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**MINUTES OF THE MEETING OF THE FINANCE AND  
GENERAL PURPOSES COMMITTEE,  
HELD AT LONDON HOUSE, MAYFIELD  
ON MONDAY 24 MAY 2010 AT 1930 HOURS.**  
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**Committee Chairman Councillor Chris Lilly**

**10F02  
CHAIRMAN  
APPROVED**

**SUMMARY**

- Financial Results Period 12 Final discussed
- Relocation project progress discussed
- Court Meadow South Side Boundary Project progressed
- South Street Allotment Project progress reported
- Financial Results Period 1 discussed.
- C Lilly elected Chairman for 2010/11

**ATTENDANCE**

Chris Lilly	(CL)	Present and Voting	
Paul Amans	(PA)	Apologies for Absence (H)	
Elaine Wheeler	(EW)	Present and Voting	
Hubert Hills	(HH)	Apologies for Absence (H)	
Deveda Redman	(DR)	Present and Voting	
Robert Fitzsimmons	(RF)	Present and Voting	
Lloyd McLean	(LM)	Present and Voting	
Jane Driscoll	(JD)	Present and Voting	
Present and Voting	6	Present and Not Voting	0
Apologies for Absence	2	Not Present	0
Other Council Business	-		

**Also Present**

David Thompson (Parish Clerk) (DT)

## **MINUTES**

### **1. ELECTION OF CHAIRMAN**

1.1. CL was proposed by LM and supported by JD.

The vote was UNANIMOUS.

CL was elected Chairman for Year 2010/11

1.2. There were no other nominations.

### **2. DECLARATION OF INTEREST BY MEMBERS ON AGENDA ITEMS**

2.1. There were no declaration of interests.

### **3. MINUTES OF MEETING HELD ON 26 APRIL 2010 (10F01)**

3.1 There were no amendments to the minutes which were approved by the Committee by UNANIMOUS vote.

### **4. FINANCIAL RESULTS**

4.1. The Clerk reported that the Annual Results had been completed, on an Income and Expenditure basis, and provisions had been made for:

- Year End Tax and NI
- Youth grants not used.
- VAT repayment
- Youth Outboard project and Five Ashes project
- Clerk salary and Year End tax adjustment

4.2. The accounts were approved subject to audit.

4.3. The Clerk reported that the next steps in the Year End financial programme were:

- Internal Audit scheduled for 26 May 2010
- Preparation of Asset Statement – this meeting
- Preparation of Annual Return to F&G members and Full Council for approval 14 June 2010.

**ACTION DT**

### **5. FINANCIAL RESULTS APRIL 2010 PERIOD 1 2010/11**

5.1. The Financial Results for Period 1 had been circulated, at this stage there were no significant issues to report. The report was approved by UNANIMOUS vote.

5.2. The bank reconciliation was confirmed by the Committee.

5.3. The Expenditure Schedule was approved by the Committee.

## **6. ACTIONS PROGRESS**

6.1 Actions progress is detailed in Annex 1.

6.2 With regard to Minute 10F01/8.1, the Committee agreed that the Clerk would write to all residents advising them of the forthcoming works on the Court Meadow south boundary. At LM's suggestion it was agreed that each letter would be sent by recorded delivery.

**ACTION DT**

6.3 With regard to Minute 10F01/9.2 the Clerk noted that Committee budget aspirations would necessitate a revision to the budget timetable.

**ACTION DT**

6.4 With regard to Minute 10F01/9.6 Five Ashes speed restrictions it was agreed that the Clerk would place an article in Yellow Pages.

**ACTION DT**

## **7 RELOCATION**

7.1 The Clerk had circulated a paper which showed that a loan of £79,000 was easily affordable by the Parish Council and that it would be possible to capitalise the year's rent to St Dunstons in part.

7.2 The pros and cons of making a bid were discussed and after debate it was agreed that:

- After clearance from the Chairman, the Clerk would make a formal offer for the Manor House head lease of £65,000, subject to contract, valuation and survey.

**ACTION DT**

7.3 In the meantime the Clerk would also see if the penalty charge for rent could be spread over a number of years making a guaranteed increase to the graveyard fund.

**ACTION DT**

## **8 SALC GRANT TO QUALITY COUNCILS**

8.1 There was a need to decide how to use the £766 grant from SALC to be used by Quality Councils for the benefit of residents. Suggested uses are:

- Use towards Hanging Baskets Project
- Use towards refurbishment of Allotment site
- Use towards restoration of Court meadow Fletching Street boundary project
- Use towards War Memorial refurbishment Project

8.2 After debate it was decided that the whole of the grant would be used towards the refurbishment of the allotment site.

