

AYLESFORD PARISH COUNCIL
FINANCE ADVISORY SUBCOMMITTEE
TUESDAY 28 OCTOBER 2014
Commenced 8.05pm

MINUTES

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Present: Cllrs Mrs Gadd (Chairman), Ambrose, Balcombe, Elvy, Gledhill, Rillie, Winnett, Wright

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

Apologies: Cllrs Base, Mrs Brooks, Fielder, Homewood, Smith, Tiller

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1. Apologies

Noted and accepted as follows: Cllrs Base, Smith, Tiller (Holiday); Cllr Fielder (Unwell); Cllr Mrs Brooks (Caring for Elderly Relative); Cllr Homewood (County Council business)

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

Defibrillator – Report from Eccles Community Group meeting. Meeting was attended by Cllr Gledhill and the Clerk. The Group have done further research into provision of a defibrillator for Eccles village but further thought is to be given to its housing and siting. The Group are concentrating on fundraising and further ideas will be brought to its next meeting on 10 November. Cllr Geldhill and the Clerk confirmed the Parish Council's support for the project in principle and the Group will make a formal request for a S137 grant/micro grant donation when they are ready to proceed.

4. Hall Grants

4.1 - **Tunbury Hall** re grant/maintenance payment. Tunbury Hall Committee have queried the decision of the Council to withdraw the annual £500 maintenance grant. Clerk has now proposed to the Committee that they issue the Council with an invoice for £250 every 6 months detailing work undertaken by the Hall on the changing rooms and this has been agreed by the Hall Committee.

4.2 – **Walderslade Baptist Church** –Kitchen refurbishment at an estimated cost of £8000. Previously agreed that their 2014/15 grant could be solely used towards this project - £2084.69. Walderslade Members have also agreed to contribute micro grants totalling £1000. Awaiting formal request for payment. They may also request an interest free loan which will be considered at the time of application.

5. Micro Grants (S137 Donations)

No requests to this meeting.

6. 2014/15 Financial Budget Comparison

Income and Expenditure Report to 21 October 2014 tabled as **Appendix A** distributed to all Members and attached to the bound copy of these minutes.

Noted. No matters arising.

7. Budget/Precept 2015/16

Clerk's report and draft budget sheets at **Appendix B** distributed to all Members and attached to the bound copy of these minutes.

The Clerk went through the report and draft budget sheets in detail with Members. He made particular reference to the need to separate the revenue budget from the earmarked reserves and capital programme and that the total funds available are all allocated.

The projected overspend figure of £13332 quoted in the report will be reduced slightly now the actual TMBC allocation figures have been received.

The Clerk reported that the Council cannot hold any reserves unless it is allocated to a specific budget. The earmarked reserves are allocated to specific budget heads with a description setting out the purpose of each of these budgets.

The capital programme is composed of individual projects, either agreed in principle or in the planning stages, but not all have been agreed in terms of funding/budget allocations. The Clerk will be reporting back to the appropriate committees on each project before the end of the financial year so agreement is given to proceed and each given a financial allocation.

The Clerk was thanked for his work on this and the draft budget sheets as distributed were **agreed** as the first stage of the 2015/16 Budget and Precept.

8. Financial Risk Assessment

As a result of the changes to the payment system (the use of BACS for most payments) a revised assessment has been prepared and is attached at **Appendix C** to the bound copy of these minutes. Recommended for agreement by P&R on 4 November 2014.

9. Mid Year Internal Audit Report 2014/15

Visit took place on 10 October 2014 and the report now received. Comments are as follows:

Section 137 Payments not always recorded as such in the minutes of the meeting in which they are approved – Clerk, Deputy Clerk and Finance Officer to ensure this happens in the future both in the minutes and on the payment schedule.

Petty Cash – Personal loyalty cards and personal credit cards should not be used for making purchases on behalf of the Council – Members were aware that the use of a personal loyalty card was only for a very small amount each week – 80p for milk – when purchased with staff member's own personal shopping. They **agreed** that, despite the comments of the Internal Auditor, they were happy for this use of a loyalty in this fashion to continue. Personal credit cards are only used when there is no alternative way of purchasing items required by the Council. This will cease when the issue of a Council credit card is sorted out with the Bank by the Clerk but the committee agreed that personal credit cards could continue to be used and reimbursed as present until such time as the Council has its own credit card.

10. Personal Credit Card Use

Janet Collier – Office fluorescent tubes - £22.61. Purchase and reimbursement noted and **agreed**.

10. Matters arising from P&R 7 October and Council 21 October 2014

No report to this meeting.

11. Any Other Business/Correspondence

No report to this meeting.

Meeting closed at 8.35pm.