

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

Minutes of Finance Committee Meeting Tuesday 24th April, 2018 at 7pm, Ide Hill Village Hall

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

Minutes

1. Minutes of the meeting held on the 8th January, 2018
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. Cllr Powell discussed the Scottish power outstanding back payment that was owed by the parish council. Members agreed to clear the outstanding amount and Pay £3625.78. RFO 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.
The signatures have been updated on the bank accounts and previous councillors have been removed. Cllr Lovegrove recommended to update the financial regulations in regards to signatures. As the removal once a councillor has resigned is increasingly difficult and time consuming. The financial regulations will be updated at the next finance meeting. RFO to action.

4.1 - To discuss the various accounts and the next procedure

Cllr Lovegrove updated members on the progress of updating the bank accounts held by the parish. As the parish had a number of bank accounts with varied amounts in, it was agreed to close the Sundridge village Hall account and the Sundridge Recreation account and transfer the funds into the current account. The Sundridge recreation account has been closed and the Sundridge Village hall is in the process of being closed and the funds will be transferred shortly. The RFO will update the accounts with the end of year figures to include in the audit. Members also agreed departing Councillors will be made responsible for removing themselves from any Parish bank account. The RFO will insure this happens.

5. To note expenditure and income on last year's budget

The budget was discussed and agreed by all members. The RFO will include the other bank accounts on the budget. The amount transferred from the Sundridge village hall account will be included in the main account to cover maintenance cost of the village hall.

5. To overlook budget for 2018/19.

Members discussed the overview of the budget and estimated additional incomes. The RFO will liaise with the clerk to discuss the recreation ground income. All members agreed to review the budget at the next finance meeting.

7. To discuss and agree end of year figures ready for audit

The RFO showed members the end of year figures, it was agreed all the accounts would be included with explanations. The assets need to be updated the parish are currently in the progress of actioning this. The RFO will liaise with the clerk before the audit meeting and finalise the assets figures. RFO to action

8. To agree next procedure for payment of Scottish Gas Utility bill.

This was covered in matters arising.

9. To discuss a contract for hiring of the village hall and recreation areas.

The RFO will resend updated copies of the contracts to all members to oversee and agree. GDPR needs to be included. All agreed contracts to be agreed and finalised by email to be taken to the full council for approval.

10. To update and discuss Earmarked Reserves.

Members discussed earmark reserves and whether they needed updated. Members agreed to revisit the reserves at the next finance meeting.

11. Review the objectives of the RFO

The objectives of the RFO were discussed and the wording was agreed to finalised with the RFO and Cllr Lovegrove.

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

None

13. Review the objectives of the RFO - Duplicated

14. Date of next meeting

The next meeting was agreed for the 11th September 2018 at Sundridge Village Hall. Due to availability of the hall time will follow.

Meeting closed at 20.50pm

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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