

**Unconfirmed Minutes of the Finance and Administration Committee held Monday 14<sup>th</sup> February 2022 at 7.00pm at Rigden Rm, Tayne Centre**

**Present:** Councillors Baldwin (Committee Chair), Trayner, Huntley, Luff, Dunford

**In attendance:** Sarah Harrison (Clerk,) Cherri Norman (RFO) and Cllr Arnold – Newing.

- 1 **Apologies for absence** – None
- 2 **Declaration of interests** – None
- 3 **Adjournment of meeting for public session** – None.
- 4 **Minutes of the meeting of 10<sup>th</sup> January 2022– Approved and signed** by the Chairman
- 5 **Matters arising from the minutes not elsewhere on the agenda:** None

Administration

6 **Request for the use of Tayne Field on Saturday 21<sup>st</sup> May 2022 for an event by Thoughtful Food – Agreed.**

7 **Queens Platinum Jubilee** – Update **received** from Cllr Luff

7.1 Clerk agreed to email all groups with a copy of the grant request form with a deadline of 20<sup>th</sup> March 2022 to submit. Decision will be made by the Full Council at the meeting on March 30<sup>th</sup>, 2022, and decisions sent out to groups by early April 2022.

7.2 Grant form **received** and agreed by Council

7.3 Clerk **agreed** to chase the Public Liability Insurers again for clarification on any restrictions while holding events.

7.4 Cllr Arnold – Newing **agreed** to send Clerk a copy of the road closure form

7.5 Cllr Luff wants to ensure clarity and fairness in allocation of funds by Council for the celebrations.

8 **Jubilee Field:**

8.1 Clerk suggested extending the left-hand barrier by the skate park to the drop-down curb and finding a gate that fits the remaining space. Councillors requested Clerk chase Vic Harmer for comment on the size required to fit tractor for maintenance on the field before sourcing quotes.

8.2 Councillors received report and requested Clerk contact Fresh Air Fitness to request a maintenance visit and quote for possible repair. Clerk noted that parishioners do appear to be making use of this equipment. Cllr **Huntley** agreed to oil equipment in the interim.

8.3 - Clerk **agreed** to chase Vic Harmer for comment on how to deal with the issue of moles.

9 **Website** – Council **received** content proposals and **agreed**. Cllr Baldwin has **requested** training on ICT with Clerk on 22.02.22.

10 **Internal Audit** – Council **agreed** and Cllr Baldwin **signed** with a view to review all procedures and missing policies going forward.

11 **Grounds Maintenance Schedule** – To be signed off at Full Council with a change to the contract to include “maintaining the defined edges of the running track around Jubilee Field once renewed” and “To treat the surface with weed killer twice a year” as two separate items. Cllr Traynor recommended changing the contract from 1 year to 3 years with a get-out clause included. This will be put to Full Council.

11.b Unable to discuss until we receive funds.

12 **Review street furniture cleaning schedule for 2022/23** – Discussed alongside Grounds Maintenance Schedule to renew contract for 3 years with a get-out clause and possibly include a percentage increase alongside the CIP rise from the previous December. This will be put to Full Council.

12.b - Telephone box book exchange – Council **requested** Clerk contact Tony Athow to complete the work (painting and putting up shelves) by the end of March 2022 with a view to find another individual to carry out the work if he cant complete.

13 St. Eadburgs Well New Public Notice – Council **received** proposal and **agreed**.

14 **Etchinghill Noticeboard** – Council **agreed** to replace noticeboard due to age and wear. Clerk **agreed** to obtain quotes for a new metal one like those on Station Road, Lyminge.

Financial

**15 Management Accounts:**

**15.1 Management Accounts for 31<sup>st</sup> January 2022** - received and **approved**

**15.2 Bank reconciliation for 31<sup>st</sup> January 2022** - received and chairman **authorised** to sign

**16 Accounts for payment:** January's payment list **agreed.**

**17 Funding Applications** – none received

**18 Date of next meeting** – Monday 14<sup>th</sup> March 2022 at the Tayne Centre, Lyminge.

The meeting closed at 9.46pm

Signed..... (Chairman)

Signed..... (Clerk)