Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - **Tel:** 01474 813779
Email: enquiries@meopham-pc.gov.uk **Website:** www.meopham-pc.gov.uk

LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 21st January 2025** at **7:00pm** to be held at **Harvel Village Hall, Harvel, Meopham, DA13 0DS**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Date of Issue: Thursday 16th January 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies

2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

3. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 17.12.24. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

4. **Officers report:** To receive a report of items for information from the Clerk

5. **Public Session & External Reports**

   5.1 Public Session
   5.2 Borough Councillors and County Councillor
   5.3 Police and Community Warden

6. **Planning Committee – Terms of Reference:** To agree the interim terms of reference (*)

7. **Council Governance – Financial Regulations:** To review and approve the Council's Financial Regulations for the 2024/2025 municipal year (*)

8. **Pavement Signage:** To consider funding the Pavement Signage request from Meopham Community Academy (*)

9. **Meopham Green:** To agree to the request from Meopham Community Academy to use Meopham Green on Tuesday 22nd July 2025 for the year 6 school leavers' event

10. **Financial Matters**
    - **10.1 Approval of Payments:** To approve the payments made since the last meeting up to 16 January 2025 (*)
    - **10.2 Receipts & Payments Report:** To note the receipts and payments report up to 16 January 2025 (*)
    - **10.3 Bank Statements:** To note the Unity, Lloyds and Cambridge bank statements and the supporting Bank Reconciliation as of 14 January 2025 (*)
    - **10.4 Council Reserves:** To note the reserves balance as of 16.01.25 (*)

11. **Liaison Councillor Reports:** To receive liaison councillor reports for information only

Item 3

Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Minutes of the Parish Council Meeting
held on Tuesday 17th December 2024 at 7:00pm
at Harvel Village Hall, Harvel, DA13 0DS

Members Present:
Cllr A Evans
Cllr D Fisher
Cllr C Price (Chairman)
Cllr D Sims
Cllr G Smith
Cllr P Watson

In Attendance:
L Winter – Clerk
Fifteen members of the public

Item 1: **Apologies for Absence: To receive and accept apologies**

F.C. 146 Apologies were received and accepted from Cllr Adam (prior engagement), Cllr Bramer, Cllr Buchanan (family commitment), Cllr Crow, Cllr Haslam (prior engagement) and Cllr Wade.

Cllr Price as Chairman asked that her disappointment at the number of last minute apologies received for the budget setting meeting be noted.

Item 2: **Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**

F.C. 147 There were no declarations of interest received.

Item 3: **Minutes of Previous Meetings: To approve the minutes of the meeting held on 19.11.24**

F.C. 148 PROPOSED: Cllr Smith. SECONDED: Cllr Fisher. All in favour.

Item 4: **Public Session & External Reports**

4.1 Public Session

F.C. 149 Mr Ferrin raised a number of points in connection with the draft budget which Cllr Price addressed or advised that the rationale for inclusion would be discussed during the budget item later in the agenda. Mr Ferrin asked a question about Reserve amounts and it was confirmed that this information would be provided.

Mr Cleary made a statement that the toilets in Cobham had been closed and then reopened.

Two trustees of Meopham Cricket Club were in attendance to report damage to the green which had occurred to the outfield whilst installing the Christmas tree. The Chairman agreed to meet with the trustees and make a site visit with the Clerk, with any remedial works deemed necessary being the responsibility of Meopham Parish Council.

Mr Leggett was in attendance to represent the owner from Costcutter of Camer Parade. He advised that following the new road design they had a 10% decline in sales and asked about the parking issues and whether time limits had been considered or if they could be put in place.

Cllr Price advised that we were awaiting a displacement activity report from Gravesham Borough Council following the new road layout and that, although the safety issues had been addressed, the parish council had an ongoing dialogue with Gravesham regarding the parking, better use of School Close and are aware of the fact that there are 2 differing parking restriction (length of stay) notices in force at the parade which exacerbate the problem and need to be looked at further. Cllr Price confirmed that she would visit Mr Leggett in the new year to discuss matters further.

4.2 Borough Councillors and County Councillor

F.C. 150 There were no Borough Councillors or County Councillor present.

6.3 Police and Community Warden

F.C. 151 There were no Police and Community Warden present.

Item 5: Council Services – Pitfield Green Toilets: To receive a report from the Surveyor and agree the future of the public toilet block

F.C. 152 The Chairman read out a summary document which noted the structural condition and the compliance issues along with the options in the surveyor's report. She detailed the parish poll results. Advised on the utilisation figures with extrapolated cost per visit for 250, 500 and 728 visits per year and highlighted the fact that even the supporters of re-opening the toilets agreed that most users are identified as non-parishioners.

Cllr Price PROPOSED:

1. the demolition of the existing building to slab level. The slab to remain if it was fit for purpose; and
2. the parish investigate the installation of a single-unit accessible toilet subject to grant funding and approval from Gravesham Borough Council due to the site being in a conservation area and opposite the war memorial.

