**MINUTES TO THE MEETING OF HARTFIELD PARISH COUNCIL FINANCE COMMITTEE, HELD ON MONDAY 28th SEPTEMBER 2020 AT 7:30pm (Virtual Meeting via Zoom)**

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

**Absent:** **Cllr C Burnett-Dick**

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

1. To accept apologies for absence

Cllr A Emery.

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.**

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

The defibrillator project was almost complete.

**Speed tests would be referred to the Parish Council for a decision in the absence of an SLR meeting.**

1. To review mid-year to date and budget considering Covid-19 crisis including year-end forecast.

The report had been circulated prior to the meeting. The current mid-year position was showing an 15k deficit. This was due in the main to the playground works and other associated works as well as the new defibrillator and other reactive repairs all approved at PC meetings post budget.

The playground works were offset by the CIL monies held in general reserves.

The Clerk outlined the income received outside the budget: A hardship grant and Wealden business rates grant - £11500 in total.

The Clerk provided an overview of the budget and general income and expenditure lines and provided the forecast for the end of year which showed a break even position although it was noted the hardship grant if unused would need to be repaid or would have been used and therefore needed to be earmarked within the accounts and would reflect in a possible £1500 deficit.

A 2% increase draft budget was circulated for 2021 however it was not reviewed in detail. This would be on the November agenda to discuss in detail for precept decisions for the Parish Council in December.

1. To report on ear marked and general reserve.

The report had been circulated prior to the meeting.

**No changes were proposed at the half year point.**

1. To review audit arrangements for 2020/21.

**It was agreed to continue with Mulberry and Co for the half year audit and end of year audit.**

**The Clerk was requested to ask SSALC for other recommendations and guidance on time limits for internal auditors.**

1. To receive bank reconciliation.

The reports and bank statements had been circulated.

The reconciliations were signed off subject to a further check with Unity online as the quality of the statement had made it difficult to read.

**The Chair would confirm this at the PC meeting for final sign off.**

1. To review risk assessment.

The reports had been circulated. These were duly accepted with a suggestion made to increase the likelihood factor on health and wellbeing considering the ongoing covid situation.

1. To review banking arrangements.

The transfer to Unity bank was complete. The Clerk reported on the set up of payments.

**The Committee agreed in the absence of physical meetings that the invoices could be scanned or photographed to be sent electronically when received in hard copy.**

1. Matters for reporting and inclusion in future agenda.

Cricket Club expenditure and grant off set – This was approved although it was noted it would increase out of budget expenditure and income.

Playground fencing and speed tests – both noted if agreed by the PC they would be recorded as additional expenditure not noted in the year end figure forecasted previously.

The survey report on the pavilion was also noted as being in addition to the current forecast.

2021 budget would be the main agenda item for November.

Meeting closed at 8:25pm

Next Meeting 30th November 2020.