

# STAPLEHURST PARISH COUNCIL

<b>Committee, Group or Sub Group</b>	
FINANCE	
<b>Meeting Date &amp; Venue</b>	
13 <sup>th</sup> January 2014 at the Parish Office	
<b>Report Author</b>	
Sue Bassett RFO	
<b>Report</b>	
<p><u>Present:</u> Chairman John Perry, Councillors Burnham, Kelly, Butcher, Green, Lain-Rose and Reardon, RFO.</p> <p><u>Apologies:</u> None as all present.</p> <p><u>Budget and Precept 2014/2015</u> – Councillors discussed the most recent revisions to Budget 4, Rev 2. An additional £5k had been added to the Neighbourhood Plan budget to reflect the anticipated Feria expenses. The Government Grant application towards the Neighbourhood Plan of £7,000 had now been approved and included within the precept calculation. There remained procurement issues to resolve in respect of the Churchyard Maintenance budget but this was work in progress. Overall Councillors agreed to recommend to Full Council to increase the Parish Precept to £121,720 which would result in an approximate Parish cost per Band D property of £54.93 for the whole year.</p> <p><u>Neighbourhood Plan next stage</u> – Councillors agreed that following the Full Council approval of Feria’s proposals, the next public stage should take place on Friday 31<sup>st</sup> January 2014. Publicity would need to be organised very swiftly through personal email invitations, Website, local newsletters through the School and Churches, Posters in Pub, Shops, Health Centre, Library and Bus Stops and on the planters. Press Releases for KM &amp; Courier. It was not considered necessary or prudent to instigate a parish-wide letter drop to homes. It would be helpful if the remaining future dates could also be agreed and advertised now. Agreed that RFO would liaise with Councillor Kelly for the design draft of posters and copy. It was noted that the Rural Settlement Group was due to meet Wednesday 15<sup>th</sup> January.</p> <p><u>Audit</u> – RFO confirmed that the Internal Auditor had completed the second quarter’s internal audit to include November 2013. No issues had been raised.</p> <p><u>Any other business</u></p> <ol style="list-style-type: none"><li>1. <u>Churchyard Agreement</u> – Chairman Perry confirmed that this had been extended to the end of January. Agreed that it would be “business as usual” until agreement had been reached on the Heads of Terms, which were currently waiting for Diocesan response. Chairman Perry agreed to chase The Reverend Silke Tetzlaff on this issue.</li><li>2. <u>Village Centre</u> – Further discussion took place regarding the wording of the Joint Statement to clarify the Village Centre Contingency Fund (to be referred to in future as Staplehurst Village Centre Restricted Fund – SVCRF). As Chairman of Staplehurst Village Centre Management, Councillor Kelly confirmed that the £5,000 requested from the SVCRF would fund the purchase of new windows for the South Hall. This would leave £12,000 as a contingency for any future changes. RFO confirmed that the SVCRF was held in a Deposit Account entirely separate from Parish Council funds.</li></ol>	
<b>Date &amp; Venue of next meeting</b>	
TBA	