



# COXHEATH PARISH COUNCIL

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## MINUTES of the FINANCE COMMITTEE MEETING held in the Parish Office, Coxheath Village Hall, Thursday 19<sup>th</sup> November 2019

Present: Present: Cllrs C Parker ( Chairman ) ; E Potts; C Bird;  
I Bowie (Clerk) ;

### 1. Apologies for Absence

Apologies were received from Cllrs : C Skinner; J Wilson; K Woollven.

### 2. Representations from Members of the Public

There were none

### 3. Items to be taken under Part 2 Procedure

There were none

### 4. Minutes of the previous meeting – 22 August 2019

The minutes of the last meeting held on 22<sup>nd</sup> August 2019 were confirmed and signed as a true and correct record of the meeting.

### 5. Matters Arising from the minutes:

Multi Use Games Area quote / contract – ongoing

Waste Bins – Ongoing

Parish Website – It was agreed to recommend that funds were made available for 2019-20 for the set up of the new website.

### 6. Parish Policies:

**It was agreed to recommend that the following policies were adopted :**

Finance Committee Terms of Reference; NALC Model Financial Orders.

The finance committee will further review the Grants policy and Reserves Policy at the next Meeting.

### 7. Banking:

(i) **Banking Mandate** - It was agreed to recommend that the Coxheath Current Account mandate was changed from requiring two signatories to one. This would enable the account to be changed to online banking.

(ii) **Additional Bank Accounts** - It was agreed to recommend that the PC proceeds to open an additional bank account once the first payment for the MUGA had been made.

### 8. To consider the Budget 2020/21:

(i) **To review the 2019/20 spend forecast.**

The Chairman tabled the report showing the precise breakdown of the projected spend for the 2019-20. It was agreed to recommend that the remainder of the section 137 grant was paid to the RBLI (£500). It was agreed to recommend that the report was accepted by the parish council.

(ii) **To agree budget groups for 2020/21.**

The Chairman tabled a report showing the precise breakdown of the budget groups for 2020/21. It was agreed to recommend to the budget groups, as presented, to the full parish council on the 26<sup>th</sup> November 2019.

Irene Bowie Clerk to Coxheath Parish Council  
Pollyfield Cottage Scragged Oak Road, Detling, Kent ME14 3HD

- 9. To consider the precept and parish service scheme 2020/21:**  
The Chairman tabled the proposed precept and parish services scheme for 2020/21. It was agreed to recommend these to the parish council at the 26<sup>th</sup> November meeting.
- 10. To receive correspondence/reports:**  
**(i)** Coxheath Twinning Association- It was agreed to recommend that a prize would be given to the association for their next meeting.
- 11. Agenda items for the next meeting:**
- 12. Date of Next Meeting:**  
**20<sup>th</sup> February 2020**

**Signed :** *Clive Parker*

**Chairman**

**Date:** 20.02.20