**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE, HELD ON MONDAY 30th NOVEMBER 2020 AT 7:30pm (Virtual Meeting via Zoom)**

**Present: Cllr R Eastwood (Chair), Cllr B Maude, Cllr J Sanders and** **Cllr J Smith and Cllr G Horner.**

**Absent:** **Cllr A Emery and Cllr C Burnett-Dick.**

**In attendance: Mrs E Fulham (Clerk).**

1. To accept apologies for absence.

Cllrs A Emery and Cllr C Burnett-Dick.

1. To record Members’ Declarations of Interest in matters to be discussed.  
   The Chair reminded Cllrs to declare when necessary.
2. To approve Minutes of previous Finance Committee meeting.   
   **Unanimously approved as a true record.**
3. To report on Matters Arising from the previous Finance Committee meeting.  
   None.
4. To review year to date and budget in light of Covid-19 crisis.  
   The report had been circulated prior to the meeting. The general reserve was noted and the deficit on the budget for 2020/21 was noted. This was due to a loss in income (fun run, fete, sports clubs) off set by the rates grant and the increased costs of projects agreed after the original budget had been set and these were duly minuted: defibrillator; playground improvements; fencing etc.. Finally the final costs for Goods Yard House (Retention and Legal fees) had been received and the money for this had been held in general reserves since the end of the last financial year.

The project list provided by the Clerk was examined and discussed in turn.

Noticeboards – This was noted for locations in Holtye and Upper Hartfield. A reduced budget would be needed in the current climate to fit within the budget of £500-£1000 and alternative cost saving ideas were discussed such as wall mounting and only completing one location in 2021.   
  
Gym – The Committee suggested this should be postponed until after the pavilion project and not prioritised.  
  
Planting costs Upper Hartfield – £1000 or an amount to be determined subject to a neighbourhood consultation was generally acceptable although £500 and match funding was felt to be more palatable.   
  
BBQ / Benches – This was seen as an item for possible future sponsorship in the absence of available budget.

Pavilion - £15,000 was agreed as a budget item but this money was held in reserves and would be released when the project was finalised.

In total to do the above projects would mean a 6% increase in a precept if figures remained the same as outlined originally so some rationalisation and reductions were discussed.

**After some discussion there was a pairing down of the figures. The Committee agreed that the Clerk should further hone the budget to cut out all unnecessary expenditure and to ensure the budget was as tight as possible.**

**It was agreed to add £2000 to forward planning for projects.**

**The Committee agreed after some discussion a 2% increase in the precept to £92106.00 was necessary bearing mind that there were inflationary costs and this was needed to cover costs and maintain the parish assets but that the current financial climate was difficult to many parishioners and the Committee did not want to add to any financial burden on the community.**

**The Clerk would email the Committee an amended budget prior to submission to the full parish council who would review it on the meeting on 7th December.**

1. To report on ear marked and general reserve.   
   The reserves were noted. No changes were required at this stage.
2. To receive internal audit report.   
   The report had been received and was duly accepted.  
   There were no items to action.
3. To receive bank reconciliation.  
   The reports had been received and was duly accepted. **The Clerk would send them to the Chair for a physical signature.**
4. To review risk assessment.  
   The report had been received and was duly accepted.  
   **The building report on the pavilion would require further comment in due course. This may need a budget pending a further report.**
5. Matters for reporting and inclusion in future agenda.

None.

Meeting closed at 8:55pm

Next Meeting 8th March 2021.