



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 20<sup>th</sup> February 2017 at 7.30pm**

---

**MEMBERS PRESENT:** Cllrs Mrs Jeffreys (Chairman), Mrs Horne, 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 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 Mrs Lyle (illness)
3. **Disclosures of Interest:** Cllr Barrington-Johnson declared an interest in item 13b – LGVS fete insurance. Cllrs Mrs Podbury, Milner and the Clerks declared an interest in item 14c – Planning course.
4. **Declarations of Lobbying:** There were none.
5. **Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **5<sup>th</sup> January 2017**, 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:**
  - a) Cllr Mrs Jeffreys enquired whether SPC had been recompensed for the electricity and water bills incurred during the building of the Pavilion. The Clerk confirmed that £650 had been received from the LGCSA for the electricity bill and it was agreed that the water bill would be waived.
  - b) Cllr Mrs Jeffreys enquired if there was any progress on the website update. The Clerk advised that Cllr Mrs Lyle had given him a contact and that this was in progress.
  - c) The Clerk confirmed that to date no invoice had been received for the intruder alarm in the Pavilion.

- d) Cllr Mrs Podbury enquired if the repairs to the play equipment had been carried out. The Clerk confirmed that the groundwork to the gyrospring had been completed and advised that authority had been given to Barge Group to repair the cycle and the parts are on order.
- e) The Clerk advised that he had received an email from Cllr Mercieca regarding travel expenses for a course he attended near to Folkestone. It was agreed that he could claim the same rate as employees for travel and that Councillors should be encouraged to attend suitable courses and share transport where appropriate. Councillors are also expected to make a brief report back to Council after attending a course. It was **RESOLVED** that an additional allowance for travel expenses would be made in the 2017/18 budget.
- f) Cllr Barrington-Johnson advised that deposits with a banking group were now protected by the FSCS up to £85,000 with effect from 30<sup>th</sup> January.

**8. Interim Payments:**

The Clerk advised the Committee that there were six – the Direct Debit to pay off the MasterCard £117.69, the £3 monthly fee for the MasterCard, the three grants awarded at the Full Council meeting of £2,500, £2,400 and £250 and £26.69 on the MasterCard for a notice board to display licences. Additionally £2,200 had been paid on 20<sup>th</sup> February to KCC for the Traffic Regulation Order for the 20mph zone in Speldhurst.

- 9. Budget Amendments and Virements:** The Clerk and Cllr Mrs Jeffreys had reviewed expenditure and made suggestions for virements. Suggested virements were for the grants awarded and the footpath from the contingency account totalling £8,900; a transfer of £1,000 being money underspent under Amenities to salaries to offset the additional costs; internal virements within Amenities to pay for the trees and a transfer of £7,150 from Earmarked Reserves to pay for the playground repairs and the white lines in the car park. There was much discussion and the virements were approved; the virements from Earmarked Reserves will be recommended to Full Council for approval. It was agreed that the Air Traffic committee did not need the budgeted amount and this was reduced by £1,000 and a reduction of £1,576 would be made to the Conservation (memorials) figure, which had been carried forward for many years. A decision on where to allocate this money would be taken later.
- There were a number of amendments to the budget figures for 2017-18. The main change was to the salaries section which required a transfer of funds allocated under Amenities and Earmarked Reserves now that the Groundsman has become a member of staff. There were some small adjustments agreed and the Clerk will update the figures for presentation at Full Council.

- 10. Financial Position as at 28<sup>th</sup> February 2017 and review of expenditure vs budget to-date:** The Clerk circulated a summary and detailed payment reports. It was agreed that the book-keeping for the pavilion needed to be reviewed and income and expense be more detailed.

**11. Banking and reserves:**

- a) It was considered that the present banking arrangements were adequate.
- b) It was **RESOLVED** to allow the Groundsman a MasterCard with a limit of £150 for minor expenses. It was **RESOLVED** that the Assistant Clerk would not need a Mastercard at this time.

**12. Committee and Working Group expenditure:**

- a) The Clerk advised the Committee of the following items which had been authorised but not yet invoiced: £2,681 for the intruder alarm; four gateways costing £6-£7k; the installation of a broadband line in the pavilion; the white lining of the car park and work by Treework.
- b) It was **RESOLVED** to take out the more inclusive maintenance agreement with Sunstone for the CCTV for both car park and pavilion costing £1,259.00pa on the basis that equipment

would be replaced and updated and a prompt response was guaranteed with no call out charge. A change to the budget for next year will be made to accommodate this additional spend.

- c) It was **RESOLVED** to pay £2,200 to KCC Highways for the TRO to reduce the speed limit on the Speldhurst Road from Burnt House Lane to Paveys from 60-40mph. Councillors thought it was important that this cost was authorised so that there is no delay in its implementation.
- d) Following the resignation of the current Internal Auditor (IA) it was **RESOLVED** to appoint David J Buckett as the new IA. He is a more experienced IA and there is an additional cost so it was agreed to wait until after his annual report is received before deciding whether he should visit once or twice per year.
- e) It was **RESOLVED** to renew the membership of ACRK at a cost of £50 per annum.
- f) It was **RESOLVED** to renew the membership of CPRE at a cost of £36 per annum.
- g) It was agreed to defer considering the effect of the proposed boundary changes on the Band D council tax figure for Speldhurst Parish until more information is available.
- h) It was **RESOLVED** to pay the cost of hiring a meeting room for the Tunbridge Wells area KALC committee meeting.

**13. Grant requests:**

- a) Speldhurst Village Pram Race – It was **RESOLVED** to grant £328 for insurance costs.
- b) LGVS Fete insurance – It was **RESOLVED** to grant £400 towards insurance costs.
- c) Speldhurst Cricket Club - it was agreed that Nick Coffin would be asked to complete a grant application and provide more specific financial information before a decision would be made.

**14. Staff and Training:**

- a) The additional cost of the Clerks' 1% cost of living pay increase from April was agreed.
- b) It was **RESOLVED** to accept the additional cost of the Clerk's spinal point increase following his satisfactory appraisal. This will take effect from April.
- c) It was **RESOLVED** to send Cllrs Mrs Podbury, Milner and the Clerks on a Planning course at a cost of £60 each plus VAT.
- d) It was **RESOLVED** to send the Clerk on an Audit – Best Practice Workshop at a cost of £30 plus VAT.

**15. Items for Information:** There was none.

The meeting closed at 8.48pm.

Chairman