**Committee: Finance & General Purposes**

**Teynham Parish Council**

**DRAFT minutes**

**Date: Wednesday 14 June 2023**

**Location: Teynham Community Hall**

**Start time: 19:30 End time: 21:35**

**Present at meeting: Clive Brodigan, Brian Sharman and Paul Townson.**

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| **Item** |  | **Propose** | **Second** |
| 1 | APOLOGIES Apologies received from Hayley Steel (Clerk); Max Tant Minutes taken by: Paul Townson |  |  |
| 2 | DECLARATIONS None |  |  |
| 3 | Public Session None |  |  |
| 4 | Minutes The minutes were read and approved. | Clive | Brian |
| 5 | Matters arising It was noted from the published budget for 2023/24, that:   1. **COMMUNITY HALL:** should read £4418 not £4168. **Action:** Paul to check the formula on the spreadsheet. 2. **STREET LIGHTING:** Update description for ‘Village Hall’ (\*\*Discuss with Hayley\*\*) to grant for VHMC /refers to a streetlight in the Village Hall Car Park. 3. **COMMUNITY HALL:** No precept was requested for the operational costs for the Community Hall, as it should be self-funding. The precept was used to cover Public Works Loan (mortgage) to cover the cost of the purchase of the building. 4. Description on ‘budget’ 5. **MEADOW:** It was noted that the precept for the Meadow was tight. Precept for 2024/25 should be increased. 6. **VILLAGE HALL:** It was noted that the Village Hall lease had a (ground rent?) of £5 for the first 30 years. Although a nominal amount, this should be claimed and noted as a source of income. 7. **GENERAL ACCOUNT  Action:** Verify if we receive invoice for TPCC Graveyard contribution. It was proposed that in future years, this figure should be increased by 5%-10% each year. **Action:** Description for Lychgate should be changed to ‘war memorial’. 8. **PRECEPT** Typo: Allotments; Add description to PWL Loan (mortgage for Community Hall) 9. **AUDITORS:** Good practice suggests that internal auditors should be changed every 3 to 5 years.  **Action:** Hayley: to advise how long current Auditor has been working for us. Set up brief meeting, with new Chair and Auditor. Did we receive a copy of the Auditor’s report for 2022/3? | Clive | Brian |
|  | Election of Chairman Clive proposed that Paul Townson be chairman of the F&GP Committee. Seconded by Brian.  Paul Townson was elected chairman of F&GP Committee. Paul thanked Clive and Brian for their support. | Clive | Brian |
| 6 | Funding for Planning Consultant At the request of the full Parish Council, the F&GP committee reviewed the budget for 2023/24 to identify potential sources of funding for the Planning Consultant (Initially, max £2500). It was agreed to return to the full council with the following proposal:   * **Proposal:** It is proposed to fund the cost of the Planning Consultant by transferring £2,500 from the Playing Fields budget allocation (Rent £1800 + Grass Cutting £700) to the Planning (Planning Consultant). * **As a backup**, a second source of funding was also identified. It is proposed, as a back-up, to transfer £2,500 budget allocation from Amenities (Kings Coronation) to the Planning (Planning Consultant) budget. | Brian | Clive |
| 7 | Risks Paul introduced the discussion on risk. The purpose of looking at risks was to highlight and priotise the key organizational risks. Paul explained the process of ranking risk, using the formula ***Level of risk = likelihood x impact***   1. The F&GP committee reviewed the draft list of main risks. **Action:** Paul to update the risks based on feedback from the committee. 2. **Action:** Once list of risks updated, gather input from Hayley, before circulating to the wider Teynham PC. 3. **Action:** Add to future full TPC for review/action. |  |  |
| 8 | Electronic banking  * It was noted that: Brian and Clive (as the financial signatories) requested face-to-face training on the use of the new online banking authoristaion process. * Paul noted that we should have additional signatories in the event of illness or vacation. * It was proposed that we have four signitures for the electronic authorization process. Any 2 signitures required for authorisation | Clive | Brian |
| 9 | Financial software Paul opened this topic: This is very important for me. Good information makes better decision making.  **(Check with Hayley) Update from Hayley:** We can export financial data from the bank accounts in to Excel. This removes the need to re-key data, which could potentially introduce errors. Data is exported to excel to create management reports. This requires (time consuming) manual production of reports. We are in the process of looking at different financial software.   * **SCRIBE** (used by many PCs); This software has many useful features; however, it does not include the facility to download/import data directly from the bank account. The software is more expensive than expected (£55/pcm + set up costs). * **FREEAGENT** is a software package, offered by our bank,NatWest. There are no charges while we bank with NatWest. Hayley had made initial contact with the support team at Freeagent to get information on how it could be used with our account. A meeting has been scheduled for 20 June with Chairman to look at the package in detail. * **ZERO** – This is another business grade financial software package, which we will investigate if Freeagent is deemed to be unusable. Cost: £30/pm |  |  |
| 10 | Next meeting Date to be confirmed by Clerk |  |  |
| 11 | Chairman’s closing remarks Managing our risks will help us prioritise what needs to be looked at first. Good financial information promotes better decision making. |  |  |
| 12 | Meeting Close The meeting closed at **21:35** |  |  |