

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Thursday 19th April 2018 at 1:30pm

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

3. **Minutes of the last meeting** (18th January 2018) were been approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records.

4. **Review of final 2017/18 Accounts.** The draft accounts had been previously circulated. The RFO went through the summary information and answered questions as they arose. It was agreed that there didn't appear to be any issues with them, and they were ready to go to internal audit.

The Chairman compared the March bank statements to the totals shown on the bank reconciliation, and agreed that all tallied.

5. **Review of 2017/18 Governance Return.** The RFO went through each of the governance statements individually, and all agreed that we could answer "yes" to all of them. This did, however, prompt a discussion about how information and supporting documents are backed up in case of any difficulty. The RFO commented that the spreadsheets themselves are printed and circulated on a monthly basis, so there is a paper record of them and the spreadsheet files are backed up in case of machine failure. However, the supporting paperwork isn't backed up, and only held in one location. It was agreed that the RFO would think about this, but we would wait until we have moved into the new office to see what facilities we might be able to make available there before progressing this further.

6. **Review of 2018/19 accounts to date.** The RFO showed the committee the current year spreadsheets, but as we are only three weeks into the year, there was little to comment on.

A question was, however, raised about the Glebe Field play area and the outstanding work, with associated invoice, from HAGS. The RFO explained that the cheque had been raised on the 15th June in response to a May invoice, but the work hadn't been completed, so it hadn't been sent. Despite the clerk chasing them several times, there had been no progress on the outstanding work, and we had received the impression that – essentially – HAGS had stopped talking to us about it, nor were they chasing their payment. The RFO had, in the end, credited the payment back in to the accounts on October 26th.

It was agreed that we should check with clerk to see if there was anything further to add to this, and that we should wait until next month before doing anything. This would then have been a full year since HAGS had raised their invoice, and then failed to complete the work. We could then contact the consultancy which does the play area safety inspection to arrange a six-monthly inspection, draw up a definitive list of what is still required, and then seek to appoint another company to maintain the area.

7. **Harrietsham Events Group.** This was a matter deferred from the previous F&GP meeting, pending further information. However, none had been received, so it was agreed to defer it once more to the next F&GP. If we then still haven't received anything, then it would be taken off the agenda, and any grant request would be processed in the normal way, should one appear.

10. **Date of next meeting** – Thursday 12th July 2018, at 1:30pm in the Parish Office.

Meeting closed at 2:35pm.