



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

Minutes of a Finance Committee Meeting held on Wednesday 10<sup>th</sup> February 2021 at 7.30pm conducted online via zoom electronic communication

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**MEMBERS PRESENT**

Cllrs Mrs Lyle (Chairman), Mrs Soyke, Mrs Woodliffe, Ellery, Rowe, Rajah, Scarbrough and Barrington-Johnson (ex-officio)

**MEMBERS OF THE PUBLIC**

There were no members of the public present.

**OFFICERS PRESENT**

C May – Clerk

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

No-one present intended to record the meeting.

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

There were none.

**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 **30<sup>th</sup> November 2020**, 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. Terms of Reference (TOR)**

**RESOLVED** to adopt the TOR with no changes.

## 8. Interim Payments

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

Unity Bank: £397.82 Lease on van; £120 KALC re training; £143.26 Music licence for Pavilion; £831.02 transfer to Mastercard and £146.20 Veolia

Mastercard: £9 charges and £766.08 Basic 365 x 14.

## 9. Financial position to include February payments and review of expenditure vs budget to-date:

Summary sheets and detailed reports had been circulated prior to the meeting. The clerk updated councillors on the latest figures, starting with the Summary sheet. He reviewed the year-to-date figures comparing them to the previous year and explained any anomalies.

He then reported on the expenditure versus budget: Income for the year was £14,024 over budget due to a Business Rate Support Grant £10,000; Reimbursement of monies previously paid to TWBC £3,216 and higher interest of £808. He said that this offset expenditure on the new vehicle acquired for the council of £11,370. Councillors requested more transparency to show the source of funds for the vehicle, as otherwise it looked as though the vehicle budget account had been far exceeded and asked if this could be clarified in the bookkeeping system. The clerk would investigate with the support team at Rialtas.

He noted that there were other small anomalies but that the overspends were offset by savings in other sections. The money set aside for pitch maintenance had an underspend of £3,000 and it was agreed that a virement would be made to transfer this money to the maintenance section for the Recreation Ground to go towards parking or pavement expense.

## 10. Financial position to include February payments and review of expenditure for the Pavilion to-date

Summary sheets and detailed reports had been circulated prior to the meeting which were considered in detail. The clerk noted that income to-date was £12,570 and that expenditure was £12,498. He said that there were some more invoices to come but this would be offset by some more Business Rate Support Grants which could total a further £7,300. Any surplus income at year-end would be transferred to the RRIM account.

**SPC Pavilion Ltd accounts:** The three Directors were present, who agreed to a meeting of the company at short notice and resolved to approve the accounts prepared by the clerk as secretary for the company as a correct record of the accounts for the year-ended 30<sup>th</sup> November 2019. Full council will be asked to ratify the submission of the accounts to Companies House at the next meeting.

## 11. Budget Virements

There was one virement for £3,000 reported in minute item 9.

## 12. Banking and reserves

The Clerk recommended that a transfer be made from HSBC to Unity Trust for £10,298.51 and this was agreed as this would help keep the account “live” and leave a round amount of £45,000.00 in the account. It was noted that balances should be carefully checked particularly after the bi-annual precept amounts have been received, to ensure accounts are within FSCS limits. He noted that the application for internet banking at HSBC had once again been rejected.

## 13. Committee and Working Group expenditure

- a) Cloudy IT Proposal: The clerk had previously recommended Cloudy IT as a company that could improve the IT skills of the office staff and benefit the Council in the presentation and filing of documents. The company had held a Teams video with four councillors and two staff showing the capabilities of Microsoft 365. There was much discussion on the subject and councillors felt that

the council managed the basics well and that the company offered a too comprehensive a service which meant that the council may pay for much that would not be used. It was decided not to commit at this stage but to wait for the new clerk who may have more knowledge of the system. Meanwhile Cllr Rajah will contact councillors and clerks to identify what IT issues there were and there was further discussion about forming an IT working group that could resolve these issues.

b) Renewal of CPRE membership: **RESOLVED** to renew the annual membership at £36

#### 14. Grant requests

- a) **RESOLVED** to approve a grant of £250 to The Counselling Centre, Tunbridge Wells. Although all grants should now be applied for using the relevant forms, it was accepted that this request had been received in early December prior to the amendment of the grants policy and should not be prejudiced by the council's delay in considering it.
- b) **RESOLVED** to approve a grant of £300 to Speldhurst Rainbows, conditional on evidence of the correct payee bank account being provided.

#### 15. Staff and Training

There was nothing to report.

#### 16. Covid Compliance

There were no specific items relating to covid compliance, but Cllr Mrs Lyle reminded councillors to be aware of possible covid related costs.

#### 17. Items for Information

There were none.

There being nothing further to discuss, the meeting closed at 9.03pm.

Chairman