



Coxheath Parish Council Finance Committee

Minutes from the meeting held on the 14th November 2024 at 7:00 pm in the Parish Office Coxheath Village Hall .

Present: Cllrs: C Parker (Chairman), C Bird, G Crickett, E Potts
In attendance: 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 public representations.

1. To Elect a Chairman.

RESOLVED: that Councillor Parker was elected as Chairman of the Finance Committee.

2. 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.

3. 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.
Councillor Parker declared an interested in a late finance matter pertaining to the Village Hall.

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 should be excluded from the meeting because of its confidential nature. One late item of Finance would be discussed at the end of the meeting.

4. Minutes of the previous meeting.

RESOLVED: That the minutes of the Finance Committee Meeting held on the 25th of April 2024 were taken as read, confirmed as a correct record by majority, and signed by the Chairman.
(3 Votes for and 1 abstention)

5. Matters Arising from the Minutes:

- 5.1 Unity Bank Update. The mandate had been signed and sent to Unity Bank.
- 5.2 Laptop. To be purchased when the Unity Bank Account had been opened.

6. Finance:

- 6.1 Bank Reconciliation. The reconciled balance of £363,716.25 was noted.
- 6.2 To consider the virement of budget allocations 2024/25
RESOLVED: To recommend that underspent funds from 2023/24 would be allocated evenly between the Seasonal Events working Group and The Environmental Initiatives Working Group.
- 6.3 To review section 106 expenditure 2024/25. The Section 106 expenditure was reviewed. **It was AGREED to recommend that allocated S106 Funds could be utilised for the building of a pavilion.**
- 6.4 To review CIL Expenditure 2024/25. It was noted that available CIL had been utilised.
- 6.5 To receive the NALC pay scales for the period 2024/2025. These were noted.
It was AGREED to recommend that the Clerks Salary would be increased in line with the NALC pay scales.

7. To consider the Draft Budget 2025/26
 - 7.1 To review the 2024/25 spend forecast. It was noted that the spend to end of September 2024 was £43,642 against a budget of £128,000. The underspend forecast spend for year end 2024/25 was agreed as £100,475.
AGREED to recommend to the Full Council the selection of three local charities to receive £600 each from the allocated budget.
 - 7.2 To agree draft budget groups for 2025/26. The budget groups for 2025/26 were agreed.
RESOLVED: To recommend a budget of £118,000 for 2025/25 to the Full Council.
8. To consider the draft precept demand for 2025/26/
RESOLVED: To recommend a precept demand for 2025/26 of £104,369 which represents a 0% increase over the previous year.
9. **S137 2024/25.** The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England. Section 137 was noted as 10.81 per elector.
10. **To receive correspondence/reports: There were none.**

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 should be excluded from the meeting because of its confidential nature.

The Clerk reported that there was a late matter pertaining to the Village Hall. Councillor Parker having declared an interest, as a Trustee of the Village Hall Management Committee, left the room and did not vote nor comment on a late financial matter.

AGREED: The matter would be referred to the Full Council for decision.

These minutes are not a verbatim record of the meeting, but a record of resolutions made.

There being no further business to be transacted the meeting was closed.

Chairmans Signature:

Date:

Name (Please print)