

**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE,  
HELD ON MONDAY 26<sup>th</sup> FEBRUARY 2018 AT 7:30PM IN GOODS YARD HOUSE,  
HARTFIELD.**

**Present:** Cllr R Eastwood (Chair), Cllr C Burnet-Dick, and Cllr G Horner,  
Cllr J Sanders and Cllr B Maude.

**Absent:** Cllr J Smith

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

1. To accept apologies for absence  
**Cllr J Smith**
2. To record Members' Declarations of Pecuniary and Disclosable Interests 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 with one small change agreed.**
4. To report on Matters Arising from the previous Finance Committee meeting.  
None.
5. To report on account 2017/18 and forecasted year end position.  
The Clerk had circulated the report prior to the meeting and ran through the items against budget and provided an overview of the general accounts. The over spend on legal fees had been formally approved as had the shelter expenditure. The Clerk outlined the current position and what was expected by the year end.
6. To report on ear marked and general reserve.  
The Clerk had circulated the report prior to the meeting.  
**The Clerk recommended that the general reserve would benefit from increasing in the long term however ear marked reserves needed to be released to offset the expenditure on Goods Yard House. The Committee agreed to release £13500.00. This would need approval at the PC meeting.**
7. To receive bank reconciliation  
The Clerk had circulated the reports prior to the meeting.  
**Cllr Eastwood checked the reconciliation and the statements and signed them as a true record.**
8. To review risk assessment

The Clerk had circulated the updated report prior to the meeting and ran through the items updated. Data protection risks were assessed and added to the risk assessment in line with emerging legislation.

**This risk assessment was duly accepted.**

9. To Review and Confirm audit arrangements for 2017/18 year end.

**The Committee approved the appointment of Mark Mulberry as the new internal auditor.**

10. Matters for reporting and inclusion in future agenda.

None

Meeting closed 8:10pm

Date of next meeting – 30<sup>th</sup> April 2018