

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY AND MATFIELD PARISH COUNCIL
HELD ON WEDNESDAY 15th MARCH 2023, AT 11.30am, AT MATFIELD PAVILION**

Present: Cllr J. Buttery; Cllr Amanda Wells (Chair); Cllr Christine Churchill; Cllr Andrew Dewdney; RFO Panetta Horn

In attendance: C. Brooks (Clerk)

1. Appointment of Chair

Discussion took place on candidates for the Chair and Committee membership which will be reviewed at the Annual Meeting on 2nd May.

2. Apologies for absence

Apologies were received from Cllr Stout.

3. Declarations of interest on any item on the Agenda

No Declarations of interest were received.

4. Review of Minutes of the last meeting of this Committee

The minutes of the Finance Committee meeting of 23 November 2022 were reviewed and it was concluded that all actions, other than points addressed in meeting agenda today, had been undertaken.

5. Review Financial Regulations

Given that a review of the Financial Regulations had been completed in December 2022, it was decided that no amendments were required and they should be reviewed again in a year's time.

6. Interim Internal audit report November 2022

The new Internal Auditors, Mulberry had provided an extensive initial audit. The content of this report was considered and no action required.

7. Budget Monitoring

7.1 A comparison of 2022/23 budget to actual spend

A review was undertaken and the overspend and underspends noted. The reasons for all differences were discussed and accepted.

7.2 Roll over of budget provision and accruals.

Changes in requirements for budgets were discussed but no costed proposals were available at this stage so budgets agreed in December 2022 will be used for 2023/24. These projects are: Electric Charging points on Matfield Green (Cllr Wells); Playground in Matfield Village (Pending approval of Clarendon development; Village Transport using Weald Link (Cllr Buttery).

A list of items to be accrued was discussed and the RFO will circulate a list for approval at the next Council Meeting on 3rd April.

ACTION: RFO

8. Draft Budget and Precept 2023-24 - timeframes

The timeframes were agreed for the 2023/24 budget as follows.

June/July/August: Request to Councillors for expenditure requirements to be suggested, including quotes.

Wed 6th Sept 11.00: First working draft budget meeting (RFO/Clerk and Chair of FinCom).

Mon 2nd Oct: PC Meeting: - First draft of budget for comment.

Wed 8th Nov 11.00: FinCom second budget meeting early November (including allotment/pavilion fees etc)

Mon 4th Dec: Full PC approval of budget and precept.

9. Income and Fees - information

The Committee discussed existing income streams including allotment fees, Pavilion booking and licences. Other income such as s.106 payments and donations related to the pond were outlined.

10. Contracts

10.1 Renewal of Contracts and Suppliers

The meeting was appraised of the existing contracts and increase in prices for Churchill's contract to clean the toilets. It was agreed that the PHS contract for feminine hygiene bins was no longer required following the discontinuation of Guides meetings being held at Pavilion. Sanitary bags will be supplied instead and disposed of in the general waste bins.

Action RFO

10.2 Appraisal of current Contracts held

It was noted that the SIDS charging contract needs to be added to the list of current Contracts held and that some dates had expired. The RFO agreed to update the list and verify all dates accordingly.

Action RFO

11. Direct Debits/ Standing Orders – information

A list of Direct Debits was circulated for information; this will be provided to the AM on 2nd May.

Action: RFO

12. Asset Register – Review

A copy of the updated Asset Register (February 2023) was discussed. RFO will ensure this is updated in time for the end of year AGAR.

Action RFO

13. Salary and Pension

13.1 Clerks Pay review following completion of ILCA to CILCA, per Clerk's appraisal August 2022. It was decided that this should be discussed by the Employment Panel and the implications on Salary expenditure to be advised to RFO if there are amendments.

Action: Cllr Buttery

14. Section 106 funds – information

14.1 Funds currently held by TWBC

The amount available from the Fernham development is **£78,134.33**. It was agreed that due to the high inflation it would be prudent to spend section 106 money as soon as possible as it is not index linked or qualifying for interest. Spending for relevant recreational projects at Porters Wood and Brenchley Rec are qualifying projects.

Action: RFO

15. Bank Accounts

15.1 Charity Bank Account

Discussion on what should happen to the funds deposited in the Charity Bank account when the bond matures in September. The CCLA offers a good alternative to a standard deposit account, giving quick access to funds and pays dividends monthly. It was agreed that further investigation into these accounts is required before a proposal can be put to full Council.

Action: Cllr Buttery

15.2 Deposit Account

As the CCLA account will not be a standard deposit account, it was agreed that there remains a need for a deposit account. The RFO agreed to investigate which accounts are currently available following the turmoil in Business Banking accounts offered.

Action: RFO

16. Date of next Meeting

Internal budget-setting meeting Wednesday 6th September 2023, 11am

Finance Committee meeting Wednesday 8 November 2023, 11am