

Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 13th March 2012 commencing at 7.30 p.m.

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

1. **Apologies and non-attendance.**
Mrs. W Hinder (MBC commitment).
 2. **Declaration of Interest or Lobbying.**
Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Nature Reserve (item 8.1.). Cllr Ivor Davies reminded members that he was Secretary to the Walderslade Woods Group (item 8.1).
 3. **Minutes of the meeting of 10th January 2012.**
The minutes of the meeting were **signed** and **agreed** as a correct record.
 4. **Matters Arising.**
 - 4.1 Minute 2355/5.1 Accounting software. It was **agreed** that individual members would approach the office for a briefing.
 - 4.2 Minute 2355/5.2 Bad Debt. The report was **received** and **noted**. It was **agreed** that as long as the payments continue then the next report to the Committee would be in 6 months. If the debtor defaults then the committee is to be notified. **Action** – September agenda.
- The meeting was not adjourned as no members of the public were present.
5. **Financial report.**
 - 5.1 Income/Expenditure report of 5th March 2012 was **received**. A number of issues were discussed and it was **agreed** to vire £386 from the contingency fund to balance the overspend on subscriptions. Members asked that a review of all subscriptions be undertaken midway through the next financial year. **Action** – September agenda.
A mistake in the inputting in the doubtful debt was noted and will be amended. The Clerk was asked to look at code 38 to see if a better way of managing the way the PAYE was payment was allocated could be identified. **Action** – Clerk.
 - 5.2 Reconciliation of accounts report of 5th March 2012. The reconciliation of accounts was **received and the individual bank accounts and investments were signed off as being correct**. The £31.67 discrepancy was **noted** and it was **agreed** that the Clerk would resolve this and notify members by e-mail. **Action** – Clerk.
 - 5.3 Clydesdale Bank 3 month investment bond. Members **received** the report.
 6. **Independent Internal Audit Report.**
Members **received** the report and **noted** the positive statements and that no recommendation for additional work was made.
An update on the situation regarding the End of Year Audit and the appointment of 4 firms was **received**.
 7. **Outstanding Time off in Lieu.**
Not available for the meeting so **agreed** an update will be provided by e-mail to member of the committee.
 8. **Policy and procedures reviews and adoption.**
 - 8.1 Minute 2371/3 Annual grants to groups. Members **received** the report making positive remarks about the work of Vinters Valley Nature Reserve and Walderslade Woods Group. After discussion it was **agreed** that:
 - The current procedures for payment of the grants to VVNR and WWG would continue. Members **noted** that the Environment Committee received regular reports from WWG and Cllr Vic Davies was asked to supply regular

reports on VVNR. **Action** – Cllr Vic Davies and Cllr Springate. Members asked that budgets and End of Year Accounts were also supplied.

- The Museum of Kent Life and Kent Wildlife Trust would now be asked to make a grant application for funding.

Cllr Smith raised an issue about the need to have an emergency contingency fund for VVNR or WWG. After discussion members **agreed** that the current Contingency budget and procedures for its allocation was sufficient for any emergency.

- 8.2 Terms of Reference. **Agreed**, with some minor grammatical changes, as still fit for purpose.

9. **Walderslade Woods Group.**

9.1 Members **received** the request from the group to release the remaining unallocated budget. **Agreed** (1 abstention), the Chairman proposing seconded by Cllr Brooks, that the remaining budget be released. The committee **agreed** that in the future the group would have control of its budgeted grant but would still be required to produce a budget for the financial year.

9.2 **Received** and **welcomed** the WWG Chairman's report.

9.3 WWG 2012/13 budget **received** and **welcomed**.

10. **Grant Request.**

The Heart of Kent Hospice. **Agreed** proposed by the Chairman that a £100 donation be made. Payment was made under Section 137 of the Local Government Act.

11. **Matters for Information.**

11.1 Members were notified of the issue regarding the loss of the business rate rebate for the hall which was being investigated by the office and a report would be submitted to the Estates Committee.

11.2 Members were notified of the The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. After brief discussion members **agreed** that the Clerk would produce a briefing note for the April PC meeting. It was felt that the Parish Council should consider applying for any power that may benefit it or the parish although it may never actually choose to use that power.

12. **Date of Next Meeting.**

Tuesday 22nd May 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.12 pm.

Signed as a correct record of the proceedings.

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