



## **KINGSNORTH PARISH COUNCIL**

### **Minutes of the extraordinary Kingsnorth Parish Council meeting held on Friday 19<sup>th</sup> July 2019** **At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 6.30pm**

**Present:** Cllr Shelley Barber, Cllr Geoff Cosgrove (Vice Chair), Cllr Bryan Curtis, Cllr Aline Hicks (Chair), Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley, Cllr Benjamin Townend, Cllr Matthew Bridger

**Also, present:** Christine Drury (Assistant Clerk, Finance), Peter Le Rossignol (Parish Manager)

- 1. Cllr Aline Hicks welcomed the Parish Councillors to the Extraordinary Parish Council Meeting**
- 2. Apologies** Cllr Jim Wedgbury (Parish and Borough Cllr)
- 3. Declarations of Interest**

Cllr Bryan Curtis signs - Director of the company that provides web hosting for the Parish Council.

#### **4. Finance Committee**

##### **a. To agree the finance committee terms of reference.**

Cllr's reviewed the draft finance committee terms of reference.

AH went through the terms point by point and made the following suggestions:

The quorum should be changed to include the RFO and three members of the Council to ensure decision can be made. **This was proposed by AH and Seconded by GC**

Point 1 to remain unchanged.

Point 2 to change to the following wording: Recommendation of budgets and a level of precept for approval by the full council. **All agreed.**

Point 3 to change wording to Budget Control. **All Agreed.**

Point 4 to remain unchanged.

Point 5 wording to change to research, review and recommend investments to the Council. **All Agreed.**

Point 6 wording to change to review banking arrangements. **All Agreed.**

Point 7 wording to change to review insurance policies. **All Agreed.**

Point 8 wording to change to review and recommend contracts and external services in accordance with the Council's Financial Regulations. **All Agreed.**

Point 9 to remain unchanged.

Point 10 to remain unchanged

Point 11 wording to change to authorisation of officers including those external to the Parish Council. **All agreed.**

Point 12 wording to change to the responsible finance officer shall exercise the powers and functions as detailed in the policy document 'Duties of the Responsible Finance Officer (RFO)'. **All agreed.**

JR explained that he had researched other Parish Council Terms of Reference. He raised the following points.

He is not clear on the powers of the finance committee. Read out an example from another parish. He asked if the finance committee would have delegated powers? It was agreed that the committee would not have delegated powers as these are delegated to the RFO.

The finance committee role would be to review, recommend, prepare and provide governance on finance issues. Suggested that wording to explain this would be put at the top of the terms of reference between the title Finance Committee and Terms of Reference. **Action: JR to provide wording.**

All agreed that they are happy with the terms of reference.

GC asked if the finance committee meetings would be minuted as discussion around this subject took place and it was thought that all committees should be minuted but not placed on the website for public view. Minutes sent to all Parish Councillors prior to Full Council Meeting.

#### **b. To review treasury strategy**

JR explained that he had based his strategy based on around 10 different strategies and tailored it to meet the needs of Kingsnorth Parish Council.

SM suggested that the main points are discussed at today's meeting and that members go away and review the strategy and send feedback directly to SM/JR for any changes. **All agreed.**

SB agreed she was happy with the document.

BC raised issues with regards to the £85,000 limit is that although each bank has an assurance for this amount with the FCA. Our Natwest holding is considerably more and should be reviewed.

SB suggested revisiting the banking arrangements in the future but highlighted the issues Len Bunn had in the past trying to set bank accounts for the Parish Council.

AH thanked JR for his time in putting together the strategy.

Discussion held around reviewing the strategy on an annual basis and the wording for this statement.

GC asked if all documents could be dated and references. **All agreed.**

#### **c. To agree banking matters**

Discussion around the need to review signatories on both the Metrobank and Natwest Bank Accounts as Len Bunn has retired, and several parish councillors are no longer on the council.

SM confirmed that we have two signatories on the Metrobank; Patricia Moss and Jim Wedgbury. There is some confusion with signatories on the Natwest Bank Accounts. It is thought that Alison Breeze, Ann Loury, Neil Shorter and Jim Wedgbury.

BC stated that this needs to be sorted as an emergency to remove all out of date signatories from NatWest Bank.

SM asked for the NatWest Issues to be taken offline and PLR to sort ASAP. Action: PLR to contact Alison to ask for permission to have a list of signatories sent to the office.

SM asked for the Signatories to be changed as follows for both Metrobank and NatWest:

##### **Authorised – Cardholders and Full Online Account Access**

Christine Drury  
Peter Le Rossignol

##### **Nominated – Online account view only access**

Patricia Moss  
Jim Wedgbury  
Shelley Barber  
James Ransley  
Benjamin Townend  
Stuart Moss

All agreed to the above.

**d. To discuss any other finance matters**

BC raised the issues of an invoice sent by HR services partnership for £3.8k for the hours involved in recruiting the Parish Council Manager. It was raised that the invoice will need to be paid. BC proposed that we pay the invoice. All agreed.

It was asked that in the future the full council is aware of all contracts signed so that invoices do not come as a shock in the future.

AH asked BC if he would like to agree the terms of reference for the staffing committee. BC read a list of the terms and it was decided that it would be agreed outside of this meeting.

SM asked if the non-payment by Park Farm Rangers FC for the 2018/19 season amounting to £1500.00 for the season. Can this item be added to the agenda for the next full council meeting? **All agreed.**

The next meeting will be on Tuesday 13<sup>th</sup> August 2019 at 7:00pm, there being no further business, the meeting closed at 9:08pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_