

**HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSE**

Minutes of the Meeting of Wednesday 3 June 2015

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

In Attendance: Melanie Stepkowski (Parish Clerk)

		Action
FGP605	<p>Election of F&GP Chairman</p> <p>Cllr Richardson was put forward for the position of Chairman and accepted the post.</p> <p>Resolved: Cllr Stephen Richardson, Proposed Cllr Collins, seconded Mrs Massy and carried unanimously.</p>	
FGP606	<p>Apologies for Absence Approved: Cllr E & L Bright (personal commitment)</p>	
FGP607	<p>Declarations of Interest – Cllr Massy declared an interest with regards to Minute FGP619 Youth proposals as part of St Mary’s Church administrative staff.</p>	
FGP608	<p>Minutes of the Meeting of 8 April 2015</p> <p>Due to some inaccuracies in dates the Minutes would be amended and taken to the next parish council meeting for approval.</p>	
FGP609	<p>Update about progress of resolutions from the last meeting of 8 April 2015</p> <p><u>Minute 596 Speed Awareness</u> – no update.</p> <p><u>Minute 602 Hadlow Walking Leaflets</u> – The 5th walking leaflet ‘Hadlow Walk’ had not gone to print to date so no payment made yet.</p>	
FGP610	<p>Accounts (Receipts, Payments, Bank Reconciliation, Actual Against Budget – May 2015)</p> <p>May Accounts and finance report were approved and would be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	
FGP611	<p>Cheque Payments for Authorization</p> <p>These were approved and would be recommended to full Council. Proposed Cllr Richardson, Seconded Cllr Carey and carried unanimously.</p>	Clerk
FGP612	<p>Internal Audit and Annual Return</p> <p>The Chair recorded thanks to the Clerk and Admin Assistant for yet another healthy audit.</p> <p>The Internal Audit and Annual Return were approved and would be recommended to Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	

FGP613	CCTV Replacement Costs: The new cameras had been installed at the agreed price of £2940.00, however there had been unforeseen repairs required in relation to the power lines and columns which had cost an additional £1084.80 net, bringing the net total of the complete project to £3354.00	Clerk
FGP614	Hy-Arts Centre a) Repair and maintenance costs – the sani-flow system in the second toilet had been replaced at a cost of £477.41. The Clerk had set up an account code for all Hy-Arts costs. b) R J Refurbishment – an updated quotation to include the necessary roof and guttering repairs in addition to the original siding works was still awaited. c) Metcalfe & Briggs Report – this had only just been received and was noted. Further consideration to its conclusions would be looked at by HPC.	Clerk
FGP615	BDR Engineering – Cemetery Extension A recommendation to Council to accept the BDR quotation for net costs as follows: Stage 1 – Initial Feasibility £1700.00, Stage 2 – Detailed Design and Specification £1900.00, Stage 3 – Tender Stage £1250.00, Stage 4 – Contract Administration £2600.00 Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
FGP616	Grounds Drainage Partnership – Williams Field Cllr Carey summarized the current situation with regards to drainage on the football pitch. In 2001 the pitch was drained with a piped drainage system and stone with root zone backfilled slits cut at right angles across the piped drains. It was concluded that further improvement now would be to verti- drain and top dress the pitch, or introduce another sand banding drainage system to the surface across the land drains. It was also agreed to suggest to Council installation of additional drainage pipe between the pitch and village hall which would lead into the existing soakaway. There were possible risks over exceeding the capacity but a calculated risk. Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.	
FGP617	Donation Requests – None.	
FGP618	KALC –East Facing Slips on M25 request for financial support. This matter would be addressed by full Council.	
FGP619	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.

1. Hy-Arts

a) Entrust – Council had received a confirmation letter from A Wood (Compliance Manager at Entrust) in which it was stated: ‘ENTRUST, as the Regulator of the Landfill Communities Fund (LCF) have no objections for the Parish Council to continue providing services, maintenance and repair at the Hy-Arts Centre’. It went on to explain the current obligations and responsibilities of Hadlow Village Hall as the current Environmental Body under the LCF Regulations.

It was Council’s understanding that the Voluntary Revocation letter from the Chairman of the Village Hall was imminent.

b) Re-opening – Council had been waiting for three principal issues to be resolved before progressing with the Hy-Arts.

1. Entrust confirmation – now received
2. Youth Activity Proposals – now received
3. Building Survey – now received.

c) Weekend Temporary Access – Recommendation to Council to allow youth leader and other assisting adults to enter the building over the weekend to sort her voluntary Youth Club equipment and complete general tidy. Cllr Carey would ensure the building was opened and locked.

d) Interim Opening – Recommendation to Council to open for a trial run to the existing Youth Club for standard youth club activities on the following days and times for the remainder of the month of June with Council organising the opening and closing of the building. This would enable everyone time to ascertain needs and longer term viability.

Monday 5-10pm

Tuesday 6-10pm

Friday 6-10pm

e) Boxing Club – Recommend to Council continuation of the project and to discuss with Circle Housing and Olympia Boxing plans for future usage.

f) KCC Youth Services – Clerk to arrange a meeting with appropriate members of KCC to discuss youth provision within the parish.

g) Keys – Recommendation to Council that opening and closing of the facility remain the responsibility of the Parish Council for the time being and whilst bookings and agreements are still in progress.

h) Bookings

- I. TMBC Counterweight – 11 weeks to start on Thursday 13 August 2015 between the hours of 6-7.30pm

	<p>II. Tentative Lighthouse – youth club Wednesday 21 September from 7-10pm possibly weekly or fortnightly.</p> <p>2. Parking - HOS</p> <p>The draft amendments to the Deed of Covenant with KCC had been received along with KCC legal and surveyors costs which were noted and agreed in principle. The matter would be addressed by full Council.</p> <p>3. Annexe</p> <p>Future plans for the preschool were partly contingent to other development within the parish and would need further consideration over time and discussions with other interested parties including the college and primary school. Meetings were to be arranged in due course.</p> <p>4. Window Cleaning</p> <p>The existing contractor had informed the parish office of his retirement and a proposal to use the services of D Evans on a two month trial basis were approved. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.</p>	
	<p>There being no further business the meeting closed at 21.27hrs Date of next meeting scheduled: Wednesday 8 July 2015 at Old School Hall.</p> <p>Signed Date.....</p>	