



Coxheath Parish Council Finance Committee Meeting

Minutes from the meeting held on the 25th April 2024 at 7:00 pm in the Parish Office Coxheath Village Hall .

Present: Cllrs: C Parker (Chairman), C Bird, 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 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.

RESOLVED: That the minutes of the Finance Committee Meeting held on the 15th February 2024 were taken as read, confirmed as a correct record, and signed by the Chairman.

5. Matters Arising from the Minutes:

- 5.1 Unity Bank Update. It was AGREED to recommend that a new mandate was signed. It was AGREED to recommend that £80,000 was transferred when the account had been opened.
- 5.2 New Laptop. It was AGREED that a budget of £1000 should be recommended to the full council.
- 5.3 Play Areas & Scout Hut Car Park. The Clerk reported that MBC Cllr Parfitt-Reid was following up directly with MBC. It was AGREED that the Clerk would establish if Fairhurst Drive would be within the boundary of East Farleigh Parish Council after the MBC Boundary changes.
- 5.4 New high-interest account for Reserve funds. It was RESOLVED at the 27th of February meeting of the Full Council that The Parish Council would open and invest £80,000 in the Churches, Charities and Local Authorities (CCLA) Investment Management Limited.CCLA Public Sector Deposit Fund. Clerk to progress It was AGREED at to the full Council. This was NOTED.

6. Finance:

- 6.1 Receipts of Income. The receipts of income were noted.
- 6.2 Bank Reconciliation. The Bank reconciliation for March 2024 was noted as £ 295,108.34
- 6.3 To review Section 106 objectives 2024/25. To be confirmed by the Chairman.
- 6.4 To review Section 106 and CIL Expenditure 2023-24. It was noted that all CiL Payments had been spent.
- 6.5 VAT Claim 2023/24. The VAT Claim for 2023/24 was noted as £12,475.52
- 6.6 To consider the virement of budget allocations 2024/25. Deferred to the next Finance Committee Meeting

7. To review the draft Annual Governance and Accountability Return (AGAR).

It was AGREED that the draft AGAR and supporting documents would be reviewed in full before the next Parish Council meeting.

It was AGREED that Councillor Parker would provide an updated Asset Register to accompany the 2023/24 AGAR.

8. To consider :

- 8.1 Statement of Internal Control. It was AGREED that several amendments be made and the policy reviewed at the next meeting of the Finance Committee.
- 8.2 Procedures & Policy for Authorisation of Payments. Deferred to the next meeting.
- 8.3 Statement of Approved Direct Debits and Standing Orders 2024/25. Deferred to the next meeting.

9. To consider any late finance matters:

It was AGREED to recommend to the full council a donation of £600 to the KSS Air Ambulance.
It was AGREED to recommend to the full council that Holy Trinity Church would be reimbursed for the supply of electricity for the Parish Council Christmas Lights.
It was AGREED To review the Terms of Reference for the Finance Committee at the next meeting.

10. To receive correspondence/reports: There were none.

11. Agenda items for the next meeting:

Policy Review/
Christmas Lights

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 Chairman closed the meeting at 8:05 pm.

Signed by:

Signature:

Date:

Chairman: