

HARTING PARISH COUNCIL

Minutes of the meeting of the Finance Committee held at 7.30 pm in the Congregational Church Hall, South Harting on Tuesday 5th June 2018

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

In attendance: Trish Walker, Parish Clerk

- 1. Apologies for Absence:** None.
- 2. Declarations of Interest:** None.
- 3. Minutes from Meeting held on 22nd February 2018** were agreed and signed.
- 4. Reporting**
The latest budget statement was noted.
- 5. Financial Regulations**
The Financial Regulations were reviewed and the following amendments were suggested:
 - that the level of expenditure detailed in 4.1 should be increased to £3000.
 - 10.1 – The words “order or letter” should be replaced by “written communication”.
 - 11.1 (b) and (h) – that the level for the tendering process should be increased from £10,000 to £15,000.

The members agreed that the RFO and Chair of Finance should finalise the appropriate change of wording to cover the suggested amendments, and that the revised Financial Regulations should be put to the Council on 21st June 2018 for approval.
- 6. Health & Safety and Risk 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 April 2019.
- 7. Risk Assessments**
It was noted that as there was still an ongoing problem with vandalism of the life rings at the South Gardens pond, the Diggers School should be contacted and informed of the problem so they might include this within their risk assessment. The clerk will also contact the Insurance Company to ask for advice and clarification of the Council’s position with the life belts.
It was noted that the risk assessment for the tree wardens was still to be completed, and POSAC would take this forward.
The risk assessments for Finance, Safeguarding Information and Homeworking were deferred until the next Finance meeting in October due to the potential impact of GDPR.

The risk assessments for Public Safety and POSAC were reviewed and agreed. The Reputation and Expertise risk assessment was reviewed and a change suggested to include the potential impact that personal views and comments can have on the Council reputation.

The members agreed to report to the Council that they had assessed the risk assessments for Public Safety, POSAC and Reputation and Expertise and that the next review should take place in April 2019. The risk assessments for Finance, Safeguarding Information and Homeworking will be assessed in October 2018 to take account of GDPR.

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.

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. Budget Planning

It was noted that Section 3 of the Financial Regulations states that the Council should have a 3 year Business Plan which is fed by the 3 year forecasts from the various Council committees. These plans should be collated by the Finance Committee and prioritised to help formulate the Annual Budget.

The Council is likely to have several projects that will require funding such as play equipment, Highways, trees and lighting and the Business Plan would help to recognise and plan for these projects.

The members agreed that the Finance Committee should draw up an initial list of likely projects and anticipated expenditure over the next 3 years, and that this is used to prioritise and inform the budget setting process.

11. Bank Account

The clerk confirmed no information had been forthcoming from the bank despite a written request.

12. Date of Next Meeting: To be arranged

CHAIRMAN

Date