

# HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS



## MINUTES

Tuesday 16<sup>th</sup> July 2019

The Community Centre ~ 7.30 pm

**Attendees:**

Cllr G. Wenham (Chairman)	Cllr T. Dolby (Vice-chair)
Cllr C. Ebanks	Cllr D. Marshall
Cllr P. Hudson	Cllr J. Manning
Cllr M. Dhillon	Mrs J. Allen ~ Clerk

**Members of the public:** 3

The meeting commenced at 7.30pm.

### 1. Apologies for Absences

**JA191:19** Apologies for absence were accepted from Cllr C. Buckwell and Cllr R. Thorne who were both at a meeting elsewhere, and from Cllr S. Chamberlain and Cllr G. Chalker who both had prior commitments.

### 2. Disclosure of other business

**JA192:19** None.

### 3. Declarations of any Pecuniary and/or Prejudicial Interests

**JA193:19** None.

### 4. Chairman's Announcements

**JA194:19** The Chairman, Cllr G. Wenham, spoke to confirm that in reference to the last meeting, the following members had been allocated to the relevant portfolios, committees, posts and as representatives to other bodies. Ref: **JA166:19** and ref: **JA167:19**.

Marsh Portfolio Holder	Cllr G. Wenham (Chairman)
Footpaths Portfolio Holder	Cllr C. Ebanks
Estates Portfolio Holder	Cllr M. Dillion
Finance Portfolio Holder - <b>NEW POST</b>	Cllr D. Marshall
Planning & Development Portfolio Holder	Cllr G. Chalker
Social Media and Website Working Group	Cllr J. Manning
Personnel Working Group (previously known as the HR Working Group)	N/A <b>(SEE BELOW)</b>
Events Working Group	ALL MEMBERS
Upper Recreation Ground Working Group	Cllr T. Dolby & Mrs M. Cook
Marsh Working Group	Cllr G. Wenham (Chairman), Cllr T. Dolby (Vice-chair), Mr B. Barnes & Mr C. Herbert
Policy Review Working Group - <b>NEW POST</b>	Cllr G. Wenham (Chairman), Cllr G. Chalker & Cllr J. Manning

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Jubilee Hall Representative	T.B.C
Community Centre Representative	T.B.C
KALC and Local Training Representative	Cllr C. Buckwell
Tarmac Representative	T.B.C
St Andrew's Park Representative	T.B.C
John May Charity Trustees Representative	Cllr G. Wenham (Chairman) & Mrs J. Allen (Clerk)
Medway Valley Line Committee Member	Cllr P. Hudson - <b>CONFIRMED</b>
Rural Liaison Committee Members	Cllr G. Wenham (Chairman) & Cllr R. Thorne
Halling Association Committee Members	Cllr G. Wenham (Chairman) & Cllr T. Dolby (Vice-chair)
Poppy Appeal Committee Members	T.B.C

The Chairman, Cllr G. Wenham, advised that after careful consideration it had been decided that there would be no need for a Personnel Working Group.

## 5. The Refurbishment of the Upper Recreation Ground

**JA195:19** The Vice-chair, Cllr T. Dolby, apologised for missing this item from the last meeting.

He spoke further to propose the Parish Council allocate funding for £7,790 to pay for the improvement works already carried out to the access of the Upper Recreation Ground, following its regeneration and grand opening on Saturday 20<sup>th</sup> July 2019. This proposal was seconded via Cllr J. Manning and unanimously agreed.

## 6. Marsh Budget

**JA196:19** The Vice-chair, Cllr T. Dolby, apologised for missing this item from the last meeting in addition to item 5, listed above.

He proposed the Parish Council consider accepting the works highlighted in his report from the meeting on the 1<sup>st</sup> of July, Ref: **JA175:19**, citing an estimated budget for the proposed works to the Marsh for £10,000. This proposal was seconded via Cllr M. Dillion and unanimously agreed.

## 7. Audit 2019

**JA197:19** The Clerk presented the members with copies of the internal auditor's accounts and the annual report including the 'Accounting Statements' and 'Annual Return for Local Councils in England and Wales for the Year Ended 31<sup>st</sup> March 2019'.

It was proposed by the Vice-Chair Cllr T. Dolby, seconded by Chairman Cllr G. Wenham and RESOLVED unanimously to approve the 'Annual Governance Statement (Section 1)', to approve 'the whole Accounting Statements (Section 2)' and for the Chairman, Cllr G. Wenham, to sign the Accounting Statements.

The Vice-chair, Cllr T. Dolby, spoke to highlight the internal auditor comments informing the members that the auditor had recommend the members abolish the current petty cash scheme and apply for a Parish Council debit card instead, he also said that the auditor had cited the lack of pension scheme in place and urged the Council to resolve both the Tax and PAYE issues raised, as previously raised in the 2018 auditor's report.

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## 8. Any other business

**JA198:19** Cllr J. Manning spoke to request the members consider holding an ordinary Parish Council meeting in the month of August, addressing his concerns on the amount of work the 'New Council' needed to undertake, following the co-option of the new members in June.

This request was unanimously approved and it was agreed that the members would discuss a suitable date by email to co-inside with the best availability over the peak holiday season.

## 9. Close of meeting

**JA199:19** The meeting finished at 8.45 pm.

The next ordinary Parish Council meeting will be held on:

<b>TBC</b>	<b>7.30pm</b>	<b>TBC</b>
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