



**MINUTES OF THE MEETING OF THE FINANCE AND
GENERAL PURPOSES COMMITTEE**
HELD AT OLD MANOR HOUSE, MAYFIELD
ON MONDAY 28 NOVEMBER 2011 AT 1930 HOURS

Committee Chairman: Councillor Chris Lilly

11F07
APPROVED
FULL COUNCIL

SUMMARY

- Grants for 2012/13 agreed.
- Budget 2012/13 agreed.
- Grant policy revised.

ATTENDANCE

Chris Lilly	(CL)	Present and Voting
Robert Fitzsimmons	(RF)	Present and Voting
Jayne Bramwell	(JB)	Present and Voting
Jane Driscoll	(JD)	Present and Voting
Jerry Watkiss	(JW)	Present and Voting
Elaine Wheeler	(EW)	Apologies for Absence (S)
Deveda Redman	(DR)	Apologies for Absence (H)
Lloyd McLean	(LM)	Present and Voting

Present and voting 6

Apologies 2

Other Council Business 0

Present and not voting 0

Not present 0

Also Present

David Thompson Parish Clerk (DT);

MINUTES

1. DECLARATIONS OF INTERESTS BY MEMBERS ON AGENDA ITEMS

- 1.1. CL declared an interest on items regarding the pre-school application for a grant.
- 1.2. There were no other declarations of interests.

2. MINUTES OF MEETING HELD ON 24 OCTOBER 2011 (11F06)

- 2.1. The minutes had been approved at the meeting of the Full Council on 14 November 2011 and were taken as read.
- 2.2. Arising from the minutes it was noted that JB had suggested that the Youth Group might be asked to help clear up the litter at the skateboard park.

ACTION DT

3. APPLICATIONS FOR GRANT

- 3.1. Andrew Watson of the newly formed Woodhill Patients Group outlined his application for a grant towards the set up costs for this group. The Woodhill Surgery had 3172 patients.

The purpose of the group was to increase peoples knowledge regarding health issues and what they could do to promote their own health and welfare. They had already organised an opportunity for 24 people to go on a Red Cross 'Save a Life' course, and wanted to help provide additional medical facilities in the village.

The grant was to go towards the costs of setting up the group, a total of £500, for which they asked for £250. They were unable to access financial assistance from WDC or the NHS.

Questions were raised by JW, CL and JB on cost breakdown, and other competing groups within the village such as Community Cars, John Hall Trust etc.

Costs were as follows:

- Affiliation to the National Association £50
- Cost of setting up website approx £50
- Hire of hall for meetings £90
- Printing costs for posters, leaflets etc £150
- Initial outlay for fundraising event £120
- Stationery and other miscellaneous costs £40

CL advised that this application would be considered along with others (see item 5 below)

4. FINANCIAL RESULTS SEPTEMBER 2011 11FA06

- 4.1. The financial results for September had been circulated and included a revised outturn forecast.
- 4.2. Following the Committee review it was agreed that:
 - £1000 income grants be removed from the forecast.
 - £5600 lighting power to be inserted into the forecast to reflect rising trends and the risk of not achieving the proposed lower cost new lighting energy contract.
 - The capital and revenue spend for the new office would be reworked.

4.3. With these changes the financial results were approved for submission to the Full Council on 12 December 2011.

4.4. JB suggested that in future shredded rubber could be used instead of bark for the playground area, which should result in lower overall costs. Clerk to investigate.

ACTION DT

4.5. It was agreed that the allotment tenants' invoices for the next financial year would be issued on 1 April 2012 and that advanced warning would be given.

5. GRANTS REVIEW

5.1. All grants were reviewed as below;

Grants	Amount requested from Parish Council	Points	Amount Awarded Budget Run 2
Argos Hill Windmill	£500	11	£500
Mayfield Bonfire Society	£500	13	£500
Mayfield and Five Ashes Newsletter	£175	12	£175
Mayfield Pre School	£795	12	£500
Open Door	£500	9	£500
NOT AGREED Heathfield Partnership	£ up to £1750	4	-
NOT AGREED* Woodhill Surgery	£250	12	-
Mayfield Primary School Prizes	£50	10	£50
Five Ashes Primary School Prizes	£50	10	£50
Five Ashes Village Hall	£815	13	£500
Mayfield Band	£250	12	£100
Total £2,875			

*Not agreed because alternatives are available.

