



Coxheath Parish Council Finance Committee Meeting

Minutes from the meeting held on the 10th August 2023 at 7:30 pm in the Parish Office Coxheath Village Hall

Present: Cllrs: C Parker (Chairman), C Bird, E Potts, E Small, K Woollven.
Also present: I Bowie (Clerk)

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed. There were no members of the public present.

1. Apologies for Absence:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were none.

2. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none.

3. Consideration of items to be taken in private (Exclusion of Public and Press):

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature: There were none.

4. Minutes of the previous meeting – 25th May 2023

RESOLVED:

That minutes of the Parish Council Meeting held on 25th May were taken as read, confirmed as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes:

- 5.1 Unity Bank Update. The Clerk reported that new paperwork would be available for signature at the August 29th Parish Council meeting.
- 5.2 VAT Claim. The Clerk reported that the previous claim of £30,464.29 had been received. A new claim of £9957.15 for 2022-23 had been submitted.
- 5.3 New Laptop. To be purchased when the Unity Bank Account is available.

6. Finance:

- 6.1 Bank Reconciliation. The bank reconciliation as at 5th July 2023 was received, noted and agreed as £ 373,612.63
- 6.2 Actual Vs Budget 2023/24. The report was received and noted. Receipts of Income were noted as £140,084.11
- 6.4 To consider virement of budget allocations 2023/24

RESOLVED:

1. **To recommend to the full council that a training budget of £300 should be allocated from reserves.**
2. **To recommend to the full council that a budget of £ 200 for Bank Charges should be allocated from reserves.**
3. **The Clerk would update the budget allocations for 2023/24**

- 6.5 To review section 106 expenditure 2023-24

It was reported that all the section 106 funds re planning application 14/0043 (£19,488.33)

been spent on improvements to the play area at Stockett's Lane. It was noted that these funds could only be spent by the parish council on improvements to the Open Space at Stockett Lane. It was AGREED that the Clerk would enquire if some of the Section 1-6 funds from planning application 14/0836 could be used to make improvements to the Football Pitches owned by the Parish Council.

7. Working Groups. To review spend and forecast:

The underspends by the working groups were discussed and it was AGREED that the groups would be encouraged to review their expenditure for 2023/24

RESOLVED to recommend that:

1. **Planning and Neighbourhood Plan working Group be disbanded, and the allocated budget kept as an Earmarked Reserve.**
2. **That £15,000 of the VAT return would be allocated to the Traffic & Community Safety Working Group.**
3. **That £15,000 of the VAT return would be allocated to the Youth and Recreation Working Group.**
4. **The Clerk would update the budget allocations for 2023/24**

8. S137 2023/24. The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023-24 is £9.93 per Elector.

RESOLVED to Recommend to the Full Council:

1. **Donations of £600 would be made to**
 - (a) **The Heart Of Kent Hospice**
 - (b) **SAAFSA (Soldiers', Sailors' & Airmen's Families Association).**

9. To receive correspondence/reports:

RESOLVED to Recommend to the Full Council:

Clerk to contact Bartletts to assess the request from a resident re overhanging trees in their garden.

10. Agenda items for the next meeting:

Date of the Next meeting: 7 pm on the 17th November 2023

There being no further business to be conducted the Chairman closed the meeting at 8:10 pm.

Signed :

Chairman

Date: