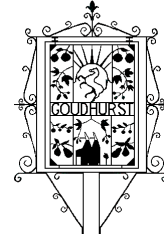


Goudhurst Parish Council



Finance Committee 18th June 2024

MEETING
18 June 2024 19:00 BST

PUBLISHED
13 June 2024

Goudhurst Parish Council



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

I summon you to a Meeting of the Finance Committee on Tuesday 18 June 2024 at 7.00 pm, in Church Rooms, where business detailed on this agenda will be discussed.

Goudhurst Parish Council recognise that there are continuing risks associated with COVID-19 and are supportive of individuals wearing masks in meetings and maintaining a social distance. We will continue to provide hand sanitiser at the entrance to the Village Hall. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.

Members of the Public and the Press are welcome to attend this meeting. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may be invited to speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Thereafter they have the right, and are welcome, to stay and observe the rest of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.

Please inform the Clerk if you intend to film or record the Meeting.



Katrina Hoyle
Acting Clerk to Goudhurst Parish Council
13 June 2024

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN
01580 212552 | clerk@goudhurst-pc.gov.uk | <https://goudhurst-pc.gov.uk> | 07494 117313

A quorum for Finance Committee is 3 Members.

Agenda

Location
Church Rooms, Back Lane, Goudhurst, Kent

Date
18 Jun 2024

Time
19:00 BST

| | Item | Page |
|-----|--|------|
| 1 | Members to Elect a chair | - |
| 2 | To receive apologies for absence and to approve the reasons given | - |
| 3 | Declarations of Interest. | - |
| 4 | To resolve to approve the minutes of the Finance Committee Meeting held on 19th March 2024 | 4 |
| 5 | To review year to date expenditure, note overspends and consider virements. | 6 |
| 6 | Grants | - |
| 6.1 | Receive proposal and agree to recommend alteration to grant policy. | 17 |
| 6.2 | To resolve to support the grant request for Goudhurst Scouts. | 20 |
| 7 | Date of the next meeting 18/06/2024 | - |

Goudhurst Parish Council



FINANCE COMMITTEE

Minutes of a Meeting held on 19 March 2024 at 7.00pm in the Church Rooms

PARTICIPANTS

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

Officers Present: Mrs Panetta Horn, RFO.

APOLOGIES

726/23 There were none.

DISCLOSURES OF INTEREST

727/23 There were none.

MINUTES OF THE LAST MEETING

728/23 It was **resolved** that the minutes of the Finance Committee meeting held on 21 November 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

YTD EXPENDITURE AND 2024/25 BUDGET

729/23 The expenditure YTD and YE Forecast was reviewed and noted. The final YE spreadsheet will be circulated in April following the Bank Reconciliation and Riatas shut down.

2024/5 BUDGET CONSTRUCTION

730/23 The Budget Construction was reviewed and comments noted. The Councillors agreed some amendments to EMR and accruals were approved. The RFO is to update the spreadsheet and circulate to Council at April meeting.

DIRECT DEBITS AND STANDING ORDERS

731/23 The current DD and SO for 2024/24 were discussed and noted.

ASSET REGISTER

732/23 Changes to the Asset Register in 2024 were noted. It was agreed that insurance value for Assets need to reassessed ahead of the insurance renewal in 2024. Action Clerk or RFO

COUNCIL CONTRACTS

733/23 The RFO produced the first draft of the Schedule of Council Contracts. The contents were noted and the RFO is finalise the document with notice periods and contract end dates.

SCHEDULE OF CHARGES FOR COUNCIL SERVICES FOR 2024/25

734/23 It was **resolved** to approve the following schedule of charges subject to the terms of the licence agreement for Mary Days. Post Meeting note: Agreement states that Mary Days licence fees can be amended with two weeks notice. The increase will apply to the next payments due 20.06.24.

| Fee Payer | Purpose | Existing Amount | New Amount |
|-----------|---|-----------------|------------|
| Dynamos | Use of Chqr Field | 800 | Unchanged |
| School | Use of Chqr Field | £500 | Unchanged |
| Residents | Small Garage Rental | £135 | £145 |
| Residents | Large Garage Rental | £168 | £180 |
| Burials | Grant of Exclusive Right of Burial – Earthen grave for 35 years | £1,500 | £1,575 |
| Burials | Interment Fee | £460 | £485 |
| Burials | Approval for Memorial Headstones and Inscriptions | £290 | £305 |
| Burials | Approval for additional inscriptions | £290 | £305 |
| Burials | Grant of Exclusive Right of Burial – Ashes Section for 35 years | £1190 | £1250 |
| Burials | Change of ownership | £50 | £55 |
| Burials | Approval for Memorial Bench | £50 | £55 |

GRANT REQUESTS

735/23 It was **resolved** to approve the following grant request for 2023-24:

- Paddock Wood Community Advice Centre - £500

It was determined that there was insufficient information in the grant application from the Village Hall for £5,400 and the RFO is to respond to them, requesting the additional information and asking them to resubmit.

DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 18 June 2024, 7.00 pm in the Church Rooms.

