

## MAYFIELD AND FIVE ASHES PARISH COUNCIL

6F:1  
FINAL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE, HELD AT THE CLERKS OFFICE, HIGH STREET, MAYFIELD ON MONDAY 24 APRIL 2006 AT 1930 HOURS.

#### SUMMARY

- Process for Year End 2005/6 Financial Results agreed
- Provisional Financial Results to March 30 2006 agreed
- Cycle Racks Project agreed
- Mowing contract for 2006/7 agreed
- Lighting maintenance charges for 2006/7 agreed
- New light for South Street car park progressed
- Seat for Fletching Street to be progressed
- Reserves statement 2006/7 agreed
- Sussex Heritage Awards – F&GP will not enter Argos Hill Windmill

#### ATTENDANCE

Diane Kirkness (Chairman)	(DK)	Present and Voting
Martin Pitcher	(MP)	Present and Not Voting
Paul Amans	(PA)	Present and Voting
Catherine Swingland	(CS)	Not Present
Hubert Hills	(HH)	Present and Voting
Felicity Ryan	(FR)	Apologies for Absence
Present and Voting	3	
Present and Not Voting	1	
Apologies for Absence	1	
Not Present	1	
Other Council Business	-	

#### Also Present

David Thompson (Parish Clerk) (DT)

No members of the public were present

## MINUTES

### 1. DECLARATION OF INTEREST BY COUNCILLORS ON AGENDA ITEMS

- 1.1. There were no declarations of interest.

### 2. CHAIRMAN'S ANNOUNCEMENTS

- 2.1. There were no Chairman's announcements.

### 3. ACTIONS PROGRESS

- 3.1. Actions were as followed:

• 5F7/9.2	Gates restoration – Gates had been mounted. There was still some outstanding work.	<b>OPEN</b>
• 5F7/10.2	Youth Drop in Centre – in hand Third meeting 8 March 2006	<b>OPEN</b>
• 5F7/11.1	Street signs and road cleaning job description required – done	<b>CLOSED</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>
• 5F7/14.3	Assets Statement – done	<b>CLOSED</b>
• 5F8/11.2	Rix and Kay – effectiveness under review	<b>OPEN</b>
• 5F9/10.3	Newmans – Outstanding claim. Both companies to be advised and outstanding issues resolved.	<b>CLOSED</b>
• 5F9/12.1	Mayfield Memorial Hall. Letter to explain conditions of grant.	<b>OPEN</b>
• 5F9/12.3	WDC Electric Blanket Tests arrangements in hand – decision made	<b>CLOSED</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	<b>OPEN</b>
• 5F9/13.1	Expense Claim Rules. To be prepared for 2006/7.	<b>OPEN</b>
• 5F11/4.2	£500 gift to be paid to Memorial Hall	<b>OPEN</b>
• 5F11/5.2	Agenda item for 26 June 2006	<b>OPEN</b>
• 5F11/6.1	Lighting Report – prepared closed.	<b>CLOSED</b>
• 5F11/10.2	Asset Register – Internal Audit to review	<b>OPEN</b>

#### **4. FINANCIAL RESULTS**

- 4.1. The Financial Results up to 30 March 2006 were circulated. It was agreed by the Committee that only Form 1 would be distributed at the Annual Assembly.

##### **ACTION DT**

- 4.2. Commenting on the results DK reported that there was an underspend of £6900 for the year. It was also noted that £17000 from existing reserves would be used to support budget 2006/7.
- 4.3. It was reported that the RFO had not made a claim for VAT repayment in 2005/6 until the year end, instead of each three months as had been done last year. The effect of this had been to adversely effect cash flow to a serious degree. It would appear that the reason for this was due to oversight by RFO. There was also some debate over the VAT rules for Parish Councils and the process requirements to ensure VAT returns were submitted.

##### **ACTION DT CLERK TO MARK VAT REQUIREMENTS ON THE YEAR PLANNER**

##### **ACTION DT CLERK TO ADVISE ON VAT REQUIREMENTS IN CONJUNCTION WITH INTERNAL AUDIT**

- 4.4. The Committee agreed unanimously that all regular grants would be paid after receipt of the precept.

##### **ACTION DK TO CONFIRM LIST TO CLERK**

##### **ACTION DT TO ARRANGE PAYMENT**

- 4.5. The Committee agreed that a prize for the community be given to both the villages primary schools.

##### **ACTION DT**

## **5. 2006/7 CONTRACTS AND PROJECTS**

- 5.1 The Committee agreed to the retention of Kent County Council for grass cutting in King Georges Field and Five Ashes as per the following schedule.

Cost per occasion	KGF	Five Ashes
Mowing	£56.78	£28.39
Rolling	£170.35	£85.17

### **ACTION DT**

- 5.2 A further estimate and proposal for the agreed bicycle racks was debated. The Committee decided to implement a twelve station cycle rack (BR12GF) from Wybone at a cost of £144.39 + VAT and fixings.

The Committee decided that the cycle rack would be placed behind the shelter, near the pre school on King Georges Field. The structure to be secured on a concrete base.

