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 ClIr 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)	679.00
Recei	ipts in the year <u>20302.20</u>
Payments	004.05

				Receipts in the year	<u>20302.20</u>
ents					
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

Audit Commission 621 Audit fee 141.00	24.0.04	Maidatana Baat Cantual	/20	Oleanan af warmen and	44.50
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6.9.04 Seeboard 624					
6.9.04 Seeboard VOID NOT ISSUED 625 Lighting 26.04 22.9.04 S Tomsett 626 Sturgeons 627 Car park – final payment 587.50 Linton PC 628 Subs to Maidstone South Parishes Group 100.00 587.50 Linton PC 628 Subs to Maidstone South Parishes Group 100.00 2.10.04 Inland Revenue 629 PAYE 2 nd quarter 128.70 Phone contribution 75.00 166.73 WFPC 631 Phone contribution 75.00 4.11.04 D A Swan 632 Net salary September 166.73 WFPC 631 Petty cash top-up 50.00 Collin Langridge 634 Hedging 55.81 Net salary October 77.22 Petty cash top-up 50.00 Petty cash top-up 50.00 Petty cash top-up 50.00 Petty cash top-up 75.00 Petty					
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4.12.04 EDF Energy NPFA		D A Swan 63	3	Petty cash top-up	50.00
NPFA 636 Annual subscription 25.00		Colin Langridge	634	Hedging	55.81
D A Swan 637 Net salary November 215.87	4.12.04	EDF Energy	635	Street light repair	46.45
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Bank balances & reconciliation

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

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Opening balance at 1 st April 2004	Debit £8.05
Petty cash received in the year	300.00
	291.95
Spending for the year	<u>240.67</u>
Closing balance at 31st March 2005	f51.28

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.