



Coxheath Parish Council Finance Committee Meeting

Minutes from the meeting held on the 20th February 2025 at 7:30 pm in the Parish Office Coxheath Village Hall .

Present: Cllrs: C Parker (Chairman), C Bird, G Crickett, S Thomas
In attendance: I Bowie (Clerk)

PRIOR TO THE START OF THE MAIN MEETING

Representations from the general public will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman. The minute book will be closed. There were no public representations.

1/25 Apologies for Absence:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
There were no apologies for absence.

2/25 To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.
There were none.

3/25 Consideration of items to be taken in private (Exclusion of Public and Press):

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature:
There were none.

4/25 Minutes of the previous meeting.

RESOLVED: That the minutes of the Finance Committee meeting held on the 14th of November 2024 were taken as read, confirmed as a correct record.

5/25 Matters Arising from the Minutes:

- a. Banking Update. The Unity trust accounts were both open and active.
It was **AGREED** to recommend to the full council that:
 - (i) Councillor Thomas be added as a signatory to the Unity Bank Accounts.
 - (ii) The Clerk would apply for a Unity Corporate MultiPay Card.
 - (iii) The NatWest mandate would be updated to include Councillors Bird, Crickett, Gardener, Parker and Thomas as signatories.
 - (iv) NatWest existing Standing Orders and Direct debits would be cancelled.
- b. CCLA Account
It was **AGREED** to recommend to the full council:
 - (i) To open an account. The signatories would be Councillors Bird, Crickett, Gardener, Parker and Thomas
 - (ii) The Clerk would be the Administrator of the Account.
 - (iii) The initial deposit would be £85,000
- c. New Laptop and printer for the Clerk.
It was **AGREED** to recommend to the full council:
 - (i) The purchase of a new printer for the Clerk

- (ii) The purchase of Laptop subject to verification of the specifications. Clerk and Councillor Thomas to follow up.
- d. Laptop/Tablets from Councillors.
It was **AGREED** to recommend to the full council that:
 - (i) Councillors are given the choice of having a parish council device
 - (ii) A Microsoft 365 License would be purchased for the Clerk and Councillors who were to have a parish council device.
- e.. Equipment for the Parish Council Office.
It was **AGREED** to recommend the purchase of an A3 Laminator and Pouches for the parish council office for the use of Councillors and the Clerk.

6/25 To Agree the Finance Committee Terms of Reference.

It was **AGREED**:

- a. The Councillors would email any proposed changes to the Clerk no later than Tuesday 25th February 2025.
- b. The TOR would be reviewed at the next Finance Committee Meeting.

7/25 Finance:

- a. Receipts of Income year to date were noted as £116,916
- b. Bank Reconciliation was received and noted as £ 335,720.43
- c. Spend vs Budget . It was noted that the current spend year to date was £ 77,961.80 against a budget of £128,000
- d. To consider the virement of budget allocations. There were no virements.
- e. Reallocation of the 2025/26 Budget. It was **AGREED** to recommend to the full council that the shortfall in the agreed precept demand for 2025/26 would be met from general reserves.

8/25 To consider the following polices:

- a. Statement of Internal Control. Councillors to send amendments if any to the Clerk by Tuesday 25th February 2025.
- b. Procedures & Policy for Authorisation of Payments. Councillors to send amendments if any to the Clerk by Tuesday 25th February 2025.
- c. Statement of Approved Direct Debits and Standing Orders.
It was **AGREED** to recommend to the full council that the Statement was accepted.

9/25 To consider any late finance matters.

It was **AGREED** to recommend to the full council that the parish council switches to Scribe Account Software from 1st April 2025.

10/25 To receive correspondence/reports: There were none.

11/25 Agenda items for the next meeting:

12/25 2025 Meeting Dates.

24th April, 4th September, 13th November.