

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Tuesday 12th November 2015 at 7:30pm

1. **Present:** Cllrs Trussler (chairman), Allwood, Dean, Kay and M Cuerden (RFO)

Apologies: None

Members of the public: None

2. **Disclosures:** None

3. **Minutes of the last meeting** (8th September 2015) were approved at September's council meeting without amendment, and a copy signed by the chairman for F&GP records.

Matters arising: The chairman reported that he had spoken to MBC seeking clarification on the one-third funding requirement, but they indicated that they were unaware of it. We therefore need to clarify the situation with the NHS, which will be done in conjunction with Diane from the Practice.

4. **Review of Accounts year-to-date.**

Both income and expenditure are proceeding as expected. The chairman confirmed that the bank reconciliation figures matched those of the bank statement.

There was some discussion on the outstanding Village Hall Trust cheque, which is waiting to be released. It was agreed that the verbal assurance from the VHT Chair (as reported from the meeting held with Cllrs Dean and Chinnery), coupled with the statement in his last email that they have conducted a thorough examination of all outstanding liabilities, and that there are none pending that he is aware of, would suffice. The RFO was therefore authorised to release the cheque, with a covering letter confirming that it was being issued in full and final settlement of all outstanding historic liabilities. Prop Cllr Allwood, Sec Cllr Trussler, all in favour.

5. **Review of Draft Budget 2016/17.**

The RFO presented a "first cut" budget, based on year-to-date figures, with suitable adjustments. After some discussion, the amendments sought by councillors were:

On this year's expenditure, the Comms budget should be reduced to £500, with £600 moved into Grants.

On the budgetted expenditure, Open Spaces should be reduced by £1000, which can be allocated to Grants as a contingency against requests yet to be received.

It was, however, agreed that these were only initial figures, with the effect on the precept being difficult to determine at this stage. A lot depends upon the final housing numbers, as well as whether we continue to receive the LCTS (Local Council Tax Support) grant and the PSS (Parish Services Scheme) funding from MBC. We may also need to have a fund for the Medical Extension extension, although that will depend on the result of discussions yet to be had. Hopefully, we will have more definite information by the decision time in January.

Cllr Trussler then circulated two documents outlining the the effects of the requests received from councillors, eg Cllr Chinnery's suggestions. He also highlighted in these documents the need to create a Designated Fund for capital items. This would initially be populated by moving reserves at the end of the year. It was hoped to be able to move reserves exceeding £33K into the capital fund, (this being the previously agreed preferred level of reserve), but this may need to be reviewed at the time in the light of known commitments.

6. Grants and Donations

The requests received to date were considered, and after discussion it was agreed to **Recommend to Council** that the following grants be made:

(To be paid in the current year)

Harrietsham Lawn Tennis Club (Sport) £150 prop Cllr Kay, sec Cllr Dean, all in favour

Harrietsham Fish Scheme (Publicity) £600 (£700 being requested) prop Cllr Kay, sec (Cllr Dean), all in favour

St John's Church (S137) £315 prop Cllr Kay, sec Cllr Allwood, all in favour

(To be paid in 2016/17)

Harrietsham Village Hall Trust (Arts) £750 to be paid once the event has run. Cllr Dean expressed a desire to have sight of the expected income and expenditure for the project to allow us to be sure that the grant request is in proportion. Prop Cllr Trussler, sec Cllr Allwood, all in favour

Friday Morning Coffee Break (S137) £740 estimated (being hall hire fees), prop Cllr Dean, sec Cllr Allwood, all in favour

Big Lunch (S137) £130 prop Cllr Allwood, sec Cllr Kay, all in favour

Harrietsham In Bloom (S137) After some discussion, it was agreed that, rather than offer two grants, the council would offer a single grant of £1,500 to cover both items. It would be paid, as currently, in two installments, one in April, and one in September. Following on from this, it would be for HIB to make their own arrangements with regard to watering. Prop Cllr Kay, sec Cllr Dean, all in favour.

Next Meeting: The date of the next meeting is Thursday 14th January 2016 at 7:30pm, Parish Office.

Meeting closed at 8:45pm.