SECONDED: Cllr Smith. All in favour.

F.C. 153 Closed Session – all public, press and parish councillors with an interest in items 6 and 7 were asked to leave the meeting.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

CLOSED SESSION
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting

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Item 6: **Personnel Committee:**

6.1 To receive the report and documents submitted to the Personnel Committee

F.C. 154 Members received the report and documents.

6.2 To receive the draft minutes of the Personnel Committee meeting held on 10.12.24

F.C. 155 Members received the draft minutes of the Personnel Committee meeting held on 10.12.24.

6.3 To agree the settlement figure, with the maximum figure being inclusive of costs, as recommended by the Personnel Committee

F.C. 156 Members agreed the settlement figure, with the maximum figure being inclusive of costs, as recommended by the Personnel Committee, to come from general reserves.

PROPOSED: Cllr Smith. SECONDED: Cllr Watson. All in favour.

6.4 To implement the recommendations at 7.2 of the report and at P.C. 9 of the minutes

F.C. 157 Members agreed the implementation of the recommendations.

PROPOSED: Cllr Smith. SECONDED: Cllr Price. All in favour.

Item 7: **Employment Tribunal: To agree the budget figure**

F.C. 158 Members agreed the employment tribunal figure for the budget with the rest being taken from general reserves.

PROPOSED: Cllr Price. SECONDED: Cllr Fisher. All in favour.

END OF CLOSED SESSION

Item 8: **Personnel Committee – Terms of Reference: To agree the terms of reference**

F.C. 159 It was agreed to adopt the Personnel Committee terms of reference.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

Item 9: Personnel Committee – Membership: To elect member as per the agreed terms of reference

F.C. 160 It was agreed that the Personnel Committee would consist of the Chairman and the following permanent members: Cllr Fisher, Cllr Sims, Cllr Smith and Cllr Watson.

It was agreed that Cllr Adam and Cllr Evans would serve as substitute members.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

Item 10: Planning: To review the arrangements in place which were agreed for a period of 3 months, to allow for the reduction in available Officer resource. If members wish to continue to run it as a Working Group, new terms of reference will need to be agreed at the next Full Council meeting

F.C. 161 Members agreed that it should run as a Working Group with the terms of reference to be agreed at the next Full Council meeting.

PROPOSED: Cllr Price. SECONDED: Cllr Evans. All in favour.

Item 11: Planning – Membership: To elect members to Planning for the interim period

F.C. 162 It was agreed that Planning would consist of the Chairman and the following members: Cllr Adam, Cllr Fisher, Cllr Evans, Cllr Haslam, Cllr Sims, Cllr Smith and Cllr Watson.

PROPOSED: Cllr Price. SECONDED: Cllr Evans. All in favour.

Item 12: Parish Council Representatives on External Bodies: To note the representatives for the remainder of the 2024/25 municipal year

F.C. 163 It was agreed to appoint the following representatives for the remainder of the 2024/25 municipal year:

Meopham Village Hall Committee	*Vacant*
Kent Association of Local Councils	Cllr Price and Cllr Watson *(empowered to appoint proxies in their absence)*
Meopham Windmill Trust	Cannot appoint at this time – Mr D Denman and Mr A Parker (2023-27)

Culverstone Community Association	Rotating amongst Cllr Adam, Cllr Evans and Cllr Price as members for the Culverstone and Harvel ward

PROPOSED: Cllr Watson. SECONDED: Cllr Fisher. All in favour.

Item 13: **Liaison Councillors: To note the councillors for the remainder of the 2024/25 municipal year**

F.C. 164 The liaison councillor roles for the remainder of the 2024/25 municipal year were noted.

Item 14: **Council Administration – Employee Assistance Programme: To consider the quotes for providing an EAP for both staff and councillors, to be funded from general reserves for the remainder of this financial year and a budget line has been added for 2025/26**

F.C. 165 It was agreed to accept the quote from Life and Progress at a cost of £650+ VAT per annum.

PROPOSED: Cllr Price. SECONDED: Cllr Evans. All in favour.

Item 15: **Financial Matters**

15.1 Approval of Payments: To approve the payments made since the last meeting up to 10.12.24

F.C. 166 Members approved the payments up to 10.12.24 as per the report.

PROPOSED: Cllr Price. SECONDED: Cllr Watson. All in favour.

15.2 Receipts & Payments Report: To note the receipts and payments report up to 10.12.24

F.C. 167 The receipts and payments report up 10.12.24 was noted.

15.3 Bank Statements: To note the Unity bank statement and the supporting bank reconciliation as of 30.11.24

F.C. 168 The Unity bank statement and the supporting bank reconciliation as of 30.11.24 were noted and signed by the Chairman.

