

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL  
HELD ON THURSDAY 5<sup>th</sup> APRIL 2018 AT 6.30pm AT GREAT MONGEHAM PARISH HALL**

**Present:** Councillors T Madgwick (Chairman) I Lawrence C Saville  
J Gatland P Swales P Hambrook

S Wells Clerk to the Parish Council

**1. APOLOGIES**

Cllr T Ridyard

**2. DECLARATIONS OF INTEREST.**

None received.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 1<sup>st</sup> March 2018 are duly signed by the Chairman as a true and correct record of the meeting.

**4. ACTIONS FROM THE LAST MEETING**

**Highways**

*Street Lights – response from KHS* – The Clerk had responded as agreed.

**Action Discharged**

**Correspondence**

*Boundary Commission Electoral Review* - The Clerk had responded to the Boundary Commission

**Action Discharged**

*Local Government ethical standards – Stakeholder Consultation* - Cllr Madgwick had reviewed the document.

**Action Discharged**

**Forthcoming Events**

**Council Event**

*Annual Meeting – Agree agenda* - The Final agenda had been agreed and sent out.

**Action Discharged**

**5. POLICE REPORT**

To receive written or verbal reports from the local PCSO

- a. Rural Liaison Team Report

Noted by the members.

**6. PLANNING**

- a) **Planning Applications** - None received.
- b) **Planning Decisions** - None received.
- c) **Correspondence** - None received.
- d) **Consultation Documents** - None received.

**7. REPORTS**

To receive written or verbal reports from:-

- a) **County Councillor**
- b) **District Councillors**
- c) **Council members**

Reports to be given at the Annual Parish meeting immediately after this meeting.

**8. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) KCC – Snow emergency and resulting damage to the highways network

Noted by the members.

- b) Bridge ED38

Cllr Gatland reported that no work had been undertaken on the bridge and although the water levels had fallen, the base of the bridge was still very wet. Cllr Manion agreed to chase the PROW officer for a response.

**Action Cllr Manion**

## 9. CORRESPONDENCE

To discuss and agree actions relating to correspondence received by the Council.

### a) Consultation Documents

- i. Public Spaces Protection Order
- ii. Government Consultations on the National Planning Policy Framework & Development contribution

The above were noted by the members.

### b) Newsletters and Circular

- i. Clerks and Councils Direct

Noted by the members.

### c) Other Correspondence

- i. NALC Chief Executive Bulletin
- ii. Community Housing and Self Build

The above were noted by the members.

## 10. FORTHCOMING EVENTS

### a) Council Event

Nothing to discuss.

### b) Outside Event

Nothing to discuss.

## 11. FINANCE

To discuss and agree actions relating to any financial correspondence presented to the Council.

### a. 2017/18 Accounts

The Clerk explained that DDC finance had paid the 2018/19 precept on the 29<sup>th</sup> March, meaning it was included in the 2017/18 accounts. As the Council operates a Receipts and Payments accounting system this payment must be included in the year it was received. The additional precept payment would need to be explained as part of the audit process.

RESOLVED the 2017/18 accounts should be adopted by the Council. See Page 251

### b. 2018/19 Budget

The draft budget agreed in Feb 2018 was discussed and amended taking into account the actual Carry Forward from 2017/18.

RESOLVED the 2018/19 budget should be adopted by the Council. See appendix B

## 12. PAYMENTS

RESOLVED the following payments should be made.

- a. £72.00 KALC - Training Planning Conference
- b. £72.00 KALC – Dynamic Councillors

RESOLVED following Standing Orders should be set up for the next 12 months, April 2018 to March 2019.

- a) Clerks Salary
- b) HMRC
- c) KCC Pension Fund

## 13. DATE OF NEXT MEETING

The next meeting of the Council will be the Annual Meeting of the Council on Tuesday 3<sup>rd</sup> May 2018

### Scheduled dates.

7 <sup>th</sup> Jun 2018	5 <sup>th</sup> Jul 2018	6 <sup>th</sup> Sept 2018	4 <sup>th</sup> Oct 2018	1 <sup>st</sup> Nov 2018
6 <sup>th</sup> Dec 2018				

The meeting closed at 6.57pm.

## Great Mongeham Parish Council Account 2017/18

INCOME	Actual 2016/17	2017/18 Budget	Actual to 2017/18	
Carried Forward	14,943.41	14,274.52	14,274.52	
Precept	8,787.00	8,787.00	17,587.00	Note 1
DDC Grant (Offset tax base reduction)	183.91	107.00	107.05	Note 2
VAT	474.46	604.38	592.55	
Interest	6.31	6.00	3.98	
Transparency Grant	368.70	350.00	384.90	
Other Income	56.00	0.00	0.00	
<b>Total Income</b>	<b>24,819.79</b>	<b>24,128.90</b>	<b>32,950.00</b>	
2018/19 Precept paid early			-8800.00	Note 1
			<b>24,150.00</b>	
PAYMENT Essential/Regular Payments	Actual 2016/17	2017/18 Budget	Actual to 2017/18	
Salaries	3507.80	3,545.00	3,621.38	Note 3
Councils Pension Contribution	546.87	692.00	694.34	Note 3
Admin Costs	594.00	600.00	223.00	
GDPR	0.00			
Bank Charges	54.00	72.00	72.00	
Petty Cash - Postage, Stationery	217.21	225.00	61.57	Note 4
Insurance	221.61	250.00	168.00	Note 5
Hall Hire	150.00	154.00	96.00	
Membership	257.09	300.00	274.09	
Audit Fees	115.00	25.00	116.00	Note 6
Annual Meeting	49.40	60.00	41.45	
Training	60.00	300.00	0.00	Note 7
Cllrs Expenses	59.85	300.00	0.00	Note 7
Window Boxes	126.42	175.00	113.17	
Mowing Green	377.65	425.00	421.78	
Village Events	201	250.00	0.00	
VAT	604.38	0.00	152.76	Note 8
Grants	1050.00	1,000.00	1,275.00	
Defib supplies	0.00			
	<b>8192.28</b>	<b>8,373.00</b>	<b>7,330.54</b>	
<b>Reserves and Contingency planning</b>				
Contingency	0.00	855.90	0.00	
Election Expenses (Saving for 2019)	0.00	600.00	0.00	Note 9
News letter	0.00	300.00	0.00	
Street Furniture	0.00	500.00	0.00	
Other Projects	2352.99	3,500.00	0.00	
Reserves	0.00	10,000.00	0.00	
	<b>10,545.27</b>	<b>24,128.90</b>	<b>7,330.54</b>	

