

**HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSE COMMITTEE
Minutes of the Meeting of Wednesday 06 December 2017**

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

In Attendance: M Stepkowski (Parish Clerk)

		Action
FGP781	Apologies and approval of absence Cllrs Richardson, Smith & Hyams – absences approved and noted in attendance register.	
FGP782	Motion proposed for Cllr L Bright to chair the meeting in the absence of Cllr Richardson RESOLVED: Cllr L Bright to stand in as Chair for the meeting. Proposed Cllr Massy, seconded Cllr Collins and carried.	
FGP783	To receive declarations of interest Cllrs E & L Bright – members of Hadlow Tower Visitor Centre Association (HTVCA), J Massy – allotment holder.	
FGP784	To resolve the Minutes of the extra meeting held on 8 November 2017 as a correct record Resolved to approve the Minutes of 8/11/2017. Proposed Cllr L Bright, seconded Cllr E Bright and carried unanimously.	
FGP785	To receive an update on progress of resolutions from the last meeting of F&GP 8 November 2017 No matters.	
FGP786	Accounts for November 2017 (receipts, payments, bank reconciliation & actual against budget) for recommendation to full Council. Recommend acceptance of November Accounts to full Council. Proposed Cllr L Bright seconded Cllr Collins and carried unanimously. It was also noted that the final payment to Loughman Ltd had been made with the retainer amount held back in accordance with the agreement.	
FGP787	To authorize cheque payments Recommend acceptance of cheque payments to full Council to include direct bank payment to contractor for supplies in relation to repairs to boundary fence with primary school and PAYE. Proposed Cllr L Bright, seconded Cllr N Collins and carried unanimously.	
FGP788	Contracts review and recommendation for 2018-19: Grounds maintenance and photo copier. Committee considered financial aspect of grounds maintenance contract and were in agreeance with P&E recommendation.	

	Clerk was still awaiting papers with regards to photocopier so matter deferred.	
FGP789	Fees and annual rents Recommendation to Council for all fees and rents to remain the same for the year 2018. The medical centre lease renewal date June 2021 was noted. Proposed Cllr L Bright, seconded Collins and carried unanimously.	
FGP790	Review of Statement of Internal Control Recommend acceptance of amended Statement of Internal Control to take into account direct bank payments/transfers. Proposed Cllr L Bright, seconded E Bright and carried unanimously.	
FGP791	2018-19 Budget – second review No amendments required at current time, the TMBC tax base figure was still awaited.	
FGP792	Request from Kent Buccaneers for donation towards equipment The matter was deferred in order that Council could consider once the club had had an opportunity to raise funds on its own initiative.	
FGP793	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) Motion was not required as there were no members of public present. Hadlow Tower – response letter noted.	
	There being no further business the meeting closed at 20:00 hrs Date of next meeting scheduled: Wednesday 4 April 2018 at Old School Hall. Signed Date.....	