5.2 Following the review of the grants to match the Council's affordability as per budget the amounts to be given were agreed as shown in the table above.

5.3 There was a general review of the grants system being used by the Parish Council and following discussion it was agreed that the following system would be incorporated following Full Council approval.

- Cut off date for grants 30 September of the year preceding the budget year.
- Total grants would be settled at a total of no more than 3% of the precept.
- Grants would be paid in April/May of the budget year.
- A maximum amount of £500 would be given for any one grant.

- Initial selection would be made on a points system based on contribution to the village (see Annex 2).
- The Parish Council would in most cases look to applicants providing 50% towards total costs.

This policy was agreed by UNANIMOUS vote.

ACTION DT

6. BUDGET 2012/13

6.1. Budget draft 1C was reviewed and the following changes were agreed:

• 1110 Income Sale of Assets expenditure	-£50
• 4010 Power of Well-Being grants	+£50
• 4020 Grants	-£725
• Village Services – remove litter cost reduction projection	+£1266
• Lighting Energy – 4500 increase of outturn projection	+£959
• Lighting Energy – remove energy cost reduction projection	+£1500
• 4086 Neighbourhood Plans	-£500
• 4118 Environmental areas	-£200
• 4120 Grounds maintenance	-£500
• 4140 ROW clearance	-£50
• 4145 Footpaths and Bridleways	-£50
• 4172 Love Lane car park	-£200
• 4251 Loan repayments	+£300
• 4440 Professional fees	-£100
Total Expenditure	+£750
• Projects 4395 Five Ashes Notice Board	-£800

6.2. These changes were approved by UNANIMOUS vote. Clerk to re-issue budget accordingly for submission to Full Council on 12 December 2011.

ACTION DT

7 ITEMS OF INFORMATION AND NEXT AGENDA ITEMS

7.1 Chairman of F&GP would submit preliminary estimates for Mayfield Memorial car park extension project.

ACTION CL

7.2 Clerk to follow up Court Meadow South Boundary dispute.

ACTION DT

7.3 Need for second waste site to be revisited at next meeting.

THE MEETING CLOSED AT 22:00 HOURS.

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

VENUE: OLD MANOR HOUSE, HIGH STREET, MAYFIELD

DATE: MONDAY 23 JANUARY 2012

TIME: 1930 HOURS

Annex 1-Position as at 10F10

Actions in Progress

8F09/12.2	Waste site No 2 to be restarted. Clerk to progress.	OPEN
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.	HELD
• 9F5/10.7	Skateboard Park to be refurbished – in hand. To be done 2012/13.	OPEN
Actions from meeting 10F04		
• 10F04/10.5	EW to provide details of Neighbourhood Watch at Meres Lane signs required. Clerk to provide – in hand.	OPEN
Actions from meeting 10F07		
• 10F07/2.4	Clerk to follow up with newsletter to see if newsletter circulation can be improved. In hand. Done – on website.	CLOSED
Actions from Meeting 10F08		
• 10F08/5.1	Post Office bank account to be set up for 1 April 2011. Held pending computer accounts package.	HELD
• 10F08/5.3	Nat West bank account to be closed from 31 March 2011. Held pending computer accounts package.	HELD
• 10F08/8.4	To organise fencing on Glade area South Boundary. 2011/12. In hand with solicitor.	OPEN
Actions from Meeting 10F09		
• 10F9/2.4	Drainage at scout and guide hut to be reviewed – project wish list. Done.	CLOSED
• 10F9/8.3	Clerk to ask to what degree of money can be transferred to other projects. In hand.	OPEN