Panetta Horn
RFO

Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | | | <u>2024/25</u> | | | | <u>2025/26</u> | | |
|------------------------------|--------------------------------|----------------|----------------|-----------------|--------------|----------------|----------|----------------|----------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>Administration</u> | | | | | | | | | | | | |
| 101 | <u>Administration</u> | | | | | | | | | | | |
| 1076 | Precept | 219,800 | 219,800 | 0 | 0 | 227,800 | 0 | 227,800 | 113,900 | 0 | 0 | 0 |
| 1090 | Interest Received | 0 | 4,244 | 0 | 0 | 3,600 | 0 | 3,600 | 880 | 0 | 0 | 0 |
| 1203 | Gov't Support Grant | 0 | 277 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 219,800 | 224,321 | 0 | 0 | 231,400 | 0 | 231,400 | 114,780 | 0 | 0 | 0 |
| 4137 | S137 - use for Poppy Appeal Wr | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5101 | Telephone / Broadband Hopbine | 2,000 | 1,946 | 0 | 0 | 2,000 | 0 | 2,000 | 342 | 0 | 0 | 0 |
| 5106 | Office Cleaning and maint | 1,000 | 0 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 |
| 5107 | NNDR Rates | 300 | 250 | 0 | 0 | 300 | 0 | 300 | 217 | 0 | 0 | 0 |
| 5108 | Defib Epenses | 0 | 578 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5110 | Graffiti Cleaning | 0 | -98 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5120 | Computer Equipt. Maint. Citrix | 3,000 | 3,970 | 0 | 0 | 5,600 | 0 | 5,600 | 722 | 0 | 0 | 0 |
| 5121 | Software BI | 3,000 | -380 | 0 | 0 | 200 | 0 | 200 | 0 | 0 | 0 | 0 |
| 5122 | Mapping Pear Technology | 300 | 293 | 0 | 0 | 300 | 0 | 300 | 150 | 0 | 0 | 0 |
| 5123 | Website Costs | 500 | 465 | 0 | 0 | 500 | 0 | 500 | -40 | 0 | 0 | 0 |
| 5124 | Planning (Hugo Fox) | 0 | 120 | 0 | 0 | 120 | 0 | 120 | 0 | 0 | 0 | 0 |
| 5126 | Rialtas Accounting Software | 0 | 0 | 0 | 0 | 200 | 0 | 200 | 192 | 0 | 0 | 0 |
| 5127 | Professional Fees | 0 | 6,062 | 0 | 0 | 6,000 | 0 | 6,000 | 405 | 0 | 0 | 0 |
| 5140 | Insurance | 1,800 | 2,039 | 0 | 0 | 2,200 | 0 | 2,200 | 0 | 0 | 0 | 0 |
| 5141 | Land Registry Services | 100 | 33 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | 0 |
| 5142 | Bank Charges | 200 | -236 | 0 | 0 | 200 | 0 | 200 | 6 | 0 | 0 | 0 |
| 5143 | Data Protection GDPR | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 5160 | HopBine Rent and Oil | 8,000 | 7,832 | 0 | 0 | 2,100 | 0 | 2,100 | 1,400 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|------------|---------------------------------------|----------------|----------------|-----------------|--------------|----------------|--------------|----------------|----------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 5161 | Minor Expenses | 500 | 421 | 0 | 0 | 500 | 0 | 500 | -30 | 0 | 0 | 0 |
| 5162 | Postage | 100 | 104 | 0 | 0 | 120 | 0 | 120 | 0 | 0 | 0 | 0 |
| 5163 | Stationery | 300 | 885 | 0 | 0 | 450 | 0 | 450 | -15 | 0 | 0 | 0 |
| 5164 | DO NOT USE | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5165 | Travel Expenses | 200 | 223 | 0 | 0 | 300 | 0 | 300 | 22 | 0 | 0 | 0 |
| 5166 | Recruitment | 0 | 240 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5170 | Office Loan Repayment | 0 | 0 | 0 | 0 | 7,900 | 0 | 7,900 | 0 | 0 | 0 | 0 |
| 5181 | GPC newsletter, AR, Consult | 200 | 0 | 0 | 0 | 200 | 0 | 200 | 0 | 0 | 0 | 0 |
| 5201 | Training | 2,000 | 949 | 0 | 0 | 2,000 | 0 | 2,000 | 20 | 0 | 0 | 0 |
| 5211 | Audit | 1,300 | 1,643 | 0 | 0 | 1,800 | 0 | 1,800 | 255 | 0 | 0 | 0 |
| 5220 | Meeting Rm hire & Refresh | 2,000 | 1,489 | 0 | 0 | 1,800 | 0 | 1,800 | 168 | 0 | 0 | 0 |
| 5230 | Subscriptions | 1,900 | 1,815 | 0 | 0 | 2,000 | 0 | 2,000 | 1,186 | 0 | 0 | 0 |
| 5241 | Election Costs | 3,000 | 705 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5401 | Chairmans Expenses | 100 | 82 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | 0 |
| 5402 | Remembrance Day Wreaths | 0 | 50 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 |
| 5700 | Grants | 2,000 | 2,089 | 0 | 0 | 9,500 | 3,800 | 13,300 | 864 | 0 | 0 | 0 |
| 5903 | National Events | 4,000 | 20,998 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5912 | Office Purchase & Renovation | 0 | 0 | 0 | 0 | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 38,400 | 54,614 | 0 | 0 | 83,040 | 3,800 | 86,840 | 5,865 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 181,400 | 169,707 | | | 148,360 | | 144,560 | 108,916 | 0 | | |
| 102 | Staff Costs | | | | | | | | | | | |
| 5004 | Employers Pension Contribution | 3,500 | 2,437 | 0 | 0 | 5,000 | 0 | 5,000 | 393 | 0 | 0 | 0 |
| 5005 | NI Employer | 6,000 | 4,647 | 0 | 0 | 6,000 | 0 | 6,000 | 890 | 0 | 0 | 0 |
| 5006 | Clerks Pay | 60,000 | 58,508 | 0 | 0 | 65,500 | 0 | 65,500 | 9,469 | 0 | 0 | 0 |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | | |
|---------------------------------------|---|-----------------|-----------------|--------------|-----------------|--------------|-----------------|-----------------|----------------|----------|-----------------|----------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward | |
