

Minutes of The Meeting of
Mayfield and Five Ashes Parish Council

Finance & General Purposes Committee



Venue Old Manor House
Date Monday 26 November 2012
Time 19.30

12F07
Adopted

Minutes

Chairman: Chris Lilly

1. Attendance:

Chris Lilly	(CL)	Present and Voting
Robert Fitzsimmons	(RF)	Present and Voting
Rosemary Neal	(RN)	Present and Voting
Jayne Bramwell	(JB)	Apologies for Absence
Jerry Watkiss	(JW)	Present and Voting
Jane Driscoll	(JD)	Present and Voting
Lloyd McLean	(LM)	Present and Voting
Deveda Redman	(DR)	Present and Voting

Present and voting 7 Apologies for Absence 1

Also in attendance:

Janna Todd (JT) Parish Clerk.

2. Declarations of interests by members on agenda items

2.1. There were no declarations of interests on agenda items.

3. Minutes of meeting 29 October 2012 (12F06)

3.1. The minutes were adopted at the Full Parish Council meeting on 12 November 2012.

3.2. The actions were reviewed and the Actions in Progress list was updated.

3.3. CL informed that on-line banking with Natwest would not be possible until the signatories on the mandate were updated.

3.4. It was agreed that an office cleaner should be sourced and that a maximum of £10 per hour should be offered, preferably less if possible.

3.5. CL requested that the mortgage documents for the Parish Council office at Old Manor House be located and filed appropriately. **Action JT**

3.6. The possibility of the Horticultural Society planting and maintaining the High Street hanging baskets is being investigated. RN informed that if they agree the Parish Council's hanging baskets will need retrieving from Euro Plants.

3.7. The environmental site on Court Meadow has been cleared. The ditches have been cleared and the debris pushed back to provide more of a flood defence. This will be done annually before the Bonfire Festival.

4. Finance Report 1 – 31 October 2012

- 4.1. The Finance Report was reviewed.
- 4.2. To achieve a balanced budget at the end March 2013, expenditure must be reduced as payments budgeted for the previous financial year are being paid in the current financial year.
- 4.3. It is intended that the VAT return will be made quarterly rather than annually.

Action JT

- 4.4. The Detailed Income and Expenditure by Budget report was examined. RN will determine any alterations required to the allocations. **Action RN**
- 4.5. It was agreed that the Summary Report would be displayed on the website with the more detailed reports available to view in the Parish Office.
- 4.6. The Full Council will be provided with the Summary Report at the monthly meetings.
- 4.7. The Committee agreed the expenditure for October 2012 and the report was signed by the Chairman.

5. Financial Policies, Procedures and Processes

- 5.1. The Financial Policies, Procedures and Processes document was reviewed by the committee.
- 5.2. It was agreed that the current system of three signatories per cheque would be maintained (ie two Councillors + Clerk). On rare occasions when two councillors are unavailable and an urgent payment is required, any two signatories would be sufficient.
- 5.3. Cheques will be signed every two weeks at the Full Council and Finance and General Purposes meetings.
- 5.4. Any comments or alterations required to the document will be forwarded to CL for ratification at a future meeting.

6. Memorial Hall Car Park

- 6.1. Two quotes had been obtained to resurface the deteriorated section of the Memorial Hall car park.
- 6.2. It was agreed to accept the quote from Nicholls Bros (Sussex) Ltd for £864.00 inc VAT as it was the most competitive. Work will be requested to commence at the earliest possibility to avoid further frost damage. **Action JT**

7. Erection of New Dog Bin

- 7.1. It was agreed that a new dog bin was required to the west of the village. A site has been located on the corner of Love Lane and Station Approach. The owner of the land has given permission for one to be erected.
- 7.2. The number of dog bins owned by the Parish Council, frequency of emptying and costs will be investigated with Wealden District Council before the bin is erected. **Action JT**
- 7.3. Owing to financial constraints the new dog bin will not be erected until early in the next financial year. **Action JT**

8. Items of Information and Next Agenda Items

- 8.1. RF informed that we still need to ascertain the cost to the Parish Council of maintaining the church clock.
- 8.2. Feedback from the Fletching Street Traffic Calming Scheme has been received from ESCC and new ideas are being discussed between Mr Sutton and Cllr Bob Tidy.
- 8.3. It was agreed that at Full Council meetings, the first item on the agenda will be Public Question Time when Members Of The Public can be heard before agenda items are discussed.
- 8.4. RN informed that the wreaths laid on Armistice Day were purchased by the British Legion and that a donation towards the cost would be appropriate. It was agreed to donate £40.00 to the Royal British Legion.
- 8.5. JD informed that the horse and swings in Court Meadow playground needs painting. It was agreed that this would be undertaken in the next financial year and it will be placed on the Annual Calendar of Works.

