



Hartlebury Parish Council

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MINUTES OF THE FINANCE COMMITTEE MEETING HELD 4th OCTOBER 2022.

PRESENT: - Cllrs S Tranter (Chair), C Atkinson, A Buck, T Ingham, K Pratt.

ALSO PRESENT: - L Cleaver (Clerk) and 1 member of the public

116. APOLOGIES.

Cllr Newman, unwell. Chair noted that Cllr Ingham would attend the meeting but had been delayed.

117. DECLARATIONS OF INTEREST.

None

118. DISPENSATIONS.

None.

119. MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Buck and seconded by Cllr Atkinson and agreed by all that the minutes of the Finance Committee meeting held Wednesday 3rd August 2022 be signed as a correct record.

120. BUDGET v ACTUAL 2022/23

Budget reviewed by all to 1st September 2022 first 5 months of the year. Discussion took place with regards the allotment amount of £2000 which was confirmed earmarked if not spent in this financial year, with a payback structure of £400 per year over a 5 year period. Noted also the Lengthsman duties to date and the slowness of works being carried out.

121. BUDGET 2022-23

Following a review of the budget the Committee agreed to move £100 from "Easter Fayre" and move to "Minor works/Tree survey" to cover the spend.

Noted by all Cllr Ingham arrived 7.50pm

122. BANK RECONCILIATION

Reviewed by all the position at 1st September 2022 and signed by the Chair S Tranter. Noted by all that chq 102267 £15.00 remained outstanding and would be followed up

123. PAYMENTS FOR APPROVAL: -

Unanimously agreed to approve the following payments:-

Clerks Expenses £64.87 for September 2022 as circulated

Nest Pension refund to the Clerk as paid from own account £105.82 (July & August 22)

124. FUTURE BUDGETS/PRECEPT - 2023/24

Final version circulated would give a precept figure of £37,496.00 indicating no increase. After a review it was decided to increase the Maintenance Section by £6000 for repairs to the bus shelters and kissing gates and an increase of £1000 to Grants.

Cllr Pratt felt the increase of £7,000 should not go ahead at these very difficult times. The budget/precept to be presented for recommendation to the full council 1st November 2022

125. MITRE OAK –TOP REMOVAL QUOTATION.

Following the Tree Survey (as circulated) it was agreed by all to accept the quotation by the Contractor who had previously undertaken work on this tree in 2004. Works to be undertaken only with the consent of WDC, use of a mobile hoist would be required, works to be carried out after the Councils year end £2,000 plus vat. Plus any associated planning permissions.

126. FUTURE BUDGET 2024/2025

Considered by all the first draft budget for the year 2024/2025, it was agreed to increase this budget to a Precept Value of £44,496 in line with 2023/24.

127. MEETING DATES 2023

Agreed by all the 2023 Finance Committee meeting dates as circulated.

128. MEMORIAL WALL FROM CLLR BUCK

A discussion took place to consider investing funds from the budget "Asset Maintenance" of £1000 towards the building of a memorial wall 3 metre x 5 metre behind the chained area right of the hall instead of considering the cost of a memorial bench. This was not supported by two Cllrs, they felt insufficient information to give true consideration to this agenda item and that their preferred option to have a memorial bench. It was noted during the discussion there was already an agreed memorial bench behind the hall. Proposed by Cllr Buck to continue progressing a memorial wall, voting took place, 3 in favour and 2 against, therefore the agenda item would be submitted to full Council 1st November 2022.

129. SPORTS ENGLAND SINKING FUND.

A member of the public had provided the Clerk with an email regarding this subject. Without any supporting paperwork from Sports England it was agreed that the Council should write to Sports England and until a reply received the Council had set aside £500 year 21/22 and £550 year 22/23, a shortfall amount from previous years £1450 (18/19, 19/20, 20/21) had been added to the 2023/24 budget.

130. GRANTS POLICY.

Reviewed by all the Councils Grants Policy where it was decided the Policy fit for purpose so no changes to be made.

131. FINANCIAL REGULATIONS

Reviewed by all, after a discussion agreed that this policy be presented to the full Council without any changes.

132. INTERNAL CONTROLS POLICY

This policy was reviewed by the Councils Audit Review Financial Affairs Advisory Group on 6th September. Cllr S Tranter stepped in for Cllr Martins who was unable to attend that night. This policy following a review by the group amended and then presented to the Finance Committee for further consideration. A discussion took place with regards to the changes already made. With no further comments this policy to be recommended to the full Council 1st November 2022.

133. THE NATIONAL ALLOTMENT SOCIETY MEMBERSHIP

Reviewed and agreed by all to renew this membership of £55.00 plus vat £11.00 total £66.00 to the National Allotment Society in line with the Councils budget. Cllr Atkinson regularly attended their online events and the magazine received a good source of information.

134. ANY OTHER MATTERS FOR URGENT CONSIDERATION.

Cllr S Tranter to obtain a wreath for Remembrance Day £20 as last year.

The Council received a Parish Inventory form from WCC. There was nothing on the Councils files to suggest the Council have any lighting assets on the Highway that the Council is responsible for, agreed by all that to be the case.

The Council is due to pay HMRC Cumbernauld £480.22 second quarter, Cllrs S Tranter and Ingham to review the figure and authorise the transfer payment from HSBC bank as payment required by 22nd October 2022.

Cllr Atkinson raised an allotment rent concern for next year. Proposed by Cllr Ingham to increase the allotment rents by 10%, voting took place, 1 for and 4 against so this proposal was not supported. .

Proposed by Cllr S Tranter to keep the allotment rents for next year as this year, voting took place, 4 supported and 1 against, this proposal to be agreed by the full Council in December.

135. ITEMS FOR FUTURE AGENDAS

Cllr Atkinson to present an allotment update.

136. DATE OF NEXT MEETING.

Tuesday 6th December 2022, agenda items to be submitted by 21st November 2022

With no further business the meeting finished at 8.55 pm

Signed S Tranter (Chair)..... Dated.....

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