

AYLESFORD PARISH COUNCIL
FINANCE ADVISORY SUBCOMMITTEE
TUESDAY 23 SEPTEMBER 2014

MINUTES

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Present: Cllr Ambrose, Mrs Gadd (Chairman), Gledhill, Winnett, Wright

In attendance: Mr Harris, Clerk Mrs Collier, Deputy Clerk

Apologies: Cllrs Balcombe, Base, Mrs Brooks, Elvy, Fielder, Homewood, Rillie, Smith, Tiller

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1. Apologies - Noted.

2. Declarations of Interests - There were no declarations of interest additional to those contained in the Register of Members Interests.

3. Donation requests

Defibrillator – Initiator of this suggestion for Eccles has arranged a meeting of the Eccles Community Group on 6 October to consider the provision of a defibrillator for Eccles. Cllr Gledhill and Clerk will attend. Members confirmed that they would give financial support (donation) towards the project but would agree the actual amount at a later date. Cllr Gledhill mentioned that he understood that a previously constituted ECG had accumulated funds which could be made available for this project.

4. Hall Grants

4.1 - Response from **Tunbury Hall** re grant/maintenance payment. Tunbury Hall Committee have queried the decision of the Council to withdraw the annual £500 maintenance grant. Clerk has now proposed to the Committee that they issue the Council with an invoice for £250 every 6 months detailing work undertaken by the Hall on the changing rooms. This was **agreed** subject to the Hall Committee also agreeing.

4.2 – **Walderslade Baptist Church** – Have contacted the Clerk re their plans for a kitchen refurbishment at an estimated cost of £8000. It was **agreed** that their 2014/15 grant could be solely used towards this project -£2084.69. They have also applied for a grant from KCC.

Cllrs Wright and Winnett **agreed** to contribute from their micro grants – see 5. Below.

Members also **agreed** in principle to making an interest free loan to WBC if requested.

5. Micro Grants

5.1 - Ms Hurley has requested a microgrant to **Eccles Pre-School** for garden work which was previously agreed in principle. Amount requested now clarified - £300. The Clerk stated that he would be reporting to P&R next meeting that Ms Hurley's appointment as a Councillor has now been terminated under the six month rule. Members agreed that Ms Hurley's outstanding 2014/15 micro grant balance of £640.51 should be transferred to Cllr Gledhill as the only other Eccles Member, and payment to the Eccles Pre-school paid from this. **Agreed.** **Clerk**

5.2 – Cllr Base requested a microgrant to **Aylesford Football Club** of £50 towards goalmouth repairs as per ESC Minutes of 23 September item B. 4.3. **Agreed** **Clerk**

5.3 – Cllrs Winnett and Wright proposed a £1000 microgrant payment to **Walderslade Baptist Church** (see 4.2 above) divided between all four Walderslade Members. This was **agreed** subject to the agreement of Cllrs Homewood and Elvy. **Clerk**

6. 2014/15 Financial Budget Comparison

Income and Expenditure Report to 17 September 2014 tabled to all Members including summary. Attached at **Appendix A** to the bound copy of these minutes. There were no comments.

7. Financial Regulations

The sub committee has previously agreed to move away from 2 signatures on a cheque to online banking with 2 members checking the payment schedule against the invoices and the Chairman of the Council reconciling the bank accounts against the payment schedule and invoices. This change has required amendments to be made to the Financial Regulations and a revised copy reflecting these changes was distributed to all Members and attached at **Appendix B** to the bound copy of these minutes. Members proposed the Regulations be recommended to P&R on 7 October 2014 and then ratified at Council on 21 October 2014.

8. Annual Audit Return 2013/14

8.1 - 2013/14 Annual Audit Return received with the following comments:

1. Internal Control Arrangement Statement not in place. Clerk reported he was aware at the time of the Return that this was not in place and had informed the Auditor. Members agreed the new Statement in August 2014. No further action therefore required. Noted.

2. One slight administrative error – correct Council Support Grant figure entered but in the wrong box. Noted.

3. The level of reserves should be taken into account when considering the precept. Clerk is working on a revised budget which will include earmarked reserves and a capital programme for 2015/16. This will be presented to Members for consideration in line with draft budget/precept proposals for 2015/16 at the next FASC meeting. Noted.

The Annual Audit Return will now be publicised.

Clerk

8.2 - 2014/15 Mid year Internal Audit visit – 10 October 2014. Noted.

9. Matters arising from P&R 2 September and Council 16 September 2014

There were no matters to report.

10. Any Other Business/Correspondence

10.1 Budget Items – It was **agreed** that £60000 and £25000 be put in the budget for the Forstal Road Recreation Ground Tennis Court Project and the Aylesford Village Scheme respectively.

Meeting closed at 8.42pm.