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| <b>Committee, Group or Sub Group</b>   |  |
| FINANCE & STRATEGY GROUP   |  |
| <b>Meeting Date &amp; Venue</b>  |  |
| 3.30pm Wednesday 4 <sup>th</sup> December 2019, Parish Office, Staplehurst Village Centre  |  |
| <b>Report Author</b>   |  |
| Deborah Jenkins, Deputy Clerk & Finance Officer  |  |
| <b>Report</b>  |  |
| <p><b>Present:</b> Parish Councillors Paddy Riordan (PR), Colin Bowden (CB), Joan Buller (JB), Sue Forward (SF), John Perry (JP). Deputy Clerk &amp; Finance Officer Deborah Jenkins (DJ), Parish Clerk Mick Westwood (MW).</p> <ol style="list-style-type: none"> <li><b>Apologies:</b> Cllr Caz Walsh (CW). Not present: Cllr Sam Lain-Rose (SL-R).</li> <li><b>Declarations:</b> There were no declarations</li> <li><b>Minutes of last meeting</b> (09/10/2019): it was NOTED that they had previously been issued to Full Council and published on the PC website.</li> <li><b>Draft Budget 2020-2021:</b> The Deputy Clerk had prepared an updated draft budget along with a comparison table showing the percentage increase in the precept since 2010-11. The draft budget included a number of alternative precept figures to demonstrate the effect on a Band D property. It also detailed the reduction in the level of reserves were the expenditure greater than the income. Councillors agreed that the general reserve should not reduce below 25 per cent of the total expenditure. It was acknowledged that the precept would have to increase by approximately 18% to continue offering the services to improve the village. DJ was requested to make some small adjustments to the draft budget before presenting it to F&amp;SG for agreement on 8<sup>th</sup> January 2020, for recommendation to Full Council for Approval on 13<sup>th</sup> January 2020.</li> </ol> <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> <li><b>Jubilee Playing Field</b> – MW was thanked for the note he had written relating to the current and future Management and Maintenance of Jubilee Field. PR agreed with MW that a meeting of all interested parties should be arranged in the New Year to discuss this matter. Once a way forward had been decided, the advice of a solicitor would be sought.</li> <li><b>Staplehurst Youth Club</b> – The Youth Club trustees had requested two amendments to be made to the Maintenance Agreement before signing. The words ‘and Building’ to be removed from the Document Title and a reference to ‘Service Agreement – Youth Service Delivery’ to be removed from A6. The latter point was agreed without question as there is currently no Service Agreement. However, the former request to remove ‘Building’ from the title perplexed Councillors. MW suggested amending the title to ‘Site Management and Maintenance Agreement’ which had been suggested to PK. This was agreed. SPC’s financial support of the youth leader role can be pursued once the accounts have been received following submission to the Charity Commission. JP said he would check his papers from the Youth Club AGM.</li> </ol> <p><u>OTHER BUSINESS:</u></p> <ol style="list-style-type: none"> <li><b>Quotations for Discussion and Recommendation to Full Council</b> <ol style="list-style-type: none"> <li>Jubilee Pavilion - Replacement of one emergency light: Quote received from County Fire Protection £120.00 or three lights £300.00 – Agreed to recommend to Full Council to replace three emergency lights.</li> </ol> </li> </ol> |  |

- b) Bell Lane Toilets - Internal and external redecoration: Quotes received from Art Décor Kent Ltd £[REDACTED] and CW Liddicoat £[REDACTED] – Agreed to recommend to Full Council that the work should be performed by Community Payback.
- c) Chestnut Avenue/A229 Grass Mowing: Quote from Forestry First Ltd £600.00 for 8 cuts p.a.- Agreed to recommend to Full Council to accept the quote.
- d) Surrenden Field Grass Mowing: Quote from Landscape Services £1,416.45 for 16 cuts p.a.- Agreed to recommend to Full Council to accept the quote.
- e) The Parade CCTV Hard Drive replacement: Quote from Cam-tech Security £614.39 – Agreed to recommend to Full Council to accept the quote. It was noted that these cameras were coming to the end of their life span. PR suggested he ask Cam-tech Security for a quote to replace the cameras. This would not be implemented until 2021-22.

8. **Date of Next Meeting** – Wednesday 8<sup>th</sup> January 2020. Time to be confirmed.