

FINANCE AGENDA

Tuesday 11th February 2020

16.00 hrs

David Bennett (Chairperson) Finance Committee

1. Apologies:
In attendance:
2. YTD Accounts. (JM) ✓
3. Decision re purchase of Computer equipment for Councillors ✓
4. Grass Cutting Church / Scouts Costs (DA) ✓
5. Nat West Bank (JL) ✓
6. Donations
7. AOB
8. Date of Next Finance Meeting March 10th 2020 18.00hrs

Meeting began at 16.00

1. Present

Davis Bennett (DB) Chair

Jill Leyland (JL)

Dawne Austen Parish Clerk (DA)

Sarah Hawkins (SH)

Jo'anne Munro RFO (JM)

2. **YTD Accounts 2019/2020** committee agreed the accounts are as expected, JL did add 3K for speed limits at Charing Heath received from Shepard Neame today.
3. **Decision re purchase of computer equipment for Councillors.** The return request from councillors as to the equipment they preferred was 5 Laptops 4 tablets (SH) was vocal as regard the age of the present councillors adding in future tablets would be more acceptable. All agreed the chairperson should always have a laptop. The committee agreed to purchase six Laptop HP 120 15.6" plus six HP 10.1" Lenovo Yoga smart ZA3v004768 tables. RFO to obtain the best prices, reporting back to the committee by Email, to be able to purchase said equipment before the financial year end 2019/2020
4. **Grass Cutting Church and Scout Costs** DA informed the committee at present it is costing the parish approx. £500 to cut the Scouts grass with £2K for the church grass. It was agreed the Scouts are to be informed as from the end of our financial year March 31st 2019/ 2020 we will discontinue cutting the grass at the Scout's hut. The subject of the Grass cutting of the Church's grass will be addressed at the full council meeting SH was very much against the Parish continuing to pay for the Church's grass to be cut.
5. **Nat West Bank** JL explained the on line banking which the Parish had hoped would be a asset had turned out to be less than an asset more a nightmare, the Parish had signed up for on line banking back in July 2019, once the on line facilities were in place JL discovered the system allowed transfers from the Parish's Nat West Bank account to be made by one person not as re quired by our mandate two persons. action was taken to cancel the facility both DB and JM access was immediately actioned but it remains JL can still access her Parish Nat West account. After many telephone calls and letters still, no action has been taken by the Bank to correct this situation All agreed JL to make a complaint as a private account holder and a strong letter to be sent to the Nat West Bank's head office detailing the Parish's grievance.
6. **Donations.** Charing History Society request £250.00, Charing Primary School request for a donation towards the cost of a mosaic to be erected on the Charing Primary School building of King Henry eight in celebration of the cloth of gold 2020, amount to be discussed at full council.
7. **AOB** Template for Invoices, DA to forward to the RFO Weight Watches template as they do require very detailed information.

Meeting Closed 17.10

Next Finance Meeting 10th March 2020 at 18.00