

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



Venue Old Manor House
Date Monday 28 October 2013
Time 19.30

Adopted

Minutes

Chairman: Councillor Chris Lilly

Councillors in Attendance:

Chris Lilly	Present and Voting
Jerry Watkiss	Present and Voting
Jane Driscoll	Present and Voting
Robert Fitzsimmons	Present and Voting
Rosemary Neal	Present and Voting
Deveda Redman	Present and Voting

Also present: Janna Todd, Parish Clerk

1. Apologies

1.1. Cllr Elaine Wheeler.

2. Declarations of interests by members on agenda items

2.1. Cllr Redman declared an interest in Mayfield Pre-school – see item 5.

3. Minutes of the meeting 23 September 2013 (previously adopted)

3.1. The minutes were adopted at the Full Parish Council meeting on 14 October 2013.

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

Matters arising from the minutes

3.3. Solar powered lights for Five Ashes Village Hall entrance will be investigated. If they are found to not work effectively, an electricity source from the Village Hall would be required.

3.4. A core model template for Freedom of Interest requests will be sourced

Action JT

4. Finance Report for 1 – 30 September 2013 (previously circulated)

4.1. The Finance Report was reviewed.

4.2. Expenditure for September 2013 was higher than average due to the office refurbishment and deposit for Five Ashes playground refurbishment. These funds have been transferred from the Barclays Reserve Account to the Natwest Current Account.

4.3. The Committee agreed the expenditure from the finance report for September 2013.

5. Grant Applications for 2014/15

5.1. Requests for grants in 2014/15 received by the 30 September 2013 cut-off were considered and the following grants were agreed by UNANIMOUS vote:

- Mayfield Band: £500
- Open Door: £450
- Mayfield Bonfire Society: £500
- New Skate park project: £500
- Mayfield Pre-school: £156
- Mayfield Primary School: £50
- Five Ashes Primary School: £50

5.2. A copy of the applicant's most recent end of year accounts must be submitted for future grant requests. **Action JT**

6. Draft Budget 2014/14

6.1. Projects that the Committee wish to include in the 2014/15 were discussed and agreed to be:

- Street lighting upgrade – conversion of 23 mercury to sodium partial night-time lighting units
- Mayfield play area upgrade – to address current safety issues
- Finger post upgrade – refurbishment of 3 posts jointly funded by ESCC Highways
- Maintenance of South Street toilets – providing WDC agree to charge a nominal rent
- Temporary overflow Memorial Hall car park – available funding to be reassessed in January 2015 before instigation

6.2. The street lights maintenance contractor will be contacted to ensure that any existing safety issues on lights are addressed with the upgrade to sodium lighting units. **Action JT**

6.3. Safety issues in Court Meadow play area will be prioritised to determine immediate necessary expenditure and for general upgrading in 2014/15. **Action JT**

6.4. Confirmation concerning Wealden District Council's Support Grant for 2014/15 is awaited. It is anticipated to be 15% less than the Support Grant received for 2013/14.

6.5. Mayfield Bonfire Society has requested financial assistance of £1 per household from the Parish Council towards the annual Bonfire Festival. There are 1,310 homes in Mayfield. It was agreed UNANIMOUSLY that an additional £1000 in 2014/15 could be provided towards the Bonfire Festival costs. This will be reviewed annually.

6.6. Cllr Redman left the meeting at 21:00 hours

6.7. A discussion followed on whether the precept should be increased by more than 3% to ensure that current Parish Council assets can be upgraded as and when necessary in the future.

6.8. The Council Tax base rate for a band D property in 2014/15 is awaited before the actual cost of an increasing the precept by 3% or more can be calculated.

6.9. The draft budget will be reviewed at the November Committee meeting.

7. Litter picking evaluation

7.1. There are five core members of the voluntary litter picking team who have adopted an area of Mayfield to litter pick over the winter months. Litter picking equipment can be signed out for their use from the Parish Council office.

