

AMANDA BARLOW
Clerk to the Council

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To: The Members of the Finance & Personnel Committee of Sundridge with Ide Hill Parish Council (Cllrs Allgood, Banbrook, Evans, Fribbens, Maybury (Chair), and Powell) I hereby summon you to attend a Meeting of the Finance Committee at **7.15 p.m. on Monday 19 June 2022 at Sundridge Village Hall** to transact the undermentioned business.

Amanda Barlow

14 June 2023

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
4. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on January 2023
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman. None.
6. To agree the Terms of Reference for the Finance & Personnel Committee
7. **Items for decision, discussion and/or allocation of resources if necessary.**
 - 7.1 Year 2022-23
 - 7.1.1 Internal Audit
 - 7.1.2 AGAR
 - 7.2 Fixed Asset Register
 - 7.3 Risk Management Policy
 - 7.4 Reserves
 - 7.4.1 Reserves Policy
 - 7.4.2 Allocation of amounts to bank accounts
 - 7.5 Review Financial Position of Parish Assets
 - 7.5.1 Ide Hill Public Conveniences
 - Castle Water Bill
 - Nayax
 - 7.5.2 Sundridge Village Hall
 - 7.5.3 Sundridge Recreation Ground
 - 7.5.4 Stubbs Wood
 - 7.6 Health & Safety Item regarding Idler's Hut, Ide Hill Green

8. Date of next meeting

Agenda item 1.0 – Apologies

Apologies received from Cllrs Fribbens and Evans

Sundridge with Ide Hill Parish Council
Terms of Reference
Finance & Personnel Committee

The role of the Finance & Personnel Committee is to oversee all aspects of the financial administration and governance of the Council as well as all human resources (HR) activities for both employees and councillors.

a) Membership

- i. The Committee shall consist of minimum of five Councillors appointed at the Annual Meeting of the Parish Council each May.
- ii. The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.
- iii. The Quorum for a meeting will be a minimum of three Councillor Members.

b) Meetings

- i. The Committee is required to hold meetings at least three meetings per year.
- ii. The Committee will have the right to convene special meetings in accordance with the Council's standing orders.
- iii. Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.
- iv. The Clerk shall attend all Committee Meetings and be responsible for producing accurate minutes of the meetings.
- v. The meetings shall be open to the public.

c) Voting

- i. All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal numbers of votes.

d) Finance

The Finance and Personnel Committee will have delegated powers to:

- i. Develop and recommend to Council policies and procedures for the financial management of the Council
- ii. Carry out an annual review of the Financial Regulations and Finance and Personnel Committee's Terms of Reference and present them to the Council for adoption.
- iii. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible
- iv. Receive and consider annual budgets prepared by the Amenities Committees
- v. Prepare an annual budget for the Council and recommend an annual precept.
- vi. Undertake a review and reconciliations of the accounts
- vii. Ensure 2 Councillors carry out the bank reconciliation quarterly
- viii. Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations.

- ix. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that property and identified risks are adequately insured.
- x. Receive and review Audit Reports and ensure the implementation of any recommendations.
- v. Consider requests for community and other grants within agreed annual budgets and make recommendations to the Council.

e) Organisation

The Finance and Personnel Committee will have delegated powers to:

- i. To determine and recommend to Council, policies and procedures for the line management of the Council's human resources
- ii. To promote and lead the continuous professional development and training of both staff and councillors
- iii. Members of the Committee will be invited to stand on a Complaints Committee if and when required.

f) Pay and Conditions

The Finance and Personnel Committee will have delegated powers to:

- i. Consider and recommend to Council the pay and contractual conditions of employment of the Clerk and review/update these as necessary to comply with UK Employment Law as well as good practice

g) Grievance, Misconduct and Dismissal

The Finance and Personnel Committee will have delegated powers to:

- i. Oversee the grievance, misconduct and dismissal procedures in relation to staff and make recommendation to Full Council when appropriate.

h) Health and Safety

The Finance and Personnel Committee will have delegated powers to:

- i. Ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- ii. Further assess personnel risks as defined by the External Auditor and provide appropriate recommendations to Full Council.

i) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all Members of the Committee.
- ii. The conduct of the meeting will be governed by the Council's Standing Orders.
- iii. Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.

Personnel Sub-Committee

The role of the Personnel Sub-Committee is to provide line management to the Clerk. The Personnel Sub Committee is a subcommittee of the Finance & Personnel Committee.

(a) Membership

- i. The HR Sub-Committee shall consist of a minimum of three Councillors, the Chair of the Council, the Vice Chair of the Council and the Chair(s) of the Finance & Personnel Committee. Members may also agree to include another Councillor if they have specific expertise in the management of staff.

