



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 5<sup>th</sup> January at 7.30pm**

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

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

**OFFICERS PRESENT:** C May – Clerk and K Harman – Assistant 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:** Cllr Mrs Horne (previous engagement)
3. **Disclosure of Interests:** There were none.
4. **Declarations of Lobbying:** There were none.
5. **Minutes: RESOLVED** that the minutes of the Finance Committee meeting dated **17<sup>th</sup> October 2016**, 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. **Matters Arising and Correspondence:**
  - The Clerk advised that a letter had been received from TWBC confirming receipt of the precept request.
  - Cllr Mrs Soyke enquired if the Clerk had investigated the over spend for the Parish Office. The Clerk confirmed that it was the purchase of the safe that was the extra expenditure.
  - Cllr Mrs Jeffrey enquired if SPC paid the electricity and water bills incurred during the building of the Pavilion. The Clerk advised that after checking the contract with the builders that they were not responsible so SPC has paid them. Cllr Mrs Lyle said that she will bring this up with the Management Committee.
  - Website update – Cllr Mrs Lyle will inform the Clerk of a company that creates websites.

**8. Interim Payments:**

The Clerk advised the Committee of the following payments;  
 Mastercard: £13.09 petrol for maintenance; £19.04 office expenses; £794.98 Cooker for pavilion (includes VAT and installation); £75.00 refund from Currys for the cooker installation (they were unable to do this because the existing plug wasn't regulatory) and £3.00 monthly fee.  
 Unity current account: £882.32 Mastercard payment (direct debit); £150 for installation of sanitary ware in the Pavilion; £69.60 Veolia for waste disposal charges (direct debit) and £30.30 Unity bank charges. £339.30 for Christmas drinks was paid on the Clerk's credit card and will be reimbursed.

**9. Budget Virements:** It was agreed that these would be discussed and transfers made towards the end of the financial year.

**10. Financial Position as at 31<sup>st</sup> December 2016 and review of expenditure vs budget to-date:**

There were a number of questions asked for clarification and the figures were noted. All over-expenditure would be dealt with and virements from the Contingency Account considered in March.

- It was agreed that the Pavilion budget should in future be broken down to detail exactly what is included to enable the management team to effectively manage their finances.
- Cllr Mrs Lyle queried the expenditure for the Langton Green pavilion and the Clerk clarified it comprised of expenditure for the CCTV, upgrade of lighting to LEDs and purchase of the containers.
- Cllr Mrs Lyle raised the budget for sports clubs and it was agreed this is to be carried forward.
- It was noted that the Repair and Renewal and also Contingency budgets are still unspent but some scheduled expenditure will require virements to be made in due course.

**11. Banking and reserves:**

- a) It was considered that the present banking arrangements were adequate. Cambridge Building Society will not speak to the Clerk because he is not a signatory; Cllr Barrington-Johnson is to contact them to obtain a figure for the interest paid at the end of the year.
- b) It was **RESOLVED** to increase the limit of the Clerk's Mastercard credit limit to £2,000

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

- a) The Clerk advised the Committee of one item of expenditure authorised but not yet invoiced which was for the intruder alarm for the Pavilion. It was acknowledged that the alarm should now be used and an invoice will be forthcoming.
- b) It was **RESOLVED** that the provisional quotation from KCC Highways for the installation of a 20mph zone in Speldhurst and advisory interactive signs in Langton be recommended to Full Council. It was noted that this quotation was for solar power and the Clerk said he has asked for the signs to be electric which will increase the cost. It was agreed that details would be in the newsletter, on websites and on notice boards to enable the public to have an opportunity to feedback any comments.
- c) It was **RESOLVED** that the front car park be re-lined at a cost of £2,589.47. The Clerk is to confirm whether there is a guarantee on the work carried out.
- d) It was **RESOLVED** that works to trees on Council land be approved at a total cost of £1,960.
- e) It was **RESOLVED** that the safety barrier be installed on the footpath by the Vicarage at a cost of £728.31.
- f) It was **RESOLVED** that the repairs to the fencing around the play area recommended in the annual report at a cost of £592.33 be carried out.

- g) It was **RESOLVED** that the repairs to the playground equipment as identified in the annual report be recommended to Full Council.
- h) A DDA-compliant path is needed from the car park to the pavilion in the LGRG - the existing quotation from Landscape Services is for a 21m path at a cost of £6,288.70, however it was agreed that the route of the path should be altered to allow access for cars and tractors which will make the cost higher. The Clerk has asked the Barge Group for two quotes – one for the original, shorter path and one for the longer, new route which he will use as a comparison. It is hoped that this quote will be available for Full Council, if not it will be deferred until the February meeting. The Committee agreed that if the cost of installation of a new DDA compliant path is within the original quote that it be recommended to Full Council.
- i) The annual maintenance costs of CCTV were discussed and it was agreed that the quotation from Sunstone is very high. The Clerk is to go back to them to see if the cost can be lowered. Another quote was received from Ashford Security but it was considered that it may not maintain the cameras to an acceptable level. It was agreed that this decision regarding who to use be deferred until February's meeting.
- j) It was **RESOLVED** to pay the additional cost of insuring the pavilion contents and containers and reduce the street furniture amount by £10k.

**13. Grant requests:** There were none.

**14. Staff and Training:**

- a) It was noted that the extra £1500 needed for staff costs this year would be the subject of a virement in March
- b) The Groundsman (Mr Len Cooper) and Assistant Clerk (Mrs Kathryn Harman) have both agreed to participate in the NEST pension scheme. First payments will be made in January.
- c) It was **RESOLVED** that Cllr Mrs Podbury would attend a Communication and Media course at a cost of £60 plus VAT.

**15. Items for Information:** There were none.

The meeting closed at 8.57pm.

Chairman