

## MAYFIELD AND FIVE ASHES PARISH COUNCIL

6F:2  
FINAL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE, HELD AT LONDON HOUSE, MAYFIELD ON MONDAY 22 MAY 2006 AT 1930 HOURS.

#### SUMMARY

- Diane Kirkness elected Chairman for 2006/7
- Councillors expenses procedure drafted
- Financial Results reviewed
- Instructions to Internal Auditor agreed
- VAT processes reviewed
- KGF field return to Charity Commissioners to be completed
- Parish Maintenance Programme progressed
- New light at South Street car park authorised
- Chamber of Commerce request festive decorations on Mayfield High Street lights
- Youth activities reviewed
- Calor Village of the Year competition – cancelled
- Three Oak trees to be made safe near Memorial Hall at £1000
- One Sycamore tree to be felled on safety grounds £260
- King Georges Field – Field hire agreements two reviewed
- Lease with Mayfield Band and King Georges Field to be completed
- Provision of more recycling bins underway
- Church issues reviewed

#### ATTENDANCE

Diane Kirkness (Chairman)	(DK)	Present and Voting	
Martin Pitcher	(MP)	Present and Voting	
Paul Amans	(PA)	Present and Voting	
Catherine Swingland	(CS)	Present and Voting	
Hubert Hills	(HH)	Present and Voting	
Felicity Ryan	(FR)	Apologies for Absence	
Present and Voting	5	Present and Not Voting	0
Apologies for Absence	1	Not Present	0
Other Council Business	-		

#### Also Present

David Thompson (Parish Clerk) (DT)      No members of the public were present

## MINUTES

### 1. ELECTION OF CHAIRMAN

- 1.1. DK was proposed as Chairman by MP and seconded by PA. DK was elected Chairman by unanimous vote.
- 1.2. It was proposed by DK and seconded by PA that MP be made a full voting member of the committee.

**VOTE UNANIMOUS**

### 2. DECLARATION OF INTERESTS AFFECTING AGENDA ITEMS

- 2.1. PA declared an interest in Agenda Item No 9 Licence application for Carpenters Arms.
- 2.2. There were no other declarations of interest.

### 3. CHAIRMAN'S ANNOUNCEMENTS

- 3.1. There were no Chairman's announcements.

### 4. ACTIONS PROGRESS

- 4.1. Actions progress is shown in the table below.

• 5F7/9.2	Gates restoration – Gates had been mounted. There was still some outstanding work. Letter sent to order completion.	<b>OPEN</b>
• 5F7/10.2	Youth Drop in Centre – in hand Third meeting 8 March 2006	<b>OPEN</b>
• 5F7/12.2	Person profiles for Clerk and RFO - In hand	<b>OPEN</b>
• 5F7/14.1	Roundabout Costing – In hand Simple version to be produced.	<b>OPEN</b>
• 5F8/11.2	Rix and Kay – effectiveness under review	<b>OPEN</b>
• 5F9/12.1	Mayfield Memorial Hall. Letter to explain conditions of grant.	<b>OPEN</b>
• 5F9/12.4	ESCC £500 Claim Puffin Crossing at Five Ashes. Clerk to settle account.	<b>OPEN</b>
• 5F9/12.5	Cycle storage – Mayfield. Clerk to seek cheaper option – in hand. Order sent	<b>OPEN</b>

