

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
FINANCE GROUP

held at The Parish Office on 9<sup>th</sup> June 2010 at 7.30 pm

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

**APOLOGIES:** Councillor Reardon whose reason for apology was accepted.

**ISSUES FROM PREVIOUS MEETING:**

Jubilee Project – The final statement had been circulated to Councillors and was noted. Councillor Best requested the statement be made clearer to show additional work which had been necessary during the project, which had increased the overall cost of the project. Councillor Best agreed to carry out some final checks and research areas of future responsibility (such as who retains Landlord's safety certificates etc.,) to finalise the project and ensure ongoing maintenance. Chairman asked that Councillor Best review also the Maintenance Agreement and who would be responsible for what. Councillor Best agreed to go back to first principles and redraft if necessary (as the original agreement is contradictory in some clauses) and make it clearer. Clerk to send Cllr Best the summary of responsibilities.

Councillors discussed the suggestion of a "Thank You" gift for ex-Councillor Barry Franks in recognition of his work on this project and a "trophy" for presentation to footballers annually. Clerk to investigate costs. Councillors Perry and Arger to establish the views of footballers.

**CURRENT BUDGET 2010/2011:**

1. Summation Statement to date – Councillors noted the Statement and the Clerk answered questions.
2. Arising from Full Council 19/04/2010
  - 2.1 Jubilee Playing field Men's Football Club Dug-outs project has been deferred until the next financial year.
  - 2.2 Field Drainage Report – Councillor Perry had asked the Footballers to prepare a fully costed proposal to include timescale, responsibilities and liability issues in much more detail. This information would be produced for consideration by Amenities Committee on 5<sup>th</sup> July prior to a recommendation for consideration by Full Council on 19<sup>th</sup> July.
3. Council Tax on Public Toilets? – Councillor Buller had requested this be investigated. Councillor Kelly had researched this with MBC but was unable to get any rate relief unless it was attached to a public Library.

4. Electricity Supplier competitive tendering – Councillor Best’s report had been circulated to Councillors and showed tables for quoted rates and annualised costs for each tenderer and supply. E.on was currently the cheapest but this Council would have to take on a two-year contract and pay monthly by direct debit. The prices quoted are only valid for one day so a variation may occur depending upon the price on the day a contract was agreed. Festive light energy costs were also quoted for separately and was factored into the calculations. Thirty day’s notice to EDF to change supplier would be needed. The Parish Office had two meters which if merged (at £60-70 cost) would have a long-term saving. Councillors agreed to recommend to Full Council to change energy supplier and combine the Parish Office meters.

**ANNUAL REVIEWS**

1. Council Policies – The Grant Giving Guidelines, Terms of Reference (for all groups and new groups) and Standing Orders would be reviewed by the Policy Group. Councillor Perry agreed to review the Financial Regulations and report back to next Finance Group.
2. Staff Risk Assessment – For review by the Policy Group.
3. Staff Appraisals & Contracts of Employment – Councillor Perry and Burnham agreed to carry these out on 6<sup>th</sup> July.

**ADDITIONAL ITEM** – Airfield Memorial – Following the successful unveiling ceremony, service and fly-past the previous Sunday, Councillors suggested a formal letter of appreciation be sent to Ted Sergison for the splendid arrangements for this event. It was understood there was a shortfall in costs that this Council may consider assisting with. Councillor Kelly suggested that the hall hire costs at least should be covered by this Council. Agreed to add issue to the Agenda for Full Council.

**DATE OF NEXT MEETING:** Wednesday 8<sup>th</sup> September 2010 at 7.30 p.m. in the Parish Office.

Chairman.....