

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 21 May 2013 commencing at 7.43 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P. Brooks, Mr Vic Davies, Mr P Dengate, Mrs Wendy Hinder, Mrs K Macklin and Mr G Smith together with the Clerk and Assistant Clerk.

1. Apologies and non-attendance.

Cllr Bob Hinder (family commitment).

2. Declaration of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 12 March 2013.

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

4. Matters Arising.

None as all items were included in the main agenda.

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

5. Financial report.

5.1 Income/Expenditure report for year ended 31 March 2013 was **received** and **noted**. The Chairman asked for the information to be presented in a different format. The possibility of moving information from the Scribe software into an excel document was to be explored. **Action** – Clerk and Cllr Ivor Davies.

5.2 Income/Expenditure report as at 13 May 2013. **Received** and **noted**.

5.3 Reconciliation of accounts for end April 2013. **Received** and **signed off**.

5.4 Investment Bonds. Discussion took place on the need to move some of the investment from the Cooperative Bank. The Independent Auditor was to be informed of some of the suggestions to ensure that he had no issue with the approach members wished to take. **Agreed** the Clerk would circulate information to members to make a decision out of meeting.

5.5 Minimum wage: the Clerk's report was received and it was **noted** that the Estates Committee would need to consider the hourly wage of one of the members of staff. **Action** – Estates Committee.

5.6 PAYE real time reporting: **noted** that no problem had been experienced in complying with the change in legislation.

6. Contingency budget.

After considering the reports and recommendations from the Estates Committee the following were **agreed**:

6.1 Yew tree and Beech tree: £400 allocated from the contingency budget.

6.2 Replacement Cooker and Extraction Hood at Beechen Hall: £7,500 allocated from the contingency budget.

6.3 Defibrillator: £1,114 allocated from the contingency budget.

6.4 Induction hearing loop: £1,700 allocated from the contingency budget.

7. Earmarked Reserves

Earmarked Reserves for year 2013/14

			<i>Clerks/RFO comments</i>
Land or Property Purchases	£35,000.00	*	Reserves of £60,000 were originally shown but the 2013/14 budget has allocated £35,000 for land acquisition and £25,000 for the allotments. No annual uplift applied.

Parish poll/election/referendum	£15,000.00	
Wear & tear for hall equip.	£3,668.00	* No annual uplift applied.
Gratuities for staff	£10,300.00	* Untouchable
Finance Committee Contingency Fund	£30,000.00	
Long Term Liability Fund Long term liabilities are Closed Churchyard at St Mary and All Saints, War Memorial and Beechen Hall.	£61,800.00	*
Total Cash Reserve for the purposes of running the parish approx. 33% of basic running costs	£57,000.00	
Boxley Warren LHI application	£26,959.58	Project period 2011 - 2013. Original amount £48,963.96 + £1000 grant from BPC
Provender Way controlled crossing point	£28,652.00	BPC agreed to fund part of the costs for the installation (Feb 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.
Speed reduction work on Boxley Rd/Beechen Bank Road	£3,199.00	BPC agreed to fund part of the costs for the installation (March 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.
Walderslade Woods Group	£3,351.00	The Finance Committee has allowed the WWG to build up its reserves by earmarking any unspent grant. This sum is made up of £1,500 grant bought in by Cllr Springate for WWG and £1851 unspent grant for the 2012/13 financial year.
Total £274,929.58		
* all items so marked are subject to an annual increase of 3% unless otherwise noted.		

8. **End of Years Accounts.**

The reason for the delay in presenting the completed return was **received**. It was **agreed** that a short F&GP meeting would be held prior to the parish council meeting on 3 June to take the matter forward. **Action** – Clerk.

9. **Policy and procedures reviews.**

Parish councillor audit: the revised format was **agreed**.

10 **Personnel matters.**

10.1 TOIL and leave report **received**.

10.2 After consideration of the office workload and the additional work expected to arise in progressing the allotments project and a number of MBC consultations, it was **agreed** to offer the office assistant a six month extension of the temporary contract with an increase in hours from 10 to 15 per week, subject to the post-holder's agreement; and an item to be included on the next agenda to discuss:

- Whether to replace this temporary arrangement with a permanent post at 15 hours per week;
- If this is agreed, how the post should be filled; and
- Any additional computer or software needs.

Action – Clerk.**11 Grant Requests.**

Kent Scouts: The recent financial support to Grove Green Scouts and a commitment to pay for car park improvements at St Paul's Scout Unit were **noted**. After discussion Cllr Smith proposed seconded by Cllr Macklin a grant of £100. Cllr Wendy Hinder proposed an amendment to the proposal to increase it to £200; having received a seconder this was **agreed. The proposal to award £200 was placed before members and unanimously agreed.**

12 Matters for Information.

None submitted.

13 Date of Next Meeting.

Tuesday 9 July 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.28 pm.

Signed as a correct record of the proceedings.

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