

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



Venue Old Manor House
Date Monday 27 April 2015
Time 19:30

F27APR15
2014/15 Meeting 7
Adopted

Minutes

Chairman: Councillor Chris Lilly

Councillors present and voting:

Chris Lilly	Robert Fitzsimmons	Rosemary Neal
Deveda Redman	Jane Driscoll	

Also present: Janna Todd, Parish Clerk

1. Apologies

1.1. Cllr Jerry Watkiss and Cllr Elaine Wheeler

2. Declarations of interests by members on agenda items

2.1. There were no declarations of interest.

3. Minutes of the meeting 23 February 2015 (previously adopted)

3.1. The minutes were adopted at the Full Parish Council meeting on 9 March.2015.

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

Matters arising from the minutes

3.3. A quotation to install external lights on the Memorial Hall will be arranged. **Action JT**

3.4. A request will be made for Mayfield Fire Station to store camping-gaz on behalf of the Parish Council as part of the resilience plan. **Action JT**

3.5. A fixed wiring test will be arranged for the Parish Council Office. **Action JT**

4. Finance Report for 1 – 31 March 2015 (previously circulated)

4.1. The Finance Report was reviewed.

4.2. The Committee authorised expenditure for March 2015.

4.3. The bank reconciliations were previously signed by the Chairman in preparation for the internal audit.

4.4. The monthly expenditure analysis for 2014/15 was discussed.

4.5. The following allocation of funds for projects was resolved:

- £15,000 towards LED street lighting upgrades
- £5,000 towards office refurbishment
- £5,000 towards playground upgrades

5. Annual Return 2014-15

5.1. The internal auditor confirmed that there were no causes of concern.

5.2. The Accounting Statements on the 2014/15 Annual Return were approved by the Committee and will be put forward for full Parish Council approval.

5.3. The Governance Statements on the 2014/15 Annual Return were approved by the Committee and will be put forward for full Parish Council approval.

5.4. The disclosure note in section 11 will confirm that the council acts as sole trustee for and is responsible for managing funds from public donations held in the Unity Trust bank account.

6. Councillor allowances 2015-16 (information previously circulated)

6.1. It was resolved to adopt the Wealden Parish Remuneration Panel recommendations for councillor allowances and travelling allowance for 2015-16.

7. Lamp 76 Rotherfield Lane (information previously circulated)

7.1. It was resolved to repair column 76 on Rotherfield Lane for the agreed cost of £2,049 exc VAT. **Action JT**

8. Five Ashes bark chips (information previously circulated)

8.1. It was resolved to replace the Five Ashes play area bark chips for £3,250 exc VAT.

Action JT

8.2. The £750 exceeding the budgeted funds for 2015/16 Five Ashes playground maintenance will be provided from accrued bank interest and provisions.

9. Street lights strategy

9.1. The suggested strategy to upgrade the street lights to LED was discussed

9.2. It is estimated that the total cost to update the street lights to LED will be £30,000.

9.3. An additional two quotations for the project will be arranged.

Action JT

9.4. The current street light maintenance contractor will be requested to provide an official quotation for the project to be completed over two years.

Action JT

10. Office IT upgrade

10.1. It was resolved that the upgrade of office PC approved in the 2015/16 could proceed.

11. High Street community hub

11.1. Disappointingly none of the residents who informed they were able to give advice on setting up a community shop in the High Street survey attended the arranged meeting.

11.2. It is hoped that there will be constructive feedback on addressing High Street issues at the Annual Parish meeting.

12. Items from the Clerk

12.1. It was resolved that the football pitch would be rolled and verti-drained before the next football season begins. **Action JT**

13. Items of information and next agenda items

13.1. Quotations to repaint the parking bay lines in the Memorial Hall car park and to introduce 'Keep Clear' markings or a hatched box in front of the overflow car park access road will be obtained. **Action JT**

13.2. Signposts for the Memorial Hall overflow car park will be erected. **Action JT**

13.3. The construction of Love Lane car park is very near completion

13.4. A request will be made in the next Mayfield and Five Ashes Newsletter to remove all advertisement signs once village events have occurred. **Action JT**

13.5. The committee was reminded that any co-opted councillors are not permitted to claim expenses.

The meeting closed at 21:15

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

Venue: The Old Manor House

Date: Monday 22 June 2015

Time: 19:30 Hours

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

.....**Date**

Annex 1 - Actions progress:

Actions from meeting 23 September 2013			
9.4.2	Dog bin for fp 51a in April 2014- still awaiting Southmead feedback	JT	On hold
Actions from meeting 23 June 2014			
5.3	Arrange surveys from UKPN/Transco for car park- 9 March 2015	JT	Closed
Actions from meeting 22 September 2014			
5.7	Arrange quotations for window refurbishment and fireplace removal	JT	In hand
10.1	Fox Proof bin, Court Meadow – awaiting WDC litter bin contract renewal	JT	On hold
Actions from meeting 27 October 2014			
3.5	Quotation for fire extinguisher & annual servicing	JT	In hand
9.1	Replace Five Ashes bark chips	JT	On hold
Actions from meeting 24 November 2014			
6.4	Suggest consideration of external Memorial Hall lighting	JT	Closed
10.3	Information from RBS on software updates for accounting system	JT	Closed
10.4	Arrange office spring clean	JT	On hold
12.1	Cancel garden Plot agreement and reissue garden plot	JT	Closed
Actions from meeting 23 February 2015			
3.3	Investigate possibility of converting litter bin to flower tub	JT	Closed
3.5	Obtain penalty warning stickers for recycling bins	JT	Closed
3.7	Draft refundable key deposit agreement for garden plots	JT	Closed
5.2	Post Financial Regulations on the website (after Council adoption)	JT	On hold
6.2	Post Grants Policy and application form on the website	JT	Closed
8.2	Ascertain whether meetings with Primary Schools should be reinstated	JT	On hold
8.3	Reorganise projects list, circulate to F & GP, ratify at full council	JT	Closed
9.3	Ascertain possible length of time for total upgrade to LED street lights	JT	Closed
9.4	Request trial for LED lights and possible white light bulbs available	JT	Closed
10.2	Facilitate meeting with residents offering help to support High Street	JT	Closed
11.2	Inform relevant parties of Memorial Hall car park closure	JT	Closed
13.1	Investigate clerk's pensions	JT	Open
14.1	Ascertain costs to replace sapling in Five Ashes	JT	Closed
14.2	Install two cigarette bins at South Street toilets	JT	Closed
Actions from meeting 27 April 2015			
3.3	Arrange quotation for Memorial Hall external lighting	JT	Open
3.4	Request that camping-gaz for resilience plan be stored at firestation	JT	Open

3.5	Arrange fixed wiring test for office	JT	Open
7.1	Arrange repair of streetlight 76	JT	Open
8.1	Arrange replacement bark chips for Five Ashes play area	JT	Open
9.3/4	Arrange quotations for conversion of streetlights to LED's	JT	Open
12.1	Ascertain most appropriate time of year to roll football pitch	JT	Open
13.1	Arrange quotations to repaint lines for car park parking bays	JT	Open
13.2	Erect signs for Memorial Hall overflow car park	JT	Open
13.4	Article in Yellow Pages to remove advertising after events	JT	Open