

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
3.00pm Wednesday 8 th January 2020, Parish Office, Staplehurst Village Centre	
Report Author	
Deborah Jenkins, Deputy Clerk & Finance Officer	
Report	
<p>Present: Parish Councillors Paddy Riordan (PR), Joan Buller (JB), Sue Forward (SF), John Perry (JP). Deputy Clerk & Finance Officer Deborah Jenkins (DJ), Parish Clerk Mick Westwood (MW).</p> <ol style="list-style-type: none"> Apologies: Cllrs Colin Bowden (CB), Sam Lain-Rose (SL-R) and Caz Walsh (CW). Declarations: There were no declarations Minutes of last meeting (04/12/2019): it was NOTED that they had previously been issued to Full Council and published on the PC website. Draft Budget 2020-2021: The Deputy Clerk had updated the draft budget with the various amendments as suggested at the previous meeting. After some discussion it was decided to reinstate the sum of £2,500 for the redecoration of Bell Lane Toilets. It was AGREED, following the adjustment to include the increase of £2,500 as above, to submit to Full Council for approval at the meeting on 13th January 2020 a proposed budget comprising gross expenditure of £196,243 and a precept requirement of £178,000, the difference being funded from anticipated income and from reserves. <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> Jubilee Playing Field – PR confirmed that at the forthcoming Jubilee Field Management Committee meeting he would discuss the assumed responsibilities for Jubilee Field of various parties (JFMC/Footballers/Guides/Parish Council) and arrange a dedicated follow-up meeting as appropriate. Once consensus had been reached, legal advice would be sought on the formation of a Management and Maintenance Agreement. Staplehurst Youth Club <ol style="list-style-type: none"> Premises and Building Management Agreement – a signed agreement has been received from the Youth Club. NOTED by Councillors. Youth Leader Project – On conclusion of the signed Maintenance Agreement from Youth Club trustees, the formal Agreement to support the youth leader role to be discussed - DJ reported that a set of accounts would not be available until they had been formally submitted to the Charity Commission. MW asked JP if he could provide a copy for SPC sooner. JP would speak to Paul Kelly to request a copy. <p><u>OTHER BUSINESS:</u></p> <ol style="list-style-type: none"> Quotations for Discussion and Recommendation to Full Council <ol style="list-style-type: none"> Surrenden Play Area Repairs (toddler swings and multiplay climbing wall) – ratify expenditure of £149.00 following an inspection by Sovereign and to approve repair work quote from HAGS of £285.00 – AGREED to recommend to recommend to Full Council, with any additional costs identified during the execution of repairs to be delegated to the Chairman and Clerk for authorisation. Surrenden Field Hedge Cutting 2020/21 - Quote from Forestry First Ltd £1,460.00 (same as 2019/20) – AGREED to recommend to Full Council. 	

- c) Skatepark Annual Repaint – Quotes received from Evolution Skatepark Ramps [REDACTED] and Yew Tree Construction [REDACTED]. It was AGREED to recommend to Full Council to accept the quote from Yew Tree Construction.
 - d) Village Planter Maintenance 2020-2024 – DJ reported that despite going out to tender only one quote (from existing provider Choice Support of £4,107.90 per annum) had been received. It was AGREED to recommend to Full Council to accept the quote from Choice Support.
8. **Next Quarter Contract Reviews** - A schedule of forthcoming contracts and subscriptions for renewal had been circulated to Councillors. It was AGREED to recommend to Full Council to **continue to support Staplehurst Youth Worker Project £4,000.00 p.a. (subject to review of the charity's financial accounts); to continue using Paxman Printing for the Village Update and Annual report £1,310.00; to renew the annual contracts for playground inspection to Playsafety £167.00; Surrenden CCTV - Cam-tech Services £140.00; Jubilee Field pump - Maclin Pumps £392.00; Bell Lane Toilets water with Business Stream £366.18; Bell Lane Toilets - Eco-san Ltd £80.00; Jubilee Field maintenance – Jubilee Field Management Committee £2,500.00; Surrenden Pavilion waste water with Business Stream £88.08; Parish Office and Parish Council bins waste collection - Countrystyle Group £682.24; Christmas Motifs unmetered electricity supply with E-on £30.00; Internal Audit - Iden Business Services £400.00; Office computer system support - Arron Services £450.00; pay annual subscriptions to ACRK £100.00, KALC £1,515.00 and County Playing Fields Association £20.00.**
9. **Date of Next Meeting** – Monday 20th April 2020. Time to be confirmed.