

# FRAMFIELD PARISH COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE Minutes of the FGP Committee Meeting held on Wednesday, 19 September 2012, at 7.30 pm at the Memorial Hall, Framfield.

**Present:** Councillors Maria Naylor (Chairman), Peter Friend, Jeff Goggin, Felicity Groves.  
**Also Present:** Councillor John Mordaunt.  
**In attendance:** Ann Newton (Parish Clerk).  
**Public:** None.

### 1. Apologies

Rob Newton. The Clerk conveyed to the meeting that due to a change in personal circumstances, Rob felt he should stand down as Vice-Chair and would be delighted if the Council would look to voting in Jeff Goggin in his place.

### 2. Declarations of Interest

Jeff Goggin declared a prejudicial interest in any times relating to Gill Goggin, his wife, who takes the bookings and clean the Village Hall in Blackboys.

### 3. Minutes of the Last meeting.

The minutes of the meeting held on 9 May 2012 were approved as read.

### 4. Matters Arising.

FGP 029	RFO asked to set up a monthly limit of £2,000 on the BACS facility. The RFO had stated that she is not able to set this up as she is not a signatory on the account. The meeting suggested that this was something that could be discussed at the meeting with Barclays as detailed below. The meeting is still to be arranged. <b>ACTION: FGP 043 – RFO.</b>
FGP 030	Meeting at Barclays Bank to 'rationalise' the bank accounts – Maria Naylor and RFO. The meeting is still to be arranged. <b>ACTION: FGP 044 – RFO/MN.</b>
FGP 031	H&S Policy – Clerk asked to draw this up. The Clerk furnished all members with a copy of the Policy. The meeting subsequently made the following recommendation to full Council: • <b>That Full Council adopt the Policy.</b>
FGP 032	Pension arrangements – Clerk. To be investigated – ongoing. <b>ACTION: FGP 045 – MN/CLERK.</b>
FGP 033	RFO to update charity investment figure on accounts. This had been done.
FGP 034	Village signs – Clerk to obtain quotes for repair. The Clerk reported that they should be submitted before Christmas. <b>ACTION: FGP 046 – CLERK.</b>
FGP 035	RFO to make alterations to the accounts for the Annual Return. This had been done.
FGP 037	PC to make donation to the FF & BB Monday Club. This had been done.
FGP 038	Payslips – Chairman to pass spreadsheet to the RFO. This was still to be done. <b>ACTION: FGP 047 – MN.</b>
FGP 039	Streetlights – Jeff Goggin to contact FF residents with the costs of supplying a rear shield to a streetlight. This had been done.
FGP 040	Clerk to inform BB resident that the PC would not be replacing the streetlight. Peter Friend had discussed the issue with the resident.
FGP 041	Footpath – Clerk to convey to FF resident and Councillor Chris Dowling (ESCC) the reason why they would not support the upgrading of the footpath to Uckfield. This had been done.
FGP 042	Jeff Goggin to take up position of Vice-Chair on Environment Committee to enable him to sit on the FGP Committee. Clerk to advise. This had been done.

## 5. Administration

- **Recreation Grounds – grounds maintenance specification and tender exercise.**

The meeting agreed to recommend to full Council two additions to the contract:

- **To include the option of extending the contract from 3 to 5 years purely at the discretion of the Council, if necessary using CPI to cover any increase in charges.**
- **No cutting should be carried out at weekends except in the event of exceptional weather conditions which had precluded cutting on weekdays. This cutting should be between 9 am and 12 noon on a Saturday with no cutting on Sundays.**

The tender exercise would be advertised in the Parish Magazine, noticeboards and website. **ACTION: FGP 048 – CLERK.**

- **Any other business.**

The meeting agreed to recommend to full Council two changes in administration:

- **Planning Committee meetings would be held prior to each Trust/Parish Council meeting with a start time of 6.30 pm unless advised to the contrary.**
- **The Environment Committee would be subsumed into full Council until further notice.**

## 6. Precept – 2013/-14 – discussion.

Jeff Goggin had drafted a statement to go into the Parish Magazine informing residents of the need to increase the precept – all members were furnished with a copy along with a schedule of Parish Precepts for 2012/13 which shows that Framfield has a very low level of precept compared to other councils particularly when considering the assets which the Council has to finance. Clerk to insert in the February/March edition of the magazine. **ACTION: FGP 049 – CLERK.** Following discussion the meeting agreed to make the following recommendation to full Council:

