



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

**Minutes of a Finance Committee Meeting held in the Council Office, Langton Green Recreation Ground on Monday 31<sup>st</sup> July 2017 at 7.30pm**

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**MEMBERS PRESENT:** Cllrs Mrs Lyle (Chairman), Mrs Jeffreys, Mrs Podbury, Mrs Soyke, and Parker

**MEMBERS OF THE PUBLIC:** There were no members of the public present

**OFFICERS PRESENT:** C May – Clerk and K Harman – Assistant Clerk

1. **Election of Chairman** - Cllr Mrs Lyle was proposed as Chairman by Cllr Mrs Jeffreys and it was **RESOLVED** to elect Cllr Mrs Lyle as Chairman of the Finance Committee.
2. **Election of Vice Chairman** – **RESOLVED** to elect Cllr Parker as Vice-Chairman
3. **To enquire if anyone present intends to film, photograph and/or record the meeting:** No-one present intended to film, photograph and/or record the meeting.
4. **To receive and approve apologies for absence:** Apologies received from Cllrs Mrs Horne and Barrington-Johnson (previous engagement), Cllr Milner (funeral)
5. **Disclosures of Interest:** There were none
6. **Declarations of Lobbying:** There were none.
7. **Minutes:** **RESOLVED** that the minutes of the Finance Committee meeting dated **20<sup>th</sup> February 2017**, copies having previously been forwarded to Members, be approved and signed as a correct record.
8. **Public Open Session:** There were no members of the public present.
9. **Matters Arising and Correspondence:** It was noted that the intruder alarm for the pavilion is pending; that there were no costs for installation of broadband in the pavilion. The website will be considered after the summer holidays. Cllr Mrs Lyle said that a deputy to help with the pavilion administration was desirable.  
The Chairman asked if the six meetings required in the current financial year was attainable. The Clerk said that the next meeting would be pre-budget with some basic figures added for 2018-19.

**10. Interim Payments:** The Clerk advised that there had two payments on the MasterCard: £6.00 monthly charge and repairs to the strimmer for £101.46 (made under delegated authority). There were three payments from the current account: £129.16 to pay the balance of the Mastercard; £87.00 to Veolia for waste collection and £1,560 for a Defibrillator and case for ABSA which has been offset by a grant. There were no budget virements.

**11. Financial Position as at 31<sup>st</sup> July and review of expenditure vs budget to-date:** The current situation was discussed in some detail. Cllr Parker asked if a tree survey was due; the Clerk said that Ash Die Back was on the Full Council Agenda for August and once this has been checked he will review the situation. The final three Gateways would also be ordered once expenditure has been approved at Full Council.

**12. Banking and reserves:** It was decided to make no changes at this time. The next tranche of the precept was mentioned and it was noted that this may increase the balance in Unity over the FSCS limit by a month or two but spending will bring it down.

**13. Committee and Working Group expenditure:**

- a) An invoice for the re-lining of the car park is outstanding (this will need to be transferred from the contingency account) as well as the burglar alarm for the pavilion.
- b) The new valuation of replacement items for the playground was noted and the Clerk was asked to check the insurance value.
- c) **RESOLVED** to use Microsoft Office 365 Business Premium systems at an initial cost of £225.60 plus VAT and £225 installation costs.
- d) **RESOLVED** to purchase a new laptop as recommended by the computer consultant at a cost of £499.95
- e) **RESOLVED** to ask the Internal Auditor to make two visits per financial year at an additional cost of £250
- f) **RESOLVED** to request KCC Highways to install a new pole for the SID in Ashurst at a cost of £850.62 plus VAT

**14. Grant requests:** there were none.

**15. Staff and Training:** **RESOLVED** to send both Clerks on a Finance Conference and a Social Media Learning Event at a cost of £60 each per course plus VAT. Cllr Mrs Lyle asked that once the agenda was known that she be informed so that Councillors can consider whether to attend.

**16. Budgetary Control and Authority to Spend:** There was much discussion about the proposed increases in spending powers for the Committee and the increased delegated spending powers for the Chairman, Vice-Chairman and Clerk. **RESOLVED** by 4-1 to recommend to Full Council that the Finance Committee authority to spend be increased from £3,000 to £5,000 per item and the delegated powers to the Clerk be increased from £200 to £500; Any two of the Chairman, Vice-Chairman or Clerk be increased from £500 to £1,000 and a new delegated power for all three to £2,000. The delegated powers are only to be used when it is desirable to act without delay and items should be reported to the Finance Committee or Full Council, whichever meets soonest.

**17. Terms of Reference (TOR):** The TOR and Standing Orders: Financial Regulations have been changed to reflect the new limits and will be recommended to Full Council for adoption.

**18. Items for Information:** Cllr Mrs Lyle advised that the Pavilion Management Committee is reviewing a maintenance contracts for the pavilion. Mr Allen is also looking in to aeration and re-seeding costs.

The meeting closed at 8.45pm.

Chairman