



# LOOSE PARISH COUNCIL

**CLERK: Kim Owen**

Holly Glade Pembroke Road Coxheath Maidstone ME17 4QJ

Tel: 07855 000156 (Mon-Fri 9.00am-5.00pm)

website: [www.loosepc.kentparishes.gov.uk](http://www.loosepc.kentparishes.gov.uk)

e-mail: [office@loose-pc.gov.uk](mailto:office@loose-pc.gov.uk)

Dated 8<sup>th</sup> January 2019

## **A Meeting of the Loose Parish Council Finance & Administration Committee**

**will be held at the Loose Parish Pavilion, King George V Playing Field on  
Monday the 14<sup>th</sup> January 2019 beginning at 7.45pm.**

**THIS MEETING IS OPEN TO THE PUBLIC**

**Kim Owen (Clerk)**

### **The following is for Councillors and members of the public to note prior to the meeting:**

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the Council. This will be strictly controlled.
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly"

### **AGENDA**

1. To receive and record any apologies for absence.
2. To receive and agree any decision regarding any item to be taken as confidential.
3. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition any declaration of personal or prejudicial interest. *(as agreed by LPC 21<sup>st</sup> Jan 13)*.
4. To receive any signed dispensation requests for any item on this agenda, and for Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form.) This follows the agreement made by the LPC at the meeting held on the 17th July 2017.
5. To agree and to sign as a correct record the minutes of the meeting held on the 2<sup>nd</sup> July 18

- 6. To receive any questions/comments from the public if in attendance, to also take note of anything tabled by the Clerk. (3 mins per person).**
- 7. Reconciliation of bank accounts (ongoing agenda item):**
  - i) To reconcile the bank account balances to the accounts and bank statements, and to sign the Bank statements as confirmation.**
- 8. Examination of finance position & RFO Reports (ongoing agenda item):**
  - i) 18/19 -To discuss the up-to-date financial position of the Parish Council, and to examine spends and income for each committee.**
  - ii) To ratify McAlpine Trust- cost for clearance of vegetation as agreed by Env Committee H&S matter.To be deducted from LPC Contingency.**
  - iii) To ratify/recommend extra cost above funding ,in respect of the PPF kitchen floor installation and decoration.**
  - iv) To receive an overview of 'Coffee mornings'- petty cash & record system. Also to discuss/recommend which 'hat' it should come under.**
  - v) To authorise payments as relevant for any outstanding invoices or transfers.**
- 9. To examine predicted spends for 19/20, as compiled by the RFO, and to recommend the precept, to be approved by the LPC at the meeting scheduled for the 21<sup>st</sup> January 2019.**
- 10. Banking matters:**
  - i) To receive information from the RFO regarding procedures with authorisation of financial items.**
  - ii) To discuss matter of additional signatories for UTB**
  - iii) To consider transferring bank accounts as felt relevant from Barclays to UTB.**
  - iv) To discuss new bank charges (manual handling credit charges) and to make any recommendations/decisions as relevant.**
- 11. Discuss returnable deposits for hirers and make any recommendations as relevant.**
- 12. To review the following and to make any adjustments/amendments/recommendations as relevant.**
  - i) EON contract to supply street lighting**
  - ii) Risk assessment as formulated by the RFO**
- 13. To review Internal Auditor interim report 18/19 re examinations and to discuss any items of concern or matters to be actioned.**
- 14. To discuss any matter pertaining to General Data Protection Regulation (GDPR), and to take forward actions/decisions/recommendations, as felt relevant. (ongoing agenda item)**

**15. Funding (ongoing agenda item):**

**To review and discuss any funding challenges/ issues/applications.**

**16. Risk (ongoing agenda item):**

**i) To review and discuss any risk management issues, to include completed risk assessments/method statements.**

**ii) To discuss any matters of risk as escalated by committees to include any potential financial risk.**

**17. Publications/website/social media (ongoing agenda item):**

**i) To discuss any matters relating to the website /media or publications.**

**18. Other- information only.**

**i) Dates for forthcoming F&A committee meetings 19/20**