

# FRAMFIELD PARISH COUNCIL

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*Also acting as Trustees to the*

FRAMFIELD MEMORIAL HALL AND, RECREATION GROUND TRUST.

CHARITY REGISTRATION NO: 305228

and BLACKBOYS VILLAGE HALL, RECREATION GROUND AND ALLOTMENTS TRUST  
INCORPORATING PALEHOUSE COMMON RECREATION GROUND

CHARITY REGISTRATION NO: 305225

and FRAMFIELD ALLOTMENT GARDENS

CHARITY REGISTRATION NO. 296468

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## **FINANCE & GENERAL PURPOSES COMMITTEE** **Minutes of the FGP Committee Meeting held on Monday,** **26 February 2018, at 7 pm at the Village Hall, Blackboys.**

**Present:** Councillors Keith Brandon (Chairman), Selina Allen (Vice Chairman), Peter Friend, Maria Naylor and Rob Newton.  
**In attendance:** Ann Newton (Parish Clerk). Jan Riddle (RFO).  
**Public:** None.

*Prior to the commencement of the meeting members of the public, if present, are invited to address the Parish Council at the Chairman's discretion for five minutes.*

### **1. Apologies**

There were none.

### **2. Declarations of Interest, personal, prejudicial or pecuniary.**

*Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on the agenda. There were none.*

### **3. To accept the Minutes of the last meeting (11 December 2017)**

It was resolved to accept the minutes of the meeting held on 11 December 2017, having been circulated, as a true and accurate record of the meeting. The minutes were signed by the Chairman as proposed by Peter Friend and seconded by Selina Allen.

### **4. Matters arising**

Matters arising from the last minutes which are not detailed elsewhere on the agenda. The Clerk ran through the items, all of which were completed and/or detailed on the agenda/minutes.

### **5. Matters for Discussion.**

#### General Administration

- Review of the Asset Register. The meeting agreed to recommend to full Council that the Clerk should make minor adjustments to the Asset Register as used last year for the audit and then to continue to do a full register across the Trusts/Parish Council for internal use.
- GDPR (General Data Protection Regulations). Keith Brandon gave a presentation which he would repeat at or before the next full Council meeting. He emphasised that the implications of the legislation will become a legal requirement from 25 May 2018 when a Data Protection Officer will have to be put in place and all administrative processes of the Council brought up to the required specification. He comments on the changes which will be required – this will also incur time for the Clerk and RFO to 'data cleanse' their filing cabinets and electronic filing systems.
- Emergency Plan – the meeting agreed that this should be updated.

#### Finance

- Review of Reserves – Councillors were in receipt of an updated finance schedule including general and earmarked reserves. Keith Brandon proposed that the

reserves be recommended to full Council for approval as detailed below. This was seconded by Maria Naylor and agreed by all present. The changes recognised where reserves had been spent during the year.

Gratuity account	£6,632.46
Traffic measures	£11,000.00
Recreation Ground/Play equipment contingency	£10,000.00
Blackboys : Connection to main sewer	£10,000.00
New Noticeboards	£2,000.00
Repair/replace guideposts	£2,000.00
Framfield Play Area Fencing	£2,000.00
Legal fee contingency	£6,000.00
GDPR compliance contingency	£2,000.00
Centenary Trees	£1,000.00
General Reserves	£4,126.30
Total:	£56,758.76

- Proposal to extend the grounds maintenance contract from 3 to 5 years. The meeting agreed to recommend the extension to full Council.
- ESCC Grass Cutting savings. The Clerk explained that ESCC were to reduce the number of urban grass cuts from six to two per annum (rural grass cutting will remain as two plus essential visibility splay cuts per season). ESCC are offering two options – a financial contribution in the region of £581.00 per annum to employ a grass cutting service or to pay ESCC for four further cuts at a cost of £1,162 per annum. A decision is required by 31 March 2018. The Clerk was asked to approach the Council's current grounds maintenance contractor and put it on the agenda for the March Council meeting.
- 262 bus service. The Clerk advised the meeting that Heathfield and Waldron Parish Council had opted out of the service but the other parties were keen to keep it going for the passengers that use it on a shortened route. It was thought the cost implications for the Council would not change as the NWCTP would apply for further grant funding.
- Cross-checking of payments. The meeting carried out three separate cross-checks and found them all to be verified.

## 6. Trusts

### Finance

- Review of the subscription charge for the use by sports clubs of the Memorial Hall, Framfield (football) and the Pavilion, Blackboys (cricket). The meeting agreed to recommend to full Council that the fees for the football clubs remain the same (£275.00). However due to the costs incurred at the Pavilion this year (over £1,000 set against an income of £300.00) plus the potential cost of the ramp and pathway (circa £6,000) they felt a rise to £500.00 acceptable. If agreed by full Council, the Club would be offered a meeting for the position to be explained.
- Review of the hire agreement for the use of the Memorial Hall by the School. The Clerk reported that she was liaising with ESCC over the daily cost figure.
- Contact from the Stagers. The Clerk reported that the Stagers have enquired about the possibility to help fund their production next year. As discussed at the meeting held with their representatives last year, they were asked to produce a business plan with ideas of timescales for the next production – neither has been forthcoming although a booking schedule has now been given to the Bookings Clerk. The Clerk was asked to write to them again repeating the request once the full costs of the hall use were known.

### General

- Risk/fire risk assessment update. The reports are awaited and it is anticipated works will be required.
- Potential works programme/strategy.
  - Blackboys Allotments – clearing of vacant plots. The meeting agreed that the quote be accepted. The handyman had declined due to the amount of work involved.
  - BVH – redecoration. The Clerk was asked to obtain quotes for the redecoration of the Hall.

**7. Items for referral by Councillors to the next appropriate Committee or Full Council agenda.**

There was none other than detailed in the minutes.

**8. Next Committee Meeting**

To be arranged.

*The meeting was closed at 9.25 pm.*

*Chairman.....*

*Date .....*