



# COXHEATH PARISH COUNCIL

CLERK: Irene Bowie  
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## MINUTES of the FINANCE COMMITTEE MEETING held in the Parish Office, Coxheath Village Hall, Thursday 20<sup>th</sup> February 2020

Present: Cllrs C Parker ( Chairman ) ; E Potts; C Bird; C Skinner, J Wilson; K Woollven  
Also present : I Bowie (Clerk) ;

1. **Apologies for Absence:** There were none
2. **Representations from Members of the Public:** There were none
3. **Items to be taken under Part 2 Procedure:**  
It was RESOLVED to review the Clerks Annual Appraisal and Salary Review
4. **Minutes of the previous meeting – 19<sup>th</sup> November 2019**  
It was RESOLVED that the minutes of the meeting on the 19<sup>th</sup> November 2019 were signed as a true and correct record of the meeting.
5. **Matters Arising from the minutes:**
  - 5.1 Multi Use Games Area ; It was RESOLVED to recommend to the Full parish council that 50% of the costs should be paid to Chartway. The remainder to be paid on completion.
  - 5.2 Parish Website:  
It was AGREED to recommend to the parish council to proceed with the Hugo Fox website.
6. **Parish Policies:**

Grants Policy  
Reserves Policy  
Investments Policy

It was AGREED to recommend the policies to the parish council at the 25<sup>th</sup> February meeting.
7. **Parish Council Administration :**
  - 7.1 Parish Website: ( noted under Item 5.2)
  - 7.2 Banking Update: It was AGREED to recommend to the parish council to switch to HSBC online banking from 1<sup>st</sup> April as the main current account. It was AGREED to recommend to the parish council to open an investment account with United- Trust Bank.
  - 7.3 Maintenance: It was AGREED to recommend to the parish council acceptance of Mr Mann's Quotation.
8. **Finance:**
  - 8.1 Update of account for 2019/20 : Appendix 1
  - 8.2 Financial Performance Against Budget YTD: The Clerk apologised that this was not Available for the meeting.
  - 8.3 Banking Arrangements: It was reported that the bank statements were still being sent to Cllr Skinner and not the Clerk
9. **To receive correspondence/reports:** There were none

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10. **Agenda items for the next meeting:** To be with the Clerk no later than the 18<sup>th</sup> May 2020

11. **Date of next meeting :** **28<sup>th</sup> May 2020**

Signed : *Clive Parker*

Date: 19<sup>th</sup> November 2020

## Coxheath Parish Council Bank Reconciliation as at February 3<sup>rd</sup> 2020

### Financial year ending 31 March 2020

	£	£
<b>Balance per bank statements as at 03/02/20:</b>		
Current Account	250.00	
Business Reserve 1	13,028.38	
Business Reserve 2	315,268.03	
		329,546.41
<b>Less Uncashed Cheques as of 03/02/202</b>		(3,511.15)
		-
<b>Net balances as at 03/02/20</b>	<b>£</b>	<b><u>325,035.26</u></b>

Less payments 25/02/2020

Cheque Number	Amount £	Payee
002564	1,362.00	London Hearts
002565	1,072.28	Irene Bowie
002566	1,435.79	HMRC
002567	75.98	I Bowie Clerks Expenses
002568	62,720.00	Chartway Group Ltd
	<b>66,666.05</b>	

£ 66,666.05

**Balance of all Accounts 03/02/2020**

**£ 258,369.21**

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**CONFIDENTIAL ITEM NOT FOR CIRCULATION OR PUBLICATION:**

It was AGREED, by majority, to recommend that the Clerks Appraisal was accepted by the parish council.

It was AGREED, by majority, to recommend that the Clerks hourly rate be increased to £14.96 from the 1<sup>st</sup> of April 2020