

HARTING PARISH COUNCIL

Minutes of the meeting of the Finance Committee held at 5.00 pm on

Thursday 22 May 2025

The meeting was held via Teams.

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

In attendance: Trish Walker, Parish Clerk

1. Apologies for Absence: Mr Shaxson.

2. Declarations of Interest: None.

3. Minutes from Meeting held on 12 March 2025

The minutes were agreed by the members and will be signed in due course.

4. Internal Audit

The members noted the Internal Audit had been completed successfully with no major concerns and noted the report.

The following proposal was made and agreed:

That the committee report to the Council that the Internal Audit report has been completed and reviewed for 2024/25.

5. Annual Governance and Accountability (AGAR) Statement 2024/25

The members reviewed the AGAR statement, and the following proposal was made and agreed:

That the committee agreed to report to the Council that the Annual Governance Statement for 2024/25 has been considered and recommended for adoption.

6. Accounting Statements 2024/25

The members reviewed the AGAR statement, and the following proposal was made and agreed:

That the committee agreed to report to the Council that the Accounting Statements for 2024/25 have been considered and recommended for adoption.

7. Notice of public rights and publication of unaudited Annual Governance and Accountability statement

The following proposal was made and agreed:

That the committee consider the Notice of Public Rights and recommend the Council agree the period for the public inspection of the accounts for the year ending 31 March 2025 will be from 23 June 2025 to 1 August 2025

8. Financial Regulations

The members reviewed the Financial Regulations, and the following proposal was made and agreed:

That the committee agree to recommend the following changes to the Financial Regulations to the Council:

- i. Item 2.6 – to change the wording ‘the Chair’ to the ‘Chair of the Council’*
- ii. Item 2.7 – to replace the words ‘Regular back-up copies shall be made of the records on any council computer and’ with ‘ All records must be’.*

9. Terms of Reference

The members reviewed the Finance Committee Terms of Reference and agreed there were no alterations needed.

The following proposal was made and agreed:

That the Committee agree to recommend to the Council that the Finance Committee Terms of Reference have been reviewed and there are no suggested changes.

9. Staff and Council subscriptions

There are currently three subscriptions paid to WSALC, NALC and SLCC (clerk’s membership). These subscriptions are necessary to the Parish Council as the associations provide useful advice and information.

The following proposal was made and agreed:

That the committee agreed to recommend to the Council that the subscriptions should be retained at the current level.

10. Budget process 2026/2027

The budget will need to be prepared by the Finance Committee in sufficient time to be considered at the full Council meeting in November or December 2025.

The clerk will contact the various committees and ask them to provide budget requests for the financial year 2026/27 by 30 September 2025. All the organisations that regularly request grants will also be asked to provide grant applications by that date also.

11. Items for next meeting

- 2026/27 budget
- Precept requirement for 2026/27
- Grants for 2026/27

12. Date of next meeting

To be arranged.

The meeting closed at 5.28pm