

# STAPLEHURST PARISH COUNCIL

<b>Committee, Group or Sub Group</b>	
FINANCE GROUP	
<b>Meeting Date &amp; Venue</b>	
10 a.m. Thursday, 27 <sup>th</sup> April 2017, Parish Office, Staplehurst Village Centre	
<b>Report Author</b>	
Mick Westwood – Parish Clerk	
<b>Report</b>	
<p><b>Present:</b> Councillors Tom Burnham (TB), Sam Lain-Rose (SL-R) and John Perry (JP). Mick Westwood (MW), Parish Clerk; Deborah Jenkins (DJ), Deputy Clerk &amp; Finance Officer.</p> <ol style="list-style-type: none"><li><b>Apologies:</b> Councillors Claridge (CC), Riordan (PR) &amp; Silkin (RS).</li><li><b>Minutes of last meeting</b> (13/01/2017) had been circulated and were agreed.</li></ol> <p><u>ARISING FROM MEETING of 13/01/2017 b/fwd</u></p> <ol style="list-style-type: none"><li><b>Youth Leader Project</b> – <i>SL-R update re: formal agreement to clarify Management and Maintenance issues of the building and land and a Service Level Agreement to establish the standards, principles and scope of the Youth Worker provision.</i> SL-R reported that the content of a proposed site management and maintenance agreement between Youth Club trustees and SPC had largely been agreed. Anticipated finalisation is around the end of June. Work is continuing on an agreement covering provision of the Youth Service. The position was NOTED.</li><li><b>Banking arrangements</b> – <i>RS update following the meeting with bank officials and request for access to electronic banking with dual signatories (Parish Office to update).</i> DJ reported that she had discussed with NatWest the setting-up of access to on-line banking with dual-signatory authorisation to release payments. The arrangement can cover up to a maximum of two bank accounts. The Parish Office would schedule payments and then notify two account signatories who would separately review the payment details and use a code to authorise their release. This arrangement would mean the Parish Council could make faster payments which more and more suppliers want to receive rather than cheques. Although each payment would attract a charge of 40p, a net saving would be made as no stamp would be needed to post a cheque. Cheques could still be issued. The Group agreed to RECOMMEND that <u>Full Council approve the setting up of access to electronic banking to cover the Parish Council's current and deposit accounts.</u></li><li><b>Jubilee Playing Field</b> – <i>SL-R update re: JFMC 3-year Business Plan (including a strategy for mower breakdowns/servicing). CC proposals re: overview of JF and parish-wide maintenance. Update/progress report on the draft Management Agreement between JFMC and SPC together with a new Maintenance Agreement.</i> SL-R reported that the details of the proposed management and maintenance agreement between JFMC and SPC were largely settled. This would be progressed after finalisation of the Youth Club agreement (see above). On the subject of the range of land parcels held by SPC it was NOTED that: there was an existing single supplier contract covering hedge maintenance at Jubilee Field and Surrenden Field (due for review in 2018); SPC's landholdings had different characteristics and demands - ACTION: Parish Office to prepare a schedule of the holdings.</li></ol>	

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## 6. Christmas Lights

- 6.1 *DJ - report on load-test frequency requirements and KHS proposals to repair the four lamp columns that had failed the load-testing in 2016.* DJ reported that she had been discussing the next steps with the KCC lighting team. Two of the failed columns had been earmarked for repair; there was some confusion at KCC about the location of the other two columns (not helped by an inconsistency between some on-site column numbers and KCC's mapped numbers). The information was NOTED.
- 6.2 *SL-R report on alternative storage arrangements for the 24 new motifs.* It was NOTED that the motifs are now stored in the Jubilee Field pavilion loft and thanks were expressed to SL-R and the JFMC.

## OTHER BUSINESS

7. **Internal Auditor** – *Report on status of Internal Audit and arrangements for Review of Internal Audit Controls.* DJ reported that the internal auditor was reviewing the year-end figures and that a meeting was scheduled for 3<sup>rd</sup> May to cover internal controls (JP and DJ to attend). The Group agreed to **RECOMMEND the reappointment of Iden Business Services as internal auditor for the coming year.**
8. **Annual Statement 2016-2017 and Annual Audit** – *to agree a recommendation to Full Council to approve the Statement of Accounts and the draft Annual Return.* The draft Statement of Accounts and Annual Return had been previously circulated to Finance Group members. DJ was thanked for her hard work in preparing the statements. The Group agreed to **RECOMMEND that Full Council approve the draft Statement of Accounts and Annual Return at its next meeting on 15<sup>th</sup> May.**
9. **Quotations for Recommendation to Full Council**
- a. *JFMC quote to mow Jubilee Field 2017.* It was considered that the JFMC was best placed to deliver the service to the level required by the football users and that the existing contract should therefore be extended. The Group agreed to **RECOMMEND to Full Council that it accept the quote of £1,100 (2016 £1,050) in accordance with the provisions of Financial Regulation 11.1a.**
- b. *Forestry First quote to mow Youth Club grass & cut outer hedge.* The Group NOTED that Forestry First were currently engaged in completing the contract to replant the inner hedge and had carried out the hedge-cutting and grass-mowing in 2016. The Group therefore considered it practical to retain the same contractor for the hedge and grass cutting contract in 2017 and agreed to **RECOMMEND to Full Council that it accept the quote of £595 in accordance with the provisions of Financial Regulation 11.1a.**
10. **Next Quarter Contract Reviews & Payments to be made**
- (i) The schedule of forthcoming contract reviews (Appendix A) was reviewed. The Group agreed to **RECOMMEND that Full Council approve the renewal steps for each contract as indicated in the final column of the schedule.**
- (ii) The Group discussed the list of agreed budgeted donations (Appendix B). The Group **RECOMMENDED that payments now be made per the list with the exception of the following donations which should be held until the appropriate time of year: Village Clean-**

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## Up, Try Angle, Royal British Legion, Fireworks.