### **ACTION DT**

## **6. LIGHTING COSTS**

- 6.1. DT reported the current position with regard to maintenance charges which were that EDF energy had advised that prices would be held until March 2007. The cost of 2006/7 was £2916.
- 6.2. Problems notified – 2 at Queensmount.  
Repairs carried out – No 19 Coggins Mill Lane and No 65 Mayfield High Street.
- 6.3 DT advised that the estimate for the proposed new light at South Street car park was £809.34 + VAT. The Committee wished to be reassured that the proposed light would blend into the surroundings since it was an area of natural beauty.

### **ACTION DT TO CONSULT WITH EDF ENERGY**

## **7. ELECTRIC BLANKET TESTING**

- 7.1. It was reported that WDC would not be able to include Mayfield and Five Ashes in the October 2006 for electric blanket testing. However WDC had offered to collect the blankets from a central point and test them at Crowborough. The Committee resolved to decline the offer since it would cause considerable logistical problems.

### **ACTION DT TO ADVICE WDC**

## **8. YOUTH ACTIVITIES**

- 8.1. DK reported on the Youth Group drop-in centre's progress. It was agreed that the Youth Group membership would attend the session to be held on Monday 22 May 2006 at 1900 hours after which the F&GP meeting would be held at 1930 hours.
- 8.2. It had been agreed a further meeting of the Youth Group would be held, at which representatives of the village youth would attend this meeting and would start at 1700 hours at a date to be decided.

## **9. DOCUMENTATION**

- 9.1. Reserves Statement – With one amendment the Reserves Statement was accepted by the Committee and is attached to the minutes.

**PROPOSED DK                      SECONDED PA                      VOTE UNANIMOUS**

- 9.2. The Financial Regulations had been amended and will be re-issued in time for the AGM.
- 9.3. DT reported that the insurance renewal had been received and checked and is in order. The Committee approved the payment of the premium of £2660.

**ACTION DT**

- 9.4. The notice of external audit had been received, and the process for completion was agreed.
- 9.5. It was necessary to prepare the internal audit for 2006/7, and it was agreed to raise this issue at the next meeting.

**ACTION DT**

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

- 10.1. It was reported that the application for the Village of the Year competition had been received. After debate it was agreed that the issue would be raised at the next council meeting and that consideration be given to Five Ashes entering the competition.

**ACTION DT TO PLACE ON AGENDA 6C2**

## **11. OTHER ISSUES**

- 11.1. DT reported the current position with regards the location of the Mayfield and Five Ashes Parish Council Deeds and Records. This was:

- Unable to locate at Barclays Bank and need old account number to progress.
- Not with Rix and Kay
- Enquiries to be made with ESCC, Norman Bennett and Nat West Bank.

### **ACTION DT**

- 11.2. HH reported a number of trees located on Kings Georges Field and the Memorial Hall area needed to be examined for safety. These would be inspected on Thursday 27 April and a report submitted.

### **ACTION HH**

- 11.3. Following debate on the proposed seat for Fletching Street the Clerk was instructed to progress with WDC before progressing fully to completion.

### **ACTION DT**

- 11.4. King Georges Field gates were to be equipped with bollards and gate stops. The Clerk to arrange as soon as possible.

### **ACTION DT**

- 11.5. It was noted that the King Georges Field Charity Commission return may be required and that this should be taken into account when the charity accounts are prepared.

### **ACTION NJ COMMISSION RETURN - ACTION DT KGF AGENDA**

- 11.6. The Clerk had received correspondence from Mr Hamish Bowerman claiming payment for work on the King Georges Field. The Committee ruled that their decision to cancel this arrangement in January 2002 still stood, and the Clerk should inform Mr Bowerman.

### **ACTION DT**

- 11.7. It was agreed that the Clerk would write a response to WDC with regard to the Argos Hill Windmill.

### **ACTION DT**

- 11.8. It was agreed not to enter the Windmill into the Sussex Heritage Awards because the surrounding land was in private hands.

### **ACTION DT**

- 11.9. It was agreed that Councillor D Kirkness would represent the Parish Council at the Memorial Hall new kitchen viewing event on Wednesday 17 May.

### **ACTION DK**

## **12 MAYFIELD AND FIVE ASHES CHAMBER OF COMMERCE PROJECT**

- 12.1 Notice Boards – information and estimates for the proposed notice boards had been sent to ROW.
- 12.2 Website – The Clerk was drawing up a specification in conjunction with the Chairman.
- 12.3 Road Signs – Awaiting type approval for the support posts with ESCC.
- 12.4 Litter and street cleaning – complete.

## **13 ANY OTHER BUSINESS**

- 13.1 Green opposite Rose & Crown – Clerk to progress with ESCC and land registry.
- 13.2 Tubs for Mayfield High Street by the cannon had been placed into use.
- 13.3 North Street Drainage – DT reported that ESCC had examined the area and carried out repair works. Mrs V Streeter had been informed.
- 13.4 A licence application had been received for the Carpenter Arms – to be placed on next agenda.

**ACTION DT**

**THE MEETING CLOSED AT 21.40 HOURS.**

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

**DATE: MONDAY 22 MAY 2006**

**VENUE: LONDON HOUSE**

**TIME: 1930 HOURS**