

**MINUTES OF THE MEETING OF
HASTINGLEIGH PARISH COUNCIL ON 14th MAY 2019**

Present:

Cllr Mrs Day (Chair)
Cllr Gardener

Cllr Mrs Boxall
Cllr Mrs Helmer

		To be actioned by
1	Election of the Chairman and any Vice Chairman for the Council year 2019-20	
	<p>Cllr Mrs Boxall proposed that Cllr Mrs Day be elected as Chairman, Cllr Mrs Helmer seconded this nomination.</p> <p>Cllr Mrs Boxall proposed Cllr Mrs Helmer be elected as Vice-Chairman, Cllr Gardener seconded this proposal.</p> <p>All were in favour.</p>	
2	Completion of the Declaration of Acceptance of Office Form and the Declaration of Pecuniary Interest Form	
	The Councillors completed and signed the declaration of Acceptance of Office and the Proper Officer witnessed the declaration. The Councillors completed and signed the Declarations of Acceptance of Office Forms.	
3	Apologies	
	Cllrs Johnson had been unable to attend the meeting due to being in Hospital.	
4	Declaration of Interest	
	There were no declarations of interest to be made.	
5	Minutes of the last meeting and matters arising	
	The minutes of the last meeting were agreed and signed.	
6	Matters Arising	
	The Ash Trees have been cut back on the playing field and the plane tree at the pond is to be cut back.	
7	Public session	
	There were no members of the public present.	
8	Finances	
	<p>a. To approve the following financial documents:</p> <p>i. To receive the report from the Internal Auditor. <i>The Internal Auditors Report was received with no comments.</i></p> <p>ii. To approve the Annual Governance Statement 2018/19 by Resolution <i>The Parish Council resolved to approve the Annual Governance Statement 2018/19</i></p> <p>iii. To consider the Accounting Statements 2018/19 <i>The Parish Council considered the Accounting Statement 2018/19</i></p> <p>iv. To approve Accounting Statements 2018/19 by resolution <i>The Parish Council resolved to approve the Accounting Statements 2018/19</i></p> <p>v. To ensure the Accounting Statements 2018/19 are signed and dated by the person presiding at the meeting <i>The Accounting Statements 2018/19 were signed and dated by the Chairman.</i></p> <p>b. To note/authorise the following:</p> <p>i. To note the Parish Council's Financial position <i>The Parish Council bank balance as at 30/04/2019 was £6586.62</i></p>	

	<p>ii. To authorise any payments</p> <table border="1"> <thead> <tr> <th>Cheque No:</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>000348</td> <td>Lawncare</td> <td>£140.00</td> </tr> <tr> <td>000349</td> <td>BHIB Ltd - Annual insurance</td> <td>£422.87</td> </tr> <tr> <td>000350</td> <td>KALC - Training</td> <td>£ 10.80</td> </tr> <tr> <td>000351</td> <td>Mrs Smallwood – Internal Audit</td> <td>£ 60.00</td> </tr> <tr> <td>000352</td> <td>KALC – Annual Membership</td> <td>£155.52</td> </tr> <tr> <td>000353</td> <td>Evington Hall – Hall Hire</td> <td>£200.00</td> </tr> <tr> <td>000354</td> <td>Mr Powell - Field rent</td> <td>£ 30.00</td> </tr> <tr> <td>000355</td> <td>Hastingleigh PCC</td> <td>£100.00</td> </tr> </tbody> </table> <p>A copy of the budget v expenditure was distributed to all Councillors.</p>	Cheque No:	Payee	Amount	000348	Lawncare	£140.00	000349	BHIB Ltd - Annual insurance	£422.87	000350	KALC - Training	£ 10.80	000351	Mrs Smallwood – Internal Audit	£ 60.00	000352	KALC – Annual Membership	£155.52	000353	Evington Hall – Hall Hire	£200.00	000354	Mr Powell - Field rent	£ 30.00	000355	Hastingleigh PCC	£100.00	
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9	To review the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm any arrangements for insurance cover in respect of all insured risks																												
	The Parish Council reviewed the Financial regulations, Asset Register and Risk Assessment and also adopted the new Standing Orders.																												
10	Review of the Council's and/or staff subscriptions to other bodies, ie KALC																												
	The Parish Council reviewed its subscription to KALC and agreed that it is very happy to continue with its membership.																												
11	Review of the Council's Complaints Procedure																												
	The Parish Council reviewed the Complaints procedure and agreed no changes are necessary.																												
12	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);																												
	The Parish Council reviewed the Freedom of Information policy and agreed that no changes were necessary at this time. The Clerk circulated a Data Audit and the Council agreed that no changes were necessary at this time.																												
13	Review of the Council's policy for dealing with the press/media																												
	The Council reviewed its policy for dealing with the press/media and agreed no changes were necessary at this time.																												
14	Review of the Council's employment policies and procedures																												
	The Council reviewed its employment policy and agreed no changes were necessary at this time.																												
15	To consider any changes to the Risk Assessment																												
	There were no changes to the risk assessment to be made.																												
12	Planning Matters																												
	There were no new planning applications to discuss.																												
13	Any Other Business																												
	<p>The Clerk to the Parish Council had met with the Highways Liaison Officer who had communicated to the effect that the kerbs at the pond will be installed and paid for by Kent Highways. The pond is looking really lovely.</p> <p>The Chairman thanked all of the Councillors for agreeing to stand again.</p>																												
14	Date of the Next Meeting																												
	<p>The next meeting will be held on Tuesday June 11th 2019</p> <p>The following meetings are:</p> <p>Tuesday 10th September</p> <p>Tuesday 8th October</p>																												

Tuesday 12 th November Tuesday 11 th February Tuesday 10 th March Tuesday 14 th April Tuesday 12 th May	
The meeting closed at 8.50pm	

Signed:

Date: