



# COXHEATH PARISH COUNCIL

CLERK: Irene Bowie  
TELEPHONE: 07788 278972  
E – MAIL: clerk@coxheathparishcouncil.org.uk  
WEBSITE: www.coxheath.net

## MINUTES of the FINANCE COMMITTEE MEETING held in the Parish Office, Coxheath Village Hall, Thursday 23<sup>rd</sup> May 2019

Present: Present: Cllrs C Parker ( Chairman ) ; E Potts; C Skinner; C Bird; K Woollven  
I Bowie (Clerk) ;

**1. Apologies for Absence:**

There were none

**2. Representations from Members of the Public:**

There were no representations from members of the public.

**3. Items to be taken under Part 2 Procedure:**

It was noted that there were no items to be taken in private in Part 2 of the meeting, because of the possible disclosure of exempt information.

**4. Minutes of the previous meeting – 7<sup>th</sup> February 2019:**

The minutes of the last meeting held on 7th February 2019 were confirmed and signed as a true and correct record of the meeting.

**5. Matters Arising from the minutes:**

The key matters arising from the minutes of the last meeting were as follows:-

• Multi Use Games Area;

Clerk to contact Mark Byatt for a review of the quote from Chartway correspondence of the 13<sup>th</sup> March 2019.

• Village Centre Expenditure ;

Cllr Page reported that the village centre street furniture refurbishment project had been completed satisfactorily. Further projects to be considered and presented at the next meeting of the Finance Committee.

• Noticeboards;

Clerk to follow up order placed on 8<sup>th</sup> November 2018 or the repair of 5 noticeboards with MBC

• Handover of Redundant Play Areas ;

Clerk to contact Property Services Department of Maidstone Borough Council to establish the process for CPC to 'adopt' the play areas.

• Waste Bins;

The Clerk reported that each new mixed litter bin would cost £300, which included installation. It was agreed to recommend to the Parish Council the purchase of 6 mixed waste litter bins.

• Polecat CCTV Cameras;

PCSO Chivers had confirmed that these were installed and functioning.

Irene Bowie Clerk to Coxheath Parish Council  
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD

- 6. Parish Policies:**  
Following a review of the following policies it was agreed to recommend approval to the Parish Council.  
*Standing Orders; Financial Regulations; Risk Assessment; GDPR Policy; FOI Publication Scheme.*
- 7. Online Banking:**  
It was agreed to recommend that the Parish Council considers Online Banking and that the requisite banking mandates are signed.
- 8. Parish Council Administration:**
- Parish Website;  
It was agreed to recommend to the Parish Council that a review of the suitability of the existing web site would be explored with a view to either an update or replacement.
  - Internal and External Audits  
The Clerk reported that progress was being made. It was agreed to recommend to the Parish Council that the accounts would not be presented until the 25<sup>th</sup> of June Parish Council meeting to allow the Clerk additional time to compile the accounts. It was also agreed to recommend the use of Total Accounting as the Internal Auditors for 2018-19.
  - Accounts 2018-19  
The Clerk reported that whilst progress was being made the accounts would not be ready for inspection at the May meeting of the Parish Council. The Chairman gave an update on spend to date and also spend vs budget for 2018-19.
- 9. Correspondence/Reports:**  
There were none
- 10. Parish Office:**  
The Clerk reported that progress was being made in re-organising the office.
- 11. Agenda items for the next meeting:**  
Review of the Parish Council Asset Register
- 12. Date of Next Meeting:** **22<sup>nd</sup> August 2019**