



DRAFT MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 28TH APRIL 2026 IN THE PARISH OFFICE MEETING ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

040/26 PRESENT:

Cllrs Adam, Boswell, Dobinson (in the Chair), Griffiths and Rabot were present. Cllrs Goda, Newton and the Clerk were also in attendance.

041/26 APOLOGIES:

Apologies were received from Cllr Gibson.

042/26 APPROVAL OF PREVIOUS MINUTES:

Cllrs received and approved the minutes of the meeting held on 20th January 2026. These were duly signed by the Chairman.

043/26 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest

Granting of Dispensation

There were no requests for dispensation

044/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

045/26 FINANCIAL YEAR 2025/2026

Income & Expenditure

The Clerk had provided details of the income and expenditure for the financial year 2025/2026.

Cllrs received and agreed end of year income and expenditure for 2025/2026.

There was one discrepancy over an income payment which the Clerk was trying to ascertain who this was from/what it was for. Advice was being sought from the Internal Auditor so that the accounts can be closed for the financial year. Information would be circulated to Cllrs once received.

Bank Reconciliations to 31st March 2026

Once the accounts have been finalised the Clerk will email out to Cllrs for two to attend the office to sign the bank reconciliations.

Internal Auditor

The end of year internal audit was due to be undertaken on 27th May by Mulberrys. The report would then be submitted to Full Council on 9th June.

External Auditor/AGAR form

Cllrs noted details of the AGAR to be put before Full Council for submission to Mazars by 30th June 2026.

046/26 OTHER**Financial Policies/Documents**

The Clerk had read through the policies and made some tracked changes. These were agreed and would be put before Full Council for ratification. Cllr Adam asked the Clerk to look at the policies at some stage during the year to see if several could be combined as some items were duplicated across two or three policies.

Terms of Reference

The Clerk had submitted a report requesting Cllrs to consider increasing the number of Cllrs on the Finance Committee due to several meetings just being quorate. Following a discussion, it was agreed to increase the number to 7 (including Chairman and Vice-Chairman as ex-officio). This would take effect from the Annual Parish Council Meeting.

047/26 INVOICES

The following invoices were due for payment and were submitted to Cllrs:

Parish Online – MPC Website (Budget Code 4104) - £624.00

Viking – Office supplies (Budget Code 4071) - £92.20

Cloudy IT – Annual IT support (Budget Code 4077) - £2,681.28

Cllr K Tippen – Travel and parking (Budget Code 4045) - £17.60

SLCC – Deputy Clerk Annual Subscription (Budget Code 4100) - £84.00

Ian Jones – unlocking and locking (Budget Codes 4222/4328) - £200.00

P&F Cleaning – Public Conv. Cleaning (Budget Code 4326) - £775.00

Kent County Council – photocopier rental (Budget Code 4065) - £117.35

Alison Hooker – Travel and parking (Budget Code 4005) - £18.95

D C Hudson & Partner – Additional architect fees (Budget Code) 4335) - £1,272.00

Total: £5882.38

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

There being no further business the meeting closed at 8.57pm

Signed:

Cllr

Chairman, Finance Committee

Date:

Marden Parish Council. Parish Office, Goudhurst Road, Marden

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