



DRAFT MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 28TH OCTOBER 2025 IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.45PM

011/25 PRESENT:

Cllrs Dobinson (in the Chair), Gibson, Griffiths and Rabot were present. Cllr Goda and the Clerk were also in attendance.

012/25 APOLOGIES:

Apologies were received from Cllrs Adam and Boswell.

013/25 APPROVAL OF PREVIOUS MINUTES:

Cllrs received, and approved, the minutes of the meeting held on 28th July 2025. These were duly signed by the Chairman.

014/25 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

015/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

016/25 UPDATE FROM HR SUB-COMMITTEE MEETING

Cllrs Rabot and Gibson along with the Clerk gave updates on the HR Sub-Committee meeting in regard to 2026/27 salaries, bonuses and additional training/qualifications of staff.

017/25 FINANCIAL YEAR 2025/2026

Quarter 2 report

The Clerk had circulated Quarter 2 income and expenditure to Cllrs prior to meeting. This was also provided at the meeting and the Clerk gave a brief explanation of the differences in budget.

RESOLVED: Following discussion Cllrs agreed Quarter 2 accounts.

Additional expenditure for this financial year

Cllrs considered additional expenditure for this financial year which included: Grounds maintenance machinery

Cllrs to consider the purchase of a new cemetery mower, leaf blower/vacuum and a brushcutter/edge trimmer.

RESOLVED: Following discussion on the quotes received Cllrs agreed for the purchase of a cemetery mower at a cost of £670.83, a leaf blower/vacuum (for use by both caretakers) to a maximum value of £150.00 and a brushcutter/edge trimmer for the playing field maintenance to a maximum value of £200.00.

PA System

Cllrs were asked to consider the purchase of a new PA system to be used for play scheme, Christmas and other parish council events. The existing one was over 15 years old and was no longer compatible with new technology.

RESOLVED: Following discussion on the quotes received Cllrs agreed for the purchase of portable PAT system at a cost of £290.83.

Funding request

A funding request had been received from a UK wide organisation.

RESOLVED: Following discussion on this Cllrs felt that the remainder of the grant money in this year's budget would be more worthwhile to local charities / organisations and therefore declined the request.

018/25 CAPITAL ACCOUNT

The Clerk provided a report on the breakdown of capital income and expenditure and details of monies to be transferred to the CCLA account now that Santander has been closed.

RESOLVED: Cllrs agreed for the transfer of £57,614.34 be made to CCLA.

019/25 2026/27 INCOME & EXPENDITURE

Fees

RESOLVED: Cllrs accepted the proposals set by relevant Committees in regard to Open Space hire, Play Scheme fees, Cemetery fees and other ad hoc income.

Other Income and Expenditure

Cllrs considered the additional income and expenditure for the next financial year including:

Salaries: Proposal put forward by HR Sub-Committee.

Increase in subscriptions and other revenue expenditure: No information had been received regarding increase in 2026/27 subscriptions. Details of an increase on public conveniences cleaning had been received and this would be included in 2026/27 budget.

CIL/S106 expenditure: No CIL money had been received in 2025/26 and it was unclear at this stage whether any would be forthcoming in 2026/27. Any S106 money still available was earmarked for changing rooms refurbishment. Additional training costs: Raised at HR Sub-Committee meeting for additional training costs to be added for Deputy Clerk (CiLCA) and Admin Assistant (ILCA).

RESOLVED: Cllrs agreed all the above and figures would be available for budgeting purposes.

MPC Website

Cllrs had received a report on a proposal from the Communications Sub-Group for a new website from 1st April 2026 for Marden PC and considered the costings to incorporate into the budget for 2026/27.

RESOLVED: Following discussion and viewing an example of the proposed website provider Cllrs agreed for the annual cost of £520.00 be added to 2026/27 budget for Parish Online.

020/25 DRAFT BUDGET

Cllrs proposed, that the drafting of the budget be deferred to next week when all the Committee would be available to discuss.

RESOLVED: The Clerk would call a Finance Committee meeting following the Planning meeting on Tuesday 4th November to discuss the first draft of 2026/27 budget.

021/25 OTHER FINANCIAL ISSUES

Bank Reconciliations

RESOLVED: Cllrs agreed Q1 and Q2 bank reconciliations which would be signed by two Cllrs.

022/25 INVOICES

The following invoices were put before Cllrs:

P&F Cleaning – public conv. Cleaning (Budget Code: 4326) - £725.00

Ian Jones – locking/unlocking S/F and P/C (Budget Codes: 4222/4328) £200

Cllr K Tippen – travel expenses (Budget Code: 4045) - £13.20

Alison Hooker – Miscellaneous (Budget Codes: 4071/4328/4005) - £60.28

Castle Water – public conv. Water supply (Budget Code: 4327) - £17.90

Paul Waring – S/F and P/F mowing (Budget Code: 4014) - £200.70

Total: £1,250.53

Cllrs agreed payments and Cllrs Dobinson and Rabot authorised on Unity.

There being no further business the meeting closed at 9.00pm.

Signed:

Cllr Dobinson

Chairman, Finance Committee

Date: 4th November 2025

Marden Parish Council. Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk