



Minutes of the meeting of  
Mayfield and Five Ashes Parish Council  
**Finance & General Purposes  
Executive Committee**

**Venue** Old Manor House, High Street, Mayfield, TN20 6AL  
**Date** Monday 23 October 2023  
**Time** 19:30

F23OCT23  
2023/24 Meeting 03  
Adopted

## Minutes

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**Chairman: Councillor:** Chris Lilly

**Councillors present and voting:**

Paul Amans, Chris Dines, Chris Lilly and Andrew Ratcliffe

**Also present:** Janna Todd, Parish Clerk.

**Public Questions**

- There were no public questions.

**1. Apologies for absence**

1.1. Apologies for absence were accepted from Cllr Ian Parker.

**2. Declaration of Substitute Members**

2.1. There were no Substitute Members.

**3. Declarations of interests by members on agenda items**

3.1. There were no declarations of interests.

**4. Minutes of the meeting 25 September 2023 (previously circulated)**

4.1. The actions in progress were reviewed and updated.

**Matters arising from the minutes**

4.2. The manufacturer of the rights of ways maps has informed they need to reissue quotes and cannot find any information on the quotes previously provided.

4.3. The Internal Auditor has confirmed that the Council's fidelity insurance covers funds exceeding the Financial Services Compensation Scheme protection limit.

4.4. Barclays has completed the changes in signatories. Natwest has yet to confirm this.

4.5. Information on the public being welcomed to Committee meetings has been included in the November Newsletter article.

4.6. The Mid-Sussex District Council that manages the recreation ground at Burgess Hill has supplied information on their recreation ground hire charges. The organisation managing the recreation ground in Crowborough has not replied.

**5. Financial compliance (information previously circulated)**

5.1. The following financial reports were previously circulated:

- F & GP GO Finance Report Issued October 2023
- MCC 2023/24 Quarter 2 Finance Report
- Consolidated GO & MCC Finance Report 2023/24 Q2

5.2. It was **resolved** to approve and sign the above listed Finance Reports.

5.3. It was **resolved** to approve Parish Council expenditure to 30 September 2023.

- 5.4. It was **resolved** to approve the bank account reconciliations and sign the cross-referenced bank statements up to and including 30 September 2023.
- 5.5. It was **resolved** to approve expenditure of £9,040.10 for the May 2023 election costs. WDC has informed that the invoice will be issued shortly and has provided information on why costs have increased substantially since the previous contested election in 2007.

## 6. Mayfield Community Centre (MCC) financial matters

- 6.1. The MCC Budget 2024/25 v1.2 was previously circulated.
- 6.2. The budget is based on a project build and design cost of £4.5m and cash flow provided by the Council's MCC consultant. It was noted that the cashflow is in its formative stage and without an agreed timescale the document remains fluid and will change. Budgeted funds have therefore been currently overestimated to minimise any likelihood of overspends.
- 6.3. The Chairman provided a summary on the current position of the project and informed that considerable work is being carried out on cost reductions and value engineering.
- 6.4. A meeting will be arranged with UK Power Networks to try to avoid the necessity of an electrical substation that adds another £120k to the budget required. There will be electric vehicle charging points installed but there are no other appliances that will require high voltage energy in the hall or medical centre.
- 6.5. Plans for an affordable external design are to be commissioned and will need to be acceptable to the WDC Conservation Officer.
- 6.6. WDC are considering the viability of the Health Centre and would like the capital to be repaid within the first 25 years with a return of 4%. It is anticipated that the new design will be within their original maximum budget approved by the previous administration. Despite this, the new financial model will require approval by the new administration for it to proceed. It is hoped this will be confirmed at the Project Board meeting tomorrow.
- 6.7. An application for a £250k grant from the Community Ownership Fund, if successful, would reduce the necessary term of the PWLB loan that has lengthened due to the increase in interest rates.
- 6.8. A Community Infrastructure Levy payment circa £11,981 has been received and will negate the requirement for an increase in precept next year. It was agreed to recommend no increase in precept when the MCC budget is considered at the next Parish Council meeting.

## 7. 2023/24 Interim audit report (information previously circulated)

- 7.1. The interim audit report was reviewed and it was noted that there were no areas of concern. It was recommended to increase the fidelity insurance to £1m now the second tranche of the precept has been received. **Action JT**
- 7.2. The levels of authorised expenditure in the financial regulations will be considered at the next Committee meeting.
- 7.3. The Internal Auditor is considering the comments provided by the External Auditor on the 2022/23 AGAR and will advise a course of action.

