

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
10 a.m. Friday, 29 th July 2016, Parish Office, Staplehurst Village Centre	
Report Author	
Sue Bassett – Responsible Finance Officer	
Report	
<p>Present: Councillors Rory Silkin (RS) who took the chair, Tom Burnham (TB), Chris Claridge (CC) and John Perry (JP). Sue Bassett – RFO</p> <ol style="list-style-type: none">Apologies: Cllrs Paul Kelly (PK), Sam Lain-Rose (SL-R), Paul Butcher (PB).Minutes of last meetings (29/04/2016) had been circulated, noted and agreed. <p><u>ARISING FROM LAST MEETING</u></p> <ol style="list-style-type: none">Youth Leader Project – In the absence of PK no progress report was available regarding the management structure of the Youth Club. JP confirmed that he remained a Youth Club Trustee. <u>Agreed to carry forward.</u>Parish Services Agreement 2015-2016 – JP reported that feedback following the Parish Liaison Meeting in July was awaited. <u>Agreed to carry forward.</u>Banking arrangements – The RFO had circulated a report on a variety of investment options both at NatWest and other institutions. After a short discussion Councillors suggested that the RFO make enquiries with MBC & KCC Finance to explore any potential for investment through their existing systems. RS understood that NatWest had trialled a new system of internet banking for businesses operated by two signatories. <u>Agreed that these areas should be explored further.</u> <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none">Next Quarter Reviews for consideration<ol style="list-style-type: none">Unmetered Energy Supply cost per kWh increase – Existing supplier E-on had raised rates from 1st July 2016 (12.40p to 14.40p per kWh). The RFO had explored other supplier deals and had concluded (in consultation with the Clerk) it would be best to remain with the existing supplier E-on, for the following reasons:-<ol style="list-style-type: none">Low consumption of unmetered energy (Parish Lights & Christmas lights).Limited availability of unmetered energy suppliers.No daily standing charge was applied by the current supplier.<u>Councillors were content to recommend no change in the unmetered energy supplier.</u>Parish Office Photocopier – The RFO had circulated a report following a benchmarking process with three different suppliers of photocopiers. After consideration Councillors recommended:- (1) <u>That a new 5-year contract be taken with Kent County Supplies to replace the existing photocopier by a Sharp MX2640NFK with colour and stapling facility.</u> (2) <u>The existing HP Inkjet printer be retained until it failed, at which point a replacement would be purchased.</u>	

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7. **Forward Plan 2017-2018** – The annual budgeting process usually begins in October, to be firmed up by December then adopted in January. Finance Group Councillors wished to involve all Councillors in this process and sought their ideas about what to put in the next budget 2017-2018. “Blue sky” thinking was requested with no idea discounted. In addition, CC suggested that the activities of other Parish Councils be assessed. CC agreed to draw up a template to enable each Councillor to explore the activities and finances of one other Parish Council each.
8. **Date of Next Meeting** – 21st October 2016 unless required sooner.
9. **Proposed Finance Group meeting dates for 2017** – The following dates were agreed; 6th January, 28th April, 28th July, 27th October 2017.