

ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 19:30 PM ON TUESDAY 8TH MAY 2012 IN ROTHERFIELD MEMORIAL INSTITUTE

COUNCILLORS PRESENT

Cllr. L. Pike (Chair)

Cllr. Mrs P. Halse Adamson

Cllr. R. Harris

Cllr. C. Clibbens

Cllr. C. Prince

Cllr. N. Wickenden

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllrs. Hall and Thomas who attended as members of the public.

1. APOLOGIES FOR ABSENCE (LGA 1972 s 85).

An apology for absence was received and accepted from Cllr. Miss N. Bolton.

2. DECLARATIONS OF INTEREST.

None. The Chairman reminded the meeting that, if they became aware of an interest during the course of the meeting that they should declare it at that point.

3. RECEIVE MINUTES OF THE FINANCE COMMITTEE MEETING OF 10TH JANUARY & MATTERS ARISING.

Cllr. Thomas attended this as a member of the public and wished that his comments during the public forum of the meeting be noted as follows:

“Cllr Thomas expressed the view that he would have preferred an increase of 5% to avoid reduction of our reserve funds and because there will need to be a much larger increase in 2012/13 due to County and District Councils pushing more costs down to the Parish level”.

This amendment was added to the minutes in manuscript. It was proposed and agreed that the Minutes of the meeting be adopted with this amendment, there were no other matters arising and the Chairman signed them.

4. TO CONSIDER THE FOLLOWING AGENDA ITEMS:-

a) Appointment of Cllr. Harris to fill vacancy on this Committee

It was RESOLVED that Cllr. Harris be appointed to this committee.

b) Approval of draft accounts for financial year 1st April 2011 to 31st March 2012.

Copies were circulated prior to the meeting. It was RESOLVED that the draft accounts shown below be approved.

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ROTHERFIELD PARISH COUNCIL DRAFT UNAUDITED RECEIPTS AND PAYMENTS

Year to 31/03/2011		Year to 31/03/2012	
£	Receipts	£	
51,000.00	Precept payment from WDC	52,500.00	
417.50	Bank & Investment Interest	771.21	See note (1) overleaf
0.00	Other Credits	760.00	See note (2) overleaf
1,386.71	Highways and rights of way	3,960.00	See note (3) overleaf
6,585.00	Village Hall car park	0.00	
4,981.54	Rec. and other open spaces	1,143.99	See note (4) overleaf
6,104.39	Burial Fees and other income	3,657.02	See note (5) overleaf
7,461.88	VAT Reclaimed	4,697.61	
77,937.02	Total Receipts	67,489.83	
Payments			
Administration			
13,519.28	Employment, training and general administration costs	22,109.11	See note (6) overleaf
9,500.06	Professional & Office costs	Included above	
6,522.15	VAT Paid	4712.53	
Grants			
1,750.00	Grants and donations	1,500.00	See note (7) overleaf
8,249.80	Section 137 Expenditure	3402.96	See note (8) overleaf
Capital Works			
16,147.67	Capital Works	0.00	
Running Costs			
9,701.30	Recreation Ground & Amenity Land costs	10,025.80	See note (9) overleaf
500.00	Allotment Rental	500.00	
10,372.43	Burial Grounds costs	4,671.32	See note (10) overleaf
1,581.25	Fingerpost costs	371.55	
8,053.52	Street Lighting costs	7,225.24	See note (11) overleaf

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Page 2 of 11

F&GP Meeting minutes 8th May 2012.doc

ROTHERFIELD PARISH COUNCIL

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4,458.45	Highways, Footpaths & Street cleaning costs	5,351.78	See note (12) overleaf
3,091.72	Miscellaneous costs including village halls	600.00	White lining in Village Hall car park

93,447.63	Total Payments	60,470.29
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87,207.80	Opening Balance at 1 April	71,722.19
77,937.02	Plus Receipts in Year	67,489.83
25.00	Adjustment for cheque incorrectly entered in ledger 2010/11	0.00
93,447.63	Less Payments in Year	60,470.29

71,722.19		78,741.73
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Closing Bank Balances at 31 March

5325.51	Current Account	14660.87
70849.92	Deposit Account	71681.79
11108.24	Less unpresented cheques	8600.27
6,655.00	Plus credit items in transit	1,060.00

71,722.19		78,802.39
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Difference, represented by Santander interest payment not advised until after ledger closed

60.66

NOTES TO THE ACCOUNTS

RECEIPTS

(1) Bank and Investment interest

Interest on Santander deposit a/c	711.73	Eridge Village Hall	
Interest on holding of 4% Consolidated stock	59.48		
	771.21		

