



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

037/25 PRESENT

Cllrs Adam, Dobinson and Gibson. The Clerk and Cllrs Goda, Griffiths and Rabot were also in attendance.

038/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Boswell and Tippen.
Cllr Turner not in attendance.

039/25 APPROVAL OF PREVIOUS MINUTES:

Cllrs received and approved the minutes of the meeting held on 21st January 2025.

040/25 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

041/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance.

042/25 UPDATE FROM HR SUB-COMMITTEE MEETING

Meeting held on 15th April 2025.

The minutes had been circulated prior to the meeting the content of which was discussed at Full Council to ratify the appointment of the Parish Groundsperson.

No financial issues were raised at the meeting.

043/25 FINANCIAL YEAR 2024/2025

Income & Expenditure

The Clerk provided details of the income and expenditure for the financial year 2024/2025. These were received by Cllrs and discussed at the meeting. Cllrs agreed the income and expenditure for 2024/2025.

Bank Reconciliations to 31st March 2025

Following review of the Financial Regulations it was agreed that two Cllrs would visit the Parish Office to review the bank reconciliations and statements prior to Full Council on 13th May 2025.

Going forward the Clerk would email all Cllrs on the Finance Committee requesting that two Cllrs attend the Parish Office to undertake the quarterly review/signing of these documents.

Internal Auditor

The Clerk confirmation that the end of year accounts had been sent to the internal auditor for the final audit of 2024/25.

External Auditor/AGAR form

The Clerk had provided details of the AGAR (Annual Governance and Review) details which will be put before Full Council for submission to Mazars by 30th June 2025. Cllrs noted.

044/25 OTHER FINANCIAL ISSUES

Donations

Cllrs considered the following requests for donations:

Paddock Wood Community Advice Centre – funding support: Cllrs discussed this request and as this service had helped Marden residents Cllrs agreed to donate £300.

Colliers Green Primary School – request for funding of a defibrillator:

Unfortunately Cllrs could not agree to donate to this request. Marden Parish Council had donated to the Memorial Hall defibrillator last year and also continues to fund and maintain one other within the parish.

Changes to Financial Regulations

The Clerk provided the details of the changes to the Financial Regulations which Cllrs went through. The Clerk was asked to obtain further information regarding the contracts/tenders item and also to ensure that all other policies and risk assessments relevant to Finance contain the same details. This would be put before May Full Council to ratify.

Expenditure

Changing Rooms – solar panels structural survey

No quotes had been received. Therefore, this item would be deferred to the next available meeting (either Full Council or Amenities) to discuss once quotes had been obtained.

CCTV

Cllrs considered the details of the upgrade to the Network Video Recorder following installation of new cameras at a cost of £590.00 plus VAT. To ensure that the cameras were at their full potential Cllrs agreed to upgrade the current system.

Santander Account

The Clerk had obtained the relevant forms from Santander and ID from the signatories. The signatories were required to sign the form and once completed the Clerk would send to Santander to release the money.

Update from Amenities Committee

Cllrs noted the following expenditure raised at the Amenities Committee meeting on 22nd April 2025.

Container storage for Cemetery – Earmarked reserves

Spoil waste removal from Cemetery – Budget code 4303

Other

The Clerk would contact Cllrs Dobinson, Goda and Griffiths for details to add to mandates for Unity Trust and Nat West.

045/25 INVOICES

The following invoices were submitted to the meeting for payment:

Marden Memorial Hall – office rent and refuse - £300.00

Ian Jones – Southons Field and Public Conv. Locking/unlocking - £200.00

P&F Cleaning – Public Conv. Cleaning - £655.00

Four Jays – Toilet hire for VE Day - £195.60

Viking – PPE and office supplies - £88.80

NBB Recycled Furniture – playing field picnic tables - £1,653.00

Viking – office supplies - £101.45

Total: £3,193.85

Cllrs agreed payments and Cllrs Adam and Rabot would authorise on Unity.

There being no further business the meeting closed at 8.57pm

Date:

Signed:

Cllr

Chairman, Finance Committee

Marden Parish Council. Parish Office, Goudhurst Road, Marden

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