15.4 Expenses Claim Form: To consider authorising the expenses claimed by the Clerk

F.C. 169 It was agreed to approve the expenses from the Clerk totalling £68.94.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

15.5 Financial Risk Assessment: To review and approve the Financial Risk Assessment

F.C. 170 The Financial Risk Assessment was approved. However, it was agreed that this was a work in progress document which needed adding to the decision tracker so that the document could be reviewed. Cllr Smith identified the need for probability, which he would address before the next review.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

15.6 External Audit: To note the External Auditors report and Certificate for the year ended 2023-2024, Section 3 of the Annual Governance & Accountability Return for the Parish Council has been received. The notice of conclusion of audit will remain on display for 14 days in compliance with the Accounts and Audit Regulations 2015

F.C. 171 This was noted.

15.7 Interim Audit Report for 2024-2025: To receive the Interim Audit Report from Mulberry and Co and consider its recommendations

F.C. 172 The Interim Audit Report was noted as being received and the recommendations implemented.

Item 16: Budget Monitoring for 2024-2025: To receive a budget monitoring report from the Responsible Financial Officer for the 2024-2025 financial year

F.C. 173 The budget monitoring report as of 16th December 2024 was received.

F.C. 174 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

Item 17: Council Budget for 2025-2026

17.1 Budget for 2025-2026: To approve a budget for the 2025-2026 financial year

F.C. 175 The draft budget was considered by Council. The budget was discussed line-by-line. Members agreed two final budget options for 2025-2026:

A: £288,394 including some Employment Tribunal Compensation Costs; OR
B: £232,394 Employment Tribunal settled Pre Jan 2025

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

17.2 Precept for 2025-2026: To set the precept for the 2025-2026 financial year

F.C. 176 An income of £824 is expected in 2025-2026. The precept for 2025-2026 was agreed at:

A: £287,570; OR
B: £231,570

A copy of the budget will be attached as an appendix to the minutes.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. All in favour.

Item 18: Liaison Councillor Reports: To receive liaison councillor reports for information only

F.C. 177 Cllr Evans updated on the final arrangements for the Carols on the Green event. Cllr Evans was formally thanked for all her time and effort that she had put into organising this event.

The meeting closed at 9:47pm

MEOPHAM PARISH COUNCIL

PROPOSED BUDGET FOR 2025/26

Council Projects & Events	A: Include some ET Compensation Costs	B: ET Settled pre Jan	Information
Community Events	£7,000	£7,000	
Meopham Windmill	£5,000	£5,000	Allowance in the event that the Windmill Trust need financial support
Judson's Pavilion	£6,000	£6,000	Provisioning for Judson's Pavilion assuming that basis of the Lease with The Colts is amended to remove the self-repair clause. This figure may need to cover the running costs of the pavilion depending upon the terms put forward to the colts. The Colts have indicated that the running costs of the building are approximately £6k per annum. This figure does not allow for any further legal costs involved in the lease renegotiation (see professional fees below)
Library Service	£12,500	£12,500	Following discussions with KCC, it was clear that they will be reviewing the number of libraries that they keep open in the next fiscal year (there are 99 in Kent)
School Close	£5,000	£5,000	Discussions to take place with GBC to bring the question of School Close Car Park back to the table.
Pitfield Green Toilets	£15,000	£15,000	
TOTAL - Council Projects	£50,500	£50,500	
Council Services			**Information**
Service Contract & Litter Collection	£20,000	£20,000	
Trees	£3,300	£3,300	
Arboricultural Survey - Rolling Provision	£1,650	£1,650	
Defibrillator Maintanance Contract	£150	£150	
Community Grants Scheme	£3,000	£3,000	
Families and Young People	£6,000	£6,000	
Community Engagement	£3,000	£3,000	
Bus Shelter Cleaning	£1,200	£1,200	
Village Sign & Flagpole	£1,000	£1,000	
Speedwatch	£1,500	£1,500	Split with Cobham to buy the equipment
Streetlights	£11,040	£11,040	
TOTAL - Council Services	£51,840	£51,840	
Council Administration			**Information**
Staff Salaries, Tax & NIC	£88,101	£88,101	
Staff Pension	£13,600	£13,600	
Cllrs and Staff Expenses	£400	£400	
Professional Memberships	£4,816	£4,816	
Employment Tribunal	£56,000		Compensation costs Balancing figure from Reserves 30000 = £86000
EAP	£780	£780	
Chairman's Allowance	£100	£100	
Insurance	£3,000	£3,000	
Office Rent	£6,525	£6,525	
Venue Hire for Meetings	£720	£720	
Office Supplies	£1,200	£1,200	
Software Licences	£1,080	£1,080	
Internal & External Audit Fees	£1,200	£1,200	
Payroll Services	£360	£360	
Bank Charges	£372	£372	
Professional Fees	£5,000	£5,000	
Photocopier Contract	£700	£700	
Communications & IT	£2,100	£2,100	
Total - Council Administration	£186,054	£130,054	
TOTAL ALL	£288,394	£232,394	
Income (See Below)	£824	£824	
Receipts (Transfer from General Reserves)			
PRECEPT (Total expenditure less income and receipts)	£287,570	£231,570	
TAX BASE 2025-26	3,064	3,064	
Amount Payable per Band D Household for the previous year	£ 63.44	£ 63.44	
Amount Payable per Band D Household for the year shown	**£ 93.85**	**£ 75.58**	
Increase/(Decrease) per Household (£.p per annum)	£ 30.41	£ 12.14	