| Overhead Expenditure | 69,500 | 65,592 | 0 | 0 | 76,500 | 0 | 76,500 | 10,753 | 0 | 0 | 0 | |
| Movement to/(from) Gen Reserve | <u>(69,500)</u> | <u>(65,592)</u> | | | <u>(76,500)</u> | | <u>(76,500)</u> | <u>(10,753)</u> | <u>0</u> | | | |
| Administration - Income | 219,800 | 224,321 | 0 | 0 | 231,400 | 0 | 231,400 | 114,780 | 0 | 0 | 0 | |
| Expenditure | 107,900 | 120,206 | 0 | 0 | 159,540 | 3,800 | 163,340 | 16,617 | 0 | 0 | 0 | |
| Movement to/(from) Gen Reserve | <u>111,900</u> | <u>104,115</u> | | | <u>71,860</u> | | <u>68,060</u> | <u>98,163</u> | <u>0</u> | | | |
| <u>Amenities</u> | | | | | | | | | | | | |
| 202 | <u>Amenities including Footpaths</u> | | | | | | | | | | | |
| 1221 | GUFC & Dynamos Rent | 800 | 800 | 0 | 0 | 800 | 0 | 800 | 0 | 0 | 0 | 0 |
| 1222 | Misc Credits (Xmas lights, Gla | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1224 | GK School ann'l use Cheq Field | 500 | 500 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 1226 | Refund NNDR | 0 | 286 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | <u>1,300</u> | <u>1,636</u> | <u>0</u> | <u>0</u> | <u>1,300</u> | <u>0</u> | <u>1,300</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| 5102 | Toilets Utilities Elect/ Water | 1,400 | 1,895 | 0 | 0 | 1,800 | 0 | 1,800 | 464 | 0 | 0 | 0 |
| 5104 | CCTV electricity and B.Band | 600 | 981 | 0 | 0 | 1,000 | 0 | 1,000 | 314 | 0 | 0 | 0 |
| 5109 | The Plain Utilities | 1,500 | 585 | 0 | 0 | 1,500 | 0 | 1,500 | 53 | 0 | 0 | 0 |
| 5180 | Maps, Leaflets and Publicity | 200 | 0 | 0 | 0 | 200 | 0 | 200 | 0 | 0 | 0 | 0 |
| 5300 | Plain, Pond , War Mem, Bus she | 900 | 2,208 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5301 | Plain: Maint Contractor | 2,200 | 2,130 | 0 | 0 | 2,500 | 0 | 2,500 | 382 | 0 | 0 | 0 |
| 5320 | Hiller Field/Lurkins Rise Play | 3,300 | 2,506 | 0 | 0 | 3,600 | 0 | 3,600 | 328 | 0 | 0 | 0 |
| 5325 | Amenities Expenses | 0 | 0 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 |
| 5330 | Balcombes Hill Toilets | 14,000 | 12,556 | 0 | 0 | 14,000 | 0 | 14,000 | 686 | 0 | 0 | 0 |
| 5343 | The Glebe | 6,500 | 5,457 | 0 | 0 | 7,950 | 0 | 7,950 | 876 | 0 | 0 | 0 |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|------|--------------------------------|----------------|---------------|-----------------|--------------|---------------|--------------|---------------|--------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 5360 | KD Quarry Pond Maint | 1,980 | 1,980 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5362 | KD Bus Shelter Maint | 550 | 1,785 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5363 | KD Millennium Green Maint | 3,050 | 3,050 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5364 | KD Telephone Box Maint & Elect | 170 | 983 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5380 | Tattlebury Triangle Maint | 200 | 300 | 0 | 0 | 300 | 0 | 300 | 0 | 0 | 0 | 0 |
| 5381 | Tree Safety survey | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 5382 | Footpath Upkeep | 1,100 | 240 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5388 | CCTV Maintenance (not Utility) | 550 | 696 | 0 | 0 | 600 | 550 | 1,150 | 400 | 0 | 0 | 0 |
| 5392 | Parish Clean Up Day | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5393 | Dog Fouling Campaign | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5702 | KD Quarry Centre Grant | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5703 | KD Village Hall Maint Grant | 550 | 550 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5704 | Goudhurst Village Hall Grant | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5714 | Goudhurst in Bloom | 1,100 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5905 | Parish Events | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5907 | Toilets Renovation | 1,000 | 0 | 0 | 0 | 0 | 2,000 | 2,000 | 0 | 0 | 0 | 0 |
| 5910 | Car park Resurfacing | 2,000 | 0 | 0 | 0 | 0 | 4,000 | 4,000 | 0 | 0 | 0 | 0 |
| 5911 | Goudhurst Pond Renovation | 1,000 | 0 | 0 | 0 | 0 | 2,000 | 2,000 | 0 | 0 | 0 | 0 |
| 5915 | Christmas Trees/Lights G&KD | 440 | 825 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 5917 | Plain Tree Seat | 2,300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5923 | Cycle Racks | 1,500 | 622 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5924 | New AED | 2,500 | 3,795 | 0 | 0 | 0 | 0 | 0 | 25 | 0 | 0 | 0 |
| 5926 | Memorial Benches | 0 | 938 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 54,990 | 44,083 | 0 | 0 | 42,950 | 8,550 | 51,500 | 3,528 | 0 | 0 | 0 |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|--|-----------------|-----------------|-----------------|--------------|-----------------|---------------|-----------------|----------------|----------------|----------|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 202 Net Income over Expenditure | -53,690 | -42,446 | 0 | 0 | -41,650 | -8,550 | -50,200 | -3,528 | 0 | 0 | 0 |
