

Aylesham Parish Council
Finance, Audit & Personnel Committee

Thursday 22nd April 2021, at 19.00pm
Meeting held via Zoom due to COVID-19

SUBJECT TO CONFIRMATION AT THE MEETING

1. Those Present

S. Bott (Committee Chair), Cllrs B. Oliver, K. Sutcliffe. Parish Clerk K. Robinson.

2. Apologies

S. MacCallum (work), M. Townsend (unwell).

Resolved: K. Sutcliffe proposed to accept these apologies, B. Oliver seconded. All in favour, motion carried.

3. Declarations of Interest

None.

4. Public Representation

None

5. Minutes of Last Meeting & Matters Arising

January 2021 Minutes

5.1 Item 7.2 grammatical error which should read whether.

Due to K. Sutcliffe being absent from the meeting held on 7th January 2021, and only three Councillors present at this meeting, Councillors were unable to approve the minutes. Therefore they will require approval at the next Committee meeting to be held on 22nd July 2021.

5.2 Matters Arising

None

6. Q4 Accounts (January – March) 2020/2021 & Year End Summary

6.1 Copies were circulated to Councillors prior to the meeting.

Resolved: To approve the Quarter 4 January – March 2021 accounts, proposed by K. Sutcliffe, seconded B. Oliver. All in favour, motion carried.

6.2 Parish Clerk K. Robinson provided Councillors with a year end summary which showed that the Council had not over spent any of the predicted spending. Parish Clerk K. Robinson also advised Councillors that there was an additional £6,449.04 due from HMRC in relation to VAT found from the previous financial year.

7. Grant Applications

Aylesham Baptist Church

7.1 Outline: The grant would contribute toward the cost of re-paving the church pathway and re-fencing the front of the premises. The pathway requires re-paving from the front

gates of the premises, around the left-hand side of the church building and all the way to the Steven Bicker Hall double doors. The fencing to be replaced would be that running along the left-hand side of the church premises, in front of the lawn.

Amount requested: £1,000

Last grant approved by Council: £306 for Drive-in Carol Concert in November 2020, however the event did not go ahead due to Covid-19 and therefore the money was not spent and subsequently the cheque was returned.

Resolved: To approve the grant of £1,000. Proposed by B. Oliver, seconded K. Sutcliffe. All in favour, motion carried.

8. Bank Setup

8.1 Signatories and Online Payments

Current signatories for Lloyds Bank Treasurer Account are K. Sutcliffe and B. Oliver.

Resolved: K. Sutcliffe, B. Oliver to remain signatories. S. Bott & M. Townsend to be added to the bank account as signatories. Council to move to online banking including payments by BACS. Parish Clerk K. Robinson will setup payments to be approved at each Full Council meeting, at each meeting two Councillors will be selected to approve payments online after each meeting. Proposed by B. Oliver, seconded K. Sutcliffe. All in favour, motion carried. To be approved by Full Council at the May meeting.

8.2 Charge Card

Lloyds Bank Business Charge Card, as used by other Parish Councils. Annual cost £34, card will be used for small expenses such as Zoom, postage and printer ink. Other expenses will only ever be approved by Full Council or Committees. This will mean the Parish Clerk K. Robinson no longer has to claim for expenses. Balance to be repaid in full each month by Direct Debit meaning no interest will be charged.

Resolved: To have the Charge Card in Parish Clerk's name K. Robinson. Credit limit of £1,000 (which is the minimum). Proposed by K. Sutcliffe, seconded B. Oliver. All in favour, motion carried. To be approved by Full Council at the May meeting.

9. Staff Salary Increases 2021/2022 – CLOSED SECTION

10. Date of Next Meeting

Thursday 22nd July 2021

11. AOB (for information only)

None

End of Meeting: 20:01pm