

Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11th September 2012 commencing at 7.30 p.m.

Councillors present – Mr I Davies (Chairman), Mrs. P. Brooks, Mr. K Perry and Mr. G Smith together with the Clerk.

1. Apologies and non-attendance.

Cllrs V Davies, B Hinder, W Hinder and Macklin (holidays).

2. Declaration of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 10th July 2012.

The minutes of the meeting were **signed** and **agreed** as a correct record.

4. Matters Arising.

4.1 Minute 2411/10 Penhurst Close lease. **Noted** MBC's legal section has accepted the majority of the Council's requests for changes to the draft lease. The request to have the clause regarding the dog waste bin removed has been referred to another department and a response is awaited.

4.2 Minute 2428/13 Outstanding TOIL. The Chairman proposed, with the agreement of the members who had been consulted via e-mail, that **Boxley Parish Council will purchase 175 hours of the Clerk's outstanding Time Off In Lieu at a cost of £3,540.88, including employees National Insurance contribution. Unanimously agreed.**

A monthly report on the amount of TOIL due will henceforth be supplied to Finance Committee members and a draft policy to ensure that TOIL and annual leave is managed proactively will be presented to the November meeting.
Action – parish office.

5. Financial Reports.

5.1 Income/Expenditure report of 3rd September 2012 was **received**.

Agreed virements from Contingency fund budget (code 45):

- i) Code 12 £100. Increased expenditure was incurred due to the Royal Visit.
- ii) Code 77 £1,300 to cover the additional work on the War Memorial.
- iii) Due to the decision at 4.2. Codes 7 and 8 would need a virement from the Contingency Fund to cover the increase expenditure.
- iv) to have a total of £3,5£3,111.50 and Code 8 £429.38.

Noted an amendment will be made to code 103 as this amount has been wrongly coded.

Members discussed various expenditure against budget issues and it was **noted** that there was:

- v) an income coding error at code 64. This should actually be code 63 and an amendment was requested.
- vi) Code 142 would need a virement from the Contingency Fund to cover the increase in the rates bill.

A report on the expenditure at code 6 Photocopier was requested for the next meeting as it appeared that expenditure might exceed the budget.

Action – Clerk.

5.2 **Received** and **signed off**. Reconciliation of accounts at 4th September 2012.

5.3 Doubtful Debt. **Noted** as the agreed £50 payments had ceased the warrant had been reactivated. Members requested that the issue be revisited in September 2013 if payments did not resume. **Action** – parish office.

The meeting was not adjourned as no members of the public were present.

6. Policy and procedures reviews and adoption.

6.1 Health and Safety Policy. **Agreed**, with a few minor changes and improvements.

6.2 Members reviewed the audit controls and **agreed** the Annual Governance Statement.

6.3 Responsible Financial Officer's supporting notes to Accounts Year Ended 31st March 2012. Members warmly welcomed this explanatory document which would be supplied to Councillors and placed on the website.

7. **Investments**

7.1 **Ratified** the decision, after consultation with committee members, to invest £68,000 into a 6 month Cooperative Investment Bond.

7.2 **Received** Clerk's report on investment options. The Chairman proposed £100,000 be invested for an 18 month term at Santander and £63,300 for 12 months at Natwest. **Agreed. Action** – Clerk.

8. **Internal Audit.**

Received Cllr Bob Hinder's internal audit report dated 30th August 2012. His recommendation that the quarterly minimum standards check should now include a check on salary payments made since the last minimum standards check was **agreed**. The Chairman asked that his thanks to Cllr Hinder for undertaking the work be recorded. **Action** – Clerk.

9. **Payment of staff salaries by Standing Orders.**

Member's considered the request to allow staff salaries to be paid directly into their bank accounts. After discussion on an identified weakness of such a system it was **agreed** that if possible this option should be taken up, subject to the views of the Independent Internal Auditor. **Action** – Clerk.

10. **Grant Request.**

None received for consideration.

11. **Matters for Information.**

Noted Kent Wildlife Trust letter of thanks for the recent grant.

12. **Date of Next Meeting.**

Tuesday 13th November 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.20 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....