

**MINUTES A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY AND MATFIELD PARISH
COUNCIL ON MONDAY 12th NOVEMBER 2018 IN MATFIELD PAVILION AT 7.30pm**

Present: Cllr. Woodley (Chairman) presided, R. Wickham, D. Batty, A. de Guingand, Ms. C. Brooks (Clerk)

1. To accept apologies for absence

None

2. Approval of the minutes of 30th July 2018

Minutes of the meeting of the Finance Committee held on 30th July 2018 were approved and duly signed as an accurate record by the Chairman.

3. To record declarations of interest on any item on the Agenda

Members are reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

***Personal* interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.**

None were declared but subsequently Cllr. de Guingand left the room on discussion of expenditure on unregistered land during Agenda item 4,

4. Budget and Precept Calculation 2019-20

Cllr. de Guingand and the Clerk had met to formulate a draft budget, and this was discussed in detail. Consideration was given to items for funding with regard to the Council's agreed Priorities. A nominal ledger providing budget monitoring information had been circulated. The current year budget items were considered with a small number being removed, as they are no longer required, and increases to current items such as mowing, the contract for which had already been negotiated.

The Clerk would re-draft the budget and precept for circulation to the Committee and a recommended draft would then be put to the Council at its next meeting.

RESOLVED to recommend to the Full Council that the 2019-2020 budget and precept requirement be approved.

5. Risk Management

Cllr. Batty had drafted a Finance and Governance Risk Register and this was discussed in detail with minor amendments suggested. Areas such as precept, physical execution of payments and the liability of Officers were specially raised.

RESOLVED to recommend to the Full Council that the Finance and Governance Risk Register be adopted.

6. RFO Update

6.1 Bank Account

The Clerk advised that the Multipay Credit Card has been applied for and that Cllr. Stevenson had been added to the bank mandate.

6.2 Bank Reconciliation

The Clerk had been sending these round monthly and reminded the Committee that it is vital for someone to scrutinise the accounts regularly. Reconciliation ending 31 October 2018 was provided as well as the current bank statement and the Chairman signed this as correct. It was suggested that a list of receipts and payments since the previous reconciliation would be useful and the Clerk would endeavour to provide this from the Alpha system.

6.3 Asset Register

Cllr. Stevenson had been re-drafting the Asset Register and the current version was circulated and discussed. A number of queries were raised including ownership of the land at the memorials, at the Brenchley Oak and at the bus shelters. Cllr. Stevenson would be asked to look into these issues as he works through the revision.

6.4 Audit

The Clerk confirmed that the 2017-18 External Audit was completed with no actions. The Interim internal audit 2018-19 will be on 19th November and the Committee's work on risk and assets would better inform that audit.

6.5 Brenchley Charities

The Clerk confirmed that the Current bank balance of the John Downer Charity is £788.24. Given that three of the four Trustees of this charity were in attendance it was agreed that no further request for funding from residents would be made.

The Clerk advised that the Matfield War Memorial Bank account has been closed with the payment of £448.19 to Burslems. The losing statement would be sent to the Charity Commission in order to adhere to their requirements to close the Charity.

6.6 Unbudgeted expenditure – significant items paid from reserves

The Clerk advised the Committee of a number of significant items of expenditure which had been necessary outside of the budget. These had been brought to the Council's attention prior to expenditure.

Emergency Streetlight repair	£2003
Counsel Legal Advice	£2160
Tree Surgery (budget exceeded)	£912
Repair and service of Flagpoles	£804

7. Date of next meeting – tbc Spring 2019