

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
2.30pm Wednesday 21 st July 2021, 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), John Perry (JP), Richard Smith (RS). Deputy Clerk & Finance Officer Deborah Jenkins (DJ), Clerk Alison Smith (AS).</p> <ol style="list-style-type: none"> Apologies: Cllr McNeill. Cllr Lain-Rose was not present. Dispensations: JP was given a dispensation to speak on matters relating to Jubilee Field and the Youth Club and RS was given dispensation to speak on Jubilee Field. Minutes of last meeting (21/04/2021): it was NOTED that they had previously been issued to Full Council and published on the PC website. <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> Jubilee Playing Field – PR Update on formalising the future Management and Maintenance of Jubilee Field: PR confirmed that the Management and Maintenance Agreement had now been signed by all parties involved and that AS and RS had assisted him with drawing up a pavilion hire agreement and a pavilion and pitch hire agreement, for which he thanked them both. <u>It was AGREED to recommend to Full Council APPROVAL of the Management and Maintenance Agreement and both Hire Agreements.</u> Further clarity on the responsibilities and appointment of trustees, the legal leaseholders of Jubilee Field, is required before revisions to the trustees can be progressed. DJ confirmed that a sum of £750.00 had been allocated in the 2021-22 budget for legal fees relating to Jubilee Field. The discussion broadened to consider the implications and legal status of the relationships between the three parties; Staplehurst Parish Council, The Leaseholder Trustees and Jubilee Field Management Committee and whether this needed resolution before new Trustees were appointed. It was agreed that AS would scope the issues concerned and the frame of reference for legal advice in order to obtain a quote. This would be shared with FSG as a first stage. RS offered to speak to the legal team at Institute of Directors to see if he could get an hour's free advice on this matter. It was agreed that AS would meet and brief RS to ascertain if this may be helpful. Staplehurst Youth Club – Youth Leader Project: formal Agreement to support the youth leader role – for discussion. AS confirmed that she had spoken to Paul Kelly with regard to the re-opening of the Youth Club. PK informed AS that he is currently unable to fill the position of female Youth Worker and it is unlikely that the Youth Club will re-open before September 2021. <u>It was AGREED to recommend to Full Council to suspend any funding for a Youth Leader until such time that the Youth Club re-opened.</u> <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> Internal Auditor – Report on status of Internal Audit and arrangements for Review of Internal Audit Controls: the Internal Auditors report was NOTED. PR raised a comment in the report relating to personal reimbursed expenditure. DJ confirmed that Councillors should not be making any purchases without prior approval of Full Council. <u>It was AGREED to recommend APPROVAL of the Internal Auditors Report to Full Council.</u> DJ reported that she had arranged a meeting with Tim Kendrick to review the internal controls of the Council on Wednesday 28th July 2021 at 2.00pm. JP, PR, AS and DJ to attend. Review of Terms of Reference – Review of Terms of Reference for 2021-2022 (for recommendation to Full Council): JP recommended a few minor amendments to enable clarity of the document. It was AGREED to recommend to Full Council APPROVAL of the Terms of 	

Reference following the amendments of the wording on points 1, 3(e) and 3 (n) as suggested by JP.

8. **Review of SPC's Financial Regulations** – Review of Financial Regulations for 2021-22 (for recommendation to Full Council): an addition on P.5 Item 4.1 Budgetary Control and Authority to Spend: 'the Clerk, for small items of expenditure up to the sum of £200' was agreed. CB commented on P9. Item 6.15 with regard to not using a search engine to access the Lloyds bank account. It was AGREED to speak with Tim Kendrick and Arron Services for their assistance on this matter. An insertion on P.13 11.1(h) 'in exceptional circumstances contracts may be selected and approved by Council, so long as there is clear evidence to demonstrate that every effort has been made to obtain 3 quotations;' was AGREED. JP requested two minor amendments to the terminology of the document to enable clarity on points 1.9 and 2.6. It was AGREED to recommend to Full Council the APPROVAL of the Financial Regulations following amendments to 4.1, 6.15, 11.1.(h) as stated above and to 1.9 and 2.6 as proposed by JP.
9. **Review of SPC's Financial Risk Assessment** – Review of Risk Assessment for 2020-2021 (for recommendation to Full Council): It was AGREED to recommend to Full Council the APPROVAL of the Financial Risk Assessment.
10. **CIL & S106** – Schedule of funds received/available; forward strategy on the use of funds; engaging the community in the decision-making process: NOTED.
11. **Community Payback** – Schedule of work carried out and costs to date: DJ was thanked for producing the schedule which was NOTED. RS had asked if the value of Community Payback work had ever been calculated. DJ responded that it had not but at Jubilee Field alone the saving on hedge cutting, for instance, had been considerable.
12. **Donations** – donations for payment 2021-22 (for recommendation to Full Council): It was AGREED to recommend to Full Council the following donations - £200 - Annual Clean Up (refreshment & venue provider £50 each x 2 clean ups per annum); £200 – CCDAS; £300 - CAB Maidstone; £100 - Royal British Legion Poppy Appeal; £100 - Maidstone & The Weald Samaritans; £75 - Parish Magazine; £100 - Kenward Trust; £50 - Medway Valley Countryside Partnership; £75 - Involve Kent and £250.00 Heart of Kent Hospice.
13. **Replacement Village Centre Noticeboard** – Office proposal for consideration: AS advised Councillors on the poor condition of the parish noticeboard outside of the Village Centre and requested their views on replacing this with a new noticeboard with an option to share this with the Village Centre Trust. Councillors supported the purchase of a new noticeboard which they agreed should be for the sole use of the Parish Council and also wished to replace the noticeboards sited in the four bus shelters owned by the Parish Council. PR suggested the funding could be taken from the Bletchingley Farm CIL funds held. DJ mentioned that there is £20k in the budget for Projects which could also be utilised to fund the new noticeboards. It was AGREED to recommend to Full Council the purchase of a replacement parish noticeboard to be erected at the Village Centre, along with four lockable noticeboards with Perspex fronts to be placed in each of the bus shelters. The parish office would investigate costs and the design of the new noticeboards.

JP left the meeting at this point in the meeting.
14. **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 KCC Highways re a licence to erect poppies on lampposts £30.00 p.a.; MBC re Remembrance Day - road closure licence £75.00 p.a.; KCC Highways re licence to erect Christmas motifs on lampposts £30.00 p.a.; Sevenoaks DC re premises licences at Jubilee Field and Surrenden Field £180.00 p.a. and £70.00 p.a. respectively; Sage re accounts software package approximately £168.00 p.a.; Sage re payroll software approximately £200.00 p.a., E-on re parish street light electricity approximately £634.61 p.a. and subscription to The Events Industry: The Purple Guide £25.00 p.a.

15. **CCTV upgrade for Surrenden Playing Field:** AS reminded Councillors about the increase in complaints regarding anti-social behaviour in Surrenden Playing Field. She explained that it had been very difficult to identify any culprits, as the current cameras were incapable of picking up issues in low light. She had obtained an initial quote for a partial upgrade of the system from Balanced Audio Visual, the new CCTV contractor. The quotation, for approximately £2850+VAT, was for upgraded cameras that would enable full colour with facial recognition even at night time which would also enable retrieval of footage from the office rather than on site. AS confirmed that further funding for the project could be accommodated from within the projects budget. Further quotes would be obtained. It was AGREED to recommend to Full Council the upgrade of the camera system at Surrenden Field and for further quotes to be obtained.

16. **Date of Next ZOOM Meetings** – 20th October 2021
1st December 2021
12th January 2022

