

**HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSE**

Minutes of the Meeting of Wednesday 3 December 2014

Present: Cllrs S Richardson (Chairman), Mrs Bright, D Carey, N Collins, D Hammond, K Terry, Mrs J Massy,

In Attendance: Melanie Stepkowski (Parish Clerk)

		Action
FGP566	Apologies for Absence F Shaw, Mrs Shaw (other commitment).	
FGP567	Declarations of Interest - None.	
FGP568	Minutes of the Meeting of 5 November 2014. These were approved as a correct record. Proposed Cllr Richardson , seconded Cllr Mrs Massy and carried unanimously.	
FGP569	Matters Arising From Minutes of 5 November 2014 <u>Minute 565 Staff Salary Review</u> – The National Joint Council for Local Government Services (NJC) had reached agreement on the new pay scales for 2014-16 to be implemented from 1 January 2015. There was also on Annex 2 lists of the non-consolidated payments for clerks employed under the terms of the model contract with £100 to be paid in December and a further payment of £22 in April 2015. These were noted and accepted in relation to the parish clerk.	
FGP570	Accounts (Receipts, Payments, Bank Reconciliation, Actual Against Budget – November 2014) All information reviewed and agreed to recommend to Council for approval of November Accounts. It was noted that the Medical Centre had not paid its November rent but the Clerk confirmed this had been received in December along with the December rent, Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.	
FGP571	Cheque Payments for Authorization These were approved and recommended to full Council. Proposed Cllr Richardson, seconded Cllr Terry and carried unanimously.	
FGP572	HPC Budget The Chair reminded members that the budgeting process for 2015-16 was underway and the following issues and possible costs were noted: Website – an increase in administration fees deemed appropriate to ensure the site remain up to date and relevant. Williams Field Play Area Football Pitch – it was noted that this area had been extremely wet and costs for mole draining should be	

	<p>considered in the next budget. Cllrs Carey and Hammond to assist Clerk. Donations – it was agreed that there should be an increase in funds</p>	DC/DH
FGP573	<p>Annual Review of Internal Control & Risk Management 2014/15</p> <p>These would be recommended to Council once the additional words “presented together with appropriate invoices” have been added to the end of Payments. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.</p>	
FGP574	<p>Ongoing Projects & Budget Papers</p> <p>a) Children’s Play Areas - The survey results had been collated and summarized in a report to Councillors. Three companies would be asked to produce designs and the Clerk was asked to find out more about the safety implications of soft rubber surfaces and alternatives.</p> <p>b) Cemetery Extension – The completed results of the Topographical Survey were awaited. Cllr Hammond & Carey would assist the Clerk in planning for the hedge boundary with a proposed planting in January 2015. Oakover Nursery in Ashford was known to be a good supplier of hedging plants.</p> <p>c) Village Hall & Hyarts Lease – Council solicitors had identified the steps required to complete the exchange from the old lease to the new. It was agreed to progress with steps 1 & 2 identified by the solicitor in order that the matter could soon be drawn to a conclusion.</p> <p>d) Preschool – Variation of Deed with KCC was awaited. It was agreed to write serving notice of termination with effect from 31/07/2016. Recommendation to full Council in January</p> <p>e) Utilities & Contracts – The following would be recommended to Council.</p> <ul style="list-style-type: none"> • R G Networks – CCTV maintenance: extend contract from Feb 2015 for a period of three years with annual 2% uplift confirmed. Proposed Cllr Richardson, seconded Cllr Mrs Bright & carried unanimously. • Gel Creative – Website administration: extend contract from end of May 2015 for another year. Proposed Cllr Richardson, seconded Cllr Carey & carried unanimously. <p>f) Funding – Various funding opportunities noted for future projects.</p> <p>g) Any Other – Projects to be investigated were; redecoration of the parish office, a new village sign, replacement velux windows in the hall and medical centre. The Clerk also asked to look into whether there was a power that would enable Council to contribute or finance safety signs. It was also suggested that costs for white gates at the entrance of the village with speed sign should be investigated.</p>	

FGP575	Trees – Recommendation to Council to accept Down to Earth quotations for works to be completed in accordance with the recent Tree Audit at total cost of £3096.00. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.	
FGP576	Christmas Decorations – Recommendation to full Council to approve the final section of replacement LED motifs for the village £1925.00. Proposed Cllr Richardson, seconded Cllr Mrs Massy and carried unanimously. New Christmas tree lights in the Square had also been purchased. The Clerk suggested that next year the Council could collaborate with shops to extend exterior lighting along the high street.	
FGP577	Donation Requests – None to date.	
FGP578	Defibrillator – Recommendation to full Council to accept the Golden Green Defibrillator to Council insurance with a annual premium increase of £9.12. Proposed Cllr Richardson, seconded Cllr Terry and carried unanimously.	
FGP579	Any Other Business & Questions From Members Cllr Mrs Bright (former treasurer of Hadlow Restoration Ltd) confirmed the Memorandum of Understanding between Hadlow Restoration Ltd and the Parish Council is now void as Hadlow Restoration Ltd has ceased trading and will be de-registered with Companies House. The tower is now under the supervision of the stewards and the Parish Council no longer has any responsibility towards Hadlow Tower visitor centre.	
FGP580	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) This was not necessary as there were no members of the public present. a) Medical Centre – Variation to Assignment – no progress to report. b) Preschool – Deed of Covenant - no progress to report. c) Village Hall & Hy-Arts Centre – as stated in minutes above, no other information to report.	
	There being no further business the meeting closed at 20.45hrs Date of next meeting: Wednesday 7 January 2015 at 19.30, Old School Hall. Signed Date.....	