



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

F26JUN17
2017/18 Meeting 01
Adopted

Venue Old Manor House
Date Monday 26 June 2017
Time 19:30

Minutes

Chairman: Councillor Chris Lilly

Councillors present and voting:

Chris Lilly	Deveda Redman	Robert Fitzsimmons
Jerry Watkiss	Rosemary Neal	Elaine Wheeler

Also present: Janna Todd, Parish Clerk.

1. Election of Chairman

- 1.1. Cllr Lilly was proposed as Chairman by Cllr Watkiss and seconded by Cllr Neal.
- 1.2. Cllr Chris Lilly was elected as Committee Chairman by unanimous vote

2. Apologies

- 2.1. Apologies for absence were accepted from Cllr Weavers.

3. Declarations of interests by members on agenda items

- 3.1. There were no declarations of interest.

4. Minutes of the meeting 24 April 2017 (previously adopted)

- 4.1. The minutes were adopted at the Full Parish Council meeting on 08 May 2017.
- 4.2. The actions in progress were reviewed and updated.

Matters arising from the minutes

- 4.3. A contractor has been engaged to determine whether the compass points on top of the village sign can be rotated. If this is not possible a quotation will be acquired from the blacksmith to realign the compass points.
- 4.4. Installing a brown tourist information sign to direct visitors to the High Street attracts a £135 application fee on top of the costs to construct the sign plus installation charges.
- 4.5. The cost of a cycle route sign to local services will be ascertained. A decision will then be made on whether it would be beneficial to increase High Street trade. **Action JT**
- 4.6. ESCC has confirmed that they have received the request to provide their costs for installing a dropped kerb for pedestrians in Mayfield High Street.

5. Finance Report for 1 – 31 May 2017 (previously circulated)

- 5.1. The Finance Report was reviewed.
- 5.2. The Committee authorised expenditure for May 2017.
- 5.3. Expenditure from the current account during May was above average however it included the first half yearly payment of £2,920.13 for the Public Works Loan Board for the Parish Council office leasehold and the first tranche of the Streetlights maintenance contract for £2,180.08.

5.4. The 2016/17 quarter 4 VAT of £1,161.50 has been received from the Inland Revenue.

5.5. The Chairman signed the bank reconciliations for May 2017.

6. Annual Return

6.1. The 2016/17 Annual Return was reviewed then ratified by the Committee.

7. Internal auditor

7.1. The internal auditor's report was reviewed and it was noted that there were no matters of concern raised.

7.2. It was resolved unanimously to extend the current internal auditor's appointment to five years, the usual agreed length of term being three years.

8. Community Bank Account

8.1. It was resolved to transfer £18 from the Unity Trust Deposit Account's interest payments to the Unity Trust Current Account for administration charges. **Action JT**

8.2. It was resolved to transfer the remaining funds in the Unity Trust Deposit Account to the Natwest Accruals account while a replacement bank account is opened. **Action JT**

8.3. It was resolved to close the Unity Trust Current and Deposit Accounts at the end of June 2017 to avoid further administration charges. **Action JT**

8.4. It was resolved to apply for a Santander Treasurer's Account to replace the Unity Trust bank accounts. **Action JT**

9. Skate park upgrade

9.1. The groundwork has been completed and two new ramps installed.

9.2. It was agreed for the next stage of the project that the skate park upgrade team will be requested to forward up to date quotations to the Parish Council before they are accepted.

9.3. The final expenditure of £19,300 for stage one of the project was approved.

9.4. The Committee agreed to utilise the £4,000 of ring-fenced funding towards the skate park refurbishment from the Barclays Reserves Account.

9.5. There was an overspend of £776 funds due to time restraints imposed for the expenditure of the grant from Awards for All which resulted in engaging a different contractor to lay the tarmac. However further donations of £250 from Mayfield Scouts, £100 from a private donation and a £500 grant from Sussex Police have been received which covers the overspend.