| 6000 plus Transfer from EMR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 550 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(53,690)</u> | <u>(42,446)</u> | | | <u>(41,650)</u> | | <u>(50,200)</u> | <u>(2,978)</u> | <u>0</u> | | |
| Amenities - Income | 1,300 | 1,636 | 0 | 0 | 1,300 | 0 | 1,300 | 0 | 0 | 0 | 0 |
| Expenditure | 54,990 | 44,083 | 0 | 0 | 42,950 | 8,550 | 51,500 | 3,528 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-53,690</u> | <u>-42,446</u> | <u>0</u> | <u>0</u> | <u>-41,650</u> | <u>-8,550</u> | <u>-50,200</u> | <u>-3,528</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 550 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(53,690)</u> | <u>(42,446)</u> | | | <u>(41,650)</u> | | <u>(50,200)</u> | <u>(2,978)</u> | <u>0</u> | | |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|---------------------|---------------------------------------|-----------------|----------------|-----------------|--------------|-----------------|--------------|-----------------|----------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Burial Board | | | | | | | | | | | | |
| 203 | Burial Board | | | | | | | | | | | |
| 1230 | Burial Board Fees | 10,000 | 16,380 | 0 | 0 | 10,000 | 0 | 10,000 | 1,405 | 0 | 0 | 0 |
| | Total Income | 10,000 | 16,380 | 0 | 0 | 10,000 | 0 | 10,000 | 1,405 | 0 | 0 | 0 |
| 5125 | Burial Records & Digitisation | 3,000 | 2,610 | 0 | 0 | 3,000 | 0 | 3,000 | 417 | 0 | 0 | 0 |
| 5310 | St Mary's Churchyard Maint | 15,400 | 12,852 | 0 | 0 | 16,000 | 0 | 16,000 | 1,077 | 0 | 0 | 0 |
| 5312 | St Mary's Trees | 7,000 | 815 | 0 | 0 | 0 | 6,000 | 6,000 | 0 | 0 | 0 | 0 |
| 5321 | Green spaces Management | 3,000 | 158 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5370 | Christ Church Contractor | 4,070 | 3,700 | 0 | 0 | 8,700 | 0 | 8,700 | 1,240 | 0 | 0 | 0 |
| 5371 | Christ Church Maint, Hedges | 750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5372 | Christ Church Trees | 750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5391 | Veolia Bin Contract | 1,590 | 718 | 0 | 0 | 600 | 0 | 600 | 0 | 0 | 0 | 0 |
| 5909 | Memorials Survey and Repairs | 1,500 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 37,060 | 20,852 | 0 | 0 | 29,800 | 6,000 | 35,800 | 2,733 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (27,060) | (4,472) | | | (19,800) | | (25,800) | (1,328) | 0 | | |
| | Burial Board - Income | 10,000 | 16,380 | 0 | 0 | 10,000 | 0 | 10,000 | 1,405 | 0 | 0 | 0 |
| | Expenditure | 37,060 | 20,852 | 0 | 0 | 29,800 | 6,000 | 35,800 | 2,733 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (27,060) | (4,472) | | | (19,800) | | (25,800) | (1,328) | 0 | | |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|---------------------------------------|---|-----------------|--------------|-----------------|--------------|----------------|---------------|-----------------|------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>Highways & Footways</u> | | | | | | | | | | | | |
| 204 | <u>Highways and Footways</u> | | | | | | | | | | | |
| 5601 | highways expenses | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5602 | Sids and Highways Signs | 5,000 | 109 | 0 | 0 | 1,000 | 4,900 | 5,900 | 0 | 0 | 0 | 0 |
| 5914 | Speed Reduction Sch Cranbr Rd | 6,000 | 0 | 0 | 0 | 0 | 6,000 | 6,000 | 0 | 0 | 0 | 0 |
| 5916 | Speed Reduction Iden Green | 5,680 | 0 | 0 | 0 | 0 | 5,680 | 5,680 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 17,680 | 109 | 0 | 0 | 2,000 | 16,580 | 18,580 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (17,680) | (109) | | | (2,000) | | (18,580) | 0 | 0 | | |
| | Highways & Footways - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 17,680 | 109 | 0 | 0 | 2,000 | 16,580 | 18,580 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (17,680) | (109) | | | (2,000) | | (18,580) | 0 | 0 | | |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|---|---------------------------------------|----------------|--------|-----------------|--------------|--------|-----|-------|------------|----------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>Business & Communications</u> | | | | | | | | | | | | |
| 205 | <u>Mary Days Garages</u> | | | | | | | | | | | |
| 1276 | Mary Day's Garages Receipts | 5,265 | 5,256 | 0 | 0 | 5,265 | 0 | 5,265 | 583 | 0 | 0 | 0 |
| | Total Income | 5,265 | 5,256 | 0 | 0 | 5,265 | 0 | 5,265 | 583 | 0 | 0 | 0 |
| 5802 | MD Loan Repayments | 3,300 | 3,197 | 0 | 0 | 3,300 | 0 | 3,300 | 0 | 0 | 0 | 0 |
| 5803 | MD Maintenance | 2,000 | 60 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 5,300 | 3,257 | 0 | 0 | 5,300 | 0 | 5,300 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (35) | 2,000 | | | (35) | | (35) | 583 | 0 | | |
| Business & Communications - Income | | 5,265 | 5,256 | 0 | 0 | 5,265 | 0 | 5,265 | 583 | 0 | 0 | 0 |
| Expenditure | | 5,300 | 3,257 | 0 | 0 | 5,300 | 0 | 5,300 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (35) | 2,000 | | | (35) | | (35) | 583 | 0 | | |

