

EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING
Meeting 19th February 2026

Minutes

Present: Cllrs Martin, Hotson, Perry, Arger plus Clerk

1. Apologies for Absence – Cllrs Sharp and Riordan.
Councillor Martin chaired the meeting in Cllr Sharps absence.

2. Dispensations - NA

3. Minutes of last meeting – Cllr Martin proposed, and Cllr Arger seconded the minutes of the previous meeting, agreed by majority 3 for, 0 against and 1 abstained.

Note change in date of the Community Clean up and agreed review time of EFSG meetings at next meeting so can change if required at AGM.

Clerk to email SCCT regarding lease as per last HR Group minutes

4. Action Plan – on track

5. Priority projects / CIL funding 2026/27 – discussion took place regarding priority projects moving forward for 2026/27 and potential CIL funding.

Note updated reserves and CIL below.

- a) 3G pitch should be fully funded.
- b) Surrenden Field Pavilion – needs to be fully costed (removal (asbestos?), disconnect services, CCTV, extend base?, install new building, reconnect service, reconnect CCTV, storage any fees) have set aside £27,500 in earmarked reserves and £21,000 in 2026/27 budget but may need CIL – say depending on cost?
Note CCTV needs to be involved in design process.
- c) Youth Club – group felt need to keep ticking along but long-term future needs a review once SF pavilion completed.
- d) Community Centre – all agreed an upgraded village facility is needed. SCCT have planning permission and need to bring forward details of the phased approach, fund raising, grants, obtained, grants applied for and timescale before CIL can be considered.
- e) Surrenden Field playground project – playground equipment can be expensive say £50,000, have £5,000 from MBC, but need fully costed project based on agreed specification – be careful of mission creep – CIL project funding.

Review when fully costed projects come forward.

6. Contracts – Group discussed the updated contracts below.

Company	Contract Item	Site/Location	Cost Annual	Contract End	EFS Group
Eco-san Ltd	Sani-bin maintenance	Bell Lane Toilets	£127.46	31/03/2026	Suggest roll over
Iden Business Services	Internal Audit	Parish Office	£400.00	Ongoing annual roll-over	Support
Staplehurst Community Centre Trust	Lease of Parish Office (Rooms 1, 2, 3 & 8)	Staplehurst Village Centre	£4,200.00	2007	Re-opened discussion on lease renewal
Playsafety Ltd	Play Equipment	Surrenden & Jubilee Skate Park	SF Play & Gym Equip £230.40, JF Skatepark £93.60	31/03/2026	Market leader - roll over
Sevenoaks District Council	Premises Licence	Surrenden Playing Field	£70.00	31/04/2026	No option
Business Stream	Waste Water JF Pavilion	Jubilee Field - Pavilion	Est. £477.29	Ongoing Utility	Option - roll over or investigate and bring back next meeting
Business Stream	Waste Water Youth Club	Youth Club Building	Est. £318.24	Ongoing Utility	Option - roll over or investigate and bring back next meeting
Castle Water	Potable Water	Jubilee Field Pavilion	Est. £433.25	Ongoing Utility	Option - roll over or investigate and bring back next meeting
Playplace Ltd	Playscheme	Staplehurst Primary School	Est £2,000.00 Variable	Ongoing	Continue, budgeted for in 2026/27

Simply Print Partners	Village Update & Annual Report	Parish Office	£3,602.85	Ongoing	Happy with service, roll over
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Cllr Arger proposed, and Cllr Perry seconded to recommend the above to Council – agreed unanimously.

7. Sport and Recreation Management contract

Group discussed several key points.

Reporting structure – EFS group supportive of

- a) Clerk and 2 x Cllr as Client Officer /Cllr daily link.
- b) JFWG / JF Management Group Cllrs only plus Football Foundation rep – monthly with SCL
- c) Quarterly report to Council
- d) Annual report to Council
- e) User group – made up of users of the site – quarterly – requires 2 x Cllr representatives.

Schedule of performance indicators attached, based on Football Foundation terms and Conditions plus standard financial, health and safety, maintenance, and customer service. These will be developed in first year and evolve as the project matures.

EFS Group supportive.

Donations 2026/27 – from s137 funding

	2026/27
All Saints PCC Parish Magazine	250.00
Community Centre for Debt Advice	250.00
Heart of Kent Hospice	250.00
Kent, Surrey & Sussex Air Ambulance Trust	250.00
Kenward Trust	150.00
Royal British Legion - Poppy Wreath	150.00
Staplehurst WI – Village Clean-up Refreshments	50.00
Staplehurst Men's Shed - Village Clean-up Refreshments	50.00
TOTAL	<u>£1,400.00</u>

Agreed cover SEHT insurance, telephone – estimated £1,000.

Moving forward, agreed the SEHT is a third party, therefore in 2027/28 all funding should be via a donation.

Cllr Martin proposed, and Cllr Arger seconded to recommend the above donations – agreed unanimously – report in AGM.

Subscriptions 2026/27

Company	Site	Cost	Contract start	Contract End	EFS Group
KALC	Parish Office	£1,870.00	01/04/2025	31/03/2026	Continue, clarify percentage increase
GeoXphere Ltd Parish Online Data Mapping software	Parish Office	£135.00	01/05/2025	30/04/2026	Continue
KCPFA Kent County Playing Fields Association	Jubilee & Surrenden Fields	£20.00	01/05/2025	30/04/2026	Continue
Weald of Kent Protection Society		£35.00	01/05/2025	30/04/2026	Continue
Survey Monkey	Parish Office	£320.00	01/05/2025	01/05/2026	Delete, within Office 365

Canva Pro	Parish Office	£99.99	01/05/2025	30/04/2026	Continue, online graphic tool
ZOOM Video Communications	Parish Office	£129.90	01/05/2025	30/04/2026	Delete, within Office 365
Telecoms World		£437.88	01/05/2025	30/04/2026	Continue, virtual phone for SEHT

Allotments Society already agreed.

Cllr Martin proposed, and Cllr Arger seconded to recommend the above subscriptions – agreed unanimously Report at AGM

10. S137 Grant application - Baby Umbrella s137 application following discussion Cllr Hotson proposed, and Cllr Martin seconded to recommend to Council a grant of £500 to Baby Umbrella.

11. Merit Awards and Annual Parish Meeting

Cllr Martin gave an update.

- MBC mayor given apologies.
- Invites going out.
- Business letter going out seeking extra donations.
- Invites to Community Groups for stalls – already five booked in.
- Food – **cannot** do hot food, so cold buffet.
- Vases – clarify with Paddy regarding purchase.

Next Meeting 19th March 2026