

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
25 th March 2013 in the Parish Office at 7.30 p.m.	
Report Author	
Responsible Finance Officer – Sue Bassett	
Report	
<p><u>Present</u> - Councillors Tom Burnham, Paul Kelly, Paul Butcher, Simon Green and John Reardon. Chairman John Perry and the RFO.</p> <p><u>Apologies</u> – None as all present.</p> <p><u>Allotments – Golding Homes</u> – Councillors noted MBC’s granting of planning permission without allotment provision. Cllr Butcher offered to raise the issue at KALC local committee. After discussion Councillors recommended writing to Golding Homes to request a donation towards allotment provision as no Section 106 funding had been approved.</p> <p><u>Surrenden Playing field</u> – It was understood that Section 106 funding from the Wimpey development could only be used for capital expenditure such as drainage and repairs to play equipment. A working group was needed to plan a Green Spaces Strategy. It was understood the school may write to liaise on a jointly-funded Stryker camera.</p> <p><u>Skate Park – potential expansion</u> – The Chairman had spoken previously with users about this and agreed to speak again with them this week. It was suggested this project be left in abeyance during 2013-2014 pending funds availability, perhaps to wait until Fishers Farm development went ahead. Meanwhile a “shopping-list” could be drawn up in consultation with the skaters.</p> <p><u>Summation to year end 2013</u> – Councillors noted the revised summation without comment.</p> <p><u>Review of Asset Register & Insurance</u> – Agreed to invite Came & Co. representative to review the Council’s assets, current cover, risk assessments & event management responsibilities. RFO & Councillor Perry to meet with the representative. RFO to check Lorega cover. RFO to add new lighting pole at Jubilee to the insurance register.</p> <p><u>Review Donations List</u> – Councillors recommended the following donations be paid in the current financial year:- CAB Maidstone £220, BTCV £220, Kenward Trust £120, Kent Air Ambulance £550, McCabe Transport £200, CILK £100, ccdas £150. The proposed list of donations for the next financial year 2013-2014 were recommended as:- Royal British Legion £100, Try Angle Awards £50, CAB Maidstone £220, Poyntell Pond Friends <u>or</u> BTCV £220, Kenward Trust £120, Kent Air Ambulance £500, ccdas £150.</p> <p><u>Grant Application by Combat Martial Arts</u> – Councillors noted the grant application request but considered there was insufficient information provided as required by the Council’s guidelines. Combat Martial Arts was considered to be business-based rather than a charity and no account information had been supplied. The Finance Group recommended that no grant be given.</p> <p><u>Electricity Supply quotes</u> – Councillors noted the bench-marking exercise carried out by the RFO on 5 electricity supply companies for the Parish Office supply, which contract with E-on would expire in early July. Councillors recommended switching to British Gas which would give an estimated saving of £125 over the next year. RFO reported that the Surrenden Pavilion contract with E-on was due to expire mid to end of July and Councillors recommended that this account</p>	

STAPLEHURST PARISH COUNCIL

also be switched to British Gas. If ratified by Full Council on 2nd April, formal notice to terminate the contracts with E-on will need to be given prior to 14th April.

Banking Review – RFO reported on initial findings on NatWest, Co-op and Unity Trust Banks. Councillor Green recommended the Virgin Charity account which gave 2.61% or using Scottish Widows for deposit. Councillors agreed the RFO should research these and Unity Trust Banks further with a view to switching later this year and RFO to submit a full report for consideration.

Contracts Review 2013-2014 – Councillors recommended the Contracts with Cam-Tech at £140 p.a. to maintain the Surrenden Pavilion CCTV equipment and Arron Services at £395 p.a. to maintain the Parish Office computers be accepted. Both remained the same as previous year.

Budget & proposed Summation from April 2013 – Councillors noted without comment.

Audit Matters – Chairman Perry confirmed that he had had regular meetings with the Internal Auditor to ensure the guidelines of the Audit Commission were being complied with. Documentary evidence had been filed and the basic mechanics of the accounts worked well.

The Bell Inn – Councillors noted the letter from a potential publican wishing to re-open the Bell Inn but some thought there was little that the Council could do if the owner wished to maximise the value of the site for development, rather than reopen the business. Others considered that amenities such as this should be maintained and the owner would need to demonstrate there is no viable business plan. Agreed that this issue should be considered by Full Council.

Any other business – The following issues were raised:-

1. Carnival Premises Licence – Councillors discussed the Clerk's email and noted that as over 500 people were expected at Carnival events in future, a full premises licence was needed. Councillors recommended the application fee of £100 be paid by this Council but that the Carnival & Fete Committee should pay for the publicity costs (unknown at this stage). It was further recommended that the application be made in the name of the Parish Clerk as proper officer to the Council. Renewals would be £70 per annum but no further publicity costs would then be required, so it was important that the detail be fully considered and checked as being correct at this stage. Recommendation to be ratified by Full Council on 2nd April as the application would need to be made very soon.
2. Village Centre Contingency Fund – Councillors revisited this issue that had been noted by the Council last year and a draft proposal from Councillor Paul Kelly as Chairman of the Village Centre Trust. After much discussion it was agreed that Chairman Perry would redraft the letter and circulate it to Councillors for comment (excluding Councillor Kelly) for the Village Centre to apply for funds when necessary.
3. Financial Statements & Summations – Councillor Reardon raised the question as to whether these monthly statements should appear on the website and be available to members of the public. Councillors considered that as they contained detailed information of staff net salaries, then they should not. It was recommended that in future both these documents be marked as "Confidential to Parish Councillors".

The meeting closed at 9.45 p.m.