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|---------------------------------------|----------------|--------------|-----------------|--------------|----------|--------------|----------------|------------|----------------|----------|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 206 Business & Comms | | | | | | | | | | | |
| 5905 Parish Events | 0 | 602 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5921 Parish Emergency Plan | 5,000 | 0 | 0 | 0 | 0 | 5,000 | 5,000 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 5,000 | 602 | 0 | 0 | 0 | 5,000 | 5,000 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (5,000) | (602) | | | 0 | | (5,000) | 0 | 0 | | |
| - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 5,000 | 602 | 0 | 0 | 0 | 5,000 | 5,000 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (5,000) | (602) | | | 0 | | (5,000) | 0 | 0 | | |

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Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|---------------------------------|---------------------------------------|-----------------|-----------------|-----------------|--------------|-----------------|---------------|-----------------|--------------|----------------|----------|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>Youth and Housing</u> | | | | | | | | | | | | |
| 207 | Youth | | | | | | | | | | | |
| 1206 | Sports Field Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,666 | 0 | 0 | 0 |
| | Total Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,666 | 0 | 0 | 0 |
| 5103 | Chequers Field utilities | 1,300 | 511 | 0 | 0 | 1,300 | 0 | 1,300 | 493 | 0 | 0 | 0 |
| 5341 | Back Lane Play area | 1,500 | 1,324 | 0 | 0 | 1,650 | 0 | 1,650 | 258 | 0 | 0 | 0 |
| 5350 | Chequer Field Ground Maint | 21,540 | 18,894 | 0 | 0 | 11,000 | 0 | 11,000 | 1,804 | 0 | 0 | 0 |
| 5351 | Chequer Field Pavilion Maint | 1,000 | 864 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 5713 | Goudhurst Scouts Grant | 1,000 | 921 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5908 | Ventilation system Pavilion | 5,500 | 0 | 0 | 0 | 0 | 5,500 | 5,500 | 0 | 0 | 0 | 0 |
| 5922 | Chequer Field Drainage | 0 | 0 | 0 | 0 | 0 | 3,000 | 3,000 | 0 | 0 | 0 | 0 |
| 5925 | Shelter on Village Green | 6,000 | 0 | 0 | 0 | 15,000 | 6,000 | 21,000 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 37,840 | 22,514 | 0 | 0 | 29,950 | 14,500 | 44,450 | 2,555 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (37,840) | (22,514) | | | (29,950) | | (44,450) | 111 | 0 | | |
| | Youth and Housing - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,666 | 0 | 0 | 0 |
| | Expenditure | 37,840 | 22,514 | 0 | 0 | 29,950 | 14,500 | 44,450 | 2,555 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (37,840) | (22,514) | | | (29,950) | | (44,450) | 111 | 0 | | |

