

# STOKE PARISH COUNCIL



50 Pepys Way, Strood, Rochester, Kent, ME2 3LL

## MINUTES

Wednesday 5<sup>th</sup> January 2022

Face to Face Extraordinary Parish Council Meeting  
Village Hall ~ 8.25 pm

Attendees: Cllr B. Stone ~ Chairman Cllr J. Wallace ~ Vice-chair  
Cllr K. Copping Cllr G. Blackman  
Cllr P. Egan Cllr K. Mansell  
Mrs J. Allen ~ Clerk

Members of the public: None (0)

### **PUBLIC SESSION ~ NOT PART OF THE PARISH COUNCIL MEETING**

#### **Part A. Public Discussions**

None.

#### **Part B. Public Discussions on any agenda items**

None.

The Chairman, Cllr B. Stone, opened the meeting at 8.25pm and thanked the Councillors for attending.

#### **1. Apologies for absence**

Min 7046:21 An apology for absence was received from Cllr R. Bridge, who had been taken ill on the day of the meeting.

#### **2. To receive Declarations of Interest and Dispensations**

Min 7047:21 None.

#### **3. Review 9 Months Figures**

##### **a). To receive and discuss the status of the figures at the 9 months mark.**

Min 7048:21 The members carefully reviewed the status of the Parish Council's finances at the 9 months mark, where Cllr P. Egan made several enquiries surrounding the spendings that had occurred within the 'IT Costs' and the 'Subscriptions' budgets.

#### **4. Budgets for 2022/2023**

##### **a). To discuss and set budgets for the financial year 2022/2023.**

Min 7049:21 The members carefully reviewed the Parish Council's budgets for the financial year 2022/2023, where several amendments were made.

The Clerk was also asked to allocate additional funding for the following new items of expenditure:

- Car Park improvements
- The Queen's Platinum Jubilee Event
- Replacement fencing around the Heron Way Play Park

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## 5. Precept for 2022/2023

### a). **To discuss and determine a Precept balance for the financial year 2022/2023.**

**Min 7050:21** A discussion ensued surrounding the Parish Council's precept for the financial year 2022/2023, where it was recognised that the members had kept their precept at the same level for the past three years.

Cllr P. Egan spoke to ask the Clerk to work out a basic income to keep the village afloat, which did not take into consideration any additional spendings for events or additional works. After a short interlude the Clerk calculated an approximate figure, which was wound up to a round number of £19,000 by the members.

Following communications from the Borough Council the members learnt that the 'Tax Grant' and the Rural Liaison Grant', that had been awarded previously by Medway Council, was being abolished and as such the Parish Council would lose an additional £4,801 per annum of their income this next financial year.

Upon carefully evaluating the figures and taking into account the rise of inflation and the lack of grant funding, the members reluctantly agreed to increase the Parish's precept by £2,000 to £23,000.

Cllr P. Egan spoke to propose that the Parish Council accepted the increased precept of £23,000, which was seconded by Cllr K. Copping and was unanimously agreed.

## 6. Audit 2021/2022

### a). **To review the Parish Council's Financial Risk Assessment for re-adoption.**

**Min 7051:21** The members carefully reviewed the Parish Council's Financial Risk assessment for the year ending 2021/2022, which had been based on the template from the year before.

A short discussion ensued, where the members identified several amendments that could be made for the next financial year. Accordingly, the Clerk was deployed to ensure the Financial Risk Assessment for the year 2022/2023 was revisited earlier and added onto the agenda from April 2022 onwards.

In the meantime, the Financial Risk Assessment for 2021/2022 was deemed as acceptable, where it was proposed by Cllr P. Egan to readopt this policy. This proposal was seconded by Cllr K. Copping and was unanimously agreed.

### b). **To review the Parish Council's Asset Register for re-adoption.**

**Min 7052:21** The members carefully evaluated the Parish Council's Asset Register for the year ending 2021/2022, which had again been based on the template from the year before.

They discussed this document in great detail where the Clerk was asked to contact KALC (the Kent Association of Local Councils) to clarify if the register needed to take account any levels of depreciation or if the document just needed to record any liable costs.

Once the situation had been clarified the members agreed to revisit the Asset Register for re-adoption before the end of the current financial year.

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7. **Policies**

a). **To set a meeting date to review the Parish Council's existing policies for re-adoption, ahead of the 2021/2022 audit.**

**Min 7053: 21** The Clerk, Mrs J. Allen, spoke to remind the members to set a meeting date to review the Parish Council's existing policies for re-adoption.

The members spoke collectively in regards to the Parish Councils existing policies, where the Clerk was asked to recirculate the details, including the amendments made from the year before.

Accordingly, the Councillors agreed to re-read the policies in great detail and to re-adopt them over the course of their next two main Parish Council meetings.

7. **Any other business**

**Min 7054:21** None.

8. **Close of meeting**

**Min 7055:21** The Chairman, Cllr B. Stone closed the meeting at 9.30pm and thanked everyone for attending.

**The next Parish Council meeting will be held on:**

<b>Wednesday 2<sup>nd</sup> February 2022</b>	<b>7.00pm</b>	<b>The Village Hall</b>
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