

**HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the Meeting held Tuesday at 7.00pm
on 3rd May

Present: Cllr's L Bright (Chairman), E Bright, Collins, S O'Shea

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

(nb: meeting was delayed until 7.30pm due to unforeseen circumstances)

FGP892 To receive and approve apologies for absence

Cllr's Harvey, Massy, Richardson

FGP893 To receive declarations of interests

None.

FGP894 To review & recommend to Council all Policies, Plans, Risk Assessments as set out below:

- *Standing Orders*
- *Health & Safety Policy & (LCRS and other risk assessments)*
- *Investment Strategy*
- *Statement of Internal Control*
- *Reserves Policy (summary sheet attached appendix a)*
- *Temporary Scheme of Delegation 2022-23*
- *Grant & Donations Policy*
- *Grievance Policy*
- *Disciplinary Procedures*
- *Complaints Policy*
- *Equality & Diversity Policy*
- *Anti-Harassment & Bullying Policy*
- *Training & Development Policy*
- *Lone Worker*
- *Recruitment & Selection*
- *Volunteer Scheme*
- *Media Policy*
- *CCTV Policy*
- *Data Protection Policy*
- *Publication Scheme*
- *Tree Policy*

To recommend to Council approval of the items listed above. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

- *Code of Conduct* - **to recommend** to Council approval of the 21/9/2021 revised Kent Code of Conduct. Proposed Cllr L Bright, seconded Cllr O'Shea and carried unanimously.
- *General Power of Competence* – **noted** that this remains in situ until the Council elections to be held May 2023.
- *Financial Regulations* – **to recommend** to Council approval of the revised Financial Regulations to which the following amendments have been made:

(Page 8 of 22). Heading #4. Budgetary Control and Authority to Spend, #4.1:

- The council for all items over £5000 (as before)
- A duly delegated committee of the council for items over £3000 (previously £500)
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000 (previously £500)
- *Emergency Plan* – **noted** updates to the Plan were ongoing
- *Continuity Plan* – no longer required as government lifted all COVID restrictions

FGP895 To review and recommend to Council approval of Asset Register from 1 April 2022

To recommend to Council approval of Asset Register from 1 April 2022 with 2021-22-year end figure of £2,171,013. (*Increase from previous year mainly due to insurance re-valuation*). Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

FGP896 To review and confirm to Council arrangement for insurance cover in respect of all insurable risks

Reviewed and confirm to Council arrangements are in place for all insurable risks. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

FGP897 To recommend to Council approval of payments to date via cheque/faster payment

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

FGP898 To recommend to Council approval of April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)

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

FGP899 To recommend to Council approval of Direct Debits/Regular Faster Payment for 2022-23

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

FGP900 To recommend to Council approval of the updated Contracts List

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

FGP901 **To review Council’s expenditure incurred under S137 of the The Local Government Act 1972 (“the 1972 Act”) and note 2022-23 S137 figure of £8.82**
Reviewed and noted.

FGP902 **To receive and note the Internal Auditors year-end report and completion of the Annual Internal Audit Report 2021-22.**
Members **noted** the Internal Auditors year-end report which had no suggested actions required in addition to noting the completion of the Annual Internal Audit Report 2021-223 as part of the AGAR.

FGP903 **To recommend approval of Annual Governance Statement 2021-22 (Section1)**
Proposed Cllr L Bright, seconded Cllr S O’Shea and carried unanimously.

FGP904 **To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2021-22 present fairly the financial position of the Parish Council**
Noted.

FGP905 **To recommend approval of The Accounts & Accounting Statements (Section2)**
Proposed Cllr L Bright, seconded Cllr E Bright and carried unanimously.

FGP906 **To consider additional fencing quote and suggested contribution of funds by the Hadlow Village Hall Management Committee**
The Clerk to investigate further including considering Section 106 Monies held in account for enhancement of off-site play facilities.

**There being no further business the meeting closed at 20.36 hrs.
Date of next meeting scheduled: 4 October 2022**

Signed:

Date: