

Sundridge with Ide Hill Parish Council

Minutes of Finance and Personnel Committee Meeting Tuesday 6 October 2015, 7:00pm, Village Hall, Ide Hill

Present: Cllr Baker Chair of Committee
Cllrs Banbrook, Edmonds, Evans and Stokes

Mrs S Codling - Clerk

Apologies Cllrs Jolley (health) and Mrs Lovegrove (prior engagement). Apologies were accepted.

Declarations of interest: None.

1. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 19 August 2015.

Owing to the Councillors present, there was not a quorum of those present on 19 August to approve minutes. The minutes are to be ratified at the next meeting. **Action: Clerk.**

Action points are also to be deferred. **Action: Clerk.**

2. To take matters arising from those Minutes.

None.

3. Public Forum

None.

4. Correspondence including requests for grants.

There are no requests for grants.

The Clerk advised that accounts have been received from Ide Hill Village Hall, as requested. These were distributed.

5. To receive budget statement, 30 September 2015

The figures were reviewed.

Cllr Baker advised that he has not seen a copy of the broadband survey.

The accounts show that Sundridge Village Hall is losing money. Councillor Edmonds proposed to recommend to Full Council to carry out a full structural survey of the hall. An allocation of £1,250 is to be allowed. Cllr Evans seconded the proposal. Cllr Banbrook abstained from voting with all other Councillors voting in favour.

Cllr Edmonds proposed seeking a valuation of the site, both with and without planning permission, allocating £500 for the valuation. Cllr Evans seconded the proposal. Cllr Banbrook abstained from voting with all other Councillors voting in favour.

The accounts show the Council keeping within budget with 3 exceptional items;

- the purchase of a defibrillator,
- repairs to Ide Hill well
- the commissioning of a broadband technical survey.

At the end of the financial year the figures will be reviewed to see if funds need to be moved from earmarked reserves. **Action: Clerk.**

It was noted that additional expenditure may be needed for legal fees for Stubbs Wood, Sundridge and Brasted Social Club and Ide Hill Conveniences. The Parish Council has already allocated £4,260 towards the flood relief work at Sundridge Recreation Ground.

There is an underspend for street lights.

Cllr Evans noted that he wishes to purchase a Speedwatch device. Discussions have taken place with Brasted Parish Council in order to co-own the device. The approximate cost is £1,000 for each Parish

Council. However, it may be possible to apply for grants from the police. This is to be discussed at the Full Council meeting on Monday.

Notice boards have not had any expenditure and have a budget allocation of £600. The boards in Sundridge need either refurbishing or replacing. Cllr Stokes proposed for Full Council to review the notice boards in both wards to provide the location and number of boards necessary. Quotes for work will then be obtained. Cllr Edmonds seconded the proposal. All Councillors voted in favour.

6. To review report following external audit.

The end of year accounts have been returned from the external auditor with no action required.

7. To review Councillor attendance.

The Chair of the Finance and Personnel Committee is to report to Full Council that attendance is to be reviewed quarterly. Councillors are required to attend committee meetings, owing to quorum issues. When reports are issued from committees they are to be voted and approved unless new evidence is presented or questions are raised that were not previously covered. Questions are to be submitted in advance to the Chair of the Council. This was proposed by Cllr Banbrook and seconded by Cllr Stokes. All Councillors voted in favour of the motion.

8. To review and approve policies.

Councillors reviewed the following policies:

- Documents and Records
- Data Protection
- Freedom of Information

Publications charges are to be an appendix to the freedom of information policy. **Action: Clerk.**
Cllr Evans proposed adopting the policy, seconded by Cllr Edmonds. All voted in favour.

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

Cllr Banbrook advised that the maintenance contract needs to be tendered. The Clerk is to ask neighbouring parishes for details of their contractors and KALC if they have contacts. **Action: Clerk.**
Our current contractor, Streetlights, are recommending installing a LED unit. The installation cost is higher (£485) but running costs should be lower. A light is out on Main Road. Councillors approved to trial LED on that light.

Electricity usage is to be monitored at the end of the year.

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

None.

11. Date of next meeting.

1 December 2015.

There being no other business the meeting closed at 8:55pm