



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 Thursday 27<sup>th</sup> February 2020 at 7.30pm**

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**MEMBERS PRESENT:** Cllrs Mrs Lyle (Chairman), Mrs Soyke, Milner, Ellery and Barrington-Johnson (ex-officio)

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

**OFFICERS PRESENT:** C May – Clerk

- 1. 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.
- 2. To receive and approve apologies for absence:** Apologies were received from Cllrs Mrs Podbury, Mrs Woodliffe and Rowe (prior engagement)
- 3. Disclosures of Interest:** There were none
- 4. Declarations of Lobbying:** There were none.
- 5. Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **11<sup>th</sup> November 2019**, copies having previously been forwarded to Members, be approved and signed as a correct record.
- 6. Public Open Session:** There were no members of the public present.
- 7. Terms of Reference (TOR):** It was **RESOLVED** to amend the TOR from “There will be a minimum of six meetings in any financial year” to read “There will be a minimum of four meetings in any financial year”
- 8. Interim Payments: Unity Bank:** £39.28 transfer to Mastercard; £180.00 Licensing Partnership (pavilion); £102.00 Veolia waste disposal. **Mastercard:** £9.00 bank charges; £150.00 CWCS .gov.uk domain renewal; £766.08 Microsoft 365 renewal (Councillors); £10.23 The Venture; £20.00 Sainsbury's black sacks; £229.00 new fridge pavilion
- 9. Financial Position as at 29<sup>th</sup> February 2020 and review of expenditure vs budget to date:** Summary sheets and detailed reports had been circulated prior to the meeting which were

considered in detail. The Clerk had made notes of where expenditure was under or had exceeded budget. The nett at the end of February was an underspend of £3,250. He said that there were some sections that needed to be considered e.g. the subscription to Microsoft 365 had not been taken into account in the next year's budget and was overspent this year and he suggested a new section. Some headings also needed changes to the name to make them more obvious (i.e. ICO and Gov Domain)

The position was noted by the Committee.

**10. Financial Position as at 29<sup>th</sup> February 2020 and review of expenditure for the Pavilion to date:**

Summary sheets and detailed reports had been circulated prior to the meeting which were considered in detail. Income will exceed budget and expenditure was over mainly due to the redecoration. The high utility bills were being looked in to and how to reduce them.

**11. Budget Virements:** contingency account: £17,275 unspent: It agreed to carry over £7,275 and transfer £10,000 to EMR to replace some of the money spent on playground items. This will bring it back up to £53,193.72. Some of the carried forward figure would be used for budget for the subscriptions to Microsoft 365 and transfers will be made in the new financial year.

**RESOLVED** to request approval of the virement of £10,000 from contingency to EMR account at Full Council.

**12. Banking and Reserves:** Interest rates for both HTB had been reduced to 1.15% which was disappointing. It was **RESOLVED** to close the 90-day account and transfer all funds to a 60-day account.

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

- a) Expenditure authorised but not yet invoiced: 4226 – tree works; £8,000 has been removed from Highways and carried forward; 4126 LGCSA £12,500 has been carried forward.
- b) Renewal of membership to Action for Communities in Rural Kent (ACRK): **RESOLVED** to renew membership of ACRK at £80.
- c) Renewal of membership of Campaign for the Protection of Rural England (CPRE): **RESOLVED** to renew membership of CPRE at £36.
- d) Improvements to Pavilion security: The Clerk explained three different options and after discussion it was **RESOLVED** to upgrade the CCTV to a 5-megapixel infra-red camera at a cost of £575.
- e) Noted: Government referendum principles extension to Parish Councils for 2020/2021.

**14. Grant requests:**

- a) **RESOLVED** to grant Speldhurst News £624 on an annual basis towards production costs on the condition that SPC's pages were in colour.
- b) After much discussion it was **RESOLVED** to grant Speldhurst Village Hall £1,400 towards the cost of replacing paving stones with a smooth tarmac.
- c) **RESOLVED** to grant £355 towards the insurance for the Speldhurst Pram Race.
- d) **RESOLVED** to grant St Mary's Church an additional £1,000 towards churchyard maintenance.
- e) **RESOLVED** to grant TW and District Samaritans £250.
- f) **RESOLVED** to grant The Counselling Centre £250.

**15. Budget summary for website:** Figures will be calculated for the new financial year and the website will be updated in due course.

**16. Staff and Training:** It was noted that the Assistant Clerk and Admin Assistant would attend the KALC Planning Conference on 13<sup>th</sup> March 2020 at a total cost of £120. Additionally, the

Groundsman had attended a Legionella course at a cost of £45.

**17. Items for Information:** There were no items for discussion.

There being nothing further to discuss, the meeting closed at 8.35pm.

Chairman