

**MINUTES OF THE LITTLETON & HARESTOCK  
FINANCE and RESOURCES COMMITTEE MEETING  
held on Monday 8<sup>th</sup> May 2019  
at the Sports Pavilion, Littleton Recreation Ground.**

**Present:** Cllr P Cunningham (Chairman), Mr J Biddlecombe, Mrs H Saunders and Mrs L Fielding (Clerk&RFO).

F19-001 **Apologies for Absence**  
Cllr K Learney

F19-002 **Declarations of Interest**  
Nil.

F19-003 **Minutes of the meeting held 6<sup>th</sup> March 2019**  
The minutes of the meeting of 6<sup>th</sup> March 2019 were presented and it was proposed by Mr J Biddlecombe and seconded by Mrs H Saunders that the minutes be accepted. **RESOLVED: That the minutes of the meeting held 6<sup>th</sup> March 2019 be approved.**

*Note: These minutes (8<sup>th</sup> May 2019) are draft until approved and signed at the next Finances and Resources meeting on the 4<sup>th</sup> September 2019.*

F19-004 **Matters Arising:**  
The clerk reported that she had received notification from Vicky Patterson (MOD) who has taken over responsibility from Mr Dennis Thomas and that she will be taking forward the new lease of the Harestock football field.

F19-005 **Review of Audit Report / Annual Accounts**  
The clerk reported on the recent internal audit and the audit report was discussed by the meeting. The suggestions from the auditor on the AGAR submission and the income&expenditure third party references have been followed, and following discussions with the auditor the clerk has reviewed the last four years of tax reclaims and identified a problem which will be resolved with the next VAT reclaim. The auditor also suggested improvements to the risk register and working alone policy which will be acted upon. Remarks regarding the payments policy and the Littleton Recreation Ground charity will be covered in future Finance&Resources meetings.

F19-006 **Employees**  
Nil

F19-007 **Legal Matters / Health and Safety**

a. Standing Orders

It was noted that there is a new model standing order document on the HALC website, however there will not be sufficient time to update this prior to the Annual Parish Council meeting. It was agreed that the current standing orders would be presented for approval at the Annual Parish meeting, and the clerk would investigate the model document to identify any changes needed. **LF**

b. Working Alone Policy

It was agreed that the clerk should investigate options for installing a panic button in the Parish office as soon as possible. **LF**

c. Risk Register

The clerk was asked to improve the risk register as proposed by the auditor, and Mrs H Saunders volunteered to support her by reviewing the first draft. **LF**

- F19-008 **Investment Strategy / Statement of Internal Control**  
The investment strategy was reviewed and it was agreed that the clerk should look for a second investment account to hold additional funds. The Statement of Internal Control was reviewed and approved unanimously. **LF**
- F19-009 **Bank Reconciliation**  
The clerk reported Mrs J Burgess had reviewed the bank reconciliation documents for Dec18, Jan19, Feb19 and Mar19 and made sure the figures matched the bank statements.
- F19-010 **Current Financial State**  
The Parish Clerk explained the current expenditure and receipts received; these were found to be satisfactory, with expenditure expected to be contained within budget.
- F19-011 **Any Other Business**  
Nil.
- F19-012 **Date of next meeting**  
4 September 2019 in the Sports Pavilion at 9:30am