

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
FINANCE GROUP  
held at The Parish Office on 17<sup>th</sup> March 2010 at 7.30 pm

**PRESENT:** Councillors Best, Kelly, Perry and Arger who was in the Chair.  
Clerk: Mrs J S Bassett

**APOLOGIES:** Councillors Burnham and Reardon.

**ISSUES ONGOING FROM PREVIOUS MEETING** - All issues except the Toilet project, which was ongoing, had been achieved. The Toilet Lease negotiations were continuing, remedial works were in hand but insurance clarity was awaited. If issues were not settled by 1<sup>st</sup> April Councillors recommended that this Council should effect its own temporary insurance.

**CURRENT ISSUES:**

1. Jubilee Project - Councillor Best enquired if the figures shown on the Summation Statement included the £3,600 refund for electricity costs and £6,000 liquidated damages. The Clerk confirmed that they did but the final closing invoice was still awaited.
2. Internal Audit and End of Year Accounts - The Clerk would update the Risk Assessment and Asset Register for the year end to reflect changes that had been made during the past year. This would be circulated shortly to all. Councillor Perry raised a query regarding the Balance Sheet which the Internal Auditor would be asked to check.
3. The Parade – The Clerk reported that MBC had given formal notice to the owners of The Parade to end the cleaning and maintenance contract in June. Agreed to check in May what arrangements had been put in place to maintain the Parade in future.

**BUDGET FOR 2010/2011**

Summation – Councillors noted the proposed budget break-down for the new financial year. The proposed business changes within Zulogic to separate Website and IT support were explained and Councillor Best recommended that a re-tendering process be undertaken.

**DATE OF NEXT MEETING:** Wednesday 9<sup>th</sup> June 2010 at 7.30 p.m. in the Parish Office.

Chairman.....