

## **EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING**

**Meeting 18<sup>th</sup> August 2025**

**10:00am Parish Offices**

**1. Present;** Cllrs Sharp, Martin, Hotson and Perry plus the Clerk and RFO

**2. Apologies for Absence;** Cllr Riordan

**3. Dispensations - NA**

**4. Minutes of last meeting – Agreed**

### **5. Contracts**

RFO updated the meeting on quotes regarding tree work identified in the Tree Survey; We have received two quotes £3,850 and £4,420 plus VAT the third one is due anytime. Cllr Sharp proposed and Cllr Hotson seconded that EFSG recommend to Council that we consider the tree quotes – agreed unanimously.

### **6. Recording of Council meetings**

Following a discussion, it was agreed that people have the right to record a meeting but equally under GDPR people have the right to withdraw consent.

In additions there are exemptions such as “confidential items “ or vulnerable people.

Agreed to amend Recording Location to Filming Location

Cllr Sharp proposed and Cllr Hotson seconded that EFSG recommend the Recording policy with the above amendment to Council – agreed unanimously.

### **7. 3G pitch project**

RG verbal update.

**Planning** – still waiting still chasing – will email again and copy in Cllr Perry

**Costs** – Provisional cost discussed included a provisional sum of £20,000. At Council it was discussed that Council should pay BNG monitoring fee directly to MBC and therefore remove the £20,000 provisional sum from the contractors’ fee – and reduce the percentage uplift.

Agreed to recommend to Council that Council should pay BNG monitoring fee directly to MBC and therefore remove the £20,000 provisional sum from the contractor’s fee

Funding – MBC / Parish open space s106 portal

Currently Available -	£121,449.49
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Allocated to 3G pitch	£104,719.33
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Remaining	£ 16,730.16
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Agreed Clerk should ask MBC (copy in Cllr Perry) to request the remaining £16,730.16 to the Jubilee Field 3G pitch project?

Application to Active Sport - £5,000 drafted but waiting for planning permission. On their website closing date was 1<sup>st</sup> August 2025 so may have missed the boat

Application to FPFA drafted - £1,000 waiting for planning permission before we can apply

Successful Grant application to Kent FA for £5,000

Once provisional final cost known – Cllr workshop to consider shortfall and how to find the funding to meet the shortfall?

## **8. Strategic Action plan monitoring report.**

The first draft Strategic Action Plan monitoring report was discussed and noted

- YMCA are aiming to start a Youth Club on the Mondays after Half Terms,
- Need to amend the Council video and RFO double check figures in report.

Cllr Martin proposed and Cllr Hotson seconded to note amendments above and report to Council agreed unanimously.

## **9. Jubilee Field – Pumping station / sewers**

RFO led discussion on potential request for the adoption of the pumping station at Jubilee Field. Potential investment to reduce ongoing costs – but complex to progress and need specialist to submit application. Agree to defer for the time being.

## **10. Surrenden Field –**

Spraying of weeds on footpaths / play area – agreed to ask Caretaker about obtaining a pesticide licence ( to spray weedkiller)

## **11. Ongoing policy review list**

Need to review the following

Complaints Policy - EFSG

Model Publication Information - EFSG

Parish Office Risk Assessment - EFSG

Caretaker Duties Risk Assessment - EFSG

Surrenden Field Risk Assessment – Scenic

Jubilee Field - JFWG

Bell Lane Toilets Risk Assessment – SCEnic ( research as cleaning contractor does checks and reports)

## **12. Budget 2026/27 setting – discuss**

- Asked working groups for ideas by 10<sup>th</sup> October 2025
- EFSG consider ideas / Fees and Charges – 16<sup>th</sup> October 2025
- RFO / EFSG work up budget – contracts, inflation etc ( October / Nov meetings)
- EFSG Budget meeting 20<sup>th</sup> November 2025 meeting
- Extra EFSG meeting if required for other business – Nov 2025
- Council 8<sup>th</sup> December 2025 – discuss a draft budget for 2026/27

- EFSG meeting 18<sup>th</sup> December 2025 – Finalise following Council meeting
- 2026/27 Budget to Council 12<sup>th</sup> January 2026 to sign off
- Submit Parish Precept request to MBC by end of January 2026 (date to be confirmed by MBC)

Note Jubilee Field budget 2026/27 options required;

a) Council still managing site – amend current budget

b) If 3G Multi-Sport pitch built, managed by a sports management contractor – two budget lines

“Management Fee” which would be the appointed tender submission

Council miscellaneous – safety net for odd costs that occur especially in first year

### **13. Next Meeting 16th October 2025**

**14. HR Subgroup** – discussed a range of issues