Continued on next page

Annual Budget - By Committee

Note: Budgets and YTD Expenditure as at 31.05.2024

| | | <u>2023/24</u> | | <u>2024/25</u> | | | | | | <u>2025/26</u> | | |
|------------|---------------------------------------|----------------|---------|-----------------|--------------|----------|--------|----------|------------|----------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 210 | Projects | | | | | | | | | | | |
| 1285 | Coronation tickets/ sponsors | 0 | 18,233 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 18,233 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 0 | 18,233 | | | 0 | | 0 | 0 | 0 | | |
| | - Income | 0 | 18,233 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 0 | 18,233 | | | 0 | | 0 | 0 | 0 | | |
| | Total Budget Income | 236,365 | 265,826 | 0 | 0 | 247,965 | 0 | 247,965 | 119,434 | 0 | 0 | 0 |
| | Expenditure | 265,770 | 211,621 | 0 | 0 | 269,540 | 54,430 | 323,970 | 25,433 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (29,405) | 54,204 | | | (21,575) | | (76,005) | 94,001 | 0 | | |
| | plus Transfer from EMR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 550 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (29,405) | 54,204 | | | (21,575) | | (76,005) | 94,551 | 0 | | |

Goudhurst Parish Council



STANDING ORDERS GRANT AWARDING POLICY

Reviewed and Approved by Council 14 November 2022, Minute 245/22

To be reviewed November 2024

Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Goudhurst in a positive way.

Certain legal powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Parish. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972. Any grant made under this power must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.”

