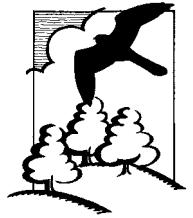


HAWKHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE Minutes 19 November 2018



Present:

Mrs J Newman, Mr B Fitzpatrick, Ms C Escombe, Mr P Whittle and Dr M Robertson.

The meeting commenced at 6.35pm with Deputy Clerk as RFO taking the minutes in absence of the Clerk

1. ADJOURNMENT FOR PUBLIC SPEAKING:

No members of the public were present.

2. APOLOGIES FOR ABSENCE:

None

3. DECLARATION OF INTERESTS: *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.* – None declared

4. APPROVAL OF MINUTES OF PREVIOUS MEETING:

The minutes of meeting held on 22 September 2018 were reviewed a couple of typing errors corrected. These were unanimously agreed.

JN suggested and it was agreed to move to section 6 parts 1 & 2 for an update from the RFO and come back to section 5 once the Clerk had arrived.

5. MATTERS ARISING FROM PREVIOUS MEETING

- a. Copt hall figures – The Copt Hall figures are on track for as at 30th Oct in 2018/19
- b. Street lighting – as above, maintenance service contract payment queried by PW. RFO to speak to contractor and clarify for next meeting. Repair works are below budget and energy consumption has been reduced significantly conversion to LEDS,
- c. Precept – Base number – has just been received clerk will double checked.
- d. Population survey – Cllr Newman clarified that if a referendum on the proposed Golf Course development was required the estimated cost is £2,000, agreed to include in 2019/2020 budget.

6. MATTERS FOR FURTHER DISCUSSION:

- a. **2018/19 Budget summary to 1st April – 30th September 2018**

1. RFO explained that the hall hire income for Copt hall was on track at 4.5k so far against an estimate of £8k so is looking likely to cover the costs this year. Weight Watchers group are returning Jan 19 and a choir group is looking to hire the Sports Hall from Jan 19 as well.
2. Office staff costs have risen due to increased hours – (agreed 8th May 2018) paid from 1st July 18 so not on track.
3. Play equipment replacement work for was in the previous year's budget and allocated. The contractors didn't complete and invoice until after 31st March (our year-end) so the payments do show in this year. These are net £1593.00 at Hearten oak zip wire & beam repairs and new seesaw and roundabout £8268.00 total £9861.00.
4. War memorial costs have been paid taken from reserves but the Clerk is working with SH our Borough Councillor to obtain a grant towards these.
5. Streetlighting the last part of the capital payment for the conversion to LEDs has been paid (£10,725.00) there was £7.5k allocated in the budget. This is over but the street light energy saving should repaid the capital costs over the next seven years.
6. Allotments rents are now coming in and on track should show in figures by next FCM.
7. She did explain that once the budget had been agreed by full council the precept would requested from TWBC in Jan 19. If we do decide to ask for more than £140k we are required to provide an explanation. This will be discussed later in the meeting.

(Please note -The Clerk joined the meeting at 7 pm and RFO handed the minute taking over to him)

8. Agreed to obtain a projector for the sports pavilion @ £550.
9. Zebra crossing – KCC Highways have obtained three quotes for the feasibility survey and agreed to proceed with the lowest quote £600.

b. Draft Budget 2019/2020

The Clerk presented a revised draft budget for discussion, the general discussion raised several points

1. Memorial – annual figure of £1,000 to be set aside in reserves to support future cleaning and maintenance.
2. Play equipment – also include surfacing, retain £5,000
3. Election costs – no election planned for 2019/20 financial year, therefore £0
4. GDPR – retain training £1,000
5. New community centre project – increase to £12,500
6. Community Trust 2018 – Remove from Council budget as now a standalone group.
7. Neighbourhood Development Plan – next annual review may include new local plan. Therefore, we need to budget £2,500
8. Sports hall – need to consider extra £500 for boiler / washer units - to be raised at next Buildings meeting by PW. CE raised architect fees for new Community centre, RFO confirmed £5k in 2018/19 budget not yet spent.

9. Zebra crossing – it is hoped this can be installed in 2019/20 therefore set aside £10,000 and seeking the funding allocated to the project by Tesco's as part of their planning obligations.
10. Speed Indicator Device – agreed to set aside £6,500
11. Projector screen for sports pavilion and new laptop – to deliver paperless planning - £4,000
12. Tree Policy – The Council needs to develop a tree policy – formalise the current inspections but may needs some extra training - £1,000 for Tree Policy.
13. CCTV sports pavilion – initial quotes around £1,500. Need to seek a second quote and agreed to set aside £3,500
14. A229 Reclassification - a neighbour parish had appointed a consultant to review traffic surveys and validity of reclassification. Then lead the application process. Based on their costs set aside £8,000
15. MUGA – budget an additional £5,000 for the MUGA project
16. Cemetery Lych gate – still awaiting quotes – set aside £2,500 – once quote in, email committee and adjust if necessary
17. Referendum – set aside £2,000 – see item 5 iv).

The Clerk summarised the proposed budget for 2019/2020 is:

Income	£ 35,019
Expenditure	£207,284
Precept required	£172,265
Band D precept	£ 86.58

The Band D precept in 2018/19 was £66.73, so a proposed increase of £19.85 per year (38p per week) to £86.58 in 2019/20 is proposed. This is a percentage increase of 29.7%.

Following a debate, the Committee agreed the draft budget for 2019/2020 and proposed precept unanimously. They also agreed that the draft budget for 2019/2020 and precept should be taken to Full Council meeting in December 2018.

c. Review allocation of Council reserves.

Cllr Newman clarified the current position

As of 7th November 2018 – Approved at the Full Council meeting 12th November 2018 the Council has £217,601.95 in reserve.

The current allocation is:

No	Item	Rationale	Amount
1	Precept reserve	Recommended 50% of precept – held in Lloyds Access Reserve account	£65,978.00
Split between the Cambridge Building Society and Cambridge and Counties accounts are			

2	KCC pension fund	We are setting aside £5,000 from the revenue account in 2018/19, 2019/2020, 2021/2022 and £4,000 in 2022/23 so that the KCC pension fund reaches £34,000 in reserve	£15,000.00
3	MUGA	To seek match funding to develop the MUGA at Kings George V Field	£20,000.00
4	Community hall and Sports pavilion	Funding towards new developments	£95,000.00
5	Currently unallocated	Set aside to cover costs for Parish office maintenance, play equipment, streetlight work in 2018/19	£21,623.95
	Total		£217,601.95

The Committee noted the allocation of reserves, to be reviewed again at the F & GP meeting 18th Feb 2019.

d. Review policies and strategies 5 – year development plan

The Committee decided to defer the review of the 5 –year development plan to the next meeting because the meeting had already gone for more than 2 hours and was not pressing.

e. Bank account

The Clerk has the forms for the new Councillors to sign and will follow up on a one to one basis. It was confirmed that RFO and Clerk should have access to the bank.

f. Council credit card

The Clerk has met with the Cranbrook Lloyds Bank manager and we will need to do complete a draft form and then review our financial procedures to clarify how it will work. Clerk to proceed for next meeting.

7. QUESTIONS AND COMMENTS FROM COUNCILLORS:

None

8. **CONFIDENTIAL:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following items:*

The group discussed contracts & section 106 agreements procedures

9. **CLOSURE:** 9.05 pm

10. Date of next meeting

Monday 28th January 2018 6.30pm at Parish Council office

Richard Griffiths
Clerk to the Parish Council