7.2. It was agreed that each volunteer should receive a Christmas gift of thanks from the Parish Council. **Action JD**

7.3. A further request for volunteers will be made in the Mayfield Newsletter.

Action JT

8. Items from the clerk

8.1. The Committee agreed that a new parking restriction sign could be erected in the Memorial Hall car park to prevent vehicles parking in excess of 24 hours. This will be put forward for approval by the Full Council.

8.2. Quotations will be obtained and grants investigated towards the refurbishment of the Mayfield village sign. **Action JT**

9. Items of Information and Next Agenda Items

9.1. The Five Ashes bonfire party will take place on 9 November 2013 at the Five Ashes playing field.

9.2. There will be a rededication service conducted by Father Nigel at the newly refurbished Five Ashes War Memorial on 10 November 2013 at 14:15 hours

The meeting closed at 21:39

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

Venue: The Old Manor House

Date: 25 November 2013

Time: 19:30 Hours

.....*Chairman's Signature*

.....*Date*

Annex 1 - Actions progress:

Actions From meeting 29 October 2012 (12F06)

11.1	Draw up an annual calendar of work (JT)	JT	On-going
Actions from meeting 25 March 2013			
7.2	Request volunteers via pre-school to grit FP55 In Autumn 2013	JT	On hold
8.2	Forward completed inventory to UK Power Networks	JT	In hand
9.3	Trees beside playground to be removed after leaf fall	JT	On hold
Actions from meeting 22 April 2013			
10.2	Lawful Development Certificate for Memorial car park	JT	In hand
Actions from meeting 24 June 2013			
5.1.1	Produce Risk Assessment	JT	In hand
5.1.2	Add Bank Reconciliation to Financial Policies & Procedures	JT	Open
5.1.3	Add insurance cover values to Asset Register	JT	Open
5.1.4	Add location of deeds to Asset Register	JT	Open
5.1.5	Insurance Cover for War Memorials	JT	In hand
5.1.6	Determine type of Freedom of Information policy held	JT	Closed

15.1	Repair of roundabout – awaiting meeting with Agrifactors	JT	In hand
Actions from meeting 22 July 2013			
3.3	Request Five Ashes Village Hall to install light at car park entrance	JT	In hand
3.5	Mai-Tec to CCTV survey damaged sewer	JT	Closed
5.4	Open Unity trust Local Councils Account	JT	In hand
8.1	Investigate cost or rubber matting for Court Meadow playground	JT	Closed
11.1	Update Natwest Bank Mandate	JT	Closed
Actions from meeting 23 September 2013			
4.2	Remind Burnetts of hanging basket maintenance offer	JT	Closed
6.2	Investigate cost of replacing bark chips with rubber chips	JT	In hand
6.5	Investigate reliable handyman	JT	Open
7.2	Inform Streetlights (DTS) decision to move towards partial lighting	JT	Closed
8.2	Update fingerpost photo-log & inform ESCC of priority repairs	JT	In hand
8.3	Enquire of village gang work on fingerposts	JT	In hand
9.1.1	Request fire inspection from ESFRS	JT	Open
9.3.1	Order Fletching Street grit bin & chase reimbursement	JT	In hand
9.3.2	Identify site at The Glades/Rotherfield Lane for grit bin	JT	Closed
9.4.2	Order dog bin for footpath 51a in April 2014	JT	On hold
9.7.2	Order printer for Parish Council office	JT	Closed
10.1	Obtain quotes for door to office cellar	JT	In hand
10.3	Investigate efficient heaters for Parish Council office	JT	Open
Actions from meeting 28 October 2013			
3.4	Produce Freedom of Information procedure	JT	Open
5.2	Write to successful grant applicants	JT	Open
6.2	Determine whether light unit upgrades solve safety issues	JT	Open
6.3	Prioritise Court Meadow repairs /upgrades	JT	Open
7.2	Christmas gift of thanks to be decided	JD	Open
7.3	Thank litter pickers and request more volunteers	JT	Open
8.2	Quotations/grants for Mayfield sign refurbishment	JT	Open

