

## EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING

### Minutes of Thursday 21<sup>st</sup> November 2024

**1. Present:** Cllrs Hotson, Arger, Sharp and Martin plus RFO and Clerk

**2. Apologies for Absence:** Cllrs Riordan, Perry and Wakeford

( Cllr Hotson chaired the meeting in Cllr Riordan's absence)

**3. Dispensations - NA**

**4. Minutes of previous meeting – 7<sup>th</sup> November 2024 - attached**  
Minutes agreed as accurate

- Union representative and Cllr Riordan have exchanged emails – waiting for information after the next meeting with Worknest – Union representative happy to attend next EFSG meeting and discuss issue of Staff Upgrade
- Office H&S – EFS group satisfied that H&S documents have been completed by SCCT and SPC
- RFO had sent Jubilee Field finance, EFS group satisfied with finances
- Office decoration – see two quotes, a third is being obtained – discuss at next EFSG meeting, then Council and aiming for early 2025.

### **5. Action plan**

Asset of Community Value nomination: Kings Head submitted, Staplehurst Library will be submitted next week

Victim Support donation - Clerk has asked Victim Support for details as requested – none yet received.

RFO to contact McCabe Centre regarding transparency and regarding "Memory Café" grant

Strategy Action Plan document - attached

The coms group have drafted a front cover and feel the focus needs to be on promoting the Resident Survey priorities. EFS group support Comms Group and made the following comments;

- Potential to add the Parish Council logo into the centre on front page
- Amendment objective "Infrastructure" to Local Community Infrastructure
- Added in some points such as allotments in Environment
- Support local Business Community – agree but How will this be carried out?
- Added in a few projects such as Railway Station / community centre
- Neighbourhood Watch – has moved on to My Community Voice
- Added in at end – Administration / finance / reporting etc

Still do not have an overarching "Vision" i.e. "working for our residents" – "working to make Staplehurst a better place to live and work" etc

Clerk to circulate Draft Strategy Action plan and seek feedback before coming back to EFS group in new year then onto Council.

## **6. Working Budget setting 2025/26**

RFO led the discussion, some key points

- Basic increases to each expenditure budget where known otherwise inflation increase
- Greener Group waiting for confirmation of £2,500 budget
- Christmas lights – increase for purchases of additional motifs
- Churchyard budget - agreed at Full Council
- Jubilee Field – increase groundsman salary from £20 to £30 per hour and additional sum of £100 per month for petrol
- Jubilee Field to include; sum for roof work and ventilation required for pavilion – awaiting costs
- Potential extra CCTV – £3,500
- Public Toilets sum for operating Parade disabled toilets included
- Skatepark – retain costs (would be included in 3G pitch whole management)
- Streetlighting ok but does include Chapel Lane
- Youth club includes sum for part funding of KCC Youth worker – confirmation not yet received
- Office costs include £6,000 for Cllr IT as requested by Comms Group
- Parish Office rent - Note SCCT reviewing rent – long overdue – Clerk to request figure before 19<sup>th</sup> December 2024 so we can budget for potential increase in 2025/26

## **7. Draft CIL policy**

RG led discussion, group agreed fine Cllr Hotson proposed and Cllr Sharp seconded to recommend to Council for adoption – subject to any changes following MBC training session on Monday 25<sup>th</sup> November 2024.

Agreed unanimously.

## **8. Contracts**

Agreed Cartell £160 for work on commando sockets on streetlights for Christmas Motifs – confirming Clerk’s delegated authority

