



Hartlebury Parish Council

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Minutes of the Finance Committee Meeting held at the New Elizabethan School, Quarry Bank, Tuesday 6th July 2021 commencing at 7.00pm

Present Cllrs STranter (Chair), C Atkinson, A Buck, T Ingham also present L Cleaver Clerk, no members of the public.

The meeting started at 7.05pm to allow all to attend.

MINUTES

46. Election of Chairman.

Nomination Sheridan Tranter, proposed by Cllr Buck and seconded by Cllr Ingham and with no other nominations Sheridan Tranter was duly elected as Chairman of the Finance Committee.

47. Apologies

Cllrs Sue Newman and Keenan Pratt, CALC Training.

48. Declarations of Interest.

None

49. Dispensations.

None

50. Minutes of previous meeting.

Proposed by Cllr Ingham and seconded by Cllr Buck and unanimously **RESOLVED** that the minutes of the last meetings Tuesday 27th April 2021 be signed as a correct record.

51. Allotments,

a) Allotment surplus end of April 2021 £351.22. Proposed by Cllr Tranter and seconded by Cllr Atkinson that the surplus be recoded on this year's budget under Allotment Expenses.

b) Discussion with regards the cutting of the allotment field as the farmer who currently cuts the area has no interest due to the loss of the field area, difficult to attract any one to cut due to the amount dog faeces. Clerk asked to contact the farmer again about the situation

52. Budget v Actual 2020/21

a) Reviewed to end May 2021 and noted by all.

53. Budget 2021-22

a) Reviewed by all with the following changes, that the Chairman's allowance would not be taken but instead Cllr Ingham wished for this amount to be donated to the local primary school, his kind gesture well received by all.

The balance from the Community Project of £2845.62 from last year is recorded on this year's budget.

A letter to be sent to the PHMC referencing £4,000 and £6,000 N Trust funding which Cllrs Buck and S Tranter believe should be on the Councils accounts and not on the PHMC's accounts.

54. Bank Reconciliation

a) Reviewed at the end May 2021 and unanimously agreed by all. .

55. To consider payments for approval: -

- a) Clerks Expenses £61.80 agreed by all
- b) Proposed by Cllr Tranter and seconded by Cllr Ingham that other invoices will be paid by the Clerk as bi-monthly full council meetings.

56. Smartwater Update.

- a) Spend 2018/2019 £7814.20 plus vat £1562.84, total £9377.04. 82 kits had been returned to Smartwater by an ex-councillor as out of date. Cllr Tranter gave an update on the amount of kits recorded as used which seemed to raise a concern. A further review will take at the next meeting. All reminded of the very kind contribution from our Worcestershire County Councillor Tony Miller £500 towards future purchase and help and support from our Police and Crime Commissioner.

57. HSBC Bank Update by the Chair.

- a) Complaint raised 25th March by Cllr Tranter with HSBC, no reply from HSBC, Cllr Tranter will progress.

58. Annual Playground Inspection.

- a) ROSPA options (A) £236.00 plus vat inspection would place within six weeks, option (B) £395.00 plus vat inspection would take place within two weeks. Children's Play Advisory Service option (C) £100 plus vat as the inspection could take place at the same time as Cllrs Safety Checks Inspections which had been agreed previously. Proposed by Cllr Tranter and seconded by Cllr Buck and unanimously agreed that option C be taken up.

59. Website Speed.

- a) Website hosting speed concerns raised by Cllr Tranter to consider doubling the bandwidth of the service , the current price £43.00 to go from option 1 to option 2 at £71.88 per year which was unanimously agreed.

60. Lengthsman

- a) Agreed by all to move the VAS to Woodbury Close until the end of September To then move the VAS to Station Road, both speeding concerns raised by members of the public.

61. Handyman/Maintenance

- a) List of works reviewed and unanimously agreed for the painting of two picnic benches on the play area at £70 each. Other works to be considered after a review of the Asset Register.

62. Finance Committee Terms of Reference.

- a) Reviewed with only a change to the list of members with no other recommendations to Full Council.

63. Asset Register (Nov 2020),

- a) Cllr Tranter gave an update. Photos of councils assets taken as a visual reference and a full review at the next meeting.

64. PCC Letter,

- a) Position relating to the request for a donation for 2021 reviewed again and recommendation would have to be followed. It was hoped that the PCC and the PC could run a Christmas event together and the Business Liaison Group to take up the challenge.

65. NEW HOMES BONUS

- a).Cllr Atkinson gave an update with regards electricity works for the Christmas tree lights, quotes for this and the gym equipment should be available at the next meeting of the Full Council.

66. Signage,

- a) No access to front of parish hall and Pentanque court, no cost to be considered as being made in house.

67. Internal Audit

- a) Recommendations reviewed. Only one concern raised this audit. The Chair thanked the Clerk for all her hard work. The development of Risk Management started.

68. Grant Application

- a) Hartlebury WI £ 250.00. To ask the author of the request if the access to funds from national "umbrella "or "parent "organisation's applicable.

69. Hall Hire.

- a) Consideration given to three possible venues for Parish Council meetings, (full, finance and staffing meetings). After consideration it was proposed by Cllr Ingham and seconded by Cllr Tranter the continued use of the schools facilities at no charge to the Council but a donation of £200 for the school at the end of the year be offered to help it's pupils.

70. Donations

- a) After a lengthy discussion it was unanimously agreed to ask for donations for use of the playing fields and village green area to help support this year's Christmas project the purchase of a Christmas Tree and lights on the village green.

71. Matters for urgent consideration.

The payment of £14.00, hire of the Village Hall for the inspection of the Councils accounts 2020-2021. Payment to Top Cut Invoice 9354 £495.00 part of the maintenance contract

72. Items for future agendas.

Budget 2022 – 2023

Budget 2023 – 2024

Asset Register.

Xmas festivities funding.

Broadband speed for the parish

Possible security of the car park at the village hall.

PAT testing.

73. Date of next meeting, Tuesday 7th September 2021

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