

<b>Committee, Group or Sub Group</b>	
FINANCE & STRATEGY GROUP	
<b>Meeting Date &amp; Venue</b>	
2.30pm Wednesday 29 <sup>th</sup> April 2020, Virtual ZOOM Meeting	
<b>Report Author</b>	
Deborah Jenkins – Deputy Clerk & Finance Officer	
<b>Report</b>	
<p><b>Present:</b> Parish Councillors Paddy Riordan (PR), Joan Buller (JB), Colin Bowden (CB), Sue Forward (SF), Sam Lain-Rose (SL-R). Deputy Clerk &amp; Finance Officer Deborah Jenkins (DJ), Parish Clerk Mick Westwood (MW), Clerk Designate Nicola Ideson (NI).</p>	
<ol style="list-style-type: none"> <li>1. <b>Apologies:</b> Councillor John Perry (JP).</li> <li>2. <b>Minutes of last meeting</b> (08/01/2020): it was NOTED that they had previously been issued to Full Council and published on the PC website.</li> </ol>	
<p><u>ARISING FROM PREVIOUS MEETING:</u></p>	
<ol style="list-style-type: none"> <li>3. <b>Jubilee Playing Field</b> – Update on a meeting to be arranged for all interested parties to discuss the future Management and Maintenance of Jubilee Field - PR confirmed that at the previous meeting of the Jubilee Field Management Committee meeting he had been unable to discuss the assumed responsibilities for Jubilee Field with all the various parties (JFMC/Footballers/Guides/Parish Council) due to the lack of presence of some of the stakeholders. It was agreed that the Parish Office would attempt to arrange such a meeting. Once consensus had been reached, legal advice would be sought on the formation of a Management and Maintenance Agreement. <p>Other items: (i) PR confirmed JFMC had applied to MBC for business rate relief and sought grant funding from Sport England; (ii) PR reported FSIF should give a formal decision on grant funding for the new facilities by 01/06/20.</p> </li> <li>4. <b>Youth Leader Project</b> – On conclusion of the signed Maintenance Agreement from Youth Club trustees, the formal Agreement to support the youth leader role to be discussed. It was noted that Full Council had agreed, for the financial year 2020-21, to continue to support the Youth Worker Project with an annual sum of £4k, although it was acknowledged that a portion of this sum was being used for other purposes such as utility bills. It was agreed to follow up the request to JP, as a Youth Club trustee, to source a copy of the latest accounts to 31<sup>st</sup> January 2020. This would enable Councillors to make an informed decision on future payments to the Youth Club for the 2021-2022 budget. Group members felt that regular reports, e.g. quarterly, on the Youth Club's spending of the grant would be appropriate.</li> </ol>	
<p><u>OTHER BUSINESS</u></p>	
<ol style="list-style-type: none"> <li>5. <b>Annual Statement 2019-2020 and Annual Audit</b> – to agree a recommendation to Full Council to approve the Statement of Accounts - It was AGREED to recommend approval of the accounts to Full Council. Councillors thanked DJ and MW for their work on the accounts.</li> <li>6. <b>Internal Auditor</b> – Report on status of Internal Audit and arrangements for Review of Internal Audit Controls - DJ confirmed that Tim Kendrick had reviewed the annual accounts and found them to be satisfactory. A meeting to review the internal controls would take place at a later date.</li> <li>7. <b>Parish Council Risk Assessment</b> – Review of draft risk assessment for 2019-20 (for recommendation to Full Council) – SF suggested that in view of previous incidents at Wimpey Field, fire risk at this site should be added to the Risk Assessment. MW stated that the principal control would be the Fire Brigade in this instance. It was AGREED to add Wimpey Field fire risk to the Assessment. PR mentioned the risk of injury to footballers playing at Jubilee Field</li> </ol>	

following a previous insurance claim against the Parish Council. MW suggested that a disclaimer notice should be written into the letting document between JFMC and the hirer. MW would source a similar document from Loose PC for PR to view. MW suggested that following the advice received by PR at a Legionnaires workshop and in light of the current pandemic, the water system at Jubilee Pavilion should be flushed through regularly as the building is not currently in use. PR AGREED to do this.

8. **CIL** – Schedule of funds received for the period 1<sup>st</sup> October 2019 – 31<sup>st</sup> March 2020 – it was AGREED to add the item to the Full Council agenda asking for suggestions for the use of the funds received amounting to £9,133.67.
9. **Investment Strategy** – updated to reflect the 2019-2020 year-end, for agreement – it was AGREED to recommend to Full Council approval of the updated strategy.
10. **Financial Regulations and Standing Orders** – review in light of Covid-19 – MW reported that some of his earlier concerns following the pandemic had been alleviated following the national changes to the way Council meetings can be held. MW highlighted that at a previous Planning Committee meeting, a quorum of four members, as stated in the terms of reference, had not been attainable. After much discussion it was AGREED to recommend to Full Council that the Planning Committee Terms of Reference be amended to confirm a quorum as being three members rather than four (three being the minimum required by standing order 4.4vii). It was AGREED not to amend the sum of up to £500 that the Clerk and Chairman or Vice-Chairman can authorise without prior approval from Full Council.
11. **Quotations for Recommendation to Full Council** – CCTV – The Parade: cost of replacement. MW had previously circulated a paper following his investigation into prices of replacement cameras. It was AGREED that further investigation was required on this item. PR offered to look into this as it is an area covered by his own business. MW would obtain further information from the companies he had previously spoken with.
12. **Next Quarter Contract Reviews & Payments to be made** - A schedule of forthcoming contracts and subscriptions for renewal had been circulated to all Councillors. It was AGREED to recommend to Full Council **the renewal of the annual contracts with Hugo Fox as Website provider £39.99, MBC Council Tax for Rooms 1, 2 & 3 £1,347.30, Norton Internet Security £75.00, County Fire Protection re Jubilee Pavilion alarm maintenance £80.00, Sevenoaks District Council re Surrenden Field Premises Licence £75.00 and GDPR-Info Ltd as Data Protection Officer £350.00 and to pay annual subscriptions to Weald of Kent Protection Society £25.00, Parish Online Data Mapping approx. £89.00, ALCC approx. £60.00 and SLCC approx. £393.00 (it was AGREED to remove MW from the renewal of subscriptions to ALCC and SLCC and to substitute NI)**. Councillors asked to be given the password to access Parish On-line for their own use.
13. **Dates of Next Meeting** – 29th July 2020, 28th October 2020. Time and venue TBA.