



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 Wednesday 31st August 2016 at 10.30am

MEMBERS PRESENT: Cllrs Mrs Jeffreys (Chairman), Mrs Podbury, Mrs Lyle, Mrs Soyke and Milner.

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:** Apologies received from Cllr Mrs Horne (holiday)
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 **2nd June 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:** Cllr Mrs Jeffreys said that the item in the minutes from 2nd June – relating to the £600 budget for non-domestic rates will be discussed at the next meeting
8. **Interim Payments** – There have been 4 interim payments on the ALTO card - £10 charge for Kidman's to assess repair of a machine used by the Groundsman, £11.94 for petrol for the blower, £8.55 for postage and £53.98 for weedkiller. There was one interim payment from Unity Bank account – £1,224.61 for the insurance of the new pavilion. There have also been 2 receipts this month - £724.00 for damage to the recycling fence caused by contractors at the pavilion and £349.73 electricity invoice reimbursement from the pavilion builders.

9. Budget Virements – There had been 3 budget virements since the last Full Council meeting on 2nd June. Two virements of £669 and £389 are from Earmarked reserves for repairs to the playground fencing and to a cable seat and these will be included on the Full Council Agenda for approval in September. One virement is from the Contingency account for the new Container and for LED lighting in the new pavilion which totals £5,971. This was approved by the Committee.

10. Financial Position as at August 2016 and review of expenditure vs budget to-date Cllr Mrs Podbury asked if the website is being renewed and the Clerk said that he will progress the project to update it. He said that he would like a member's page so that Councillors can access papers for meetings.

Cllr Mrs Lyle queried why the VAT reclaim figure is so high and the Clerk explained that there have been some significant items of expenditure such as for the new bus shelters, new CCTV for the pavilion during the previous six months.

Cllr Mrs Jeffreys said that spending relating to the new pavilion needs to be kept separate from other spending.

Cllr Mrs Lyle queried the high level of spending on Langton Green maintenance and the Clerk explained that the new posts in the car park were the main reason for this. He said there would be further spending due to work required on subsidence in the car park.

11. Banking and reserves –

- a) It was **RESOLVED** to apply for a Unity Bank MultiPay card to replace the ALTO card which is being withdrawn. It is not a card with a pre-paid limit like the ALTO card but is basically a credit card with a set limit. It was **RESOLVED** to set a monthly spending limit of £1,000 on the new card which has a monthly fee of £3 per month.
- b) The Clerk advised that notification has been received of changes to interest rates on SPC's savings account at Cambridge Building Society. All agreed that no changes to banking arrangements were necessary as a result of this change.
- c) The Clerk suggested transferring £20,000 from HSBC to the Unity Account which has a balance of approximately £35,000. It was **RESOLVED** to approve this transfer but when the second half of the precept comes in at the end of September, there will need to be a transfer back again.

12. Committee and Working Group expenditure

- a) The Clerk advised the Committee that there is no significant expenditure that has been authorised but not yet invoiced.
- b) The Clerk advised the Committee of the KCC Highways consultant's fee estimate for managing the 20mph limit installation project. The total fee estimate is £15,311.46. The Clerk will speak to AMEY to get more detail on exactly what is included in the estimate – it does not include installation. The remaining implementation costs are unknown which makes it difficult to make decisions. The Clerk said that he will approach Monson Engineering to quote for the work (they put in the islands outside the old Langton Green Village Hall).

Cllr Mrs Podbury questioned whether County Councillor John Davies will help with the funding of this project and she will ask him.

It was agreed that decisions cannot be made about the scheme until a total figure for all the work is established.

Cllr Mrs Jeffreys suggested asking Cllr Barrington-Johnson if he is aware of other Parish Councils trying to implement a similar scheme.

The Clerk noted that the Police are supporting the change in the speed limit on the Langton Road from 60mph to 40mph so this is a significant step forward in getting this change implemented.

- c) The Committee discussed a quote by Landscape Services for the works to repair the subsidence in the car park at LGRG – the total quote is for £1,844. The Committee **RESOLVED** to approve the quote and the work will be hopefully be scheduled for a half term.
- d) The Committee discussed a quote by Landscape Services of £1,608 for the supply and installation of granite blocks to prevent the erosion of The Green at Groombridge by cars. It was **RESOLVED** to go ahead with this work.
- e) The Committee discussed whether the pavilion management committee should be given a spending limit for pavilion matters. There was much discussion and the committee **RESOLVED** not to set a limit but to work within the guidelines already established i.e. the Clerk's delegated limit and the Chairman and Vice-Chairman's limit.
- f) Cllr Mrs Lyle said that legal fees for matters relating to the pavilion are expected not to exceed £1,500. The law firm has requested a payment on account of £500. The Committee **RESOLVED** to make this payment and this is within the pre-approved limit set by SPC of £2,000. Work being undertaken includes reviewing the container licence agreement, writing the hire agreement for the Pavilion and also the final management agreement.

13. Grant requests – to consider the following grant requests

- a) It was **RESOLVED** to allow £300 for the purchase of folding tables for the pavilion. This limit would allow the purchase of 10 tables. 4 tables would be purchased initially to check the quality before further purchases are made.

14. Staff and Training –

- a) The Clerk advised the Committee of the impact on his salary scale following his success in the CILCA exams. It was **RESOLVED** to backdate the increase in the Clerk's salary to 1 June 2016.
- b) The Clerk said that he and any interested Councillors can attend the County Association's (KALC) Annual Finance Conference at a cost of £60 plus VAT. Cllr Mrs Jeffreys and Mrs Lyle said they are both interested in attending on 18th October.

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

The meeting closed at 11.35am.

Chairman