

HARTING PARISH COUNCIL

Finance Committee

Minutes of the Meeting held on **Thursday 7 July 2016 at 7.30pm.**

1. **Present:** Mr Shaxson, Mr Bonner (Chairman), Dr Bowman, Mr Stuttaford, Mrs Harknett-Godfree (RFO). Mr Bonner took the minutes.
2. **Apologies for Absence:** Mr Johnson-Hill, Mr Healey, Mrs Bramley.
3. **Declarations of Interest:** None.
4. **Minutes from Meeting held on 12 November 2015**
Were approved following one amendment to the date of the previous meeting (amended and initialled by the Chairman) and signed as a true record by the Chairman.
5. **Reporting**
Mr Bonner thanked the RFO for her work on the accounts package and for presenting the budget monitoring information.

Several items on the budget form are now not relevant (e.g. Parkland Management). Dr Bowman agreed to review and update the headings and liaise with the RFO.

The RFO will send each financial report to Mr Bonner who will distribute it accordingly and also retain a separate copy on a memory stick.

Mr Bonner will provide a copy of the precept database to the RFO to see if the report headings can be brought into line so that the expenditure can be monitored against the precept budget.

6. **Financial Regulations**
A review of the financial regulations to update them in the light of recent changes took place. Many recommendations were covered and Dr Bowman volunteered to bring all of the changes together so that one modified document could be presented to the next HPC meeting.
7. **Bank Account**
Mr Bonner recommended that a deposit account should be added to the cheque account so that any large amount of funds could be deposited away from the cheque account. This was agreed Mr Shaxson will investigate the means of obtaining the account.
8. **Asset Valuation**
Mr Stuttaford and Mr Bonner are charged with updating the Asset list and providing a realistic valuation of each item. They will report back to the next meeting.
9. **Grants Policy**
Dr Bowman is reviewing the grants policy and procedure as it was generally agreed that the existing procedure produced an inadequate response from the main recipients last year. There needs to be more emphasis on projects. This has two benefits: accountability for the use of precept funds and the possibility of reclaiming VAT enabling the Council to give a higher level of grant. It was agreed that this would not impinge on the Council's ability to fund emergency requirements if and where agreed by the Council.
10. **Date of Next Meeting:** Thursday 8 September 2016 on the rising of the Planning Committee.