Minutes of the meeting of
Mayfield and Five Ashes Parish Council

Finance & General Purposes Executive Committee

F26OCT26
2026/27 Meeting 04
Chairman Approved

Venue Old Manor House, High Street, Mayfield, TN20 6AL
Date Monday 26 October 2026
Time 19:30

Minutes

Chairman: Councillor: Andrew Ratcliffe

Councillors present and voting:
Paul Amans, Chris Lilly and Andrew Ratcliffe

Also present: Janna Todd, Parish Clerk

Public Questions

- There were no public questions.

1. Apologies for absence

1.1. Apologies for absence were accepted from Cllr Parker and Cllr Dines.

2. Declaration of Substitute Members

2.1. There were no Substitute Members.

3. Declarations of interests by members on agenda items

3.1. There were no declarations of interest.

4. Minutes of meetings of 21 September 2026 and 02 October 2026 (previously circulated)

4.1. Actions in progress were reviewed.

4.2. The GDPR Personal Data Audit for 2026 has been completed and will be reviewed at the next Governance and Risk Committee meeting.

5. Financial compliance (information previously circulated)

5.1. It was **resolved** to approve and sign the following circulated finance reports:
- F&GP GO Finance Report to 30 September 2026
- MCC Finance Report to 30 September 2026
- GO & MCC Finance Report 2026/27 Q2

5.2. It was **resolved** to approve Parish Council expenditure up to and including 30 September 2026.

5.3. It was **resolved** to approve the bank account reconciliations and sign the cross-referenced bank statements up to and including 30 September 2026.

5.4. The WDC CIL statement from 1st April 2026 to 30th September 2026 has been issued and the £30,381.12 received with be transferred to CIL reserves. **Action JT**

5.5. It was **resolved** to open a NatWest 35-day notice interest bearing account for MCC funds to work alongside the MCC 95-day notice account. **Action JT**

6. Mayfield Community Centre (MCC) financial matters (information previously circulated)

6.1. The meeting was updated on financial aspects of the project and there was a discussion on the current PWLB interest rates, recently decreased, and the corresponding loan repayments which were agreed to be affordable.

6.2. It was **resolved** to drawdown the PWLB approved loan of £1.9M as approved by full Council at its meeting on 12 October 2026. **Action JT**

6.3. It was **resolved** to release £10k of the £50k Community Ownership grant to the MCC CIO for initial administration costs. **Action JT**

6.4. The Committee reviewed, updated, and approved the previously circulated document 'MCC cash flow for Parish with deposits strategy 191026', which outlines strategies to maximise interest payments. It was noted that the maximum transfer of funds between PC accounts is £90k each day. NatWest will be contacted to determine how funds in excess of £90k can be transferred from current account to the interest-bearing accounts. **Action JT**

6.5. The notes from the landlord/ tenant meeting with the MCC CIO on 14 October 2026 were previously circulated. Comments on the draft lease to the CIO have now been received and are currently being considered.

6.6. It was acknowledged that service charge figures need to be refined and that the MCC CIO has been recommended to use current figures to provide an initial draft business plan.

6.7. It was noted that £237,500 of the approved National Lottery Community Fund grant has been received. The remaining 5% of the approved grant will become payable after the project has been certified as completed.

6.8. It was noted that the 2026/27 Q2 VAT refund of £163,954.22 has been received.

7. 2027/28 Grant applications (confidential information previously circulated)

7.1. The 2027/28 grant applications were scrutinized, and it was acknowledged that demand exceeds the total budget for the following financial year.

7.2. It was **resolved** to approve the following grant payments in 2027/28:

I.	Five Ashes Village Hall	£500
II.	Mayfield Bonfire Society	£500
III.	Mayfield Pre-School	£500
IV.	Wealden Citizens Advice	£250
V.	Wild About Mayfield	£289

7.3. The Kent Surrey Sussex Air Ambulance will be informed that their application was unsuccessful and invited to apply again the following year. **Action JT**

7.4. It was agreed that a better costed proposal was required from Mayfield Band. **Action JT**

7.5. The Mayfield Festival of Music & Arts will be requested to justify why a further defibrillator is required at St Dunstans Church when another is already located 110m away and that there will be a second in the MCC building once completed. **Action JT**

7.6. These two remaining grant applications will be reconsidered at the next Committee meeting.

8. Consideration of the 2027/28 budgets (information previously circulated)

8.1. The draft MCC budget 2027-28 v1.5 was reviewed and updated. **Action JT/AR**

8.2. The General Operations draft budget v1.5 was reviewed. Reserves for finger post repairs will be investigated and CIL reserves will be adjusted. **Action JT**

8.3. The budgets will be shared with full Council at its next meeting with final approval for the precept scheduled at the December 2026 meeting.

