

F and A/20.11.2017 – 001497

Minutes of a meeting of the **FINANCE and ADMINISTRATION**
Committee held on Monday 20th November 2017 at 7.30pm at
The Old Station, Groombridge

PRESENT: Councillors Mrs Gwen Butcher, Mrs Jane Clare, Mrs Anne Jenkins (Chair), Mrs Diana Kelly, Keith Obbard, Marcus Tarling, Stephen Whittaker

In attendance: Deborah Siddle – Parish Clerk
Anne Barker – Withyham & Blackham PCC
Chrissie Litchfield – 1st Groombridge Guides

Time is set aside at the beginning of the meeting for members of the public and representatives of all grant applications to address the Committee and to answer questions from Committee members.

Anne Barker spoke on behalf of the application for Blackham Church, which is for maintaining the churchyard. She explained that its main income is from funerals, and the profit is not very high. The Vicar is working to improve attendance at Blackham Church, such as holding services there for the whole Withyham and Blackham congregation where there is a fifth Sunday in the month. A previous grant had been higher to allow for additional clearance of part of the site, and this application is to keep the graveyard neat and tidy.

Chrissie Litchfield was present for 1st Groombridge Guides and explained that the Guide Hut needs a new cooker as the current one is no longer working properly. This is a particular issue as the Guide Hut is used by other community groups, such as lunches for elderly people. The grant would also be to create a larger patio area (plans provided) with tables and umbrellas, to create an outdoor classroom. Many slabs had been donated, but some slabs and other materials would need to be bought and whilst there would be voluntary help, a digger would be needed. It is hoped that it will provide an attractive space for those hiring the Guide Hut, and so bring in additional income. This will be done at the same time as investigating a damp patch, which needs some clearance work done anyway. Mrs Litchfield confirmed that under the terms of her previous lease with the Rosemary Newton Trust, she had obtained the required permissions.

The Committee thanked the applicants for their applications. The meeting was opened at 7.40pm.

Anne Barker and Chrissie Litchfield left the meeting.

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING: None

2. APOLOGIES - None

3. DECLARATIONS OF INTEREST - None.

4. MINUTES4.1 Minutes of the meeting held on 18th September 2017

001328 **RESOLVED** to adopt the minutes of the meeting held on 18th September 2017, and these were duly signed by the Chairman.

4.2 Matters Arising from the minutes of the meeting held on 18th September 2017

The Clerk confirmed that ESCC has confirmed that they will pay for a new column at the Victoria roundabout, but that if WPC would prefer a swan necked bracket it would need to pay for it. A quote is to be provided. The Clerk would also ask ESCC to ensure that the Victoria flats are shielded from any glare.

Completed actions from previous minutes

Page No	Who	Action
Pg. 1270	Clerk	F&A agreed to not enquire of WDC about the process to obtain a price for Balls Green community space as WPC has a secure long term lease
001300	Clerk	Grant of £2,000 to St Thomas' Church paid
Pg. 1461	Clerk	Grant guidelines amended as agreed
Pg. 1461	Clerk	Letters sent to residents bordering Balls Green Community Space about hedges
Pg. 1461	Clerk	Following a meeting with residents, no cut to take place of the hedging at Balls Green Community Space at this time
Pg. 1462	Clerk	Revised hedge and grass policy to taken to Council
Pg. 1462	Clerk	ESCC and Cllr Whetstone contacted about lack of verge cuts at Teasley Mead
001301	Clerk	New goal posts purchased and installed
Pg. 1463	Clerk	Football Association declined to match fund the goals
001302	Clerk	Two oil filled radiators purchased
001303	Clerk	Fridge magnets purchased for Scams meeting
Pg. 1464	Clerk	Damp report sent to members of F&A
Pg. 1464	Clerk	Meeting arranged with landlords about the damp report
Pg. 1464	Clerk	Clerk of Forest Row attended Council meeting regarding Community Warden
Pg. 1464	Clerk	Parish Maintenance Person role advertised

Pg. 1464	Clerk	Crowborough Town Council unable to share maintenance services at this time
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Outstanding items not on this agenda

