

Goudhurst Parish Council



FINANCE COMMITTEE

Minutes of a Meeting held on 04 July at 7.00pm in Goudhurst Village Hall

PARTICIPANTS

Councillors Present: Cllrs Craig Broom (Chairman), Antony Harris, Phil Kirkby, David Knight and Geoff Mason.

Officers Present: Mrs Claire Reed, Clerk; Mrs Panetta Horn, RFO.

ELECTION OF A CHAIRMAN

188/23 It was **resolved** unanimously to elect Cllr Craig Broom as chairman of the committee.

APOLOGIES

189/23 There were none.

DISCLOSURES OF INTEREST

190/23 There were none.

MINUTES OF THE LAST MEETING

191/23 It was **resolved** that the minutes of the Finance Committee meeting held on 19 December 2022, and previously distributed to members via Board Intelligence, be accepted as a correct record.

QUESTIONS FROM THE PUBLIC AND PRESS

192/23 There were none.

BANK RECONCILIATION

193/23 The bank reconciliations for April and May were checked and signed by two members.

MANAGEMENT ACCOUNTING

194/23 It was **noted** that currently items for payment are keyed on three separate occasions; for approval at council, online banking and into the accounting system. It was **noted** that this creates a greater risk of errors and that an automated system has been considered. It was **resolved** to amend processes to allow for the information to be entered once into Rialtas, and following approval by council, the payments listing will be uploaded to Unity Trust Bank making the process automated rather than keyed. **Action: RFO/ Cllr Craig Broom.**

195/23 It was **resolved** to present the newly created spreadsheet showing the summary of accounts to full council on a monthly basis. **Action: RFO.**

PROJECT SPENDING

196/23 *Project Budget spending.* It was agreed that Committees should be asked to consider prioritise for project spending and to report to the Finance Committee on when spending is likely to take place.

197/23 *New projects.* It was **resolved** to add a new budget line for Professional fees at £5,000.

GRANT REQUESTS

198/23 It was **resolved** to approve the following grant requests for 2023-24:

- Paddock Wood Community Advice Centre £500

- West Kent Neighbourhood Watch Association - £100
- Tunbridge Wells & District Samaritans - £500
- Air Ambulance Charity Kent Surrey Sussex - £300 (subject to completion of the grant application form).

It was **noted** that there is £600 of the grant budget remaining.

199/23 It was **noted** that the Clerk will write to recipients of grants over £2,000 for 2021-22 to request a statement detailing how the money was spent as required under the Local Government Act 1972, s 137A. **Action: Clerk**

DONATION OF COIN TO CHARITY

200/23 It was noted that it is not possible to bank the surplus coin of £3.40 from the Coronation Celebrations. It was **resolved** to donate the amount to charity.

DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 19 September 2023, 7.00 pm in Goudhurst Village Hall.

The meeting closed at 8.40pm

Claire Reed
Clerk