



Minutes of the Finance Committee held on Tuesday 29th September 2020 at 7pm via Zoom.

FINANCE COMMITTEE MINUTES

In attendance: Cllr Spencer Phillips, Cllr Nigel Bunker, Cllr Jenny Li, Clerk Mrs Rachel Girt

1. Apologies with Reasons for Absence

None

2. Disclosures of Interests, Dispensations, Predetermination or Lobbying

None

3. Approval of minutes

The minutes of the Finance Committee meeting held on 28th August 2019 were approved for signature.

4. Internal Audit Review

The internal audit report of 2019/2020 was reviewed. It was noted with thanks to the Clerk that all matters had been graded green (low risk).

5. Budget 2020/2021

Expenditure to date against budget was reviewed & no areas of concern were identified.

6. Banking

1. Transfer to the Unity Trust current account had generally gone well. There have been some Problems with logging in, although Unity Trust are easy to contact on the 'phone and issues have been resolved.
1. Members decided to retain the Lloyds Treasurers Account (interest bearing) as a useful resource in case of banking issues.
2. The Multipay Credit Card has been approved and issued.

7. 2021/2022 Budget

1. The tax base will be agreed at the Ashford Borough Council Cabinet meeting of 26 November 2020. The Parish Council will need to agree the budget and precept by 11th January 2021.
2. Invitations from CPRE Kent and AcRK to subscribe were considered. Members approved subscription (minimum donation £36/annually) to CPRE Kent. Membership includes access to publications and advice.

The current year budget for Highways Improvement Plan is likely not to be required in the current year so will to be rolled forward.

3. It was advised that the national inflationary pay award had been agreed at 2.75% (2020/2021)
4. Motion to exclude the public from items 7.5 & 7.6 (not required - no public in attendance)
5. Confidential item: salary provision in budget 2021/2022
The Clerk's role has increased substantially both in scope and time demands. It was agreed that a current job description for the Clerk should be constructed as part of a job grading evaluation (available from SLCC). Chair & Vice-Chair to undertake using the evaluation. This will inform budget. Any changes will also need to be reflected in an updated contract.
6. Confidential item: contracts & service agreements
In order to budget effectively it was agreed to speak to the contractor who mows and tidies at St Mary's Eastwell to discuss and agree hours required for the task.
7. Information Items
 1. No further financial updates received

The meeting closed at 7.25pm.

Rachel Girt, Clerk to the Council