

**Ash-cum-Ridley Parish Council**  
**Minutes of a meeting of the Finance Committee held on Tuesday**  
**18 May 2018 in the Viewing Gallery of Ash Green Sports Centre commencing**  
**at 7.22pm**

Present: Cllr Mrs Brammer  
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**

Cllr V Ngwenya

**2. Declaration of Interests**

None

**3. Minutes of Previous Meeting**

The minutes of the meeting of 20 February 2018 were approved as correct and signed. PROPOSED: Cllr I Mann SECONDED: Cllr P Nightingale and AGREED.

**4. Parish Council and Sports Centre**

- 4.1 . The accounts for the year ended 31 March 2018 for the Parish Council and Sports Centre were RECEIVED and NOTED. The Finance Officer took members through the Year end accounts for the Parish Council explaining the level of reserves, noting that general reserves have fallen below the budgeted level due to the purchase of the Speed Indicator Device, traffic mirror and defibrillator battery. General Reserves are approximately 2.3 months running costs. It was NOTED that due to the current contractor agreeing to continue for another two years, the ground maintenance reserve has not been used and this could be vired to General Reserves if required. The Sports Centre ended the year with a small surplus. Savings were made in staff costs due to the restructuring of the rota with the Clerk and Assistant Clerk covering two reception shifts a week. Pilates classes have been stopped as they were making a loss.
- 4.2 Current financial position of the Parish Council and Sports Centre – the Finance Officer took members through the accounts noting that the minimum wage increased to £7.83 with effect from April 2018 and the employer pension contributions have increased to 2%. All budgeted reserves have been transferred to the relevant reserve accounts. It was suggested that the Sports Centre Grant be placed in a Sports Centre Reserve instead of being paid to the Sports Centre and then at the quarterly Sports Centre Management Committee Meetings, funds are drawn as required. This would result in the Sports Centre only

drawing sufficient funds to maintain the Sports Centre with a maximum limit of £15,000. Cllr Mrs Brammer PROPOSED that this is adopted. SECONDED: Cllr I Mann and AGREED. It was NOTED that the costs relating to GDPR compliance were not included in the budget and will be drawn from General Reserves.

Payments for both the Parish Council and Sports Centre were NOTED.

- 4.3 Cllr P Nightingale signed the current reconciled bank statements prior to the start of the meeting.
- 4.4 It was NOTED that the Internal Audit for the Parish Council and Sports Centre have been completed.
- 4.5 Standing Orders – a review of the draft Standing Orders was carried out and Cllr Mrs Brammer PROPOSED that the Standing Orders as amended are approved for recommendation to the Parish Council for adoption.
- 4.6 Fixed Assets Review – the review of the Fixed Asset Register was carried out and Cllr I Mann PROPOSED that it is recommended for confirmation by the Parish Council. SECONDED: Cllr P Nightingale and AGREED.

## **5. Dates of Future Meetings**

The dates of future meetings for 2018 were set as 10 July 2018 and 16 October 2018. All meetings will be held at 7pm in the viewing gallery of Ash Green Sports Centre.

The meeting closed at 8.42pm