



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

Minutes of Maresfield Parish Council's Finance & Administration Committee meeting held remotely on Tuesday 13th October 2020 at 7.30pm

Present: Cllr M Craddock (Chair), Cllr T Lewin, Cllr Dr B Smith and Mrs C Goossens (Clerk)

1. **Public Session.** None.
2. **Apologies for absence.** Cllr D Watson.
3. **Declarations of interest.**
Cllr Lewin – Member of Maresfield Conservation Group.
Cllr Dr Smith – Governor, Nutley C of E Primary School.
4. **Adoption of the minutes of the Meeting held on 2nd June 2020.**
The minutes as circulated were **Adopted** as a true and accurate record.
5. **Review of months 5/6 Receipts and Payments and Bank Reconciliation.**
Noted.
The monthly charge from Biffa for bin rental and empty at MRG was thought to be high. **ACTION:** Clerk to investigate alternative options.
6. **Current Year forecasts 2020/2021 and new Budget/Precept 2021/2022.**
The draft budget schedule was reviewed, and the following points noted:
 - If the NDP is going to require additional funds to enable completion, the NDP SG will need to put a paper before Council justifying additional expenditure.
 - There are NDP funding opportunities available. **ACTION:** Clerk to investigate.
 - Road Safety Reserve – unlikely that we will be able to use this money as most Highways initiatives cost tens of thousands of pounds.
7. **Grants/Donations – Bids for Parish Council funding 2021/22.**
It was **Agreed** members of the Committee would individually review grant applications and revert to the Clerk with recommendations prior to the next F&A Committee meeting when the item would again be discussed.
ACTION: Clerk to deliver paperwork to Cllr Lewin in first instance.
ACTION: Clerk to contact WDC to ascertain whether use of CIL money would be appropriate for the purchase of a new mower shed for Maresfield Bowls Club and for a garage/storage facility at Fords Green.
8. **To note Clerk and Assistant Clerk Appraisals.**
The Chairman expressed his satisfaction with the excellent appraisals for both the Clerk and Assistant Clerk and recommended an increase of one salary point on the NALC National Salary Pay Scale. This was seconded by Cllr Lewin and **Agreed** unanimously. **ACTION:** Clerk add to Council Agenda for ratification.
9. **Investment of surplus funds.**
The Clerk reported the investment of additional funds of £50,000, for six months with Hodge Bank, as Agreed by Council at its meeting on 19th May 2020, has been held up as a result of the COVID 19 pandemic. All requisite paperwork is now signed and ready for submission. This transfer of funds is primarily to ensure FSCS protection. **ACTION:** Clerk.
10. **Transparency code.** None – carry forward to next meeting.
11. **GDPR update.** The Clerk reported having participated in a recent Data Protection Webinar, there is now a clear plan for work required, including the production of a Data Impact Assessment and scheduling of an annual data cleanse.
ACTION: Clerk.



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12. To consider and recommend that Council approve the following policies:

- a) Sickness and Absence**
- b) Training and Development**
- c) Disciplinary**

The policies were discussed and considered to be appropriate for the Council's needs. The Chairman proposed recommendation to Council that it **Adopt** the above policies. This was seconded by Cllr Dr Smith and **Agreed** unanimously.

13. Matters arising from the meeting for public communication.

ACTION: Cllr Dr Smith to communicate via Social Media (Twitter/Facebook) that the Parish Council is currently considering grant applications and the budget for the coming financial year.

14. Correspondence. It was noted that many letters of thanks have been received from those local clubs/societies who were in receipt of a Parish Council grant this year.

15. Date of next meeting – Tuesday 10th November.

There being no further business, the meeting closed at 20.47.