

CAPEL PARISH COUNCIL

MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD AT THE ARNOLD COOKE HALL, TUDELEY ON THE 5th NOVEMBER 2018 AT 7.00PM

Present:

Cllr Bob Anthony - chairman
Cllr Maggie Fenton
Cllr Charles Mackonchie
Cllr Hugh Patterson
Cllr Ashley Saunders

Also in attendance the RFO Michelle Rumble,

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Agenda Minute

No No

1.

ADMINISTRATION

Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.

2.

264

APOLOGIES FOR ABSENCE

None

3.

265

COUNCILLOR DECLARATIONS

None

4.

266

MINUTES OF THE FINANCE AND RESOURCES COMMITTEE held on the 13th SEPTEMBER were signed by the Chairman as a true and accurate record

5.

267

MATTERS ARISING FROM THE LAST MINUTES

Website

Members stated that at the last Full Council meeting it was **RESOLVED** to go with NetwiseUK.Com

Paperless Planning

Members stated that at the last Full Council meeting it was **RESOLVED** to purchase a projector and screen.

Office move

No update on this at the moment

Allotments

The RFO updated members that the increased rents were received by allotments holders and any matters raised had been dealt with by the RFO. The RFO will look into Allotment Insurance and also plot numbers.

ACTION RFO

6.

268

FINANCIAL MATTERS

6.1. Bank Reconciliation

Noted by all members

6.2. Income/Expenditure reports

Noted by all members

6.3. Budget update

Noted by all members

6.4. Donation requests

Donation requests had been received from

Paddock Wood Community Advice Centre

Awaiting Application Form – **RESOLVED** to give same as last year

£500.00 – S137 Donation

South East in Bloom

Awaiting Application Form – **RESOLVED** to give same as last year

£250.00 – Section 137 Donation

Royal British Legion

It was **RESOLVED** by all members to give a donation from S137 of

£150.00

6.5. BACS Payment for Suppliers

This was discussed by members and it was **RESOLVED** that the Clerk should look into how this would work and what requirements there are for Parish Councils governing BACS payments. The Clerk stated that she had been asked by one of the suppliers if they could be paid by BACS, at the moment this is not something the Parish Council could offer but it was discussed that a regular Direct Debit could be set up to pay the same amount each month.

ACTION RFO

6.6. Draft Budget 2019/20

The RFO had prior to this meeting circulated two sets of Draft Budgets for 2019/20. The members went through the Expenditure Budget

Headings and made amendments where they thought was necessary.

The RFO will update the Budget with the amendments and circulate to the Chairman, once he has agreed the changes it will then be circulated to all members of the Committee.

At this point no agreement was made with regards to the Precept and what increase should be set. This will be discussed again at the meeting in January.

ACTION RFO

7. 269 **DATE OF NEXT MEETING**

Monday 14th January 2019, 7.30pm Arnold Cooke Hall, Tudeley