- **That the precept for 2013-14 be increased to £50,000.**

## 7. Trusts – General

- **Matters arising.**

FGP 036	Gift Aid – Framfield Trust. The RFO was still awaiting confirmation from HMRC. This had been received.
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- **Administration**

- **Accounts – proposal to have an external audit.** The meeting agreed to recommend the following to full Council:

- **That the Clerk contact Graham Pope to ask if he feels he could carry out (or recommend someone else) an audit of the three trust accounts for which an honorarium could be paid. There could be a preliminary look at the accounts before the end of the year with the view to carrying out a full audit after the close of the financial year. ACTION: FGP 050 – CLERK.**

- **Halls – Review of hire rates –** all members were in receipt of the proposals. The meeting recommended these proposals for adoption by full Council.

**A complete revision for Blackboys Hall with only a slight reduction in two rates at the Memorial Hall to endeavour to bring the two halls in line with each other. The rates would be effective from January 2013. Consultation would have to be carried out with the RFO and frequent regular users who may have preferential rates so that they can be adjusted. ACTION: FGP 051 – RFO/CLERK/JG.**

- **Any other business.**

The meeting recommended to full Council that the salary for the Caretaker at the Village Hall, Blackboys, be brought into line with the salary for the Memorial Hall, Framfield.

## **Framfield Trust**

- **Proposal to allocate a proportion of the Memorial Hall funds to the refurbishment project.**

The meeting recommended the following to full Council:

**That the principle of the allocation be agreed with the final amount agreed once building regulations and costings have been obtained for the phases of the works.**

- **Any other business.**

- Jeff Goggin offered to source a vacuum cleaner for the Hall. **ACTION: FGP 052 – JG.**
- The Clerk reported that she had met with the Licensing Officers at WDC and a new licence was in the process of being applied for updating it to current standards although there would be no material changes. **ACTION: FGP 053 – CLERK.**
- The meeting made the following recommendation to full Council:  
**That an electrician be contracted to carry out the five-year electrical inspection in line with the regulations for both halls.**

## **Blackboys Trust**

- **Refurbishment Project**

John Mordaunt briefed those present on a recent meeting with the architect. He would be drawing up a tree protection plan for approval by WDC so that the conditions on the recent planning approval can be discharged. The architect would also be applying for building regulations concurrently. Several other issues were discussed and the meeting recommended to full Council that when the above information has been received a letter is written to Blackboys Cricket Club detailing the following points which will be written into their hire agreement:

- **Advising them of the tree protection plan whereby no cars or heavy machinery can be used or left within the zone, ie the large roller currently in the rear storage unit should be moved to the one on the side. No bonfires can be lit and anything else carried out that would have an adverse affect on the roots of the trees.**
- **A request that the Club formally informs the Trustees in writing exactly what funds are available for the refurbishment as the meeting believe there is little point going putting the works out to tender with limited funds available.**
- **The cricket square is to be reduced to 30 feet wide from the current width of some 70'.**
- **In line with the revised grounds maintenance for all three recreation grounds, there is to be an endeavour to have no contractual weekend cutting of the recreation ground as detailed in item 5 of these minutes. This would not include the more minor cutting carried out by the Cricket Club themselves on match days.**

- **Any other business.**

- **Blackboys Allotments** - the Clerk reported that a tenant had informed her of her wish to take over another tenants plots as that tenant was going to spend a significant time travelling, although had suggested that the tenant could now just water the plots whilst they are away. The meeting agreed that the tenant should be given notice of termination of the agreement effective from 31 March 2013 so that the plots can be offered firstly to those on the waiting list. **ACTION: FGP 054 – PF/CLERK.**
- **Hall** - Jeff Goggin was given agreement to obtain quotes to re-tile the Committee room ceiling at the Hall. **ACTION: FGP 055 – JG.**

## **8. Any other business at the discretion of the Chairman**

There was none.

## **9. Next Committee Meeting**

To be advised.

*The meeting was closed at 8.45 pm.*

Chairman..... Date .....