Page No	Who	Action
Pg. 607	RFO	Investigate putting some funds on deposit
Pg. 961	Cllr D Kelly	Write to the Clerk of the Withyham Parish Charity to thank him for all his work
Pg. 1123	Clerk	Invite John Gramolt and Ward Chairs to discuss Sussex Resilience Forum proforma
Pg. 1228	Assistant Clerk	Pursue free opportunities for marketing the meeting rooms wider
Pg. 1271	Cllr Jenkins	Check the bin at the youth shelter at Groombridge Recreation Ground to ascertain the most suitable fixings
Pg. 1275	Clerks	Source connectors for Coleman event shelters
Pg. 1366	Clerk	Removal of the seesaw at Groombridge Recreation Ground to be added to the WPV task list
Pg. 1371	Clerk	Clerk to undertake weekly inspections at Groombridge play area whilst a longer term solution is sought
Pg. 1371	Clerks	Investigate play inspection training costs and whether a volunteer might undertake this responsibility
Pg. 1372	Clerk	Road Safety Committee to prioritise road safety projects and make a report to the next Finance and Administration Committee
Pg. 1461	Clerk	Ask Cllr Ashby to recommend 3 people to quote to cut the Teasley Mead hedge, to be brought to November F&A
Pg. 1462	Cllr D Kelly	Ask a nearby resident about cutting the grass at Park Corner
Pg. 1462	Clerk	Ask Parish Council contractors to add Park Corner to their schedule if resident unable to help
Pg. 1462	Clerk	Volunteers to help clear brambles at Park Corner
Pg. 1462	Parish Maintenance Person	Tighten the bolts on the playground rotator and horse
Pg. 1462	Clerk	Research Local Council Award Scheme

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Pg. 1463	Clerk	Investigate likely costs of replacement streetlight at the Victoria roundabout
Pg. 1464	Clerk	Investigate any health and safety implications of damp report
Pg. 1464	Clerk	Take forward need for holiday pay to relate to overtime

Actions from this meeting

Page No	Who	Action
001329	Clerk	Recommend to Council grants for Blackham Church and 1 st Groombridge Guides
Pg. 1501	Cllr Jenkins and Clerk	Develop a Business Continuity Plan, to be agreed on email
001330	Clerk	Arrange GDPR training
001330	Clerk	Set up a GDPR working group
Pg. 1501	Clerk	Seek comments from Auditor on draft Pensions/Discretions policy
Pg. 1502	Clerk	Recommend amended Retentions and Destructions policy
Pg. 1502	Clerk	Set up a working group to develop Health and Safety policy and ensure procedures are in place
001331	Clerk	Arrange Risk Assessment training for the Assistant Clerk
Pg. 1502	Cllr Obbard	Make holes in grit bins requiring them
Pg. 1502	Cllr Obbard	Review Lynwood grit bin once empty
Pg. 1502	PMP	Fix lid of Balls Green grit bin
Pg. 1502	Clerk	Report Canterbury Hill bin to ESCC via Karl Taylor
001332	Clerk	Order a new grit bin for Marden's Hill
Pg. 1503	Clerk	Make virements as agreed
Pg. 1503	Clerk	Adjust 9026 EMR Balls Green to reflect the Tesco grant on cashflow
Pg. 1503	Clerk	Circulate Teasley Mead quotes on email for agreement
Pg. 1503	Clerk	Recommend to Council 2018/19 expenditure of £110,551 and a Precept request of £104,982
Pg. 1503	Clerk	Review EMR 2018/19 budgets in March 2018
Pg. 1503	Clerk	Remove Ear-marked reserve budget for Neighbourhood planning
001333	Clerk	Book SALC training
001334	Clerk	Appoint RFO the Primary User for internet banking
Pg. 1504	Clerk	Contact Roger Palphramand about viewing container
Pg. 1504	Cllr Jenkins	Continue to follow up other possibilities for WPV storage

5. GRANTS

5.1 To receive grant applications and agree recommendations for October Council

The Committee considered the application from Withyham & Blackham PCC for maintenance of Blackham churchyard and felt this to be a reasonable request which they would like to recommend for support at £450.

Regarding the application from 1st Groombridge Guides, the Committee noted that they had not applied for funding before and that as well as involving volunteers, the Guide Hut is an important resource for other community groups. They therefore agreed to recommend £1,300.

001329 RESOLVED to recommend to Council grants totalling £1,750 for Blackham Church and 1st Groombridge Guides, from a remaining grant budget of £7,585.

6. POLICIES AND PROCEDURES:

6.1 Business Continuity Plan (Disaster recovery)

This would cover various eventualities that might disrupt parish business and/or the parish office, and plans to manage them in order to continue functioning. It was AGREED that Cllr Jenkins and the Clerk would develop a plan and circulate to F&A Committee and Mr J Gramolt (WPC's Community Resilience lead) on email for comments, before taking to Council.

6.2 Data Protection – GDPR work involved

The Clerk had circulated a document prior to the meeting outlining likely impacts of the General Data Protection Regulations on WPC, which comes into force from May 2018.

It was AGREED that:

- Training should be undertaken in house by all Councillors, Clerks and representatives of Forward for 5 initiatives in this financial year
- A working party should be set up involving the Clerks and two Councillors, to identify policies, procedures, budgets and actions needed to be compliant with the GDPR by May 2018. The Clerk would ask Councillors to express an interest. These people would need training as soon as possible.

001330 RESOLVED to set up a GDPR working group and arrange training as outlined.

6.3 Pensions/discretions policy

Having been advised that all Councils should have one in place, the Clerk had begun drafting a pensions/ discretions policy. She would seek comments from the Auditor on the draft.

