

HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Virtual Meeting of Tuesday 4 May 2021

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**Present:** Cllr's L Bright (Chairman), Barrett, E Bright, Collins, Harvey, Massy

**In Attendance:** M Stepkowski (Parish Clerk & Minute Taker)

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**FGP867 To receive and approve apologies and reason for absence**

Cllr Barrett – other commitment.

**FGP868 To receive declarations of interests**

Cllr Massy declared an interest as employee by St Mary's Church and an allotment holder.

**FGP869 To consider & recommend to Council the following policies and risk assessments:** *(note all other policies approved by full Council at HPC April)*

- Council Risk Assessments (to include H&S & LCRS)
- Media Policy *(to change "C Mitchell" to "Council representative Website Administrator")*
- Volunteer Scheme Policy

**RESOLVED to recommend to Council approval of Council Risk Assessment including Health & Safety Policy and LCRS Risk Assessment.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

**RESOLVED to recommend to Council approval of Media Policy.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

**RESOLVED to recommend to Council approval of Volunteer Scheme Policy.** Proposed Cllr E Bright, seconded Cllr Massy and carried unanimously.

**FGP870 To recommend to Council approval of Asset Register from 1 April 2021**

*It was noted that the playground equipment figure had previously included fencing, however, in line with Council insurance categories the fencing figure had been deducted and placed under its own category.*

**RESOLVED to recommend to Council approval of Asset Register as of 01 April 2021 with fixed asset figure of £1,858,166.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

**FGP871 To note insurance for Council, Village Warden Truck & Minibuses & Council Leases**

The schedule of insurance dates was noted.

The Council leases for the Village Hall, Medical Centre, Cricket Ground were noted as was the Golden Green Mission Hall Trust. With regards to the Medical Centre the revised draft new lease was awaited.

**FGP872 To recommend to Council approval of invoices for payment via cheque/faster payment method.**

**RESOLVED to recommend to Council approval of invoices for payment cheque/faster payment method.** Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

**FGP873 To recommend to Council approval of April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)**

**RESOLVED to recommend to Council approval of April Accounts in their entirety.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

**FGP874 To recommend to Council approval of Direct Debits/Regular Faster Payment for 2021-22**

**RESOLVED to approve to Council Direct Debits/Regular Faster Payments Schedule for 2021-22.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

*It was noted that the application for rate rebate in relation to halls had been successful in regards to, the Old School Hall, additional investigations into whether further reductions for Hy-Arts Centre and the cost of future hall rated value was to be carried out and monitored carefully.*

**FGP875 To recommend to Council approval of the updated Contracts List**

**RESOLVED to recommend approval of updated Contracts List.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

4th Platform	IT Support & Protection
Direct-Tec/BNP Paribas	Photocopier Lease
Quartix	Real Time Vehicle Tracking
RBS Software	Annual Licenses Asset & Alpha
Came & Company	Building/Public Liability/Vehicle Ins..
NKM	Fire Alarms HOS MC HyArts Maint.
Spy Alarms Ltd	Annual Maintenance HOS, MC
Inspection Services (KCC)	Fire Extinguisher Maintenance Contract
Inspection Services (KCC)	Fire Risk Assessment
British Gas Boiler Care	HOS, MC, GG, Hy-Arts
Rob Mardell Electrician	Electrical Testing HOS, MC. Hy-Arts
Total Gas & Power	Electric HOS, Ballcourt, Hy-Arts
Total Gas & Power	HOS Gas
EDF	Lonewood Way Street Light
ICO	Certificate of Registration
TMBC	Street Light Maintenance, Lonewood W.
Gel Creative	Website maintenance
Landscape services	Grounds maintenance contract
R G Networks	CCTV Support
Zest Commercial Cleaning	HOS, Hy-Arts

Evans HOS, MC window cleaning  
PHS (Personal Hygiene Services) Sanitary Hygiene unit disposal visits

**FGP876 To note Section 137 expenditure allowance for 2021-22 of £8.41in accordance with The Local Government Act 1972 (“the 1972 Act”)**

Section 137 expenditure allowance for 2021-22 was noted.

**FGP877 To note the Statement of Internal Control – approved by Council at HPC April.**

Noted.

**FGP878 To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2020-21**

**RESOLVED to note and agree the Internal Auditors year-end report.** Proposed Cllr L Bright, seconded E Bright and carried unanimously.

Internal audit recommendation to develop an Investment Strategy/Policy noted for action.

**RESOLVED to note and agree the Annual Internal Audit Report 2020-21 as part of the Annual Governance & Accountability Return.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously

**FGP 879 To recommend approval of Annual Governance Statement 2020/21 (Section 1)**

**RESOLVED to recommend to Council approval of the Annual Governance Statement 2020/21 (Section 1).** Proposed Cllr L Bright, seconded Cllr E Bright and carried unanimously.

**FGP880 To note that the Responsible Finance Officer (Clerk) has signed on 13/04/2021 (Section 2) of the Accounting Statements certifying the accounts for 2020/21 present fairly the financial position of the Parish Council.**

**RESOLVED to confirm to Council signed Accounting Statements by the Responsible Finance Officer dated 13/04/2021 as part of the Annual Return (Section 2).** Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

**FGP881 To recommend approval of The Accounts & Accounting Statements (Section2)**

**RESOLVED to recommend to Council approval of The Accounts & Accounting Statements (Section 2) 2020-21.** Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

**FGP882 To consider Reserves Policy for financial year 2021/22**

**RESOLVED to recommend to Council approval of the Reserves Policy for financial year 2021/22 with the following Earmarked Reserves.**

<b>Cemetery</b>	<b>£10,000</b>
<b>Hall Refurbishment HOS</b>	<b>£5,000</b>
<b>Trees</b>	<b>£5,000</b>
<b>Hy-Arts Centre</b>	<b>£3,000</b>
<b>May Vault</b>	<b>£3,000</b>
<b>Surfacing</b>	<b>£10,000</b>

Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

**There being no further business the meeting closed at 20:12 hrs.  
Date of next meeting scheduled: tba**

**Signed:**

**Date:**