

**Ash-cum-Ridley Parish Council**  
**Minutes of a meeting of the Finance Committee held on Tuesday**  
**12 February 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  
Cllr P Nightingale

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

**1. Apologies for Absence**

None.

**2. Declaration of Interest**

Cllr P Nightingale declared an interest in item 5.1 Salaries as his partner is a member of staff.

**3. Minutes of Previous Meeting**

The minutes of the meeting of 23 October 2018 were signed as a true record.

**4. Parish Council**

- 4.1 Current financial position- the Finance Officer advised that the current general reserves are sitting at £44 000.00 which equates to approximately four times the monthly running costs. She took members through the detailed Income & Expenditure Statement highlighting the receipt of Community Infrastructure Payment, and explaining the variances in the budgeted and actual expenditure; the audit costs now include the Sports Centre as they are reported under one Annual Governance statement. Burial Ground income is higher than budgeted for, the Sports Centre has not required the full allocation of the grant and no further payment is expected for this financial year. Substantial repairs are required to the Squash Court roofs, on advice from the Internal Auditor the Sports Centre Management Committee requested that the Finance Committee gives consideration to requesting a solicitor to give their view on our legal position as defined in the lease between Kent County Council and Leigh Academies Trust. The Internal Auditor advised that it would be in order to apply for a Public Works Loan to carry out the repairs as they will be substantial. Two contractors who examined the roof both advised that the roof needs to be replaced, but are not in a position to quote as they will not know what work is required until they have lifted the old roof. Cllr J

- Kelly PROPOSED that a legal opinion is sought with quotes obtained and circulated to the Chairman, Vice Chairman and Chairman of the Finance and Sports Centre Management Committee for determination. SECONDED: Cllr M Brown and AGREED.
- 4.2 The current reconciled bank statements were initialled by Cllr P Nightingale.
- 4.3 Cllr Mrs Brammer PROPOSED that payment of the grants for the year 2019/20 to Ash Green Sports Centre £15,000.00, as required and to the Thursday Lunch Club up to a value of £1,000.00 are APPROVED. SECONDED: Cllr I Mann and AGREED.
- 4.4 Cllr P Nightingale PROPOSED that the payment of the following accounts by direct debit for the year 2019/2020: British Telecom, Iris Payroll and the Peoples Pension are AUTHORISED. SECONDED: Cllr I Mann and AGREED.
- 4.5 Cllr M Brown 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 is AUTHORISED. SECONDED: Cllr J Kelly and AGREED.
- 4.6 Review of the Effectiveness of the System of Internal Audit. It was AGREED that Cllrs J Kelly and P Nightingale will carry out the review at a date that is mutually convenient.
- 4.7 Financial Regulations – a review of the Financial Regulations was carried out with amendment to the Thursday Lunch Club float. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr J Kelly and AGREED.
- 4.8 Financial Risk Assessment – The review was carried out with the inclusion of his or her to previous references to her on page 3. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr V Ngwenya and AGREED.
- 4.9 It was NOTED that the Internal Audit was carried out on 11 February 2019 and the audit will be completed at the end of April 2019.

**The following item was discussed under confidential matter.**

5. **Salaries** – it was NOTED that the minimum wage will be increased from 01 April 2019. Cllr M Brown PROPOSED that the salaries are adjusted in accordance with the regulations and the comparable increases for the Fitness Instructors are APPROVED: SECONDED: Cllr V Ngwenga and AGREED: FOR: 5 AGAINST: 0 NO VOTE: 1 Cllr Mrs Brammer PROPOSED that a 2% increase in the Cook's wages is APPROVED. SECONDED: Cllr I Mann and AGREED.

**6. Sports Centre**

- 6.1 Current financial position – Members were taken through the reports noting that the Sports Centre is performing better than at the same time last year and will not require the full Parish Council grant this year. The detailed Income & Expenditure Statement was discussed noting the introduction of additional Gentle Exercise and Yoga classes and a Quiet Time membership. Junior Badminton will stop due to lack of support from the public.

6.2 Cllr J Kelly initialled the current reconciled bank statements.

**7. Dates of Future Meetings**

The dates for the meetings of the Finance Committee for 2019 were set as follows:

14 May 2019

09 July 2019

29 October 2019

The meeting closed at 7.55pm

Signed: .....  
Chairman

Date: .....