

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Tuesday
07 November 2017 in the Viewing Gallery of Ash Green Sports Centre
commencing at 7.00pm

Present: Cllr V Ngwenya
Cllr Mrs Brammer
Cllr M Brown
Cllr I Mann
Cllr P Nightingale

In attendance: Mrs A de Jager, Parish Clerk
Miss K Law, Assistant Clerk/Finance Officer

1. Apologies for Absence

None

2. Minutes of Previous Meeting

The minutes of the meeting of 17 July 2017 were approved as correct and signed. PROPOSED: Cllr I Mann SECONDED: Cllr P Nightingale and AGREED.

3. Sports Centre

3.1 Current financial position – the Finance Officer took members through the reports noting that student returning for the summer holidays had boosted income in the short term. The bill for the squash court and drainage repairs has been received and paid using the funds from Cllr D Brazier. Tennis income has increased as coached sessions are being offered on Saturday mornings, The Contract Cover is over budget due to staff illness. Income from Yoga and pilates has dropped and consideration is being given to reducing this to one class. Badminton income has also reduced as the Badminton Club have reduced their hire to one court and numbers for Junior Badminton have dropped. The payment schedule was discussed.

3.2 Cllr P Nightingale signed the current reconciled bank statements.

3.3 Sports Centre Budget 2018/19 – the Finance Officer took member through the Sports Centre Budget, noting that the Clerk and Assistant Clerk will take on some of the Reception Duties on a trial basis to keep costs down. Cllr M Brown thanked the Clerk and Assistant Clerk for undertaking the trial. Cllr I Mann PROPOSED that the Sports Centre Budget, with the provision for the grant from the Parish Council to remain unchanged is AGREED. SECONDED: Cllr M Brown and UNANIMOUSLY AGREED.

4. Parish Council

4.1 Current financial position – the Finance Officer took members through the reports. The second payment of the precept has been received. An application to open an account with Nationwide Building Society will be

investigated to allow the Parish Council funds to be spread between accounts to fall within the £85,000 protection of deposits at any one financial institution. Other income noted was the receipt of a Community Infrastructure Levy payment in the amount of £218.75. Members were taken through the year to date budget and the payments as per the schedule were NOTED.

- 4.2 Cllr P Nightingale signed the current reconciled bank statements.
- 4.3 The Internal Auditor's interim report was RECEIVED with the recommendation to consolidate the accounts of the Sports Centre and Parish Council was NOTED. Cllr Mrs Brammer PROPOSED that this recommendation is implemented. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED. This will be done for the current financial year.
Mrs de Jager and Miss Law left the meeting while item 4.4 was discussed..
- 4.4 Staff Salaries – Cllr M Brown PROPOSED that the salaries of the Clerk and Assistant Clerk be progressed by one increment point effective from 01 April 2018. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED. Cllr M Brown and the Clerk will carry out staff appraisals to reported back to this committee.
- 4.5 Grass Cutting Contract – Cllr I Mann PROPOSED that the Clerk is authorised to renegotiate the renewal of the grass cutting contract as per Financial Regulation 14.4. SECONDED: Cllr P Nightingale and UNANIMOUSLY AGREED.
- 4.6 Parish Council Budget 2018/19 - The Finance Officer took members through the draft budget, noting that the proposed precept increase of 13.4% would result in a balanced budget with no draw on general reserves. Cllr I Mann PROPOSED that the precept is set at £107,828 being a 13.4% increase on the precept. This equates to an approximate increase of £5.27 on a Band D property. SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED. This recommendation will go to the November 2017 Parish Council meeting for approval.

5. Dates of Future Meetings

The dates for the 2018 meetings of the Finance Committee were set as; 20 February 2018, 10 July 2018, 16 October 2018. All meetings will be held at 7pm in the viewing gallery of Ash Green Sports Centre.

The meeting closed at 8.53pm