



Coxheath Parish Council Finance Committee Meeting

Minutes from the meeting held on the 12th June 2025 at 7:30 pm in the Parish Office
Coxheath Village Hall .

Present: Cllrs: S Thomas (Chairman), C Bird, G Crickett, C Parker

In attendance: I Bowie (Clerk)

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 present.

13/25 To elect a Chair.

RESOLVED: That Councillor Thomas be elected as Chair.

14/25 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 none

15/25 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.

16/25 Requests for Dispensations. There were none,

17/25 Declarations of Lobbying. There were none.

18/25 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.

19/25 Minutes of the previous meeting – 20th of February 2025.

RESOLVED:

That the minutes of the Finance Committee meeting held on the 20th of February 2025 were taken as read, and confirmed as a correct record

20/25 Matters Arising from the Minutes:

- (a) Banking Update. It was reported that the Unity Trust Bank Account was working well. Clerk to check that no payments have been duplicated. It was AGREED that additional bank accounts would be explored including a 90 day interest account.
- (b) CCLA Account.
AGREED: The clerk will progress the opening of an account with and deposit of £85k as previously agreed by full council.
- (c) New Laptop and printer for the Clerk. It was reported that a replacement laptop had been purchased for the clerk. The current printers are no longer fit for purpose and have been written off.
AGREED: The clerk would obtain quotes for a new printer.
- (d) Laptop/Tablets from Councillors.
AGREED to recommend to the full council:
 - i. All Councillors would be asked if they wanted a Parish Council laptop or Tablet
 - ii. The Clerk and Councillor Thomas would obtain quotes for devices.
- (e) Equipment for the Parish Council Office
As previously AGREED by full council a laminator and pouches would be purchased for the parish office.

21/25 To Agree the Finance Committee Terms of Reference.

AGREED: Councillor Parker would update the document and circulate for approval at the next meeting.

22/25 Finance:

- (a) Receipts of Income
Receipts of income for 2024/25 were noted and agreed as £119,329.11. It was noted that the precept from MBC for 2025/26 had been paid into the wrong account.
- (b) Bank Reconciliation. The reconciled balance for 2024/25 was noted and agreed as £319,607.58
- (c) Spend vs Budget .The spend versus budget for 2024/25 was noted and agreed.
- (d) VAT Update. It was reported that the VAT due to 31st March 2025 was £18,010.95
- (e) To consider the virement of budget allocations. It was AGREED not review the allocation at the next meeting. It was AGREED that the Clerk would update the budget on a OpEX and CapEX basis and that operating costs would come from receipts not reserves.
- (f) Reallocation of the 2025/26 Budget. It was AGREED to allocate the reserves as follows:
£

General Reserve :	99,000.
CCLA Account :	85,000
Recreation and Open Spaces Working Group	50,000
Traffic and Community Safety Working Group	20,000
Events and Communications Working Group	40,000
Pavilion Working Group Working Group	26,000
- (g) Review of the MUGA Honorarium
RESOLVED: To recommend to the full council that the honorarium would be increased to £1240 per annum.
- (h) Microsoft 365 for Councillors and Clerk.
AGREED that the Clerk and Councillor Thomas would review further. It was also AGREED that the Clerk and Councillor Thomas would review the IONOS email provision with a view to a move to a .gov.uk domain.
- (i) Otter.AI. To be reviewed after a trial period.

23/25 To receive and consider the draft Annual Governance and Accountability Return 2024/25.
RESOLVED: To recommend to the full council that the AGARS is accepted and agreed.

24/25 To consider the following policies:
RESOLVED: To recommend to the full council that the policies (a-d) be adopted.

- (a) Statement of Internal Control
- (b) Financial Regulations
- (c) Standing Orders
- (d) Procedures & Policy for Authorisation of Payments
- (e) Grant Policy and Grant Monitoring Form
AGREED: The monitoring form would be considered at the next Finance Committee Meeting.

25/25 Bi-Annual Policy Review . (Excluding those at 24/26)
RESOLVED: To recommend the re-adoption of all policies.

26/25 To consider any late finance matters.
AGREED to recommend to the full council that the parish office BT Line and WiFi were cancelled.

27/25 To receive correspondence/reports. There was no correspondence.

28/25 Agenda items for the next meeting.