



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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Minutes of the Finance Committee Meeting held at the New Elizabethan School, Quarry Bank, Tuesday 7th September 2021 commencing at 7.00pm

Present Cllrs S Tranter (Chair), C Atkinson, S Newman, K Pratt and T Ingham, also present L Cleaver Clerk, no members of the public.

MINUTES

105. APOLOGIES.

Cllr Buck work commitments, Cllr Ingham arrived 19.05

106. DECLARATIONS OF INTEREST.

None

107. DISPENSATIONS.

None

108. MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Atkinson and seconded by Cllr Newman and unanimously **RESOLVED** that the minutes of the last meeting Tuesday 6th July 2021 be signed as a correct record.

109. ALLOTMENT/TENANCY AGREEMENT,

- a) It was unanimously agreed that the two tenants who have not signed this year's allotment agreement (plots 2 & 16) be sent an appropriate letter.
- b) It was unanimously agreed that the plots not being tended (plots 13, 36 & 44) a Notice of Improvement letter be issued.

110. BUDGET v ACTUAL 2020/21

- a) Reviewed to the end of July 2021 and noted by all
- b) Reviewed to 26th August 2021 and noted by all

111. BUDGET 2021-22

- a) Following a review it was agreed by all that the following changes needed to be made: - Staff Costs "Locum Clerk" £2237.50 is moved to Salary (net). £500 from Maintenance "Minor Works" be moved to Bus Shelters. £300 from Maintenance "RoSPA" be moved to Bus Shelters. £1000 Other "Grants" be moved to External Audit"

112. BANK RECONCILIATION

- a) The position to end July 2021 reviewed and unanimously agreed by all.
- b) Adjustment to funds £335.58 which could not be identified 2019/20 when taking over from the previous and still not come to light 2020/21 be adjusted on this year's figures.

113. TO CONSIDER PAYMENTS FOR APPROVAL: -

- a) Clerks Expenses £58.51 reviewed and agreed by all

b) Noted by all direct debit notice, Savills £337.50 for the allotments March to end Sept 2021.

114. ANY OTHER INVOICES TO BE CONSIDERED.

a) Agreed by all that the payment to Hobbycraft by the Clerk for £17.50 be reimbursed. Easel, boards and pins for the display at the Lockdown Event on the village green 28th August.

115. SMARTWATER UPDATE.

a) Details from 2018 circulated for background information. Spend 2018/2019 £7814.20 vat £1562.84 total £9377.04. 82 kits returned to Smartwater out of date by previous. Smartwater have only registered 296 kits in Hartlebury. Clerk at the Event 28th August asked for any interest for Smartwater Kits for consideration by the Council no interest received. It was unanimously agreed to add the words "Security Marking" to the publication and repost on the website and FB page to see if that generated any interest.

116. GARDENING CLUB GRANT APPLICATION.

a) It was unanimously agreed that the grant application for £250 be awarded.

117. SAFEGUARDING RISK AT THE TENNIS COURT.

a) It was unanimously agreed that the risk considered low. The court always open on one side, hedges on two sides to be kept tidy, hedge on side directly opposite houses be cut to 8ft. The grounds maintenance contract to be amended accordingly and any leaves on the tennis court to be collected in the autumn.

118. BROADBAND SPEED FOR THE PARISH.

a) BT contacted with regards Community Fibre Partnerships with Open Reach. They share the cost of the scheme with the community. Need to enter all addresses that have an interest to join the partnership, a quote then supplied. It was decided the best way forward was to contact Worcestershire County Councillor Tony Miller, perhaps WCC looking at a scheme that may help the Parish.

119. LENGTHSMAN

a) Slow process from training to appointment. Candidate for the position of Lengthsman has taken up another position. It was unanimously agreed for another advertisement be placed on the website and FB page for a month and to stay with the current arrangements using the temporary Lengthsman services.

120. HANDYMAN/MAINTENANCE

a) Noted by all that the approval of the painting of the two picnic benches on the village green be cancelled as only one picnic bench on site and two chairs. A review to take place following a review of the Asset Register.

121. MEETING DATES 2022

a) Meeting dates approved for 2022 and duly noted that these were subject to change with the correct notice given.

