

**DRAFT Minutes of the meeting of Maresfield Parish Council's Finance & Administration Committee, held on Tuesday 10<sup>th</sup> October 2017 at 7.30pm in the Parish Office Nutley**

**Present:** - Cllr M Craddock (Chairman), Cllr D Barlow, Cllr D Watson, Cllr K Ogden, Cllr Ms G Hallin, Clerk T Allen, Asst. Clerk C Arnold.

- 1 Public session** – Mr Rod Thonger and Mr Bert Keeyes addressed Councillors regarding plans for the upgrading of the Fords Green Pavilion, covering the following points:-
  - The need for upgrading had arisen for three main reasons:-
    - Improvement to facilities to meet premier league football requirements.
    - Long needed internal updating works.
    - Upgrade of facilities overall, to allow for changing users requirements and better facilities for women and children.
  - Designs, drawings/plans, planning permission end 2017, building in 2018 in phased stages; pre-planning meeting with WDC end October 2017.
  - Assessment of costings is in-hand; ball-park figure is c. £80K to be financed from a number of sources; fundraiser is in place.
  - Project management requirement to be addressed.
  - Conservators have given informal approval for these works.

The Chairman stated that he would expect Council to want to support this worthy project for making improvements to one of the main assets in Nutley and that he will brief Councillors on this at the next Council meeting on the 17<sup>th</sup> October 2017.

Mr Thonger and Mr Keeyes to keep the Clerk advised of progress, particularly in the areas of planning permission, more accurate costing of the project phases and fund-raising proposals.

*(Mr Thonger and Mr Keeyes left and the Chairman opened the meeting)*

- 2 Apologies for absence** – None.
- 3 Declarations of interest** - Cllr Barlow as Director and Trustee of NWCTP Ltd. Cllr Ogden and Cllr Ms Hallin as members of the Maresfield Conservation Group.
- 4 Adoption of the minutes of the meeting held on 8<sup>th</sup> December 2016 - It was resolved** to adopt the minutes as a true record.
- 5 Matters arising from these minutes not elsewhere on the Agenda** – Re. Item 10, the Clerk reported that the move to fully 'electronic' working was going well, as evidenced by reduced expenditure in areas such as stationery, postage and copying/printing. Clerk to produce an Action Plan, incorporating training, equipment and other requirements, to move Council forward in this matter.
- 6 Review of Month 6 – 2017/18 Interim Financial Reports** – The Bank Reconciliation, Cash Book and management reports for Month 6 were received and reviewed; the Committee was not aware of any issues that needed to be raised.
- 7 Budget forecasts 2017/18 and new Budget/Precept 2018/19** – The Chairman reported that he and the Clerk had made an initial forecast of the 2017/18 outturn and 2018/19 budget. Main areas of expenditure were reviewed in detail and outturn/forecasts adjusted where necessary.

Cllr Barlow to advise re. the NWCTP expenditure forecasts and the Asst. Clerk to advise re. the cost benefits of using rubber chippings instead of wood chips for play areas.  
Chairman and Clerk to update outturn and forecast figures for the next meeting of the Committee so that it can produce a 'first-pass' draft budget for discussion and guidance by Council at its November 2017 meeting.

- 8 Grants/donations – bids for Parish Council funding in 2017/18 – It was resolved** that a Sub-Committee be formed to review the grants requests for 2017/18; comprising of the Chairman, Cllr Ms Hallin, Cllr Barlow and the Clerk; this Sub-Committee to give due consideration to the Council's rules for grant applications and report at the Committee's next meeting.
- 9 Review of LGPS Employer Discretions Policy** – The Chairman stated that having such a Policy was a requirement of membership of the LGPS, noting that for each Discretion the Council had no set policy; each case would be decided on its merits. **It was resolved** to recommend the Policy to Council for adoption.
- 10 Proposal from the Ashdown Forest Conservators for a financial contribution from the Parish Council in 2018/19 and 2019/20 – recommendations to Council** – The Chairman related the background to this matter, as discussed in recent Council meetings and following a recent presentation by the Conservators. **It was resolved** to recommend that Council pledges the £1,500.00 p.a., requested by the Conservators, in its budgets for 2018/19 & 2019/20.  
Concerns regarding productivity, commercial and people management/control, plus the fact that it is not yet known what other councils will be contributing, prevented a higher amount being recommended to Council at this stage.
- 11 Communications** – Chairman's article for the November 2017 parish magazines will include reference to Items 7 & 10 above.
- 12 Date of next meeting – It was resolved** to hold the next meeting of the Committee on Monday 6<sup>th</sup> November 2017 (previously scheduled for Tuesday 14<sup>th</sup> November 2017).

*(There being no further business, the meeting closed at 21:00).*