

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE COMMITTEE  
Minutes of the Meeting of Wednesday 08 May 2019**

**Present:** Cllrs M Harvey (Acting Chair) L Bright, N Collins, J Massy

**In Attendance:** M Stepkowski (Parish Clerk), E Battain (Admin Assistant)

		Action
<b>FGP830</b>	<b>To receive and approve apologies and reasons for absence</b> Cllr E Bright & S Richardson – absences approved and noted in attendance register.	
<b>FGP831</b>	<b>To receive declarations of interests</b> None declared.	
<b>FGP832</b>	<b>To resolve the Minutes of the F&amp;GP Extra Ordinary meeting held on 30 October 2018 as a correct record.</b>  <b>Resolved at HPC 12/11/2018, Minute 3945</b>	
<b>FGP833</b>	<b>To receive an update on progress of resolutions from the last meeting of F&amp;GP 30 October 2018.</b>  Minute FGP827 Higham Roofing had been accepted for roof works and DMP would project manage.  Minute FGP828 Three Year Forecast – ongoing  Minute FGP829 Medical Centre – the increased quarterly service charge was now in effect. 2018-19 balance of outstanding service charges had been invoiced and an instalment paid. The balance was due in June.	
<b>FGP834</b>	<b>Accounts for April (receipts, payments, bank reconciliation &amp; actual against budget) for recommendation to full Council.</b>  <b>Recommend</b> acceptance of April Accounts to full Council. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.	
<b>FGP835</b>	<b>To recommend authorization of cheque payments and bank payments including wages</b>  <b>Recommend</b> acceptance of cheque payments £413.29 and bank payments £14,836.01 to full Council. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.	
<b>FGP836</b>	<b>Year-end accounts – to preview ahead of Council approval</b>  <b>Recommend</b> approval of year end accounts 2018-19. The Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.	

FGP837	<p><b>To consider and recommend Asset Register to full Council</b></p> <p><b>Recommend</b> to Council approval of Asset Register as at 1 April 2019 with total fixed assets of £1,744,705. Proposed Cllr Harvey, seconded Bright and carried unanimously.</p>																						
FGP838	<p><b>To consider and recommend Reserves Policy to full Council</b></p> <p><b>Recommend</b> to full Council approval of Reserves Policy as detailed in table below:</p> <p>Proposed Cllr Harvey, seconded Massy and carried unanimously.</p> <table border="1" data-bbox="336 616 1286 1473"> <thead> <tr> <th><u>Reserve</u></th> <th><u>Proposed Earmarked Reserves</u></th> <th><u>2019/20</u></th> </tr> </thead> <tbody> <tr> <td>Cemetery</td> <td><i>Development of new cremated remains area - path sealed, memorials, landscaping</i></td> <td><b>£6,000</b></td> </tr> <tr> <td>Hall Refurbishment</td> <td><i>Roof works Higham Roofing actual costs + proj mng</i></td> <td><b>£45,000</b></td> </tr> <tr> <td>Trees</td> <td><i>Down To Earth quotes for St Marys &amp; Allotments</i></td> <td><b>£3,000</b></td> </tr> <tr> <td>Hy-Arts Centre</td> <td><i>Roof repairs and security shutters + siding</i></td> <td><b>£6,000</b></td> </tr> <tr> <td>May Vault</td> <td><i>Demolition/repair/security fencing</i></td> <td><b>£4,000</b></td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>£64,000</b></td> </tr> </tbody> </table> <p><b>NOTE</b>  The bank balance at 31/3/2019 was £124,676.79 therefore on the basis Earmarked Reserves are agreed at £64,000 there is a working balance of £60,676.79. This is well within the recommended parameters for a working fund balance.  (The Precept for 2019-20 of £117,759 together with budgeted income £61,150 will cover budgeted expenditure £178,909)  A council should typically hold between 3 and 12 months expenditure as a general reserve.</p>	<u>Reserve</u>	<u>Proposed Earmarked Reserves</u>	<u>2019/20</u>	Cemetery	<i>Development of new cremated remains area - path sealed, memorials, landscaping</i>	<b>£6,000</b>	Hall Refurbishment	<i>Roof works Higham Roofing actual costs + proj mng</i>	<b>£45,000</b>	Trees	<i>Down To Earth quotes for St Marys &amp; Allotments</i>	<b>£3,000</b>	Hy-Arts Centre	<i>Roof repairs and security shutters + siding</i>	<b>£6,000</b>	May Vault	<i>Demolition/repair/security fencing</i>	<b>£4,000</b>		<b>TOTAL</b>	<b>£64,000</b>	
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FGP839	<p><b>To note and recommend to Council contracts list, direct debits and regular faster payments for 2019-20.</b></p> <p><b>Recommend</b> acceptance of contract list, direct debits and regular faster payments for 2019-20.</p>
FGP840	<p><b>To note Section 137 expenditure allowance for 2019-20 (£8.12) in accordance with The Local Government Act 1972 (“the 1972 Act”).</b></p> <p>Noted.</p>
FGP841	<p><b>S106 Expenditure</b></p> <p>Confirmation had been received that all items proposed to TMBC under S106 monies were granted except the brushcutter. As a result there was still £3649 available for S106 usage and the Clerk had put forward suggested expenditure on works to the Hy-Arts Centre; decision awaited. Noted.</p>
FGP842	<p><b>To consider and recommend to Council donations:</b></p> <p><b>Recommend</b> to full Council donation of £500 to YMCA to be used in connection with youth services at the Hy-Arts Centre run under YMCA supervision on the proviso any funds also collected from the users for the services by YMCA were evidenced in accounts and only used for expenditure related to Hadlow youth services.</p> <p>Proposed Cllr Massy, seconded Cllr Collins and carried unanimously.</p>
FGP843	<p>To acknowledge and inform full Council of acceptance of Down To Earth quotation 7709 in the sum of £1434.00 to remove a boundary tree at the Allotments on Carpenters Lane as a precautionary measure.</p> <p>It was acknowledged and accepted that the quote was approved by the Parish Clerk with Chairs agreement and under the advice of the Voluntary Tree Warden.</p>
	<p>There being no further business the meeting closed at 20:15 hrs Date of next meeting scheduled: Wednesday 2 October 2019 at Old School Hall.</p> <p>Signed ..... Date.....</p>