• 5F9/13.1	Expense Claim Rules for 2006/7. Draft to Chairman.	<b>OPEN</b>
• 5F11/4.2	£500 gift to be paid to Memorial Hall – Done.	<b>CLOSED</b>
• 5F11/5.2	Agenda item for 26 June 2006	<b>OPEN</b>
• 5F11/10.2	Asset Register – Internal Audit to review	<b>OPEN</b>
• 6F1/4.1	Financial Results for Annual Assembly – Done.	<b>CLOSED</b>
• 6F1/4.3	Mark up VAT dates on Planner – Done.	<b>CLOSED</b>
• 6F1/4.3a	Advise on VAT regulations. Memo prepared.	<b>CLOSED</b>
• 6F1/4.4	Regular grants to be paid. List confirmed and payments being prepared.	<b>OPEN</b>
• 6F1/4.5	Community Prize for both Primary Schools to be organised.	<b>OPEN</b>
• 6F1/5.1	KCC mowing contract documentation to be sent as agreed – Done.	<b>CLOSED</b>
• 6F1/6.3	South Street light. Design to be checked with EDF – Done. Work ordered.	<b>CLOSED</b>
• 6F1/7.1	Electric blanket tests WDC advised.	<b>CLOSED</b>
• 6F1/9.3	Insurance premium renewal – Done.	<b>CLOSED</b>
• 6F1/9.5	Internal Audit to be placed on agenda 6F:2 – Done.	<b>CLOSED</b>
• 6F1/10.1	Agenda for meeting 6C2 – Calor Village of the Year competition – Done.	<b>CLOSED</b>
• 6F1/11.1	Search for Deeds and Records - in hand.	<b>OPEN</b>
• 6F1/11.2	Memorial Hall Trees – in hand.	<b>OPEN</b>
• 6F1/11.3	Fletching Street – seat – in hand.	<b>OPEN</b>
• 6F1/11.4	KGF Gates repairs and bollards – in hand.	<b>OPEN</b>
• 6F1/11.5	KGF Charity Return – in hand.	<b>OPEN</b>
• 6F1/11.6	Mr Bowerman – termination of mowing agreement – in hand.	<b>OPEN</b>
• 6F1/11.7	Argos Hill Windmill Council response – Done.	<b>CLOSED</b>

• 6F1/11.8	Argos Hill Windmill – Sussex heritage awards – Done.	<b>CLOSED</b>
• 6F1/11.9	Advice of Memorial Hall Open day for kitchen – Done.	<b>CLOSED</b>
• 6F1/13.4	Carpenters Arms Licence – to be placed on next agenda – done and matter concluded.	<b>CLOSED</b>

## 5. FINANCIAL RESULTS

- 5.1 The latest financial results for 2005/6 were agreed:
- Mayfield and Five Ashes PC at £14,875 under spend
  - King Georges Field Mayfield Charity at £3,937 overspend
- 5.2 The £14,875 underspend would be set against the year 2007/8 precept and in the meantime be held in reserve.
- 5.3 Arising from the change in the previously reported financial results it was noted that there had been a double count in the amount of grant charged to King Georges Field, Mayfield Charity.
- 5.4 The Clerk reported that new VAT forms were returned to the RFO, after each submission, and therefore if no submission was made then new forms would not be sent. The year planner was now marked up to show VAT reporting times.
- 5.5 VAT recoveries for 2005/6 were confirmed at £4,248. This was considered by the committee to be too low, and after debate it was considered that some VAT charges may not be recovered. It was resolved that:
- The Internal Auditor would review the 2005/6 results.
  - The Clerk would institute a process to examine each account submitted and identify claimable VAT.

### **ACTION DT**

- 5.6 It was agreed that the Clerk would despatch the Regular Grants as soon as possible.

### **ACTION DT**

- 5.7 It was agreed that the Clerk would submit, in conjunction with the RFO, the annual return to the Charity Commissioners for the King Georges Field Mayfield charity.

### **ACTION DT**

5.8 The April 2006/7 results were examined by the Committee. It was noticed that:

- Budget data differed on Statement 1 Summary Report and Statement 7 Detail Report.
- Neither set of budget data represented the agreed budget.

DK to resolve with RFO

**ACTION DK**

5.9 CS questioned the process for rents receivable on King Georges Field Mayfield Charity. The process was that rents received were shown in the King Georges Field account, but only the net figure of surplus on deficit was shown in the M&FA PC results.

