

**AYLESFORD PARISH COUNCIL
FINANCE ADVISORY SUBCOMMITTEE
TUESDAY 26 November 2013 – 8.20pm
MINUTES**

Present: Cllrs Green (Chairman), Ambrose, Base, Elvy, Mrs Gadd, Gledhill, Winnett

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

Apologies: Cllrs Mrs Brooks, Ms Hurley, Tiller, Balcombe, Wright

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1. Apologies - Noted.

2. Donation requests (Section 137)

Walderslade Woods Group – Request for funding towards a chipper. Local Members and the Clerk reported on the good maintenance work this group are doing in their local area. Their request for assistance with funding to purchase a wood chipper was **agreed** in principle with the Clerk being requested to contact the Group for their views on the type and cost of machine envisaged. **Clerk**

3. Hall Grants (Section 137)

No report to this meeting.

Post Meeting Note: Request received from Tunbury Hall for payment from grant for new rear fire door urgently required - £790. Authorisation requested at P&R 3 December 2013.

4. Micro Grants (Section 137)

Cllr Tiller – 4th Chatham South Brownies – Sports Equipment - £62.11 plus VAT plus carriage. (This is in addition to the craft and Christmas outing donation of £105 already agreed and paid). **Agreed.** **Clerk**

5. KCC debt 2012-13

Payment received. Noted.

6. Financial Comparison/Allocations Summary/Latest Income Report – to date.

Tabled and attached at **Appendix A** to the bound copy of these minutes.

It was noted there will be some overspends on items such as play equipment repairs, additional gangmowing requirements and tree clearance. However an overall underspend for 2013/14 is still anticipated.

Clerk is working on producing an income over expenditure assessment for Members information.

Clerk was asked to look at rates charged by other authorities for fair/circus visits. **Clerk**

7. Matters arising from P&R 5 November and Council meeting of 19 November 2013

No report to this meeting.

8. Verbal Report from Staffing Committee

Cllr Gledhill verbally reported on the Staffing Committee Meeting held earlier this evening to consider the **Staff 2014/15 salary review** and recorded in the Staffing Committee Closed Session Minutes of 26 November 2013 attached as **Appendix B** to the bound copy of these minutes. The following recommendations of the Staffing Committee were **agreed:**

Clerk - £31328

Deputy Clerk - £15580

Finance Officer - £8890

Maintenance Supervisor - £21670

Environmental and Grounds Maintenance Operative - £15900

It was noted that the increase for the Clerk would be subject to his successful conclusion of his probationary period in March and for the Maintenance Supervisor an agreed change to his job title and job description reflecting the changes to duties and responsibilities undertaken during the Clerk vacancy.

FASC Members endorsed these recommendations for acceptance by P&R and Council.

9. Budget for 2014/15

Final budget/precept agreement based on agreement reached at FASC on 22 October 2013 and including exact TMBC allocation, grass contractor quotations and salary figures, will be required at P&R on 7 January 2014 in order to meet TMBC deadline.

10. Any Other Business

Mid year Audit Report received 26 November 2013. Tabled and attached at **Appendix C** to the bound copy of these minutes.

Comments and Responses:

Section 137 Payments (Donations) – To be recorded in the appropriate minutes as Section 137 Payments both at the time of agreement and when paid.

Petty Cash

- Individual petty cash transaction limit to be set at £100.
- Office purchases when bought with personal shopping using staff personal loyalty cards are only for minimal items such as milk. For any other larger amounts Council's own loyalty card is used.
- Staff personal credit cards are only used for Council purchases when there is no account facility available. Limit set at £100 with Clerk approval, over £100 will in future require Chairman's approval and that any use made of a personal credit card would be reported to FASC.
- Most recent transaction was not in the petty cash book because the cash had been taken from the tin and receipt handed in but the book was actually with the Auditor at the time.
- Petty cash spot checks are undertaken by the Chairman. Will make signature more obvious in the book and report to FASC when undertaken.

All fees will be reviewed in January 2014 as they are every year taking into account costs and enquiries made as per other Council's charges.

Financial Regulations – Clerk is in the process of reviewing these.

Disposal of Council Equipment – Any items of value for disposal by the Council will be advertised on noticeboards, website and with appropriate contractors employed by the Council with an invitation for any individual/organisation (including councillors and staff) to make a sealed bid within a timescale with the highest bid being accepted.

Members noted the Auditor's report as a whole and were pleased to note no significant items of concern.

11. Date of next meeting scheduled for 28 January 2014

Any urgent FASC matters will be taken at Council on 17 December 2013, P&R on 7 January 2014 or Council on 21 January 2014.

There being no further items of business, meeting closed at 9.05pm.