



# Hartlebury Parish Council

Clerk to the Council – L Cleaver  
Email: [hartlebury.clerk@gmail.com](mailto:hartlebury.clerk@gmail.com)  
Website: [Hartlebury.org.uk](http://Hartlebury.org.uk)  
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**Minutes of the virtual Finance Committee Meeting Tuesday 27<sup>th</sup> April 2021. This virtual meeting was due to COVID -19 to ensure council functionality.**

**Present Cllrs S Tranter (Chair), C Atkinson, A Buck, also present L Cleaver (Clerk) and four members of the public.**

**The meeting started late at 7.23pm to allow all to attend.**

## MINUTES

**The Chair gave his apologies for the late start of the meeting and condolences to the Royal Family.**

1. Apologies. None
2. Declarations of Interest. None.-
3. Dispensations. None.
4. Minutes of previous meeting.  
Proposed by Cllr Atkinson and seconded by Cllr Buck and unanimously RESOLVED that the minutes of the meetings full and confidential Monday 15<sup>th</sup> February 2021 be signed as a correct record.
5. Allotments,
  - a) Reviewed the allotment payments end of March 2021 as per schedule £695.27.
  - b) Reviewed the allotments not paid end of March 2021 as per schedule £293.82
  - c) Proposed by Cllr Tranter and seconded by Cllr Buck and unanimously RESOLVED for the Clerk to order two Smart water kits because the original Smart water kits could not be located, these to help protect the allotment holders.
  - d) DEFFERED until July the consideration of any excess funds to be allocated to possible ongoing allotment repairs.
6. Budget v Actual 2020/21
  - a) Reviewed to end January 2021 noted by all.
  - b) Reviewed to end March 2021 noted by all with reference being drawn to the attention of the Committee that the Councils Chair had not taken his Chairman's allowance the Clerk to discuss with the Chairman.
7. Budget 2021-22
  - a) Reviewed by all, budget 2021-22, with the following changes, to remove the magazine budget £250.00, to set aside £500 for advertising events for the Parish, CIL levy to be reserved, to bring forward the balance reference Litigation.
8. Bank Reconciliation
  - a) Review the position end January 2021, noted by all.
  - b) To review the position end March 2021. noted by all, Cllr Buck to contact the school as cheque for £20 still not presented, Cllr Tranter to contact HSBC with regards cheques ending 50, 52 and 53 refused.
9. To consider payments for approval: -
  - a) Clerks Expenses £ 20.69 as circulated, agreed by all.
  - b) Top Cut March Invoice 9049 £498.00, agreed by all.
  - c) Agreed by all new invoices received CALC subscription inv 8389 £1157.78, Kidwells Solicitors £150 plus vat £30 total £180.00 invoice 12580 other invoices will be paid by the Clerk as bi-monthly meetings.

10. Zurich Insurance.
  - a) Zurich Insurance reviewed by all, renewal £ 1,111.12, plus £274.32 for the additions to the policy schedule noting the Asset Register. Total £1,385.44 agreed by all. Cllr Tranter to look at the old asset register to see why the land and village hall £18,500 does not appear as a separate line on the new register.
11. HSBC Bank Update by the Chair.
  - a) Primary User at last changed from the Clerk of four years ago to Cllr Tranter. ..
  - b) Following closure by HBSC of the Councils deposit account due in part to the problems in amending the primary user /safeguarding review, agreed by all to keep the account closed.
  - c) HSBC complaint raised by Cllr Tranter due to the above, no fault of the Council.
12. AGAR 2020/21, noted by all, submission deadline Friday 2<sup>nd</sup> July 2021.
13. CALC Training.
  - a) DEFFERED, until after the annual meeting 5<sup>th</sup> May.
14. Improvement to play area surfacing (footfall) noted by all, quote £38,494, to leave for the time being.
15. Handyman/Maintenance Person, to consider the painting of the 4 x picnic benches £ 280.00 with cellulose matt finish protector. Clerk to contact maintenance person for any guarantee/life expectance before having to recoat.
16. Financial Regulations proposed by Cllr Atkinson and seconded by Cllr Tranter and agreed by all that point 9.9 cash procedure accepted.
17. Asset Register (Nov 2020), agreed by all to hold a zoom meeting during the next 3 weeks, to discuss when to review physically Councils assets and why the village hall and land appears on the old register but not the new. Cllr Tranter to call said meeting.
18. PCC letter asked for consideration of a donation for 2021 season, discussed by all that circumstances had not changed from last year to this in that the PC cannot directly fund the PCC. Agreed by all for Cllr Atkinson to contact the people who look after the church ground to see if have a Charity status, thus the FC could consider possibly funding the charity.
19. Defib sign acceptable, colour may need to change, sign already agreed at £75.00 this new sign £80 plus 4 clips @ £2.50 each total £90. Proposed by Cllr Tranter and seconded by Cllr Buck to continue with purchase.
20. Signage, no access to front of parish hall and no access car park from Pentanque court, yes agreed to consider signage, Clerk to obtain prices and Cllr Tranter.
21. DEFFERED the review of possible banking alternatives – Lloyds and Unity
22. Proposed by Cllr Tranter and seconded by Cllr Buck to adopt the General Reserve Policy.
23. Matters for urgent consideration, viewed by all Western Power electricity connection works Village Green, Waresley Court Road, all considered acceptable.
24. Items for future agendas, Finance Committee Terms of Reference.

25. Date of next meeting, Tuesday 6<sup>th</sup> July 2021

Signed ..... (Chair). Dated.....