

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
FINANCE GROUP

held at The Parish Office on 8th September 2010 at 7.30 pm

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

APOLOGIES: Councillors Best and Reardon.

ISSUES ONGOING FROM PREVIOUS MEETING: Councillors checked through issues ongoing from the two previous meetings Mins 106F and 107F.

1. Jubilee Maintenance Agreement – Councillor Best to report back in due course.
2. Financial Regulations – Councillor Perry to review in due course.
3. Standing Orders – Council Policy Group to review.
4. Staff Risk Assessments – Some final issues to complete by Councillor Best.
5. Staff Appraisals & Contracts of Employment – Written feedback from Clerk's appraisal remained outstanding. Chairman Perry and Vice Chairman Burnham to review the draft Contracts of Employment for Clerk and Assistant. Agreed that the new Assistant would have one week's overlap with Helen Warmington before she was to leave on 24th September. The new Assistant would be subject to a three-month probationary period.
6. Airfield Memorial – After discussion it was agreed to recommend to Full Council that £250 donation be made to the Airfield Memorial Project. The Clerk suggested that website pages should be created to record this Memorial and other historical features around the parish such as Memorial Seats, Martyr's Memorial, etc. Councillor Burnham agreed to raise this with the Publicity and Website Group.
7. Jubilee Field Drainage Report - Arising from Full Council on 19th April; the Report prepared by the JFMC had been circulated and Councillor Perry emphasised that no labour costs had been included as this work would be undertaken by volunteers. Councillor Best commented that this Council's final accounts would need to be assessed to decide where funds could be applied as there were several demands on this Council's resources, including drainage problems at Surrenden Playing field, Jubilee CCTV and lighting scheme had been requested. Councillors agreed to support this maintenance project in principle but would need to assess where the funding would be obtained. It was noted that details were still awaited from the Footballers.

CURRENT BUDGET FOR 2010/2011:

1. Subscriptions – Recommended that this Council joined ACRK (£35 p.a.)
2. Budgeted Donation – Recommended that £220 be donated to Maidstone CAB.
3. Detached Youth Worker – Councillors wished to explore the work situation for the proposed worker/Line Management arrangements in greater detail. Clerk was requested to liaise directly with KCC Youth & Community and the proposed worker.
4. Jubilee Sports Project – Recommended that the remaining project funding be ring-fenced for 2011/2011 budget.

5. Village Centre Fund – This was retained for capital items of expenditure to help the Village Centre Management in times of financial crisis, not for running expenses. Suggested the Auditor be approached for a view on making this a restricted fund.
6. Public Toilets – Councillor Kelly offered to obtain estimates to tile the Bell Lane Toilets. It was agreed to recommend not to re-open The Parade Toilets at present but to continue running the Bell Lane Toilets. Prior to the anniversary of the Bell Lane Toilets Lease, this Council would need to consider timescales for any legal notices it wished to give. Councillor Kelly had obtained some “No Smoking” signs to put up. Agreed to obtain new Public Information signs for the toilets to show these were managed by this Council and display the office telephone number.
7. Planter at Bell Lane – Councillor Kelly was obtaining costings and MBC approval for a proposed planter on the green at Bell Lane Car Park. He also agreed to plant it up and keep it maintained.
8. KHS Winter Service – Councillors considered that a salt spreader and container/s would be needed if KHS provided the 1 tonne of free salt in winter. Recommended that this could be stored at the Village Centre and the Caretaker/Volunteers could be tasked to spread it as required.
9. Christmas Lights – All but one Christmas Motif had been safety-checked ready for this year’s display. Clerk to work on costings for this year’s display.

AUDIT – Councillors noted the Internal Auditor’s statement following the audit from 1st April – 31st July 2010. The Auditor confirmed that the system of internal control was being followed with minor exceptions (signatures missing on a small number of invoices, one payment summary and some timesheets). The Chairman agreed to review and sign all timesheets from 1st April to date.

BUDGET PLANNING 2011-2012 – Councillors considered the first draft budget and made minor amendments to some headings. Councillor Perry agreed to ask Jubilee Management Committee to put in a price for grass cutting. Clerk to write to all annual suppliers for quotes of proposed costs for the next financial year. It was noted that the Publicity & Website Group was to recommend buying a new office computer. Some unspent sums from the current budget would be carried forward for ongoing projects such as Jubilee Field Drainage proposal, CCTV and lighting at the gate to consider.

DATE OF NEXT MEETING: Wednesday 3rd November 2010.

Chairman.....