

# STAPLEHURST PARISH COUNCIL

<b>Committee, Group or Sub Group</b>	
FINANCE & STRATEGY GROUP	
<b>Meeting Date &amp; Venue</b>	
10 a.m. Thursday, 26 <sup>th</sup> October 2017, Parish Office, Staplehurst Village Centre	
<b>Report Author</b>	
Deborah Jenkins – Deputy Parish Clerk & Finance Officer	
<b>Report</b>	

**Present:** Councillors Tom Burnham (TB), Sam Lain-Rose (SL-R), John Perry (JP) and Rory Silkin (RS). Mick Westwood (MW), Parish Clerk; Deborah Jenkins (DJ), Deputy Clerk & Finance Officer.

- Apologies:** Cllr Paddy Riordan.
- Minutes of last meeting** (30/08/2017) had been circulated and were agreed.
- Draft Budget 2018-2019** – An early draft budget had been circulated to Councillors. Following recommendations from the Community Enhancement Group it was agreed to amend the draft as follows: increase the CCTV budget by £500 (noting PCSO's suggestions about exploiting to better effect the mobile capability of current cameras, especially the Market Street one) (*DJ to investigate the cost of Plug 'n Play sockets*); maintain at current level of £2k the budget for Christmas lights; allocate budget of £500 to the NP Review Group; Donations budget to decrease to £2,000 in line with the CEG recommendation. SL-R is to investigate the costs involved in opening The Parade's disabled toilet before any proposal is made to increase the budget for this. It was recommended that the CEG review the value of having a Street Sweeping budget.

## ARISING FROM MEETING OF 19/07/2017 b/fwd

- Youth Club Management Agreement & Youth Worker Project** – *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.* SL-R reported: the Youth Worker is due to leave at the end of this month.
- Banking arrangements** – *parish office update on electronic banking with dual signatories.* It was agreed to propose to Full Council at the next meeting to move the Parish Council bank account from NWB to Lloyds Bank. The new account would incur a one-off internet banking annual service payment charge of £78 after 6 months free banking. Cheque payments would cost 0.65p each. NW Annual Service Charge is £240 before transaction charges. Unity Trust's annual charge is comparable to Lloyds, but transaction charges make it more expensive. *Recommendation to Full Council: SPC has previously agreed to take up electronic banking with current bankers NatWest, but noting that there is no longer a full NatWest branch in the village and in view of the better pricing offered by Lloyds move all banking arrangements (physical and electronic payments) to Lloyds Bank.*
- Jubilee Playing Field** – *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.* SL-R reported: he, PR & Nigel Best had drawn up a draft three-year business plan for review by the management committee; the draft management and maintenance agreement has been based on the Youth Club agreement format. It was agreed that further amendments to the

# STAPLEHURST PARISH COUNCIL

Maintenance Agreement were required and a services specification schedule was necessary. SL-R is to progress this.

7. **Surrenden Playing Field & Nicholson Walk Freehold** – *update on status of discussions with MBC.* Members reviewed a schedule of past years' expenditure on the playing field. It was felt that, although the cost of maintenance had been highlighted, MBC's asking price still did not take into account it would have to bear the cost were it to take back full ownership. JP agreed to speak informally with the MBC Director of Finance & Business Improvement about this.
8. **Additional CCTV Camera Provision** – *update from parish office following referral from Full Council.* MW reported suggestion of the Community Safety Unit PCSO to exploit the mobile capability of the Stryker Polecat camera, particularly the one situated in Market Street, to try it out at other sites to help gauge the desirability of further expenditure on more cameras. This would require some expenditure on power sources where not already available (cost to be ascertained - see Item 3 Budget). It was noted that the Stryker Polecat camera is no longer manufactured.

## OTHER BUSINESS

9. **Updated Financial Regulations** - *SL-R Update.* SL-R had made a few minor amendments which had been circulated to F&SG members. It was agreed to seek approval from Full Council in November.
10. **Updated Standing Orders** – *SL-R Update.* SL-R reported that the orders were still be updated.
11. **Recommendations from Community Enhancement Group** – *SL-R.* See Item 3 Budget
12. **Section 106 Expenditure** – *status update from parish office.* Item deferred until the next meeting.
13. **Quotations for Recommendation to Full Council** – Item deferred until the next meeting.
14. **Next Quarter Contract Reviews & Payments to be made** – Item deferred until the next meeting.
15. **Dates of Next Meetings** – Regular meetings: 8<sup>th</sup> January 2018 and 26<sup>th</sup> April 2018. Interim meeting to be arranged for review of the next version of the draft budget.

