

**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 25 November 2019 at 9.35pm**

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Present: Cllrs A Baker, A Layland, N Lloyd (Chairman), M McArthur, S McGregor, and B Todd.

In attendance: 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 A Damodaran, Z Roberts Smith and J Scholey.

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

**3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 21 OCTOBER 2019**

Resolved: that the minutes of the Finance Committee meeting held on 21 October be signed by the 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 N Lloyd and A Layland should sign the Financial Statement for the end of October 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: £4,971.66

### Revenue reserves

Transfer In: £256,617.00

Transfer Out: £60,000.00

## 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

12/02/19	Mis 652	£3,212.40
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## **6. FINANCE BUSINESS**

### **6.1 Insurance Claim – Streetlight**

Members were advised that the Clerk had emailed saying this matter would be progressed through the Small Claims Court. A reply was received, removing the VAT and offering a settlement of £2,200 net against the net figure of £2,677 of the costs incurred to the Council. Invoices supporting the claim had been forwarded on 20 November as requested. Members

Resolved: that the Council should settle only for £2,677 being the costs incurred and not a reduced amount.

### **6.2 Bulky Waste Collection Invoice**

Members noted there had been problems with the pilot bulky waste collections due to the lorry not turning up, resulting in fly tipping on verges and complaints from residents. The RFO had contacted SDC to express the Council's disappointment of the service costing £484 for these two scheduled visits and see if a reduced cost could be negotiated. SDC had refused to reduce the invoice as they had to make two visits and dispose of items that should have not been left for this service. Members

Resolved: to approve payment of this invoice

### **6.3 Fees and Charges**

Figures had been prepared showing a 1.7% increase based on the Consumer Price Index (CPI) and 2.4% increase based on the Retail Price Index (RPI). Members discussed how many costs, particularly utilities, had increased and are likely to continue increasing during the coming year. Members considered that as well as providing facilities for the residents, the Council needs to receive sufficient income to cover its costs and

Resolved: that all fees and charges set by the Council should increase by 3.0% for the coming year.

### **6.4 Cleaning Services Rickards Hall**

Members were advised that Officers had expressed concern as to whether cleaning the hall once a week would be sufficient as the toilets were used by all hirers and the necessity to be clean for the present regular hirers. The RFO had contacted the cleaning company stating the Council would like to reduce the number of cleaning days for now and it is hoped this will increase should a regular hirer be found. The Council would also like the company to continue providing holiday cover for cleaning the Public Toilets when required. A response was awaited.

### **6.5 Photocopier renewal**

The lease on the photocopier contract expires at the end of January 2020. The present supplier had provided a quote for a faster new machine with all the present facilities and more, saving over £1,200 pa (41%) on a 5 year contract. Kent County Suppliers had also provided quotes on machines comparable to the present machine. Members

Resolved: to renew with Canon for a five year contract saving £1,200pa.

### **6.6 CCLA Investments**

Members were advised Cllr Lloyd had recommended approaching CCLA for future investments. Further CIL funds were received in October and the Council also has a £200,000 investment maturing in January 2020. The RFO is looking to arrange for CCLA to come and present to the Council in the New Year. Members

Resolved: the RFO should arrange for 6.30pm prior to a Finance Committee meeting.

## **7. FINANCE CORRESPONDENCE**

### **7.1 Thank you letters for Grants**

Members were pleased to note thank you letters had been received from Edenbridge Churches in Covenant, Eden Christian Trust, Edenbridge Community Christmas Association, Stangrove Community, Nomads Football Club, Friends of Holcot, Make a Scene Edenbridge, Hi Kent and Forge Singers. All organisations were very grateful to members and wished to express their appreciation.

**7.2 Charity Commission News**

Members noted the latest copy of Charity Commission News was available on the following website: [ccnews@charitycommission.gov.uk](mailto:ccnews@charitycommission.gov.uk)

**8. PRESS RELEASE**

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

The meeting closed at 9.58pm