

MINUTES OF THE ANNUAL GENERAL MEETING OF HUNTON PARISH COUNCIL
Held on 18th May 2005 at 7.00pm at Hunton Parish Hall

PRESENT: Cllr Roger Sawtell Chairman
 Cllr Keith Eatwell
 Cllr Les Leonard
 Cllr Mrs Lorraine Redfarn
 Cllr Gary Thomas
 Cllr Mrs Moira Walter
 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 Liz Oliver who was away, from David Froud and Dennis Fowle.

4. MINUTES OF THE MEETINGS OF 12th MAY 2004 AND 9th MARCH 2005

These had been distributed and were agreed and signed as a correct record. Matters arising 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 Custodial 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. It was agreed to increase the Internal Auditor's honorarium to £55. ACTION: CLERK

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

The Chairman would represent the Council at the KAPC Maidstone Area Committee and, with the Clerk, the Annual MBC Conference with Parishes. Cllrs Thomas and Walter would represent the Council at KCC Highways meetings with parishes and the TRAMP project. Cllr Redfarn would represent the Council at the South Area Police Forum. The Clerk would let these representatives have copies of the notices of meetings as soon as they were to hand.

ACTION: CLERK

Volunteers to attend other meetings would be requested as required.

7. THE ANNUAL ACCOUNTS

The Clerk reported that the Council's financial records had been internally audited and were in order. Copies of the Annual Income and Expenditure Account had already been issued 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, copies of which would be available at the following Annual Parish Meeting.

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

Receipts

Brought forward from 2003/2004	5664.56
Precept 2004/2005	6500.00
Bank interest – five payments	45.39
Concurrent Functions grant from MBC for 2004/2005 – both instalments	4652.00
VAT Refund	1852.44
Wayleave	8.81
Grant towards play equipment repairs from Borough Councillors devolved budgets	900.00
Cost of administering Concurrent Functions scheme at 20% (transfer)	<u>679.00</u>
Receipts in the year	<u>20302.20</u>

Payments

10.4.04	KAPC	602	Annual Subscription	201.85
	Acaster Arbo.	603	Tree work	355.00
	D A Swan	604	Petty cash top-up	50.00
12.5.04	D A Swan	605	Net salary April	121.10
	Allianz & Cornhill	606	Parish Insurance	3547.28
7.6.04	D A Swan	607	Net salary May	173.75
10.6.04	Kim Owen	608	Internal audit honorarium	50.00
	D A Swan	609	Petty cash top-up	50.00
	Kent RCC	610	Annual subscription	35.00
14.7.04	D A Swan	611	June net salary	78.98
	Inland Revenue	612	PAYE first quarter	105.42
	Hunton Herald	613	Balance of donation	100.00
	Seeboard	614	Lighting	4.34
	S W Yorke	615	Gate repair	99.88
	VOID NOT ISSUED	616		
27.7.04	KCC (KCS)	617	Gang mowing	421.66
	D A Swan	618	Net salary July	196.56
30.8.04	CPRE	619	Annual subscription	25.00

31.8.04	Maidstone Pest Control	620	Clearance of wasps nest	44.50
	Audit Commission	621	Audit fee	141.00
	D A Swan	622	Net salary August	93.01
	D A Swan	623	Petty cash top-up	50.00
6.9.04	Seeboard	624	Lighting	26.04
	VOID NOT ISSUED	625		
22.9.04	S Tomsett	626	Fencing	495.00
	Sturgeons	627	Car park – final payment	587.50
	Linton PC	628	Subs to Maidstone South Parishes Group	100.00
2.10.04	Inland Revenue	629	PAYE 2 nd quarter	128.70
	D A Swan	630	Net salary September	166.73
	WFPC	631	Phone contribution	75.00
4.11.04	D A Swan	632	Net salary October	77.22
	D A Swan	633	Petty cash top-up	50.00
	Colin Langridge	634	Hedging	55.81
4.12.04	EDF Energy	635	Street light repair	46.45
	NPFA	636	Annual subscription	25.00
	D A Swan	637	Net salary November	215.87
4.1.05	Inland Revenue	638	PAYE 3 rd quarter	108.89
	Kent Men of the Trees	639	Subscription	25.00
	KCC (KCS)	640	Gang mowing	421.66
	D A Swan	641	Net salary December	93.02
3.2.05	D A Swan	642	Net salary January	166.73
	D A Swan	643	Petty cash top-up	50.00
	Herne and Broomfield PC	644	Parish Plan booklet	3.00
	VOID NOT ISSUED	645		
28.2.05	Bourne and Co	646	Repairs to play equipment	1204.38
4.3.05	Seeboard Energy	647	Street lighting charge	4.34
	D A Swan	648	Net salary February	114.08
31.3.05	Inland Revenue	649	PAYE final quarter	112.85
	D A Swan	650	Net salary March	119.34
	D A Swan	651	Petty cash top-up	50.00
	Cost of Conc Funcs admin @20%		Transfer	679.00
			Total expenditure in the year	<u>11145.94</u>

Bank balances & reconciliation

Balance from 2003/4	5664.56	Current a/c at 31.3.05	7202.70
Receipts in 2004/5	<u>14637.64</u>	Less cheques 649 - 651	<u>282.19</u>
	20302.20		6920.51
Payts in 2004/5	<u>11145.94</u>	Reserve account at 31.3.05	<u>2235.75</u>
Cash book balance	<u>9156.26</u>	Total bank balances	<u>9156.26</u>

Petty cash balance

Opening balance at 1 st April 2004	Debit £8.05
Petty cash received in the year	<u>300.00</u>
	291.95
Spending for the year	<u>240.67</u>
Closing balance at 31 st March 2005	<u>£51.28</u>

8. VACANCY, CIRCULATION AND OTHER OPERATIONAL ARRANGEMENTS

Cllr Oliver's resignation took effect from the Annual Parish Meeting and the resulting vacancy would again be advertised in the Hunton Herald. The Clerk would set in train the formal process with the Borough Council. To date one person had expressed an interest. Pending the appointment the circulation bags would pass from the Clerk to Cllr Redfarn.

9. DATES OF FUTURE MEETINGS in 2005

These were agreed as 13th July, 14th September and 9th 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 7.25pm.