



BRENCHLEY AND MATFIELD PARISH COUNCIL
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**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY AND MATFIELD PARISH COUNCIL
HELD ON WEDNESDAY 23rd OCTOBER 2024 AT 9.30 AM AT MATFIELD PAVILION**

Present: Cllr J. Buttery (Chair); Cllr Nina Thompson; Cllr Andrew Stout; RFO Panetta Horn
In attendance: C. Brooks (Clerk)

1. Apologies for absence

Cllr Dewdney did not attend.

2. Declarations of interest on any item on the Agenda

No declarations of interest were received.

3. Review of Minutes of the last meeting of this Committee 14.08.2024

The RFO confirmed that security provided by our software host, Microshade, includes Cyber Security protection. Cllr Buttery to review the NALC cyber security guide in due course.

Action: Cllr Buttery

4. Audits

4.1 Year End 31 March 2024 External Audit Report

It was noted that this report had been received by full council on 2nd September 2024.

4.2 Review of 23-24 Year End Internal Audit Report

It was noted that this report had been received by full council on 13th May 2024.

5. Finance and Governance Risk Register

It was recommended that references relating to the protection surrounding the £85k government guarantee would be reworded to clarify the differing positions for CCLA and Unity Trust. This amended register will be submitted to full council on 4th November with the recommendation to approve its adoption.

RECOMMENDATION: That the Council adopts the Finance and Governance Risk Register as amended.

6. Review of s.106 funds available for drawdown

The drawdown Schedule was circulated and it was noted that there is currently £33,341 remaining from the Fernham s.106 with a drawdown of approximately £6k for the two table tennis tables anticipated.

7. Contracts

7.1 Update on Contracts and suppliers

The Contracts list was circulated for information and it was noted that notice has been given to terminate the PHS contract from January 2025 following appalling service. The Clerk is to commence arrangements for the PHS flowsavers to be replaced as soon as convenient by Grovehurst Plumbing, as had been previously resolved by the Full Council.

Action: Clerk

7.2 Update on Utilities

All utility contracts are now finalised with direct debits in place. The credit with Everflow has been offset against all payments since June and will be fully utilised with the November payments. SSE have

presented invoices for the period December 2023 to August 2024, which will be paid with the November Accounts Payable and a direct debit will commence in November for ongoing bills.

8. Review of Direct Debits/Standing Orders

A current list of Direct Debit and Standing Orders was circulated for information.

9. Bank Accounts

9.1 Unity

Two accounts are in operation with balances as at 16.10.24 of:

Current £19,581.60

Instant Access £54,637.19

All Councillors are or will shortly be authorised signatories.

9.2 CCLA

CCLA balance £108,885.38 as at 30.09.24

It was agreed that Cllr Thompson should be added as a fourth authorised signatory.

Action: RFO

10. Income and Fees

10.1 Income

Current and anticipated income streams as detailed in the draft budget were discussed.

10.2 Fees and Licences

The following fee levels were recommended:

To leave the licence fees for MGCC unchanged for 2025-26.

The groups for whom free use of the Pavilion is available are to remain unchanged being: Love Matfield Society, Tunbridge Wells area Committee of KALC, Paddock Wood Community Advice Centre and Warm Spaces initiative.

The 2 hour Table Tennis Sessions to remain £25 per session (given the frequency of the booking) year-round.

Pavilion Hire Agreement terms from April 2025 to be increased to offset additional heating costs.

Meetings/events inc beverages only

May to Sept inclusive: up to 2 hours £25

3 hours £35

Subsequent hours £10

Oct to April inclusive: up to 2 hours £30 (increased from £29)

3 hours £42.50 (increased from £41)

Subsequent hours £12.20 (increased from £12)

Parties including food and beverages

May to Sept inclusive: 3 hours £60

4 hours £70

Subsequent hours £10

Oct to April inclusive: 3 hours £70 (increased from £66)

4 hours £80 (increased from £78)

Subsequent hours £12.50 (increased from £12)

Allotment Fees to remain unchanged at 60p per sqm per annum for 2025-26. Cllr Thompson and RFO to liaise to put forward proposals for the 2026-27 prices, to be agreed and communicated to tenants by end March 2025.

Action: RFO and Cllr Thompson.

RECOMMENDATION: That the Council approves the suggested Allotment Fees and Pavilion Licenses and fees from 1.4.25.

11. Budget Monitoring

The YTD expenditure against budget and YE forecast were noted.

12. Draft Budget and Precept 2025/26

The draft budget and precept for 2025/26 was adjusted to result in a budget of £156,165 and a precept of £143,000 to Full Council for Approval in November, the tax base being awaited.

13. Date of next Meeting

It was agreed that the next meeting will take place in March with the exact date to be confirmed following the appointment of the new RFO.