

MINUTES OF THE ANNUAL GENERAL MEETING OF HUNTON PARISH COUNCIL
Held on 14th May 2003 at 7.00pm at Hunton Parish Hall

PRESENT: Cllr Roger Sawtell Chairman
Cllr Les Leonard
Cllr Mrs Liz Oliver
Cllr Mrs Pat Parker
Cllr Mrs Lorraine Redfarn
Cllr Gary Thomas
David Swan Clerk

1. INTRODUCTION AND WELCOME

The Clerk welcomed all present.

2. ELECTION OF CHAIRMAN

Councillor Roger Sawtell was elected unanimously.

3. APOLOGIES FOR ABSENCE

These had been received from Mr Keith Eatwell who was away from the area on business.

4. MINUTES OF THE MEETING OF 12th MARCH 2003

These had been distributed and were agreed and signed as a correct record. There were no obvious matters arising but anything could be raised later in the evening.

5. APPOINTMENTS, ELECTIONS, SUB-COMMITTEES REPRESENTATIVES AND MEMBERSHIP

David Swan was reappointed as Clerk, Kim Owen as Internal Auditor and all Councillors and Clerk as Trustees of the King George V Playing Field. Councillor Lorraine Redfarn agreed to act as Deputy for meeting minutes should the Clerk be indisposed. The Council was pleased to note the continued work by Anne Bishop as parish Tree and Pond Warden.

The Finance Committee who would consider any finance issues between meetings would be formed of the Chairman and Councillors Parker and Leonard.

The Chairman would represent the Council at the KAPC Maidstone Area Committee and on the Quiet Lanes Project. Councillor Thomas would represent the Council at the South Area Police Forum, the Annual Transport Forum and Joint Highway Management Unit meetings with parishes. The Clerk would let these representatives have copies of the notices of these meetings as soon as they were to hand.

ACTION: CLERK

Volunteers to attend other meetings would be requested as required.

6. MEMBERSHIP

The vacancy resulting from the resignation of Iain Simmons had been formally reported to the Borough Electoral Registration Officer and the legal notices would be displayed shortly. The vacancy would again be mentioned in the Hunton Herald.

ACTION: CLERK

7. THE ANNUAL ACCOUNTS

The Clerk reported that the Council's financial records had been internally audited and were in order. He issued copies of the Annual Income and Expenditure Account and the Fixed Asset Register. The internal auditor had suggested that the Account should include details of the petty cash account and that the column "Estimated residual value" in the Register should be amended to "Net Book Value". These amendments had been made.

The Clerk also presented the Annual Return which under the "lighter touch" arrangements would after signature by the Chairman and the Council's approval be passed to the District Auditor. The Council approved the Accounts, the Register and the Annual Return.

For the current year Members noted that funds additional to the Council's grant under the Borough Concurrent Functions scheme would be tight this year; the Clerk thought that those funds were already fully committed. Members needed to bear this in mind, particularly in relation to the King George V playing Field and the Hall Car Park for which a further quotation was awaited. Depending on the amount it might be that the Hall Committee could be asked to contribute.

The Annual Income and Expenditure Account was as follows:-

CASH BALANCE

<u>Income</u>		<u>Details</u>	<u>Amount</u>
	Date(s)		
	1.4.02	CF from 2001/2002	16701.97
	Various (4)	Bank interest	72.24
	2.4.02	MBC Precept 2002/2003	4000.00
	12.8.02	HM Customs & Excise VAT refund	612.01
	22.10.02	MBC Cleaning Grant 2001/2002	1150.00
	6.1.03	Seeboard - wayleave	8.68
	5.8.02	MBC Concurrent Functions Grant	5186.00
	31.3.03	Conc. Funcs Admin costs (10%)	1174.00
			<u>28904.90</u>

CASH BALANCE (Cont)

Expenditure

Date(s)	Purpose of payment	Amount
Various (4)	Quarterly PAYE payments (see note 1)	601.82
Various (12)	D A Swan net pay April to March	1623.79
Various (12)	Sweepclean April to March	1692.00
Various (5)	Petty cash top-up payments	250.00
29.4.02	KRCC subs 2002/3	30.00
	KAPC subs 2002/3	173.48
	Cornhill village insurance	2443.59
	Reimbursement to D A Swan – half cost of training day fee	23.50
14.5.02	Grant to Hunton Bowls Club	600.00
10.6.02	Audit Commission – audit fee 2000/2001	539.33
	Evans & Langford – car park fee	1086.88
9.7.02	KAPC Councillors' Guide	9.95
	KCC – Green Lanes pack	10.00
	A Bishop – reimbursement of car park repairs	30.00
5.8.02	Code of Conduct guide	41.74
	MBC – repayment of payment made to PC in error	815.00
	Colin Langridge - hedging	41.12
	KCC – gang mowing	389.88
1.10.02	Hydro Descaling Ltd – Hall drain maintenance	270.25
16.10.02	CPRE - subs	25.00
4.11.02	Kim Owen – internal audit fee	50.00
13.11.02	Hunton Herald – start-up grant	600.00
2.12.02	West Farleigh PC – contribution to Clerk's office phone	75.00
9.12.02	KCC – gang mowing	389.88
17.12.02	Sturgeons Civil Engineering – first payment for car park surface	8969.95
4.2.03	District Audit – audit fee 2001/2002	141.00
3.3.03	Evans & Langford – additional car park fee	235.00
31.3.03	Conc. Funcs Admin costs (10%)	1174.00
		<u>22332.16</u>

BANK BALANCES & RECONCILIATION

Balance from 2001/2	16701.97	Current a/c at 31.3.02	1312.83
Receipts in 2002/3	<u>12202.93</u>	LESS o/s cheques 546,547 & 548	<u>389.76</u>
	28904.90		923.07
Payments in 2002/3	<u>22332.16</u>	Deposit a/c at 31.3.02	<u>5649.67</u>
Cash book balance	6572.74	Total bank balances	6572.74

PETTY CASH

Opening balance at 1 st April 2002	£ 49.28
Petty cash received in the year	<u>£250.00</u>
	£299.28
Spending for the year	<u>£269.57</u>
Closing balance at 31 st March 2003	£ 29.71

8. CIRCULATION AND OTHER OPERATIONAL ARRANGEMENTS

The Clerk asked that Councillors circulate the information material as quickly as possible and advise him or colleagues of planned absences. The alternative, to keep everyone in the picture and reply timeously to correspondence, would be monthly meetings.

9. DATES OF FUTURE MEETINGS in 2003

These were agreed as 9th July, 10th September and 12th November.

10. OTHER MATTERS TO BE NOTED

The key of the notice board in opposite Redwall Lane was missing. The Chairman had a spare and would obtain a copy.
ACTION: CHAIRMAN

The Clerk advised Members of a meeting on 20th May about the diversion of a Public Right of Way. Members commented on the dangerous state of the Greensand Way where it crossed Hunton Hill. The Clerk would report this.
ACTION: CLERK

There being no other business the meeting ended at 7.50pm.