

<b>Committee, Group or Sub Group</b>	
FINANCE & STRATEGY GROUP	
<b>Meeting Date &amp; Venue</b>	
10 a.m. Thursday 25 <sup>th</sup> October 2018, Parish Office, Staplehurst Village Centre	
<b>Report Author</b>	
Deborah Jenkins – Deputy Clerk & Finance Officer	
<b>Report</b>	
<p><b>Present:</b> Councillors Tom Burnham (TB), Paul Kelly (PK), John Perry (JP) (arrived during Item 5 on the agenda), Cllr Rory Silkin (RS) and Mick Westwood (MW), Parish Clerk; Deborah Jenkins (DJ), Deputy Clerk &amp; Finance Officer.</p> <ol style="list-style-type: none"> <li><b>Apologies:</b> Sam Lain-Rose (SL-R) and Paddy Riordan (PR).</li> <li><b>Minutes of last meeting (19/07/2018):</b> it was NOTED that they had previously been issued to Full Council and published on the PC website.</li> <li><b>Draft Budget 2019-2020:</b> a first draft of the budget was reviewed. It was agreed that three further scenarios should be developed, covering different ways of funding potential levels of spending/service provision.</li> </ol> <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> <li><b>Youth Leader Project</b> – SL-R update re: formal agreement to clarify Management and Maintenance issues of the building and land and a Service Level Agreement to establish the standards, principles and scope of the Youth Worker provision: <u>it was agreed that a meeting between TB, PK and MW would take place in the week beginning 29<sup>th</sup> October 2018.</u></li> <li><b>Jubilee Playing Field</b> – SL-R update re: JFMC 3-year Business Plan (including a strategy for mower breakdowns/servicing). Update/progress report on the completion of the Maintenance Agreement. <u>Deferred.</u></li> <li><b>Internal Auditor</b> – Review Report on Internal Audit: the draft report from Tim Kendrick was NOTED without comment. <b>It was agreed to present the report to Full Council for NOTING.</b></li> <li><b>Bank Account</b> – Results of investigation of second bank deposit account: It was NOTED that SPC had agreed the new Investment Strategy. With a view to spreading the risk beyond a single banking group the Business Banking comparison table previously distributed was discussed; <b>it was agreed to recommend that the RFO should open (i) a 31-day Business Savings account with Cambridge &amp; Counties; (ii) a 95-day notice account with Nationwide as set out in Appendix A.</b> PK requested that the purchase of Premium Bonds be investigated. <u>(Checked after the meeting – only available to individuals).</u> It was further agreed that a 32-day notice account be opened with current bankers Lloyds Bank to operate alongside the existing instant access account.</li> </ol> <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> <li><b>Next Quarter Contract Reviews and Payments to be made</b> – A schedule of forthcoming contracts and subscriptions for renewal had been circulated to all Councillors. <b>It was agreed to recommend to Full Council the renewal of the contracts as set out in Appendix B.</b></li> <li><b>Donation Request</b> – Staplehurst Poppies, SEHT, CAB Tunbridge Wells, Parish Magazine: <b>It was agreed to recommend to Full Council the proposed donations set out in Appendix C.</b> It was</li> </ol>	

agreed that Involve Maidstone could be considered for a donation in 2019-2020 and that they should be invited to speak at the Annual Parish Meeting in May 2019.

10. **Surrenden Playing Field & Nicholson Walk Freehold** – Update (JP). Members were asked how they felt about JP requesting a long lease of say 125 years. *It was agreed that JP should speak, without commitment, to MBC about taking out a long lease on Surrenden Field at a peppercorn rent.* Full Council to agree any formal arrangement.
11. **Tree Work Following Inspection Report** – Chestnut Avenue replacement trees: **It was agreed to recommend acceptance of the quote amounting to £265.00 from Forestry First to Full Council.**
12. **Date of Next Meeting** – 6<sup>th</sup> December 2018.

## Appendix B

### Staplehurst Parish Council – Forthcoming Contract Reviews/Renewals

Activity	Company	Annual Value	Contract Value	Review Date	Notes	Actions
Lease of Parish Office (Rooms 1, 2, 3 & 8)	Staplehurst Village Centre Trust	£4,200.00			Lease expired 2007 - rolled on. Now subject to one month's notice	RS to pursue lease.  Continue as is
Hire of South Hall	Staplehurst Village Centre Trust	£800.00	£12 per hour	Ongoing	Review on exception basis only	Continue as is
Playscheme	Playplace Ltd	Variable		Ongoing	Annual Review	Continue in 2019
Churchyard Agreement	Staplehurst PCC	Variable Circa £8k		Ongoing	Review due?	Awaiting budget figure—continue
Donation re Youth Leaders	Staplehurst Youth Club	£4,000.00	£1,000.00			Review in line with budget
Donation re Poppy Wreath	Royal British Legion Poppy Appeal	£100		Ongoing		Continue in 2019
Update & Annual Report	Paxman Printing	AR £659.00  Update £894.00	Update £298.00	Ongoing	Comparative quote sought from Hop Press	Awaiting response
Surrenden Playing Field Mowing	Landscape Services	£907.48		Annual		Awaiting quote from LS & lease proposal outcome
Hedge cutting at Surrenden	Forestry First Ltd	£1,460.00		Annual Quote		Seek quote
Hedge cutting at Jubilee	Community Payback	£0		Annual		PR to confirm current arrangements

Subscription	Transport Accessibility Group	£20.00		Annual Subscription	For agreement	For agreement
Subscription	National Allotment Society	£55.00		Annual Subscription	For agreement	For agreement
Subscription	Kent Pond & Tree Warden	£50.00		Annual Subscription	For agreement	For agreement

**Appendix A**

**Staplehurst Parish Council – Bank Deposit Account Comparison Table**

<b>BUSINESS BANKING SAVINGS ACCOUNTS</b>									
<b>BANK</b>	<b>ACCOUNT NAME</b>	<b>TERM</b>	<b>RATE %</b>						
Lloyds	Instant Access	Instant	0.05						
	32 Day Notice	32 days	0.82						
	Fixed	3 or 6 Mths	0.70						
CCLA	Public Sector Deposit	Instant	0.60						
Cambridge & Counties	31 Day Business Savings	31 days	1.30						
	95 Day Notice	95 days	1.50						
Nationwide	Instant Access	Instant	0.65	(from 31.8.18)					
	95 Day Notice	95 days	1.10	(from 31.8.18)					
Santander	Everyday Saver	Instant	0.30						
	Reward Saver	Instant	0.50	(if no withdrawals in a month otherwise 0.10%)					
	1 Year Fixed	365 days	0.50						
Unity Trust	Instant Access	Instant	0.40						

### **Appendix C Donation requests – October 2018**

1. Request from 'Staplehurst Poppies' to support church poppy display (letter attached). Note: SPC has already spent £84 on street lamp poppies and will purchase a wreath for £100.
2. Parish Magazine: the editors have asked whether SPC would be making another donation this year. Last year we gave £100. We have a PC page in each edition.
3. Request made by Andrew Watson to give £100 to the Free Church as a thank you for supporting SEHT's activities.
4. Request from Citizens Advice Tunbridge Wells & District (CATWD) for support in 2018-19

**UPDATE** at the CEG meeting on Monday 22<sup>nd</sup> October 2018 the following recommendations to Finance & Strategy Group were agreed:

1. Staplehurst Poppies – No donation to be made
2. Parish Magazine - £50 donation
3. Free Church - £100 donation
4. CAB Tunbridge Wells – No donation to be made

### **F&SG Recommendation to Full Council**

1. Staplehurst Poppies – **No donation to be made**
2. Parish Magazine - **£150 donation**
3. Free Church - **£100 donation**
4. CAB Tunbridge Wells – **No donation to be made**