

AYLESFORD PARISH COUNCIL

FINANCE ADVISORY SUB COMMITTEE

TUESDAY 6 MARCH 2018 – 8.00pm

MINUTES

Present: Cllrs Shelley (Chairman), Balcombe, Base, Ms Dorrington, Elvy, Mrs Gadd, Gledhill, Rillie, Smith, Wright

In attendance: Mr Harris, Clerk Mrs Collier, Deputy Clerk

Apologies: Cllrs Ludlow, Walker, Winnett

1. Apologies

The apologies of Cllrs Ludlow (work commitment), Walker (TMBC meeting) and Winnett (personal) were noted and reasons accepted.

2. Declarations of Interests – There were no declarations of interest additional to those contained in the Register of Members' Interests.

3. Section 137 Donation requests

Royal British Legion Charity Cycle ride to the French World War 1 battlefields to mark 100 years since the end of WW1 and the RBL centenary. Cllr Steve Hammond (a RBL disabled veteran) will be taking part. The Clerk was asked to obtain more specific information regarding the costs involved, particularly relating to the specially adapted bicycle to be used by Cllr Hammond. **Clerk**

4. Hall Grants/Loans

Blue Bell Hall Village Hall – Request for mesh radiator covers £970 plus VAT from 2017/18 grant. **Agreed**

Tunbury Hall – Flooring work completed. Agreed FASC November 2017. Balance paid £1800. Noted. On behalf of the Tunbury Hall Committee, Cllr Wright thanked the Parish Council for their support.

5. Section 137 Micro Grant requests

Cllr Walker (Aylesford South) – Request for support to 2018 RBLI Summer Concerts. Agreed at the last FASC in principle up to a maximum of £400. P&R 6 February 2018

agreed to increase this amount to a maximum of £600 in line with the amount granted in 2017. Noted.

Cllr Walker (Aylesford South) – Request for support for Aylesford Church Messy Play - £100. Deferred to next meeting for additional information from Cllr Walker.

Eccles Members – Agreement to fund Bull Lane Safety Group Banner – approximately £80. Noted.

6. Financial Matters arising from Other Committees – No report to this meeting.

7. Banking – No report to this meeting.

8. Statement of Internal Control

The Statement of Internal Control for the year ending 31 March 2018 was distributed and explained by the Clerk. It was **agreed** this should be recommended to P&R (6 March) and forwarded to Council (20 March) for approval and acceptance. Attached at **Appendix A** to the bound copy of these minutes.

9. Financial Regulations

The Clerk reported minor amendments relating to the wording of petty cash and review procedures in the Financial Regulations as recommended in the latest Internal Audit report. It was **agreed** this should be recommended to P&R (6 March) and forwarded to Council (20 March) for approval and acceptance. Amended copy attached at **Appendix B** to the bound copy of these minutes.

10. Internal Audit Report and Appointment for 2018/19.

The Clerk reported that the latest Internal Audit Report was satisfactory with only minor administrative comments.

The Clerk reported that the quotation to continue using the KCC appointed Internal Auditor for 2018/19 was £480 per visit, twice a year. It was **agreed** to recommend to P&R (6 March) and Council (20 March) that this quotation be accepted.

11. Any Other Business/Correspondence

There being no further business, meeting closed at 8.20pm