Increase/(Decrease) per Household (% per annum)	48%	19%	
Estimated Income			
Income source	Amount	Amount	
Allotment Association - Rent	£433	£433	The rent was last reviewed in Feb 2023, and cannot be reviewed again for another three years
Judsons Pavilion - Rent	£200	£200	The rent review is at ten-year mark which would be 2030
Wayleave - EDF	£170	£170	The wayleave figure is not adjustable
Cricket Club rent	£1	£1	The lease provides only for charging a peppercorn rent.
Bank Interest	£20	£20	Uplifted due to increase in interest rates
Total	£824	£824	

Item 6

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Planning Applications Working Group – Terms of Reference

1. Objective

1.1 The Planning Applications Working Group is established to provide advisory recommendations to council officers in response to planning matters received via planning applications, appeal notifications, enforcement reports and decision notices.

2. Membership

2.1 The Working Group shall consist of the Chairman of the Council and seven members of the parish council (as agreed at the last FC meeting for the interim period).

2.2 The Chairman of the Planning Applications Working Group will be operated on a rotating basis amongst members.

2.3 The quorum for a meeting will be a minimum of three Councillors.

3. Meetings

3.1 The Working Group will meet at least once a month, except August.

3.2 The Parish Council will produce a Schedule of Committee and Working Group Meetings at its Annual Council Meeting in May.

3.3 The Working Group will have no meeting in August unless for urgent business, the decision to call a meeting in August will be determined by the Clerk, in consultation with the Chairman of the Council

3.4 Each working Group meeting will have the following regular agenda items;

- To consider planning applications received and agree recommendations.
- To receive an update on planning enforcement cases
- To receive decision lists from GBC for the preceding month
- To note the Working Group chairman for the forthcoming month

3.5 The Working Group will ordinarily hold its meetings via Teams. Members of the public will be permitted to join the meeting via the Teams link provided on the meeting agenda

3.6 In the event of an application being received constituting large-scale development within the parish, or in the event of needing to make a recommendation on a draft Local Plan, the Working Group will meet face-to-face to enable greater levels of public engagement

3.7 The meetings will be attended by a clerk.

4. Voting

4.1 The Councillors' Code of Conduct will apply to all members of the Working Group

4.2 The conduct of the Working Group meetings will be governed by the Council's adopted Standing Orders.

4.3 Recommendations will be made through a majority vote of the Working Group.

5. Rights and Powers

5.1 The Working Group holds no delegated powers as it is not permitted to hold them under S.101 of the Local Government Act 1972.

5.2 The Clerk, Deputy Clerk and Assistant Clerk are granted delegated authority under S.101 of the Local Government Act 1972 to respond to planning applications, appeal notifications and enforcement reports received from

Gravesham Borough Council, Kent County Council, the Planning Inspectorate, or any other authority. This will be done in consultation with and following recommendations from the Working Group.

5.2.1 As per the Council's adopted Scheme of Delegation, in the event that a time extension cannot be provided to allow consideration at a meeting the Clerk, Deputy Clerk and Assistant Clerk are authorised to submit a comment in consultation with one of the councillors representing the ward the application is from.

6. Training

6.1 Members of the Working Group are encouraged to attend training as appropriate for the Planning Applications Working Group

Date of Adoption	Review Cycle	Date of Next Review
FC – 21.01.25	Annual	ACM – 2025

Item 7

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Contents

These Financial Regulations were adopted by the council at its meeting held on 9/5/2024.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The Clerk;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk as RFO shall prepare, for approval by the council, a risk management policy covering the activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. the Clerk ensures the accounting in accordance with the Accounts Audit Regulations.

3.2. **The accounting records determined by the Clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The Clerk shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax England budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The Clerk will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the Clerk shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Any Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget with any committee proposals shall be brought forward to full council/and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

~~4.7.~~4.5. Having considered the proposed budget and three-year forecast, the council shall determine its council tax England requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

~~4.8.~~4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

~~4.9.~~4.7. The Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

~~4.10.~~4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

~~4.11.~~4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of**

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the

award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute in the case of council or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10002,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank, Unity Bank and Cambridge Building Society.. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer}, unless the council resolves to use a different payment method.

6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments. WE DON'T Do THIS so need to remove ??

