

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Thursday 20th April 2023 at 7:30pm

1. **Present:** Cllrs Dean (chairman), Luck, 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 January 2023) were approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records.

4. **Review of 2022/23 Accounts.** The RFO explained that this set of accounts were the final version for the year, and had just been checked by our internal auditor. He then went through each heading on both income and expenditure, highlighting the final actual figures against their respective initial and revised budgets, explaining the principle reasons for the movements, and answering questions as they arose.

The bank balances were shown and discussed – they had already been confirmed by the Internal Audit.

He outlined the current position concerning the medical centre, which is that it had transpired that the NHS had told the Practice last November that the lease was acceptable, but no-one told us. We had now asked for a copy of the latest version from the Practice's solicitors so that we could have one last check, (there being an amendment we had requested, but we didn't know if it had been put in). If all is well, then we should be able to get it signed quite quickly – there are some minor works highlighted by the District Valuer, but these are mainly internal, and so the Practice's responsibility.

The Village Hall continues to call upon the council's resources, but it is hoped that this is now quietening down. There is, however, provision in the 2023/24 budget for on-going support.

The Lottery Fund Teers Meadow project is now complete, and we now need to start thinking about maintenance of the field going forward. This is one for Environmental Committee, but which will almost certainly incur costs, possibly on-going in nature, which will need to come back to F&GP in due course.

5. **Audit of 2022/23 accounts:** The RFO distributed some copies of the Internal Audit Report, which, once again, showed the council to be a well run authority with no concerns of any nature at all. He then explained the process for progressing the audit at the forthcoming council meeting, explaining that it was important that the paperwork is approved in the correct order.

He then ran through the Internal Governance form which councillors will need to consider and approve at Council, reading each point in turn. All present confirmed that they could see no reason for anything other than affirmative responses throughout. Similarly, following the earlier discussions, the finance figures could also be approved.

6. **Teers Meadow:** As mentioned above, the Lottery project is now complete. The RFO reported an overspend on the budget of £20.80 (on a £45,000 project). Councillors agreed that this was probably an acceptable margin of error.

8. **Date of next meeting** – Thursday 13th July 2023 at 7:30pm.

Meeting closed at 8:30pm.