

[Lyminge Parish Council - Draft document](#)

Draft minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 29th April 2024 in Lyminge Methodist Church

04.01 Present: Cllrs Fuller, Huntley, Arnold and McWhinnie.

In attendance: Chani Sanger (Clerk) and three members of the public.

Apologies: Cllr Trayner and Geoff Eaton (RFO).

Declarations of interest: None

04.02 Election of a committee chair:

[Motion - To propose Cllr Fuller as committee chair.](#)

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

04.03 Management accounts:

04.03.1 April 2023 - March 2024 end of year actuals vs budget - Discussion postponed due to absence of RFO.

04.03.2 Bank reconciliation as of 31.03.24 was acknowledged as £81,691.16.

04.03.3 Payment schedule

[Motion - To approve the payment schedule as below:](#)

Jennings Cleaning	£220	<i>Cleaning signs/fences</i>
Alison Eardley	£9060	<i>Neighbourhood Plan</i>
Alison Eardley	£2184.30	<i>Neighbourhood Plan</i>
Harmer and Sons	£99.60	<i>Grass cutting</i>
TRS Miller Solicitors	£599	<i>Updating titles</i>
Etchinghill Village Hall	£10	<i>Room hire</i>
DM Payroll Services	£132	<i>Payroll admin</i>
FHDC	£179.57	<i>Bin emptying</i>
Lyminge Methodist Church	£40	<i>Room hire</i>
SLCC	£330	<i>Training (Various)</i>
Vision ICT	£21.60	<i>Email hosting</i>

Vision ICT	£150	<i>SSL Certificate</i>
KALC	£1128.46	<i>Annual subscription</i>

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

04.04 Human Resources

Motion - To recommend using Work Nest (at a cost of £1,675 excluding VAT for a period of five years) to Full Council.

Proposed: Cllr Fuller | Seconded: Cllr McWhinnie | Motion passed.

04.05 Exit Interviews

Motion - To offer exit interviews to councillors who decide to resign and to recommend to Full Council that this is added to the terms of reference of the Personnel Committee.

Proposed: Cllr Fuller | Seconded: Cllr McWhinnie | Motion passed.

04.06 Grounds Maintenance:

It was noted that quotes had been received from the current contractor in relation to a one off tidy up of the village hall grounds and the ongoing cost to maintain the same. The handyman also provided a time estimate on how long it would take him to complete the one off tidy up. The committee felt it would be wise to ask the handyman to complete works for the time being and revisit the workload closer to the time of tender renewal.

Motion - To ask the handyman to complete a one off tidy up of the village hall including the kerb edges.

Proposed: Cllr McWhinnie | Seconded: Cllr Fuller | Motion passed.

Motion - To ask the handyman to maintain the village hall grounds and feedback on the workload.

Proposed: Cllr McWhinnie | Seconded: Cllr Fuller | Motion passed.

04.07 Correspondance:

- Speedwatch: The committee acknowledged the report given from the local Speedwatch group. It was noted that the group is in need of additional volunteers and this should be mentioned at the Annual Parish Meeting. The committee chair expressed her thanks for the hard work of the Speedwatch volunteers.

04.08 Date of next meeting: 3rd June

Meeting closed at 19:19

Signed:

_____ Chair (Date __/__/24)