6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.9. The Clerk shall have delegated authority to authorise payments {only} in the following circumstances:

i. any payments of up to £1000500 excluding VAT, within an agreed budget.

ii. payments of up to £10002,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.10. The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk together with the Finance and Grants Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 3 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council annually (at the ACM)at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years. WE DON'T HAVE ANY OF THESE SO WE CAN DELETE THIS CLAUSE

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting}. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed. FOR NOTING

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances where paid are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council. FOR NOTING

11.8. REMOVEDBefore employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk.

13.2. The council will review all fees and charges for work done, services provided, or goods supplied at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be considered for writing off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk considers necessary but at least weekly . The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The Clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.3. The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

17. Insurance

17.1. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to Insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk shall be notified of any loss, liability, damage, or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - **Tel:** 01474 813779
Email: enquiries@meopham-pc.gov.uk **Website:** www.meopham-pc.gov.uk

LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Agenda Item	Item 8
Meeting Date	21st January 2025
Report Title	Pavement Signage
Recommendation/s	To consider funding for Pavement Signage
Prepared By	Clerk – Lisa Winter

Detailed Information

We have been approached by the Head of School, Mr Waterman, of Meopham Community Academy to consider supporting the school in acquiring some resources to address the issue of road safety.

The issue is a hot topic once again in our community since the redevelopment of parking and roadways outside the parade of shops.

The parking issues outside the schools seem to have been compounded somewhat by the redevelopment. The schools appreciate that there are benefits to the new system, but due to improper use of the roads around, have presented increased risks to the children.

They have asked if the Parish Council might be able to support the school in acquiring some resources to address the issues.

A picture of the sort of thing they are thinking of is attached.

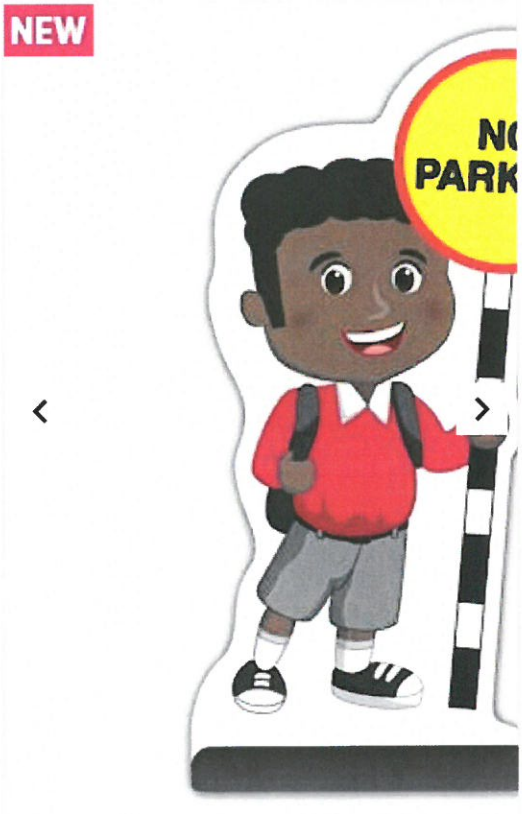
Locations: 2 x School Close; 6 x Wrotham Road; 6 Longfield Road.

The project cost would be around £1950

Key Implications

Financial	This is not in the budget so Councillors would have to agree which budget to spend from. FYI we do have £1875 left in the Community Engagement budget
Legislative and Policy	The School to engage with GBC and/or KCC regarding the positioning of the signage.
Equality Assessment	There are no Equality Issues arising.
Net Zero	There are no Net Zero issues arising.

School Kid Cut Out Pavement Sign - Toby - No Parking - Red Uniform



Description

Specifications

Promote safer environments for schools with these attention-grabbing life-size kid cut-out road safety signs

Our friendly and eye-catching signs, available in a range colours, messages and characters. Making a strong impression on drivers, promoting responsible behaviour and prioritising pedestrian safety

- **Promote pedestrian safety**, ideal for placing near school entrances or car parks
- **Range of uniform colours**, enchancing your school's visibility and presence
- **Convey safety messages to drivers**, designed to instantly draw attention and increase road safety awareness
- **High-quality, double-sided print** ensures maximum visibility and impact from all directions
- **Portable and versatile**, these signs are easy to carry and can be positioned in various locations both inside and outside school premises
- **Quick and simple assembly**, the cut out sign simply slots into the fillable base with no tools required
- **Durable weather-resistant material** that is rust and corrosion-resistant ensuring they remain effective in rain or shine
- **Sturdy water or sand-fillable base**, holds up to 15L for stability and is designed to withstand windspeeds up to 15mph

1 Select Size

700 x 1150 mm

Can't find the size you need? We can make any size required - simply **contact us** to discuss your requirements.

