

# Sundridge with Ide Hill Parish Council

## Minutes of Finance and Personnel Committee Meeting Tuesday 2 December 2014, 7:00pm, Village Hall, Ide Hill

Present: Councillors Blakemore, Evans, Mrs Green, Mrs Lovegrove and Stokes.

Also present: Sarah Codling (Clerk)

Start 7.15pm

In the absence of Cllr Jolley, Cllr Blakemore took the Chair.

**Apologies:** Received from Cllr Jolley (health). Apologies were accepted.

**Declarations of interest:** Cllr Evans declared an interest regarding one of the quotes for the Ide Hill Well. Cllr Green expressed a personal interest in Stubbs Wood.

### 1. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 10 June 2014 and 31 July 2014.

The minutes of the meetings 10 June 2014 and 31 July 2014 were signed as a true and accurate record.

### 2. To take matters arising from those Minutes.

None.

### 3. Budget Statement as at 30 November 2014

The Clerk presented the budget statement. The second payment of the precept is expected in the New Year. There has been an overspend in Admin Costs, Miscellaneous Contingency due to legal fees.

Cllr Mrs Green questioned why the grant budget was underspent. It was noted that the grant for Sundridge Village Hall has not been paid due to the Parish Council maintaining the finances. However, the money should be vired from the grant budget to the Sundridge Village Hall budget. All Councillors approved the transaction.

### 4. To agree Precept for financial year 2015/16

Cllr Blakemore advised that he has completed the walk around Stubbs Wood with Mike Askew and a representative from Kent County Council. The items that KCC are to remain responsible for have been agreed, for example getting rid of the Knotweed over the next 5 years.

Mr Askew has advised that to keep the wood safe and tidy a budget of £1,500 would be necessary for the first year. Mr Askew believes that the wood should be self funding in the second year as costs should be recovered through the sale of wood/coppicing.

It was proposed to request a 2% increase (£1,146) for the precept to fund Stubbs Wood giving a total income of £58,450. All Councillors voted in favour.

Councillors requested the Clerk writes to Greene King asking to be kept informed regarding the new landlord for The Cock Inn. The Clerk is also to request that local candidates are favoured.

### 5. To approve quotes for the Ide Hill Well repairs

*Cllr Evans left the meeting 7.50pm*

Quotes have been received from WoodandWork and from Wealden Oak. Mrs Green is to meet the contractors to ask questions. Delegated authority was given to make a decision regarding the contractor by Wednesday 10 December 2014.

*Cllr Evans returned to the meeting 8pm*

### 6. To approve quote for cleaning at Sundridge Village Hall

3 quotes have been received for the cleaning work at Sundridge Village Hall. Councillors suggested that the awarded contract is a rolling 6 month contract. The successful applicant are to be responsible for their own PAYE/NI. The Clerk is to request references. Delegated authority was given to award the contract by 15 December 2014.

**7. Correspondence, including requests for grants.**

A grant request has been received from Citizens Advice Bureau. The Council have already given a grant this financial year. They are to be asked to reapply in April.

A verbal application has been received from the Social Club for £200 for a Christmas Party for the elderly. This was approved in principle, subject to a written application.

A grant request was received for funding for the Sundridge Village Plan. The Parish Council wish to support the village plan but need more details regarding the amount requested. The Clerk is to contact the applicant. **Action: Clerk.**

**8. To review and approve policies.**

This item is to be deferred to the next meeting. If Councillors have any proposed amendments they are to circulate via email.

**9. To receive update regarding Assets Working Party.**

The next meeting is set for 8 January 2015. All matters have been covered already today and at the Full Council meeting.

**10. To discuss land transfer regarding Ide Hill Conveniences**

Councillors approved the land transfer document. The Clerk is to contact Sevenoaks District Council regarding next steps. **Action: Clerk.**

**11. To discuss application to the Big Community Fund.**

The quote has been received for the street lighting repairs. Therefore, the application can proceed.

**12. To discuss Street Lighting repairs and approve necessary expenditure.**

None.

**13. Payment of Accounts.**

Approved.

Chq	Payee	Details	Basic Amount	VAT	Total Payable
			£	£	£
69	Streetlights	Replacing 3 columns	2,505.00	501.00	3,006.00
70	Streetlights	Col 37 Greystone Park	25.90	5.18	31.08
71	Sarah Codling	Salary, December 2014	782.67		782.67
72	HMRC	Tax/NI, December 2014	223.25		223.25
73	Sandersons Cleaning Services	Village Hall Cleaning, Oct & Nov	240.00		240.00
					-
		<b>Total</b>	<b>3,776.82</b>	<b>506.18</b>	<b>4,283.00</b>

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

- Cllrs Mrs Lovegrove advised that the shop would be willing to discuss the future of the Ide Hill Conveniences once the Parish Council has taken possession.
- Cllr Mrs Green asked whether the provision of broadband should be considered in the budget. It was discussed that this money would come out of reserves.

**15. Date of next meeting.**

8 January 2015

There being no other business the meeting closed at 8:45pm