

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Tuesday 12th November 2019 at 1:30pm

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

2. **Disclosures:** Re Grants: Cllr Roots (Treasurer for HIB and H VHT) and
Cllr Stanley (Personal Trustee on H VHT)

3. **Minutes of the last meeting** (12th July 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 October 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, answering questions as they arose. At 7.5 months into the year, all is looking pretty much as expected.

There was a brief non-conclusive discussion concerning the 2020/21 budget, but the matter was deferred until decision-time at January's F&GP.

5. **Medical Centre Lease:** The RFO reviewed the current situation – which is basically to say that we appear to have stalled. The new lease, after approval by the Len Valley's solicitors and this Council in August, went off to the NHS Clinical Commissioning Group, from whom we have heard nothing yet.

6. **New Financial Regulations:** The RFO had previously circulated a version of the NALC-recommended Regs, together with his proposed amendments. Following a little feedback, for this meeting he had re-distributed them, but this time with his amendments incorporated, and the replaced original text removed – giving a clean version for perusal. There then followed a discussion in which the proposed regulations were gone through, with the RFO answering questions as required. With no further changes identified (other than one minor typographical matter), the Financial Regulations were accepted "as is". It was therefore agreed to **Recommend to Council** that the new Financial Regulations as proposed be adopted; proposed Cllr Roots, seconded Cllr Dean, All in Favour.

7. **Grants and Donations:** The RFO had previously circulated a report on the grant applications received, and proceeded to go through the forms individually so that each could be discussed in turn. After some discussion, each application was then individually voted on, with the following results to be **Recommended to Council:**

	Proposed	Seconded	All in Favour
Fish Scheme	(£600) Cllr Roots	Cllr Sams	yes
St John Church	(£186) Cllr Dean	Cllr Roots	yes
	(£540) Cllr Dean	Cllr Sams	yes
	(£1000) Cllr Sams	Cllr Stanley	yes
Friday Coffee	(Hire) Cllr Dean	Cllr Stanley	yes (Cllr Roots abstained)
H in Bloom	(£100) Cllr Dean	Cllr Sams	yes (Cllr Roots abstained)
H VHT	(£1000) Cllr Sams	Cllr Dean	(Cllrs Roots and Stanley abstained)
Garden Soc	(£150) Cllr Sams	Cllr Dean	yes

It was noted that the Village Hall Trust had not submitted accounts with their application, nor had the Gardening Society. It was therefore agreed that the Committee's recommendation was conditional upon receiving these (or, in the case of the Society, at the very least receipts showing proof of expenditure to at least the amount requested).

8. **Date of next meeting** – Thursday 16th January 2019, at 1:30pm in the Parish Office.

Meeting closed at 2:55pm.