

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
Finance Group	
Meeting Date & Venue	
7.00pm, 16 th September 2014, Parish Office, Staplehurst Village Centre	
Report Author	
Mick Westwood – Parish Clerk	
Report	
Present: Rory Silkin – Chairman, Staplehurst Parish Council John Perry (JP) – Staplehurst Parish Council Simon Green (SG) - Staplehurst Parish Council Paul Kelly (PK) - Staplehurst Parish Council Sam Lain-Rose (SL-R) – Staplehurst Parish Council (part) Mick Westwood (MW) – Clerk, SPC	
Apologies Tom Burnham (TB) - Staplehurst Parish Council John Reardon (JR) – Staplehurst Parish Council Sue Bassett (SB) – Responsible Finance Officer, SPC	
Pensions Policy <ul style="list-style-type: none">• Noted that KCC had sent a copy of the policy statement it had agreed under the 2013 LGPS Regulations• Noted that SPC was required to produce a similar policy statement as employer of a scheme member• Action: SB to draft a policy statement for SPC based on the KCC policy and pro forma policy document; supporting explanation should distinguish between compulsory and best practice measures and include explanation of the rationale where appropriate.	
Review of Council suppliers, contracts, asset maintenance and staff <ul style="list-style-type: none">• The Group reviewed of the schedule of suppliers, contracts, asset maintenance and staff• The schedule was annotated with a suggested periodicity for review of contracts• Consensus was that in principle contracts over £1k should be formally reviewed at least every three years• Noted that some third party relationships, e.g. Information Commissioner, were obligatory and renewal of contract, membership etc. would be automatic• Agreed that donations fell to be reviewed in line with donations policy and to feed into budget process• Some feeling that staff policies could benefit from expert HR advice• Before next renewal of anti-virus cover seek advice from Arron on all options• Action: MW to update schedule and recirculate	
Financial Regulations <ul style="list-style-type: none">• Reviewed modified version circulated to members on 5th September• Amendments were recorded by MW• Action: MW to produce version free of mark-up for approval by Full Council	

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Banking Review

- Deferred

Salaries

- Deferred

Parade Toilets

- Noted information sheet produced following Full Council discussion (Min 1363). The Group considered that SPC should not seek to reopen the facility or pursue MBC to do so given the other facilities available in the village and the potential operational challenges.

Draft Budget

- Deferred

Other Business

- The Group considered the Assistant Clerk's report dated 3rd September about Chapel Lane street lights. Consensus was that provided there were no safety issues with the two lights they should be left in place but with the proviso that SPC would fund only the cost of electricity and routine maintenance and that any major issue should occasion decommissioning.

Date & Venue of next meeting

SB to arrange follow-up meeting to cover deferred items and follow-up actions where appropriate.