

EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent TN12 5BT

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Minutes of a meeting of the Parish Council's Finance Committee on Thursday 10th October 2024
at 7.00 p.m. in the Meeting / Committee Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

4th October 2024

M. Piscina

Parish Clerk

MINUTES

1. **Present:**

Councillors M. Williams, D. Seal, M. Joannes, Parish Clerk

Apologies received: Councillor T. Eastwood, S. North

2. **Declarations of Interests and/or lobbying –**

None

3. **Minutes**

It was resolved to approve the minutes of the meeting held on 25th September 2024

Proposed: M. Williams, Seconded: M. Joannes, all in favour

4. **Review of budget and expenditure to date.**

4.1) Review of expenditure per cost code

Expenditure was reviewed and several anomalies in the cost codes highlighted – these will be moved to the correct codes. Some areas of high expenditure noted where virements may be required in future to ensure the council stays within budget:

Staff Costs have increased due to annual pay rises

Grants and Donations has increased by £3900 due to donation from the Working men's Club – must be ringfenced if not spent within this financial year

4.2) Resolve any virements (amendments) of the budget if required

It was resolved to make the following virements:

Cost code 15 – underspent – move £1500 to CC 37 and £1500 to another if required.

CC 16 to be reduced by £1000

CC 27 to increase due to project for replacement of all streetlights not going ahead and therefore the maintenance requirements will be greater

CC 55 to be reduced by £1000, money to be allocated to CC29 Winter events

CC 39 to be reduced by £500

Proposed: M. Williams Seconded: M. Joannes All in favour

5. **Review of grant requests received and approved and current spend**

No requests have been received recently. Current spend is within budget, the amount available is higher than previously budgeted due to receiving a donation from the Working Man's Club for the council to administer, plus the Cost of Living Grant received on behalf of Paddock Wood Advice Centre and the Rapid Relief Team.

Signed: _____

Date: _____

7. **Review of Insurance Renewal**

The renewal documents were considered to be suitably detailed and cover all areas accurately.

8. **Review the External Auditors Report and note any recommendations for improvement**

- 1) Reappointment of auditor was not minuted in 2023; the appointment of a new auditor for 2024/25 has been recorded this year, in the September Full Council Meeting Minutes.
- 2) Incorrect reporting type used and approved by IA; this has been addressed going forward, with the new auditor made aware and the RFO ensuring they are aware of implications of the Income and Expenditure basis on the AGAR.

9. **Review of future projects and provisional costs**

The following projects were considered:

Overflow parking at the Jubilee Hall Playing Fields - £15k

Pump track – costs dependent on type of track / design chosen

Perimeter footpath – costs yet to be determined depending on the surface used

Playground – awaiting outcome of the facilities survey to review potential improvements

Old allotment site – future use yet to be decided upon, the removal of overgrowth will cost a lot and need to be budgeted for.

Removal of overgrowth behind the tennis courts and down the far side – given likely to cost £000's, consider budgeting for over at least 2 financial years if not longer.

Current Reserves stand at £195,000 allowing for a minimum 6 months of finances held in case of emergency requirements plus potential spend of £35k for land purchase and £15k for overflow parking

S106 monies from the Rose Mews and Brunswick Yard Developments will potentially be applicable to fund some of the future projects.

10. **Items for discussion at next meeting**

Budget

Precept

11. **Next meeting date:** 11th December 2024

Signed: _____

Date: _____