PAYMENTS

(7) Grants

		Eridge Village Hall	1,500.00
			1,500.00

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	3,657.02		
		Plans for ashes plot and memorial plaque locations	329.00
		Repairs to tap	98.30
		Cutting of lower field	70.00
		Training Course for Clerk	130.00
		Mole catching	92.00
			4,671.32
PAYMENTS			
(6) Employment & Training costs			
Salary, Tax, NI and mileage	15,168.75		
Expenses, postage, etc	593.21		
Stationery and photocopier	470.19		
Meeting costs	494.78		
Chairman's allowance	75.00		
Insurance premium	1,352.56		
Audit costs	782.50		
Subscriptions	1,127.15		
Training and conferences	1,127.50		
Election costs	662.19		
Waste disposal costs paid to WDC	215.28		
General maintenance	40.00		
	22,109.11		
		(11) Street Lighting costs	
		Part night conversion costs	1,642.61
		New and replacement columns	1,307.57
		Repairs	75.34
		ESCC energy costs	1,943.72
		ESCC maintenance contract costs	2,256.00
			7,225.24
		(12) Highways, Footpaths & Street cleaning	
		Dog bin emptying - Mark Cross and Hornshurst Road	374.05
		Street sweeping	1,251.23
		Grass and hedge cutting	1,270.00
		Mark Cross bus shelter replacement costs	2,395.00
		General maintenance	40.00
		Direction sign for RSM	21.50
			5,351.78

c) Adjustments to 2012/13 Budget.

It was RESOLVED that £1000 of the funds shown in the budget for a capital grant of £5K to the Bowls Club be reallocated to the Recreation and Burial general repair and maintenance budget to cover the grant to the Sports Club to assist with spring pitch maintenance; Also that the remaining £4K be reallocated as a capital expenditure reserve. Updated budget is shown below:-

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PARISH COUNCIL BUDGETED EXPENDITURE AND INCOME FOR 2012/13 AS ADJUSTED

RECREATION GROUND

Grounds Maintenance Contract for playing surfaces - Sports Club	2400
General Repairs & Maintenance	4000
Grounds Maintenance Contract - Recreation Ground	2250
Grounds Maintenance Contract – Amenity Land Court Meadow	850
Allotments rental	1000
Car Park Repairs	500
Play Area	500
Dog Bins - Millennium Green	500
TOTAL	12000
<i>Less</i> School Contribution for Recreation Ground	500
<i>Less</i> Allotment Rent Income	1000
<i>Less</i> Other credits (Millennium Green dog bin contribution)	120
NET EXPENDITURE	10380

BURIAL GROUNDS

General Maintenance	1000
Grounds Maintenance Contract	4200
Repairs & Renewals	500
Tree and Hedge Work	1000
Water Supply	50
Rates	125
Other improvement works	250
TOTAL	7125
<i>Less</i> Burial Fee Income	2500
NET EXPENDITURE	4625

RECREATION AND BURIAL GRAND TOTAL **14005**

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LIGHTING

Lighting & Maintenance contract	5000
Repairs	2000
Capital Works: New Installations	1500
TOTAL	8500

HIGHWAYS

Footpaths	1000
Seat repairs	500
Street sweeping	1600
Fingerposts & signs	1500
Bus shelter refurbishment	500
Traffic control	2250
Other maintenance	500
Mark Cross & School dog bin	500
Ground maintenance contract	500
TOTAL	8850

HIGHWAYS AND LIGHTING GRAND TOTAL **17350**

CAPITAL WORKS

Pre School driveway improvements	3100
Mark Cross parking area extension	5000
Extension of Recreation Ground footpath as a Jubilee project	5000
Additional bus shelter in Parish	1500
Support for formation of Tennis Club	5000
Capital expenditure reserve	4000
TOTAL	23600

GENERAL ADMINISTRATION

Employment Costs and Training	17000
Office Costs (Tel, Home Office, Stamps, Stationery)	1500
Office Equipment	100
Provision for possible allotment legal fees	1000

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Page 7 of 11

F&GP Meeting minutes 8th May 2012.doc

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Establishment Costs, Subs & Insurance	4000
Meeting Costs including hire of Village Hall	500
Noticeboards	200
Election Costs	1500
Chairman's Allowance	250
Newsletter & other community engagement costs	1000
TOTAL	27050
Less Interest Income	750
NET EXPENDITURE	26300

GRANTS - GENERAL

General	250
Citizens Advice Bureau LGA 1972 s142(2a)	250
TOTAL	500
<i>Less Grants Obtained</i>	<i>0</i>
NET EXPENDITURE	500

GRANTS UNDER SECTION 137

St Martin's Project	1500
General	1000
Pre School annual grant	500
TOTAL	3000

Contingency	
Contingency	3000
GENERAL CONTINGENCY	

GRANTS GRAND TOTAL **6500**

TOTAL EXPENDITURE

Recreation Ground	10380
Burial Ground	4625
Highways	8850
Lighting	8500
Capital works	23600
General Administration	26300
Grants	6500
BUDGETED TOTAL EXPENDITURE 2012/13	88755

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Page 8 of 11

F&GP Meeting minutes 8th May 2012.doc

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d) Review of Council funds and allocation of reserves.

Copies of the summary document prepared by the Clerk were circulated prior to the meeting for information.

