

# STAPLEHURST PARISH COUNCIL

<b>Committee, Group or Sub Group</b>	
FINANCE GROUP	
<b>Meeting Date &amp; Venue</b>	
10 a.m. Friday, 29 <sup>th</sup> April 2016, Parish Office, Staplehurst Village Centre	
<b>Report Author</b>	
Sue Bassett – Responsible Finance Officer	
<b>Report</b>	
<p><b>Present:</b> Councillors Tom Burnham (TB), Paul Kelly (PK), Sam Lain-Rose (SL-R) and John Perry (JP) as Chairman. Sue Bassett – RFO</p> <ol style="list-style-type: none"><li><b>Apologies:</b> Cllrs Rory Silkin (RS), Paul Butcher (PB), and John Reardon (JR).</li><li><b>Minutes of last meetings</b> (15/01/2016) had been circulated, noted and agreed.</li></ol> <p><u>ARISING FROM LAST MEETING</u></p> <ol style="list-style-type: none"><li><b>Regularisation of Village Centre Lease of Parish Office</b> – Recommended that status quo remains (expired lease terms to run on) until changes were deemed necessary.</li><li><b>Youth Leader Project</b> – PK reported that he was continuing to work with the current Chairman (PB) towards changes in the management structure of the Youth Club. The club itself was very busy with young people on Tuesday evenings and projects undertaken.</li><li><b>Parish Services Agreement 2015-2016</b> – JP reported that feedback would not be available until after the next Parish Liaison Meeting in July. <u>Agreed to carry forward.</u></li><li><b>Church Hill Railings repaint</b> – Assistant Clerk’s second Report was considered and noted that County Councillor Hotson’s grant towards this project of £1,614 had been received. <u>Finance Group recommendation to Full Council</u> that Stanley Painting Contractors’ quote of £2,580 be accepted with the purchase of two warning signs at £20.95 each.</li><li><b>Internal Auditor</b> – Report on Internal Audit and Review of Internal Audit Controls noted at Full Council 20160404. <u>Item completed.</u></li><li><b>Planter Maintenance</b> – The specification agreed by Full Council 18<sup>th</sup> April 2016 had been put out to invited tender with a deadline of 10<sup>th</sup> May 2016.</li><li><b>Staff Contracts of Employment</b> – SL-R reported that the Clerk’s contract had been drafted for his approval, following which that of the Assistant Clerk would be progressed. Employment policies (sickness, disciplinary procedures, etc.) for the Council would need to be written and considered in due course.</li><li><b>Skatepark Annual Repaint</b> – The RFO’s written report and quote were considered. It was also noted that the warning/safety signs at the Skatepark needed review and updating. <u>Finance Group recommendation to Full Council</u> that Full-Circle Leisure Ltd.’s quote of £3,756 be accepted and that Clause 11.1(h) of the Council’s Financial Regulations 2014 be waived due to the specialist nature of this work.</li><li><b>Surrenden CCTV</b> – The RFO’s report and quote were considered for the replacement of the existing 10-year old system with 4 x HD Bullet type cameras with Infra-red, 1 x 8 Channel HD recorder, power supply and monitor. <u>Finance Group recommendation to Full Council</u> that Cam-tech Security Systems Ltd.’s quote of £1,269.47 be accepted and that Clause 11.1(h) of</li></ol>	

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the Council's Financial Regulations 2014 be waived due to the previous satisfaction with work by this company and 20% discount offered. If accepted, the annual service of the existing system could then be cancelled.

12. **Jubilee Sports Pavilion Fire Alarm System** – The RFO's report and quote were considered. Councillors noted the reasons why the previous contractor had been given notice to quit. Finance Group recommendation to Full Council that County Fire Protection's quote of £170 be accepted for two service visits p.a. to include maintenance and test of fire alarm, emergency lighting and fire extinguishers. Recommended this contract be reviewed after one year.
13. **Banking arrangements** – The RFO gave a verbal report following RS' meeting with NatWest Business Manager. NatWest would be reviewing account activities from July 2016 with a view to imposing transaction charges if turnover exceeded £100,000 p.a. Recommended that the status quo remain for the time being pending further enquiries with NatWest about longer term deposits to maximise interest rates and safety of deposits. Recommended also that a new instruction be sent to NatWest to enable all staff to manage the accounts in person at the Bank (but not sign cheques).
14. **Website Support** - TB reported that the Publicity & Website Group would be meeting in May. It was understood that the website was fine whilst no fundamental changes whilst there was no compelling reason to change. SL-R commented that adverts (as per MBC website) could generate income. Zulogic annual fee was considered acceptable.
15. **Christmas Lights Project 2016** – The RFO's report and estimates were noted. After discussion it was considered that a capital project to replace all 30 motifs in one go would be preferable to a piecemeal approach. RFO was requested to obtain an up to date estimate for the conversion of lamp columns for "plug & play" connectivity. It was estimated that the project could cost in the region of £6,000 and funded with a virement from the General Fund. Finance Group recommends to Full Council that a project be progressed on this basis.

## OTHER BUSINESS

16. **Next Quarter Reviews** for consideration
  - 16.1 Standing Orders & Financial Regulations Review – SL-R agreed to study the RFO's Report and report back in due course.
  - 16.2 Finance Group Terms of Reference review & recommendations - SL-R agreed to study the RFO's Report and report back in due course.
  - 16.3 Office Computer Systems – Report by Arron Services & recommendations were considered. Councillors felt that the flexibility of the laptop was good and discussed remote access options for files and emails. Commented that a long term vision was needed and recommended that Councillors with appropriate knowledge should consider these matters with the staff and have further discussions with Arron Services. Whilst SL-R was happy to be part of these discussions, he declared an interest in and would exclude himself from discussions about email hosting.
17. **Donations** – The donations budget for 2016/2017 was noted with no changes.
18. **2016/2017 Budget** with End of Year 15/16 figures for consideration. Details had been previously circulated to Councillors. Finance Group considered the Clerk's recommendations to allocate funds to reserves and a revised Summation Statement would incorporate these.
19. **Date of Next Meeting** – 29<sup>th</sup> July 2016 unless required sooner & 21<sup>st</sup> October 2016.