

HARTING PARISH COUNCIL

Minutes of the meeting of the Finance Committee held at 7.05 pm in Harting Congregational Church Hall, South Harting on Tuesday 27 August 2019

Present: Mr Bonner (Chairman), Mrs Bramley, Mrs Gaterell, Mr Miller, Mr Palmer and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

1. Apologies for Absence: Nigel Johnson Hill.

2. Declarations of Interest: None

3. Minutes from Meeting held on 6 June 2019 were agreed and signed.

4. Budget Monitoring 2019/20

The latest budget monitoring form was presented to the members. It was noted that the Capital expenditure was currently showing an overspend of £25,000 which relates to the unbudgeted purchase of the car parking area at South Gardens.

The Administration expenditure is also higher than expected at this point in the year, this also relates to legal services in connection with the purchase of the car parking area as well as the registration of ownership for South Gardens.

The budget will be scrutinised again at the next Finance meeting, there is likely to be a large underspend in the Maintenance budget as the cost of the tree works is less than originally anticipated.

The members were informed that a "Just Giving" page had been set up following the incursion of the travellers in July. The members of this group are hoping to talk to the Parish Council about the use of these funds.

Action: clerk to ascertain legal position regarding the use of the funds.

5. Financial Regulations

The Finance committee considered the revised Model for Financial Regulations that had been produced by NALC (National Association of Local Councils).

It was agreed that the following areas of the Harting Parish Council Financial Regulations should be recommended for amendment to conform with the new NALC model.

Section 4.5 - words "at least" added to comply with the new regulations.

Sections 6.9 & 6.10 – to be added to enable payments to be made by electronic means if agreed by the council at a later date

Sections 11.1 (b) and (h) – level of monetary amounts for tendering to be increased from £15,000 to £25,000.

Section 11.1 (c) – to be added to include the necessary legal references.

Section 12.7 -to be removed, no longer within Model financial regs

The members noted the amendments and agreed that the revised Financial Regulations should be recommended for approval by the Council at the meeting on 19th September 2019.

6. Risk Assessments

The members reviewed the risk assessments for Public Safety, Volunteers, and South Gardens. A hazard regarding the use and control of bonfires was added to the Volunteers risk assessment. After agreeing some minor wording amendments to the South Gardens and Public Safety risk assessments, the members agreed to recommend them to the Council.

The members agreed to report to the Council that they had assessed the risk assessments for Public Safety, Volunteers and South Gardens and propose further review in March 2020.

7. 2020/21 Budget preparation

It was agreed that the clerk would email the Chairs of the Council committees and working groups to requests that budget requirements for 2020/21 should be submitted by 30th September 2019.

The requirements will then be considered, along with the budget and precept requests, by the Finance committee in October. A recommendation will be taken to the November Council meeting for approval.

8. Items for next meeting

Business Plan – Update from the AOWG (Aims and Objectives Working Group)

9. Date of next meeting

To be arranged by the clerk.

The meeting closed at 8.00pm