Date & Venue of next meeting

TBA

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
25 th March 2013 in the Parish Office at 7.30 p.m.	
Report Author	
Responsible Finance Officer – Sue Bassett	
Report	
<p><u>Present</u> - Councillors Tom Burnham, Paul Kelly, Paul Butcher, Simon Green and John Reardon. Chairman John Perry and the RFO.</p> <p><u>Apologies</u> – None as all present.</p> <p><u>Allotments – Golding Homes</u> – Councillors noted MBC’s granting of planning permission without allotment provision. Cllr Butcher offered to raise the issue at KALC local committee. After discussion Councillors recommended writing to Golding Homes to request a donation towards allotment provision as no Section 106 funding had been approved.</p> <p><u>Surrenden Playing field</u> – It was understood that Section 106 funding from the Wimpey development could only be used for capital expenditure such as drainage and repairs to play equipment. A working group was needed to plan a Green Spaces Strategy. It was understood the school may write to liaise on a jointly-funded Stryker camera.</p> <p><u>Skate Park – potential expansion</u> – The Chairman had spoken previously with users about this and agreed to speak again with them this week. It was suggested this project be left in abeyance during 2013-2014 pending funds availability, perhaps to wait until Fishers Farm development went ahead. Meanwhile a “shopping-list” could be drawn up in consultation with the skaters.</p> <p><u>Summation to year end 2013</u> – Councillors noted the revised summation without comment.</p> <p><u>Review of Asset Register & Insurance</u> – Agreed to invite Came & Co. representative to review the Council’s assets, current cover, risk assessments & event management responsibilities. RFO & Councillor Perry to meet with the representative. RFO to check Lorega cover. RFO to add new lighting pole at Jubilee to the insurance register.</p> <p><u>Review Donations List</u> – Councillors recommended the following donations be paid in the current financial year:- CAB Maidstone £220, BTCV £220, Kenward Trust £120, Kent Air Ambulance £550, McCabe Transport £200, CILK £100, ccdas £150. The proposed list of donations for the next financial year 2013-2014 were recommended as:- Royal British Legion £100, Try Angle Awards £50, CAB Maidstone £220, Poyntell Pond Friends <u>or</u> BTCV £220, Kenward Trust £120, Kent Air Ambulance £500, ccdas £150.</p> <p><u>Grant Application by Combat Martial Arts</u> – Councillors noted the grant application request but considered there was insufficient information provided as required by the Council’s guidelines. Combat Martial Arts was considered to be business-based rather than a charity and no account information had been supplied. The Finance Group recommended that no grant be given.</p> <p><u>Electricity Supply quotes</u> – Councillors noted the bench-marking exercise carried out by the RFO on 5 electricity supply companies for the Parish Office supply, which contract with E-on would expire in early July. Councillors recommended switching to British Gas which would give an estimated saving of £125 over the next year. RFO reported that the Surrenden Pavilion contract with E-on was due to expire mid to end of July and Councillors recommended that this account</p>	

STAPLEHURST PARISH COUNCIL

also be switched to British Gas. If ratified by Full Council on 2nd April, formal notice to terminate the contracts with E-on will need to be given prior to 14th April.

Banking Review – RFO reported on initial findings on NatWest, Co-op and Unity Trust Banks. Councillor Green recommended the Virgin Charity account which gave 2.61% or using Scottish Widows for deposit. Councillors agreed the RFO should research these and Unity Trust Banks further with a view to switching later this year and RFO to submit a full report for consideration.

Contracts Review 2013-2014 – Councillors recommended the Contracts with Cam-Tech at £140 p.a. to maintain the Surrenden Pavilion CCTV equipment and Arron Services at £395 p.a. to maintain the Parish Office computers be accepted. Both remained the same as previous year.

Budget & proposed Summation from April 2013 – Councillors noted without comment.

Audit Matters – Chairman Perry confirmed that he had had regular meetings with the Internal Auditor to ensure the guidelines of the Audit Commission were being complied with. Documentary evidence had been filed and the basic mechanics of the accounts worked well.

The Bell Inn – Councillors noted the letter from a potential publican wishing to re-open the Bell Inn but some thought there was little that the Council could do if the owner wished to maximise the value of the site for development, rather than reopen the business. Others considered that amenities such as this should be maintained and the owner would need to demonstrate there is no viable business plan. Agreed that this issue should be considered by Full Council.

Any other business – The following issues were raised:-

1. Carnival Premises Licence – Councillors discussed the Clerk's email and noted that as over 500 people were expected at Carnival events in future, a full premises licence was needed. Councillors recommended the application fee of £100 be paid by this Council but that the Carnival & Fete Committee should pay for the publicity costs (unknown at this stage). It was further recommended that the application be made in the name of the Parish Clerk as proper officer to the Council. Renewals would be £70 per annum but no further publicity costs would then be required, so it was important that the detail be fully considered and checked as being correct at this stage. Recommendation to be ratified by Full Council on 2nd April as the application would need to be made very soon.
2. Village Centre Contingency Fund – Councillors revisited this issue that had been noted by the Council last year and a draft proposal from Councillor Paul Kelly as Chairman of the Village Centre Trust. After much discussion it was agreed that Chairman Perry would redraft the letter and circulate it to Councillors for comment (excluding Councillor Kelly) for the Village Centre to apply for funds when necessary.
3. Financial Statements & Summations – Councillor Reardon raised the question as to whether these monthly statements should appear on the website and be available to members of the public. Councillors considered that as they contained detailed information of staff net salaries, then they should not. It was recommended that in future both these documents be marked as "Confidential to Parish Councillors".

The meeting closed at 9.45 p.m.

Date & Venue of next meeting

TBA