122. ASSET REGISTER

a) Noted by all the hard work by Cllr Newman updating physically the Asset Register. The Chair thanked her for all her work. Noted by all that the register still needed to be completed and should be ready in time for the next Council meeting. An appropriate and commonly used method of fixed asset valuation for first registration on the register would be at acquisition cost. The recorded value of the asset would not change from year to year unless the asset materially enhanced. For reporting purposes the original value of the asset would stay constant throughout its life until disposal.

123. VILLAGE HALL

a) Concerns discussed over the life expectancy of the Village Halls structures and adequate buildings insurance cover. The reply from the HPHMC was that it was unclear as to why an enquiry of that nature made since the Hall building was not the property of the Parish Council. Assurance given that the Hall Trustees had adequate insurance for its requirements. It was agreed that a qualified person look at this subject.

124. INTERNAL AUDITOR

a) Unanimously agreed to continue with the services for the year 2021-22, DK Edwards's. Terms would remain the same and fees would be the same as 2020-21, £190.00 plus any travelling at 45p per mile.

125. NEW HOMES BONUS

- a). The current position reviewed with no other comments.
- b) Reviewed by all the proposal by Cllr Pratt. To accept the quote from Sunshine Gym for 10 gym items. References taken up, start date given when order placed, no upfront payment. The Chair thanked Cllr Pratt for all his hard work.

126. RISKS

- a) Unanimously agreed the day to day risk considerations as example agenda item 13 to be adequate.
- b) Unanimously agreed to accept the Risk Assessment Schedule presented 7th September with no further changes.

127. EXTERNAL AUDIT

- a) Complaint raised by two members of the public reviewed by all.
- b) Discussion over the possible cost implication from the External Auditor and an additional allowance added to the budget of £1000 (ref to 111)
- c) The Clerk would also note additional hours worked on a reply.

128. BUDGETS 2022- 2023 & 2023 -2024

- a) The budget set 2022 – 2023 reviewed with the following changes, Locum Clerk expenditure to Salary (Net) as no locum clerk . To amend the Grant to £1000, balance to bus stop maintenance.
- b) The budget set 2023- 2024 reviewed, changes to be made, Locum Clerk expenditure to Salary (Net). Grant to be changed £1000, balance to bus stop maintenance It was agreed by all that a new category be added “Asset Maintenance” to reflect ongoing maintenance works needed on the Councils assets. The Finance Committee to continue a review of both budget years at the next meeting.

129. HALL HIRE.

- a) Meeting places considered for council meetings (full, finance and staffing) 2022. If the Council owned a suitable room in the locality which could be used free of charge meetings must be held there. The Council may use free of charge a room in any school maintained by the local education authority or a room maintainable out of any rate. It was agreed to contact the local school.

130. CHRISTMAS FESTIVITIES NOVEMBER 27TH. (Hartlebury Christmas Fayre).

- a) NHB expenditure which included the Christmas tree and lights for the event reviewed.
- b) Christmas tree funding £30 maximum, lights supply GJH £1656, hole for the tree Cllr Buck may be able to help, input required from the full council regarding the colour of the Christmas tree lights and the position of the tree. Business Liaison Advisory Group to continue meeting until event finalised.
- c) After a lengthy discussion it was decided to use £500 from the budget “Advertising Events” for the event on 27th November, to cover all necessary expenditure. Full breakdown of expenditure would be presented to full council together with an estimate on how £1000 profit may be achieved for the PCC for the maintenance of the churchyards. Cllr Ingham could organise any leaflets required. The hall to be hired £48 and a cheque raised for the deposit of 25%, £12 urgently needed to secure the venue. Insurance quote needed to cover the event. An Extra Ordinary Meeting required when all costing finalised to have full support of the Council.
- d) Risk assessment for the event reviewed without any changes.

131. HSBC

- a) It was noted that as of 1st November 2021 HSBC are making changes to all business accounts, our account is not eligible for a Charitable Bank Account and a consideration to use Unity Bank

132. ANY OTHER MATTERS FOR URGENT CONSIDERATION.

Payment to the HPHMC for £12, deposit urgently needed to secure the village hall for the event 27th November.

133. ITEMS FOR FUTURE AGENDAS

Unity Bank, Budget review.

134. Date of next meeting, Tuesday 2nd November 2021

UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PUBLIC AND PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTAIL NATURE OF THE AGENDA ITEM

135. CHADWICK BANK

A yearly income could be set for the next 5 years.

The meeting closed at 10.15pm

Chair..... Date.....