

STAPLEHURST PARISH COUNCIL

**FINANCE & STRATEGY GROUP MEETING**

**Wednesday 7<sup>th</sup> December 2022**

**2.00pm at Staplehurst Parish Office**

**MINUTES**

**Present:**

Cllrs Riordan, Buller, Hotson and Eerdeken.  
Tim Kendrick, Deborah Jenkins and Richard Griffiths

**1. Apologies for Absence:** Cllrs John Perry and McPhee

**2. Dispensations - NA**

**3. Notes of last meeting** – Meeting notes of 16<sup>th</sup> November 2022 agreed.  
VAT report to Council in December 2022  
RG double check allotment fees – report to Council January 2023

**4. Draft 2022/23 Budget**

TK and the DJ led the group through the draft expenditure budget, some key points

- Allotments ok
- CCTV – remove JF upgrade £1,500
- Christmas lights – ok – discussed purchasing new lights to replace broken ones, but decided that due to the cost-of-living crisis not to
- Churchyard – ok but ask to obtain specification and estimated budget in advance of 2023/24 budget (DJ)
- Jubilee Field - add £500 to Mowing – double check JFMC mins – August 2022
- Skatepark – add £800 for “skate event”
- NDP – ok
- Playscheme OK
- Projects - Ok
- Public Toilets – review / report on Disable Toilets to December Council (RG)
- Street lighting – ok
- Surrenden Field – ok
- Village update & website – ok (undertake review of paperless working in 2023 for 2023/24 budget)
- Wimpey Field – OK
- Youth Service – Ok (DJ enquiry with KCC about a “settlement fee”
- Staff salaries – ok
- Other expenses – ok (Cllr Allowance report in January 2023.)

JF to amend and review when Tax Base arrives from MBC aiming for 0% increase.

RFO circulate ASAP

Report to Council 16<sup>th</sup> January 2023

**Note:** Parish Council election May 2023. Due to ward boundary changes across Maidstone Borough and all MBC council vote in 2024 there will be another Parish Council Election in 2024

## STAPLEHURST PARISH COUNCIL

### **5. Review of Draft Policies**

Community Payback Policy- agreed to go to next Council

Document Review Register – reviewed and agreed next ones are:

- GDPR policy
- Finance , Assets and Activities Risk Assessment
- Complaints policy
- Parish office risk assessment
- Caretaker duties risk assessment

**6. Date of Next Meeting** – To be confirmed January 2023