**Bank Reconciliation 2017/18**

<b>Bank Reconciliation</b>						
Community Account		1,964.26		B/F		14,274.52
Business Money Manager Account		8,393.87		Income		18,675.48
Unity Trust Account		15,233.03		Payments		-7330.54
Petty Cash in hand		28.30		C/F		<b>25,619.46</b>
		<b>25,619.46</b>				-8800.00
						<b>16819.46</b>
	Receipts	32,950.00				
	Payments	-7,330.54				
		<b>25,619.46</b>				

**Notes to the Accounts 2017/18**

Note 1 - 2018/19 Precept paid early by DDC.

Note 2 -Grant Reduced by Central Government

Note 3 - Clerk given a pay rise

Note 4 - Agendas and Minutes now emailed reducing postages costs

Note 5 -Changed Insurance Company

Note 6 - Audit fee based on expenditure - Over 10k free limit due to purchase of SID unit

Note 7 - No training events attended

Note 8 - VAT Reclaimed so not budgeted as an expense

Note 9 - Parish Council Election due in 2019 saving towards possible costs.

**Great Mongeham Parish Council**  
**2018/19 Budget**

	<b>2017/18 Budget</b>	<b>Actual to 31-03-18</b>	<b>Predicted Outturn 2017/18</b>	<b>Budget 2018/17 agreed Feb 2018</b>	<b>Budget 2018/17 based on actual C/F</b>
<b>INCOME</b>					
Carried Forward	14,274.52	14,274.52	14,274.52	16,356.40	25,619.46
Precept	8,787.00	17,587.00	8,787.00	8,800.00	0.00
DDC Grant (offset tax base reduction)	107.00	107.05	107.05	0.00	0.00
VAT	604.38	592.55	592.55	110.58	155.43
Interest	6.00	3.98	3.00	3.00	3.00
Transparency Grant	350.00	384.90	384.90	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>24,128.90</b>	<b>32,950.00</b>	<b>24,149.02</b>	<b>25,269.98</b>	<b>25,777.89</b>
2018/19 Precept paid early		-8800.00			
		<b>24,150.00</b>			
<b>PAYMENT Essential/Regular Payments</b>	<b>2017/18 Budget</b>	<b>Actual to 31-03-18</b>	<b>Predicted Outturn 2017/18</b>	<b>Budget 2018/17 agreed Feb 2018</b>	<b>Budget 2018/17 based on actual C/F</b>
Salaries	3,545.00	3,621.38	3621.38	4,200.00	4,200.00
Councils Pension Contribution	692.00	694.34	694.34	819.00	819.00
Admin Costs	600.00	223.00	400.00	500.00	500.00
GDPR					300.00
Bank Charges	72.00	72.00	72.00	72.00	72.00
Petty Cash postage, stationery	225.00	61.57	160.00	225.00	225.00
Insurance	250.00	168.00	168.00	200.00	200.00
Hall Hire	154.00	96.00	154.00	154.00	154.00
Membership	300.00	274.09	274.09	300.00	300.00
Audit Fees	25.00	116.00	125.00	150.00	150.00
Annual Meeting	60.00	41.45	41.45	60.00	60.00
Training	300.00	0.00	0.00	300.00	300.00
Cllrs Expenses	300.00	0.00	0.00	300.00	300.00
Window Boxes	175.00	113.17	175.00	175.00	175.00
Mowing Green	425.00	421.78	421.78	552.42	552.42
Village Events	250.00	0.00	100.00	250.00	250.00
VAT	0.00	152.76	110.58	0.00	0.00
Grants	1,000.00	1,275.00	1275.00	1,000.00	1,000.00
Defib supplies				100.00	100.00
	<b>8,373.00</b>	<b>7,330.54</b>	<b>7,792.62</b>	<b>9,357.42</b>	<b>9,657.42</b>
<b>Reserves &amp; Contingency planning</b>					
Contingency	855.90	0.00	0.00	712.56	920.47
Election Expenses(Saving 2019)	600.00	0.00	0.00	900.00	900.00
News letter	300.00	0.00	0.00	300.00	300.00
Street Furniture	500.00	0.00	0.00	500.00	500.00
Other Projects	3,500.00	0.00	0.00	3,500.00	3,500.00
Reserves	10,000.00	0.00	0.00	10,000.00	10,000.00
	<b>24,128.90</b>	<b>7,330.54</b>	<b>7,792.62</b>	<b>25,269.98</b>	<b>25,777.89</b>