

Draft minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 4th March 2024 in the Tayne Centre, Lyminge.

03.01 Present: Cllrs Arnold, Moss, Alyson, Trayner and Joyce.

In attendance: Chani Sanger (Clerk) and Geoff Eaton (RFO)

Apologies: None

Declarations of interest: Cllr Joyce (Item 3 - DPI) and Cllr Arnold (Item 7 - DPI)

03.02 Management accounts:

03.02.1 It was noted that we have received the payment from FHDC in relation to the play parks and that we have received the grant for the Neighbourhood Plan.

03.02.2 Bank reconciliation as of 29.02.24 was acknowledged.

03.02.3 Payment schedule

It was noted that the RFO would normally expect that when a payment is made that there would be a minute somewhere to authorise the payment. The clerk noted that the RFO should include reference to minutes for expenditure that isn't regular.

Motion - To remove the payment for cleaning from the schedule and make contact with the cleaner for proof of works and confirm that the contract has ended. To approve the payment schedule subject to the removal above.

Proposed: Cllr Moss | Seconded: Cllr Alyson | Motion passed.

03.03 Expenses

Cllr Joyce left the room due to the disclosure of a pecuniary interest.

Motion - To approve the clerk's expenses

Proposed: Cllr Moss | Seconded: Cllr Alyson | Motion passed.

POINT OF ORDER: It was noted by Cllr Arnold that Cllr Joyce should not have left until after the clerk's expenses were dealt with and that this was due to changing the order in which the expenses were originally going to be dealt with.

Motion - To approve the Cllr Joyce's expenses and explain that a new expenses system will be in place for future requests.

Proposed: Cllr Trayner | Seconded: Cllr Moss | Motion passed.

03.04 Asset register

Clerk to circulate asset register to F+A committee to help get it up-to-date and signed off at the meeting on 29th April.

03.05 Policies

Clerk to rework the expenses policy and bring it to the next meeting.

03.06 Correspondence

Motion - To approve the use of Tayne Field for a joint church service.

Proposed: Cllr Alyson | Seconded: Cllr Arnold | Motion passed.

Motion - To approve the placement of an Asian Hornet trap on Rhodes Minnis Recreation Ground subject to the conditions agreed with the requestor.

Proposed: Cllr Trayner | Seconded: Cllr Joyce | Motion passed.

03.07 Employment:

Cllr Arnold left the room due to the disclosure of a pecuniary interest.

03.07.1 It was noted that the contract had been accidentally left out of the agenda pack for councillors to consider. It was noted that the probation period should be updated to eight months, from six and that Full Council should discuss at the next meeting.

03.08 Date of next meeting: 29th April

Meeting closed at 20:07

Signed:

_____ Chair (Date __/__/24)

DRAFT