Harrietsham Parish Council

Finance and General Purposes Committee Minutes of meeting held on Thursday 11th November 2021 at 7:30pm

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

2. Disclosures: None

3. **Minutes of the last meeting** (21st September 2021) were approved at the subsequent Council meeting. A further copy was signed at this meeting for F&GP records.

4. **Interim audit 2021/22:** The RFO explained that the Internal Auditor had asked that we allow a mid-year audit in order to ease and smooth the end-of-year workflow. This had been undertaken at the start of November, and a report received. This report had been previously circulated to councillors. It's main finding was that the council continues to operate an effective accounting process. The auditor again referred to the Fidelity Guarantee, which currently stands at £250,000 cover, despite our reserves amounting to in excess of $\pm 300,000$. It was, however, noted that we have a diminishing balance, as money gets spent, so it was felt that the current level was adequate in the overall context. Councillors were therefore happy with the current cover.

5. **Review of Accounts.** The RFO went through the transactions since the last meeting, and answered all questions as they arose. It was concluded that all were happy with the accounts to date.

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

6. **Grant Requests:** The RFO reported that we had received three requests in addition to those dealt with earlier in the year. The committee considered each in turn, and decided:

Harrietsham Fish Scheme – requested £600 – After some discussion, it was agreed that £500 be offered, prop Cllr Dean, sec Cllr Foster, all in favour

Harrietsham PCC - requested £655 - agreed, prop Cllr Dean, sec Cllr Foster, all in favour

Friday Coffee Morning – The team is hoping to re-commence the popular Coffee Mornings in the new year. This application is to request that the council cover the VHT's hall rental if it does. This is a resumption of our previous support. It was agreed that the council would pay the hall hire charges for the Coffee Morning, prop Cllr Roots, sec Cllr Stanley, all in favour.

8. Date of next meeting –13th January 2022.

Meeting closed at 8pm.