



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

Minutes of the Maresfield Parish Council Finance & Administration Committee meeting held in the Parish Office on Tuesday 7th September 2021 at 7.30pm

Present: Cllr M Craddock (Chair), Cllr T Lewin, Cllr D Watson & Mrs C Goossens (Clerk)

1. **Public Session.** None.

2. **Apologies for absence.** Cllr Dr B Smith.

3. **Declarations of interest.**

Cllr T Lewin – Maresfield Conservation Group

Cllr D Watson – Member of Nutley Bowls Club. It was noted that Cllr Watson would not be able to vote on any decisions pertaining to item 7.1. and the committee would not therefore be quorate.

4. **Adoption of the minutes of the Meeting held on 6th April 2021.** The minutes as circulated were **Agreed** to be a true and accurate record.

5. **Review of months 1-5 2021/22 Receipts and Payments and Bank Reconciliation.** Noted.

Month 5 – large item of expenditure £8940 for MRG Bowls Club Fencing works – to be funded from CIL monies.

Salaries are the most significant expenditure accounting for an anticipated total for the financial year of £33,250 against a budget of £34,500.

All on track to date and month 6 payments expected to comprise nothing other than normal monthly running costs.

ACTION: Cllr Lewin and Clerk to devise a monthly accounting review summary for Council.

Cllr Lewin highlighted the annual cost of the Parish Office (c.£6000 per annum) and enquired whether we might be able to negotiate a reduction in rent with the landlord. It was noted that we would need a Plan B if the Social Club were not agreeable. It was noted that there was a possibility of using the Assistant Clerk's home office as an alternative.

The Parish Council would need to consider the following:

- How much rent the Asst Clerk would expect from MPC for use of her office space.
- Legal advice would be required, and a contract drawn up providing MPC with sufficient time to relocate in the event of the Asst Clerk moving home or serving notice for any other reason.
- The cost incurred as a result of needing to hire meeting room space for those meetings usually held (pre-COVID) in the Parish Office i.e. Planning, Environment, F&A, SLR and ad-hoc.
- Whilst the office is currently used by the Clerk for approximately 8 hours a week, it is currently little more than a storage facility and even pre-COVID there were very few visitors.

ACTION: Cllr Lewin/Assistant Clerk to progress this item.

6. **Current Year forecasts 2021/2022 and new Budget/Precept 2022/2023.**

It was noted that provision will need to be made for the following in the 2022/23 budget:

- Increased streetlighting costs because of rising energy costs.
- Funding for renewed/refurbished paving and patio at Maresfield Recreation Ground Pavilion. **ACTION:** Parish Office obtain three quotes.
- MRG Pitch maintenance programme costs – including scarifying, rolling, overseeding on top of regular grass cutting schedule. **ACTION:** Parish Office seek three alternative providers and obtain costings (Barcombe have failed to provide relevant costings).
- MRG Pavilion changing rooms refurb.
- £5,000 into Fords Green Play Area refurbishment reserve.
- Maresfield Traffic Survey. **ACTION:** Clerk to obtain costings from traffic engineer reference survey, interpretation of survey and proposals going forward.



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ACTION: Clerk to contact WDC CIL Officer to ascertain when CIL monies can be anticipated from SIGMA development.

7. Grants/Donations - Bids for Parish Council funding 2022/23.

It was noted that the deadline for applications is 24th September. Application documents will be loaded onto the Parish Council shared drive for the F&A Committee to access electronically for review prior to discussion.

i. **Funding request from Nutley Bowling Club.** The information as submitted by the Bowls club was reviewed and discussion ensued.

ACTION: Clerk to revert to Mr Evans with additional questions including request for a budget for 2021/22.

8. To note Wicksteed Quarterly Playground Inspection Report. Noted.

9. Review current investments/surplus funds. It was noted that there is currently £25,000 invested with Cambridge & Counties in a 2-year fixed bond and a further £25,000 invested with Hodge Bank in a 1-year fixed bond. It is anticipated that the second half of the Precept will be received from WDC at the end of September.

10. Appraisals. It was **Agreed** that Cllr Dr Smith and Cllr Lewin would carry out appraisals for both the Clerk and Assistant Clerk. To be scheduled in September.

ACTION: Clerk to progress.

11. GDPR update. None.

12. Matters arising from the meeting for public communication. None.

13. Correspondence. None.

14. Date of next meeting – Thursday 7th October 2021.

There being no further business, the meeting closed at 20.43.