

**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 13 August 2018 at 9.57pm**

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Present: Cllrs T Bryant, Mrs J Davison, A Layland, M McArthur, S McGregor (Chairman), B Orridge, J Scholey (Vice Chairman), and B Todd.

In attendance: Admin Officer, Town Clerk and Finance Officer. No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs R Bell (unwell) and Z Roberts Smith (personal).

**2. DECLARATION OF INTERESTS OR PREDETERMINATION – none**

**3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 23 JULY 2018**

Resolved: that the minutes of the Finance Committee meeting held on 23 July be signed by the Committee Chairman as a true and accurate record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY) – none**

**5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

Members noted in detail the income and expenditure transactions for the month and

Resolved: that Cllrs J Scholey and B Todd should sign the Financial Statement for the end of July confirming the analysis of receipts and payments, paid expenditure transactions, and authorising the payments of unpaid expenditure transactions. To approve the financial comparisons and to accept the transfers into and out of reserve accounts.

## 5.6 Fund Transfer

### Capital Reserves

Transfer In: Nil

Transfer Out:	£1,323.89	Concrete Blocks – Stangrove Pk
	£760.00	Tree trunks – Marsh Green
	£39.68	Welfare for security guards

### Revenue reserves

Transfer In: Nil

Transfer Out: £45,000.00

## 5.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:

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## 5.8 Invoices outstanding for more than 3months

19 April 2018            £2.10

**6. FINANCE BUSINESS**

**6.1 Supplier Price Increase**

Notification had been received from the commercial company that cleans Rickards Hall of an increase to the daily rate, of £1 per day as of 1 August, due to the 4.4% rise to the minimum living wage as of April this year. Members were reminded Budget Headings are extremely tight and this increase will mean the Budget heading for cleaning Rickards Hall will be £150 short for 2018/19. The RFO has set a calendar note to check the overall Budgeted figure for Rickards Hall in March 2019 to see if there would be sufficient to absorb this. Members

Resolved: to accept this suggestion and any shortfall should be taken from Council contingencies.

**7. FINANCE CORRESPONDENCE**

None

**8. PRESS RELEASE**

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 10.06pm

# Paid Expenditure over £500.00 Jul

Start of year 01/04/18

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
DD180701	02/07/18	38961	£904.20	Aviva	2050/1
DD180716	16/07/18	38950	£777.83	E-On UK Plc	3130
IB180718Pen	18/07/18	38886	£5,213.78	KCC Pension Fund	2000/3
IB180718	18/07/18	38888	£1,070.00	Sevenoaks District Council	2020/14
IB180725	24/07/18	38893	£653.50	The Colvin Cleaning Group	2220/2/3
IB180725	24/07/18	38894	£829.44	The Colvin Cleaning Group	2220/2/3
IB180725	24/07/18	38907	£611.00	Sevenoaks Direct Services	3030/1
IB180725	24/07/18	38908	£1,080.00	Sevenoaks Direct Services	3050/1/8
				Buildings Insurance	
				Public Streetlighting	
				Pension contributions	
				Premises licence	
				Cleaning Rickards Hall - March	
				Cleaning Rickards Hall - June & Public Toilets	
				April- June emptying dog bins	
				Garden waste sacks	

# Received Income over £500

July 2018

Start of year 01/04/18

Paying Ref	Paid date	Net Cttee	Details
10218	06/07/18	£1,306.80	Church House Pre School
DC180727	27/07/18	£537.25	Sevenoaks District Council Hire of Rickards Hall Maintenance Contract