**ACTION DT**

**9 SOUTH STREET ALLOTMENT SITE**

- 9.1 It was reported that all the necessary documentation was in place, the next tasks were to mark out the plots and cut back foliage, and later organise a water supply.

**ACTION DT**

- 9.2 It was noted that Mrs Carr-Jones had asked for a close board fence to be fitted to screen off the view from her house. The Committee considered that this was unsuitable, and a hedge should be provided. It was also noted that huts would not be allowed.

**ACTION DT**

**10 FIVE ASHES WAR MEMORIAL –FLAGPOLE**

- 10.1 RF reported that the Five Ashes Primary School children had expressed a wish to fly the appropriate national flags from the above flagpole. It was agreed that the flagpole would need to be refurbished and it was noted that Ms Hallett had some flags.

**ACTION DT**

**11 MAYFIELD WAR MEMORIAL**

- 11.1 WH had submitted a paper giving estimates for the options for the refurbishment of the War Memorial. A further option submitted by RF had been ruled out on grounds of cost and practicality.
- 11.2 After discussion it was agreed to seek further estimates for options that included full details of the fallen.

**ACTION WH**

**12 DOCUMENTATION**

- 12.1 Accounts Classification – reissue. This document had been revised for 2010/11.
- 12.2 Asset Register 3 March 2010. This document had been revised to include amounts for the checks of the street light inventory and the arbitrary valuation of Court Meadow.

**13 ITEMS OF INFORMATION AND NEXT AGENDA ITEMS**

- 13.1 Love Lane Car Park – check on progress.

**ACTION DT**

**THE MEETING CLOSED AT 21:29 HOURS.**

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

**DATE: MONDAY 28 JUNE 2010**

**VENUE: LONDON HOUSE, HIGH STREET, MAYFIELD**

**TIME: 1930 HOURS**

**Annex 1-Position as at 9F06**

**Actions in Progress**

8F09/12.2	Waste site No 2 to be restarted. In hand.	<b>OPEN</b>
8F09/12.4	Mayfield War Memorial – repairs and cleaning to be arranged – in hand. Meeting to be arranged. Stonemason will visit on 28 May 2010.	<b>OPEN</b>
8F11/6.3	Mayfield Village Centre issues to be placed on Risk Register – in hand.	<b>OPEN</b>
6F3/5.3	Village sign painting – Clerk to investigate problems in achievement. Arrangements in hand for work to be carried out. Report received. Arrangements made F/ASS/08/SIGN. No budget.	<b>HELD</b>
• 9F4/2.6	Ownership of Five Ashes Village Hall complex. GG to confirm – in hand.	<b>OPEN</b>
• 9F5/10.7	Skateboard Park to be refurbished – in hand. To be done 2010/11	<b>OPEN</b>
<b>Actions from 9F07</b>		
• 9F7/13.3	Electronic Accounting Package – in hand.	<b>OPEN</b>
<b>Actions from 9F09</b>		
• 9F9/4.3	Internal Auditor to be changed for Year 2010/11 – Clerk to arrange – in hand.	<b>OPEN</b>

<b>Actions from meeting 9F11</b>		
• 9F11/7.2	Court Meadow South Boundary – clearance project. In hand.	<b>OPEN</b>
• 9F11/10.3	Purchased of three grit boxes from ESCC. In hand.	<b>OPEN</b>
• 9F11/12.2	Maypole project – in hand with contractor and Chamber of Commerce.	<b>OPEN</b>
• 9F11/14.1	Funeral advice – in hand.	<b>OPEN</b>
• 9F11/14.2	Community Facilities list – in hand.	<b>OPEN</b>
<b>Actions from meeting 10F01</b>		
• 10F01/3.1	Clerk to send letter to residents with regard to the plan to reinstate the Court Meadow South Side boundary – in hand.	<b>OPEN</b>
• 10F01/3.2	Funeral advice – help from church to be sought – in hand.	<b>OPEN</b>
• 10F01/6.4	Negotiations with Handleys over the relocations of Parish Office to the Manor House and with St Dunstons with regard to the rent notice penalty.	<b>OPEN</b>
• 10F01/9.1	Parking permits for residents – declined. Residents to be advised – done.	<b>CLOSED</b>
• 10F01/9.2	Committee wish lists to be incorporated into budget – in hand.	<b>OPEN</b>

Note changes to this edition of the actions list are in bold print within the description panel.