Action JT

- 8.6. Investigation is required to determine when the ROSPA (Royal Society for the Prevention of Accidents) report is required and whether the Parish Council is reminded or has to activate it.

Action JT

- 8.7. The committee was informed that the wire covering the steps in the playground in Court Meadow was detaching and was potentially hazardous. CL kindly agreed to remove it.

Action CL

The meeting closed at 21:08

The next meeting of the Finance & General Purposes Committee will be:

Venue: The Old Manor House

Date: 28 January 2013

Time: 19:30 Hours

Annex 1 - Actions progress:

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Actions from Meeting 11F04			
11F04/9.1	Court Meadow, playground –Gate spring should be on other side. E Du Cann to redo Action JT		In hand
Actions from Meeting 12F01			
12F004	12F01/3.7	Bank behind Carpenters Arms support to stop loose stone falling Action JB. awaiting report from WDC	In hand
12F006	12F01/5.1	Old Manor House office toilet to be refurbished. .	Open
Actions from Meeting 12F02			
12F025	Reinstated From 11F09/6.1	Clerk to obtain a copy of the agreement with regard water and sewage, and to negotiate if possible a reduction in rates for sewage and water.	Closed
Actions from meeting 12F03			
12F30	12F03/4.1	Develop on-line banking. create separate accounts for	In Hand

	Reserves. Not Possible until mandate up and running	
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Actions From Meeting 24 September 2012 (12F05)

5.7	Change signatories for Barclays Account (JT)	In hand
8.1	Plan office layout & cleaning regime (Max £10 per hour)(JT)	Open
9.1	Investigate costs to repair finger posts. Awaiting ESCC confirmation of ownership. (JT)	In hand
10.3	Draw up list of questions for David Thompson (JT)	In hand
13.6	Review state of vegetation on roundabout in summer 2013 (RF)	Closed
13.8	Determine changes to precept.from WDC (DR)	Closed
13.9	Place sign in noticeboard re: minutes & opening times (JT)	Closed

Actions From meeting 29 October 2012 (12F06)

2.3	Locate purchase document for Old Manor House (JT)	Open
2.4	Update noticeboards to show which sub-committee minutes are available for viewing. (JT)	Closed
6.4	Enquire whether Horticultural Society will provide and maintain village hanging baskets. (RN)	In hand
6.5	Obtain footfall survey from Mayfield Library. (JT)	Closed
6.6	Place Youth Drop In Centre on next Full Parish Council agenda.	Closed
6.9	Investigate lighting contract to ensure its suitability for the villages (JT) WDC will advise	Open
6.10	Investigate whether other Parish Councils pay rates for their offices (JT)	Closed
6.11	Locate building/contents insurance policy for Old Manor House to reduce premium (JT)	Open
9.1	Obtain quote from Sam Cox to extend ditch in Court Meadow. (RF)	Closed
11.1	Draw up an annual calendar of work (JT)	On-going
12.1.3	Request quote from Steve Barns to move allotment tap (JT) Awaiting reply from allotment holders	Open
12.3.1	Source 'No overnight parking' sign (JT)	Open
12.3.2	Obtain quotes to repair Memorial Hall car park surface (JT)	Closed
12.3.3	Contact Wealden concerning glass recycling bins. (JT)	Closed
12.4.4	Inform library of Committees decision re sign (JT)	Closed
12.5.1	Inform Skinners to commence work on Skateboard safety railings (JT)	Closed

Actions from meeting 26 November 2012 (12F07)

3.5	Locate PWBL mortgage documents and file appropriately	JT	Open
4.3	Inform Inland Revenue of change to quarterly VAT claiming	JT	Open
4.4	Review allocations in income and Expenditure report	RN	Open
6.2	Accept quote to patch Memorial Hall Car Park	JT	Open

7.2	Investigate cost of dog bins to budget for erecting new bins	JT	Open
8.6	Investigate administration of ROSPA	JT	Open
8.7	Remove wire on steps in Court Meadow playground.	CL	Open