

MINUTES OF A MEETING OF THE KINGS HILL PARISH COUNCIL FINANCE COMMITTEE HELD AT 6.00 P.M. ON TUESDAY 13 NOVEMBER 2025 IN THE KINGS HILL COMMUNITY CENTRE

PRESENT: Cllrs. Petty (Deputy Committee Chair), Colman, Mclymont and Barker (Substitute)

ALSO PRESENT: H. Usher (Deputy Clerk / Deputy RFO / Community Centre Manager) & K. Bell (Clerk / RFO) and 3x residents

APOLOGIES: Cllr Kirk

ABSENTEE: None

F 054 Apologies for Absence: It was proposed, seconded and:

RESOLVED: That the apologies received from Cllr Kirk (Business Commitment) be approved.
Unanimous

F 055 Election of Committee Chairman for the remainder of the 2025-2026 Civic Year:

Cllr Petty nominated himself to stand as Committee Chairman for the remainder of the Civic Year. It was then proposed, seconded and:

RESOLVED: That Cllr Petty be elected as Committee Chairman of the Finance Committee until the end of the 2025–2026 Civic Year.
Unanimous

Following this vote, nominations were received from Cllr Barker and Cllr Mclymont for the position of Deputy Committee Chair. The results were subsequently recorded:

Cllr Barker 1 vote

Cllr Mclymont. 3 votes

RESOLVED: That Cllr Mclymont would be elected as Deputy Committee Chairman of the Finance Committee until the end of the 2025–2026 Civic Year.
Majority

F 056 Declarations of Interests and/or Lobbying: Cllr Barker declared an interest in item F 062.1.
Noted

F 057 Intentions to Record: No intentions to record were declared.
Noted

F 058 Minutes

F 058.1 Approval of Minutes

RESOLVED: The minutes of the Finance Committee meeting held on 23 October 2025 were approved and signed as a correct record.
Majority

Cllr. Coman abstained as she was not present at the meeting.

F 058.2 Matters Arising (not elsewhere on the agenda)

F 036.2

Cllr Petty requested that it be noted that the delegated spending limits were as follows:

Deputy Clerk £1,000.00

Clerk £3,000.00

Chairman / Clerk £5,000.00

Cllr Petty also wanted it to be noted that the interim internal audit considered these limits too low given the size of the organisation and experience of officers.

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

Chairman: **Date:**

F 059 Financial Transactions (14-10-2025 – 05-11-2025)

REVIEWED: The Deputy Clerk drew attention to several high-value transactions for noting. No questions arose from this. The Committee reviewed receipts and payments for the period 14.10.25–05.11.25. It was proposed, seconded and:

RESOLVED: That a recommendation would be made at Full Council that the financial transactions be approved.

Unanimous

F 060 Bank Statements and Reconciliations as at 30.10.2025: The bank and reconciliation statements at 30 September 2025 were received and noted. The committee then discussed appointing another bank signatory, it was proposed, seconded and:

RESOLVED: That a recommendation be made to Full Council that Cllr McLymont be appointed as the third bank signatory.

Majority (3:1)

Cllr Barker abstained

The bank balance was as follows below:

Bank Balances:	30.10.2025	Noted
UTB Current Account:	£54,711.58	
UTB Reserves Account:	£209,321.30	
CCLA Deposit Fund:	£654,592.31	
Total 30.10.2025	£918,625.19	

F 061 25-26 Budgetary Control at 30.10.2025: An overview of the budget was presented, and the report was noted.

Noted

F 062 Grants Applications: The committee reviewed all grant applications. It was proposed, seconded and:

RESOLVED: That the committee would make the following recommendations to Full Council held on the 18 December 2025.

F 062.1 Heart of Kent Hospice: £1,000.00
Majority (3:1)
Cllr Barker abstained

F 062.2 Mereworth & Kings Hill Scout Group: £900.00
Unanimous

F 062.3 DAVSS: £1000.00
It was discussed that more clarification was required regarding how many members they have and how many people they support.
Majority (3:1)
Cllr Barker abstained

F 063 Review Draft Budget 2026-2027: A detailed report was presented to the Committee outlining the budget and the rationale behind the current draft proposals. Suggestions from Committee members were welcomed. Cllr Barker raised a suggestion regarding the salt bins, and the Clerk provided reassurance that the budget had been increased to allow for refilling, repairs, and the provision of additional salt bins around Kings Hill if required. Cllr Barker also suggested that it would be helpful for councillors to receive quarterly reports of the earmarked reserves statements. It was noted that the draft budget could be discussed at the next Full Council meeting on 20 November 2025.

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Chairman: **Date:**

F 064 **Date and time of the next meeting:** 04 December 2025 6:00 p.m.

There being no additional business, the meeting concluded at 18:42 hours.

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Chairman: **Date:**

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