

# HARMSWORTH MEMORIAL TRUST

**Minutes of the meeting of the Finance Committee of the Trust held on Monday 9<sup>th</sup> September 2013 in the Village Hall, following Benenden Parish Council Finance Committee meeting at 09.30, pursuant to notice**

Present: Cllr Reynolds, Cllr Beattie, Cllr Thomas

In Attendance: Fiona Chalk – Clerk, Cllr Butler-Graham

**F001/13 Apologies**

None.

**F002/13 Declarations of Interest**

None

**F003/13 Election of Chair**

Cllr Reynolds proposed Cllr Beattie, Cllr Thomas seconded.

**F004/13 To note the new presentation of the accounts**

Cllrs noted that accounting records are now kept on an Excel Spreadsheet, giving details of Cashbook and Reconciliations – these are kept in monthly format. Cllrs discussed the Village Hall Committee having its own bank account which holds the money it earns and spends on the village hall. Cllrs noted that as Trustees, they should see regularly accounts of the BVHMC, preferably on a monthly basis. It was agreed to recommend consideration be given to the amalgamation of the village hall accounts into the HMT accounts, from the next financial year.

**F005/13 To consider giving the Clerk ‘view only’ access to online-banking**

Cllrs agreed to recommend that this be permitted.  
Cllrs agreed to recommend Cllr Thomas be added as a signatory on the account  
Cllrs agreed to recommend Fiona Chalk be added as named contact on the account to replace Karen Bell.

**F006/13 Items for Future Consideration**

[i] monitoring of budget – Clerk to produce Cashflow showing spend against budget  
[ii] Financial regulations – Cllrs agreed to recommend an Internal Audit by a Cllr is carried out twice a year on an unannounced basis. Cllrs agreed that the Financial regulations applying to BPC should apply to HMT as that this be recommended for approval at the next HMT meeting on 16<sup>th</sup> September. **Clerk to Action**

**F007/13 Date of Next Meeting**

It was agreed the next meeting for budget setting would take place on 11<sup>th</sup> November at 9.30 a.m.

The meeting was closed at 10.20 am.

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Chairman..... Date..... Page 1

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