

Ash-cum-Ridley Parish Council
Minutes of a meeting of the Finance Committee held at Ash Green Sports
Centre on Tuesday 15 February 2022 commencing at 7pm

Present: Cllr V Ngwenya
Cllr Mrs Brammer
Cllr I MacLeod
Cllr M Manley
Cllr P Nightingale

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

1. Apologies for Absence

Cllr M Brown (ill) and Cllr S Fishenden (work). The apologies and reasons for absence were accepted.

2. Declaration of Interest

Cllr Mrs Brammer declared an interest in item 4.4 as her granddaughter works for one of the companies.

3. Minutes of Previous Meeting

The minutes of the meeting of 07 November 2021 were agreed and signed.

4. Parish Council

4.1 Current Financial position - The Finance Officer advised that the accounts are showing a surplus of approximately five and a half times running costs. There is £15,000 in the Sports Centre Reserve and £7,500 will be transferred to the Sports Centre. £2000.00 in the CIL is the Parish Council's contribution to the Electric Vehicle Charging Points for New Ash Green. The Youth Reserves remain as there has been no provision this year due to COVID. Members were taken through the Income and Expenditure heading noting that the Government offer of 1.75% increase has not been accepted by the unions for the 2021/22 year and any increase will have to be back dated to 01 April 2022. The Assistant Clerk salary is over budget due to the overtime worked. Satswana has been employed as Data Protection Officer for the Sports Centre. Office costs are over budget as a credit of £800 is due from BT. A projector and screen have been purchased. Refurbishment is overbudget with the replacement of the squash court roofs. Hodsoll Street grass-cutting is over budget as there have been additional cuts. Lunch Club – the figures had to be restated to comply with changes to the AGAR, so the Cook's wages are no longer included. Applications have been submitted for two grants:

KALC – Containment Outbreak Management Fund for the Parish Council.

Sevenoaks District Council – Omicron Hospitality Grant – Additional Restriction Grant for the Sports Centre.

The Payments and Receipts were NOTED.

4.2 The current reconciled bank statements were initialled by Cllr P Nightingale.

4.3 Cllr P Nightingale PROPOSED that the payment of the grants authorised by the Parish Council in the 2022/23 budget are APPROVED as follows:

- Green Sports Centre up to £15,000.00 as required.
- Thursday Lunch Provision running costs up to £3,400.00

SECONDED: Cllr Mrs Brammer and AGREED.

It was NOTED that the Internal Audit took place on 26 October 2021.

4.4 Cllr M Manley PROPOSED that the payment of the following accounts by direct debit/standing order for the year 2022/23 are AUTHORISED:

- British Telecom,
- Iris Payroll
- the People's Pension.
- Veolia

SECONDED: Cllr P Nightingale and AGREED.

4.5 Cllr Mrs Brammer PROPOSED that the use of the Parish Council charge card for the purchase of items on-line for the Parish Council and Sports Centre with a limit of £500 in any one month for the year 2022/23 is AUTHORISED. SECONDED: Cllr M Manley and AGREED.

4.6 Cllr P Nightingale PROPOSED that the use of the Parish Council charge card by the cook for the purchase of ingredients for the Thursday Lunch Provision for the year 2022/23 is AUTHORISED. SECONDED: Cllr M Manley and AGREED.

4.7 Cllr M Manley PROPOSED that the monthly payment of Office 365 for the Parish Clerk and Assistant Clerk in the amount of £18.80 plus VAT by Business Charge Card is AUTHORISED. SECONDED: Cllr Mrs Brammer and AGREED.

4.8 It was AGREED to ask Cllrs M Brown and S Fishenden to review the Effectiveness of the System of Internal Audit for the next meeting of the Finance Committee.

4.9 Review of the Financial Risk Assessment – it was AGREED that Cllrs M Brown and S Fishenden will be asked to carry out the review.

4.10 Review of the Financial Regulations – it was AGREED that Cllrs M Brown and S Fishenden will be asked to carry out the review.

4.11 It was NOTED that the internal audit will be carried out on 17 May 2022.

5. Sports Centre

5.1 Current financial position – The Sports Centre is showing a deficit of £7,431.00. We have started a new offer introducing a variety of classes. The offer allows people to attend any classes they want free of charge for one month. This is proving popular with nearly 70 new people

through the door. The website and facebook pages will be updated tomorrow. Currently, we have 2.46 times running costs, including £7,500 grant from the Parish Council.

Members were taken through the I & E noting that the cost of delivery of flyers will come from advertising. There has been an increased demand for squash and we will out perform the budget. Badminton continues to be popular and we have 61 new racket members. Studio sessions have not recovered from COVID restrictions as many people have found alternative ways to keep fit. Staff wages are below budget as the Clerk and Assistant Clerk have been covering for holidays and sickness. We will start a 12 week trial for the classes and reception will be covered by the Clerk and Assistant Clerk for the morning classes. Equipment – a new cross trainer has been purchased to replace the existing one which cannot be repaired. New signage will be investigated. Members were taken through the payments noting the front door lock has been replaced and an instalment on the music licence have been paid.

- 5.2 The current reconciled bank statements were initialled by Cllr P Nightingale.
- 5.3 The Sports Centre budget for 2022/23 will be reviewed at the next Sports Centre Management Committee meeting.
- 5.4 Cllr P Nightingale PROPOSED that payment of the following accounts by direct debit for the year 2022/23 are AUTHORISED:
 - Barclaycard
 - Take Payments

6. **Date of Next Meeting**

The date of the next meeting of the Finance Committee will be set and members advised

The meeting closed at 8.04pm

Signed: Date:
Chairman