

**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE,
HELD ON MONDAY 10th FEBRUARY 2020 AT 7:30pm in GOODS YARD HOUSE.**

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

Absent: Cllr J Smith and Cllr A Emery.

In attendance: Mrs E Fulham (Clerk)

1. To accept apologies for absence

Cllr J Smith and Cllr A Emery.

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

The asset list had been circulated and was approved by the Committee with one amendment to account for the playschool building. The Clerk would action this change.

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

This had been circulated to the last PC meeting and to this committee.

A further discussion was held on future costs. The Committee asked the Clerk to add a budget line for 2020/21 for expenditure on the retention etc at the end of this financial year so that the spend could be reviewed alongside normal expenditure.

6. To report on ear marked and general reserve.

The report had been circulated prior to the meeting – No changes were made at the meeting.

7. To receive bank reconciliation.

These had been circulated prior to the meeting and were checked physically against the bank statements and signed as true record by the Chair.

8. To review risk assessment.

The new style summary was circulated and was agreed as a good high level tool for analysis.

The detail in the original document would be used for the Clerk to assess the level of risk and mitigation required on a working level.

The Committee agreed to add a matrix and provide cost implications for different levels and would agree this finer analysis at the next meeting.

9. To review banking arrangements for 2020/21.

The Clerk outlined some of the matters to consider with the current banking arrangement.

The Committee agreed the following:

- **The Clerk should find out some cost comparisons for other business banking for the current account. The Committee agreed that unless substantial cost and efficiency benefits could be seen then it might not be worthwhile. The Clerk would report back options when available.**
- **The Clerk would investigate possible long term savings accounts with NSI and Nationwide to spread the Parish Council's investment accounts.**
- **It was agreed to set up electronic payments and appropriate training if required.**
- **It was agreed to add Cllrs Horner and Eastwood to the bank mandate.**

10. To confirm audit arrangements for April 2020.

The Committee confirmed the appointment of Mulberry and Co as internal auditors for 2020/21.

11. Matters for reporting and inclusion in future agenda.

Clerk left the meeting 9pm.

12. Confidential item – Staff remuneration.

This matter was discussed and would be referred to the Parish Council meeting for a decision.

Date of next meeting – 8th June 2020