

Upper Hardres Parish Council

Annual Meeting of the Council

Minutes of Annual Meeting held on Tuesday 14 May 2019,
in Bossingham Village Hall at 7pm

1. Appointment of Chairman

Paul Gordon was elected unanimously as Chairman:
as proposed by Cllr Rob Quincey, seconded by Cllr Nick Waldron.
Rob Quincey was elected unanimously as Vice-Chair:
as proposed by Cllr Angela Waldron, seconded by Cllr Janice Rosen.

2. Attendance and apologies

Attending: *Councillors* Paul Gordon, Angela Waldron, Janice Rosen, Nick Waldron, Rob Quincey;
clerk/RFO Clare Hamilton. There were no apologies.

3. Councillors' Acceptance of Office and Code of Conduct

Following an Uncontested Election for Upper Hardres Parish Council on 2 May 2019, Councillors completed and signed Declaration of Acceptance of Office and accepted the Code of Conduct.

4. Councillors' Disclosable Pecuniary Interests

Declarations of Disclosable Pecuniary Interests completed and signed.

5. Minutes of previous meeting

Minutes of the Annual Meeting of the Parish Council held on 8 May 2018 were confirmed as a true record and signed.

6. Exemption from limited assurance review

Upper Hardres Parish Council certifies that during the financial year 2018/19, 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.

7. 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 3 April 2019.
- (b) **It was resolved** by all councillors to approve and sign the Annual Governance Statement for the year ended 31 March 2019.

8. Accounting Statements for the year ended 31 March 2019

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

9. Budget

The Budget for financial year 2019/20, as agreed at PC meeting on 13.11.18, was noted.

10. Financial Regulations No change.

11. Banking arrangements No change.

12. Insurance

It was resolved to accept quotation from Zurich Municipal: £423.15. Renewal due 31 May 2019.

13. Review of Policies and Procedures

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

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

14. Bossingham Playing Field

Councillors would like to record thanks to David Webb for continuing to carry out regular inspections. Litter bin is not emptied regularly despite repeated requests to Serco. Annual safety inspection is due in August, quotes being sourced.

15. To consider UHPC Grant Fund awards

Annual Grant Fund budget is £500. Applications received from:

- Bossingham Pre-School £200
- Friends of Stelling Minnis School £250

It was agreed to award funds as applied for to both applicants.

16. For information

Annual Parish Meeting to be held on Tuesday 21 May 2019, 7.30pm.

Signed Paul Gordon, Chairman, May 2020

Upper Hardres Parish Council

Balance Sheet for year ended 31 March 2019

	Current year ended 31.3.2019	
RECEIPTS	£	note
CCC: Precept (£4,584.32) and Council Tax Support Grant (£15.68)	4,600.00	
CCC: Concurrent Functions Funding	1,771.41	
HMRC: VAT repayment	692.19	1
BVH: Grounds Maintenance contribution	1,224.00	
KCC: Members Grant for village gateway signs	2000.00	
Donation: Parishioner contributions to village gateway signs	600.00	
Barclays: Interest on deposit account	31.51	
Total Income	10,919.11	
PAYMENTS		
Clerk's salary	3,101.77	2
Clerk's expenses	333.20	3
APM 2018 expenses	27.26	
Training/literature	144.00	
Subscriptions	202.15	4
Insurance premium	410.59	5
BVH SERCO/mowing (CCF)	450.00	5
Grounds maintenance (CCF)	3159.60	5
Playing Field annual inspection (CCF)	180.00	5
BVH hall hire	119.00	
Audit	0	
Contingency Fund	245.79	6
KCC village gateway signs	2,628.28	7
Tree removal fee	1260.00	
Newsletter printing	40.00	
PCC donation (s.137)	150.00	8
Parish Grant Fund Awards 2018 (s.137)	500.00	8
Total Expenditure	12,951.64	
Income less Expenditure	-2,032.53	
Balance brought forward	18,039.48	
Balance carried forward	16,006.95	
<i>Represented by:</i>		
Santander Current Account	1,014.64	
Barclays Deposit Account	14,992.31	9
TOTAL	16,006.95	

C. Hamilton Parish Clerk & Responsible Financial Officer

Chairman Paul Gordon

Councillors A. Waldron

J. Rosen

N. Waldron

R. Quincey

14 May 2019

Upper Hardres Parish Council

Notes to the Accounts for year ended 31 March 2019

- 1 VAT repayment 1.12.17 - 30.9.19** **£ 692.19**
VAT paid on grounds maintenance and some other payments is reclaimed.
Reclaim for 1.10.19 - 28.2.19 of £228 not received before financial year end.
- 2 Clerks Salary 2018.19** **£3,101.77**
In November 2018 it was resolved to increase clerk's salary in line with the NALC & SLCC National Salary Award from SCP16 to SCP21 (£10.676 per hour - £3,330.91 per annum). This reflects clerk's experience and attainment of CiLCA (Certificate in Local Council Administration) qualification.
- 3 Clerks expenses 2018.19** **£ 333.20**
Administration & Beneficial Expenses: £ 290.00
anti-virus software £48.99; stationery £15.60;
postage £7.83; contr. to broadband, phone, electricity £219.22
Travel Expenses: (three meetings) £ 43.20
32 miles @45p per mile, £14.40 per meeting
- 4 Subscription to Kent Association of Local Councils** **£202.15**
- 5 Concurrent Functions Funding**
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 2018.19: £1,771.41
Insurance £ 410.59
RoSPA inspection £ 180.00
SeRCO and Mowing £ 450.00
Grounds Maintenance for PC and BVH £2,225.00 ex. vat (£3,159.60 inc.vat)
Sub total £3,265.59
Less Grounds M'nance contribution from BVH £1,224.00
Total Concurrent Functions Funding spend **£2,041.59** (CFF overspend of £270.18)
- 6 Contingency Fund** **£ 245.79**
Playing field gate signs £ 24.00
Playing field padlock & chain for gate £ 61.79
UH map scanning £ 24.00
Picture frame for retiring chairman's gift £ 12.00
War memorial planting £ 104.00
Contribution to defib electricity £ 20.00
- 7 Village Gateway signs** **£2,628.28**
KCC Councillor Michael Northey Members Grant donation £2,000; parishioner donations £600;
PC contribution £28.28
- 8 Parish Grant Fund Awards 2018** **£ 500.00**
Village People £200; Scouts £150; Bossingham Pre-School £150
The Local Government Act 1972 section 137 makes provision for Parish Councils to provide financial support, up to a fixed amount, for the benefit of some, or all, residents of the Parish. The total annual amount available to a Parish for this purpose is prescribed by Government and is a 'resident rate' times the number of residents on the Parish Electoral roll; for 2018/19, it is £7.86 per resident.
- 9 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.