

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 4 December 2013**

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

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

		Action
<b>FGP474</b>	<b>Apologies for Absence</b> Cllrs Mrs Shaw (personal) and Hammond (other business).	
<b>FGP475</b>	<b>Declarations of Interest</b> Cllr Carey declared an interest as a staff member of Hadlow College with regards to Minute FGP487 Hadlow College Preschool. Cllr Shaw declared an interest with regards to Minute FGP485 as Chairman of the Village Hall.	
<b>FGP476</b>	<b>Minutes of the Meeting of 6 November 2013</b> These were approved as a correct record. Proposed Cllr Mrs Bright, seconded Cllr Carey and carried unanimously.	
<b>FGP477</b>	<b>Matters Arising</b> FGP464 – Community Right To Bid: TMBC had now sent a letter confirming the Parish Council nomination for Hadlow Library to be included on the Borough’s List of Assets of Community Value. The Chairman noted that recent correspondence from KCC seemed to suggest that they would be withdrawing some of the funding attributable to libraries. He would converse with local library action group and ascertain whether they felt it was still possible to run a voluntary programme. FGP471 – Preschool: Due to the sensitive nature of this item it was agreed to discuss this under a Motion To Exclude The Press & Public. Proposed Cllr Terry, seconded Cllr Richardson and carried unanimously.	
<b>FGP478</b>	<b>KCC Budget Consultation</b> – James Harman, KCC Community Engagement Manager (Tonbridge & Malling District) had provided via email his presentation which had been given at the Parish Partnership Panel meeting in November for Council information and also attached links related to the KCC Budget Consultation. He would be attending the Parish Council Meeting on December 9 to answer any questions.	
<b>FGP479</b>	<b>November Accounts 2013 Accounts (Receipts, Payments, Bank Reconciliation,)</b> Members reviewed the monthly accounts ;	

	<p>The Chair confirmed that the £85k comes off short term deposit in January 2014 and would be on the next agenda for future consideration. The amount was now listed on the cash book/bank reconciliation sheet.</p> <p>The Chair had asked the Clerk to provide detail on a couple of payments:</p> <ul style="list-style-type: none"> <li>• The CIT payment was a quarterly charge for the photo copier lease and £125 admin fee.</li> <li>• Payments to Godfreys for equipment related to replacement of long reach lopper and other small items.)</li> </ul> <p>With regards to receipts these were in line with expectations. Members expressed their gratitude to Russet Homes for their donation of £2k towards the Skate Park &amp; Play Area project.</p> <p>Recommend to Council approval of November Accounts. Proposed Cllr Collins, seconded Cllr Mrs Massy and carried unanimously.</p>	
<b>FGP480</b>	<p><b>Year Planner For May 2014-April 2015</b></p> <p>This was considered and would be recommended to full Council. Proposed Richardson, seconded Collins and carried unanimously.</p> <p>It was also noted that Staff Committee was not on the planner and was set up on an ad hoc basis with at least two meetings a year.</p> <p>Consideration to moving F&amp;GP meetings to the third week of each month would be given for the year 2015-16. This would provide more time for month end accounts to be produced. Regular hall users would need to be notified of diary changes at least a year in advance.</p>	
<b>FGP481</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 Richardson, seconded Cllr Carey and carried unanimously.</p>	
<b>FGP482</b>	<p><b>Budgets 2014/15 – Special Projects</b></p> <p>It was noted that the £37k earmarked for the cemetery may possibly be carried over to 2014/15.</p> <p>HOS Windows – original quotes of £5K would be increased to £6k to cover any unforeseen costs such as safety glass.</p> <p>Medical Centre Windows – Awaited costs in January before considering the matter.</p> <p>Quotes to replace Boilers - £2860.00 Preschool and £4160.00 HOS.</p>	
<b>FGP483</b>	<p><b>Review Chairman’s Allowance</b></p> <p>It was agreed that this would be increased by £50 to a total of £400.00. Proposed Cllr Shaw, Seconded Richardson and carried unanimously.</p>	

<b>FGP484</b>	<b>Draft Budget 2014-15 &amp; Reserves</b> The confirmation from TMBC to the amount of CTSG and tax base was awaited before the budget could be finalized. The Chair had been through the expenditure on the draft budget with the Clerk and was satisfied that it was detailed. A 2.5% increase in the precept was considered reasonable given the current government constraints and future capital expenditure.	
<b>FGP485</b>	<b>Village Hall Lease</b> There had been insufficient time to look at documentation provided by solicitors ahead of the meeting therefore this item would be deferred until the New Year.  The Clerk would look into certain aspects of the documentation ahead of the next meeting.	
<b>FGP486</b>	<b>Cemetery Extension</b> This was progressing and all parties being kept updated.	
<b>FGP487</b>	<b>Preschool</b> Cllrs Terry, Shaw and the Clerk attended a meeting with Hadlow College Finance & Resources Director, Mark Lumsdon-Taylor to discuss matters related to the preschool. <i>(Report provided to Councillors)</i> .  A number of options with regards to the future of the building were discussed but it was agreed that more information would be required before further consultation could be carried out. On this basis it was agreed that the Clerk would obtain the relevant information which was to include costs of appropriate refurbishment.	
<b>FGP488</b>	<b>Any Other Business &amp; Questions From Members</b> None.	
	There being no further business the meeting closed at 21:00 hrs Date of next meeting: Wednesday 8 January at 19.30, Old School Hall.  Signed ..... Date.....	