

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 6 November 2013**

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

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

		Action
<b>FGP459</b>	<b>Apologies for Absence</b> Cllr Mrs Shaw, D Hammond and K Terry.	
<b>FGP460</b>	<b>Declarations of Interest</b> Cllr Carey declared an interest as a staff member of Hadlow College with regards to Minute FGP471 Hadlow College Preschool Addendum and Agreement. Cllr Shaw declared an interest with regards to Minute FGP472 as Chairman of the Village Hall.	
<b>FGP461</b>	<b>Minutes of the Meeting of 4 September 2013</b> These were approved as a correct record. Proposed Cllr Collins seconded Cllr Mrs Bright and carried unanimously.	
<b>FGP462</b>	<b>Matters Arising</b> Minute FGP 457 Bank Interest Solutions – The Clerk confirmed that £85,000.00 (eighty five thousand pounds) had been placed in a Fixed Term Account until January 2014. This would in future be shown on the Cash Book/Bank Reconciliation spread sheet each month for information purposes.	
<b>FGP463</b>	<b>Medical Centre – Addendum for Council Approval</b> Members reviewed the changes related to gas and electricity charges and would recommend approval to full council. Proposed Cllr Mrs Massy, seconded Cllr Carey and carried unanimously.	
<b>FGP464</b>	<b>Community Right To Bid</b> This had previously been discussed at the Planning & Environment Meeting in October and the consensus remained: Parish Council had previously confirmed it did not wish to take over the responsibility of the library service within Hadlow; however it was felt prudent to recommend the Community Right to Bid programme to full Council: Proposed Cllr Mrs Bright, seconded Cllr Collins and carried unanimously.	

<b>FGP465</b>	<p><b>Homestart South-West Kent – Donation Request</b></p> <p>After a review of the application it was unanimously agreed to decline the request for funding as there was no evidence that the service was currently supporting any Hadlow parishioners.</p>	
<b>FGP466</b>	<p><b>October Accounts 2013 Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget)</b></p> <p>Members reviewed the monthly accounts and noted that Warden NIC included payments related to the previous year. The costs of HOS sewerage were paid twice yearly and no further costs expected.</p> <p>Recommend to Council approval of October Accounts. Proposed Cllr Mrs Bright, seconded Cllr Mrs Massy and carried unanimously.</p>	
<b>FGP467</b>	<p><b>Budget Principles</b></p> <p>These were considered and would be recommended to full Council for incorporation into the F&amp;GP Terms of Reference for the next Council financial year.</p> <ul style="list-style-type: none"> <li>• <b>An annual review and updating of its medium term financial framework (3 to 5 years)</b></li> <li>• <b>Maintain and make the best possible use of its assets</b></li> <li>• <b>In consultation with the community develop Council assets to provide additional services and facilities</b></li> <li>• <b>Endeavour to attract funding from various sources including available grant funding</b></li> <li>• <b>Ensure that annual spending is within budget except in exceptional circumstances when unforeseen issues occur</b></li> <li>• <b>Endeavour to ensure that Hadlow Parish Council’s Precept continues to deliver value for money</b></li> </ul> <p>With regards to the 2014/15 budget as draft had been drafted in principle but could not be completed and circulated until TMBC confirmed the CTSG figure.</p> <p>In order that Members could consider the medium term financial framework a list of services provided and available to the community would be drawn up.</p>	
<b>FGP468</b>	<p><b>Budgets 2014/15 Special Projects</b></p> <p>Cllr Mrs Bright had received quotes for replacement of existing windows in the hall, parish office and toilets with double glazing. Cost of works was estimated at around £5,100.00 (five thousand one hundred pounds). The works were deemed necessary as the current windows were ineffective in keeping in the heat, there was continual condensation and the framework although maintained had</p>	

	<p>started to rot beyond repair.</p> <p>Recommendation to Council to approve replacement of windows in the Old School Hall, Parish Office and Toilets. Proposed Cllr Mrs Bright, seconded Cllr Shaw and carried unanimously.</p> <p>Whilst assessing costs for HOS window replacement it was agreed to do the same for the Medical Centre as although it was a full repairing lease the windows were in need of attention and it may be more cost effective to have replacement windows in both buildings at the same time.</p> <p>Other future projects for consideration perhaps in the next financial year would be maintenance/upgrade of the drainage system at Williams Field football pitches. In the mean time costs for sand silting and spiking would be considered.</p>	
<b>FGP469</b>	<p><b>Basic Allocation</b></p> <p>TMBC had confirmed the Basic Allocation for Hadlow Parish Council for 2014/15 as £13, 135.00 (thirteen thousand, one hundred and thirty five pounds). Noted.</p>	
<b>FGP470</b>	<p><b>Any Other Business</b></p> <p>None.</p>	
<b>FGP471</b>	<p><b>Motion to Exclude the Press and Public (to enable Council Members to consider any items on the agenda in which significant aspects would be of a confidential and financial nature).</b></p> <p>Proposed Cllr Mrs Bright, seconded Cllr Mrs Massy and carried unanimously.</p>	
<b>FGP471</b>	<p><b>Future of the Annexe Building &amp; Amended Annual Agreement</b></p> <p>The Annual Agreement between the Parish Council and Hadlow College Preschool remained the same in principle but had been amended to incorporate minor changes such as:</p> <ol style="list-style-type: none"> <li>1. Extended hours of use</li> <li>2. Session Fee increase</li> <li>3. Year of Agreement</li> <li>4. Council's responsibility for the care and maintenance of the building in so far as this remained financially viable (as previously agreed by Council)</li> </ol> <p>Recommendation to Council to approve the amendments. Proposed Cllr Stephenson, seconded Cllr Collins and carried unanimously.</p> <p>With regards to the future sustainability of the building a meeting with senior management of the College had been arranged for Tuesday 26 November at 8am. Cllrs Terry and Shaw would attend as the Chair was unavailable on that date. The Clerk would provide Cllr Shaw with background information and the Preschool team invited to do a presentation at the next Parish Council meeting.</p>	<p>KT/FS Clerk</p>

<b>FGP472</b>	<b>Village Hall Lease</b> The file had been transferred to Pengelly & Rylands and a draft lease awaited.	
<b>FGP473</b>	<b>Questions From Members</b> None.	
	There being no further business the meeting closed at 21.00 hrs Date of next meeting: Wednesday 4 December 2013 at 19.30, Old School Hall.  Signed ..... Date.....	