2 Select Material

As Low As

Double Sided 3mm Aluminium Composite £139.05

Select Quantity and Add To Basket

You selected: **SS8-K04-0-12RFW-ACDSWB**

Prices excludes VAT at 20%

Quantity	**1+**
Price Each	£139.05

Quantity − 1 +

Add to Basket

Total Price **£139.05**

Item 10.1

Meopham Parish Council

PAYMENTS LIST

16 January 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
177	Community Grants Scheme	17/12/2024	FC133	Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
173	Staff Salaries Tax & NIC	17/12/2024		Unity Trust Bank		Salary	L Winter	X	7,969.32		7,969.32
174	Staff Salaries Tax & NIC	17/12/2024		Unity Trust Bank		Salary	T Hanlon	X	868.67		868.67
176	Staff Salaries Tax & NIC	17/12/2024		Unity Trust Bank		Salary	S Fishenden	X	420.44		420.44
178	Service Contract & Litter Collec	20/12/2024		Unity Trust Bank	CONTRACT	Service Contract	Highview Tree Services	X	475.00		475.00
179	Office Rent	20/12/2024		Unity Trust Bank	CONTRACT - to be	Office Rent	Meopham Parish Council	X	435.00		435.00
184	Bank Charges	31/12/2024		Unity Trust Bank		Service Charge	Unity Bank	X	9.90		9.90
182	Bus Shelter Cleaning	06/01/2025		Unity Trust Bank	CONTRACT	Bus Shelter Cleaning	Element UK	S	209.00	41.80	250.80
180	Communications & IT	06/01/2025		Unity Trust Bank	HELIOCENTRIX	Phone System	Microsoft	S	184.32	36.86	221.18
181	Former Toilet Block	06/01/2025		Unity Trust Bank		Electricity Supply	Octopus Energy	X	20.15		20.15
183	Community Events	07/01/2025		Unity Trust Bank		Christmas Event/Tree	HGS LANDSCAPING AND B	X	150.00		150.00
175	Staff Pensions	07/01/2025		Unity Trust Bank		Pension Contributions	KCC	Z	2,606.07		2,606.07
188	Cllr & Staff Expenses	13/01/2025	FC-169	Unity Trust Bank	REIMBURSED TO (	MPC - EXPENSES	L Winter	X	68.94		68.94
185	Office Supplies	13/01/2025		Unity Multipay Card		OFFICE SUPPLIES	VIKING OFFICE UK LIMITE	S	95.78	19.16	114.94
186	Software Licences	13/01/2025		Unity Multipay Card		Software	Cloud Next Ltd	S	49.99	9.99	59.98
187	Office Supplies	13/01/2025		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	8.29	1.66	9.95
189	Professional Services	14/01/2025		Unity Trust Bank		AUDIT COSTS	FORVIS MAZARS	S	460.00	92.00	552.00
							Total		**14,530.87**	**201.47**	**14,732.34**

Item 10.2

Meopham Parish Council

16 January 2025 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes

Council Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
24	Staff Salaries Tax & NIC		74.40	74.40	85,000.00	43,070.29	41,929.71	42,004.11 (49%)
25	Staff Pensions				16,000.00	7,375.26	8,624.74	8,624.74 (53%)
26	Cllr & Staff Expenses				400.00	68.94	331.06	331.06 (82%)
28	Professional Memberships				4,850.00	1,354.00	3,496.00	3,496.00 (72%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training				7,000.00	229.00	6,771.00	6,771.00 (96%)
33	Photocopier Contract				700.00	534.44	165.56	165.56 (23%)
34	Communications & IT				1,800.00	1,347.47	452.53	452.53 (25%)
87	Insurance		100.00	100.00	2,750.00	2,676.50	73.50	173.50 (6%)
88	Office Rent				10,220.00	5,659.00	4,561.00	4,561.00 (44%)
89	Venue Hire for Meetings				480.00	150.00	330.00	330.00 (68%)
90	Office Supplies				1,200.00	392.95	807.05	807.05 (67%)
91	Software Licences				1,030.00	1,268.93	-238.93	-238.93 (-23%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	252.00	108.00	108.00 (30%)
104	Bank Charges				336.00	96.60	239.40	239.40 (71%)
105	Professional Services		97.85	97.85		2,709.00	-2,709.00	-2,611.15 (N/A)
110	Water Supply		842.63	842.63		22.71	-22.71	819.92 (N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					1,599.76	-1,599.76	-1,599.76 (N/A)
113	Multipay Card Payment		16.00	16.00				16.00 (N/A)
114	ANNUAL SUBSCRIPTION					1,935.00	-1,935.00	-1,935.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
117	VILLAGE POLL					3,367.28	-3,367.28	-3,367.28 (N/A)
118	Village Poll 117							(N/A)
	SUB TOTAL		**1,130.88**	**1,130.88**	**133,426.00**	**74,109.13**	**59,316.87**	**60,447.75 (45%)**