The Group NOTED that the speed reduction project covering the A229 south of the village had been completed with funding for the Maidstone Rural South section from County Councillor Hotson's budget.

MW discussed some potential expenditure items:

- a) CCTV servicing: Whilst a contract covered the cameras at Surrenden Playing Field, no such contract covered the three mobile units. The PCSO had reported that the domes of the cameras required attention and recommended servicing the cameras one at a time, starting with the camera at the Parade. Assistance from the PCSO to take down and replace the camera would help to keep the cost down. The estimated cost for Digital Barriers/Crossfire to service each camera would be £450 to £500 per camera. Finance Group agreed to RECOMMEND to Full Council: (i) a first service be arranged; (ii) the CCTV budget be increased by £2,000 to cover the potential cost of three services and some contingency allowance.
- b) Wimpey Field: At the end of March the Oliver Road Open Space Project reserve stood at £24,572.57 (being the remaining grant received from Taylor Wimpey). For 2017-18 there was a need to create a budget line against which to record expenditure. MW reported that the Wimpey Field Group had estimated expenditure of £8k for year one of SPC's ownership. Expenditure of approx. £4,700 had already been agreed for work by Twig Group. Finance Group agreed to RECOMMEND that Full Council approve the creation for 2017-18 reporting purposes of a specific Wimpey Field budget line in the amount of £8,000.
- c) Local Government Pension Scheme Exiting Employer Cost: Now that SPC no longer had any employees belonging to the LGPS it was deemed to be an 'exiting employer'. MW had chased KCC for a promised final report which would show the cost of exiting the scheme and the options for settlement of the amount. An estimate at the end of 2016 had shown a figure of £32,630. Finance Group agreed to RECOMMEND creation of a 2017-18 budget line for LGPS Exit Costs, but not to quantify it until full information about the amount and settlement options is available.
- d) Surrenden Playing Field & Nicholson Walk Freehold: No information available about possible terms of transfer. Carry forward to next meeting.

**11. Date of Next Meeting** – 27<sup>th</sup> July and 26<sup>th</sup> October 2017.

## Appendix A – Forthcoming Contract Reviews

Activity	Company	Value	Review Date	Notes	Proposed Action
Jubilee Field Grass Cutting	JFMC	£1,100	April	2017 quote received	Quote recommended for approval.
Web-hosting	ZuLogic	£150 p.a.	June		Renew.
Hedge-cutting Jubilee & Surrenden Fields	Forestry First	£2,195 p.a.	May	Three year contract agreed in 2015 at fixed price. Review in 2018.	Review in 2018.
Skate Park Painting	Evolution Skate Parks	£3,756	May	Last painted Sept 2016	Seek quote from Evolution for 2017 repaint.
Office Broadband	BT	Last quarter £97.20	May – contract expires 29/06/17	Last contract was two year deal	Seek renewal quote from BT.
Office Telephone	BT	Last quarter £80.34	May – contract expires 29/06/17	Last contract was two year deal	Seek renewal quote from BT.
Internet Security	Norton	£70	Contract expires in May	Arranged via Arron Services	Renew.
Mapping Tool	Parish Online	£84 p.a.	Renewal date 14/06/17	Used often by Parish Office and available to cllrs.	Renew.
Bell Lane Toilets Electricity	Supplier: SSEnergy Supply Ltd	£282 p.a.	Contract expires 31/07/17	Broker used last renewal: LSI Utility Broker	Seek renewal quote from brokers.
Parish Office Electricity	Supplier: SSEnergy Supply Ltd	£640 p.a.	Contract expires 31/07/17	Broker used last renewal: LSI Utility Broker	Seek renewal quote from brokers.
Surrenden Pavilion Electricity	Supplier: SSEnergy Supply Ltd	£157 p.a.	Contract expires 31/07/17	Broker used last renewal: LSI Utility Broker	Seek renewal quote from brokers.
Web domain registration	Easyspace	£33 for two years	June payment for 1 <sup>st</sup> July	Auto-Renewed every two years	Renew.
Internal Audit	Iden Business Services	£100 per quarter	Appointed June 2005	Auto-rollover	Renew.

## Appendix B – Budgeted Donations

<b>Name</b>	<b>Amount</b>
Annual Clean Up Refreshment & venue provider £50 each x 4	£200
Maidstone Assn Youth - Try Angle Awards	£50
Kenward Trust	£120
Kent, Sussex & Surrey Air Ambulance	£250
CCDAS	£200
CAB Maidstone	£300
Royal British Legion Poppy Appeal	£100
CAB Cranbrook	£130
Heart of Kent Hospice	£100
Tunbridge Wells Samaritans	£100
Originally Unallocated – now Fireworks Display (Min 1600)	£500
Unallocated	£500
Unallocated	£400
<b>Total</b>	<b>£2,950</b>