

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
10 a.m. Wednesday, 19 th July 2017, Parish Office, Staplehurst Village Centre	
Report Author	
Mick Westwood – Parish Clerk	
Report	
<p>Present: Councillors Tom Burnham (TB), Sam Lain-Rose (SL-R), John Perry (JP), Paddy Riordan (PR) and Rory Silkin (RS). Mick Westwood (MW), Parish Clerk; Deborah Jenkins (DJ), Deputy Clerk & Finance Officer.</p> <p>1. Apologies: none.</p> <p>2. Minutes of last meeting (27/04/2017) had been circulated and were agreed.</p> <p><u>ARISING FROM MEETING of 27/04/2017 b/fwd</u></p> <p>3. Youth Club Management Agreement & Youth Worker Project – <i>SL-R update re: completion of formal Management and Maintenance agreement. Update status of Service Level Agreement to establish the standards, principles and scope of the Youth Worker provision.</i> SL-R reported: the Management & Maintenance agreement is awaiting signature by the Youth Club trustees; possible service delivery improvements are being explored; the aim is to have an outline service agreement by October for approval by SPC.</p> <p>4. Banking arrangements – <i>parish office update on electronic banking with dual signatories.</i> DJ reported she had spoken to NatWest and ascertained the process to be followed. SPC's procedures would mean invoices would have to be scanned and e-mailed to authorisers when requesting release of payments.</p> <p>5. Jubilee Playing Field – <i>SL-R update re: JFMC 3-year Business Plan (including a strategy for mower breakdowns/servicing). Update/progress report on the draft Management Agreement between JFMC and SPC together with a new Maintenance Agreement.</i> SL-R reported: he, PR & Nigel Best would be drawing up a three-year business plan for review by the management committee; the draft management and maintenance agreement will be based on the Youth Club agreement format and will also need to be consistent with the lease agreement between SPC and JFMC; the new agreement would be operational from 2018.</p> <p>6. Overview of Parish Land Holdings & Maintenance schedule – <i>update from parish office.</i> The schedule of land holdings was NOTED. A land search is to be done of the Poyntell Pond area to check the ownership.</p> <p>7. Surrenden Playing Field & Nicholson Walk Freehold – <i>update on status of discussions with MBC.</i> MBC had undertaken to review the freehold price it was seeking. A response was still awaited. JP said he would be meeting the MBC Director of Finance & Business Improvement shortly. <i>Post-meeting note: response received 25/07/17 and circulated to Group members.</i></p> <p>8. Local Government Pension Scheme Exit Costs – <i>update from parish office.</i> MW said that the report from KCC Investments was overdue and he had chased it on a number of occasions and would continue to do so (<i>report received 25/07/17 and circulated to Group members</i>).</p>	

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OTHER BUSINESS

9. **Terms of Reference - SL-R Update.** SL-R distributed a proposed terms of reference document for a combined Finance & Strategy Group. RS requested the insertion of a reference to ex-officio membership. JP requested sight of the previous terms of reference (*copies circulated post-meeting*). SL-R said the aim was to seek approval from Full Council in September.
10. **Additional CCTV Camera Provision** – *update from parish office following referral by Full Council.* No further news to report.
11. **Section 106 Expenditure** – *status update from parish office.* DJ reported that MBC had confirmed allocation of S106 money for Youth Club ground works and benches and the Surrenden Field path and drainage project. She said she was chasing confirmation of the allocation for Jubilee Field car park (*confirmation received post-meeting that funds could be allocated to the project*).
12. **Quotations for Recommendation to Full Council** – none.
13. **Next Quarter Contract Reviews & Payments to be made** - the schedule of forthcoming reviews was agreed for submission to Full Council with the following comments: the skate park repainting was a specialist job and the choice of contractors was limited; the rental of offices from the Village Centre included provision of space for the Staplehurst Society – requirements could usefully be reviewed alongside the review of Parish Office space; the unmetered supply for parish street lights was a good arrangement offered by very few suppliers; the planter maintenance contract's first annual review meeting was scheduled for 31st August.
14. **Other Business** – (i) Dissolution of Village Centre Redevelopment Group (Full Council Min 1635): SL-R said £8,505 was left in the Village Centre Feasibility Fund; (ii) Letter from Village Centre trustees re VC contingency fund: MW said a letter had been received from trustees, which included a relinquishment of trustees' claim on the fund (current balance £12,239.43); (iii) SL-R said following SPC approval of Employment Group's recommendation to spend on upgrading office equipment (Min1636) a new budget line was needed. In accordance with Financial Regulation 4.9 Finance Group recommends to Full Council: (a) the balance of the Village Centre Feasibility Fund be moved to the General Fund; (b) the balance of the Village Centre Contingency Fund be moved to the General Fund; (c) a new 'office equipment' budget line be created in the 'office support' expenditure category, with an amount of £7,500 transferred from the General Fund.
15. **Dates of Next Meetings** – 26th October 2017 & 8th January 2018.

Appendix A – Forthcoming Contract Reviews

Activity	Company	Value	Review Date	Notes
Skate Park Painting	Evolution Skate Parks	£3,756	July	Last painted Sept 2016
Hire of Parish Rooms 1, 2, 3 & 8	Village Centre Management Committee	£4,200 p.a.	Lease expired in 2007	Currently on a one month rolling notice
Parish Street Lights	E-on	£372.17	Ongoing Annual Roll-over	Unmetered Supply
Planter Maintenance	mcch Society	£3,916.20	Contract expires in Jan 2020	Annual Review Meeting to be held Aug 2017

Appendix B – SPC Land Holdings

STAPLEHURST PARISH COUNCIL LAND HOLDINGS AS AT JUNE 2017

LOCATION	OWNERSHIP DETAILS	MAINTENANCE RESPONSIBILITIES	MAINTENANCE CONTRACTOR	MAINTENANCE CONTRACT DETAILS
Bell Lane Pond	Freehold	Pond Clearance	Ad hoc	Monthly Inspections
		Adjacent land	Ad hoc	Monthly Inspections
Chestnut Avenue Land Strip	Freehold	Grass mowing	n/a	Maintained directly by KCC
		Hedge cutting	n/a	Maintained directly by KCC
		Tree maintenance	Ad hoc	n/a
Jubilee Field	Freehold	Grass mowing	JFMC	Annual renewal
		Hedge cutting	Forestry First	3yr contract to 2018
		Skate Park	Evolution Skate Parks	Annual renewal
Marden Road Land Strip	Freehold	Grass mowing	n/a	Maintained directly by KCC
Poyntell Road Pond	Adopted	Water only	Ad hoc	n/a
Surrenden Field	Leasehold	Grass mowing	Landscape Services	Annual renewal
		Hedge cutting	Forestry First	3yr contract to 2018
		Play Area	Ad hoc	n/a
Wimpey Field	Freehold	Landscape maintenance	TWIG	3yr maintenance plan
Youth Club	Leasehold	Grass mowing	Forestry First	Annual renewal
		Hedge cutting	Forestry First	Annual renewal