

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
2.30pm Wednesday 21 st April 2021, Virtual ZOOM Meeting	
Report Author	
Deborah Jenkins – Deputy Clerk & Finance Officer	
Report	
<p>Present: Parish Councillors Paddy Riordan (PR), Colin Bowden (CB), Joan Buller (JB), Sam Lain-Rose (SL-R) (arrived at the point indicated in the notes), Simon McNeill (SM) John Perry (JP). Deputy Clerk & Finance Officer Deborah Jenkins (DJ), Clerk Alison Smith (AS).</p> <ol style="list-style-type: none"> Apologies: Cllr Lain-Rose had advised that he may arrive late to the meeting. Dispensations: JP was given a dispensation to speak on matters relating to Jubilee Field and the Youth Club. Minutes of last meeting (13/01/2021): it was NOTED that they had previously been issued to Full Council and published on the PC website. <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> Jubilee Playing Field – PR Update on formalising the future Management and Maintenance of Jubilee Field: PR reported that the Men’s Football team were yet to sign the agreement as there was no overall management structure or leadership. This was consequently holding up any further progress with the finalising of the agreement. For the third year in succession funding, amounting to £52k, from the Football Association had been approved to pay for stands and floodlighting. It was noted that if the team were invited to join the Southern Counties Football League and received the approved funding, a management structure would need to be in place to run the club. AS suggested to PR that this would be an opportune time to draw up an agreement between JFMC and the users of the field. Youth Leader Project – Youth Leader Project: formal Agreement to support the youth leader role – for discussion. JP confirmed that he had spoken to Paul Kelly with regard to providing SPC with updated accounts and was sorry to hear that nothing had been received. JP agreed to speak again with PK to ask for a picture of the Youth Club’s current financial position and to obtain an understanding of their intentions to re-open the Youth Club. DJ confirmed that the quarterly Youth Worker payment was currently being withheld. <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> Annual Statement 2020-2021 and Annual Audit – to agree a recommendation to Full Council to approve the Statement of Accounts and the draft Annual Audit: <u>It was AGREED to recommend APPROVAL of the accounts to Full Council.</u> Internal Auditor – 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. His report would follow shortly. JP requested a meeting to review the internal controls. DJ would speak to Tim Kendrick about arranging a meeting. Investment Strategy -updated following the 2020-2021 year-end, for agreement: in relation to item 3. 3.1.2 JP suggested ending the sentence at ‘economic growth’ as there was no need for the remainder of the sentence. <u>It was AGREED to recommend the APPROVAL of the Investment Strategy to Full Council following the removal of the wording on 3.3.1.2 as suggested by JP.</u> <p><i><u>SL-R had joined the meeting during the discussion on the above item.</u></i></p>	

9. **CIL & S106** – Schedule of funds received/available; forward strategy on the use of funds; engaging the community in the decision-making process: It had previously been agreed that CIL funds of £9,133.67 were to be used for CCTV provision. DJ advised that notification had been received from MBC today, that further CIL money amounting to £11,085.82 from Bletchingley Farm would be paid to SPC imminently. PR asked DJ for clarification of the s106 funds available for a proposed replacement pavilion at Surrenden Field. It was noted that prior approval would be required from MBC as freeholder of the field.
10. **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 GDPR-Info Ltd as Data Protection Officer £350.00; Hugo Fox as Website provider £39.99; MBC Council Tax for Rooms 1, 2 & 3 £1,347.30; Norton Internet Security £105.00; County Fire Protection re Jubilee Pavilion alarm maintenance £80.00; BT Broadband & Telephone £665.40 p.a. for a 2 year contract; Sevenoaks District Council re Jubilee Field Premises Licence £180.00; Arron Services Ltd re Hosted Exchange Service £1,710.00; ICO Data Protection Registration re Data protection Licence £35.00; Contrast Garden Maintenance re Chestnut Avenue/A229 Hedge cutting £200.00; Contrast Garden Maintenance re mowing and strimming at Wimpey Field £1,200.00 and to pay annual subscriptions to Parish Online Data Mapping approx. £89.00, ALCC approx. £80.00 and SLCC approx. £393.00.
- **KALC** – Annual Subscription £1,620.00 +VAT (Min 1879 agreed to pay subscription of £1,555.00) It was AGREED to recommend to Full Council to pay the increased subscription of £1,620.00 +VAT.
11. **Section 101 Delegation of Powers Paper** – AS introduced a paper she had written relating to delegated powers, in the event that virtual meetings could no longer take place after 6th May 2021 when the Government were still encouraging people to social distance and not to meet indoors. AS was still awaiting confirmation from MBC that as a Clerk with delegated powers, she would have the authority to call in a planning application to MBC Planning Committee if required. JP confirmed that he would call in an application on the Parish Council's behalf if need be. JP also supplied AS with the names of Officers at MBC who may be able to assist her with her query. Although the scheme review date was 1st August 2021 it was noted that if legislation changed in the meantime the delegated powers could be terminated at the subsequent planned Full Council meeting. It was AGREED to recommend APPROVAL of the Delegation of Powers Scheme to Full Council.
12. **Date of Next ZOOM Meeting** – 7th July 2021 at 2.30pm.