Grant Application Process

1. Any application for a grant should be made to the Clerk in the first instance. Application forms are available on the Parish Council’s website or by contacting the Clerk. Applications will be considered by Council at the appropriate Council meeting.
2. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the Parish,
 - demonstration of a clear need for the funding,

- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. Completed applications and any supporting documents should be emailed to the Clerk at Clerk@goudhurst-pc.gov.uk.
 5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
 6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised signatories.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
7. Any organisation receiving a grant exceeding £2,000 is required, under the Local Government Act 1972, s 137A, to provide the council with a statement detailing how the money was spent within a year of the award.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that

any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
14. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

Assessment of Applications

1. The following criteria will be used to assess any grant application:
 - How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
 - Whether the costs are appropriate and realistic.
 - What level of contributions has been, or will be, raised locally. The Council will consider applications for match funding.
 - Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source or has sufficient funds in its accounts.
 - The viability of the project.

Goudhurst Parish Council



GRANT APPLICATION FORM

| | | | |
|--|---|---|-----------------------------|
| Name of Group / Organisation: | 1 st Goudhurst Scout Group | | |
| Contact Name: | Chris Reed | | |
| Position in Organisation: | Group Scout Leader | | |
| Address: | The Scout Hut, Tattlebury Lane, Goudhurst, TN17 1BU | | |
| Telephone: | 07572871904 | | |
| Email: | Gsl@goudhurstscoutgroup.org.uk | | |
| Is your organisation a registered charity? | Yes <input checked="" type="checkbox"/> | If yes, Charity Number | 303395 |
| | No <input type="checkbox"/> | | |
| 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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <p>Brief Description of your group / organisation's main purpose / activities</p> <p>The Group promotes Scouting in the Goudhurst area and follows the aims of the Scout Association - to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities.</p> | | | |
| <p>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).</p> <p>The Group has 75 young people as members across its Beaver, Cub and Scout sections. It also hosts the Weald District Explorer Scout Unit, which has 20 members, some of whom are from Goudhurst</p> | | | |
| <p>Details of any restrictions placed on who can use / access the organisation's services</p> <p>Preference is given to residents of Goudhurst and/or those with siblings already in the group</p> | | | |
| <p>Details of the project for which the grant is required</p> <p>Funding to purchase 3 x Gas BBQs, covers and gas for use across camps and trips e.g. Hebrides, Netherlands and annual Summer/ Half Term camps by all sections of the Group (Beavers, Cubs, Scouts) and at community fundraising events, such as the Village Fete and Dog Show, enabling the Group to raise funds.</p> | | | |

| | | | |
|--|--|--|---------|
| <p>NB previous BBQs of this nature were owned personally by the former Group Scout Leader. This equipment will be owned exclusively by the Scout Group and may be made available to other community groups if not in use by the Scouts, helping them with their own fundraising.</p> <p>3x Dellonda 4 Burner Portable Gas Plancha 10kW BBQ Griddle, Supplied with Water Resistant PVC Cover, Stainless Steel - DG234 (Dellonda 4 Burner Portable Gas Plancha 10kW BBQ Griddle, Supplied with Water Resistant PVC Cover, Stainless Steel - DG234 : Amazon.co.uk: Garden) @£257.98 each (currently discounted from £329.99) = total £773.94</p> <p>3x Propane Gas cylinders (c£75 each) = £225</p> | | | |
| When will the project start? We do not offer retrospective funding. | | When funding is received | |
| Will your project be completed within six months from receipt of your grant? If not, please explain why below. | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| <p>How will this project benefit the parishioners of Goudhurst?</p> <p>It will provide equipment that will be used by the Scout Group, other village groups and at village events on an on-going basis</p> | | | |
| Total Cost of project | £998.94 | Amount of Grant requested | £998.94 |
| Have you received, applied or intend to apply for funding from any other source for this project? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | 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? | | | |

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 conforms 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: | <u>C G Reed</u> |
| Print Name: | <u>Chris Reed</u> |
| Position in the Organisation | <u>Group Scout Leader</u> |
| Date: | <u>12.06.24</u> |

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

Goudhurst Parish Council
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: deputyClerk@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.