

**HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSE**

Minutes of the Meeting of Wednesday 6 April 2016

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

In Attendance: Melanie Stepkowski (Parish Clerk)

		Action
FGP669	Apologies for Absence Approved: Cllr Carey (other commitment)	
FGP670	Declarations of Interest None.	
FGP671	Minutes of the Meeting of 6 January 2016 Resolved to accept the minutes of 6 January 2016 as a correct record. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
FGP672	To receive an update about progress of resolutions from the last meeting of the F&GP on 6 January 2016 <u>Minute 666 Hy-Arts Centre</u> – Hadlow Youth Club had removed all papers that were not within the designated locked cupboard in the office. <u>Minute 667 Cemetery Extension</u> – Larger rabbit guards had now been installed by the Warden and Cllr Collins and the committee expressed their thanks to Cllr Collins for his assistance on the project.	
FGP673	Accounts for March (Receipts, Payments, Bank Reconciliation, Actual against Budget, 4th Quarter Report) for recommendation to full Council. Agreed and to be recommended to full Council. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously. It was noted that there had been additional costs for the Hy-Arts Centre and Village Hall which had not been accounted for within the budget. The close of year bank balance showed a reduction of £20714 which was due in part to Reserves being spent on the cemetery extension and new play area. At end of the financial year the petty cash account stood at £42.77.	
FGP674	To Authorize Cheque Payments Deferred until full Council meeting.	
FGP675	Change in basis of Accounting to Income & Expenditure from Receipts & Payments with effect from April 2016 in accordance with current government rules. The basis of account will be changed for the year 2015-16 in accordance with government rules. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.	

FGP676	Internal Audit (interim report 2015-16) & Internal Control Statement for Review, Effectiveness and Recommendation to Council The interim audit report had been read and noted. The Internal Control Statement was reviewed and no changes made; Cllr Richardson proposed recommendation to Council, seconded Cllr E Bright and carried unanimously.	
FGP677	Annual Governance Statement for review by F&GP prior to HPC approval by Resolution Recommendation to Council to approve the Annual Governance Statement. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.	
FGP678	Annual Parish Meeting – Report Preparation The Chair would prepare the financial report for the Annual Parish Meeting to include: <ul style="list-style-type: none"> • Confirmation that Council continues to operate within budget • Identification of costs to date and further anticipated expenditure on the cemetery extension • Williams Field Phase 1 Play Area costs and future potential expenditure at Williams Field and Signpost Field play areas. • Hy-Arts Centre costs incurred since summer 2015 • Village Hall – details of funds provided by Council • Explanation of Reserves • Future financial considerations 	
FGP679	Patio Area At Village Hall – Village Hall Management Committee Request For Additional Patio Works And Finance Contribution It was agreed that the original quotation accepted by Council for works would remain in place. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.	
	There being no further business the meeting closed at 20.24 hrs Date of next meeting scheduled: Wednesday 8 June 2016 at Old School Hall. Signed Date.....	