



**MINUTES OF THE MEETING OF  
The Finance & Administration Committee  
Loose Pavilion  
Monday 8 April at 7.30pm**

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Charlie Hollister (CH), Andrew Richards (AR) Neil Lettington (NL) and Mick Westwood (MWJ)

**Also present:** Nicky Bourne (Deputy Clerk) (NB) Janet Burnett (Assistant Clerk) (JB) and Kim Owen (Clerk) (KO) took the minutes.

There were no members of the public in attendance at the meeting.

**1. To receive and record any apologies for absence.**

Apologies for absence was received from Tony Oliver (Away).

**2. To receive and agree any decision regarding any item to be taken as confidential.**

None.

**3. To receive any declarations of pecuniary interest on items in the agenda.**

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(As agreed by LPC 21 Jan 13)*

None.

**4. To receive any signed dispensation requests for any item on this agenda**

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 2017- (item 17)).

None.

**5. To agree and to sign as a correct record the minutes of the F&A meeting on 8 January 2024 (Pages 234-235).**

The minutes of the meeting on 8 January 2024 were **AGREED** and signed by the Chairman.

**6. To receive any questions/comments from the public or items tabled by the Clerk.**

None.

**7. Reconciliation of bank accounts**

To reconcile the bank account balances to the accounts and bank statements, and to sign the Bank statements as confirmation.

The following bank statements were reconciled with the RBS system by AR:

- Unity Trust Bank Current Account
- Unity Trust Deposit Account

As at today's date the Office have not yet received the bank statements from Barclay Bank for March 2024. These will be reconciled at the next available meeting.

**8. Examination of finance position & RFO Reports.**

- a. 23/24 - To discuss the end of year position for the Parish Council and to examine spends and income as relevant.

## DRAFT

The end of year position for the Parish Council has been circulated to members of the Committee and noted.

- b. To note rates bill for Pavilion for 24/25.  
The Clerk advised that Maidstone Borough Council have confirmed that the rates on the Pavilion for 24/25 will be zero.
- c. To authorise any bank transfers as relevant.  
There are no bank transfers required for the Council as the full precept will be in the Unity Trust Bank Account on 12 April 2024.
- d. To discuss all bank accounts and make any necessary decisions.  
Following a decision to close Barclays Bank accounts they have returned the request to close the account form as it has not been signed in accordance with the mandate. It appears that all signatories need to sign the closure mandate. This includes Cllr Andrew. Clerk to organise the necessary documentation for signatures.
- e. To authorise payments as relevant for any outstanding invoices.  
See agenda item 9b.

### 9. Funding

- a. To review and discuss any funding challenges/ issues/applications.  
The Deputy Clerk is currently preparing a bid for the repairs to the war memorial. The deadline for the application is 30 June 2024 and can cover to 50% of the cost of the repairs. Funds will also be needed to revamp the Neighbourhood Plan to include both areas of Loose Parish and North Loose.
- b. To discuss items to be earmarked/ring-fenced to 24/25.  
The current earmarked resources have been circulated to Councillors. The Clerk has allocated blocks of codes for each Committee. The Committee **AGREED** to the changes for 24/25. Clerk to Action.  
After discussion it was **AGREED** to earmark the following amounts from 23/24 budget to Earmarked reserves:
  - £390 for an Invoice for Blocked Drains (22 March 2024)
  - The PCH Committee agreed to save £234.00 to Earmarked Reserves to replace the damaged rope swing.
  - At the Environment Committee meeting on 11 March 2024 the Committee **AGREED** that £1000 to be earmarked from 23/24 budget for the meadow'  
Clerk to action
- c. To discuss funding available and documentation.  
Nothing further to add.

### 10. To discuss and make any decisions on the following reviews.

- a. Financial Regulations for the LPC.  
The document has been circulated to all members of the Committee. The Committee reviewed and **AGREED** the Financial Regulations with the following amendments:
  - Page 1 – Remove Model and 2019 for England in the Title.
  - Page 2 – 1.8 – Remove 'with effect 1<sup>st</sup> Jan 2022 the role of RFO will come under the role of the Clerk' and add 'The Clerk is the RFO to Loose Parish Council.'
  - Page 6 - 3.5 – Shall read 'The budget shall form the basis of financial control for the ensuing year.'
  - Page 9 – 6.3 – the word 'effected' to be replaced with affected.
  - Page 11 – 6.19 – Add a full stop after the work Council on both sentences.
  - Page 11 – 6.21 – Reword sentence on exception to include that volunteers at the coffee morning check the floats on a monthly basis and the Clerk balances the petty cash account each month.
  - Page 12- 7.4 – Add a space after the full stop of the first sentence.
  - Page 13 – 8.1 – the word 'effected' to be replaced with 'affected'.

**DRAFT**

- Page 19 Last paragraph to be deleted.  
Office to Action.

b. Standing Orders for the LPC.

The document has been circulated to all members of the Committee. The Committee **AGREED** the following amendments to the Standing orders:

- Page 2 – Delete the introduction
- Page 5 – 3f- substitute three for thirty.
- Page 12 – 9g – after received, ‘unless’ should be all lower case.
- MJW will write a part of the standing orders to include working groups and forward these to the Clerk for consideration at a full LPC meeting.  
Office to Action

**11. Financial Risk**

- a. To review and discuss any risk management issues with regards to finance.  
Concerns were raised about the inability to transfer the funds in the Barclays Bank to the Unity Trust Account. The Clerk will monitor the situation going forward.
- b. To review risk record for the LPC and to take forward as relevant.  
The risk record was circulated to all members of the committee reviewed and **AGREED**. There were some concerns raised about the use of bleach at the Pavilion. Deputy Clerk to look for an alternative product.

**12. To discuss present Internal Auditor arrangements and make any necessary decisions.**

This will include the items to be checked for the financial year 24/25.

The Auditor plan was circulated to all members of the committee and the clerk advised that she is planning for the Auditor to visit for the end of year check at the beginning of May 24. The content of the document was noted. Once the final audit has been completed the Committee **AGREED** to audit the report and make any necessary decisions.

**13. To review the McAlpine Trust Accounts and make any necessary decisions.**

The Clerk raised concerns about the Loose Allotment Accounts. There seems very little on expenditure including no insurance (for the mower), electricity and general supplies. After discussion the Committee **AGREED** for the Clerk to contact the Treasurer for more information.

**14. Publications/website/social media**

- a. To discuss any matters generally and make any decisions as relevant.  
None.

**15. To discuss any other matters for information only.**

MJW requested a copy of the budget. Clerk to Action.

**16. Date of next meeting TBC.**

Meeting concluded at 8.55pm

Signature .....

Date .....