5.10 It was agreed that the Internal Auditor would be asked to review the following:

- 2005/6 VAT receipts
- 2006/7 Asset Values
- Process for showing M&FAPC grants in King Georges Field Mayfield Charity accounts

**ACTION DK**

5.11 The Clerk was reminded to ensure that the RFO had:

- Full set of F&GP minutes
- Copies of current contracts

## **6. PARISH MAINTENANCE PROGRAMME**

6.1. The Clerk reported that the following Job descriptions for parish maintenance work had been issued:

- 4 Seats – King Georges Field
- 5 Seats – Mayfield and Five Ashes
- 6 Bus Shelters
- 7 Road Signs

## **7. LIGHTING COSTS**

7.1. The following lighting problems had been reported:

- No 30 badly damaged in recent weather
- No 7 Inspection Plate still missing

7.2. New light at South Street Car Park:

- Noted that the light will be a steel version of the existing concrete columns in the car park with the same lantern head.
- Cost of £809.34 + VAT

It was agreed to authorise the installation of the new light and the Clerk would advise EDF energy accordingly.

### **ACTION DT**

7.3. DK reported that the Chamber of Commerce had requested permission to mount festive decorations on the seven lamp standards in Mayfield High Street. Clerk to progress.

### **ACTION DT**

## **8. LICENCING APPLICATIONS**

8.1. PA registered an interest in this matter and was excluded from the debate. The Carpenters Arms licence application had been returned to WDC as No Objection. DT to follow up results of application.

### **ACTION DT**

8.2. It was noted that the Rose and Crown was now closed. The Clerk had been asked by DK to investigate:

- Possible internal changes to a listed building
- Plant watering systems left running

### **ACTION DT**

## **9. YOUTH ACTIVITIES**

9.1. HH reported that there were four in attendance on 22 May 2006, but left after about one hour. DK reported that:

- Heathfield Youth Group were of the view that the Drop-in Centre unviable.
- Recommended temporary closure after trial period.
- Will MMM provide further funding?
- Youth members were unsure as to what their requirements were
- The more troublesome youths were regular attendees.

- 9.2. It was agreed to consider all the issues at the next meeting of the Youth Committee on 31 May 2006.

## **10. CALOR VILLAGE OF THE YEAR COMPETITION**

- 10.1. The Clerk reported that in consultation with Councillor R Fitzsimmons that the general view of the Five Ashes Councillors was that because of other commitments it would not be possible for them to compete in the competition. There Clerk would therefore not enter Mayfield or Five Ashes in the 2006 competition.

### **ACTION DT**

## **11. OTHER ISSUES**

- 11.1. HH reported that the trees had been inspected and confirmed to be unsafe. The necessary authority had been obtained from Wealden.

The Committee agreed that:

- The three Oaks be dealt with as specified at a cost of £1000 as a health and safety issue.
- Removal of Sycamore tree situated on bank side of Carpenters Arms at a cost of £260.
- Ben Harman Ltd to carry out the work.

### **ACTION DT**

- 11.2. The Clerk reported that following a parishioner's issue raised by MP that ESCC would carry out the following repairs to West Street.

- Resurface July/August 2006
- Fill in pot holes – as soon as possible.

- 11.3. The Green Fletching Street – ESCC reported that examination would take place soon with a view to kerbing at least one side.

### **ACTION DT**

- 11.4. Argos Hill Windmill – Current position as reported to Annual Assembly (Minute No 6A1/15.2).

- 11.5. Rude Theatre Company. The Clerk reported that he had received a reply from the company that the proposed £25 rent for the use of the field would be difficult to find.

After examining the financial data provided by the company and taking into account the KGF Mayfield Charity needs to maximise revenue. The Committee decided that:

- Rude Theatre Company to be charged £10

- M&FA PC would fund £15 as a grant towards the development of arts within the Parish.

**ACTION DT**

11.6. Use of Court Meadow by Mayfield Primary School:

- Request for Sports Day on 24 July agreed
- Committee agreed that the application be increased to cover other uses.

**ACTION DT**

11.7. WDC report examining the possibility of increasing the provision of recycling bins in the Mayfield and Five Ashes. WDC Councillor Brian Redman in the initiative.

