Goudhurst Parish Council

Finance Committee 21.11.23

MEETING

21 November 2023 19:00 GMT

PUBLISHED

16 November 2023

Agenda

Location	Date	Time
Church Rooms	21 Nov 2023	19:00

	Item	Page
1	Apologies	-
2	Declarations of Interest	-
3	To resolve to approve the minutes of the Finance Committee Meeting held on 04 July 2023.	3
4	Questions from the Press and Public	-
5	To consider and make a decision on Grant Applications received.	5
6	To consider the proposal to enter into new 3-year Maintenance Contracts and to make a recommendation to Council.	16
7	Two signatories to sign mandates to open a new Deposit Account at Unity Trust Bank and movement of reserves to CCLA	-
8	To review Year to Date expenditure and to make a final budget recommendation to Council for 2024/25	17
9	Date of the next meeting	-

Goudhurst Parish Council

FINANCE COMMITTEE

Minutes of a Meeting held on 19 September 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 Panetta Horn, RFO.

APOLOGIES

337/23 There were none.

DISCLOSURES OF INTEREST

338/23 There were none.

MINUTES OF THE LAST MEETING

339/23 It was **resolved** that the minutes of the Finance Committee meeting held on 04 July 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

QUESTIONS FROM THE PUBLIC AND PRESS

340/23 There were none.

REVIEW OF INTERNAL AUDIT PROCEDURES

341/23 It was **resolved** to remove Paragraph two under Procedures and to put the Policy to Full Council for approval. **Action: RFO/ Clerk to agenda**

GRANT APPLICATIONS

342/23 The Committee did not feel able to make decisions on the Grant Applications due to insufficient information provided. The RFO will provide a summary of each application and details of how last year's grants were spent at the November Finance Committee meeting for consideration. **Action: RFO**

3 YEAR CONTRACT WITH MULBERRY

343/23 It was **resolved** that a three-year contract would be suitable with Mulberry, Internal Auditors and the RFO will obtain a quotation for submission at the October Council Meeting. **Action: RFO**

OPENING OF A DEPOSIT ACCOUNT WITH UNITY TRUST

344/23 It was **resolved** that a deposit account be opened with Unity Trust Bank with the RFO and Clerk given the authority to transfer funds between the two Unity Trust Accounts. **Action: the RFO will produce a mandate form for signature.**

YEAR TO DATE EXPENDITURE AND INITIAL BUDGET SETTING

345/25 The Committee reviewed the initial budget proposed by the RFO and instructed that the Village Shelter be added. The Budget will be updated by the RFO during the next eight weeks as quotes and expenditure invoices are received and it will be put to the Finance Committee for approval at the next meeting. The Council asked the RFO to investigate any further grants that might be available. **Action: RFO**

DATE OF THE NEXT MEETING

346/23 Next Finance Committee Meeting, Tuesday 21st November, 7pm at the Church Rooms.

The meeting closed at 8.40pm

Panetta Horn
RFO

Request for a Grant from Goudhurst Parish Council on behalf of Kilndown Millennium Green 2023/2024

We continue to maintain the play equipment on the Green, in line with annual Rospa inspection recommendations. As such, we would be grateful to the council for a grant of £550 to contribute towards these costs.

Additionally, the cost of mowing the Green increased to £2372 this year. A grant to cover these costs would allow this vital work to continue.

We are planning more fundraising for later in the year to ensure we can cover the costs of any additional work that arises.

Our account details are as follows:

Lloyds Bank

Kilndown Parish Hall Trust Fund (Millennium Green)

Sort 30-98-77

Account Number 34612560

Goudhurst Parish Council

GRANT APPLICATION FORM

Name of Group / Organisation:	Kilndown Millennium Green		
Contact Name:	Tracy Roberts		
Position in Organisation:	Chair		
Address:	Rosemary Cottage, Church Road, Kilndown TN17 2RZ		
Telephone:	01892 891122		
Email:	tracy@kilndown.myzen.co.uk		
Is your organisation a registered charity?	Yes ☒ No ☐	If yes, Charity Number	1078502
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes ☒ No ☐

Brief Description of your group / organisation's main purpose / activities

Kilndown Millennium Green Trust was established to provide a village green for the use of the inhabitants of the village of Kilndown. To be used as an open space for recreation and leisure time occupation with the object of improving the conditions of life for those that live in the village community.

Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).

Details of any restrictions placed on who can use / access the organisation's services

Details of the project for which the grant is required

A grant is required to put towards ongoing maintenance of the play equipment on the Green.

