

# Upper Hardres Parish Council

## Annual Meeting of the Parish Council

Minutes of Annual Meeting held on Tuesday 8 May 2018,  
Bossingham Village Hall at 6.45pm

### 1. Welcome and attendance

Attending: *councillors* Angela Waldron, Janice Rosen, Nick Waldron, Paul Gordon;  
*clerk/RFO* Clare Hamilton; KCC Councillor Michael Northey. Apologies; Steve Rayner.

### 2. Councillors' Acceptance of Office and Code of Conduct, and Election of Officers

- (a) Councillors accepted resignation of Steve Rayner. Clerk to inform CCC of casual vacancy.
- (b) Councillors completed Acceptance of Office forms and accepted the Code of Conduct.
- (c) Paul Gordon was elected as Chairman, Angela Waldron as Vice-Chair.

### 3. Councillors' Disclosable Pecuniary Interests

Declarations of Disclosable Pecuniary Interests completed and signed.

### 4. Minutes

Minutes of the Annual Meeting of the Parish Council held on 9 May 2017 were confirmed as a true record and signed.

### 5. Exemption from limited assurance review

Upper Hardres Parish Council certifies that during the financial year 2017/18, the higher of the authority's gross income for the year, or gross annual expenditure for the year, did not exceed £25,000. Having met the full criteria for exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, the Certificate of Exemption was completed and signed.

### 6. Internal Control

Review of the effectiveness of the system of Internal Control;

- (a) **It was resolved** by all councillors to accept the findings of the Internal Audit carried out by Simon Warner on 14 April 2018.
- (b) **It was resolved** by all councillors to approve and sign the Annual Governance Statement for the year ended 31 March 2018.

### 7. Accounting Statements

Consideration of the Accounting Statements for the year ended 31 March 2018;

- (a) **It was resolved** by all councillors to approve the Accounting Statements which were duly signed and dated.

### 8. Budget

The agreed Budget for financial year 2018/19 was noted.

### 9. Financial Regulations

Financial Regulations were noted.

### 10. Banking Arrangements

**It was resolved** by all councillors to change second signatory on Santander current account and Barclays deposit account from Stephen H Rayner to Paul Gordon.  
Clerk to provide necessary forms.

### 11. Insurance

Renewal due 31 May 2018. Quotation received from Zurich; waiting for quotations from Came & Company, WPS.

## 12. Review of Policies and Procedures

The following Policies and Procedures were reviewed and approved/asadopted:

Communications Policy	Adopted
Community Engagement Policy	Adopted
Complaints Procedures	Adopted
Grievance Policy	Adopted
Equality and Diversity Policy	Adopted
Filming and Recording of Meetings Policy	Adopted
Privacy Policy	Adopted
Publication Scheme	Adopted
NEW NALC Model Standing Orders 2018	Adopted
Asset, Inventory, Gifts Registers	Approved
Restricted & Unrestricted Reserves Policy	Approved
Risk Assessment	Approved
BVHMC Risk Assessment/H&S Policy	Reviewed

## 13. Bossingham Playing Field

Councillors would like to record thanks to David Webb for continuing to carry out weekly inspections. Annual inspection (due August) will be carried out by The Play Inspection Company.

## 14. UHPC Grant Fund awards

Applications received from:

- Stelling Minnis & Upper Hardres History Group
- Stelling & Upper Hardres Scout Group
- Village People Amateur Dramatics
- Bossingham Pre-School
- Friends of Stelling Minnis School.

**It was agreed** to award funds as follows (annual budget £500):

- |                                    |      |
|------------------------------------|------|
| • Village People Amateur Dramatics | £200 |
| • Stelling & Upper Hardres Scouts  | £150 |
| • Bossingham Pre-School            | £150 |

Unsuccessful applicants are invited to apply again next year.

## 15. For information

Annual Parish Meeting to be held on Tuesday 22 May 2018, 7.30pm.

