

Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 22nd May 2012 commencing at 7.30 p.m.

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

1. Apologies and non-attendance.

Cllr. I Davies (family commitment) Cllr. W Hinder (unwell) and Cllr Macklin.

2. Declaration of Interest or Lobbying.

All members declared lobbying on item 9.1 and item 10.

3. Minutes of the meeting of 13th March 2012.

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

4. Matters Arising.

4.1 Minute 2390/11.1 Rates. Members were notified that a favourable re-rating had taken place but that MBC was now asking, due to its back dating, that a wrongly allocated Business Rates Relief of £1202.54 be paid back to MBC. Members were of the view that as this had been a mistake by MBC that the Council should appeal against this request.

4.2 Minute PRS License. Members **noted** that the hall had been assessed and the payment made, the payment being lower than had been feared.

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

5. Financial report.

5.1 Income/Expenditure report of 14th May 2012. **Noted** it had not been possible to submit this report as the budget figures for 2012/13 had not yet been entered into the system.

5.2 Reconciliation of accounts report of 31st March 2012 was **received** and **signed off**. Members accepted the explanation of the VAT adjustment figure and **noted** that the Internal Auditor would be looking at this at the next visit.

5.3 Reconciliation of accounts for May 2012 **noted** it had not been possible, due to workload, to complete reconciliation for the latest statements.

5.4 Investment bonds. Cllr Perry raised a concern about the Santander bond and members were notified that the situation was being monitored and if necessary there was a procedure by which the money could, with a loss of interest penalty, be withdrawn early. It was **noted** that the investment was with Santander UK and not the Spanish version of the bank.

Clydesdale Investment Bond. Members **ratified** the decision of the Clerk to cancel the bond, Cllrs Bob and Wendy Hinder signing the form, and reclaim the money. Members **understood** that with the possible land purchase and outstanding bills such as the £30,000 for the crossing that it was better to have the money available and then for the Council to reinvest in another bond.

6. End of Year Accounts 2011/2012.

6.1 The accounts were **received** and it was proposed from the Chair and **unanimously agreed** that **the Committee recommended that the Council formally sign them off.**

6.2 Income/Expenditure report 31st March 2012. It was **agreed** to defer this to the next meeting to allow Cllr Ivor Davies to be involved. **Action** – July meeting.

7. Outstanding Time off in Lieu.

Members **noted** and **understood** the sudden increase in hours. It was **noted** that the Assistant Clerk would prefer to take the additional hours worked as TOIL. It was **agreed** that the matter be deferred to the next meeting however members were of the opinion that in view of the extra work caused by the Royal visit and the land purchase the Clerk's extra hours needed to be paid. **Action** – July meeting.

8. **Policy and procedures reviews and adoption.**

Noted due to insufficient office time the policies and procedures for review have been deferred to the next meeting.

9. **Grant Request.**

9.1 Museum of Kent Life Cllr Vic Davies proposed, Cllr Brooks seconding that the £1,000 grant be released, **unanimously agreed.**

9.2 Friends of Boxley Church, Cllr Brooks proposed, Cllr Perry seconded that £250 be given, **unanimously agreed.** Payment made under Section 137 of the Local Government Act.

10. **Penhurst Close, lease.**

Member's **received** the Clerks written report and additional comments from Cllr Dengate. After discussion it was **agreed** that the Clerk should investigate the following before making arrangements to get the lease signed.

3.3.3.2 Thistles are included in the list of vegetation that must be kept off the area. In view of the wildlife value of such plants Cllr Harwood to be contacted to give an opinion so that the issue could, if he felt the need, be taken up with MBC.

3.3.3.4 Dog waste bins. Members felt that the emptying of the dog waste bin should be the responsibility of MBC and asked that this clause be removed.

3.3.3.6 It was suggested that MBC be notified that some boundary hedge work was planned and that there would be a boundary management scheme to enhance the wildlife value of the trees and hedges, the work would then comply with 3.3.3.7.

3.3.3.8 Members asked that this clause be amended so that it did not restrict the Council's ability to take out old equipment and replace it with new or better equipment. Members were aware that this was a 125 year lease and they did not wish to restrict future Parish Council's from improving the area. The suggested clause was "The Tenant must keep in good repair and condition any playground equipment situated on the premises and renew such equipment as and when it falls into disrepair."

3.5.2 Members asked for clarification on whether the 3 interpretation boards needed permission or if they could just be included in this clause.

11. **Matters for Information.**

There was none.

12. **Date of Next Meeting.**

Tuesday 10th July 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.13 pm.

Signed as a correct record of the proceedings.

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