



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 22nd August 2019

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

1. Election of Finance Committee Chair

Cllr Parker was proposed as Chairman of the Finance Committee by Cllr Potts, seconded by Cllr Skinner and agreed by all present.

2. Apologies for Absence

There were none.

3. Representations from Members of the Public There were no representations from members of the public.

4. 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.

5. Minutes of the previous meeting – 23 May 2019

The minutes of the last meeting held on 23rd May 2019 were confirmed and signed as a true and correct record of the meeting.

6. Matters Arising from the minutes:

Multi Use Games Area.

It was agreed that the Clerk would seek to establish a payment schedule with Chartway for the MUGA.

Village Centre Bollards It was agreed to recommend acceptance of the quote from MBC of £1150 to replace 4 missing/damaged bollards.

Repair of Notice Boards

It was agreed to recommend that 5 noticeboards were to be refurbished at a cost of £1357.50

Handover of Redundant Play Areas

The Clerk confirmed that an appointment would be set up in September with MBC to progress this matter.

Waste Bins – A new list of locations were agreed, and these would be recommended to the parish council.

7. Parish Policies:

Asset Register photographs it was agreed to add photographs of parish council assets to the asset register, wherever possible.

Finance Committee Terms of Reference. (TOR's)

It was agreed that Cllr's would review the circulated TOR's. Acceptance deferred to the November meeting.

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

8. Banking:

Issues over transfer / Cheque books

The Clerk reported difficulties in changing the address and contact details on the NatWest accounts. Cllr Parker and Cllr Skinner to assist.

Banking Mandate – It was agreed that Cllr Parker would identify the current signatories.

Reserve funds. It was agreed that the Clerk would identify 2 additional bank accounts to comply with the Financial Services Compensation Scheme (FSCS).

9. Parish Council Administration:

Parish Website

The Finance Committee agreed to recommend to the parish council that the Clerk and Cllr Bird should identify potential suppliers and options for the website.

Governance Papers Published Internal & External Audits

The Clerk reported that the AGAR 2019-20 had been submitted to PKF Littlejohn by Email.

The Period of Public Rights Notice was posted on Monday 1st July to Monday 12th August 2019.

Accounts Package

The Clerk reported that this was ongoing but updating was slowed due to difficulty in obtaining the bank statements.

Forecast 2019-20

The forecast was circulated and noted.

10. Correspondence / Reports:

Gate – Beacon Field Entrance Noted

Tree Surgery 66 Linden Road It was agreed that the Clerk would contact a local Tree Surgeon to assess the nature of the problem.

Tree Survey – Parish / VHMC It was agreed that the FC would recommend to the full parish council that a Tree Survey was conducted in conjunction with the VHMC on the playing field.

KCC - Highway Improvement Plan Cllr Parker explained the potential financial costs to the parish Council of the Highways Improvement Plan (HIP). It was agreed that this would be recommended to the full parish council.

Contract schedules 2020

It was agreed that the Clerk would contact existing and potential suppliers for the next Finance Committee meeting .

11. Agenda items for the next meeting:

NALC Financial Regulations.

Grant Policy

Finance Committee Terms of Reference

12. Date of Next Meeting:

14 November 2019