Signed ..... Paul Gordon, Chairman, May 2019

## Appendix

Balance Sheet 2017/18 and Notes to Accounts 2017/18

*Chairman* Paul Gordon

*Clerk & RFO* Clare Hamilton | clrhamilton8@gmail.com | 01303 257321 | [www.upperhardrespc.kentparishes.gov.uk](http://www.upperhardrespc.kentparishes.gov.uk)

# Upper Hardres Parish Council

## Balance Sheet for year ended 31 March 2018

Year ended 31.3.2017		Current year ended 31.3.2018	
	<b>INCOME</b>	£	note
	CCC: Precept (£4,358.73)		
4,600	and Council Tax Support Grant (£41.27)	4,400.00	
2,355	CCC: Concurrent Functions Funding	1,662.35	
345	NALC: Transparency Fund payment for Scanner/Printer	72.00	
496	HMRC: VAT repayment	1,712.32	1
1,122	BVH: Grounds Maintenance contribution	1,224.00	
	BVH: Electrical inspection	275.00	
	Youth Club: Hall hire donation refund	233.21	
86	Barclays: Interest on deposit account	11.05	2
18,130	<b>Total Income</b>	<b>9,589.93</b>	
	<b>EXPENDITURE</b>		
2,617	Clerk's salary	2,661.00	3
277	Clerk's expenses	289.72	4
26	APM 2017 expenses	27.54	
72	Training/literature	250.00	
120	Audit	120.00	
	Scanner/Printer (Transparency Fund)	86.98	
193	BVH hall hire	119.00	
	BVH electrical inspection	330.00	
40	Newsletter printing	46.80	
249	Subscriptions	271.37	5
	Contingency Fund	157.74	
	Playing Field basketball court surface & hoop	4,525.00	
	Playing Field maintenance	200.00	
3,797	Concurrent Functions spend	4,062.48	6
	Section 137 payments:		
150	PCC donation	150.00	
500	Parish Grant Fund Awards 2017	500.00	7
11,380	<b>Total Expenditure</b>	<b>13,797.63</b>	
6,749	Income less Expenditure	-4,207.70	
15,497	Balance brought forward	22,247.18	
22,247	Balance carried forward	<b>18,039.48</b>	
	Represented by:		
1,662	Santander Current Account	1,528.68	
20,584	Barclays Deposit Account	16,510.80	8
22,247	<b>TOTAL</b>	<b>18,039.48</b>	

  
 C. Hamilton Parish Clerk & Responsible Financial Officer
 
 S. Rayner Chairman

  
 Vice Chair A. Waldron
 
 Councillors P. Gordon
 
 J. Rosen
 
 N. Waldron

8 May 2018

# Upper Hardres Parish Council

## Notes to the Accounts for year ended 31 March 2018

Abbreviations: BVH - Bossingham Village Hall, CCC - Canterbury City Council, KCC - Kent County Council

- 1 VAT repayment** **£ 1,712.32**  
1.12.15 - 30.11.16
- 2** Interest on Barclays Deposit account reinstated November 2017
- 3 Clerks Salary 2017.18** **£2,661.00**  
2017-18 NALC & SLCC National Salary Award: On 1.4.17, clerk's salary increased to £8.87ph (6 hrs pw (£53.22) x 50 weeks pa = £2,661.00)
- 4 Clerks expenses 2017.18** **£ 289.72**  
Administration Expenses: Postage £25.17, Stationery £29.47  
Beneficial Expenses: Contribution to broadband, phone, electricity £235.08
- 5 Subscriptions** **£ 271.37**  
Kent Association of Local Councils £199.37  
Society of Local Council Clerks £72.00
- 6 Concurrent Functions Funding spend**  
*The CCC Concurrent Functions Funding scheme is set up to reimburse expenses incurred by parish councils for the delivery of services which are provided by the city council in urban areas.*  
Total CFF funds received 2017.18: **£1,662.35**
- |   |  |
|---|--|
| Insurance for PC and Playing Field                | £ 494.88   |
| RoSPA inspection                                  | £ 180.00   |
| SeRCO and Mowing                                  | £ 450.00   |
| Grounds maintenance for PC and BVH                | <u>£2,937.60</u>                                     |
| <i>Sub total</i>                                  | <u>£4,062.48</u>                                     |
| <i>Less grounds m'nance contribution from BVH</i> | <u>£1,224.00</u>                                     |
| <b>Total spend</b>                                | <b><u>£2,838.48</u></b> (CFF overspend of £1,176.13) |
- 7 Parish Grant Fund awards 2017** **£ 500.00**  
Bossingham Pre-School £350  
Friends of Stelling Minnis School £150
- 8 Deposit account funds** are itemised in the UHPC Restricted & Unrestricted Reserves Policy (available on request) which is in place to safeguard funds for emergency repairs to the village hall, any necessary repair work to the car park, and for the Parish Council Grants Fund. Restricted Reserves in place for the Playing Field include Depreciation Fund of £2,521 for future repair and maintenance of equipment.