



BRENCHELEY AND MATFIELD PARISH COUNCIL
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MINUTES OF A MEETING OF BRENCHELEY AND MATFIELD PARISH COUNCIL FINANCE COMMITTEE HELD ON WEDNESDAY 26th March, AT 10.30AM AT MATFIELD PAVILION

Present: Cllr A. Dewdney (Chair); Cllr Nina Thompson; Cllr, Jonathan Buttery, Cllr Andrew Stout; Sarah Castro-Edwards (RFO), C. Brooks (Clerk)

1. Apologies for absence

None

2. Declarations of interest on any item on the Agenda

None

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

These were noted and had been approved by Full Council on 4 November 2024.

4. Budget Monitoring & Accruals

4.1 Comparison of 2024/25 budget to actual spend

The Committee reviewed the Council's financial position and noted the predicted year-end reserves had been £95,268 with actual year end reserves around £138,000.

Cllr Buttery advised the Committee that TWBC might be making available traffic funds up to £25000 for 2025/26. This is awaiting KCC signoff. It was agreed that if this is forthcoming we could use for Pixot Hill resurfacing project.

4.2 Roll over of budget provision, accruals, earmarking

The Committee discussed proposed accruals. It was agreed that the Clerk would order the JVMG benches as soon as possible before 31st March and not accrue this amount.

An accrual was discussed and added of £2000 from the Legal and Consultancy budget (403). This is for updated Insurance Valuations for Matfield Pavilion and both Toilet Blocks.

Action RFO

Proposed Accruals		
Matfield Green Posts	Not spent	£3500
Cricketers Licence	Income in advance	£300
Insurance	Prepayment for 7/12	£1308.97
March Pension Admin	Uncleared payment 12 Apr	£27
March Pension	Uncleared payment 12 Apr	£962.29
Feb and March Toilet Clearing	Uncleared Payment 8 Apr	£1252
SIDS & Playground March	Uncleared Payment 8 Apr	£523.75
Streetlight Electricity Feb 25	Uncleared Payment	£68.32
Credit Card expenditure	Uncleared Payments	£360.35
Tree Survey	Not yet undertaken - April	£1000
War Memorials	Invoice not yet received	£800
Matfield Pavilion	Fire safety checks - April	£836
JVMG	Remaining budget to accrue	£890
Sale of Cooksfield	Legal Fees not spent	£1,000

5. Income and Fees.

Reviewed and noted the income from pavilion bookings, bank interest and a donation.

6. Contracts

The Committee noted updates on contracts currently in place, some new contracts had commenced and the PHS contract had been terminated. The RFO outlined the refunds received and applied for related to utility contracts.

7. Direct Debits and Standing Orders

The Committee noted the DD and SO lists.

8. Allotments

Cllr Thompson and the Clerk attended KALC allotment training and gave an update. Cllr Thompson raised the possibility of using the land at Cooksfield for allotments. It was agreed that the Council had already resolved to sell the land.

Cllr Thompson outlined and proposed a suggestion relating to taking allotment deposits, to cover costs incurred in clearing overgrown allotments. This sum would need a separate income holding cost centre as it would be liable to being refunded.

The Committee also discussed the need for an Allotments Tenants Association, with evidence of public liability insurance coverage for each tenant retained by the Parish Council. Cllr Buttery would draft a suitable email to the tenants.

Action Cllr Buttery

RECOMMENDATION that the Parish Council implement a deposit scheme for new Allotment tenants totalling 1 year's tenancy fee.

9. Bank Accounts

RFO outlined balances in the Council's two Unity bank accounts and the CCLA savings account. Cllr Dafter is in the process of being added as a signatory to the Unity Account.

10. TWBC Election Costs

The RFO outlined the query raised with TWBC related to an invoice for printing even though there was no election, and the reasoning the TWBC had provided.

11. Asset Register Review

The Committee reviewed the Asset Register, which would form part of the end of year accounts, the RFO would ensure that all the figures are correct with the auditor.

It was agreed to revalue Matfield Pavilion and Toilet Blocks for insurance purposes. £2000 will be accrued for this purpose. RFO will confirm Bus Shelter Insurance values as insured value is less than cost.

Action RFO

12. Financial Regulations

The RFO outlined that the Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulations 2024, which came into effect in recent weeks. The amended passages are:

The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.11 Contracts must not be split to avoid compliance with these rules.

RECOMMENDATION: to amend the Financial Regulations regarding 5.4 , 5.7, 5.11 as per NALC guidelines.

13. Review of s.106 funds available for drawdown, criteria for use

The Committee reviewed the current running list of s.106 drawdown projects and noted that there is currently £31255.69 remaining from the Fernham s.106. TWBC have indicated that it is likely that two of the four projects currently in progress comply with the developer contribution text.

14. Date of next Meeting

The Budget setting meeting is in September (Chair, Finance Chair, Clerk, RFO) with Committee members to send dates for availability for the Finance Committee meeting in October/November.

15 Any Other Business

- The RFO confirmed that it is intended that the redraft of the Grants and Donations policy will be provided for May meeting of the Parish Council.
- The RFO is undertaking training on year end shutdown (9th April) and AGAR and the Year end Internal Audit in on 21st May.
- Cllr Buttery commented on the end of probation report provided by the Clerk and that this would be discussed with the Personnel Committee and be addressed at the Fully Council meeting on 7th April.
- The Committee reviewed the Terms of Reference for the Finance Committee and agreed that no amendments were required, this would be set before the Full Council on 7th April.