Agreed need staff timesheets

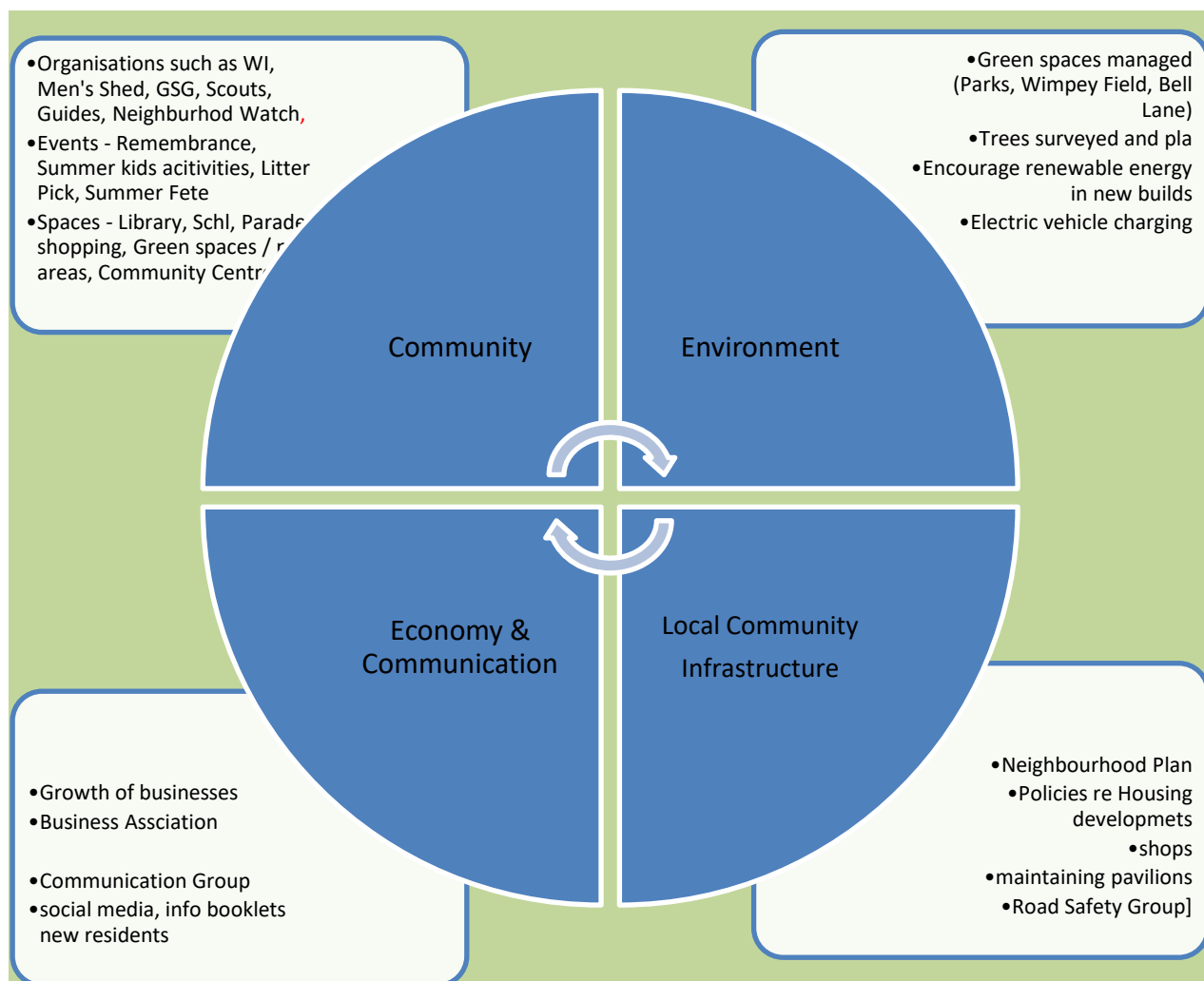
Agreed to relocate “Merit Awards” function to Youth Club – as number of attendees low

**9. Next Meeting 19<sup>th</sup> December 2024** – Updated draft Budget 2025/26 following Council discussion on 9<sup>th</sup> December 2024 plus HR Terms of Reference, Union representative regarding staff upgrades, decoration quotes.

# Staplehurst Parish Council

## Strategy Action Plan 2025 – 2028

### DRAFT V2 FOR DISCUSSION



### Resident Survey priorities

- 3G Multi-Sport pitch,
- Youth Club,
- Jubilee Field Skate Park
- Work with Medical Centre.

## **Economy and Communications – we will focus on the following;**

1. Actively signpost residents to online reporting for services we do not deliver
2. Actively promote the work of the Council.
3. Improve the Village Update / Annual Report
4. Improve council website
5. Improve social media presence
6. **Support the local Business Community (How?)**
7. Support partners to support local facilities such as Medical Centre, Library, Bell Lane and the Parade

## **Environment – we will focus on the following;**

1. Support the work of the Greener Working Group
2. Improve the green spaces such as Wimpey Field
3. Periodically review the provision and condition of bus shelters and street furniture
4. Manage the allotments
5. Work with partners to develop electric vehicle charging points in the village
6. Encourage environmental initiatives on new housing
7. Support the work of the Road Safety Working Group and CCTV

## **Local Community infrastructure - we will focus on the following;**

1. Enhance the Jubilee Field: 3G Multi-Sports pitch, Pavilion and Skatepark
2. Maintain and enhance the Surrenden Field: maintain the play equipment and outdoor gym and enhance the Pavilion

3. Maintain and enhance the Youth Club
4. Support the Neighbourhood Plan and policies regarding housing developments
5. Lobby Network Rail to use housing developer contributions to improve Staplehurst Railway Station
6. Support the Staplehurst Community Centre Trust to improve the Community Centre

### **Community - we will focus on the following;**

1. Support voluntary groups to achieve their social activity and contribution to the community – Scouts, Guides, Men’s Shed, Neighbourhood Watch and other voluntary groups
2. Encourage grant applications
3. Support community events such as; Summer Fete, Playscheme, Remembrance Sunday, Christmas and Merit Awards
4. Maintain good liaison between the Parish Council MBC / KCC / Kent Police
5. Work with KCC to develop improvements to Cranbrook Rd

### **Administration – we will focus on**

1. Sound financial management and reporting
2. Review, monitor and report Strategy Action Plan every six months

This Strategy supersedes any former action plan and was adopted by

Staplehurst Parish Council on .....Minute.....