

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Thursday 16th January 2020 at 1:30pm

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

2. **Disclosures:** None

3. **Minutes of the last meeting** (12th November 2019) had been approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records.

4. **Review of Accounts.** The chairman compared the December bank statements to the totals shown on the bank reconciliation, and agreed that all tallied.

The RFO went through the income, expenditure and bank reconciliation spreadsheets column-by-column, answering questions as they arose. At 9 months into the year, all is looking pretty much as expected.

5. **Procurements:** The RFO reported on the decision by the Environmental Committee to recommend to Council that a new bench should be purchased to replace the collapsed one in the Garden of Remembrance at a cost of £945, plus £450 to install, and sought confirmation that F&GP supported the recommendation. It was agreed that the committee would do so.

The RFO also noted that the projector – which was on loan – had been used now for three of four committee meetings, and seemed to be a useful tool. He therefore requested that the council buy one of its own. The Committee concurred that it was useful, and agreed to **Recommend to Council** that a projector – plus a wall mounted screen - be purchased, at an estimated cost of around £800.

6. **Items for Audit:** The RFO went through the items that needed to be approved annually, ready for audit. It was noted that the Standing Orders needing re-approval, and that the clerk had ascertained from KALC that no amendments were required. The Finance Regulations were done last November (2019), and the Risk Assessments and Investment Policy were all current as of April 2019. The Asset Register has been maintained as items were acquired or sold, and Cllr T Sams will check through the ex-Remix equipment and let the RFO what is saleable and what should be written-off. The RFO will check (at audit), how this should be done. In the meantime, it was agreed to **Recommend to Council** that the Standing Orders, and all other documents be re-adopted as of January 2020.

7. **Budget 2020/21:** The RFO started by summarising how the budget setting and precept allocation was done. He then presented a draft budget that he had previously prepared, and after some discussion, it was agreed that the total precept requirement was going to £128,158. It was proposed by Cllr Roots, seconded by Cllr Foster, that we should **Recommend to Council** that the precept be £128,158, making a Band-D property £95.47pa (an increase per property of 0.79%).

8. **Date of next meeting** – This should have been Thursday 16th April 2020, but not all councillors could make this, so it was agreed that the next meeting would be on Friday 17th April 2020, at 1:30pm in the Parish Office.

Meeting closed at 2:30pm.