

# HILDENBOROUGH PARISH COUNCIL

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**Finance Committee Meeting to be held on Wednesday 7 November 2018 in the Committee Room of the Village Hall at 7.30pm**

## Minutes

**Present:** Mr M Baker (chairman) Mrs M Coles Mr D Haugh  
Mr A McNeil

**Apologies:** Mr C Lewis Miss C Sheldon Mr M White

**Also present:** Mrs P Gow (clerk)

### 1. Minutes of meeting held on Wednesday 1 November 2017

The minutes of the meeting held on 1 November 2017 were agreed as a true record.

### 2. Matters arising

There were no matters arising.

### 3. Expenditure review 2018/19

The budget is mainly on target, the exception is expenditure on projects which had been agreed during the course of this year to be overspent on specific projects. Overall the expenditure is well within the surplus held at the end of last year. There is only limited further income for 2018/19.

### 4. Draft budget 2019/20

**ACTION:** It was agreed to recommend to the Parish Council the draft budget as presented to the meeting. This had been uplifted by 2.5% for regular payments. Possible election expenses were yet unknown but would be included if to hand for agreement.

#### 4.1 Project proposals on 3-year Plan

**ACTION:** It was agreed to recommend to the Parish Council the updated 3-year plan. It was agreed to prioritize in the following order: tarmac paths in the play areas at the Recreation Ground and West Wood, resurface the car park (other than the grasscrete area), interactive speed signage, extension to the car park and look at rebuilding the garages and gardener's store.

#### 4.2 Salary review (see Confidential items)

### 5. Review of Financial Regulations

There were no changes required

### 6. Review of Risk Assessment

**ACTION:** The clerk to contact HSBC to see if the Council could have a credit card with a limit or a separate account for the Debit Card as it was not felt this current arrangement had sufficient protection for the Council.

### 7. Donations and Subscriptions

**ACTION:** It was agreed to recommend to the Parish Council the donations as detailed in Appendix 2 which included Hospice in the Weald, Citizens Advice Bureau, Kent Air Ambulance, Hildenborough Village Hall for defibrillator training, Hildenborough Conservation Group for insurance, The Counselling Centre, Samaritans, St John's Church for a contribution towards the upkeep of the churchyard and £1,000 for a contribution towards the provision of school transport for children in Mill Lane, Vines Lane and Riding Lane.

It was agreed that subscriptions should be maintained to KALC, SLCC and KCPFA.

**8. Review Club Rents for 2018/19**

**ACTION:** It is recommended to the Parish Council that all Club Rents should remain at the same level for 2018/19.

**9. Review of bank accounts**

**ACTION:** It is recommended to the Parish Council that the bank accounts should remain as at present.

**10. Use of Direct Debits (for BT and EDF), BACS and CHAPS**

**ACTION:** It is recommended to the Parish Council that Direct Debits, BACS and CHAPS should be used as relevant during 2018/19.

**11. AOB**

There was none.

**Confidential Item:**

4.2 Salary Review