



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 6<sup>TH</sup>  
FEBRUARY 2024 IN THE PARISH OFFICE MEETING ROOM, MARDEN  
MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

**041/24 PRESENT:**

Cllrs Adam (in the Chair), Boswell and Tippen.

**042/24 APOLOGIES:**

Cllrs Gibson, Stevens and Turner had given their apologies. The Clerk had also sent her apologies.

Cllr Tippen took the minutes in the absence of the Clerk.

**042/24 APPROVAL OF PREVIOUS MINUTES:**

The minutes of the meeting held on 16<sup>th</sup> January 2024 were agreed and signed as a true record.

**043/24 CLLR INFORMATION**

**Declarations of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**044/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Members of the public to inform the Clerk if they wish to comment on any item on the agenda.

**045/24 FOUR YEAR FINANCIAL BUSINESS PLAN 2023-2027**

Following information provided by the Clerk prior to the meeting Cllrs updated the capital expenditure of the four-year business plan.

**046/24 FINANCE POLICIES**

Cllrs viewed, and discussed, the Finance policies as follows:

Banking policy agreed with recommended changes.

Virement, Debit Card, Grant Awaiting and Investment policies – agreed no changes.

Financial Regulations – agreed to defer until NALC update had been received.

Financial Risk Assessment – agreed changes and agreed to delete comment re Marden PC's internal audit undertaken by Cllrs.

Internal Financial Control – agreed changes with additional information to cross reference to the Debit Card Policy along with additional changes to the table within the Audit Plan.

Medium Term Financial plan – amend date to 2024-2028 and rename any reference to Financial Plan to Business Plan.

Reserves policy accept unchanged but the Clerk was asked to check Business Plan once fully updated to ensure we are achieving 20% (with the aim for minimum of 25%)

The Clerk had drafted a Value for Money Policy following the application for the Local Council Award Scheme Quality Gold level. Cllrs requested that this be deferred to Full Council to decide whether a policy was required or just a statement would be adequate.

**047/24 OTHER FINANCIAL ISSUES****Replacement Play Equipment**

Costings had been received for installation of proposed replacement piece of equipment at Marden Playing Field. Cllrs agreed to accept the Wickstead quote for equipment and M&M for installation totalling £2,465.00. To be funded from Capital under ISP projects

**.Gov domain name/DMARC Policy**

The change of mardenkent-pc.gov.uk domain name registrar was agreed.

As the Clerk was not in attendance Cllr asked that the DMARC Policy be deferred to Full Council to understand what was required.

**Capital Account**

Cllrs recommended that the capital funds held in the Santander account be transferred to CCLA. This proposal would be put before Full Council for agreement.

**Quality Gold Level**

The following criteria formed part of the application for Quality Gold level.

- Prepare a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community – MPC's Financial Business Plan would be submitted now that the capital expenditure had been reviewed and updated.
- Prepare a statement which ensures that the council delivers value for money – this would be taken to Full Council (see VFM policy above).

**048/24 INVOICES**

There were no invoices for payment.

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

Date:

Signed:

Cllr Richard Adam (*signed by Cllr Andy Turner as acting Chairman of meeting on 30<sup>th</sup> April 2024*)  
Chairman, Finance Committee

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