

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 9 April 2014**

**Present:** Cllrs S Richardson (Chairman), Mrs Bright, N Collins, D Hammond, Mrs Massy, F Shaw, Mrs Shaw, K Terry

**In Attendance:** Melanie Stepkowski (Parish Clerk)

		Action
<b>FGP499</b>	<b>Apologies for Absence</b> Cllr D Carey (personal).	
<b>FGP500</b>	<b>Declarations of Interest</b> Cllr Shaw declared an interest with regards to Item 14, Village Hall Lease as Chairman of the Village Hall.	
<b>FGP501</b>	<b>Minutes of the Meeting of 8 January 2014.</b> These were approved as a correct record. Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.	
<b>FGP502</b>	<b>Matters Arising</b> FGP492 HOS Windows: A recommendation from Planning & Environment Committee to approve the works which included replacement windows in the hall, toilets, parish office, medical centre and replacement soffits was approved by the Finance Committee in the sum of c£10k and would be put to full Council.  FGP 498 Village Hall: The Village Hall Chairman confirmed that the protective sheets on the back windows and new flashing were now complete.	
<b>FGP503</b>	<b>March 2014 Accounts (Receipts, Payments, Bank Reconciliation,)</b> Members reviewed the monthly accounts ; the Actual against Budget reports were viewed on the computer and would be sent to members via email.  Recommend to Council approval of March Accounts. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	Clerk
<b>FGP504</b>	<b>Year End Accounts</b> These would be recommended for approval by full Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
<b>FGP505</b>	<b>Review and Recommend to Council new Financial Regulations to incorporate legislation (Repeal of s150) related to instructions for payments</b> The Chairman had considered the Regulations and updated the	

	<p>Committee; it was agreed that the existing methods of accounts payments were adequate and the new Regulations would be recommended to Council for adoption.</p> <p>Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	
<b>FGP506</b>	<p><b>Schedule of Payments for the financial year 2014-15 for recommendation to Council to include Bank Transfers, BACS, Variable Direct Debits, Standing Orders</b></p> <p>These were viewed and approval recommended to full Council. Proposed Richardson, seconded Cllr Terry carried unanimously.</p>	
<b>FGP507</b>	<p><b>Annual Risk Management Review to include Insurance Policies, Fixed Assets (including asset replacement), Policies &amp; Procedures</b></p> <p>The following was noted:</p> <ol style="list-style-type: none"> <li>1. Code of Conduct – updated and adopted 09/07/2012 no changes required.</li> <li>2. Standing Orders – adopted 10/12/2012 and reviewed 13/05/2013. They would require further review and amendment once the media legislation was updated.</li> <li>3. Finance Regulations – for Council approval at next meeting.</li> <li>4. Insurance – truck insurance premium paid in April 2014; land and buildings insurance was current and a review completed with Came &amp; Company Insurance Brokers during 2013.</li> <li>5. Asset Register – this had been updated in 2013 assisted by Came &amp; Company. The parish office continued to maintain and update including itemizing the new Christmas Lights.</li> <li>6. Freedom of Information – this was reviewed 13/5/2013 and would be updated in May this year.</li> <li>7. Data Protection (ICO) – this was due for payment on 25/04/2014 for a three year period.</li> <li>8. Health &amp; Safety Policy &amp; Procedures including Risk Assessments – updated and approved 23/10/2013. Assessments done on continual basis.</li> </ol>	
<b>FGP508</b>	<p><b>Any Other Business &amp; Questions From Members</b></p> <p>Pension Schemes – Cllr Terry informed the meeting that new government guidelines would mean that the Council would be obliged to make pension provision for all employees making in excess of £10k. <i>(later checked by Clerk and our staging date would be 1/04/2016)</i></p>	
<b>FGP509</b>	<p><b>Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature).</b> No Public present.</p>	

<b>FGP510</b>	<b>Truck Lease Renewal</b> The proposed new truck and lease agreement would be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
<b>FGP511</b>	<b>Cemetery Extension</b> – Confirmation that the purchase had been finalised had been received.	
<b>FGP512</b>	<b>Village Hall Lease</b> – Definitions were being drafted after discussions with the Council solicitor and a final draft due.	
<b>FGP513</b>	<b>Community Pre-school building (Annexe) and facilities</b> A response from KCC was awaited with regards to covenants on use of land.	
	<p>There being no further business the meeting closed at 20.35hrs Date of next meeting: Wednesday 4 June 2014 at 19.30, Old School Hall.</p> <p>Signed ..... Date.....</p>	