10. Items from the Clerk

10.1. The Committee authorised the payment of £928.80 to UK Power Networks and £1,515 to Streetlights to convert the two streetlights in Fir Toll Road to LED. **Action JT**

10.2. Streetlights has quoted £975 exc VAT for their repairs to the damaged light on Wellbrook Hill. It was agreed to request a quotation from UK Power Networks for their additional costs towards the repair then form a decision on whether to replace the light. **Action JT**

10.3. It was noted that the removal date for the High Street telephone kiosk is within 42 days of 4 October 2018. Enquiries are on-going into the costs to replace it with a traditional telephone kiosk as a tourist information point

10.4. Wealden District Council has informed that listed building consent may be required to refurbish the telephone kiosk opposite the Rose and Crown as a tourist information point.

11. Items of information and next agenda items

11.1. There was a discussion on the suggestion to investigate the possibility of the Parish Council building a new Health Centre on land at Court Meadow and leasing it to the Woodhill Practice with any generated income used towards the construction of a new village Hall. The Parish Council's thoughts on the concept will be discussed at its July 2017 meeting.

- 11.2. A discussion followed on Wealden District Council's official decision that prior approval is not required for installing a telephone mast in Little Trodgers Lane and whether their planning procedure is actually democratic in view of how many objections were made.
- 11.3. The Planning Executive has agreed to write to Nus Ghani MP for her assistance with requesting that Harlequin look again at more preferable locations for the telephone mast. This matter will be discussed at the July 2017 Council meeting.
- 11.4. Members of the Committee were requested to forward any ideas for major projects in 2018/19 by the end of August 2017 ahead of budget preparation.
- 11.5. A request has been received to install an additional bench near the football pitch on Court Meadow which will be investigated further. **Action JT**
- 11.6. The ecological survey for Jubilee Wood has been received.

The meeting closed at 21:10

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

Venue: The Old Manor House
Date: Monday 25 September 2017
Time: 19:30 Hours

.....*Chairman's Signature*

.....*Date*

Annex 1 - Actions progress:

Actions from meeting 27 June 2016			
11.2	Add village sign to insurance schedule	JT	Closed
Actions from meeting 24 October 2016			
3.6	Install recognition plaque for village sign (Awaiting final repairs)	JT	On hold
11.2	Investigate first aid courses and defibrillator training for the public	DR	Open
Actions from meeting 28 November 2016			
9.1	Investigate solar powered speed indicating devices	JT	In hand
Actions from meeting 27 February 2017			
10.1	Arrange date for clearance of F & GP documentation	CL	Open
10.2	Investigate paper removal and shredding contractors	JT	Closed
Actions from meeting 24APR17			
3.3	Investigate costs for installing a traditional telephone kiosk	JT	In hand
5.5	Quotation to repair streetlight 84 on Wellbrook Hill	JT	In hand
9.2	Investigate highways certified contractor & what local PCs require	JT	In hand
10.5	Add fixing utilities contracts to Financial Policies & Procedures	JT	Open
11.1	Ascertain previous printing costs of ROW booklets	JT	Open
11.4	Write to Highways to request the replacement barriers in Star Lane	JT	Closed
Actions from meeting 26 June 2017			
4.5	Ascertain costs to install cycle route to local services	JT	Open
8.1	Transfer £18 from Unity Trust deposit Account to Current Account	JT	Open
8.2	Transfer funds in Unity Trust deposit account to Natwest Accruals Acc	JT	Open
8.3	Close the Unity Trust Current and deposit accounts	JT	Open
8.4	Apply for a Santander Account for community funds	JT	Open
10.1	Authorise Streetlights to proceed with LED conversion of Fir Toll lights	JT	Open
10.2	Request quotation from UKPN for repairs to Wellbrook Hill light	JT	Open
11.5	Determine costs to install additional bench in Court Meadow	JT	Open