

**Ash-cum-Ridley Parish Council**  
**Minutes of a meeting of the Finance Committee held on Tuesday**  
**10 July 2018 in the Viewing Gallery of Ash Green Sports Centre commencing**  
**at 7.00pm**

Present: Cllr V Ngwenya  
Cllr Mrs Brammer  
Cllr M Brown  
Cllr J Kelly  
Cllr I Mann

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

**1. Apologies for Absence**

Apologies were received from Cllr P Nightingale.

**2. Declaration of Interest**

None

**3. Minutes of Previous Meeting**

The minutes of the meeting of 08 May 2018 were signed as a true record.

**4. Parish Council**

- 4.1 Current financial position- the Finance Officer took members through the reports advising that the Memorial Garden is progressing and expenditure will be drawn from the reserve. The support poles for Ridley Well have been damaged and a local resident has offered to carry out the repairs. The cost of the LED replacement light fittings in the gym in the amount of £980 will come from the refurbishment reserve. This amount will be vired from the Sports Centre Fund. The Data Audit for GDPR compliance has been carried out and we expect to have to make some adjustments to the storage and retention of information which will incur a cost. Invoices have not been received for the Youth Provision to date.  
The external auditor PKF Littlejohn has phoned asking about the restating of last year's figures due to combining Ash Green Sports Centre with the Parish Council on the Annual Governance and Accountability Return (AGAR).  
It was NOTED that the VAT refund has been received.
- 4.2 The current reconciled bank statements were initialled by Cllr J Kelly prior to the meeting.
- 4.3 Cllr M Brown PROPOSED that Mr L Robbins is appointed Internal Auditor for the year 2018/19 and that the Scope of Audit remains unchanged.  
SECONDED: Cllr I Mann and AGREED.
- 4.4 Cllr I Mann PROPOSED that the signatories to the bank accounts and charge card are APPROVED unchanged for the year 2018/19.

Signatories are the Chairman, Vice-Chairman, Chairman of the Finance Committee, Chairman of the Sports Centre Management Committee and two councillors. **SECONDED:** Cllr M Brown and **AGREED.**

## **5. Sports Centre**

- 5.1 Current financial position – members were advised that the current reserves were at 2.5 times running costs but that the coming 5 – 6 months are usually quieter. Following the GDPR audit, some of the storage in the Reception will have to be made more secure. There was no budget set for tennis income, and the courts are being hired by a tennis academy. Staff costs remain under budget as two Reception shifts per week are being covered by the Parish Council staff.
- 5.2 The current reconciled bank statements were initialled by Cllr J Kelly prior to the meeting.
- 5.3 Parish Council Support Grant – as discussed above, funds will be vired from the Sports Centre Reserve to maintenance to cover the cost of the installation of the LED lights. The Finance Officer advised that the Sports Centre would not have to draw on the reserve at this time. Cllr Mrs Brammer **PROPOSED** that in the event of unforeseen expenditure, that a transfer from the Sports Centre Reserve can be authorised by the Chairman and the Chairman of the Finance Committee. **SECONDED:** Cllr J Kelly and **AGREED.**

## **6. Date of Next Meeting**

The date of the next meeting of the Finance Committee was set for 16 October 2018 at 7pm.

The meeting closed at 7.45pm

Signed: ..... Date: .....  
Chairman