



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

Draft Minutes of the Finance & Administration Committee meeting held on Tuesday 1st April 2025 at 10am in the Parish Office, Nutley

Present: Cllr M Craddock (Chair), Cllr R Hunter, Cllr T Lewin, Cllr Dr B Smith and Mrs N O'Hanlon (Clerk)

1. **Public Session.** None.
2. **Apologies for absence.** None.
3. **Declarations of interest.** None.
4. **Adoption of the minutes of the Meeting held on 10th December 2024.** It was unanimously **Agreed** to **Adopt** the minutes as circulated with the meeting papers.
5. **Review of months 9, 10 and 11 2024/25 Receipts and Payments and Bank Reconciliations.** Noted.
6. **Period 12 accounting adjustments.** It was agreed that as well as the usual year end accruals the following adjustments would be made:
 - Create EMR Reserve for Park Farm Lane maintenance: £2,000.00
 - Create EMR Reserve for Proposed MRG parking scheme: £17,950.00
 - Current EMR for NDP of £4,463 to be transferred to general reserves.
 - Increase EMR Reserve for Road Safety to £10,500
 - Recommended £500 additional grant for Fords Green Management Committee (see Minute 10).
7. **Staff appraisals.** The Chair reported that staff appraisals were recently carried out for the Clerk and the Clerical Assistant.

The appraisal of the Clerk found her conduct and running of the office to be very good and her resilience in the face of some difficult circumstances was applauded. Councillors are pleased that the Clerk has embarked on the CiLCA qualification, to be completed by the end of December 2025.

In recognition of the Clerk's performance it was proposed that her salary be increased by 1 spinal point as from 1st April 2025.

The appraisal of the Clerical Assistant found that she has had a very satisfactory year and has shown herself to be very competent and thorough, have a positive disposition and readily takes the initiative to carry out or complete tasks. Councillors are pleased that the Clerical Assistant has embarked on the ILCA qualification.

In recognition of the Clerical Assistant's performance, it was proposed that her salary be increased by 1 spinal point as from 1st April 2025 and that on successful completion of the ILCA qualification the Clerical Assistant's role would be upgraded to Assistant Clerk. In addition her salary scale would be reassessed at that point.

8. **MVAS Speed devices.** Costs have increased since Council agreed the purchase of 2 new MVAS speed devices at a cost of £5k including installation. The delay in purchase incurred as a result of Wealden being slow in processing the required new



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licences. Obtaining quotes for installing the new ground screws and poles is proving difficult and therefore we do not yet have a final cost to present for consideration.

- 9. Disposal of assets.** It was proposed that the two old, defunct MVAS devices are removed from the asset register along with 3 wooden finger posts that are no longer in position. This was seconded and agreed unanimously.

ACTION: Clerk to organise an asset list verification to ensure all items on the asset register are present in the parish.

- 10. Fords Green grant award.** It was proposed that it is recommended to Council that an additional £500 grant is awarded to Fords Green Management Committee to cover on going chaser bug treatment. **This was seconded and agreed unanimously.**
- 11. Review Risk assessments.** The risk assessments and amendments, as circulated with meeting papers, were noted and approved unanimously.
- 12. Matters arising from the meeting for public communication.** None.
- 13. Correspondence.** None.
- 14. Date of next meeting –** Tuesday 3rd June 2025 at 10am.

There being no further business the meeting closed at 10.50am