## 8. Consideration of 2024/25 Grant Applications (information previously circulated)

- 8.1. It was **resolved** to approve the following grant applications for payment in 2024/25:

i. Mayfield Bonfire Society	£500
ii. Five Ashes Village Hall	£500
iii. Mayfield Band	£500
iv. Five Ashes Primary School	£95
v. Kent Sussex & Surrey Air Ambulance	£300
vi. Wealden Citizen Advice	£300

**Action JT**

- 8.2. It was **resolved** to provide a Section 137 grant of £150 to each primary school towards school prizes.

## 9. Consideration of the 2024/25 budget (information previously circulated)

- 9.1. The General Operations Budget v1.3.2 was previously circulated and reviewed. There is a positive surplus projected at the end of the current year so an increase in precept was not recommended. There has been no increase in the General Operations precept since 2017/18 but an increase is likely for the 2025/26 financial year.
- 9.2. The Clerk was thanked for the financial astuteness always maintained.
- 9.3. It was **resolved** to contribute £1,000 to the Bonfire Society towards the 2024 festival.
- 9.4. £500 carried over from 2022/23 for the rights of ways maps will be transferred to reserves.  
**Action JT**
- 9.5. It was **resolved** to increase the fair's hire charge of Court Meadow over the six days they attend to £500.
- 9.6. There was a discussion on accumulating funds for defibrillator maintenance and it was agreed that a new ear marked reserve will be introduced in next year's budget preparation. The Mayfieldians have agreed to utilise their remaining public funds raised for initial maintenance.
- 9.7. The updated budget will be taken to Council for approval at the November 2023 meeting with no recommended increase in precept. It is anticipated that the Council's resolution to approve the precept will be, at latest, at the December 2023 meeting.

## 10. War Memorial cleaning (information previously circulated)

- 10.1. It was **resolved** to approve the quotation of £1,445 to clean the Mayfield and Five Ashes War Memorials. Permission to proceed is required from the Conservation Officer. **Action JT**

## 11. Items from the Clerk (information previously circulated)

- 11.1. It was resolved to approve the additional four cuts of urban verges by ESCC in 2024/25 for £1,947. The initial quote was reduced once the cutting of Mayfield roundabout was removed from their schedule as it is sponsored. **Action JT**

## 12. Items of information and next agenda items

- 12.1. The removal of graffiti from assets not owned by the Council can be reconsidered next year. East Sussex Highways (ESH) has informed it can be cleaned from the rear of their road signs if there is no danger to the contractor that has been engaged. They will only clean off offensive graffiti or when it causes a hazard.
- 12.2. The bank at the top of West Street is scheduled to have its annual cut towards the end of this year.
- 12.3. ESCC has informed that the steps handrail on the West Street bank will be replaced by 24 November 2023.

**The meeting closed at 20:48 hours**

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

**Venue:** Old Manor House, High Street, Mayfield, TN20 6AL  
**Date:** 27 November 2023  
**Time:** 19:30

.....**Chairman's Signature**

.....**Date**

**Annex 1 - Actions progress:**

<b>Actions from meeting 28 September 2020</b>			
4.7	New lease for Pre-School <b>Awaiting response from pre-school</b>	JT	In hand
<b>Actions from meeting 27 June 2022</b>			
10.1b	Investigate assistant clerk job description, pay rate and hours required	JT	In hand
<b>Actions from meeting 03 October 2022</b>			
4.2	Engage electrician for PAT testing and tidy up wiring <b>Awaiting date</b>	JT	On hold
<b>Actions from meeting 28 November 2022</b>			
4.3	Purchase ROW map for Mayfield High St <b>Awaiting revised quotation</b>	JT	On hold
<b>Actions from meeting 27 February 2023</b>			
10.2	Acquire costs for installation of metal fencing and a warning sign	JT	In hand
11.2	Investigate costs to install and fill a grit bin on Court Meadow	JT	Open
<b>Actions from meeting 24 April 2023</b>			
7.2	Investigate insurance to cover excess funding than the FSCS	JT	Closed
9.3	Dispose of old office PC <b>Next paper shredding date</b>	JT	On hold
<b>Actions from meeting 26 June 2023</b>			
6.4	Update signatories on the Natwest and Barclays accounts	JT	In hand
11.3	Anchor bench by all weather court in its current location	JT	Open
12.4	Remind residents can attend relevant committee meetings	JT	Closed
<b>Actions from meeting 25 September 2023</b>			
7.4	Investigate hire charges for the fair with other councils	JT	In hand
<b>Actions from meeting 23 October 2023</b>			
7.1	Arrange the increase in fidelity insurance to £1m	JT	Open
8.1	Inform grant applicants of their approval	JT	Open
9.4	Transfer £500 to reserves for the rights of ways maps	JT	Open
10.1	Request permission for war memorial cleaning and engage contractor	JT	Open
11.1	Accept ESH contract for verge cutting	JT	Open