9. WDC community asset disposal (information previously circulated)

9.1. The Wealden District Council (WDC) valuations for the garden plots and South Street public toilets were considered.

9.2. It was **resolved** to inform WDC that the valuations have been found to be unacceptable and that the National Planning Policy Framework Policy HC6 'Retention of key community facilities and public service infrastructure' should have been taken into consideration. **Action AR**

10. Items from the Clerk

10.1. It was **resolved** to approve the updates and sign the licence with ESFRS to allow SCC to park vehicles in their car park. **Action JT**

10.2. It was resolved to approve the quotation of £1,295 for the 2026 Visual Tree Assessment quotation to be funded from the budget for tree works. **Action JT**

10.3. It was **resolved** to approve the assistant clerk job description. Advertising the position will be considered at the next Committee meeting.

10.4. There was a discussion on bark chip replacement in play areas. Further measurements and the volume required for a depth of 300mm will be determined. **Action AR**

10.5. Information on the East Sussex Business Support project was discussed. Interest from High Street retailers will be determined ahead of a visit from the designated mentor. **Action AR**

11. Items of information and next agenda items

11.1. Back up power packs and lamps in case of power cuts will be researched together with any other equipment that may be necessary for the continued operation of the Council Office in the event of disruption to national infrastructure. **Action JT**

The meeting closed at 20:28 hours

The next meeting of the Finance & General Purposes Committee will be:

Venue: Old Manor House, High Street, Mayfield, TN20 6AL
Date: 23 November 2026
Time: 19:30

…….Chairman's Signature ***……..Date***

Annex 1 - Actions progress:

Actions from meeting 27 October 2025			
4.3	Purchase 50l grit bin for Love Lane car park	JT	Open
Actions from meeting 24 November 2025			
5.5	Investigate additional accounts with Barclays and Unity Trust	JT	In hand
5.6	Rewrite Risk Management Policy to include a risk matrix	JT	In hand
8.2	Investigate installation of water meter on allotment tap	JT	In hand
Actions from meeting 23 February 2026			
8.1	Investigate contractors for skate ramp handrail repair	JT	Open
Actions from meeting 22 June 2026			
7.3	Drawdown National Lottery Community Fund Grant after invoice issued	JT	Closed
8.2	Carry out GDPR Data Audit	JT	Closed

9.3	Research long term maintenance costs of South Street car park	AR	Closed
Actions from meeting 21 September 2026			
10.2	Update Memorial Bench Policy with site plan and locations	JT	On hold
11.1	Write job description for assistant clerk & place in Newsletter	JT	Closed
14.1	Make enquiries on suitable CCTV in the skate park	IP	Open
14.2	Order supplies of winter grit	JT	Closed
14.3	Enquire on Service Charges from local halls	IP	Open
Actions from meeting 26 October 2026			
5.4	Transfer CIL reserves of £30,381.12 to reserves	JT	Closed
5.5	Open NatWest 35-day notice account	JT	Closed
6.2	Submit drawdown form to PWLB	JT	Closed
6.3	Transfer £10k of COF funding to MCC CIO	JT	Closed
6.4	Determine process to transfer excess of £90k between NatWest accs	JT	Closed
7.3	Advise KSSAA of unsuccessful grant application/ reapply next year	JT	Open
7.4	Request better costed grant proposal from Mayfield Band	JT	Closed
7.5	Ask Mayfield Music & Arts Festival to justify reasons for another defib	JT	Closed
8.1	Update MCC draft 2027/28 budget	JT	Closed
8.2	Determine fingerpost reserves/ adjust CIL reserves in 27/28 GO budget	JT	Open
9.2	Inform WDC of reasons the South Street valuations are unacceptable	AR	Open
10.1	Sign and return updated licence with ESFRS/ SCC	JT	Closed
10.2	Engage contractor for visual tree inspection	JT	Closed
10.4	Determine volume of bark chips required at play areas	AR	Open
10.5	Disseminate information on business support & determine interest	AR	Open
11.1	Investigate back up power packs for office	JT	Open