(b) Meetings

- i. The Personnel Sub-Committee will arrange meetings as required.
- ii. The meetings shall not be open to the public.

(c) Voting

- i. All decisions of the Personnel Sub-Committee shall be determined by majority vote.

(d) Rights and Powers

The Personnel Sub-Committee will have delegated powers to:

- i. Take urgent action if required.
- ii. Make recommendations to the Finance & Personnel Committee and the Council for consideration and approval.
- iii. Take responsibility for any safeguarding issues
- iv. Support the Clerk with any Freedom of Information requests
- v. Carry out the performance management of the Clerk and make recommendations to the Council.

(e) Responsibilities

- i. To provide regular updates to the Full Council on the Clerk's progress.
- ii. The Personnel -Committee is to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct as signed by all members of the Parish Council.

(f) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all Members of the Committee.
- ii. Any financial transaction recommended by the Personnel Sub-Committee will be governed by the Council's Financial Regulations.

Agenda Item 7.1 Audit

7.1 Audit report for 21-22 – the report was late this year as PKF did not complete the audit within the normal timeframe. Members to note the comments.



Final External Auditor Report and Certificate 2021/22 in respect of Sundridge with Ide Hill Parish Council - KE0273

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2021/22

On 28 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not fully completed before submission for review:

- The figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR. It is not clear if the 2021/22 figure in Box 9 was entered correctly; if necessary, please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.
- We note that Section 2, Box 11 in respect of trust funds has been left blank, the smaller authority has confirmed that it does act as sole managing trustee for trust funds, and thus the response should have been 'Yes'. The smaller authority should ensure the AGAR is fully completed in the future.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.



External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP 30/09/2022

7.2 Internal Audit – 22-23

The internal audit took place on 16 June 2023.

The two main issues are:

- a. The fixed asset register and the figure in box 9.
- b. The Risk Assessment policy and associated documents were not reviewed in 22-23. This is on Agenda for meeting today to be agreed by FC on 26 June.

Agenda Item 7.3 AGAR – 22-23 – attached separately

This will need to be agreed and signed off at Full Council on 26 June 2023

Bank reconciliation

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed “*Year ending 31 March 2023*” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name Sundridge with Hill Parish Council

Financial year ending 31 March 2023

Prepared by Amanda Barlow Clerk & RFO Date 12 June 2023

Balance per bank statements as at 31 March 2023:	£	£
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Unit Trust Bank

£37,733

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2023 (normally only current account)

Cheque number

0

Add: any un-banked cash at 31 March 2023

e.g. Allotment rents banked 31 March 2022 (but not credited until 1 April)

0

Net balances as at 31 March 2023

£37,733

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2022	£32,068
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Add: Receipts in the year	£136,471
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Less: Payments in the year	-
	£130,806

Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	£37,733
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Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: Sundridge with Ide Hill Parish Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be ‘*compensating*’ variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2021/22£	2022/23£	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	£65,000	£65,909	+£909 1.4%	Not required
Box 3 <i>Other income</i>	£20,732	£70,562	+£49,830 240.35%	Transfer into account from a Stubbs Wood account of a grant for £15,000. Sundridge Recreation Ground was put out to tender and 22-23 was the first full year of income from the ground - £16,160 VAT returns for previous years totalling £21,342.
Box 4 <i>Staff costs</i>	£22,298	£24,766	+£2,468 11.0%	Not required
Box 5 <i>Loan interest/ capital</i>	0	0	0	Not required
Box 6 <i>Other payments</i>	£70,155	£106,040	£35,885 51.15%	Repairs to two assets Sundridge Village Hall - £12,160 Sundridge Pavilion - £8,029 Increased Energy costs: Hall - £9,182 Pavilion - £4,825 Water Bill debt for Public Conveniences - £1,000

Box 7 <i>Balances carried forward</i>	£32,068	£37,733		If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.
Box 9 <i>Fixed assets & long term assets</i>	£515,437	£518,101		<p>The figure quoted in Box 9 for 2021/22 is incorrect and the correct figure should have been £516,322 b/fwd from the 2019/20 AGAR as there was no change for 2021/22.</p> <p>The figure has increased due to the purchase of a brush cutter £900 and a new shed £879.</p>
Box 10 <i>Total borrowing</i>	0	0	No	Not required

