

Minutes of a meeting of Kings Hill Parish Council's Finance Committee held on Wednesday 07 May 2025 in the Kings Hill Community Centre immediately after the Climate Change and Environment committee which starts at 18.30 pm.

PRESENT: Cllrs. Petty, Colman, Mclymont.

ALSO PRESENT: K. Bell (Clerk to the Council), H. Usher (Deputy Clerk)

APOLOGIES: Cllr Kirk and Hartman.

F 101 Apologies: It was proposed, seconded and:

RESOLVED: That the apologies received from Cllrs. Hartman (Overseas) and Kirk (Work Commitment) be approved. **Unanimous**

F 102 Declarations of interest and/or lobbying: There were none. **Noted**

F 103 Receive any intentions to record: There were none. **Noted**

F 104 Minutes:

F104.1 **Minutes from the Meeting held on 08 April 2025:** The minutes were proposed, seconded and approved as an accurate record of the proceedings. **Unanimous**

F104.2 **Matters Arising from the minutes not included elsewhere on the agenda:** Cllr Rush has raised concerns regarding the credit card not being shown on the Payable Invoice Detail Reports. It was noted that the Credit card transactions could be found on the reports, dated 1st of the month. **Noted**

F 105 Financial Transactions (10-04-2025 – 30-04-2025): The receipts and payments listings for the period up to 30 April 2025 were reviewed. It was proposed, seconded and:

RESOLVED: That a recommendation would be made to the Full Council that the transactions be approved. **Unanimous**

F 106 Bank Statements and Reconciliations at 30 April 2025: The bank and reconciliation statements at 30 April 2025 were received and noted. It was noted that the bank balance was as follows: **Noted**

Bank Balances	30.04.25
UT Current	£58,551.30
UT Reserves	£207,662.32
CCLA	£640,859.48
TOTAL	£907,073.10

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting.

Committee Chairman: **Date:**

F 107 Budgetary Control at 31.04.2025: The Budgetary Control Statement at 30 April 2025 was received and noted. **Noted**

F 108 2024/2025 VAT Quarter 4: It was noted that the Parish Council was expected to receive £15,660.80. **Noted**

F 109 Grants Applications: The grant applications were reviewed and discussed. It was proposed that a clause be added to the Grant Policy requiring recipient organisations to attend the Annual Parish Meeting and provide a comprehensive report on how the grant funding has benefited their organisation. It was proposed, seconded and:

RESOLVED: That the committee would make a recommendation to Full Council that the following organisations would be granted:

Kinara: £750.00

Valley Invicta: £350.00

Malling Sea Cadets: £750.00

Unanimous

F 110 2024-2025 Audit: The Committee received and noted the 2024–2025 Independent Internal Audit, which was completed on 30th April 2025. **Unanimous**

F 111 2024/2025 AGAR - Section 2 Accounting Statements: The Committee received and noted the 2024/2025 Annual Governance and Accountability Return (AGAR). A discussion was held regarding hall hire income, which led to further consideration of the Cunningham Room. The Committee subsequently reviewed all related proposals. It was then proposed, seconded, and:

RESOLVED: That a recommendation would be made to the Full Council that the 2024/2025 AGAR Section 2 Accounting Statement be approved. It will further be resolved that a recommendation will be made for all Cunningham proposals to be reviewed at Full Council.

Unanimous

F 112 2024/2025 Reserves: The reserves report was received and analysed. It was proposed, seconded and:

RESOLVED: That a recommendation would be made to the Full Council that the reserves report be approved. **Unanimous**

F113 Review of Financial Policies & Procedures: The Committee received and reviewed the following policies. It was proposed, seconded and:

RESOLVED: That a recommendation would be made to the Full Council that all policies be re-approved.

F113.1 Regular Payments and Direct Debits

F113.2 Risk Assessment & Risk Management Policy

F113.3 Internal Controls

F113.4 Investment Policy

F113.5 Insurance Arrangements

F113.6 Procurement Policy

F113.7 Payments & Receipts Policy

F113.8 General & Earmarked Reserves Policy

Unanimous

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Committee Chairman: **Date:**

F85 **Date and time of the next meeting:** 12 June 2025 6:00 p.m.

There being no additional business, the meeting concluded at 20:22 hours.

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Committee Chairman: **Date:**