

# FINANCE MINUTES

The Charing Parish Council's Finance Committee held their meeting on **9<sup>th</sup> October 2023 @19.30**

1.	<b>Apologies:</b> <b>In attendance:</b> Chair D Bennett; RFO J Munro; Cllrs D Gudge; J Strike & the Clerk
2.	The minutes of the Finance meetings held on 11 <sup>th</sup> September 2023 were agreed and signed.
3.	<b>Update items from previous meetings:</b> <ul style="list-style-type: none"> <li>- <b>CCTV. (DA. JM)Agreement with CPRE:</b> The CCTV should be started early November . The agreement with CPRE has been signed.</li> <li>- <b>Donation to Charing Football club:</b> A donation was agreed to sponsor one of the football teams for this year.</li> <li>- <b>New Community Hall :</b> A meeting is to be held on the 10<sup>th</sup> of October with ABC , A further meeting will be held with the agent / developer</li> <li>- <b>Post Office, property Sale:</b> The clerk will contact Borough Cllr Bell and County Cllr Simkins re the progress with the KCC library review.</li> <li>- <b>Peninsula (2024):</b> It was agreed to cease using Peninsula for our HR advice at the current ending of the term .</li> <li>- <b>Newsletter:</b> Discussions took place on how the newsletter could be improved and costs.</li> </ul>
4.	<b>Year to Date Accounts,</b> these were agreed. <b>External Auditor's Cert, Reminder of Budgets:</b>
5.	<b>Staff pay and conditions:</b> These were discussed and agreed.
6.	<b>Cllr Deposit account :</b> At the finance training day discussions took place with a company re opening a new deposit account . The RFO will investigate this .
7.	<b>New accounting system (Scribe) :</b> The RFO has booked a meeting with Scribe to discuss the possible change in the accounting system we currently use.
8.	<b>Chairman's Conference 17<sup>th</sup> October (Tuesday):</b> Cllr Prinn will be attending the Chairmans conference. The meeting closed at 8.20pm
9.	<b>Date of Next Finance Meeting Monday November 13th, 2023 @ 19.30.</b>

*D Bennett*

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1.	<p><b>Apologies:</b> Cllr J Strike.</p> <p><b>In attendance:</b> Cllrs D Bennett; D Gudge C Prinn the Clerk &amp; RFO</p>
2.	The minutes of the Finance meetings held on 10 <sup>th</sup> July 2023 were agreed.
3.	<p><b>Update items from previous meetings:</b></p> <p>- <b>CCTV. Agreement with CPRE:</b> The agreement has been sent CPRE for approval and signing. We are hoping for the roll out of the CCTV to start in October.</p> <p><b>Leaflet drop High Street and adjacent area:</b> This was decided to unviable due to the number of properties being listed .</p> <p><b>Nat West Bank Extra Signatory :</b> It was agreed to ask Cllr Allen if she would be an extra bank signatory .</p> <p><b>Unity Trust Bank :</b> Two further signatories are required .</p>
4.	<b>Year to Date Accounts, Reminder of Budgets:</b> These were circulated and agreed .
5.	<b>Donation Charing football Club:</b> A donation was agreed for the sponsorship of the football club.
6.	<b>Staff (DA):</b> Staff hours were discussed and will be monitored.
7.	<b>Post Office, property Sale :</b> Possibilities were discussed for where we could have a post office.
8.	<b>Christmas Lights (DG):</b> We have enough money for the Christmas Lights for this year but will need to raise money for next year's lights.
9.	<b>New Community Hall (DG):</b> A meeting has been arranged for the 10 <sup>th</sup> of October at ABC.
10.	<b>Newsletter:</b> Discussions took place on ow to circulate and improve the newsletter going forward.
11.	<b>Peninsula (2024):</b> It was agreed to give notice to Peninsula that we would not be renewing next year.
11.	<b>AOB</b>