Agenda Item 7.2 Fixed Asset Register

SUNDRIDGE WITH IDE HILL PARISH COUNCIL					
YEAR ENDED 31 MARCH 2023					
Fixed Assets Register					
Fixed Assets are defined as land, buildings and equipment with a significant value in relation to the council's financial activity. Community assets, which the Parish Council intends to hold in perpetuity and that have no determinable, finite life are included at a nominal value of £1.					
Insurance values are used for other assets. Street lights are not insured as repairs are covered by the Risk Management Earmarked Fund					
At 31 March 2023 the following assets were held:					
	2022/23	2021/2022	2020/21	2019/20 AMENDED	2019/20
Freehold Land and Buildings					
Sundridge Pavilion	211,076.00	211,076.00	211,076.00	211,076.00	267,384.74
Sundridge and Brasted Social Club house (50 % ownership)	127,500.00	127,500.00	127,500.00	127,500.00	143,502.37
Well Heads	10,000.00	10,000.00	10,000.00	10,000.00	13,047.05
Vehicles and Equipment					
Office Equipment	1,687.00	1,687.00	1,687.00	802.00	1,420.55
Play Equipment	124,976.00	124,976.00	124,976.00	124,976.00	153,033.64
Steel Roller (omitted previously)	2,143.00	2,143.00	2,143.00	2,143.00	2,795.77
Brush cutter	900.00				
Infrastructure Assets					
Bus shelters (2)	22,140.00	22,140.00	22,140.00	22,140.00	28,887.41
Village sign, Sundridge	1,071.00	1,071.00	1,071.00	1,071.00	1,397.14
Steel storage container	1,103.00	1,103.00	1,103.00	1,103.00	1,439.05
Notice boards (Sundridge and Ide Hill)	2,650.00	2,650.00	2,650.00	2,650.00	2,729.50
Metal shed for Village Hall	879.00				
Community Assets					
Ide Hill Public Conveniences	1.00	1.00	1.00	1.00	1.00
Stubbs Wood	1.00	1.00	1.00	1.00	1.00
Bowsers Meadow (purchased 2005)	5,000.00	5,000.00	5,000.00	5,000.00	1.00
Coronation Gardens	1.00	1.00	1.00	1.00	1.00
Goathurst Common Rec Ground	1.00	1.00	1.00	1.00	1.00
Ide Hill Village Green	1.00	1.00	1.00	1.00	1.00
Ide Hill Recreation Ground	1.00	1.00	1.00	1.00	1.00
Ide Hill Scout Hut	1.00	1.00	1.00	1.00	1.00
Ide Hill Football Pavilion	1.00	1.00	1.00	1.00	1.00
Sundridge Recreation Ground	1.00	1.00	1.00	1.00	1.00
Sundridge Reserve Burial Ground	1.00	1.00	1.00	1.00	1.00
Village sandstone cross and surrounding walls	6,430.00	6,430.00	6,430.00	6,430.00	8,356.41
Civic regalia - Chairmans badge of office	536.00	536.00	536.00	536.00	699.27
Total	518,101.00	516,322.00	516,322.00	515,437.00	624,703.90
AGARs 2016-17 & 2017-18					
AGAR 2018-19					
					3% indexing
AGAR 2019-20 IIA recommendation NO indexing					515,437
Sundridge Pavilion					
Some play equipt was scrapped/removed					
New Play Equipt purchased 2016-17					
Ide Hil Pub Con. and Stubbs Wood					
New Noticeboard					

**Sundridge with Ide Hill Parish Council
Risk Management Policy Statement and Risk Assessment**

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the

framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risk Policy Statement

Sundridge with Ide Hill Parish Council, hereafter referred to as SWIH PC recognises that it has a responsibility to manage risks effectively in order to protect its Councillors, staff, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

SWIH PC is aware that some risks can never be eliminated fully and it tries to ensure it has a strategy that provides a structured, systematic and focussed approach to managing risk.

SWIH PC will be constantly vigilant and update its policies on an ongoing basis.

Approach to Risk Management

SWIH PC's approach to risk management is that it should try to identify and manage risks in the most cost effective manner within overall resources available.

Each risk identified by SWIH PC is recorded in SWIH PC's risk assessment documents. The impact is assessed; control measures it feels to be appropriate are put in place together with the frequency with which the risk should be reviewed.

In this respect the Chairman of each committee or working party prepares and completes a risk assessment on an annual basis prior to the commencement of the preparation of the next Annual Budget.

On completion, a Councillor is nominated annually to review the risk assessments in conjunction with the Clerk to produce a summary to full Council of matters with outstanding issues. The Council will progress any action required or delegate it to a Committee or Sub-committee if appropriate.

Adopted

7.4 Reserves

7.4.1 Reserves Policy

Sundridge with Ide Hill Parish Council Reserves Policy

PURPOSE

The Purpose of the policy is to set out how the council will determine and review the level of reserves.