6.4 Retention and destructions policy

The Clerk had circulated an updated policy, which includes when data will be reviewed and destroyed each year. The Committee acknowledged that it will be an extensive piece of work in the first year, and that a more

substantial shredder would be needed. It was also noted that all Councillors should adhere to the policy.

The policy was AGREED to be recommended to Council.

7. HEALTH AND SAFETY

7.1 Health and Safety Policy

The Clerk advised that there should be a brief overarching policy document, with further policies and procedures as appendices. As responsibility for Health and Safety of employees lies with the Council, it was AGREED that the Clerk would work with a Councillor to develop these and to ensure that appropriate procedures and training are in place. A member of the public with prior Health and Safety experience had offered to assist.

7.2 Risk Assessments update

The Clerk reported that a file of template risk assessments was being created and that it was becoming more automatic to create risk assessments for WPC's work. It was AGREED that it would be helpful for the Assistant Clerk to attend training in writing Risk Assessments, in order to support those involved in projects she is working on.

001331 RESOLVED to arrange Risk Assessment training for the Assistant Clerk.

7.3 Grit bins report

Cllr Obbard had kindly reviewed the grit bins in the parish and a report had been circulated prior to the meeting. The following actions were AGREED:

- Cllr Obbard to make holes to assist draining in grit bins requiring them
- Once Lynwood grit bin is empty, Cllr Obbard to check whether it can be made square again so that the lid fits
- As Mott Mill and Hoadleys Lane grit bins are currently half full, another fill will only be arranged if they become empty
- Parish Maintenance Person to fix lid of Balls Green grit bin
- Canterbury Hill bin to be reported to ESCC via Karl Taylor
- A new Grit bin to be ordered for Marden's Hill

001332 RESOLVED to purchase a new grit bin for Marden's Hill.

8. ADMINISTRATION

8.1 Training Plan 2018/19

A proposed training plan for 2018 had been circulated prior to the meeting and it was noted that it was for the calendar year as opposed the financial year. The Committee AGREED that the training proposed is useful and appropriate.

001333 RESOLVED to book SALC training as outlined in the plan circulated.

9. ACCOUNTS & FINANCE

9.1 To note expenditure against budget report to Nov 2017 (to be circulated prior to the meeting)

This was noted.

9.2 To consider virements and journals required

The following virements were AGREED:

Increase	Decrease	£
4007 Training	4504 Business rates	920
4063 Community Warden	4060 Election Expenses	1000
4420 Fingerposts (£973 match funding also received from ESCC)	9030 EMR work in progress	1068
4428 Grit bins	4261 Mowing Balls Green	294

9.3 To consider cashflow to year end 2017/18

This had been circulated prior to the meeting. The Clerk was asked to adjust 9026 EMR Balls Green to reflect the Tesco grant (Budget to total £15,500).

9.4 To consider the 3 year budget 2017-20

This was noted.

9.5 To agree quotes (to include Teasley Mead hedge)

Due to time constraints the Clerk had been unable to provide this quote and it was AGREED that quotes should be circulated on email for agreement.

9.6 To consider the budget for 2018/19, and Precept required

An in-depth paper and draft budget had been circulated prior to the meeting, describing past spend and anticipated future spend against every budget line for 2018/19. The Committee thanked the Clerk for this.

It was noted that some budget lines may not be spent every year (such as election expenses), but that WPC is required to budget for them.

The Committee considered the Grants budget for £10,000 and AGREED to recommend £10,000 to Council.

Finance and Administration Committee AGREED to **recommend to Council 2018/19 expenditure of £110,551 and a Precept request of £104,982**. This would be a 2.7% increase on the previous year.

9.7 To consider the Ear-marked Reserves for 2018/19

The Committee also looked at the Ear-marked reserves. It was recognised that the Works in progress EMR would be reviewed in March when that figure would be clearer, and that all EMRs would be confirmed then.

It was noted that there is no longer a need for an Ear-marked reserve budget for Neighbourhood planning as a recent meeting with Wealden District Council had clarified the limited scope due to the Ashdown Forest Zone of Influence.

9.8 To appoint primary user for HSBC bank account

The Clerk confirmed that the Auditor had advised that this should be the RFO.

001334 **RESOLVED** that the RFO would be appointed the Primary User for internet banking.

10. STORAGE FACILITY (WPV)

Cllr Jenkins had investigated some options for siting of a container and had received an offer of space from a resident in their container for WPV. The Clerk would contact Roger Palphramand about viewing it. The resident advised that should WPC wish to install a new container somewhere, it would not be possible to do so until the Spring due to the ground being too wet. Cllr Jenkins would continue to follow up other possibilities.

11. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

None.

16 DATE OF NEXT MEETINGS – 22nd January 2018 at 7.30pm at The Old Station

The meeting ended at 9.10pm