

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY AND MATFIELD PARISH COUNCIL
HELD ON WEDNESDAY 23rd NOVEMBER 2022 AT 10.30AM AT MATFIELD PAVILION**

Present: Cllr A. Wells (Chair), Cllr J. Buttery, Cllr C. Churchill, P. Horn (RFO),
In attendance: Cllr E. Akenhead, C. Brooks (Clerk)

1. Apologies for absence

Apologies were received from Cllr A. Stout.

2. Review of Minutes of the last meeting of this Committee 12.07.22

The minutes were reviewed and it was noted that action is outstanding on the Member's Grant application for Porters wood, following Cllr Spencer's resignation. Cllr M. Tunstall has taken over responsibility for Porter's Wood and it was agreed that the RFO will assist Cllr Tunstall with the application in January.

Action: RFO to contact Cllr Tunstall in January to progress the Members Grant.

3. Declarations of interest on any item on the Agenda

No Declarations of interest were made.

4. Year end 31 March 2022 External audit report

The five actions listed at the end of the report were noted.

5. Management Accounts

The RFO updated the meeting on the changes to Management Reports available following the transfer to I&E.

6. Fees and Licenses

The fee for Allotments, Hall hire and Licences were reviewed and it was agreed that the following levels be recommended to the Council for adoption.

6.1 Pavilion Licence fees: Cricketers be increased to £280 pa.

Guides be offered a licence for one evening a week at a fee of £150 from April 2023 with free use until this time.

6.2 Allotment fees: It was acknowledged that the current fees do not cover costs, due to some plots not being tenanted, but they should remain unchanged for 23/24.

6.3 Pavilion booking costs to remain at £15 for the first hour and £10 per hour thereafter. It was agreed to recommend that an additional winter surcharge be added for bookings between October and March of £1 per hour towards the cost of electric heating.

6.4 Discretionary free use will remain for: Love Matfield Society, Tunbridge Wells area Committee of KALC and Paddock Wood Community Advice Centre and adding Warm Spaces initiative.

Recommendation: That the Council approves the suggested Fees and Licenses from 1.4.23.

7. Budget Monitoring and Draft Budget and Precept 2023-24

The budget was discussed item by item and a final budget was broadly agreed, the RFO and Chair of the Finance Committee would finalise the document for agreement by the Council.

Discussion took place about the future of the Cricket club and it was decided that Cllr Buttery would liaise with Peter Danby about the provision of external storage for the cricketers if the Club is to remain. Siting of such storage will require Common land and planning permissions.

8. Review of Financial Regulations

The revised version, including a section that had been missing for some time, was agreed with some minor grammatical changes.

Recommendation: That the Council approve the Finance Regulations as amended.

9. Streetlight Electricity

The proposal to shut down the streetlights was discussed and agreed in principle however the cost of £816 per light to switch off each light was deemed to be too excessive. It was agreed that the only action viable would be not to replace each bulb when it expires until such time as all lights are out.

10. Review of Finance and Governance Risk Register

The amended version was agreed with some minor changes.

Recommendation: That the Council approve the Finance and Governance Risk Register as amended.

11. Bank Accounts

It was agreed that a standard easy access deposit account be opened and that the RFO would recommend a suitable financial institution.

Action: RFO to circulate proposals to the members of the Finance Committee

Recommendation: That the Council opens an easy access deposit account.

12. S106

Initial discussion was made on S106 funds from Fernham, currently held by TWBC £78,134.33. It was agreed that further discussions on the use of these funds be had in the next Financial year.

13. Date of next Meeting – as required