Sundridge with Ide Hill Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes. As part of the year-end Annual Return (now referred to as an AGAR – Annual Governance & Accountability Return) submitted to the External Auditor, whenever the total of the council's reserves (total reserves -Box 7) is more than twice the annual precept value (precept – Box 2), the council is requested to provide an explanation of the high level of reserves.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- income in the reserves from the sale of fixed assets (capital receipts) such as the sale of land can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and machinery.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the council, so long as the total expenditure for the financial year is not exceeded. This is commonly referred to as “virement”.

TYPE OF RESERVES

Reserves can be categorised as:-

- Earmarked
- Ring Fenced
- General

EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. **They are not to be used for emergency operations.**

Earmarked reserves must be reviewed (and usually established) by the council during the annual budget setting process. Every earmarked reserve proposal must include reasonable costing for each project and an estimated timescale.

Earmarked reserves will be administered by the Finance & Personnel Committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by full council.

The RFO will note earmarked reserves movements at the end of the financial year.

Earmarked reserves can be held for:-

- Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets or excessive Precept increases.
- Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

RING FENCED RESERVES

Ring fenced reserves are money or grants (legacies / bequests) allocated for a specific project only. Section 106 funding and the new Community Infrastructure Levy (CIL) funding passed down to parish/town councils are effectively a ring fenced reserve.

Grants/legacies/bequests often come with strict criteria as to how and when the money provided must be spent.

GENERAL RESERVES

General reserves are funds which do not have any restrictions placed upon them as to their use. These can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Sundridge with Ide Hill Parish Council considers a prudent level of general reserves to be no more than **6 months or 50%** of its annual expenditure/precept. However, the amount of general reserves should be annually risk assessed and approved by the council.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the council would be able to draw down from its earmarked reserves to provide short term resources.

Even when in times of extreme pressure are placed upon the councils finances the council must always keep a minimum balance sufficient to pay 3 months salary to staff and associated payroll costs (e.g. employers NI) in general reserves.

OPPORTUNITY COST OF HOLDING RESERVES

In addition to allowing the council to manage unforeseen financial pressures and plan known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised.¹ This investment income is fed into the budget strategy.

However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if the funds were used to repay a debt, the opportunity cost would equate to the saving on the repayment of interest, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the council with no funds to neither manage unexpected risks nor provide a mechanism to fund unplanned expenditure for which the reserves were earmarked.

Given the opportunity costs of holding reserves it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

As approved by the Council at the meeting held on 26 June 2023

¹ This is more relevant in times when interest rates for deposits are high. However, it should remain as a note within the policy for such times when the economic downturn reverses and the financial markets become buoyant again. Opportunity costs would be advantageous and should be considered more carefully.

7.4.2 Allocation of amounts to bank accounts

Current Account

Balance @ 31 March 2023	£37,733
Add VAT return	<u>£ 8,392</u>
	£46,125
Stubbs Wood account	£10,000
General Reserves	£25,000
Earmarked Reserves	£3,000 (Goathurst Common)
	£8,000 (Bowsers Meadow)

Sundridge with Ide Hill Parish Council

Stubbs Wood

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
2019/20			13722.83	13722.83
Parish Council Grant	3,000	0		
Other Income	200			
2020/21				
RPA Grant	3,720	3,720	1092	1092
Parish Council Grant	3,000			
Other Income				
2021/22				
RPA Grant	3,720	3,720	5567.53	4074
Parish Council Grant	3,000			
Other Income	1,575			
2022/23				
RPA Grant	3,720	3,720	2918.51	660
Parish Council Grant	3,000			
Other Income	1,326			
		11,160.00		19548.83
EA Grant		15,000.00		
Total Ring Fenced Income		26,160.00		
Ring fenced income		26,160.00		
less payments		-19,548.83		
Ring fenced monies @ 31 March 2023		6,611.17		

7.5 Review Financial Position of Parish Assets

7.5.1 Ide Hill Public Conveniences

- Castle Water Bill – letter sent to Castle Water
- Nayax

To look at options of raising the amount of charge to enter from 40p.

7.5.2 Sundridge Village Hall

Confidential Items

7.5.3 Sundridge Recreation Ground

Confidential Item.

7.5.4 Stubbs Wood (see reserves)

7.6 Health & Safety Item regarding Idler's Hut, Ide Hill Green

Rats are living under the hut – Clerk has authorised Rentokil to deal with problem.

Rentokil advise that a wire barrier needs to be put around the bottom of the hut to stop them getting under neath it.

8. Date of next meeting

