

**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE,  
HELD ON MONDAY 12<sup>th</sup> NOVEMBER 2018 AT 7:30PM IN GOODS YARD HOUSE,  
HARTFIELD.**

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

**Absent:** Cllr J Sanders and Cllr J Smith.

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

1. To accept apologies for absence  
**Cllr J Sanders and 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.**
4. To report on Matters Arising from the previous Finance Committee meeting.  
None.
5. To report on account 2018/19  
The Clerk had circulated the full financial report prior to the meeting and ran through the items against budget and provided an overview of the general accounts.
6. To report on ear marked and general reserve.  
The Ear Marked reserves had been updated and were accepted. No changes were required at the current time. The Clerk would report any deduction required from the memorial arch fund when the invoices and grant application results were received regarding the recent armistice event.
7. To review budget and precept request for 2019/20  
The Clerk had provided an outline of a 2% increase in the budget to start the discussions. The Council then agreed to review the budget line by line whilst reviewing recent quotes and proposed projects.

**The Committee agreed to recommend the purchase of the asset management software and added the cost to the budget to satisfy the internal auditor requirements.**

The Committee noted the possible consultancy fee for the employment analysis.  
**It was agreed to recommend an increase to the employment line to cover this / and or an adjustment to the Clerk's terms.**

**The Committee would recommend the PC form a sub-committee to be confirmed by amended terms of reference to be agreed at the next Parish Council meeting to review the Clerk's role and remuneration. This would formed with four members of the Finance Committee.**

The various scenarios were reviewed on maintenance and services.

The Committee agreed the following additions to the budget to be put to the Parish Council for approval £1500 for a community warden, the memorial garden costs as per Jo Edwarde's paper, an additional grant for the Conservators and up to £1000 maintenance for the War Memorial.

**The Committee agreed to recommend an increase in the precept to £88,000 to accommodate the changes and individual budget lines were honed. The Clerk would add this revised budget to the agenda for the Parish Council in December for full council approval and the Clerk would circulate a copy of the revised budget to all Cllrs prior to the meeting.**

8. To receive bank reconciliation

**Cllr Eastwood checked the reconciliation and the statements as a true record.**

9. To Review risk assessment.

The report had been circulated and no changes were agreed to the standing items.

**The beacon would be added to the risk assessment as a new item on the asset list.**

10. Matters for reporting and inclusion in future agenda.

**A remuneration and employment committee sub group would meet in December 2018.**

**The Clerk will speak to SSALC about correct protocol for reporting this meeting and will try to provide some context and information on salary scales.**

**The Clerk will provide changed terms of reference for the December PC meeting.**

11. Date of next meeting – 11<sup>th</sup> February 2019.

Meeting closed at 9:40pm