A Rospa inspection is carried out annually. Last year the cost of repairs was £4727. We were able to cover this with proceeds of the sale of the tractor mower, a fundraising quiz and the grant of £550 from Parish Council. Green funds are now largely depleted as we generate no income.

When will the project start? We do not offer retrospective funding.			Spring 24
Will your project be completed within six months from receipt of your grant? If not, please explain why below.			Yes ☒ No ☐
Repairs will take place following the Rospa inspection expected in September 23, usually in the spring.			
How will this project benefit the parishioners of Goudhurst? Providing safe play facilities.			
Total Cost of project	£2000	Amount of Grant requested	£550
Have you received, applied or intend to apply for funding from any other source for this project?	Yes ☐ No ☒	If yes, please give the name(s) of the other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?	Any additional funds required will be raised through fund-raising events.		

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☒
2. Demonstration of a clear need for the funding. ☐
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☒
4. Evidence of any other award towards the project. ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results. ☐

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:	
Print Name:	TRACY ROBERTS
Position in the Organisation	CHAIR
Date:	17/08/23

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.

Goudhurst Parish Council

GRANT APPLICATION FORM

Name of Group / Organisation:	Kilndown Village Hall		
Contact Name:	Tracy Roberts		
Position in Organisation:	Chair		
Address:	Rosemary Cottage, Church Road, Kilndown TN17 2RZ		
Telephone:	01892 891122		
Email:	tracy@kilndown.myzen.co.uk		
Is your organisation a registered charity?	Yes ☒ No ☐	If yes, Charity Number	288395
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes ☒ No ☐
Brief Description of your group / organisation's main purpose / activities Kilndown Recreational Hall was established to provide a village hall for the use of the inhabitants of the Village of Kilndown including use for meetings, lectures and classes and for other types of recreation and leisure time occupation with the object of improving the conditions of life for those that live in the village community.			
Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).			
Details of any restrictions placed on who can use / access the organisation's services			
Details of the project for which the grant is required A grant is required to put towards the purchase of a new projector, as part of the project to re-start the village film club.			

When will the project start? We do not offer retrospective funding.			September
Will your project be completed within six months from receipt of your grant? If not, please explain why below.			Yes ☒ No ☐
How will this project benefit the parishioners of Goudhurst? Offering the provision of a local film club.			
Total Cost of project	£2000	Amount of Grant requested	£550
Have you received, applied or intend to apply for funding from any other source for this project?	Yes ☐ No ☒	If yes, please give the name(s) of the other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?	The balance of the finance required will be covered by Village Hall funds.		

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☒
2. Demonstration of a clear need for the funding. ☐
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☒
4. Evidence of any other award towards the project. ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results. ☐

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

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I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:	
Print Name:	TRACY ROBERTS
Position in the Organisation	CHAIR
Date:	17/08/23

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

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Grant Requests for consideration are those marked as requested in 2023/4

Grants approved / Requested and Anticipated

Organisation	Type of Payment	Budgeted	Status
Goudhurst Village Hall	Annual Maint Grant	2500	Anticipated
Kilndown Village Hall	Contribution towards new projector for Film Club	550	Requested
Kilndown Millennium Green	Mowing grant	2500	Requested
Kilndown Quarry Centre	Maintenance Grant	300	Anticipated
Kilndown Millennium Green	Contributions towards Play inspections	550	Requested
		General Budget	
CAB TW	Grant	500	Approved and Paid
Samaritans	Grant	500	Approved and Paid
Neighbourhood watch	Grant	100	Approved and Paid
Air Ambulance	Grant	300	Approved and Paid
PWCAC	Grant	500	Approved and Paid
Goudhurst Village Hall	Energy for Pond Pump	230	Reimbursement from Plain Utilities cost Centre
Goudhurst Village Hall	Energy for Christmas Lights	50	Reimbursement from Plain Utilities cost Centre
Star and Eagle	Energy for CCTV	200	Reimbursement from CCTV electricity cost Centre
Goudhurst Village Hall	Energy for CCTV	100	Reimbursement from CCTV electricity cost Centre

Goudhurst Social Club	Energy for war memorial	50	Reimbursement from Plain Utilities cost Centre

Maintenance Contracts

The maintenance contracts went out to tender in 2022 and it was agreed we would only enter into one year contracts to ensure that all maintenance work was covered. We are in the processing of obtaining prices and seek agreement to enter into three year contract.