

# WADHURST PARISH COUNCIL

## FULL COUNCIL MEETING MINUTES

Minutes of Wadhurst Parish Council full council meeting held at The Pavilion, Sparrows Green Recreation Ground, Wadhurst on Thursday 1<sup>st</sup> June 2023.

Present: Cllr Gadd (Chair), Cllr Crawford, Cllr Smith, Cllr C Moore, Cllr P Moore, Cllr Anderson, Cllr Edwards, and Claudine Feltham (Clerk).

Also present: WDC Cllr Glynn-Ives.

There were no members of the public present.

### MINUTES

**1. To receive apologies and reasons for absence.**

*Apologies were received and accepted from Cllr Shairp, WDC Cllr Howell and ESCC Cllr Standley.*

**2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.**

*None*

**3. Public Forum – time limit 15 minutes.**

*None*

**4. County Councillor and District Councillor reports.**

**Action:** Clerk to circulate the report from WDC Cllr Glynn-Ives to members.

**5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.**

*Members approved for agenda item 10.6 be considered as confidential.*

**6. To approve the minutes of the annual parish council meeting held on 18<sup>th</sup> May 2023 as a true record.**

**Resolved:** as proposed by Cllr Smith, seconded by Cllr C Moore and reached unanimous approval, the minutes of the annual parish meeting were approved.

**7. To determine matters arising from the meeting on 18<sup>th</sup> May 2023 for updating and noting.**

*None.*

**8. Chair's Announcements**

*None.*

**9. Finance items for decision and allocation of resources**

**9.1 To approve the updated May 2023 payment list**

*There were no additional payments so no approval required.*

**9.2 To approve the payment list for June 2023**

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Smith and reached unanimous approval, the payments were approved.

**9.3 To approve a budget of up to £1500 for the planning committee**

**Resolved:** members considered the amount should be increased to £3,000. As proposed by Cllr Smith, seconded by Cllr C Moore and reached unanimous approval, a budget of £3,000 was approved for the planning committee. **Action:** Clerk to update RBS with a new budget code.

# WADHURST PARISH COUNCIL

9.4 For members of the parish council to confirm receipt of the following end of year (31.3.23) RBS reports and documents for preparation of the Annual Governance and Accountability Return (AGAR)

- RBS ear marked reserves report
- RBS trial balance report
- Bank account reconciliations
- Bank account statements
- Fixed Asset register
- RBS Summary receipts and payments report
- RBS Annual return report
- RBS cash and investment reconciliation report
- RBS reserves reconciliation report
- AGAR completed confirmation of dates of period for the provision of public rights form.
- AGAR bank reconciliation
- AGAR explanation of any significant variances
- Reconciliation between box 7 and box 8 for the annual return.

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval – all members confirmed receipt of the above reports and no queries were raised.

9.5 To receive the internal auditors (Mulberry & Co) signed page of the Annual Governance and Accountability Return (AGAR) for 2022/2023.

**Resolved:** as proposed by Cllr Gadd, seconded by Cllr Smith, and reached unanimous approval, all members confirmed receipt of the internal auditors signed page of the AGAR and no queries were raised.

9.6 To receive the final internal audit report from Mulberry & Co for year ending 31.3.23 (if received in time as the audit is taking place 31.5.23)

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval, members confirmed receipt of the internal auditor's report for the year ending 31.3.23, and that there were no formal points to take forward, but noted the slight error in the report and that all Cllrs were using the .gov email addresses, and that the general reserves/ear marked reserves would need to be considered.

9.7 For members to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return 2022/2023 and for the Clerk and Chair to sign the document.

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Smith and reached unanimous approval, members approved Section 1 (Annual Governance Statement) of the AGAR for year ending 31.3.23 and agreed for the Chair and RFO to sign the AGAR.

9.8 For members to approve Section 2 – Accounting Statements of the Annual Governance and Accountability Return 2021/2022 and for the Chair to sign the document, as prepared and signed by the Responsible Financial Officer prior to the meeting.

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Smith and reached unanimous approval, members approved Section 2 (Accounting Statements) of the AGAR for year ending 31.3.23, as already signed by the RFO, and agreed for the Chair to sign the document.

## 10. Items for decision and allocation of resources if necessary

10.1 To adopt the minutes of the Planning Committee meeting held on 13<sup>th</sup> May 2023

**Resolved:** as proposed by Cllr C Moore, seconded by Cllr Crawford and reached unanimous approval, the minutes were adopted.

10.2 Pavilion alterations – Cllr Gadd

# WADHURST PARISH COUNCIL

*Nothing to note at this meeting.*

- 10.3 Memorial for parish benefactor – Cllr Gadd/Cllr C Moore

**Deferred:** *Members agreed to wait for the oak framed building intended for the recreation ground before continuing with this proposal.*

- 10.4 Jardin d'Aubers lease from ESFR – *(if any further correspondence is received in time for this meeting).*

*The Clerk advised members that the parish councillors' comments had gone back to our Solicitor who was liaising with ESFR solicitor.*

- 10.5 Bus shelter outside of The Greyhound – to consider the second design and quote – Cllr P Moore.

*Update: Cllr Anderson had met with the contractor and discussed that the parish council were keen to keep roof as tiles, keep the existing roof structure, teak posts to also remain. The contractor will dress the front with oak and maintain 1987 plaque and make another for 2023. Contractor will come back with a revised quote.*

*The following item was considered in private and confidential session, and the Clerk left the meeting whilst it was discussed.*

- 10.6 Staff matters – Cllr C Moore

- 10.7 Acknowledgement of WIHF Caretakers involvement with the toilet's refurbishment – Cllr Gadd  
*Members noted the hard work and time given by Jemma on this project. **Resolved:** as proposed by Cllr Gadd, seconded by Cllr Smith and reached a unanimous approval, a voucher for a local restaurant would be purchased as a thank you gift.*

- 10.8 Parishioners celebrating their 100<sup>th</sup> birthday – Cllr Gadd

**Resolved:** *as proposed by Cllr Gadd, seconded by Cllr Crawford and reached unanimous approval, the parish council would purchase flowers (to the value of £30) for parishioners reaching 100 years (and over). **Action:** Cllr Gadd to liaise with Carillon Cottage to ask them to advise us if aware of such parishioners.*

## 11. Neighbourhood Plan Steering Group

### 12. Items for noting

- 12.1 Updated committee members and representative's document

*Noted*

- 12.2 Updated committee remits

*Noted*

- 12.3 Updated meeting schedule

*Noted*

### 13. Correspondence list.

*The correspondence list had been circulated to members prior to the meeting.*

### 14. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda

*None*

**Meeting closed 1947 hours**