



Hartlebury Parish Council

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MINUTES OF THE FINANCE COMMITTEE MEETING WEDNESDAY 3RD AUGUST 2022

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

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

75. APOLOGIES.

Cllr Newman personal, Cllr Ingham away, Cllr Pratt unwell.

76. DECLARATIONS OF INTEREST.

Cllr Atkinson disclosed a Pecuniary Interest; agenda item 15 (4) installation, relative.

77. DISPENSATIONS.

None

78. MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Buck and seconded by Cllr Atkinson and unanimously agreed that the minutes of the Finance Committee meeting Tuesday 7th June 2022 be signed as a correct record.

79. BUDGET v ACTUAL 2022/23

a) The budget v actual reviewed by all to 1st July 2022, changes discussed would need to be made.

80. BUDGET 2022-23

a) Following a review of the budget v actual the following changes to be made. £165.00 to be moved from "Training" to "PCC Church" to cover the cost agreed for the clock maintenance. £500 to be moved "P3 Scheme to "Grass Cutting "to cover the increase to the contract after the budget agreed.

81. BANK RECONCILIATION

a) Bank reconciliation and ear marked reserves position reviewed and unanimously agreed by all at 1st July 2022, and signed by the Chair Cllr S Tranter.

82. PAYMENTS FOR APPROVAL: -

Unanimously agreed by all to approve the following: -

- a) Clerks Expenses £82.09 as circulated May and June.
- b) Nest Pension refund to the Clerk paid from own account £130.96 (May & June)
- c) To reimburse the Clerk £17.00, hire of the Village Hall (inspection of the accounts) on 18th July
- d) To reimburse the Clerk for the Allotment security light £21.99 (PO57)
- e) To reimburse the Clerk for a new urgent lock for the allotments £36.39

83. FUTURE BUDGETS - 2023/24

a) The budget for 2023/24 reviewed by all, following a lengthy discussion, the need to make changes to the following:- Add £250 to the item "Gardening Club" who continue to look after planters and planting around the village. To increase the Clerks salary following notice of a possible increase of 11% and not to consider the reduction in budgeted hours. A change to the "Tree Survey" figure when quotes received following the recent tree surveys undertaken this year. Compared to other Parishes Hartlebury still gave an average D band level of £27.33 against the national average £71.86. Hartlebury for a long time had not seen investments made resulting in the uplift of the precept this year. The final version to be reviewed again by the committee on 4th October for presentation to the full council 1st November 2022.

84. GRANT APPLICATION HARTLEBURY GARDENING CLUB

a) Considered by all the grant application of £90 for new wood barrels details as circulated. Cllr Atkinson mentioned that you could get 3 barrels for £75.00 from Dodford. It was noted by all this an additional grant application for this year, however as funds remained in the Councils budget it could be considered. In line with the Councils "Sustainability" approach, to ask the Gardening Club if they would consider recycled products rather than wood.

85. INTERNAL AUDIT 2022-2023

a) For continuity the committee agreed to continue with the services of the internal auditor for 2022-2023, D K E Audit Services. It was noted that an increase would be expected for that year of £10 (5.26%) from £190 to £200 and agreed unanimously.

86. FINANCE COMMITTEE TERMS OF REFERENE

a) The Chair deferred this to agenda item 17.

87. ALLOTMENT UPDATE CLLR ATKINSON

a) Cllr Atkinson gave the committee an update, 11 plot holders had resigned at the end of March. All 52 plots had now been rented out so the site full, 43 tenants, (some tenants taken 2 plots). The field would need to be turned into additional plots should any further interest shown. Income for the year £1371.50. This year's budget of £2000 still being considered. A lengthy discussion took place with regards the possibility of a borehole and the amount of water that could be taken out of a private borehole (20 units of water, 1 unit = 1000 litres). The Clerk asked to explore the possibility of a borehole with the land owner before further consideration given. It was also noted that the grass was to be cut at no expense to the parish council.

88. PUBLICATION SCHEME

a) The publication scheme reviewed and discussed without any further changes made.

89. REPLACEMENT MEMORIAL BENCH.

a) As Cllr Pratt unavailable, Cllr Atkinson took the committee through the agenda item. 7 benches had been put forward for consideration by family members. It was noted that the PC still had no old information on memorial benches within the Parish either in any old files or at County. After a very lengthy discussion taking into account the memorial bench policy and the agreement for Cllr Pratt to work with the families (Note FC 1st March 2022 minute 255 CIL Levi) it was decided to defer this agenda item for full Council consideration and in line with the Councils sustainability approach consideration of a recycled bench option.

90. COUNCIL DEBIT/CREDIT CARD

a) The Chair confirmed that he was placing an order with HSBC for a debit card at no charge to the parish council, this card would avoid the use of the Clerks personal card as not good practice thus ensuring VAT to be correctly recovered.

91. ANY OTHER MATTERS FOR URGENT CONSIDERATION.

Agenda item 12, the Finance Committees Terms of Reference discussed. The Clerks role as Clerk/RFO overlapped with these terms, so the committee revisited all points and agreed to make changes to the following , remove 8 b & c. Amend point 8 d. Remove points 8 m & n. Amend point 8 o to accept cash at Council events. Remove 8 p, q & u, amend point 10, 12 , 14, 15 &17, for recommendation to the full Council in September.

92. ITEMS FOR FUTURE AGENDAS

Cllr Buck would present to the committee a Community Memorial Wall

93. Date of next meeting, Tuesday 4th October 2022 , agenda items to be submitted by 19th September 2022

With no further matters to discuss, the meeting closed at 9.00pm

Signed..... Cllr S Tranter. Dated.....