11.8. Mayfield Band – Lease of hut by King Georges Field, Mayfield Charity. DK reported that a meeting had been held with Simon Rudge, the treasurer of the band. It was agreed that a rental of £150 would be charged and a lease agreement for 10 years would be completed. The lease to be completed by August.

**ACTION DT**

11.9. HH reported that he was concerned that a clump of trees which were overhanging the Mayfield Pre-School should be inspected for safety. This should be done by the autumn.

**ACTION DT**

11.10. It was noted that the Mayfield Pre-School lease fell due for renewal on 3 September 2006. The lease renewal should be as near as possible similar to that produced for the Mayfield band.

**ACTION DT**

11.11. It was noted that Mr Shaw had not as yet made an approach to hire King Georges Field for the Bonfire Society Fare. The Clerk was instructed to progress the matter.

**ACTION DT**

11.12. The Clerk reported that he had received a letter from Mr Bowerman claiming to be in control of ground maintenance at Five Ashes. Clerk to follow up.

**ACTION DT**

11.13. At the Annual Assembly of the M&FAPC which was held on 15<sup>th</sup> May 2006, under Any Other Business a Parishioner brought to the attention of the PC certain changes were planned for St Dunstan's Church. They expressed concern that these alterations were contentious and that the PC should become involved and convene a public meeting to discuss any planned development. The PC Chairman of the Planning Committee did make clear to the audience that Church matters were Church matters and not within the jurisdiction of the



PC to influence but the Chairman of the PC promised to investigate and give the PC's opinion on the matter in due course.

At the Exhibition given by the Church on Saturday 20<sup>th</sup> May explanations of the plans were readily available and a document 'Appeal Report – 20 May 2006' was obtained giving detailed information of the Church's intentions in this matter.

We hope this exhibition has allayed the fears of the village.

- 11.14. The Clerk reported that a letter had been received from the Mayfield and Five Ashes Society on the subject of the proposed changes at St Dunstons Church, requesting circulation to all members of the Parish Council.

**ACTION DT**

- 11.15. HH considered that the library proposal incorporated in the St Dunstons Church proposals, put the church's collection of books at risk.

## **12 CHAMBER OF COMMERCE PROJECT**

- 12.1 The Chamber of Commerce had requested details of spending on the joint project. The Clerk to arrange.

**ACTION DT**

- 12.2 DT reported that the Rights of Way map had been completed. Members of the Committee ordered 3 copies.
- 12.3 The notice board project was held up due to the illness of Kathy Setford.

## **13 ANY OTHER BUSINESS**

- 13.1 MP requested advice on whether it was a practical idea to possibly help manage a village project whilst remaining as Chairman to Mayfield and Five Ashes Parish Council. The Committee considered that there would be no problems provided any declarations of interest which might be necessary were made.

- 13.2 The Committee agreed to the Clerk obtaining a laminator in order to provide Parish Council notices which were more robust in adverse weather.

**ACTION DT**

- 13.3 Burnt out car in Memorial Car Park reported by HH. This vehicle had now been moved.
- 13.4 MP asked when the weeding of the village would take place. The Clerk to arrange.

**ACTION DT**

- 13.5 CS asked if the Chamber of Commerce had taken any further action over the establishment of a farmers market at the Memorial Hall. So far nothing had been suggested. DK to follow up.

**ACTION DK**

- 13.6 Agenda arrangements for the forthcoming King Georges Field, Mayfield Charity meeting were discussed. It was agreed that:

- The meeting would start in the normal way at 1930 hours
- The Agenda would be:
  1. Attendance
  2. Election of Chairman
  3. Declaration of Interests
  4. Presentations
  5. Balance of standard Agenda

**THE MEETING CLOSED AT 2215 HOURS.**

**THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE ON:**

**DATE: MONDAY 26 JUNE 2006**

**VENUE: LONDON HOUSE**

**TIME: 1930 HOURS**