

HARTING PARISH COUNCIL

Minutes of the meeting of the Finance Committee held at 7.00 pm in Harting Community Hall, South Harting on Thursday 6 June 2019

Present: Mr Bonner (Chairman), Mrs Bramley, Mr Johnson-Hill, Mr Miller and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

- 1. Apologies for Absence:** None.
- 2. Declarations of Interest:** None
- 3. Minutes from Meeting held on 12 March 2019** were agreed and will be signed in due course.
- 4. Budget Monitoring 2019/20**
The latest budget statement was noted.

5. Financial Regulations

The Financial Regulations were reviewed and the following amendment was suggested:

- 10.1 – The words “For works, goods and services less than £600 in value, the RFO (in collaboration with the Clerk if the two are different individuals) may use email to place the order provided that the Council’s official email address is used.” should be removed.

The members agreed the amendment, and that the revised Financial Regulations should be put to the Council on 20th June 2019 for approval.

6. Health and Safety & Management Strategy

The Health & Safety and Risk Management Strategy was reviewed and no amendments were necessary.

The members agreed to report to the Council that they had reviewed the Health & Safety and Risk Management Strategy and that the next review should take place in March 2020.

7. Risk Assessments

The members reviewed the risk assessments for Finance, Homeworking, Reputation and Expertise and Safeguarding Information, and after agreeing some minor wording amendments to the Homeworking and Reputation and Expertise risk assessment agreed to recommend them to the Council.

It was noted that risk assessments are still required from organisations using Council owned property and land ie. WMPF (War Memorial Playing Field), Diggers School, Scouts and HCH (Harting Community Hall).

The members agreed to report to the Council that they had assessed the risk assessments for Finance, Homeworking, Reputation and Expertise and Safeguarding Information and propose further review in October 2020.

8. Insurance

It was noted that the Parish Council pays three insurance policies per annum:

- i. Council insurance and public liability – Came & Co
- ii. Harting Community Hall – Came & Co (paid as grants on behalf of the Trustees who review the Insurance requirements each year)
- iii. War Memorial Playing Fields – Came & Co (paid as grants on behalf of the Trustees who review the Insurance requirements each year)

The insurance schedules were reviewed and it was agreed they were set at the correct level.

The clerk will contact the insurers to ensure the solar panels on the hall are included and the proposed new gang mower for WMPF.

The clerk will also check that the War Memorial is covered in the Parish Church insurance.

The members agreed to report to the Council that they have reviewed the Insurance Schedules and recommend they are left at the current levels.

9. Staff and Council subscriptions

There are currently three subscriptions paid to WSALC, NALC and SSALC. These subscriptions are necessary to the Parish Council as the associations provide useful help and information.

The members agreed to report to the Council that they agree the subscriptions should be retained at the current level.

10. Internal Audit

The members noted that the Internal Audit had been completed by White, Wallis and Co Ltd.

11. Annual Governance and Accountability returns (AGAR)

The members considered the AGAR and agreed the AGAR should be put to the Council on 20th June 2019 for approval.

12. WMPF (War Memorial Playing Field) grant – gang mower

The members discussed the request from WMPF asking that the Council grant be used to purchase a replacement gang mower for the Playing Fields.

The members agreed that the following recommendation should be made to the extraordinary meeting to be held on 12 June 2019:

that no grant is paid direct to the War Memorial Playing Field (WMPF) in the financial year 2019-20 and that the grant payable directly to WMPF for 2020-21 is reduced by £795, but that the Council agrees to pay £2995 (plus VAT) to Test Valley Golf Club for the purchase of a replacement gang mower to service the area of the War Memorial Playing Field.

13. Business Plan development

The Finance Committee Terms of Reference state that the committee should “Develop a business plan (including items identified by Council or its committees) for approval by the Council and then monitoring and updating it as necessary during the life of the Council”.

A draft of a Business Plan started during the early years of the previous Council was considered. The members agreed that although the Business Plan is the responsibility of the Finance committee, it draws on aspects across the whole of the Council and would be better developed through a Working Party which represents all these areas.

14. Bank Account

The change in bank signatories is in hand and once completed the online banking option to enable the operation of a deposit account can be set up.

15. Items for next meeting:

Financial commitments for future projects

16. Date of next meeting: To be arranged.

The meeting closed at 8.05pm