



DRAFT MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 29TH JULY 2025 IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.50PM

Cllr Adam, as outgoing Vice-Chairman, opened the meeting and took the first item on the agenda.

001/25 ELECTION OF CHAIRMAN

Cllr Boswell proposed, Cllr Rabot seconded that Cllr Dobinson be elected Chairman for the forthcoming financial year.

Cllr Dobinson then took the chair for the remainder of the meeting.

002/25 ELECTION OF VICE-CHAIRMAN

Cllr Boswell proposed, Cllr Rabot seconded that Cllr Adam be elected Vice-Chairman for the forthcoming financial year.

003/25 PRESENT

Cllrs Adam, Boswell, Dobinson and Rabot. The Clerk and Cllr Tippen were also in attendance.

004/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Gibson and Griffiths.

005/25 APPROVAL OF PREVIOUS MINUTES:

Cllrs received and approved the minutes of the meeting held on 29th April 2025. These were duly signed by the Chairman.

006/25 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

007/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance.

008/25 FINANCIAL YEAR 2025/2026 – QUARTER 1

Income & Expenditure

The Clerk had circulated details of the income and expenditure for Quarter 1 of the current financial year.

Following questions being raised and answered by the Clerk Cllrs agreed income and expenditure for Quarter 1.

Bank Reconciliations to 30th June 2025

Unfortunately, due to not receiving Nat West bank statements in time these could not be signed. It was agreed that once the bank reconciliations were finalised the Clerk would circulate to all Finance Committee Cllrs. If all in agreement Cllrs Dobinson and Rabot would be given delegated powers to attend the parish office to sign them on behalf of the Finance Committee.

009/25 OTHER

Changes to Financial Regulations

Cllrs considered the outstanding changes to the Financial Regulations as submitted by NALC which were deferred since the last meeting. Following a debate it was proposed, and agreed, that the Financial Regulations be updated to reflect both open and closed tenders along with the processes involved.

VAT implications for Changing Rooms Refurbishment

The Clerk had obtained information from HMRC and SLCC VAT expert and had also written to Mulberry (MPC's Internal Auditor). Cllrs proposed to wait for receipt of all the information available and then discuss further.

Changing Rooms Refurbishment

Following a debate it was proposed, and agreed, to request the architect to obtain indicative budget costs for the work so that it would be known whether additional grant funding would be required before going out to tender.

Community Infrastructure Levy

Cllrs received details of CiL money received to 31st March 2025 and noted that money needs to be spent within 5 years of receipt.

Expenditure

Deputy Clerk – CiLCA Qualification

Due to the next stage of applications being in February 2026 Cllrs were requested to consider the costings for the above qualification and training from 2025/2026 training budget. This was agreed and the Deputy Clerk would look to register in February of next year.

Grounds maintenance machinery

This had been discussed at Amenities Committee and a decision made. Therefore, no requirement for Finance Committee to discuss.

010/25 INVOICES

There were no invoices for payment.

There being no further business the meeting closed at 8.16pm.

Date:

Signed:

Cllr Dobinson

Chairman, Finance Committee

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