

**Harrietsham Parish Council**  
**Finance and General Purposes Committee**  
**Minutes of meeting held on Thursday 18th April 2019 at 2:30pm**

1. **Present:** Cllrs Dean (Chairman), Roots, T Sams, Stanley and M Cuerden (RFO/Amenity Manager)  
Apologies: Cllr V Foster  
Members of the public: None
2. **Disclosures:** None.
3. **Minutes of the last meeting** (10th January 2019) were been approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records.
4. **Review of Accounts**–
  - \* The RFO started by asking Cllr Dean, as Chairman, to check and confirm the bank balances as stated for the end of March, comparing the original statements with the bank reconciliation in the accounts. All was found to be in order.
  - \* He then went through the accounts for 2018/19, which have now been finalised and are awaiting audit, answering questions as they arose. It was agreed that they all seemed to be in order.
  - \* Attention then turned to the current year’s accounts, where the same process was applied, and these were also agreed to be in order.
  - \* One of the main areas of discussion related to the tender currently out for maintaining the newly-acquired amenity land at the back of Saxon Place (the old CTRL site). It was noted that a significant part of the job is the clearance of rubble and debris left by the builders, and it was suggested that, following the success at attracting parishioners to the recent litter pick, this could be a good opportunity to again foster a public sense of engagement. It was therefore decided to hold off letting the new contract until councillors had a chance to arrange a community de-stoning. The RFO, as Amenity Manager, advised that the first significant piece of other work would be the cutting back of brambles in November, so we had until then to arrange something, unless it became necessary to do a cut beforehand.
5. **Review of Financial Regulations** – The RFO noted that these had not been reviewed since July 2017, explaining that nothing of significance had changed, so no major amendments were required. It was agreed, however, to remove the word “three” from paragraph 1.1 as being too specific. Other than that, it was agreed to **Recommend to Council** that the Regulations be adopted for another year. Proposed Cllr Roots, seconded Cllr Dean, all in favour.
6. **Review of Risk Assessments** – These were agreed to be generally still applicable, but with the following comments: (a) The RFO noted that, for historical reasons, the assessments are contained in two files, of different formats. It would make sense to combine them – maybe at the next review (b) The section on the clerk working alone refers to the office in the Village Hall. This now needs amending. (c) Under “Legal Liability”, reference is made to an aspiration to put Minutes on the website – it was noted that this is now more than that, as it happens regularly, so “aspiration” should be removed. (d) It was noted that the council has now moved to using on-line banking for almost all payments, and the only person with access to this is the RFO. The question arose as to what happens if something happens to him. The RFO was asked to insert an item into the risk assessment to cover this. (The simple answer will probably be that the council reverts to cheque payments whilst it deals with the Natwest to reconfigure the on-line access.) With these amendments, it was agreed to **Recommend to Council** that the risk assessments be adopted for another year. Proposed Cllr Roots, seconded Cllr Dean, all in favour.
7. **Investment Policy** – The new policy was considered, and it was agreed that the only amendment required was to remove the comment about there being a third, expired, loan to the Village Hall Trust, as this was irrelevant. Other than that, it was agreed to **Recommend to Council** that the Investment Policy be adopted for 2019/20. Proposed Cllr Dean, seconded Cllr Stanley, all in favour.
8. **Corporate Governance Questionnaire** – The form from the internal auditor was considered and answers formulated and agreed to all questions. It was agreed to **Recommend to Council** that the Questionnaire be returned with these responses. Proposed Cllr Roots, seconded Cllr Sams, all in favour.
9. **Revised Grant Form** – Cllr Roots had drafted a revised grant application form. Cllr Dean sought various clarifications, which were provided by Cllr Roots. Following a general discussion, Cllr Roots is happy to make some minor amendments, and will provide a revised draft to the Clerk for her approval and use.

10. **Date of next meeting** – Initially suggested as Thursday 11th July, this proved inconvenient, and is currently to be moved to Friday 12th July at 1:30pm in the parish office.

The meeting then moved to a Part II discussion – ie, a closed session to discuss confidential matters.

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Part II (Closed Session)

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

**2. Review of Accounts** – During the review of the accounts, Cllr Dean noted that the Clerk (and her husband) had spent a considerable amount of additional time over and above her usual hours – often involving weekends – without which the move into the new office could not have happened so smoothly. Cllr Dean estimated that the clerk’s extra time probably exceeded 70 hours, and felt that the clerk should be re-imbursed for this. She therefore proposed that the clerk be paid for 70 hours as an overtime payment, which was seconded by Cllr Stanley, with all in favour.

After some further discussion, Cllr Stanley then proposed an amendment to this approved motion, being that overtime should be paid at time-and-a-half, since most had been done at weekends. This was seconded by Cllr Sams, with all in favour. It was therefore agreed to **Recommend to Council** that the clerk be paid for 70 additional hours at 50% over her usual hourly rate.

Meeting closed at 15:35.