

## HARTING PARISH COUNCIL

### Minutes of the meeting of the Finance Committee held at 7.00 pm in the Main Hall, Harting Community Hall on Thursday 22<sup>nd</sup> February 2018

**Present:** Mr Bonner (Chairman), Mr Shaxson, Dr Bowman, Mrs Bramley and Mr Stuttaford.

In attendance: Trish Walker, Parish Clerk

1. **Apologies for Absence:** Mr Healey and Mr Johnson-Hill
2. **Declarations of Interest:** None.
3. **Minutes from Meeting held on 14<sup>th</sup> December 2017** were agreed and signed.

#### 4. **Reporting**

The latest budget statement was noted.

#### 5. **Budget Monitoring 2017/18**

The members reviewed the budget and noted that tree work costs for South Gardens and the Warren would fall within the current financial year, and this would require a movement of funds within the budget. It was noted that the overall expenditure would remain within budget for the financial year.

*The following recommendation was agreed:*

*to recommend that the Council approve a movement of funds to "maintenance" from the following budget headings*

Staff	£2000.00
Contingency	£3000.00
Capital	£7000.00
Grants	<u>£ 401.43</u>
	£12401.43

#### 6. **Risk Assessments**

The Litter Picking and Volunteers risk assessments were reviewed by the members, and changes were agreed:

##### Litter picking

- To update "roads and traffic" to advise volunteers to operate with extreme care, and state the areas that are unsafe.
- Add a weather condition hazard

It was noted that anyone taking part in the litter pick would be required to sign in and out at the village hall, and also sign to declare they had read the information sheet and risk assessment.

##### Volunteers (for South Gardens and the Warren, excluding the tree wardens

The clerk will check with Came & Co about the use of power tools, and which tools fall into that category.

*The members agreed to report to the Council that they had assessed the risk assessments for Litter Picking and Volunteers, and propose they should be reviewed in 6 months.*

**7. Bank Account**

The clerk confirmed that the new bank mandate had been sent to HSBC along with a request for details of an appropriate deposit account. At the time of the meeting, no reply had been received.

**8. Date of Next Meeting:** To be arranged

CHAIRMAN

Date