Actions from Meeting 10F10		
• 10F10/4.3	Clerk to produce fund raising analysis, as part of Finance report package. In hand.	OPEN
• 11F01/3.3A	Blue Bell Cottage – land encroachment to be progressed. In hand.	OPEN
• 11F01/3.4	Change of bank accounts to be held for six months, and the situation reviewed.	OPEN
Actions from Meeting 11F02		
• 11F02/7.1	Flagpole at Five Ashes to be replaced with new pole. Now delivered.	OPEN
• 11F02/7.2	Small flagpole to be placed on new offices. Clerk to check if planning permission is needed.	HOLD
• 11F02/10.2	Clerk to ascertain where Parish Council is in car parking review.	OPEN
• 11F02/14.1	Queens Jubilee event to be set up. In hand.	OPEN
• 11F02/14.2	Clear link between Parish Plan and budget to be developed. In hand.	OPEN
Actions from meeting 11F03		
• 11F03/3.4	Transactions 11MY09 and 11MY06 to be examined and explained	OPEN
• 11F03/4.1A	Nat West bank to be contacted with regard to free banking	OPEN
• 11F03/4.1B	Bank reconciliations to be signed by Councillor	OPEN
• 11F03/4.1D	Clerk to update asset register to meet revised audit regulations. In hand.	OPEN
• 11F03/4.1E	Risk Register to be updated to meet internal audit requirements. In hand.	OPEN
• 11F03/4.1F	War Memorial to be re-valued.	OPEN
• 11F03/4.1G	Insurance for Councillors over 75 to be investigated.	OPEN
• 11F03/9.4	Green at Southmead needs cutting	OPEN
• 11F03/9.5	Trees on banks at Mayfield Roundabout need thinning by 50%.	OPEN
Actions from Meeting 11F04		
• 11F04/2.3	Street light outside Newick Lane needs foliage cut back.	OPEN
• 11F04/7.2	Clerk to check football club's basic operations data is correct with new goal post request. Done.	CLOSED

• 11F04/8.1	JW to provide suggestions for improvement of village website. Done.	CLOSED
• 11F04/8.2	JW to revise Parish Council's logo.	OPEN
• 11F04/8.4	History Society to be asked to report on audio village interviews. Done.	CLOSED
• 11F04/9.1	Court Meadow – children's play area – gate repairs. In hand.	OPEN
Actions from Meeting 11F05		
• 11F05/6.6A	Start up Jubilee Street Party Committee. In hand.	OPEN
• 11F05/6.6B	Name newly acquired land Jubilee Wood. Clerk to arrange. Done.	CLOSED
• 11F05/6.6C	Arrangements to be made to place a tree in Court Meadow for Queen's Jubilee. In hand.	OPEN
Actions from Meeting 11F06		
• 11F06/2.4	Clerk to follow up Mayfield Memorial Hall car park extension with BH.	OPEN
• 11F06/3.3	Clerk to organise Finance Awareness course for members.	OPEN
• 11F06/3.4	Clerk to revise Finance Reports. Done.	CLOSED
• 11F06/5.4	Clerk to close down budget with CL. Done.	CLOSED
Actions from Meeting 11F07		
• 11F07/2.2	Youth group to be asked to clear the litter from the skateboard park.	OPEN
• 11F07/4.4	Shredded rubber to be used instead of bark chippings on children's play grounds.	OPEN
• 11F07/4.5	Allotments to be charged on 1 April each year and advertised in Yellow Pages.	OPEN
• 11F07/5.3	New grant policy to be drawn up.	OPEN
• 11F07/6.1	Clerk to prepare and publish agreed Budget (2) for Full Council on 12 December 2011.	OPEN
• 11F07/7.1	CL to submit estimates for car park extension.	OPEN

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

Actions at 10F06	40
New Actions	6
Cleared in Period	7
Total	<u>39</u>

ANNEX 2 Example

APPLICANT	ARGOS HILL WINDMILL	
AMOUNT	REQUIRED £1.000	50% £500
PURPOSE	Support for Windmill Reconstruction work	
PARISH COUNCIL POLICIES	POINTS OUT OF FIVE	NOTES
COMMUNICATION	NIL	
YOUTH AND VERY YOUNG	2	Could be involved
RIGHTS OF WAY	2	BW 92 Attraction
TRAFFIC	NIL	
ELDERLEY	3	General Interest
TOURISM	4	Working windmill would foster tourism
OTHER	NIL	
TOTAL POINTS	11	