



## Coxheath Parish Council

### Finance Committee Meeting Minutes from the meeting held on the 5<sup>th</sup> May at 7:30 pm in the Village Hall

Present: Cllrs: C Parker (Chairman) , C Bird, E Potts, E Small, K Woollven.  
Also present: I Bowie ( Clerk).

#### PRIOR TO THE START OF THE MAIN MEETING:

*Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed There were no members of the public present.*

#### 1. Apologies for Absence:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were none

#### 2. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none.

#### 3. Consideration of items to be taken in private (Exclusion of Public and Press):

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none

#### 4. Minutes of the previous meeting – 10<sup>th</sup> February 2022. It was RESOLVED that the minutes were confirmed as a correct record and signed by the Chairman.

#### 5. Matters Arising from the Minutes:

- 5.1 Update on Disabled access gates at the play area. It was AGREED to obtain a new quote from Tate for 3 gates
- 5.2 Cost of iPads for Councillors to reduce the amount of printing and to improve access to documents and information. It was AGREED that the finance committee would recommend to the full council the purchase of 6 Microsoft Surface Go 310.5 inch Pentium 4GB 84GB 2-in1 laptop and tablet. The cost per tablet was noted as £468.89 but attempts would be made to achieve a lower price. It was AGREED to recommend six Cllrs trial the laptops/tablets .
- 5.3 Cost of 2 Soldier Silhouettes for the next Finance Committee Meeting.  
It was AGREED to recommend to the full council the purchase a pair Tommy Statues from the Royal British Legion. The Coxheath crest would be placed on the base and the word to be chosen by the full Council. Total cost £350
- 5.4 Clerk to follow up the tree contractor re the planned Level 2 works it was AGREED to accept the Recommendation of the contractor to plant Hornbeam Trees for the Queens Jubilee due to the acidity of the soil. The trees would be planted in October.

#### 6. Finance:

- 6.1 Bank Reconciliation  
The combined bank reconciliation as at 31<sup>st</sup> March 2021 was confirmed as £244,642.92
- 6.2 Accounts 2021-22 (Unaudited) The accounts were circulated to members.
- 6.3 AGAR 2021-22 ( Draft). It was reported that the AGAR had not yet been signed by the Internal Auditor.
- 6.4 Banking Arrangements. To conform that Cllr Woollven would be added to the Unity Bank Mandate.

#### 7. To review Parish Policies: There were no changes to any policies. It was AGREED to recommend to the full council that all existing policies were re adopted.

It was AGREED that the Clerk would produce a Parish Council Computer and IT Security Policy for the 24<sup>th</sup> May meeting of the parish council

**8. To receive correspondence/reports:**  
**There were none**

**9. Agenda items for the next meeting:** To be sent to the Clerk

Signed :

Chairman

Date: