

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
10.00am Monday 29 th April 2019, Parish Office, Staplehurst Village Centre	
Report Author	
Deborah Jenkins – Deputy Clerk & Finance Officer	
Report	
<p>Present: Councillors Tom Burnham (TB), Paul Kelly (PK), Cllr Sam Lain-Rose (SL-R) arrived part way through the meeting, Cllr Rory Silkin (RS) Deborah Jenkins (DJ), Deputy Clerk & Finance Officer and Mick Westwood (MW), Parish Clerk.</p>	
<ol style="list-style-type: none"> 1. Apologies: Councillor John Perry. 2. Minutes of last meeting (10/01/2019): 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"> 3. Youth Leader Project – TB confirmed that the draft Management and Maintenance Agreement was almost at the final stages of completion. There had been no progress with the Service Level Agreement since January. RS advised that an agreement between the Parish Council and the Men’s Shed would also be required. DJ confirmed that the Men’s Shed had submitted a planning application to MBC. 4. Jubilee Playing Field – SL-R confirmed that Paddy Riordan was now Chairman of the JFMC. SL-R stated that CEG is reviewing the Maintenance Agreement. MW believed due to the financial implications F&SG need to be made aware of the proposals and any progress made. 	
<p><u>OTHER BUSINESS</u></p>	
<ol style="list-style-type: none"> 5. Annual Statement 2018-2019 and Annual Audit – to agree a recommendation to Full Council to approve the Statement of Accounts - It was AGREED that the following items listed on the Balance Sheet should be removed as a zero balance had been recorded for both the current and previous year: Accruals; Village Centre Feasibility Fund; Village Centre Contingency and Rural Warden Men’s Shed. It was AGREED to recommend approval of the accounts to Full Council following the above amendments. 6. Internal Auditor – Report on status of Internal Audit and arrangements for Review of Internal Audit Controls - DJ confirmed that Tim Kendrick would be collecting the accounts for review on Tuesday or Wednesday this week. 7. Review Requirements of Financial Regulation 5.2 – to agree whether or not to amend regulation which states ‘monthly payments list to include salaries, wages, expenses and any payment made in relation to the termination of a contract of employment’- It was AGREED that the above regulation should be adhered to. Staff costs would be amalgamated and a monthly list of all payments would be attached to the minutes and published in the usual way. 8. Quotations for Recommendation to Full Council <ol style="list-style-type: none"> 1. Chapel Lane Street Lamp - Cost of removal - DJ reported that following the recent street light survey the lamp outside of Firs, Chapel Lane had been found to be defective and dangerous. A quote to remove the lamp had been obtained from Aylesford Electrical Contractors Ltd amounting to £1,080.00, plus the cost of making safe the cables once ownership had been determined. It was AGREED to recommend to Full Council that Aylesford Electrical Contractors be requested to inspect the lamp fitting on the column 	

outside of Providence Chapel in the first instance as this column may also require removal. A letter should be written to Chapel Lane residents advising them of the removal of one lamp column and the continuing investigation of the second column. MW suggested that the electrical contractor be requested to carry out a required reboot of the CCTV camera on the column at The Parade at the same time as surveying the Chapel Lane lamp. This was AGREED.

2. Jubilee Pavilion – Cost of replacement emergency lighting - RS proposed that a further quote to replace the 6 emergency lights be sought from Mr Paddy Riordan before progressing.
 3. Bell Lane Toilet – Internal & external redecoration – Quotes for redecoration were noted. SL-R reported that CEG is currently reviewing the public toilet services in the village. PK advised that the sink and tap in the men's disabled toilet required replacement and that paint was flaking off the heaters. It was AGREED that a quote to replace all the sinks and heaters be sought. PK will take photographs to illustrate the requirement.
9. **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 **to renew the annual contract to cut the hedge at Chestnut Avenue to Contrast Garden Maintenance £150.00, MBC Council Tax for Rooms 1,2 &3 £1,296.00 and Norton Internet Security £75.00 and pay annual subscriptions to Weald of Kent Protection Society £25.00, ALCC £60.00, SLCC £393.00 and Parish Online £89.00.**
10. **Date of Next Meeting** – 18th July 2019, 24th October 2019, 09.30am Parish Office