

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
2.30pm Wednesday 2 nd December 2020, Virtual ZOOM Meeting	
Report Author	
Deborah Jenkins – Deputy Clerk & Finance Officer	
Report	
<p>Present: Parish Councillors Paddy Riordan (PR), Colin Bowden (CB), Joan Buller (JB), Sue Forward (SF), Simon McNeill (SM) John Perry (JP). Deputy Clerk & Finance Officer Deborah Jenkins (DJ), Acting Clerk Mick Westwood (MW), Clerk Alison Smith (AS).</p> <ol style="list-style-type: none"> Apologies: Councillor Sam Lain-Rose. Dispensations: There were none. Minutes of last meeting (26/10/2020): it was NOTED that they had previously been issued to Full Council and published on the PC website. Draft Budget 2021-2022 – Review of draft budget: DJ informed Councillors that she had increased the Greens, Trees and Tubs budget by £1k following a request from the Greener Staplehurst Group. This was acknowledged by Councillors. It was agreed to discuss other items on the agenda before further discussion on the budget took place. <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> Jubilee Playing Field 5.1 Update on formalising the future Management and Maintenance of Jubilee Field: It was NOTED that MW had been liaising with Warners Solicitors in relation to the Management and Maintenance Agreement. After much discussion Councillors AGREED that all stakeholders should be given a copy of the finalised document for agreement and signing. PR offered to engage with the stakeholders on this matter. MW mentioned that many of the trustees no longer lived locally which could pose future signing difficulties. Councillors thanked MW for his input on finalising the document. 5.2 JFMC – Income & Expenditure and ongoing maintenance costs: PR reported that he was still struggling for both physical and financial assistance in managing the maintenance of Jubilee Field and pavilion. PR stated that the boiler in the pavilion was temperamental and would require replacing in the near future and that JFMC did not have the funds to pay for this. It was NOTED that although large sums of S106 funds were available for Jubilee Field these were not to be used for general maintenance costs. It was AGREED that, due to the Covid-19 grant received by JFMC this financial year, the budget for Jubilee Field would not be increased in the coming financial year. However, it was likely that further financial assistance would be required in 2022-2023. SM offered to speak to PR about possibly assisting with the management of Jubilee Field. Youth Leader Project – Update from PR on receipt of the signed Maintenance Agreement from Youth Club trustees, the formal Agreement to support the youth leader role to be discussed – it was NOTED that despite requests from SPC, to date no financial information had been received from the Youth Club. After much discussion it was <u>AGREED to withhold the final 2020-21 quarterly payment of £1k payable to the Youth Club and to carry this forward to the 2021-22 budget.</u> The budget for 2021-2022 would be reduced to £3k (plus £1k carried forward from 2020-2021), but this would not be paid out to the Youth Club until the requested financial information had been received, at which time payment of the quarterly sums would be reviewed. <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> CIL & S106 – Schedule of funds received/available; forward strategy on the use of funds; engaging the community in the decision-making process – DJ had been informed by MBC that the additional available Open Space S106 funds are £67,083.45, Hen & Duckhurst, for 	

Surrenden Field, Jubilee Field and Lime Trees (MBC) and £105,897.65, Fishers Farm for Jubilee Field. PR informed the group that NPRG had suggested and invited Councillors to submit to them a wish list for the use of the S106 funds available. PR confirmed that he had submitted a list of his ideas. CEG had plans to extend the footpath at Surrenden Field for which quotes were currently being sought. CIL funds remained at £9,133.67. It was AGREED that as CIL funds could be utilised anywhere in the village, to enhance the community, that they would not be used for the Surrenden Field project as previously discussed.

8. **Donation Request** - Citizens Advice Bureau Tunbridge Wells & District – it was AGREED not to recommend to Full Council to make a donation to CAB Tunbridge Wells as a donation is made annually to the Maidstone branch of CAB. DJ to write to the organisations accordingly.
9. **Quotations for Discussion and Recommendation to Full Council**
 - a) Surrenden Field Mowing - Quotes received from Forestry First £2,640 and KCC Landscape Services £1,458.93 – It was AGREED to recommend to Full Council to accept the quote from KCC Landscape Services at £1,458.93.
 - b) Surrenden Field Repairs to play Area Surfacing – see attached comparison quotes – It was AGREED to recommend to Full Council to accept the quote from KCC Landscape Services at £1,156.48.
 - c) Jubilee Skatepark Repairs to Surfacing and Ramps – see attached comparison quotes - It was AGREED to recommend to Full Council to accept the quote from KCC Landscape Services, to include cutting out the rusted metal and path edge repairs for a total sum of £2,492.51.
 - d) Public Toilet/s Clean/Open – Recommendation from Community Enhancement group - It was AGREED to recommend to Full Council to accept the quote for Bell Lane Toilets only, for cleaning and opening, from Paxman Services Ltd at £7,368.4 plus consumables. It was AGREED that as the opening of The Parade disabled toilet was still under review by CEG the quotes for cleaning would be reviewed at a later date.
10. **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 the renewal of the annual contracts with Paxman Printing Services re the Village Update and Annual Report £1,428.00 p.a., Maclin Pumps re Jubilee Field sewage pump maintenance £392.00 p.a., Forestry First Ltd re mowing at Chestnut Avenue/A229 £600.00 p.a., Forestry First Ltd re hedge cutting at the Youth Club £300.00 p.a., Forestry First Ltd re mowing at the Youth Club £400.00 p.a., Forestry First Ltd re hedge cutting at Surrenden Field £1,460.00 p.a., Playsafety Ltd re annual inspection of Surrenden & Jubilee play equipment £170.00 p.a., Cam-tech Services re annual CCTV maintenance £140.00 p.a., Business Stream re Bell Lane toilets water £537.97 p.a., Eco-San Ltd re Bell Lane toilet Sani bin maintenance £80.00 p.a., Business Stream re Surrenden Pavilion water £75.00 p.a., E-on re electricity for Christmas lights £30.00 p.a., Iden Business Services re Internal Audit £400.00 p.a., Arron Services re computer support £450.00 p.a., and payments to JFMC re grounds maintenance £2,500 p.a., Community Payback re refreshments for hedge & maintenance work at Jubilee Field; annual donations to CAB Maidstone £300, CCDA £200.00, KSSAA £250.00, Maidstone & Weald Samaritans £100.00 and annual subscriptions to ACRK £110.00, KALC £1,555.00, WKPS £25.00 and KCPFA £20.00
11. **Date of Next ZOOM Meeting** – 13th January 2021 at 2.30pm.