

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group

FINANCE & STRATEGY GROUP

Meeting Date & Venue

10 a.m. Thursday, 14th December 2017, Parish Office, Staplehurst Village Centre

Report Author

Deborah Jenkins – Deputy Parish Clerk & Finance Officer

Report

Present: Councillors Tom Burnham (TB), John Perry (JP) and Rory Silkin (RS). Mick Westwood (MW), Parish Clerk; Deborah Jenkins (DJ), Deputy Clerk & Finance Officer.

1. **Apologies:** Cllr Paddy Riordan.
2. **Minutes of last meeting** (24/10/2017) had been circulated and were agreed.
 - Plug 'n Play sockets:* The Deputy Clerk & Finance Officer confirmed that the cost of a new Plug 'n Play socket would be £175.
 - Surrenden Playing Field & Nicholson Walk Freehold:* The Clerk stated that he was awaiting a response to his 'final offer' letter to Lucy Stroud at MBC.
 - Banking Arrangements:* The Deputy Clerk & Finance Officer explained that due to a missing PAYE cheque that had gone astray, she had not yet proceeded with the transfer of the bank accounts from NWB to Lloyds.
3. **Draft Budget 2018-2019** – A second draft of the budget had been circulated to Councillors. This was reviewed and updated. It was agreed to: set the Greens, Trees & Tubs budget at £6,000 to allow for any tree work required following receipt of the surveyor's report; increase the Jubilee Field budget by £500 to cover the cost of a beacon; set the Surrenden Field budget at £6,000 (the same as last year). It was noted that if the PC was to acquire the Surrenden Field freehold this would be capital expenditure taken from Surrenden Playing Field reserves. It was noted that £6,000 of the net draft precept requirement of £147,000 was to be taken from the Wimpey Field reserves grant. **It was agreed to Recommend to Full Council a precept figure of £141,000.** *Per Band D property, this would equate to £58.64 per year or £1.13 per week (a decrease of 47 pence per annum/1p per week/-0.80%). TB agreed to speak to the Churchyard Liaison Group for further details regarding their budget forecast. A circulated list of future budget items was discussed and prioritised (see attached sheet).

* superseded by recommendation 08/01/18

OTHER BUSINESS

4. **Next Quarter Contract Reviews & Payments to be made:**

- (i) The schedule of forthcoming contract reviews (Appendix A) was reviewed. The Group agreed to RECOMMEND that Full Council approve the renewal steps for each contract as indicated in the final column of the schedule.
- (ii) It was agreed to recommend an annual subscription of £20 to the Weald of Kent Protection Society. RS offered to speak to Cllr BM with regard to an annual subscription of £55 to the Allotment Society.

5. **Dates of Next Meetings** – Regular meetings: 8th January 2018 (if required) and 26th April 2018.

Staplehurst Parish Council – Forthcoming Contract Reviews/Renewals

Activity	Company	Value	Review Date	Notes	Actions
Bell Lane Toilet Cleansing	Paxman Services (UK) Ltd	£5,356.00	Contract ends 31/03/2018	3 yr contract	DC&FO to seek 3 tenders
Bell Lane Toilet Supplies	Paxman Services (UK) Ltd	variable	Contract ends 31/03/2018	3 yr contract	DC&FO to seek 3 tenders
Bell Lane Toilet Unlocking	Paxman Services (UK) Ltd	£884.00	Contract ends 31/03/2018	3 yr contract	DC&FO to seek 3 tenders
Play scheme	Playplace Ltd	Variable	Ongoing	Annual Review	Agreed to roll over for following year
Churchyard Agreement	Staplehurst PCC	Variable Circa £6k	Ongoing	36m agreement review due	Agreed to roll over for following year
*Staplehurst Youth Club - mowing	Forestry First Ltd	£280.00	Annual	7 cuts @ £40 ea.	Agreed to seek quote from Forestry First
*Hedge cutting at Surrenden & Jubilee	Forestry First Ltd	£2,195.00	Bi-Annual Quote 2016 & 2017		Agreed to seek quote from Forestry First
Subscription	National Allotment Society	£55.00	Annual Subscription	For agreement	RS to liaise with BM <i>Renew</i>
Subscription	Weald of Kent Protection Society	£20.00	Annual Subscription	New - For agreement	Agreed

*Note: Financial Regulation 11.1 (iv) 'extension of an existing contract'

FUTURE BUDGET ITEMS FOR CONSIDERATION: Updated 14th December 2017

- 2. Jubilee Field Lighting
- 3. Parade Toilet Re-opening
- 3. Legal Costs re Possible Land Acquisition (Marden Road, Bell Lane Car Park)
- 2. Real Time Information on Bus Shelters
- 1. Beacon Project – purchase of beacon (*Jubilee Field budget £500 increase*)
- 3. Bell Lane Car Park – possible acquisition and ongoing maintenance
- 1. Tree Work following Surveyors report (*Greens, Trees & Tubs budget £1k increase*)
- 1. Parish Office – structural improvements (*circa £5k – fund from General reserves*)
- 1. Donation – Parish Magazine (*£100 – from existing proposed budget*)
- 1. Surrenden Field Freehold (*Fund from Surrenden Field reserve*)

1 = priority 2018/19

2 = would like to progress 2019/20

3 = longer term project for future consideration