

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
FINANCE GROUP	
Meeting Date & Venue	
3.00 p.m. Friday, 23 October 2015, Parish Office, Staplehurst Village Centre	
Report Author	
Sue Bassett – Responsible Finance Officer	
Report	
<p>Present: Councillors Rory Silkin (RS) – Chairman, John Perry (JP) and Paul Kelly (PK). Sue Bassett - RFO (SB)</p> <ol style="list-style-type: none">Apologies: Councillors Tom Burnham (TB), Paul Butcher (PB), Neal Kemp (NK), Sam Lain-Rose (SL-R) and John Reardon (JR).Minutes of last meeting (10/02/2015) had been circulated and were noted without comment. <p><u>ARISING FROM LAST MEETING</u></p> <ol style="list-style-type: none">Review of Council Suppliers<ol style="list-style-type: none"><u>Parish Office Lease from Village Centre</u> – No action yet taken by PK/Village Centre. Draft paperwork awaited.<u>Bell Lane Toilets Lease renewal</u> – No progress had been possible as MBC now wished to align the terms of the Leases of all its Public Toilets with one another. Draft awaited.Chapel Lane Street Lights – RFO confirmed that all the works to upgrade Parish Street lights had been completed.Youth Leader Project – PK reported that the Youth Club was busy with young people on Tuesday evenings. The grass areas around the Club were being maintained to a higher standard and were well-used by club members. PK was working with PB in order to regularise paperwork and provide the information requested by the Council in order to progress the draft terms of Licence.Village Centre re-building strategy – No discussion, item deferred to next meeting.Parish Services Agreement 2015-2016 – JP reported that the MBC rationale for not allowing other areas of maintenance expenditure under the Parish Services Agreement (street lights, footpaths, Play Areas and open churchyards) was up for discussion soon.Surrenden Playing Field – JP reported that he continued to push MBC to grant a 125 year Lease or consider selling the freehold to the Parish. <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none">Draft Budget & Precept requirement 2016/17 – Councillors discussed V1 and recommended some amendments and inclusion of a small budget for SEHT expenditure. RFO was requested to research insurance issues regarding Parish Street Lights.	

STAPLEHURST PARISH COUNCIL

10. **Internal Audit** – The following items a-d were deferred to next meeting.

- a. Clerk's overtime build-up – Internal Auditor concerned.
- b. Risk Assessments – Documented approach 2015/2016.
- c. Review the Terms of Engagement of Iden Business Services Ltd.
- d. Appointment of Internal Auditor for the new financial year 2016/17.

11. **Date of next Meeting** – Friday 6th November 2015 - 2 p.m. at the Parish Office