mrs Lyle and asked her to pass it on to Mr Lyle with thanks for all the hard work he put into SPC in the early years.

The meeting closed at 8.40pm.

Chairman