

HEATHFIELD AND WALDRON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

TUESDAY 29 SEPTEMBER 2009 AT 7.30 P.M.

AT HEATHFIELD COMMUNITY CENTRE

PRESENT: Mr Baker, Mrs Clark, Mr Davis, Mr Harmer, Mrs Holmwood, Mr Hough, Mr Kerby, Mr Newnham and Mrs Plant.

The Clerk was in attendance.

Also present: Representatives from Citizens Advice Bureau (Ms Mack), Little Punnetts Pre-School (Mrs Luck), Heathfield and Waldron Millennium Green (Mrs Sones), Crimestoppers (Ms Randall), Mastersports (Mr Holloway), St Wilfrid's Hospice (Mr Summers), Heathfield Drama Club (Mrs Pearson) and The Wheeldon 20-60 Club (Ms Stapley).

09/38 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

Mr Newnham took the Chair and invited nominations for Chairman. Mr Baker proposed Mrs Clark, seconded by Mr Harmer. A vote was taken, Mrs Clark was unanimously elected as Chairman and took the Chair.

Mrs Clark nominated Mrs Holmwood as Vice-Chairman of the Committee, seconded by Mr Baker. Mrs Holmwood was unanimously elected as Vice-Chairman of the Committee.

09/39 **APOLOGIES FOR ABSENCE**

All Members of the Committee were present.

09/40 **DISCLOSURE OF INTERESTS**

The following disclosures were made:

Mrs Holmwood – personal interest in respect of Little Punnetts Pre-School as her grand-daughter attended the Pre-School.

Mr Newnham – prejudicial interest in respect of Cross-in-Hand Village Hall as Treasurer for the Village Hall Committee, prejudicial interest in respect of the Heathfield and Waldron Millennium Green Trust as a Friend of the Green, prejudicial interest in respect of the Heathfield Partnership as a Trustee and a prejudicial interest in respect of the Citizens Advice Bureau as a Trustee.

Mrs Plant – personal interests in respect of Cross-In-Hand Village Hall and Heathfield and Waldron Millennium Green as the Parish Council's representative on these bodies

Mr Hough – prejudicial interest in respect of The Heathfield Partnership Trust as a Trustee of the Charity.

Mr Davis – prejudicial interest in respect of the Heathfield and Waldron Millennium Green as a Contractor for the Trust.

09/41 **MINUTES**

RESOLVED: That the minutes of the meeting held on 1 June 2009, having been previously circulated, be confirmed and signed by the Chairman as a correct record.

The meeting closed at 7.33 p.m. to enable representatives of Little Punnetts Pre-School, Heathfield and Waldron Millennium Green Trust, Crimestoppers, Mastersports, St Wilfrids Hospice, Heathfield Drama Club, Wheeldon 20 – 60 Club and Citizens Advice Bureau to speak in support of their applications for grant funding

The meeting re-opened at 8.15 p.m.

09/42 **MATTERS ARISING**

There were none.

09//43 **FINANCIAL REPORTS**

The Committee noted the Income and Expenditure and Balance Sheet as at 31 August 2009 and thanked the Finance Officer for the improved format.

09/44 **GRANT APPLICATIONS**

(a) Cross in Hand Village Hall

The application was in respect of tree works to the rear of the Hall. The trees were overshadowing the building and it was feared that they could cause structural damage if left.

It was **RESOLVED** to approve a grant of £1,000.

Mr Newnham left the room during consideration of the above.

(b) Little Punnetts Pre-School

The Committee noted that the grant would be used towards the purchase of scientific equipment which could be shared with other Pre-School groups. It was **RESOLVED** to approve a grant of £400.

(c) Heathfield & Waldron Millennium Green Trust

The grant application was in respect of a new access to the Green and the Committee noted the recommendation from RGP Committee that it should be supported. It was hoped that the Parish Council would also benefit as the access could be used when carrying out maintenance to the Skatepark.

It was **RESOLVED** that a grant of £1,500 should be made.

Mr Newnham and Mr Davis left the room during consideration of the above.

(d) Crimestoppers

The Committee recognised the importance of maintaining the anonymous crime-reporting system and it was **RESOLVED** that a grant of £300 be made.

