

AYLESFORD PARISH COUNCIL

FINANCE ADVISORY SUB COMMITTEE

TUESDAY 28 MARCH 2017

Commenced 8.20pm

MINUTES

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Present: Cllrs Shelley (Chairman), Balcombe, Base, Ms Dorrington, Elvy, Mrs Gadd, Gledhill, Homewood, Jones, Mrs Phibbs, Rillie, Smith, Walker, Winnett, Wright

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

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1. Apologies – No report to this meeting.

2. Declarations of Interests

3. Section 137 Donation requests

Citizens Advice – Donation request. £120 given in March 2016. £120 **agreed.** **Clerk**

4. Hall Grants/Loans

4.1 - St Albans Church, Blue Bell Hill – Revised fencing and noticeboard quotation awaited.

4.2 – Eccles Church Hall – Hall Treasurer has recently visited the office enquiring about making a claim on their hall grant. Formal request awaited.

5. Section 137 Micro Grant requests

Aylesford Big Lunch 18 June – Donation request towards entertainment and possible provision/purchase of a marquee. £350 given in 2016.

It was **agreed** to donate £400 this year funded from micro grants as follows:

Cllr Homewood ,Cllrs Balcombe/Mrs Gadd/Ms Dorrington/Walker/Hammond/Base/Rillie - £50 each.

In addition the office will advise organisers of a possible hire/borrow arrangement via Cllr Ms Dorrington from the British Legion. **Deputy Clerk**

6. 2016/17 Financial Comparison April 2016 – March 2017

Tabled and attached at **Appendix A** to the bound copy of these minutes.
There were no matters arising.

It was proposed by Cllr Elvy, seconded Cllr Winnett, that this document be circulated to Members quarterly in future, although the Clerk will continue to review it weekly and will raise any matters of concern immediately to the Chairman and report to the first available meeting.

7. Financial Matters arising from Other Committees

No report to this meeting.

8. Bank Authorisation and Future Charges

Clerk report on progress with setting up current account with Metro Bank and on investigations involving reserves allocations.

Cllrs Balcombe, Shelley, Mrs Gadd, Gledhill and Elvy have completed the necessary paperwork with Metro Bank representative earlier this evening.

It was confirmed that the Clerk will authorise payments which will then be checked and authorised by two of the above signatories and then agreed at the next appropriate meeting (Full Council or Policy & Resources). In addition both the Clerk and the Finance Office will sign off the actual payments when made.

Attendance by one person when withdrawing cash from the bank up to a limit of £100.
Attendance by two persons required if more than £100. As this is only ever likely to be for petty cash and the petty cash maximum is £100 this should present no problems.

There will be specific agenda item/minute clarifying all future finance/banking arrangements, signatories etc at Policy and Resources – 4th April, in order to meet Metro Bank regulations.

Clerk

9. Any Other Business/Correspondence

9.1 – Cllr Wright reported that he has received a number of queries regarding the Council Tax demands recently sent out by TMBC which detail the Parish Council increase of 20.7%. He did not consider the explanation distributed with the Bill adequately explained the reasons for this increase. Clerk stated that the office have received no enquiries from the public to date and that he would look at the TMBC leaflet to consider whether any further explanation needs to be circulated

There being no further business, meeting closed at 8.40pm.