



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 20th August 2018 at 7.30pm**

MEMBERS PRESENT: Cllrs Mrs Lyle (Chairman), Mrs Podbury, Mrs Jeffreys, Mrs Soyke, Mrs Woodliffe, Milner, Ellery, 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:** 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 **27th June 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. **Interim Payments:** The Clerk advised the following payments since the Full Council meeting: Mastercard: £9.00 bank charge; £6.00 Land Registry enquiry; Current account: £476.31 transfer to pay balance on Mastercard; £480.00 External Auditor; £72.86 Waste disposal. The Clerk advised that the land registry fee relates to an enquiry regarding ownership of the footpath behind Speldhurst Primary School.
8. **Budget Virements:** The Clerk enquired whether the recent payment of £654.71 (£785.48 with VAT) for the Verti draining on the two pitches should be debited to section 4206 (LGRG Maintenance) or be paid from the surplus of Pavilion income. It was agreed that it should remain as a Council expenditure from the LGRG Maintenance budget.

9. Financial Position as at 31st August 2018 and review of expenditure vs budget to-date:

Summary sheets and detailed reports had been circulated prior to the meeting. The Co-op Bank and CCLA accounts remain showing on the accounts despite the accounts having been deleted. The company are investigating this glitch in the system.

The Clerk then answered Councillors' general queries.

It was agreed that Cllrs Mrs Lyle and Barrington-Johnson will meet with the Clerk to consider the budget, ahead of the budget agreement meeting in October.

10. Financial Position as at 31st August 2018 and review of expenditure for the Pavilion:

Cllr Ellery queried the current expenditure on the pavilion which was in debit so far this year. Cllr Mrs Lyle explained that £7.5K profit was made in 2017/18 but little had been spent on maintenance etc because the pavilion was new. This year (2018/19) expenditure is higher because new maintenance checks were being put in place, but most of them have been done in the first six-months. She anticipates the pavilion being in credit by the end of the year.

11. Banking and Reserves:

- a) The Chairman noted that the accounts were all within their FCFS limits.
- b) The Clerk confirmed that the Unity Bank mandate had been set up successfully and the other two bank accounts (HSBC and Cambridge) were progressing.
- c) Cllr Mrs Lyle explained that there will be one bank account for SPC Pavilion Ltd (for company expenditure e.g. licences and auditor costs) and a separate bank account for SPC which is for the income and expenditure (continuing costs) specifically relating to the pavilion. A question was asked about reserves: The Clerk explained that a decision was made in 2011 by Councillors that a minimum of £50K should be kept on account in reserves. Cllr Mrs Soyke said that it was historically agreed that SPC needs enough money in reserves to cope with a disaster or six-months expenditure.

12. Internal and External Auditor: The Chairman said the Internal and Auditor reports had been circulated and thanked the Clerk for doing such an excellent job in preparing the accounts. The Clerk then answered Councillors' general queries. The suggestion of combining the Governance and Finance Committees was made by the Clerk and it was agreed this would be given consideration by Councillors.

13. Committee and Working Group expenditure:

- a) Expenditure authorised but not yet invoiced: The Clerk advised that all Highways payments for work have been paid, except for the installation of the TRO 60-40mph of £1,574.52. SPC is also committed to repair the LG War memorial at a cost of £3,553.63 and tree maintenance at The Boundary of £700.
- b) Update on changing the telephone service: Cllr Ellery had investigated alternative telephone services. He explained his findings which concluded that a saving of approximately £500 per year could be achieved by switching the broadband supplier to Vodafone. Councillors agreed that having an overlap of services was essential to ensure continuation of service. It was **RESOLVED** to switch the telephone account to the cheaper option, which included remaining with BT for the phone line but switching to a BT standard line, plus an inclusive calls package. Cllr Ellery agreed to instigate the transition and oversee the procedure with the assistance of the Clerk.
- c) It was **RESOLVED** to pay a total of £483 for the LG playground gate to be repaired.
- d) It was **RESOLVED** to engage Connick Tree Care to carry out a thorough Arboricultural survey on the parish trees at a cost £2,475.00 plus VAT
- e) It was **RESOLVED** that the Clerk should investigate a suitable air-conditioning unit for the Parish Office.

- f) It was **RESOLVED** to purchase a second-hand HENCHMAN from the Clerk for £200.
- g) It was **RESOLVED** to purchase a digital thermometer for the pavilion at a cost of £99.95 plus VAT.

14. Grant requests:

- a) It was **RESOLVED** to grant £1,000 to St Mary's Church, Speldhurst towards churchyard maintenance.
- b) A grant request had not been received for the Speldhurst Post Office at the time of the meeting.

15. Staff and Training:

- a) It was **RESOLVED** that the Assistant Clerk should attend the Clerks' conference.
- b) It was **RESOLVED** to purchase a full sleeve Hi-Viz jacket including a fleece for the Groundsman with SPC logo. The Clerk would review the price of other Hi-Viz long sleeve jackets and see if it was economical to purchase several at once.

16. Items for Information: There were none.

The meeting closed at 9.10pm.

Chairman