

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

Minutes of Finance and Personnel Committee Meeting Monday 8th January, 2018 at 7pm, Ide Hill Village Hall

Present: Councillors Baker, Lovegrove, (Chair) and Evans

1. Minutes of the meeting held on the 3rd October, 2017
The minutes of the meeting were agreed and signed accordingly
2. Matters arising from those Minutes.
Members discussed the matters arising from the previous minutes. The assets list needs to be updated, it was agreed to use a mapping service. Once amended the report needs to be brought to the full council meeting for approval. Clerk to action
3. Public Forum
None
4. To update the progress of the contacts and signatures on all the bank accounts held by the Parish.
Cllr Lovegrove informed members of each bank account, who is signatories and their balances. Members discussed the next procedure which is to put the correct signatories on each account. Members discussed the information and agreed to convert the Sundridge Village hall account to a capital account. Internet banking was agreed to be discussed once all signatories and accounts were correct.
5. To note expenditure on current budget
Members discussed the budget and included forecasted amounts, it was agreed to incorporate an income statement into the budget. Rfo to amend documents and email Cllr Lovegrove to oversee before agreeing at full council. (Action RFO) Also the finance committee agreed that the members allowances are changed to members expenses in order to spare cost of payroll management expenses.
5. To update financial accounts
 - 5.1 To discuss bank balances and projected income.
Members discussed and RFO will implement this into the budget.
 - 5.2 To discuss and agree budget for 2018/19.
Members agree to await amenities report and recalculate budget to take to the next full council meeting.
 - 5.3. To discuss and agree precept for 2018/19.
Members agreed Precept of £62,000.00. no increase for another year.
7. Inform Members of Ide Hill Playground expenditure and receipts.
The playground report was discussed, Cllr Baker will email RfO with his breakdown of expenditure and the rfo will update the information with the statements. Once the report is amended Cllr Baker will oversee the information before it is discussed at the next full council meeting.
8. To agree next procedure for payment of Scottish Gas Utility bill.
Cllr Powell emailed the information that had been agreed by Scottish power over the back payment of the utility bill. Members discussed the information and agreed the figure of £2773.12 to be the finalised bill.
9. To review and update the financial regulations
The financial regulations were adopted.
10. To discuss a contract for hiring of the village hall and recreation areas.
It was agreed the hire forms will be agreed by email and taken to the next full council meeting.
11. To update and discuss Earmarked Reserves.

Cllr Baker will take last year's earmarked reserves allocation figures to the upcoming Amenities Meeting for their input based on a three year forecast, and revert to Finance Committee for their consideration and recommendation to the Full Council.

12. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.

Clerk informed the members of an addition hirer for the village hall and wanted to discuss the hourly rate charge. This is a long-term agreement so wanted to discuss a decrease. Once decided to be approved at the full council meeting. It was agreed for a rate of £12 an hour.

13. Date of next meeting

The next date is scheduled for the 12th March 2018 at 7pm

NOTES: Members are reminded of the need for them to declare any interests which they may have on any matters coming before the parish Council for consideration. Further advice can be sought, whenever necessary, from the clerk.

Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7pm so that they may acquaint themselves with the contents of any written material laid round the table.

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