

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
10 a.m. Friday, 6 th January 2017, 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), Sam Lain-Rose (SL-R) and John Perry (JP). Sue Bassett – RFO</p> <ol style="list-style-type: none">Apologies: None.Minutes of last meetings (21/10/2016) had been circulated, was noted and agreed. <p><u>ARISING FROM LAST MEETING</u></p> <ol style="list-style-type: none">Youth Leader Project – SL-R reported that he has spoken with the Youth Club Chairman and improvements are in process following a report by KCC Youth Services. A formal agreement to clarify Management and Maintenance issues of the building and land had been drafted for comment. A Service Level Agreement (or similar) was needed to establish the standards, principles and scope of the Youth Worker provision.Parish Services Agreement – JP reported that the Parish Services grant was expected to remain the same as previous year but that the Local Government Support Grant was no longer available. MBC would be setting the actual level shortly.Banking arrangements – NatWest Bank Staplehurst branch had now been closed permanently. At the meeting with bank officials due shortly, RS agreed to ask NatWest for access to electronic banking with dual signatories. It was considered that Petty Cash could be dispensed with and replaced by a monthly personal reimbursement by cheque. To be reviewed after the meeting with NatWest. <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none">Jubilee Playing Field – SL-R outlined the issues facing the Jubilee Field Management Committee (primarily) with maintenance of their mower (required servicing) and covering the costs. Councillors discussed the current JF management situation, lack of resources & mowing needs. Recommended that JFMC produces a 3-year Business Plan (including a strategy for mower breakdowns/servicing) by the end of February for consideration by SPC. CC suggested that an overview of JF be taken alongside this Council's parish-wide maintenance responsibilities and agreed to produce a proposal for consideration. The draft Management Agreement between JFMC and SPC needed consideration together with a new Maintenance Agreement. Meanwhile Councillors recommended that the anticipated cost of servicing the existing JFMC mower should be covered by Council reserves if necessary.	

STAPLEHURST PARISH COUNCIL

7. **Surrenden Playing Field** – Councillors discussed the possible budget implications of MBC's decision to sell Surrenden Playing Field and Nicholson Walk to the Parish Council. Recommended to leave as drafted, the proposed maintenance budget with small contingency.
8. **Volunteer Support Warden Scheme** – After discussion Councillors could see no benefit to the Parish and recommended no financial support at the present time.
9. **Christmas Lights** – Councillors commented that good feedback had been received about the new lights display. The RFO's report was noted and Councillors made the following recommendations:-
 - 9.1 KHS be chased to repair the four lamp columns that had failed the load-testing, to ensure the 2017 display could use all 24 motifs concentrated in the High Street. RFO to check how often load-tests need to be done.
 - 9.2 To scrap/sell/dispose of as the Clerk sees fit the 30 old motifs.
 - 9.3 SL-R to explore an alternative storage option within the parish for the 24 new motifs. Aylesford Electrical to return the motifs to Staplehurst.
 - 9.4 To remain with E-on as the unmetered electricity supplier.
10. **Next Quarter Reviews** for consideration
 - 10.1 Current Year's Budget – The latest Summation was noted without comment.
 - 10.2 Contract Reviews – Councillors noted the RFO's report on the review of three contracts (Jubilee Field Sewage Pumps Service, VC Rubbish Bin and SaniBin hire). Councillors recommended the Council should continue with the existing service providers.
11. **Draft Budget 2017-2018** Version 3 – Councillors discussed a number of areas then recommended a reduction in the staff budget with the Scouts project being supported by £2,000 from the Parisfield Section 106 funding. Agreed to meet again next Friday to reassess the draft Budget and Precept requirement (when MBC would have issued its proposed Precept Calculation Figure) to allow more accurate assessment of the Precept for 2017/2018.
12. **Date of Next Meeting** – 13th January 2017. Future meeting dates agreed as 28th April, 28th July and 27th October, 2017.