

Lyminge Parish Council

DRAFT Minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Tuesday 1st July 2025 in Lyminge Village Hall

Present: Cllrs Harrison, Baldwin, Pottage, Hall and Arnold.

In attendance: Chani Sanger (Clerk)

07.01 Apologies: Cllr King

Declarations of interest: None

07.02 Minutes:

Council resolved to approve the minutes of 3 June 2025 as accurate.

07.03 Monthly accounts:

07.03.1 The circulated documents were discussed and councillors asked for clarification on budget vs reserves amounts for the Rhodes Minnis Play Park refurbishment. It was noted that the budget figure was £40,000 and the earmarked reserve was £20,000. Councillors also noted that it would be of use to investigate whether the council could process payroll internally using HMRC basics.

07.03.2 It was noted that Harmer and Son's invoices are received on a quarterly basis.

07.04 Business continuity plan:

Councillors noted that they would like to implement this as soon as practically possible. The document can mention the Financial Regulations etc and include a confidentiality agreement. Councillor Baldwin to create first draft which should come back to the committee to review.

07.05 Update on committee expenditure:

07.05.1 Community Engagement and Events: It was noted that the event would at the minimum break even but is looking to make a small profit. This profit would make up the donation to the Lord Whisky charity. Once the event is over there will be a debrief which will cover the finances and be brought to the F+A committee.

07.05.2 Neighbourhood Plan: It was noted that there are potential issues with funding as Locality have had their funding withdrawn. FHDC are duty bound to fund the referendum but the finances are a potential area of concern as outlined in the risk register. Councillors raised concern regarding how work is undertaken by the consultants due to the increased risk of over expenditure and noted that formal instruction should be given before the consultants engage in any work so that we can ensure that we will not go over budget.

07.06 Office space:

Councillors suggested that once laptops are purchased they should all be set up with Microsoft etc.

The committee resolved to delegate a recommendation to the Clerk on behalf of the committee.

It was noted that potential dates for works would be 20-22nd July. Councillors noted that using a labourer would be preferred and this cost along with budget virements etc should be included in the recommendation.

07.07 LVH tender:

Councillors noted that the scoring matrix should be amended to 10% local, 40% cost and 50% quality. This would simplify the process. Regarding cost, councillors noted that the cheapest would get 100% based on their pricing. The pricing matrix would need to be separate to the wider application to allow for the scoring to be objective and not cost focussed. There needs to be a process for scoring the applications. Cllr Pottage to draft rules around internal scoring systems.

The committee resolved to recommend to the full council that the tender process is delegated to the F+A committee.

07.08 Rhodes Minnis Play Park tender:

Councillors noted that the Clerk had conducted a site visit to gather realistic ideas as to what the Rhodes Minnis play park area could facilitate in its current position. Clerk to provide hand drawn images of the desired equipment, pictures of the current play park and ask for costs of wet pouring the whole site vs equipment pads.

It was noted that moving the site had been ruled out due to administration costs and legal restrictions but that the site boundaries could be expanded.

Recommendation to note £50-70k as the budget.

07.09 Correspondence/information: It was noted that Mazars had requested additional information as the council had gone over £200k expenditure and that the information had been swiftly provided.

07.10 Date of next meeting: 5 August

Meeting closed at 20:03

Signed: _____ Chair (Date __/__/25)