

Sundridge with Ide Hill Parish Council

Minutes of Finance and Personnel Committee Meeting Thursday 31 July 2014, 8:00pm, Village Hall, Ide Hill

Present: Councillors Jolley (Chair), Blakemore, Mrs Lovegrove and Stokes.

Also present: Sarah Codling (Clerk)

Start 8.10pm

Apologies: Received from Cllrs Banbrook (work and holiday) and Evans (family). Apologies were accepted.

Declarations of interest: None.

1. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 10 June 2014.

The minutes could not be agreed as the Councillors present were not at the previous meeting. This has been deferred to the next meeting.

2. To take matters arising from those Minutes.

The grant for Stepping Stones Preschool. However, this was decided at Full Council.

3. Budget Statement as at 31 July 2014

The Clerk presented the budget statement. There are healthy reserves, the scale of which are to be reviewed when setting the budget.

It was noted that the dog bin has not yet been installed at St Marys, Sundridge. This is to be completed.

Action: Clerk.

4. To review and approve policies.

- The following policies were approved:

- Absence policy
- Complaints procedure
- Data Protection
- Equal opportunities
- Expenses Policy
- Health and Safety policy.

- The Disciplinary Procedure and Grievance Procedure are to be referred to the personnel committee.

Action: JJ & RL. The Clerk is to survey other Councils for different policies. **Action: Clerk.**

- A proposed Grant policy was reviewed and adopted after some amendments. It was noted that the Council have some grants which are given each year. These are to be classified as 'support funding' with the budget showing a cost centre for support funding.

- The I.T. Data policy is to be reviewed at the next meeting. **Action: Clerk.**

5. To receive update regarding Assets Working Party.

- The minutes of the last meeting were reviewed.

- Unfortunately, Councillors are unable to attend a meeting regarding the Ide Hill conveniences on the proposed dates from SDC. Further dates in September are to be requested. **Action: Clerk.**

- The Clerk is to approach Brasted Parish Council about the Social Club. No communication has been received from the Social Club despite them receiving the proposed lease a few months ago. **Action: Clerk.**

- Cllr Blakemore is to thank Amanda Dunk for the work completed at Stubbs Wood. Cllr Blakemore is to advise Ms Dunk that once remediated in full, including clearing the Himalayan Balsam and Japanese Knotweed, the Parish Council would be grateful to receive it gifted from KCC. **Action: SB.**

6. To discuss application to the Big Community Fund.

Cllr Stokes advised there have been various conversations with Cllr Piper as neighbouring parishes are awarded grants. An application has been submitted for £1,500 to increase security at Sundridge Recreation Ground.

Cllr Piper has also agreed to support increased car parking at Sundridge Recreation Ground and to clear out the Darent relief channel that runs across the recreation ground. Cllr Evans is to get a quote for the relief channel work and Cllr Stokes has drawn a map of where it is.

An application is also to be submitted for street lighting. Lights have been replaced but further work could be completed with money from the grant.

Applications are to be submitted before the end of the month.

The clearing of the Darent channel goes up to the piece of land where the old lido was. The Clerk is to establish who owns the piece of land. Cllr Stokes is to provide a map. **Action: Clerk & MS.**

7. To discuss Street Lighting repairs and approve necessary expenditure.

None.

8. Payment of Accounts.

Approved.

Chq No	Payee	Details	Basic Amount	VAT	Total Payable
			£	£	£
30	LDF Carpentry	replacement of chq 21, lost in the post	320.00		320.00
31	Nick Clarke	Maintenance at Sundridge Village Hall & Bowsers	402.99		402.99
32	Scottish Power	Village Hall gas, March-May 2014	208.92	10.45	219.37
33	Scottish Power	Village Hall electricity, April-May 2014	53.73	2.69	56.42
34	Sarah Codling	Salary, August + milage and expenses	775.32		775.32
35	HMRC	Tax/NI, August	223.25		223.25
		total	1,984.21	13.14	1,997.35

9. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.

Cllr Booker is to be approached to complete repair work at Camberwell Recreation Ground. **Action: Clerk.**

10. Date of next meeting.

7 October 2014

There being no other business the meeting closed at 9:50pm