



Coxheath Parish Council Finance Committee Meeting

Finance Committee Meeting Minutes from the meeting held on the 24th November 2022 at 7:30 pm in the 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 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. Cllr Parker declared an interest in the Village Hall Management Committee matters to be discussed.

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. It was RESOLVED that agenda item 12 would be taken in private.

4. Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Finance Committee Meeting held on 5th May 2022 were taken as read and confirmed as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes:

- 5.1 Update on Disabled access gates at the play area. Cllr Bird reported that these were complete but need some final adjustments. Cllr Small suggested that a slightly larger kissing gate could be installed at the Linden Road entrance to improve access for disabled residents to access the playing fields. It was AGREED to recommend this to the full Council for consideration.
- 5.2 Update Microsoft Surface Go 310.5 inch Pentium 4GB 84GB 2-in1 laptop and tablet. It was AGREED that this item would not be progressed until online banking had been set up.
- 5.3 Update Level 2 Tree Works. Confirmed that this would take place in either December or January 2023
- 5.4 Unity Bank Update. It was AGREED to add Cllr Woollven as a signatory

6. Finance:

- 6.1 Bank Reconciliation. The bank reconciliation of £322,090.79 as at the 5th October was noted.
- 6.2 Actual vs Budget 2022/23. Discussed under 7.1
- 6.3 To review Working Group Budget Allocations 2022/23
It was AGREED to recommend that from 1st April 2023 MBC would no longer be contracted to empty the bins in the play area.
- 6.4 To consider virement of budget allocations 2022/23
It was AGREED to recommend that £10, 000 would be vired to each of the following working group budgets, Seasonal Events and the Environmental Initiatives Groups.
- 6.5 Section 106 Funds and CIL Payments.
It was AGREED to recommend that new benches would be purchased. It was also AGREED that to recommend a Memorial Bench policy would be adopted by the Council. The Clerk reported that the application for funding for the Outdoor Gym via Section 106 had been submitted.
- 6.6 To consider quotation for Grass Cutting / Floral Coxheath 2023-24
It was RESOLVED to recommend to the full council to accept the quotation for Grass Cutting and Village Maintenance from Mr D Mann for 2023-24.

7. To consider the Budget 2023/24

7.1 To review the 2022/23 spend forecast.

It was noted that the spend vs budget forecast was on target at 91% . It was RESOLVED to recommend that £10, 000 would be vired to each of the following working group budgets, Seasonal Events and the Environmental Initiatives Groups.

It was AGREED to recommend that a new printer and a laminator were purchased for the Parish Office. It was AGREED that the Clerk would source quotes for broadband only in the parish office.

7.2 To agree the budget for 2023/24

It was RESOLVED to recommend that the budget for 2023/24 would be set at £130,000.

8. To consider the precept and parish services scheme 2023/24:

It was AGREED to recommend that the precept would be set provisionally at £101,920, based upon an estimated Tax Base of 1,960 multiplied by a Band D rate of £52.00, pending confirmation of the new Tax Base by MBC due late December 2022.

9. To receive correspondence:

It was noted that a grant request had been received from the Village Hall Management Committee. The VHMC would complete the Grant Application form and return it to the PC before the next parish council meeting.

10. Agenda Items for the next meeting:

11. To confirm meeting dates for 2023: 23 Feb, 18 May, 17 Aug, 16 Nov.

12. Staffing Matters. NALC Annual Salary Award 2022

It was AGREED to recommend that the Clerk's salary was increased in line with the 2022 adjustment to the NALC paygrades.

Signed as a correct record of the proceedings.

Chairman.....

Date.....