Council Projects & Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
2	Community Events		2,575.00	2,575.00	650.00	2,987.69	-2,337.69	237.31 (36%)
82	Health & Wellbeing				1,000.00		1,000.00	1,000.00 (100%)
100	Village Greens - Post Replacem				8,000.00	2,751.00	5,249.00	5,249.00 (65%)
102	New Website Project				6,000.00		6,000.00	6,000.00 (100%)
103	Camer Parade - Highways Sche				7,000.00		7,000.00	7,000.00 (100%)
109	Harvel Bench					721.97	-721.97	-721.97 (N/A)
	SUB TOTAL		**2,575.00**	**2,575.00**	**22,650.00**	**6,460.66**	**16,189.34**	**18,764.34 (82%)**

Council Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4	Defibrillator Maintenance				145.00		145.00	145.00 (100%)
8	Service Contract & Litter Collecti				10,000.00	4,275.00	5,725.00	5,725.00 (57%)
13	Trees				3,000.00		3,000.00	3,000.00 (100%)
16	Community Grants Scheme		500.00	500.00	3,000.00	3,500.00	-500.00	(0%)

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
17	Families and Young People				5,000.00	3,571.45	1,428.55	1,428.55 (28%)
19	Community Toilet Scheme				3,000.00		3,000.00	3,000.00 (100%)
22	Bus Shelter Cleaning				1,000.00	1,045.00	-45.00	-45.00 (-4%)
68	Streetlights				7,500.00	1,953.00	5,547.00	5,547.00 (73%)
83	Community Engagement		-2,875.00	-2,875.00	4,750.00		4,750.00	1,875.00 (39%)
85	Village Sign & Flagpole				2,000.00	950.00	1,050.00	1,050.00 (52%)
106	Harvel Pond					38.12	-38.12	-38.12 (N/A)
107	Former Toilet Block					2,605.82	-2,605.82	-2,605.82 (N/A)
108	Drinking Fountain					40.42	-40.42	-40.42 (N/A)
115	YOUTH PROVISION.17							(N/A)
	SUB TOTAL		**-2,375.00**	**-2,375.00**	**39,395.00**	**17,978.81**	**21,416.19**	**19,041.19 (48%)**

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
45	Bank Interest Received	20.00	406.54	386.54				386.54 (1932%)
46	Precept	196,146.87	196,146.87					(0%)
49	Wayleaves	170.00	1.15	-168.85				-168.85 (-99%)
50	Rental Income	633.13	634.13	1.00				1.00 (0%)
94	VAT Reclaim							(N/A)
95	Other Income		390.00	390.00				390.00 (N/A)
119	BT CREDIT REFUND		99.01	99.01				99.01 (N/A)
120	EVENTS INCOME		500.00	500.00				500.00 (N/A)
121	Insurance Excess Refund							(N/A)
	SUB TOTAL	**196,970.00**	**198,177.70**	**1,207.70**				**1,207.70 (0%)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**196,970.00**	**199,508.58**	**2,538.58**	**195,471.00**	**98,548.60**	**96,922.40**	**99,460.98 (25%)**
V.A.T.		9,390.83			4,280.54		
GROSS TOTAL		**208,899.41**			**102,829.14**		

Item 10.3

Your Account Statement

unity trust bank

For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

[redacted]
Meopham Parish Council St Johns Centre
Wrotham Road
Gravesend
Kent
DA13 0AA

Date: 31/12/2024

Account Name: Meopham Parish Council

Swift Code (BIC): [redacted]
IBAN Number [redacted]

Sort Code: [redacted]
Account Number: [redacted]

Your arranged overdraft limit is £0.00

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: 0345 140 1000
Email us: us@unity.co.uk
Visit us: unity.co.uk

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2024		Balance brought forward	£0.00	£0.00	£122,037.26
03/12/2024	Faster Payment Debit	B/P to: THE FLAGPOLE SPEC	£1,140.00	£0.00	£120,897.26
03/12/2024	Faster Payment Debit	B/P to: HGS LANDSCAPING	£200.00	£0.00	£120,697.26
10/12/2024	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£19.36	£0.00	£120,677.90

Statement number 096

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
10/12/2024	Faster Payment Debit	B/P to: DM Payroll	£84.00	£0.00	£120,593.90
10/12/2024	Faster Payment Debit	B/P to: Meopham PCC	£435.00	£0.00	£120,158.90
10/12/2024	Faster Payment Debit	B/P to: Meopham PCC	£217.50	£0.00	£119,941.40
10/12/2024	Faster Payment Debit	B/P to: HELIOCENTRIX LTD	£221.18	£0.00	£119,720.22
11/12/2024	Credit	Post Office Cash Deposit 145014 145014	£0.00	£1.15	£119,721.37
16/12/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£261.92	£0.00	£119,459.45
17/12/2024	Faster Payment Debit	B/P to: Meopham Marquetry	£500.00	£0.00	£118,959.45
17/12/2024	Faster Payment Debit	B/P to: S Fishenden	£420.44	£0.00	£118,539.01
20/12/2024	Standing Order	S/O to: Tracey Hanlon	£868.67	£0.00	£117,670.34
20/12/2024	Standing Order	S/O to: P R Agley	£475.00	£0.00	£117,195.34
20/12/2024	Standing Order	S/O to: L Winter	£7,969.32	£0.00	£109,226.02
20/12/2024	Standing Order	S/O to: Meopham PCC	£435.00	£0.00	£108,791.02
31/12/2024	Fee	Manual Credit Handling Charge	£1.80	£0.00	£108,789.22
31/12/2024	Fee	Service Charge	£8.10	£0.00	£108,781.12

unity trust bank

Meopham Parish Council

Current T2

[redacted]

