



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk.

TO ALL MEMBERS OF MARDEN PARISH COUNCIL FINANCE COMMITTEE

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council Finance Committee to be held on Tuesday 21st January 2025 at 7.30pm in the Parish Office Meeting Room, Marden Memorial Hall, Goudhurst Road, Marden, Kent.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council

AGENDA

024/25 PRESENT:

025/25 APOLOGIES:

To receive apologies.

Cllrs to inform the Clerk by 5pm on the day of the meeting if they will not be taking part in the meeting.

026/25 APPROVAL OF PREVIOUS MINUTES:

To receive and approve the minutes of the meeting held on 29th October 2024.

027/25 CLLR INFORMATION

Declarations of Interest

To receive any declarations of interest from Cllrs on agenda items.

Granting of Dispensation

Request for dispensation on any item on this agenda

028/25 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.

029/25 UPDATE FROM HR SUB-COMMITTEE MEETING

Meeting held on 6th January 2025. Minutes had been circulated prior to the meeting.

A confidential staffing report would be submitted to Finance Committee before the meeting.

Cllrs to be provided with an update at the meeting.

030/25 FINANCIAL YEAR 2024/2025

Quarter 3 report

The Clerk had circulated Quarter 3 income and expenditure to Cllrs prior to meeting.

Cllrs to consider, and agree, Quarter 3 accounts.

December income and expenditure plus Quarter 3 I&E in meeting pack

Additional expenditure for this financial year

Cllrs to consider additional expenditure for this financial year

To be reported at the meeting.

031/25 2025/26 INCOME & EXPENDITURE

Appointment of Internal Auditor

Cllrs to consider the quotes received for internal auditors and to appoint one from 1st April 2025.

Quotes included in meeting pack

Other

Cllrs to consider an Environmental Budget heading in 2025/26 budget proposals.

Cllrs to consider costings for the purchase of a projector and thermal imaging camera for 2025/26.

Costings will be available at the meeting to consider for the budget/capital expenditure for 2025/26.

032/25 BUDGET 2025/26

Cllrs to confirm the budget for the next financial year to be submitted to the Extraordinary Full Council Meeting on 28th January.

Draft budget circulated to Cllrs prior to the meeting.

034/25 PRECEPT 2025/26

Cllrs to agree the Precept for 2025/26 which would be submitted for agreement at the Extraordinary Full Council meeting on 28th January.

035/25 OTHER**Bank Reconciliations**

Cllrs to agree and sign Q3 bank reconciliations.

Copies of Bank Recs to be available at the meeting for two Cllrs to sign.

MPC Financial Policies and Risk Assessments

Cllrs to review the policies and risk assessments relevant to Finance Committee to put before Full Council at its March meeting.

The following policies/risk assessments are available on the website. Cllrs are asked to review prior to the meeting and bring any amendments for consideration.

[Standing Orders & Financial Regs - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Financial Regulations

Financial Risk Assessment

[Finance Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Banking Policy

Budget Virement Policy

Council Debit Card Usage Policy

Grant Awaiting Policy

Internal Financial Control Policy & Procedure

Investment Policy

Medium Term Financial Plan

Reserves Policy

Value for Money Policy

036/25 INVOICES

Invoices due for payment to be presented to the meeting.

Internal Audit Quotes obtained November 2024

Specification:

Undertake interim/full audits per financial year

Either remote or face to face

Marden PC is now an intermediate council as having over £200k income/expenditure

For info: current Auditor has two visits (interim approx 6hrs / final approx 4hrs)

Company	PCs	Contact	Location	Remote	Face to Face	Once/ Twice year visits	Contract period	Quote	Additional information
Mulberry Local Authority Services Ltd	Brenchley & Matfield Northiam Horsmonden	Andy Beams	Surrey	Yes	Yes	Twice a year	1 or 3 years	£70 ph	Travel costs @ .45p per mile Hourly rate will not increase if 3 year contract
April Skies Auditors	Crowborough Rusthall Speldhurst	Mike Platten	Surrey	N/A	N/A	N/A	N/A	N/A	Unable to take on more clients
B&B Business Associates		Shelley Boydell	Essex	Yes	Yes			£ 470.00	Additional charges: Late submission of information for EoY £75.00 Mileage .45p per mile Virtual meetings £25ph Attendance at meetings £75 plus mileage
Lionel Robbins	Nettlestead East Sutton Sutton Valence	Lionel Robbins	N/A	N/A	N/A	N/A	N/A	N/A	Unable to take on more clients