

MINUTES OF THE ANNUAL GENERAL MEETING OF HUNTON PARISH COUNCIL

Held on 12th May 2004 at 7.00pm at Hunton Parish Hall

PRESENT:

Cllr Roger Sawtell		Chairman
Cllr Keith Eatwell		
Cllr Les Leonard		
Cllr Mrs Liz Oliver		
Cllr Mrs Pat Parker		
Cllr Mrs Lorraine Redfarn		
David Swan		Clerk

1. INTRODUCTION AND WELCOME

The Clerk welcomed all present.

2. ELECTION OF CHAIRMAN

Councillor Roger Sawtell was elected unanimously and took the Chair.

3. APOLOGIES FOR ABSENCE

These had been received from Cllr Gary Thomas who was abroad.

4. MINUTES OF THE MEETING OF 14th MAY 2003

These had been distributed and were agreed and signed as a correct record. The matters arising all concerned highway matters which would be discussed at the following Annual Parish Meeting.

5. APPOINTMENTS AND NOMINATIONS FOR REPRESENTATION ON OUTSIDE BODIES

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 Oliver and Leonard.

The Chairman would represent the Council at the KAPC Maidstone Area Committee and, with the Clerk, the Annual MBC Conference with Parishes. Cllr Thomas would represent the Council at the Transport Forum and Joint Highway Management Unit meetings with parishes, the TRAMP project and the South Area Police Forum. 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

Six nominations for seven vacancies had been received. As there was insufficient time for further nominations the vacancy resulting from the resignation of Cllr Parker would be declared after the 10th June election. The legal notices had been displayed.

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 meeting endorsed the figures.

The Clerk also presented the Annual Return which the Council approved and the Chairman signed. It would be passed to the District Auditor. There were no matters arising from the accounts.

The Annual End of Year Income and Expenditure Account for 2003/2004 was as follows:-

Receipts and payments

Receipts

Precept 2003/2004	5500.00
Bank interest – three payments	40.69
Concurrent Functions grant from MBC for 2003/2004 – two instalments	6498.00
Cleaning grant for 2002/2003 – reimbursement of payments already made	1180.00
Contribution to car park costs from Hall Committee	2173.00
VAT refund for 2002/2003	2078.82
EDF Energy – wayleave	8.75
Conc. Functions admin	<u>1286.00</u>

Receipts in year to 31st March 2004

18765.26

Payments

14.5.03	Kent RCC	549	Annual Subscription	30.00
	KAPC	550	Annual Subscription	187.99
	Seeboard	551	Repair to light	132.66
	Seeboard	552	Electricity charges	14.42
	D A Swan	553	Net salary April	207.09
	D A Swan	554	Petty cash top-up	50.00
	Sweepclean	555	Cleaning April	141.00
	Kim Owen	556	Internal audit honorarium	50.00
4.6.03	Allianz Cornhill	557	Parish Insurance	2756.15
	Sweepclean	558	Cleaning May	141.00
	D A Swan	559	Net salary May	114.08
9.7.03	D A Swan	560	Net salary June	152.69
	Inland Revenue	561	PAYE first quarter	133.64
	KAPC	562	Good Councillors Guides	7.00
	Sweepclean	563	Cleaning June	141.00

1.8.03	D A Swan	564	Net salary July	143.91
	Sweepclean	565	Cleaning July	141.00
5.8.03	Audit Comm'n	566	Fee 2003	141.00
12.8.03	C Langridge	567	Hedging etc	42.30
1.9.03	D A Swan	568	Net salary August	166.72
	Sweepclean	569	Cleaning August	141.00
	D A Swan	570	Reimbursement Greenbarnes keys	14.10
10.9.03	MBC	571	Repairs to football pitch	3078.50
	KCC	572	Gang mowing -part	401.58
	CPRE	573	Subs 2003/2004	25.00
6.10.03	D A Swan	574	Net salary September	198.31
	Inland Rev.	575	PAYE second quarter	143.56
	Sweepclean	576	Cleaning September	141.00
	D A Swan	577	Petty cash top-up	50.00
1.11.03	Sweepclean	578	Cleaning October	141.00
	D A Swan	579	Net salary October	108.81
	W.Farleigh PC	580	Contribution to phone costs	75.00
12.11.03	D A Swan	581	Petty cash top-up	50.00
9.12.03	Sweepclean	582	Cleaning November	141.00
	KCC (KCS)	583	Gang mowing	439.81
	D A Swan	584	Clerks net salary November	138.65
	Shaws Ltd	585	Purchase of Clerk's guide	10.75
	Sturgeons	586	Car park works	5694.05
2.1.04	Inland Revenue	587	PAYE third quarter	98.99
	D A Swan	588	Clerk's net salary December	103.55
	D A Swan	589	Petty cash top-up	50.00
	Evans & L'ford	590	Car park fees	620.88
	Sweepclean	591	Cleaning December	141.00
5.1.04	BTCV	592	Donation in support of pond and tree warden	80.00
14.1.04	Linton PC	593	Subscription to traffic management group	25.00
	Hunton Herald	594	Advance on 2004/2005 grant	300.00
2.2.04	D A Swan	595	Net salary January	207.09
	Sweepclean	596	Cleaning January	141.00
2.3.04	D A Swan	597	Net salary February	179.01
	Sweepclean	598	Cleaning February	141.00
31.3.04	Inland Revenue	599	PAYE fourth quarter	145.03
	D A Swan	600	Net salary March	128.12
	Sweepclean	601	Cleaning March	141.00
	Transfer to other income		Conc. Funcs admin	<u>1286.00</u>
			Total expenditure at 31st March 2004	19673.44

Bank balances & reconciliation

Balance from 2002/3	6572.74	Current a/c at 24.2.04	4208.36
Receipts in 2003/4 to date	<u>18765.26</u>	Reserve account at 31.12.03	<u>2190.36</u>
	25338.00		6398.72
Payts in 2003/4 to date	<u>19673.44</u>	Less cheques 597-601	<u>734.16</u>
Cash book balance	<u>5664.56</u>	Total bank balances	<u>5664.56</u>

Petty cash balance

Opening balance at 1 st April 2003	£29.71
Petty cash received in the year	<u>200.00</u>
	229.71
Spending for the year	<u>237.76</u>
Closing balance at 31 st March 2004	<u>DEBIT £ 8.05</u>

8. CIRCULATION AND OTHER OPERATIONAL ARRANGEMENTS

The Clerk requested Councillors to circulate material as quickly as possible and advise him or colleagues of planned absences. For the time being the bags would pass from Cllr Redfarn to Cllr Leonard.

9. DATES OF FUTURE MEETINGS in 2003

These were agreed as 14th July, 8th September and 10th November.

10. OTHER MATTERS TO BE NOTED

Various highways matters were raised which would be discussed at the following meeting.

There being no other business the meeting ended at 7.40pm.