Balance	Available
£ **102,702.66**	£ **102,702.66**

Balances are correct as of 12:01 on 16 Jan 2025.

↓ Date	Description	Paid in	Paid out	Balance
16/01/25	B/P to: WILKIN CHAPMAN LLP • MPC-2801782		**-3,000.00**	**102,702.66**
16/01/25	Direct Debit (LLOYDS BANK PLC) • 5563140983593973		**-180.94**	**105,702.66**
* 14/01/25	B/P to: FORVIS MAZARS • MEOPHAM PC-2464050		**-552.00**	**105,883.60** *
14/01/25	B/P to: LISA WINTER • MPC EXPENSES		**-68.94**	**106,435.60**
13/01/25	HMRC VAT • 314795487	**871.62**		**106,504.54**
10/01/25	Direct Debit (OCTOPUS ENERGY) • A-2B99D6EA-003		**-20.15**	**105,632.92**
10/01/25	ZURICH INS/RECS • 12220050787	**100.00**		**105,653.07**
07/01/25	B/P to: HGS LANDSCAPING • MEOPHAM PARISH CNL		**-150.00**	**105,553.07**
07/01/25	B/P to: KCC Pension Fund • MEOPHAM PC		**-2,606.07**	**105,703.07**
07/01/25	B/P to: HELIOCENTRIX LTD • INV 25444		**-221.18**	**108,309.14**
07/01/25	B/P to: Element UK Limited • 139692		**-250.80**	**108,530.32**

LLOYDS BANK

Your account statement

Issue date: 22 November 2024

Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: GRAVESEND
Sort code [redacted] Account number: [redacted]
BIC: LOYDGB21278
IBAN: GB07 LOYD 3093 6000 3324 03

009430 PDOEA04-20241123-92925-000890
MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

36700 D

PMKN0LW3100000

100900943000010002

TREASURERS ACCOUNT

MEOPHAM PARISH COUNCIL

Account summary

Balance On 24 Oct 2024	**£137,805.50**
Total Paid In	£0.00
Total Paid Out	£84,000.00
Balance On 05 Nov 2024	**£53,805.50**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
24 Oct 24		**STATEMENT OPENING BALANCE**			**137,805.50**
05 Nov 24	CHQ	002382		84,000.00	53,805.50
05 Nov 24		**STATEMENT CLOSING BALANCE**	**0.00**	**84,000.00**	**53,805.50**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
CHQ - Cheque

Account Details

https://yourcambridge.cambridgebs.co.uk[redacted]

Download Transactions

Date	Description	In (£)	Out (£)	Balance (£)
09/01/2025	RECEIPT BY PRODUCT SWITCH	84,406.54		84,406.54
09/01/2025	WITHDRAWAL BY PRODUCT SWITCH		84,406.54	0.00
09/01/2025	GROSS INTEREST	44.38		84,406.54
31/12/2024	GROSS INTEREST	362.16		84,362.16
31/10/2024	RECEIPT BY CHEQUE	84,000.00		84,000.00
21/10/2024	PAYMENT REVERSED - CHEQUE		84,000.00	0.00
16/10/2024	RECEIPT BY CHEQUE	84,000.00		84,000.00

Latest

Search ENG UK 12:21 16/01/2025

Meopham Parish Council

BANK ACCOUNTS

Lloyds Bank	£53,805.50
Unity Trust Bank	£105,883.60
Unity Multipay Card	-£184.87
CAMBRIDGE BUILDING SOCIETY	£84,406.54
Total in Banks	**243,910.77**
Cash	
GRAND TOTAL (Banks and Cash)	**£243,910.77**

Item 10.4

Meopham Parish Council
Reserves Balance
2024-2025

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24				6,838.24
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarke	1,200.00				1,200.00
Post Replacements - Earmarke	1,116.04	1,634.96	2,751.00		0.00
All Council Strategic Day - Earn	683.70				683.70
Harvel Green Bench - Earmarke	445.45	276.52	721.97		0.00
Total Earmarked	**31,283.43**	**1,911.48**	**3,472.97**		**29,721.94**
TOTAL RESERVE	**31,283.43**	**1,911.48**	**3,472.97**		**29,721.94**
GENERAL FUND					214,188.83
TOTAL FUNDS					243,910.77