

Harrietsham Parish Council

Finance and General Purposes Committee

Minutes of meeting held on Thursday 15th November 2018 at 1:30pm

1. **Present:** Cllrs Dean (Chairman), T Sams, Stanley, Roots and M Cuerden (RFO/Amenity Manager)
Apologies: Cllr Foster
Members of the public: None

2. **Disclosures:** None.

3. **Minutes of the last meeting** (19th April 2018) were been approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records. (The July F&GP meeting was cancelled.)

The RFO explained that it would be convenient to take items on the agenda in a different order. This would allow Cllr Roots to be absent when the grant request from HIB was discussed, but allow him to join in with the accounts review later. In the event, Cllr Roots joined the meeting halfway through the discussion on grants, missing the HIB grant consideration, but also took no part in the Church's application, as he is involved with the Friends.

4. **Grant requests** – The RFO circulated a brief synopsis of the requests received to date. It was agreed that the following be **Recommended to Council**, requiring no further comment:

Harrietsham in Bloom (£500, for next year)

Harrietsham Fish Scheme (£600)

Friday Coffee Morning (£750 estimated, for next year) St John's Church (£1,010, 2 items)

then

Baby & Toddler Group (£400) was agreed, but with the suggestion that they seek redress for the water damaged toys and equipment from their own or the Village Hall Trust's insurance.

Booth & Baldwin Trust (£1,000) was agreed, on the understanding that the grant is solely used for the stated purpose of grounds maintenance.

The request from the Summer Fun Club for £500 next year was deferred without comment until the council meeting for discussion. This was because a significant majority of the children attending are from outside the parish, and it was felt that this should be discussed by all councillors.

5. **History Society Re-imbursal** – The RFO explained the background, detailing that the Society had incurred unexpected costs when getting the bricks laid at the war memorial. There was then some discussion, during which councillors expressed both surprise and disappointment firstly in that the contractors, having failed to check the ground properly before quoting, didn't then honour their quote – or at least meet the council halfway. Secondly, it was felt that the council should have been informed immediately when the problem was discovered, bearing in mind that this was work being conducted for the council, on council owned property and for which, ultimately, the council was going to pay. Nevertheless, it was agreed to **Recommend to Council** that the Society be reimbursed the £1600 over-run, but at the same emphasising that we will require full consultation on any noticeboard the Society proposes, including content, style, location and cost before work proceeds. Proposed Cllr Sams, Seconded Cllr Dean, with all in favour.

6. **Review of Accounts to Date** – The RFO started by asking Cllr Dean, as Chairman, to check and confirm the bank balances as stated for the end of October, comparing the original statements with the bank reconciliation in the accounts. All was found to be in order. He then went through the income and expenditure spreadsheets, looking at each column in turn, and answering questions as they arose. The conclusion was that the year appeared to be progressing well, with everything being pretty much on track.

7. **Preliminary thoughts on next year's budget** – The RFO explained how the budget cycle worked, and when we needed to do what by. In essence, the draft budget need to come to the January F&GP, with approval at that month's Council. He indicated that, based on current assumptions, he thought that the existing Band D precept level may well be sufficient for next year as well.

8. **Date of next meeting** – Thursday 10th January 2019, at 1:30pm in the Parish Office.

Meeting closed at 2:55pm.