

Clerk to the Council: Emma Fulham

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**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE, HELD ON MONDAY 27TH JUNE AT 7:30pm in GOODS YARD HOUSE.**

Present: Cllrs Eastwood, Horner and Shaw.

Absent: Cllr Smith

In attendance: Emma Fulham Clerk to the Council

1. To appoint Chairman

**Cllr Horner proposed Cllr Eastwood as Chair and this was unanimously approved.**

1. To appoint Vice Chair.

**Cllr Eastwood proposed Cllr Horner as Vice Chair and this was unanimously approved.**

1. To accept apologies for absence.

Cllr Smith – work.

1. To record Members’ Declarations of Interest in matters to be discussed.

The Chair reminded Cllrs to declare when necessary.

1. To approve Minutes of previous Finance Committee meeting.

**Unanimously approved as a true record.**
2. To report on Matters Arising from the previous Finance Committee meeting.

Cllr Eastwood reported on the likely costs to install an electric charging point.

The Clerk reported on the WDC contract for charging points and would find out some more information.

The Clerk reported on the action points from the last meeting.

1. To report on ear marked and general reserve.

The auditors recommendations were noted on reserves.

The following items the Committee

should be released from Ear Marked Reserves subject to ratification from the Parish Council:

Contingency £6970.50

Replacement Equipment £202.00

Election £2660.00

Cllr Allowances £2660.00

Telephone Boxes £1200.00

Fingerposts £1270.00

1. To receive bank reconciliation.

**This was duly approved by the Committee as a true record and signed by the Chairman.**

1. To review risk assessment.

**This was accepted by the Committee.**

1. To review Asset List.

**This was duly accepted as a true record of the assets.**

**The quote for £750.00 for assessment of assets was approved by the Committee.**

1. To confirm audit arrangements for 2022/23.

The audit arrangements for 2022/23 were approved for Mulberry and Co to be appointed.

1. To review grant list for 2022

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| --- | --- |
| Hartfield PCC  | 500 |
| Cricket Club  | 500 |
| Colemans Hatch W1  | 100 |
| Guides and Brownies  | 250 |
| 1st Hartfield Scout Group and Cubs and Beavers  | 750 |
| Hartfield Medway WI | 100 |
| Hartfield Village Hall  | 750 |
| Community Transport  | 1014 |
| British Legion  | 70 |
| Conservators  | 1000 |
| Open Spaces  | 100 |
| Wealden CAB | 275 |
| Air Ambulance  | 250 |
| Playschool  | 750 |
|  |  |

**Total £6409 versus a budget of £5750. A virement of £500 from Youth was agreed. To be ratified by the Parish Council.**

1. Matters for reporting and inclusion in future agenda.

Mid – year

2023/24 budget

Date of next meeting – 26th September 2022.

Meeting closed at 9pm.

1. To accept apologies for absence.
None.
2. To record Members’ Declarations of Interest in matters to be discussed.
The Chair reminded Cllrs to declare when necessary.
3. To approve Minutes of previous Finance Committee meeting.
**Unanimously approved as a true record.**
4. To report on Matters Arising from the previous Finance Committee meeting.

9. To review proposed budget and precept for 2022/2023.

 **The budget for 2022/2023 was unanimously accepted subject to specific project approval**

 **during the year at the Parish Council meeting held on 6th December 2021.**

 **The precept for 2022/2023 was unanimously accepted with a 5% increase to the precept**

 **amount to £96711.00 for 2022/23 at the Parish Council meeting held on 6th December 2021.**

 Sustainability Initiatives and future of the printed newsletter - at the Parish Council meeting

 held on 7th February 2022 the Councillors unanimously agreed a paper copy of the

 newsletter would be distributed twice a year as well as being made available digitally.

 **Cllr Eastwood would research the pros and cons of car charging points and the associated**

 **costs with a view to making provision in the next budget year.**

1. To report on ear marked and general reserve.
The reports had been circulated prior to the meeting.
**Both reserves were duly noted, subject to clarification on the playground transfer in EMR.**

The Cllrs queried the transfer of £4,000 into the playground account. **The Locum Clerk would clarify with the Clerk what this transfer related to.**

1. To receive bank reconciliation.
**Carried forward to a future meeting.**
2. To review risk assessment.
This had been circulated prior to the meeting.

**The assessment was duly accepted subject to the following:**

Environment - the Emergency Plan had been updated at a recent meeting. There would be a future meeting to discuss how the Emergency Plan would be invoked. The Emergency Plan would be presented to the Parish Council at a future council meeting.

Health and safety – **the Clerk would review and report back on the status of the trees following storm Eunice.**

Finance/fraud – **Cllr Eastwood would update the list to reflect the current environment and threats which would potentially increase the council’s risk.**

**Cllr Eastwood would update the risk assessment.**

1. To review Asset List

This had been circulated prior to the meeting.

**The asset list was duly accepted subject to the following:**

Defib and beacon - the committee queried why the defib and beacon were not insured. **The locum Clerk would clarify with the Clerk.**

Playground – **the Clerk would review the current insurance value to ensure cost of replacement is sufficient.**

1. Matters for reporting and inclusion in future agenda.
The Cllrs noted that the Account Summary was unanimously agreed at the Parish Council meeting held on 7th March 2022.

Car charging point to be discussed at a future meeting.

Date of next meeting – 27th June 2022.

Meeting closed 8.10pm.