

**Ash-cum-Ridley Parish Council**  
**Minutes of a meeting of the Finance Committee held on Wednesday**  
**01 March 2017 in the Viewing Gallery of Ash Green Sports Centre**  
**commencing at 7pm**

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

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

**1. Apologies for Absence**

All present

**2. Minutes of Previous Meeting**

The minutes of the meeting of 08 November 2016 were approved as correct and signed with the correction to the precept value to £95,090 and not £98,050.

**3. Parish Council**

- 3.1 Current financial position- the Finance Officer took members through the reports noting that the increase in wages will result in a budget deficit at year end. It is projected that General Reserves will increase due to the receipt of the grant from Kent County Council for the Lunch Provision and that no payment will be made to the Northfield Management Committee this year. The introduction of the Pension contributions and the methods of reporting were discussed and will be looked into by the Finance Officer. The overspends and the reasons for the overspend were discussed and noted. Due to the New Ash Green 50<sup>th</sup> Anniversary Celebrations, an additional date will be added to the Family Fun Days for 2017, incurring additional costs.
- 3.2 Cllr V Ngwenya PROPOSED that a 1% increase is awarded to the Cook effective 01 April 2017. SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.
- 3.3 Cllr J Kelly signed the current reconciled bank statements.
- 3.4 Health & Safety Policy – Cllr M Brown PROPOSED that the draft Health & Safety Policy is recommended to the Parish Council for adoption with the addition of 'and visitors' to 1.1 ... our employees.. SECONDED: Cllr I MANN and UNANIMOUSLY AGREED.
- 3.5 Risk Management – Cllr I Mann PROPOSED that the draft Risk Management Policy Statement and the draft Risk Management Strategy are recommended to the Parish Council for adoption. SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.
- 3.6 Risk Assessment Schedule – It was AGREED to add another column and to continue populating the spreadsheet. Cllr Mrs Brammer PROPOSED

that the Risk Assessment Schedule is ADOPTED. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.

- 3.7 Review of the Effectiveness of the System of Internal Audit – Cllrs I Mann and J Kelly AGREED to carry out the review on Monday 6 March 2017 for recommendation to the Parish Council.
- 3.8 Financial Regulations – Cllrs Mrs Brammer and V Ngwenya AGREED to carry out the review on Friday 10 March 2017.
- 3.9 Financial Risk Assessment – Cllrs Mrs Brammer and V Ngwenya AGREED to carry out the review on Friday 10 March 2017.
- 3.10 Standing Orders – Cllrs M Brown and P Nightingale AGREED to carry out the review of Standing Orders.
- 3.11 Assets Register – members were taken through the Asset Register, noting that the purchase price of assets is recorded and reflected on the Annual Return and the replacement value is recorded for insurance purposes. This document will be brought back to the Committee at the next meeting.

#### 4. **Sports Centre**

- 4.1 Current financial position – members were taken through the reports and it was NOTED that the Sports Centre usage and income had increased. It was NOTED that Cllr D Brazier has approved a grant to the Sports Centre for the repairs to the squash court roofs and for the provision of lockers. Members were taken through the list of payments.
- 4.2 It was NOTED that the minimum wage will increase from £7.20 to £7.50 with effect from 01 April 2017 and the salaries of the Reception staff salaries would increase accordingly. Cllr I Mann PROPOSED that the Gym Instructor is awarded an increase of 30p per hour with effect from 01 April 2017. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
- 4.3 Cllr J Kelly signed the current reconciled bank statements.

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

The dates of the meetings of the Finance Committee for 2017 were set as follows:

22 May 2017

10 July 2017

09 October 2017

All meetings will be held at 7pm in the viewing gallery of Ash Green Sports Centre

The meeting closed at 8.02pm

Signed: ..... Date: .....  
Chairman