

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 9 December 2015**

**Present:** Cllrs S Richardson, E Bright, N Collins, J Massy

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

		Action
<b>FGP649</b>	<b>Apologies for Absence Approved:</b> Cllrs L Bright (personal), D Carey (other commitment)	
<b>FGP650</b>	<b>Declarations of Interest</b>  Cllr Massy declared an interest as an allotment holder and was excused from the meeting whilst allotment rents were discussed and returned once the matter was closed.	
<b>FGP651</b>	<b>Minutes of the Meeting of 4 November 2015</b>  Resolved to accept the minutes of 4 November 2015 as a correct record. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.	
<b>FGP652</b>	<b>To receive an update about progress of resolutions from the last meeting of the F&amp;GP on 4 November 2015</b>  <u>Minute 638 Village Hall – Patio:</u> Works had been approved and a date from the contractor awaited.	
<b>FGP653</b>	<b>Accounts for November (Receipts, Payments, Bank Reconciliation, Actual against Budget 2015,) for recommendation to full Council.</b>  Agreed and to be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.  Servicing of open spaces mechanical and motorised equipment had been completed and a log book set up.  It was also noted that there was to be a change in audit procurement and members would recommend to Council not to opt out of the sector led body audit procurement. Proposed Cllr Collins, seconded Cllr Richardson and carried unanimously.	
<b>FGP654</b>	<b>Cheque Payments for Authorization</b>  The list of cheques issued during November and the beginning of December was agreed and would be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
<b>FGP655</b>	<b>Budget Preparation to include Committee Budgets, Staff Pay, Chairman’s Allowance</b>  <b>Staff Pay</b> – Since the last meeting it had been agreed that the Staffing Committee would meet to review the Clerks duties and pay scale.  Members agreed that the Hy-Arts Centre would have to be factored into future budgets and would recommend a 2.5% increase in the precept.	

Fees and Rents: these were reviewed and the following would be recommended to full Council:

Area	2015/16	2016/17
	£	£
Allotments	25.00	27.50
Football Pitches	500.00	525.00
Hy-Arts Centre	10.00	10.00
HOS Reg Users	9.00	9.25
HOS Casual Users	16.50	17.00

Cemetery review and recommendation to full Council:

Exclusive Right of Burial in a grave would be reduced from 99 years to 45 years.

The cost of burials for residents of the Parish would not increase, however for non-residents there would be a small increase in fees as follows:

		<i>Non-Resident 2015/16 £</i>	<i>Non-Resident 2016/17 £</i>
(a)	Stillborn – 12 months (inclusive) <i>Child's plot only</i>	NIL	NIL
(b)	1 – 12 years (inclusive) <i>Child's plot only</i>	250.00	300.00
(c)	Over 12 years (single depth grave)	800.00	900.00
(d)	Over 12 years (double depth grave)	1750.00	2000.00
(e)	Re-open a grave (for second burial)	300.00	500.00
(f)	Burial of ashes in existing grave	300.00	500.00

Monuments, memorials and inscriptions – charges to remain as in 2015/16.

<b>Garden of Rest – Ashes Plots</b>		<i>Non-Resident 2015/16 £</i>	<i>Non-Resident 2016/17 £</i>
	Single width plot ONLY	500.00	600.00
	Grave Transfers by private Statutory Declaration, Probate or Letters of Administration	60.00	100.00

All increases were proposed by Cllr Richardson, seconded Cllr Collins and carried unanimously.

**FGP656**

**Reserves Policy**

The draft policy was approved and would be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.

<b>FGP657</b>	<p><b>Bye Laws</b></p> <p>National Association of Local Councils (NALC) – the legal topic notes of Byelaws was noted.</p>
<b>FGP658</b>	<p><b>Other business to include:</b></p> <p>a) Hy-Arts Centre – The draft booking forms for both the Hy-Arts and Old School Hall were reviewed in addition to the Agreement for regular youth group users. It was agreed further discussion would be required before finalisation.</p> <p>b) Cemetery Extension – Recommend to Council acceptance of quotation to cultivate and re-seed extension to Hadlow Cemetery extension in the sum of £875.00 excluding VAT as part of Phase 1.</p> <p>Recommend to Council approval of the quotation for cemetery gates from Tonbridge Fencing Ltd in the sum of £2992.12 excluding VAT, on the condition the installation was done once all Phase 1 cemetery works were completed and no further heavy machinery required to use the entrance.</p> <p>The above recommendations were proposed by Cllr Collins, seconded Cllr Richardson and carried unanimously.</p> <p>The Clerk to meet with BdR to review progress on the cemetery extension and report back to Council.</p> <p>c) St Mary’s Churchyard – The May Vault continued to be secured with Harris Fencing. Historic England had been notified of the situation and had provided funding links as a suggested way forward. The Clerk would now seek quotations for possible repair works.</p> <p>d) Old School Hall – The valley gutter between the library and hall required cleaning and investigative works done on the lining to see whether it was related to the damp marks showing on the hall ceiling. A quotation had been received in the sum of £580.00 net and would be recommended to full Council. The costs would be shared with the library as confirmed by their property facilities department. A quote was still awaited for the skylights on the roof to also be cleared. Proposed Cllr Massy, seconded Cllr Collins and carried unanimously.</p> <p>e) CCTV Policy – This would be recommended for adoption to full Council. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p>
	<p>There being no further business the meeting closed at 21.35 hrs Date of next meeting scheduled: Wednesday 6 January 2016 at Old School Hall.</p> <p>Signed ..... Date.....</p>