

Sundridge with Ide Hill Parish Council

Minutes of Finance and Personnel Committee Meeting Tuesday October 4 2016, 7:00pm, Village Hall, Ide Hill

Present: Councillors Edmonds, Evans, Jolley, Mrs Lovegrove, Mrs Powell and Stokes
Mrs Amanda Barlow - Clerk

Apologies Councillors Banbrook and Edmonds

Declarations of interest: None.

1. To approve as correct the Minutes of the meeting held on 13 July 2016.

The minutes of the meeting 13 July 2016 were signed as a true and accurate record.

2. To take matters arising from those Minutes.

- *7.0 The Cllrs discussed the issue over £1,418.90 which is owed to the Parish Council. The Cllrs asked the Clerk to investigate. Members noted that this action had not been authorised and it was agreed that the Committee asked the Clerk to investigate by contacting the previous Clerk. (Action: Clerk)*
- *Warden - Cllr Evans advised that with Stubbs Wood it seemed appropriate to merge the two jobs together. (Action: Agenda Amenities Committee)*

3. Public Forum

None.

4. Correspondence including requests for grants

- **Tesco Bid** - *The Chair asked if Cllr Evans could send the Clerk the link to the successful applicant. It was resolved to send link to the Parish Councillors. (Action: Clerk to put on Parish website the poster advertising the date for the Tesco's bag initiative).*
- *The Clerk advised that she had received communication from the Football Foundation regarding the funding of the goal posts. The Amenities Committee had previously agreed to recommend to the Full Council a donation of £1,000. It was resolved that the Finance Committee would recommend that the Parish Council give Ide Hill £1,000 or just under 40% of the total cost £2,580. (Action: Clerk to put on Full Council Agenda)*

5. To receive budget statement, 30 September 2016

- *HMRC – The Clerk confirmed that the tax bill is both previous Clerk and current Clerk combined.*
- *The Cllrs discussed the high electricity bills and it was agreed to see if the Council could pay direct debit to reduce the amount paid. (Action: Clerk)*
- *Audit – the Clerk advised that there were 2 outstanding items and gave the Committee the full information regarding the items. The Chair read through the figures and the Cllrs discussed the variances. The Chair resolved to send to the Clerk an explanation about the increased expenditure from 14/15 to 15/16. The explanation of the increase in certain items is detailed elsewhere in the accounts.*

- The Chair asked about additional funds needed for grass cuttings. Cllr Evans advised that as the weather has been very dry there had been no need for additional grass cuttings.
- The Cllrs reviewed the Summary of Receipts and Payments and discussed some items of coding that perhaps need to be amended.
- **It was resolved that the Finance Committee recommend to the Full Council that the initial discussions on Budget take place at the meeting in October. The Finance Committee recommends that the Full Council allocate additional funds for the maintenance of the common grounds.**
- The Chair asked Cllr Stokes about the accounts for the Recreation Club. He advised that there is £8,500 in the bank which is similar to last year. Cllr Stokes advised that there are some extraordinary expenses such as a leak and there is a boiler issue and more gas needs to be purchased. Cllr. Stokes also said that fully audited accounts would be available mid-Oct.

6. To review VAT return to 30 September 2016

It was resolved that the Clerk will meet with the Chair to do the VAT return.

7. To discuss and review allocation of resources:

- ***Clerk's pensions – it was resolved to recommend to the Full Council that the Clerk join the NEST pension fund.***
- ***Clerk's payroll – it was resolved to recommend to the Full Council that a payroll company be employed to do the Clerk's pay.***
- ***Application for SDC Community Grant – it was resolved that as this is for Charitable associations it would be sent to Ide Hill Football Club and the Church.***
- ***Website Design – it was agreed not to pursue this funding.***

8. Street Lighting

There was no discussion as Cllr Banbrook was not at the meeting.

9. Urgent Issues at the discretion of the Chairman

- ***Cllr Stokes asked if the Full Council should receive a financial statement at each meeting. It was resolved that in future the Full Council would receive a financial statement.***
- ***The Committee agreed to recommend to the Full Council that a more efficient system for the authorisation and payment of cheques. (Action: Clerk).***

10. Date of next meeting.

There being no other business the meeting closed at 8:50pm