

**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE,
HELD ON MONDAY 11th NOVEMBER 2019 AT 7:30pm in GOODS YARD HOUSE.**

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

Absent: Cllr C Burnet-Dick and Cllr A Emery.

In attendance: Mrs E Fulham (Clerk)

1. To accept apologies for absence

Cllrs Emery and Burnett-Dick – Work commitments.

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 and signed as a true record.

4. To report on Matters Arising from the previous Finance Committee meeting.

None.

5. To report on account including final Goods Yard House account.

The report had been circulated prior to the meeting. The known overspends and building costs were highlighted. The CIL income was noted. The final invoices for Goods Yard House were awaited and so the account for the project at Goods Yard House could not be finalised.

It was agreed the Clerk would circulate the Goods Yard House report as soon as the accounts were finalised to the Committee and would meet with the Chair of the Finance Committee prior to the PC meeting so he could report on it to the Council.

6. To report on ear marked and general reserve.

This report had been circulated prior to the meeting. The following changes were agreed at the meeting:

From the general reserve to the ear marked reserves the following movements were agreed:

Goods Yard House contingency. £12000.

Pavilion Project £20,000 (to be confirmed once the final account on Goods Yard House was agreed.)

Other annual reserve movements to ear marked reserves as per the budget would also be put to the Council to minute at the next PC meeting:

Replacement equipment fund £102

Telephone Box £120

Fingerposts £100

Cllr Allowances £70

Contingency £200

Within ear marked reserves the following movement was agreed:

From Goods Yard Capital to Goods Yard Contingency £3500

From ear marked reserves to the General Fund the following movement was agreed:

Neighbourhood plan £4804.13

All these movements would be added to the PC agenda for approval.

7. To review budget and precept request for 2020/21.

This report had been circulated prior to the meeting.

The Council noted the position on Goods Yard House the reserves and the likely conclusion of the playground project in 2019/20.

The Committee made some amendments and agreed to advise the Council to accept the new budget and the 5% increase or £4300 in monetary terms in the precept to include some future planning, pavilion roof work and sustainability efforts.

The Council did consider the Tennis Club request to move the shelter and the associated costs however decided to investigate possible screening as alternative safe locations were limited. The longer term goal end / MUGA development may involve a relocation of youth but at the current time it was felt it was not a priority.

The Clerk would send this revised budget to all Cllrs in good time for the PC meeting.

8. To receive bank reconciliation.

This would be completed before the next PC meeting as the Clerk had not received the most recent statement from Barclays.

9. To review risk assessment.

The risk assessment had been circulated and was agreed.

The Committee agreed with Cllr Eastwood's proposal to colour code the risk levels on the assessment and simplify it to a summary page with the Clerk for the Committee to agree at the next meeting.

10. Matters for reporting and inclusion in future agenda.

None.

Date of next meeting – 24th February 2020

Meeting closed at 9:05pm