

Harrietsham Parish Council
Finance and General Purposes Committee
Minutes of meeting held on Tuesday 11th July 2017 at 1:30pm

1. **Present:** Cllrs Dean (chairman), T Sams, Stanley, and M Cuerden (RFO)

Apologies: None

Members of the public: None

2. **Disclosures:** None

3. **Minutes of the last meeting** (24th April 2017) These were approved (unamended) at the subsequent Council meeting. Further copies were signed at this meeting for F&GP records.

4. **Review of 2017/18 Accounts to date:** The RFO put on the screen the latest accounts and went through all the income and expenditure headings, answering questions as they arose. Everything appeared to be progressing satisfactorily, with no issues arising. There was a brief discussion about the new office and the expected capital spend. There was further discussion, this time about Teers Meadow and the grant applications currently being prepared. Cllr Sams mentioned that this may entail a possible contribution from the Council of £775 to facilitate a match-funding grant. The Chairman checked the bank balances on the spreadsheet against the bank statements, and confirmed that all numbers tallied.

5. **Grant request – Toddler Group:** The request for £193 seemed very reasonable, and the group is one that the council feels it worthwhile to support. The request was therefore approved for payment under the Committee's delegated powers (as they wish to buy the items in a sale currently underway, so time is of the essence). Proposed Cllr Sams, seconded Cllr Stanley, all in favour.

6. **Grant request – History Society:** This was actually the moving of the coffee morning from one hall to the other, and extending it by one hour. There was a little surprise that the VHT hadn't shown sufficient flexibility to just do this, but, as they hadn't, the council felt it should. The request was therefore approved, proposed Cllr Stanley, seconded Cllr Dean, all in favour.

7. **Review of Standing Orders & Financial Regulations:** The RFO reported that both he and the Clerk had looked through the documents, and felt that they were still fit for purpose, and required no amendment. As they had been previously circulated to councillors, they were then asked if they had spotted anything that needed changing. In the absence of any suggestions, both were re-adopted for the current year. Proposed Cllr Dean, seconded Cllr Stanley, all in favour.

8. **Review of Risk Assessments:** The RFO reported that both he and the Clerk had looked through the documents, and felt that they were still fit for purpose, and required no amendment. As they had been previously circulated to councillors, they were then asked if they had spotted anything that needed changing. In the absence of any suggestions, both were re-adopted for the current year. Proposed Cllr Dean, seconded Cllr Stanley, all in favour.

9. **Date of next meeting:** Thursday 9th November 2017 at 1:30pm

Meeting closed at 2:40pm.