

# Sundridge with Ide Hill Parish Council

## Minutes of Finance and Personnel Committee Meeting Tuesday 16 June 2015, 7:00pm, Village Hall, Ide Hill

**Present:** Cllrs Edmonds, Evans, Mrs Lovegrove and Stokes

Mrs S Codling - Clerk

*Councillors agreed for Cllr Mrs Lovegrove to Chair the meeting.*

**Apologies** Cllrs Baker (holiday) and Jolley (health). Apologies were accepted.

**Declarations of interest:** None.

### 1. To Elect Chair.

This item was deferred to the next meeting.

### 2. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 21 April 2015.

Owing to the Councillors present, there was not a quorum of those present on 21 April to approve minutes.

### 3. To take matters arising from those Minutes.

Deferred.

### 4. To review Terms of Reference

- Councillors noted that operational expenditure should be mentioned in the Amenities Terms of References. This is to include the Councillors to authorise expenditure, expenditure limits and the criteria for expenditure. There should be a cross reference to the Financial Regulations regarding delegated expenditure.
- It is to be added:
  - 'There will be a subcommittee of 2 Members to deal with emergency situations, which require a small expenditure. See Standing Orders x and Financial Regulations x for details'. (Inserting the relevant cross reference).
- The Clerk is to amend the Terms of Reference for review at the next meeting. **Action: Clerk.**
- Councillors noted that there should be a contact list created for emergency situations, such as flooding, should the Authorities be unable to assist.

### 5. Correspondence including requests for grants.

None.

### 6. To receive budget statement, 31 May 2015

- Electronic banking was discussed. Costs are to be reviewed and sent to Councillors. **Action: Clerk.**
- A Cost Centre is to be set up for 'Professional Services'. This is to be a nil budget allocation as money will come from reserves.
- A Cost Centre is to be set up for both 'Sundridge Open Spaces' and 'Ide Hill Open Spaces' for 'Repairs'.
- Now the Natwest Account is operational, a separate account is to be set up for Sundridge Village Hall. This will enable the Parish Council to easily see the accounts for the Village Hall. **Action: Clerk.**
- Predicted costs are to be reviewed to ensure any increase in contracts is accounted for. **Action: Clerk.**
- Councillors reviewed the Clerk's travel expenses. It was noted that several trips are to put agendas on the notice boards. It was agreed that Councillors would put the agendas up. **Action: Cllrs.**

### 7. To approve and sign Year End accounts, 2014/15.

- Asset Register. The Clerk is to verify whether the Ide Hill bus shelters, located at The Green and Goathurst Common, are owned by the Parish Council. The Asset Register is to be updated accordingly.

**Action: Clerk.**

- The Clerk is to draft standard operating procedures, identifying responsibilities. **Action: Clerk.**
- Councillors noted that Sevenoaks District Council are to give storage space for important documentation. Items in filing are to be reviewed. The Clerk is to investigate scanning documents in the filing cabinet to start electronic banking. Items can then be archived. **Action: Clerk.**
- Councillors **approved** the Year End figures. The Chair of the Council is to sign the accounts. **Action: JJ.**

**8. To review and approve Standing Orders**

The Clerk is to send the NALC model document to Councillors to review.  
Councillors are to respond with comments prior to the next meeting.

**Action: Clerk**  
**Action: All Cllrs.**

**9. To review and approve Financial Regulations**

Councillors favoured the NALC model document. However, the figures in the document are to be reviewed. The Clerk is to resend the document to Councillors for comment.

**Action: Clerk/All**

**Cllrs.**

**10. To review and approve policies.**

Disciplinary Procedure

Deferred.

Grievance Policy

Deferred.

I.T. Data Policy

- The Clerk is to investigate whether data can be stored on the cloud. **Action: Clerk.**
- Cllr Stokes has made some amendments which will be sent to the Clerk. **Action: MS.**
- The Clerk is to make some comments on the policy before distributing to all Councillors. **Action: Clerk.**
- It was noted that the Parish Council needs to have policies regarding Freedom of Information. The costs for sending documents upon request are to be reviewed. **Action: Clerk.**

**11. To discuss the Big Community Fund award, Darent Relief Channel.**

- Cllr Evans advised that he met with the Environment Agency today. Site Engineers were assessing the drains that have been found, taking site levels.
- There has been some progress regarding the Darent Relief Channel project. It is expected to obtain one or more grants for clearing out the channel. Work is to start early Autumn.
- Cllr Stokes is to review when the Big Community Fund grant expires. **Action: MS.**

**12. To discuss Street Lighting repairs and approve necessary expenditure.**

None.

**13. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.**

None.

**14. Date of next meeting.**

14 July 2015

There being no other business the meeting closed at 8:55pm