ROTHERFIELD PARISH COUNCIL RESERVE CALCULATIONS 2011/12 FINANCIAL YEAR AS AT END OF MARCH 2012 (YEAR END)

		£
Cash Balances 31 March 2012	Current a/c	14,661
	Deposit a/c	71,682
<i>Add</i> receipts not yet credited to account from March		1,060
Less cheques unrepresented from March and earlier		8,600
	Sub total	78,802
<i>Less significant 2010/11 and other known expenditure not yet incurred or invoiced to the Council (Estimated ex Vat)</i>		0
	Total	0
<i>Less</i> Contingent liability - Football Foundation - VAT reclaim subject to correspondence December 2008		6,836
	Total	71,966
<i>Add</i> Budgeted income for 2011/12 less income already received		0
<i>Less</i> Budgeted expenditure 2011/12 less expenditure already incurred		0
	Funds at 31 March 2012	71,966

Allocation of Funds

Contingency reserve, "best practice" recommendation is 50% of Precept	27,378
	44,589 (a)

Provisional reserve allocation as agreed at 12 April 2011 Finance Committee meeting, as amended at 10th January 2012 Finance Committee meeting

Possible Jubilee community project fund

**Balance of £2k Allocated
toward 2012/13 expenditure**

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Cemetery extension work fund			Balance of £3k Allocated toward 2012/13 expenditure
St Denys' Old Burial Ground repairs/maintenance fund			Balance of £2k Allocated toward 2012/13 expenditure
Playground equipment renewal fund	3000		
Car park resurfacing fund (Village Hall and Mark Cross)			Balance of £3k Allocated toward 2012/13 expenditure
Adverse weather fund	1500		£500 of £2k balance allocated toward 2012/13 expenditure
Street lighting renewals and upgrades fund			Allocated toward 2012/13 expenditure
Footpath 31a (New Road - Station Road) resurfacing fund	2426		£526 of £2926 balance Allocated toward 2012/13 expenditure
Total	6926	6,926	(b)

Estimated balances to carry forward to 2012/13 (a) - (b)		37,663
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<i>Add</i> 2012/2013 Precept		54,755
<i>Less</i> 2012/13 Budgeted expenditure		93,625
<i>Plus</i> 2012/13 Budgeted income		<u>4,870</u>
		<u>3,663</u>

- e) **Investment of short-term surplus funds on fixed deposit.**
It was RESOLVED that the CLERK is to investigate the medium term surplus funds with a view to these being invested on a fixed short term basis to accrue extra interest, item to be added to May meeting agenda.
- f) **Street cleaner's wages.**
These were last increased in 2009. Current hourly rate is £7.50 ph for 3.5 hours per week. Total costs for 2011/12 were £1251, £1600 in budget for current year. It was RESOLVED to increase hourly rate to £7.75 effective from June, CLERK to advise street cleaner.
- g) **Smith & Fermor charity annual accounts and report.**
Copies were circulated at the meeting for information.
- h) **Review of Asset Register and any changes required to insurance policy cover.**
RESOLVED that CLERK is to investigate if it is possible to insure against costs associated with unauthorised occupation of Council land, also investigate and review the situation regarding land at Town Row Green and report at June Council meeting.
- i) **Renewal quote for Council's insurance and alternative quotes obtained.**
Clerk has obtained quote for renewal, which is around £300 less than renewal price quoted by current insurers. It was RESOLVED that Clerk make further enquiries regarding the company providing the lower quote and add to agenda of forthcoming Highways Committee agenda.
- j) **Change of banking arrangements and adoption of electronic payment methods to replace issuing of cheques.**
RESOLVED that CLERK to investigate which make provides the most effective system of "on line" payments and report at a future meeting.

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Page 10 of 11

F&GP Meeting minutes 8th May 2012.doc

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k) Request from Rotherfield St Martin to host an event promoting their “model” to other Parishes and organisations.

It was RESOLVED to support this event, CLERK to liaise with St Martin regarding format and date proposed and report back to Council.

5. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.

- Our new contractors have not cut various areas of grass. Item is on agenda of Recreation and Burial meeting to discuss.
- Complaints received from Parishioners regarding South East Water work in Rotherfield Square. Pavements have been cut without regard to safety of public, these should have been “wet cut” to minimise dust and fragments. CLERK to take issue up with SEW.
- Cllr. Clibbens has again raised issues of obstructive parking in Station Road with PcsO and has requested that enforcement measures be taken against vehicles involved.
- Highways are to undertake investigation of flooding issues in garden of a Catts’ Hill property; this is believed to be caused by obstructed drains from the highway.
- Chairman reported that he is trying to organise a volunteer group to deal with pavement and gutter issues in Station Road.

The Chairman declared the formal business of the meeting closed at 20:45.

6. PUBLIC FORUM.

- Enquiry made whether it was possible for Council to put “flyers” on the windscreens of vehicles parked inconsiderately. Clerk reported that this had been tried in the past but had been discontinued.
- Further fly tipping of roofing sheets, possible containing asbestos, were reported in Eridge Lane.

.....Chairman’s Signature.....Date