

MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON TUESDAY 16th NOVEMBER 2021 at 11.00AM at MATFIELD PAVILION

Present: Cllr J. Buttery (Chair), L. Butler, A. Wells, J. Spencer, A. Stout, C. Brooks (Clerk), P. Horn (RFO).

1. Apologies for absence.

None.

2. Review of minutes of 20 July 2021

The minutes were reviewed and all action points have been completed. All recommendations were discussed at the July Parish Council meeting.

3. Declarations of interest on any item on the Agenda were recorded.

None.

4. Fees and Licences

4.1 Allotment fees

The plot rental fees and annual site expenditure were discussed. It was agreed that a charge of 50p per square metre would cover the cost of running the allotments. It was felt that it was appropriate to contact the two tenants who have oversized plots to offer a transitional 50% discount on the increase in fees for those two plots, applicable for the first year only.

RECOMMENDATION: that the proposed fee structure of 50p per square metre be used to calculate rental fees for 2022-23 with a discount for two tenants

4.2 Pavilion licence holder fees

Full year licence for the Cricketers and Guides is currently £220pa. It was agreed the licence holders should be advised that fees are to remain the same for 2022-23 and subject to review next year.

RECOMMENDATION: that Pavilion licence fees for MGCC and the Guides remain unchanged for 2022-23 at £220

4.3 Pavilion Booking Fees

As the costs of maintaining the Pavilion is rising it was decided that the fees should be increased to £15 for the first hour and £10 for subsequent hours from April next year.

RECOMMENDATION: that booking fees for Matfield Pavilion are increased to £15 for the first hour and remain at £10 for subsequent hours from 1.4.2022

4.4 Pavilion discretionary free use

The continued discretionary free-use of the Pavilion was discussed. The request for St.Lukes to use the Pavilion for the Carol Service was approved.

RECOMMENDATION: that the discretionary free-use of Matfield Pavilion remains in place for Matfield Women's Institute, the Love Matfield Society, the Tunbridge Wells Area Committee of KALC, and Paddock Wood Community Advice Centre. St. Luke's to be given free use of the Pavilion for the Carol Service.

5 Finance and Governance Risk Register

The revised version of the Finance and Governance Risk Register was approved.

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

6 Budget Monitoring

The Committee reviewed the current year spending to date (7/12ths). It was noted that the Pavilion management cost centre will be significantly over budget due to repairs to the pot holes and the costs of water and electrical surveys. Other cost centres appeared in line with budget expectations generally.

7. Section 106 funds

£1,542 remains from S106 money currently being held by TWBC to be spent on Youth and Adult Recreation, this expires in May 2023. It had been agreed by the Council that this should be spent on Porters Wood. Potentially on football goals, a picnic bench or adult gym equipment. The Clerk agreed to approach TWBC to determine if these would fall within the criteria of the Developer Agreement and, if so, Cllr Spencer would seek quotes for these items.

8. Draft Budget and Precept 2022-2023

The draft budget was discussed and revised. It was agreed that the earmarked funds for the pond project be released into general reserves and that £2500 be budgeted for work on the pond as an annual maintenance cost. The RFO is to revise the precept calculation form and circulate.

RECOMMENDATION: that the Council approve the draft budget of £144,200 and precept requirement of £127,900 for 2022-23.

9. Triodos Account

It was agreed that the RFO should open a 30 days notice Triodos savings account and that all members of the Finance Committee be signatories.

10. Date of next meeting – Spring 2022 or as required