

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 4 November 2015**

**Present:** Cllrs E Bright, N Collins, D Carey, J Massy

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

[Cllr Collins chaired the meeting in the absence of Cllr Richardson]

		Action
<b>FGP639</b>	<b>Apologies for Absence Approved:</b> Cllrs L Bright (personal), R Morley (Other Commitment), S Richardson (Business)	
<b>FGP640</b>	<b>Declarations of Interest</b>	
<b>FGP641</b>	<b>Minutes of the Meeting of 7 October 2015</b> Resolved to accept the minutes of 7 October 2015 as a correct record. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.	
<b>FGP642</b>	<b>To receive an update about progress of resolutions from the last meeting of the F&amp;GP on 7 October 2015</b> <u>Minute 638 Village Hall – Patio:</u> A quotation to repair and make safe the patio in the sum of £480 had been approved. <u>Minute 638 Cricket Field –</u> Costs for repairs from break in – payment completed.	
<b>FGP643</b>	<b>Accounts for October (Receipts, Payments, Bank Reconciliation, Actual against Budget 2015,) for recommendation to full Council.</b> Agreed and to be recommended to full Council. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.	
<b>FGP644</b>	<b>Cheque Payments for Authorization</b> The list of cheques issued since October close was agreed and would be recommended to full Council. Proposed Cllr Collins, seconded Cllr Carey and carried unanimously.	
<b>FGP645</b>	<b>Budget Preparation to include Committee Budgets, Staff Pay, Chairman’s Allowance</b> <b>Committees</b> had discussed the following items for future consideration but not necessarily as part of the 2016-17 budget. <ul style="list-style-type: none"> <li>• Adult Fitness Equipment – members continued to look at other parishes who had installed the equipment to assess its long term sustainability.</li> <li>• Access Trail – path improvements were deemed necessary to ensure it kept its disability status. This would be considered within the 2016-17 budget and funding sources researched.</li> <li>• Parish Office – consideration of costs for new software and office furniture to be considered as part of 2016-17 budget.</li> </ul> <b>Staff Pay</b> – Members would propose a 2% wage increase for the Village Warden and possibly Admin Assistant. The Clerks salary	

	<p>was on a NJC (National Joint Council) National Salary Award Scheme and it was proposed that providing CILCA was completed by March the scale would be increased to Level 34 (£28922).</p> <p><b>Chairman’s Allowance</b> – It was agreed this would remain at £400.</p> <p><b>The first draft budget</b> was reviewed and members agreed that due to a majority of Reserves either being committed to the Cemetery Extension (£70,000), £5,000 Phase 2 Play Area (grant received by KCC Cllr Balfour) there were no funds currently available for other projects to be initiated. It was also agreed that a General Reserve of about £80,000 for general council running costs must be maintained in accordance with legislation.</p> <p>Members were to look further into the viability of running the HY-Arts Centre in the future and its effect on next year’s budget.</p> <p>The May Memorial – this was another possible financial strain on the budget and it was agreed all funding sources must be investigated to assist with any legally required repairs. The Clerk to contact Historic England as an urgent matter.</p> <p>Village Hall – the new committee continued to make progress but consideration as to how the Parish Council could assist in the future to be considered by full council.</p> <p>CCTV Surveillance at Williams Field – Annual trial to be recommended to full Council at a cost of £1860 net per year per DVR for night-time central station monitoring. This was to try and combat continuing vandalism in this area.</p> <p>Donations – As Council’s financial responsibilities were increasing it was agreed that donations would have to be limited.</p> <p>Recommendation to Council to support the TMBC Summer Activate Programme for 4-11 year olds but not the Y2 programme for 12-18 year olds. The Council were already committed to this age group in Hadlow by running the HY-Arts Centre.</p> <p>The Clerk as RFO would now review Draft 1 of the budget and take all the above into consideration when completing the second draft ahead of the next finance meeting.</p>	
<b>FGP646</b>	<p><b>Donation Requests:</b></p> <p>As agreed in the 2015-16 budget, £50 would be donated to The Royal British Legion (£18 for wreath and balance as donation) under S137.</p>	
<b>FGP647</b>	<p><b>Intruder Alarm</b></p> <p>The Council’s existing contractor had been bought out and the contract would continue under Spy Alarms Ltd. Noted.</p>	
<b>FGP638</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></p> <p>This was not necessary as there were no members of the public present.</p>	

	<p>a) Village Hall – CCTV footage to be viewed after break in.</p> <p><b>b) HY-Arts – Hadlow Youth Club meeting scheduled and agenda items suggested by Council to be put forward.</b></p> <p>c) Cemetery Extension – BdR had started investigation of current cemetery drainage system.</p> <p><b>d) St Mary’s Closed Churchyard, May Vault – It had been confirmed that the closed churchyard was Parish Council responsibility but that memorials were firstly the responsibility of families. As the May Vault required extensive works every effort would be made to try and locate present members of the May family. In the meantime Harris fencing had been hired to protect the public but Council were considering purchasing the fencing as any possible repairs to the Vault would be considerable and could extend over a long period.</b></p> <p>e) Play Area Phase 1 – Final settlement paid.</p>	
	<p>There being no further business the meeting closed at 20.58 hrs Date of next meeting scheduled: Wednesday 9 December 2015 at Old School Hall.</p> <p>Signed ..... Date .....</p>	