

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 6 January 2016**

**Present:** Cllrs S Richardson, D Carey, N Collins, J Massy

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

		Action
<b>FGP659</b>	<b>Apologies for Absence Approved:</b> Cllrs L Bright (personal), E Bright (personal)	
<b>FGP660</b>	<b>Declarations of Interest</b> Cllr Massy declared an interest as an allotment holder.	
<b>FGP661</b>	<b>Minutes of the Meeting of 9 December 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>FGP662</b>	<b>To receive an update about progress of resolutions from the last meeting of the F&amp;GP on 9 December 2015</b> <u>Minute 652 Village Hall – Patio:</u> Clerk to ensure the quotation accepted would not expire before Spring as works had not yet been carried out and weather now unsuitable.  Minute 658 Old School Hall – The amended quote for roof works to include cleaning the sky lights had been received and was accepted by members.	
<b>FGP663</b>	<b>Accounts for December (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.	
<b>FGP664</b>	<b>Cheque Payments for Authorization</b> The list of cheques issued since the last HPC meeting were agreed and would be recommended to full Council. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.	
<b>FGP665</b>	<b>Budget Preparation and Recommendation to Council</b> The Draft 2 budget was checked and the Clerk asked to ensure that the figure for account code 4000 was sufficient; if this was in line then members would recommend Draft 2 budget to Council for approval at the next HPC meeting. Members wished to express a vote of thanks to the Clerk and Admin Assistant for their work on the budget.	
<b>FGP666</b>	<b>Hy-Arts Centre</b> The Booking Form was reviewed and approved by Committee. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.  Agreement for Hadlow Youth Club and Lighthouse – this was approved by committee. Proposed Cllr Richardson, seconded Cllr Collins and carried.  It was also agreed that the main door to the building should have a security key	

	<p>that could not be copied at general key cutting facilities and only one set of keys would be provided to each regular user group.</p> <p>It was noted that Hadlow Youth Club would be expected to remove all papers from the office that were not in the one designated locked cupboard by the end of January with the exception of general information folders that were to be stored on one shelf. Once this timeline had elapsed any remaining papers would be destroyed in a controlled environment by the Parish Council in accordance with Data Protection regulations.</p>	
<b>FGP667</b>	<p><b>Cemetery Extension</b></p> <p>Quotation for 750 tree shelters and stakes – Members agreed to a recommendation that Council purchase 750 tree shelters and stakes for a purchase price of up to £1265.63 from Landscape Services or other competitive company. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.</p> <p>It was agreed that Council would install equipment rather than pay contractor.</p>	
<b>FGP6</b>	<p><b>Draft Grant Policy</b></p> <p>The Policy was agreed subject to the words ‘&amp; Donations’ being added to the title. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	
	<p>There being no further business the meeting closed at 22.48 hrs Date of next meeting scheduled: Wednesday 6 April 2016 at Old School Hall.</p> <p>Signed ..... <i>S. C. Richardson</i> ..... Date..... <i>6/4/2016</i></p>	