

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held on Tuesday
09 July 2019 in the Viewing Gallery of Ash Green Sports Centre commencing
at 7.00pm

Present: Cllr V Ngwenya
Cllr Mrs Brammer
Cllr M Brown
Cllr J Kelly
Cllr I Mann

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

1. Election of Chairman

Cllr Mrs Brammer PROPOSED that Cllr V Ngwenya is elected Chairman for the 2019/20 year. SECONDED: Cllr M Brown and AGREED.

2. Apologies for Absence

Cllr P Nightingale.

3. Declaration of Interest

None

4. Minutes of Previous Meeting

The minutes of the meeting of 14 May 2019 were signed as a true record with the removal of 'PROPOSED that the...' is deleted from line 2 of 4.5 and 'on' is removed from line 3 of 4.6.

5. Parish Council

- 5.1 Current Financial Position – The Finance Officer took members through the reports, noting that the general reserves are sitting at approximately three and half times running costs and that 50% of the precept has been received. The Financial Services Compensation Scheme protects deposits up to £85,000. The Finance Officer will look into deposit terms that are being offered by other financial institutions and bring this information to the October 2019 meeting. 46.6% of the data protection budget has been used in the provision of individual councillor email addresses. Repairs to the squash court and air-conditioning will be carried out in August and will cost approximately £5,000 - £6,000. The grant for the Lunch Club has been received from Kent County Council. The pool table and table tennis table for the Youth Club have been replaced and £500 has been paid towards a paint-balling trip. This cost has been taken from the Youth Reserve. The Finance Officer took members through the payments.
- 5.2 The current reconciled bank statements were initialled by Cllr J Kelly.

- 5.3 Appointment of Internal Auditor – Cllr I Mann PROPOSED that the current internal auditor is appointed for the 2019/20 year and to include pensions in the scope of the audit. SECONDED: Cllr M Brown and AGREED.
- 5.4 Cllr I Mann PROPOSED that the signatories to the bank accounts and charge card are APPROVED unchanged for the year 2019/20. Signatories are the Chairman, Vice-Chairman, Chairman of the Finance Committee, Chairman of the Sports Centre Management Committee and two councillors. SECONDED: Cllr Mrs Brammer and AGREED.
- 5.5 Photocopier – The Clerk took members through the quotations. Cllr Mrs Brammer PROPOSED that the quotation from KCS for a 5 year contract is accepted. SECONDED: Cllr I Mann and AGREED.

6. Sports Centre

- 6.1 Current financial position – Members were taken through the reports noting that although a deficit of £511 is shown, no grant has been received from the Parish Council and that there has been an increase in membership and casual usage of the gym, making the current financial position better than in previous years. General reserves are currently just under three and half times running costs. All the machines in the gym will be serviced annually and a certificate displayed in the gym, the first service has been carried out. A new chest press and abdominal trainer have been purchased and the upright cycle will be replaced. The contract cleaning budget will be exceeded as we have introduced quarterly deep cleaning of the showers and toilets and the carpets have been cleaned. Sevenoaks District Council has waived the rates for another year. Yoga numbers have not increased, but spread over the two classes with the introduction of the second class on a Wednesday. The payments made since the last meeting were NOTED.
- 6.2 Cllr J Kelly initialled the current reconciled bank statements.
- 6.3 Parish Council Support Grant – Cllr J Kelly PROPOSED that the level of the grant remains at £15,000, to be drawn down if needed with approval from the Finance Committee or in agreement with the Chairman of the Parish Council, Finance Committee and Sports Centre Committee and that up to £7,500 may be paid to the sports centre if required to carry out the maintenance and replacement cycle as previously discussed. SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.
- 6.4 Cllr Mrs Brammer PROPOSED that a request to the Parish Council for authorisation to carry out exploratory work and report on the roof of the squash court to establish details of the level of repair required up to a value of £5,000.00 is placed on the next Parish Council Agenda. SECONDED: Cllr I Mann and AGREED.

7. Dates of Future Meetings

The date of the next meeting of the Finance Committee was set for
29 October 2019

The meeting closed at 7.56pm

Signed: Date:
Chairman