

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
10 a.m. Friday, 15 th January 2016, Parish Office, Staplehurst Village Centre	
Report Author	
Sue Bassett – Responsible Finance Officer	
Report	

Present: Councillors Tom Burnham (TB), Paul Kelly (PK), John Perry (JP) and Rory Silkin (RS) as Chairman. Sue Bassett - RFO (SB)

1. **Apologies:** Cllrs Paul Butcher (PB), Sam Lain-Rose (SL-R) and John Reardon (JR).
2. **Minutes of last meetings** (18/12/2015) had been circulated, noted and agreed.

ARISING FROM LAST MEETING

3. **Review of Council Suppliers;**

3.1 Regularisation of Village Centre Lease of Parish Office – details awaited. Carry forward.

3.2 Bell Lane Toilets Lease renewal – Clerk's report dated 07/01/2016 prompted general discussion about the terms of MBC support. Subject to the correction of some typos, Finance Group recommendation that Full Council proceeds to accept the new Lease.

4. **Youth Leader Project** – PK reported that he was still liaising with PB. Carry forward.

5. **Parish Services Agreement 2015-2016** – JP reported that a Parish Liaison meeting would be held soon and that this issue would be top of that Agenda. Carry forward.

6. **Post Meeting Note – Knoxbridge Highway Project** – Councillors considered the proposal (gateways and 50 mph speed restriction costing £5,000). It was understood that both Staplehurst and Frittenden Parish Councils were requested to consider a contribution of £1,000 each. The remaining funds to be from County Councillor Hotson's KCC Member's Highway Budget. After discussion Finance Group recommendation; £1,000 from the General Fund be assigned to the scheme.

OTHER BUSINESS

7. **Church Hill Railings repaint** – Assistant Clerk's Report (with RFO additional notes) were considered. Finance Group requested more information concerning the costing of the safety aspects and suggested that mobile safety provision and/or temporary removal with off-site painting works be considered. Assistant Clerk was requested to provide more detail for future consideration. Carry forward.

8. **Internal Auditor** – RFO reported that the Internal Audit to November had been completed but a written Report was awaited. JP requested a meeting be set up to review Internal Audit Controls. RFO to action meeting arrangements.

9. **Draft Budget & Precept requirement 2016/17.V6** – Councillors considered the latest figures and agreed that an estimated Annual Parish Precept sum per band D of £55 (0.04% or 2p increase over the year) was acceptable. Finance Group recommendation to Full Council that the Parish Precept 2016-2017 be set at £126,700.

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10. Current Annual Reviews 2015/6

- 10.1 Planter Maintenance – A new specification (to enable RFO to conduct a best value review) was awaited from VEGroup. Finance Group agreed generally that plantings needed to contain higher as well as some trailing plants. PK agreed to speak with Councillor Sharp about the specification. Carry forward.
- 10.2 Staff Contracts of Employment (Staff Group Jan 2016). Noted that this would be progressed. Carry forward.
- 10.3 RFO report & proposals were considered in turn and the following recommendations made for Full Council approval;
- 10.3.1 Planter Maintenance – Carry forward as above.
- 10.3.2 Office Computer Support – Existing contractor, Arron Services, continues in this role for 2016-2017.
- 10.3.3 Skatepark Annual Repaint – RFO to approach the previous preferred supplier for advice on the specification needed this year (one or two coats) and report findings and costs back to next meeting of Finance Group.
- 10.3.4 Surrenden CCTV Maintenance – Recommended that the existing contractor, Cam-Tech Services, continues in this role for 2016-2017. Councillors requested JR to report on the effectiveness and life expectancy of the existing installation.
- 10.3.5 Bell Lane Toilets Sani Bins – Recommended that the existing contractor, Eco-San Ltd., continues this contract for 2016-2017.
- 10.3.6 Jubilee Sports Pavilion Fire Alarm System – RFO reported that the existing contractor had begun charging heavily and annually for replacing rechargeable batteries that should last some years. Recommended that competitive quotes from other contractors should be obtained and seek to combine the Fire Extinguisher & Fire Alarm Service contracts. RFO to report back findings.
- 10.3.7 Parish Council Banking arrangements – After discussion RS and JP agreed to meet with the NatWest Business Banking Manager to consider the existing service arrangements and potential for long term and/or split deposits.
- 10.3.8 Website Support – Agreed to request Publicity & Website Group to advise the status quo and any recommendations for the future.
- 10.3.9 Christmas Lights Project 2016 – It was noted that concerns and complaints had been raised regarding the poor display this year. There had been many outages and the spread along the A229 needed improvement. JP suggested the area from the traffic lights to the church be concentrated on to create more impact. PK agreed to join a focus group to consider options. Volunteers would be needed.

Date of Next Meeting – Friday 29th April 2016 10 a.m. at the Parish Office. Other dates for 2016 were agreed as 29th July and 21st October.