(e) Heathfield Partnership

The application was in respect of an advertising campaign on local radio to promote local businesses. It was **RESOLVED** to approve a grant of £200 towards the cost of the initiative.

Mr Newnham and Mr Hough left the room during consideration of the above matter.

(f) Mastersports

The Committee supported the good work of this organization that provided exercise and support for people with disabilities and **RESOLVED** to approve a grant of £350.

(g) St Wilfrid's Hospice

The application for grant funding was in respect of improved IT facilities for support staff at the Holdenhurst Centre in Heathfield and the Committee **RESOLVED** to approve a grant of £1,000.

(h) Heathfield Drama Club

The Committee noted that the grant application was to cover the cost of hiring the Community Centre during their Christmas production, Annie. It was **RESOLVED** that a grant of £1,100 be made.

(i) The Wheeldon 20-60 Club

The Club had made a grant application towards the cost of hiring transport, meeting room and outings. The Committee **RESOLVED** to approve a grant of £500 and it was hoped that an application would also be made to Mayfield and Five Ashes Parish Council.

09/45

PRECEPTED GRANTS

Citizens Advice Bureau

The Committee noted the financial difficulties being faced by the CAB at a time when client numbers had increased because of the economic climate.

Mr Baker made a proposal that a grant of £5,000 should be agreed. An amended proposal by Mr Davis that a grant of £5,500 be made was defeated. A further amendment was made by Mrs Clark that a grant of £5,250 be approved and this was unanimously agreed. It was, therefore, **RESOLVED** to approve a grant of £5,250 for the 2010/2011 financial year.

Mr Newham left the room during consideration of the above.

Millennium Green Trust

The Trust had requested a grant of £7,500 for maintaining the Green. Following consideration, it was **RESOLVED** to approve a grant of £7,500 for the 2010/2011 financial year.

Mr Newham remained out of the room and Mr Davis left the room during consideration of the above.

09/46 **INTERNAL AUDIT**

The Clerk reported that as there was now some urgency in appointing a new Internal Auditor, that the proposal from Mulberry and Co. be accepted and a budget of £800 be allocated for the work.

09/47 **UPDATE FROM HEATHFIELD PARTNERSHIP**

A written update of work undertaken by the Heathfield Partnership had been circulated to the Committee and was duly noted.

09/48 **TO CONFIRM AUTHORISED SIGNATORIES FOR CHEQUES**

Following the resignation of Mr Bassingthwaite, consideration was given to the appointment of a new authorised signatory and it was **RESOLVED** to add Mrs Plant to the list of signatories.

09/49 **OFFICE MATTERS**

Air-conditioning

The Committee considered three quotations for installation of air-conditioning to the Office and it was **RESOLVED** to accept the quotation from All Personal Cooling in the sum of £3,030.25.

Window display

The Committee considered quotations for a new stand-alone window display at the Office. Following consideration, it was **RESOLVED** that the quotation from Xtracs Ltd in the sum of £610.00 plus VAT be approved.

Purchase of Office laptop

The Committee noted that the office laptop was in need of replacement and considered quotations for the purchase of Dell hardware. It was **RESOLVED** to approve the quotation from Citta consultants for a Dell computer at a cost of £698.00 plus VAT.

Replacment of Office Photocopier

Three quotations had been received in respect of leasing costs for a Ricoh machine.

Following consideration, it was **RESOLVED** to approve the quotation received from Kent County Council for a 5 year contract at a cost of £232.44 per quarter plus copying fees.

09/50 **CRIME AND DISORDER ACT 1988 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were none.

09/51 **RISK MANAGEMENT**

In respect of the Office, the Committee considered the existing window display to be unstable and requiring replacement. It was also noted that excessive temperatures during Summer months could cause a risk to staff and visitors to the office which the installation of air conditioning would alleviate.

09/52 **MATTERS RAISED BY MEMBERS PREVIOUSLY NOTIFIED**

There were none.

09/53 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would be held on Tuesday 8 December 2009 at 7.30 pm in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield.

09/54 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** to exclude the public and press from the meeting during discussion of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

09/55 **STAFFING MATTERS**

The Clerk gave a verbal update regarding staffing and the Committee noted that Mr Parish had commenced duties as consultant Finance Officer on the terms agreed.

The meeting closed at 9.10 p.m.

Signed:

Chairman

Dated: