



Hartlebury Parish Council

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MINUTES OF THE FINANCE COMMITTEE MEETING HELD TUESDAY 7th JUNE 2022

PRESENT: - Cllrs S Tranter (Chair), C Atkinson, A Buck, S Newman.

ALSO PRESENT: - L Cleaver (Clerk) and two members of the public.

31. ELECTION OF CHAIRMAN

Nomination by Cllr Newman and seconded by Cllr Buck that Cllr S Tranter be nominated as Chair. With no other nominations Cllr S Tranter was duly elected as Chair of the Finance Committee.

32. APOLOGIES.

Cllr Pratt- not back in time as travelling. Cllr Ingham on business.

33. DECLARATIONS OF INTEREST.

None

34. DISPENSATIONS.

None

35. MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Atkinson and seconded by Cllr Buck and unanimously **RESOLVED** that the minutes of the meeting held Tuesday 1st March 2022 be signed as a correct record.

36. BUDGET v ACTUAL 2022/23

The budget reviewed by all for the first month of the financial year with comments regarding the events fund which would further discussed in the meeting under agenda item 15.

37. BUDGET 2022-23

Concerns over the Grass Cutting section which would need to be uplifted by £2690 in line with the Grass Cutting Contract recently signed. Agreed by all to move £600 from Training and £900 from Summer Fayre and move to Grass Cutting. Further possible changes to be reviewed at the next meeting.

38. BANK RECONCILIATION

Reviewed by all the position at 1st May 2022 with a discussion regarding Ear Marked Reserves. Unanimously agreed the position at 1st May 2022 and signed by the Chair Cllr S Tranter.

39. PAYMENTS FOR APPROVAL

Unanimously agreed by all

- a) Clerks Expenses £114.31 as circulated February ,March, April
- b) Clerks Salary £1339.46 April 2022

- c) Nest Pension refund to the Clerk as paid from their own account £286.14 details as circulated for the months of December to April .

40. FUTURE BUDGETS - 2023/24

The budget presented and discussed by all with no increase anticipated for the time being. The header Summer Fayre be amended to Easter Fayre

41. FINANCE COMMITTEE TERMS OF REFERENCE

Reviewed and agreed by all no further changes needed to be made.

42. INTERNAL AUDIT RECOMMENDATIONS

Reviewed by all the internal auditors' recommendations and agreed that with time constraints parish councillors were unable to progress matters and so the Councils maintenance person contacted to see if they could assist with an asset inspection scheduled.

43. MODEL COUNCILLOR CODE OF CONDUCT 2022

Agreed by all the adoption of the Local Government Association model Councillor Code of Conduct 2022.

44. FACEBOOK POLICY

Reviewed by all and agreed that the policy in place was robust and adequate and no further change required.

45. EVENTS UPDATE

At the end of May the Parish Council had outstanding, one stall holder payment of £15 and that cheque would be received in the week. When received the events figures would be :- £545.62 towards the next parish event. £545.62 to be awarded to a local charity/s, £40 to the PCC, total £1,131.24. A discussion took place with regards which charity/s, funds should be awarded. The Events Team who oversee the fayres functionality to present their thoughts for presentation to the full council.

46. DONATIONS/PLAYINGFIELDS & NOTICEBOARDS

Reviewed by all with considerable change to the structure ensuring local charities and organisations within the Parish benefit from said changes. List to be amended and presented to full council for consideration.

47. COUNCIL DEBIT/CREDIT CARD

Agreed by all to secure a HSBC credit card for use by the Clerk instead of the Clerk using their own card thus ensuring good practice. Card only used on agreed spend and regulations to be amended accordingly

48. MATTERS FOR URGENT CONSIDERATION.

Height restrictions on the gym equipment - to be investigated.

49. ITEMS FOR FUTURE AGENDAS

Review of budget 2023/24 and new budget 2024/25

- 50.** Date of next meeting, Tuesday 2nd August 2022 at 7.30pm

With no other business the meeting closed at 8.30pm

Chair S Tranter..... **Dated**.....

Hartlebury Parish Council Finance Committee. Cllrs Tranter (Chair) C Atkinson, A Buck, S Newman, K Pratt & T Ingham.

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