



# Hartlebury Parish Council

Clerk to the Council – L Cleaver  
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## MINUTES OF THE FINANCE COMMITTEE MEETING HELD TUESDAY 1<sup>st</sup> March 2022

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

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

The meeting started at 7.34pm to allow all to attend.

### 241 APOLOGIES

None

### 242 DECLARATIONS OF INTEREST

None

### 243 DISPENSATIONS

None

### 244 MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Newman and seconded by Cllr Pratt and unanimously **RESOLVED** that the minutes of the meeting Tuesday 2<sup>nd</sup> November 2021 be signed as a correct record.

### 245 BUDGET v ACTUAL 2021/22

Reviewed to 1<sup>st</sup> February 2022 noted by all with no further comments

### 246 BUDGET 2021-22

Reviewed by all with no further changes. Discussion took place that future budget headings are amended, suggestions to be sent to the Clerk this month.

### 247 BANK RECONCILIATION

Reviewed to 1<sup>st</sup> February 2022 and unanimously agreed by all.

### 248 PAYMENTS FOR APPROVAL: -

It was unanimous agreed for the following payments to be made:-  
Clerks Expenses January 2022 as circulated £26.20 cheque 102240  
Clerks January 2022 salary £1236.82 cheque 102241  
Top Cut Mowing Services January 2022 £495.00 cheque 102242.  
Noted by all direct debit Savills Allotments Payment £337.50

### 249 FUTURE BUDGETS - 2023/24, 2024/25

Will be reviewed at the next FC meeting 7<sup>th</sup> June 2022, presented by the Clerk with new proposed budget headings

### 250 SECTION 137 INFORMATION

Noted by all Section 137 (4)(A) of the Local Government Act was £8.41 per elector 2021/22, an increase of just under 5% to £8.82 for 2022/23. Section 137 is a power of last resort

### **251 THREE YEAR GROUNDS MAINTENANCE CONTRACT**

After a lengthy discussion and all quotes considered, it was unanimously agreed by all that the next three years contract (2022- 2025) be awarded to quote number 3 and to work with the Contractor to start reducing costs year on year by reducing labour intensive work around the village hall and other areas without the visual aspect of the areas being compromised.

### **252 LENGTHSMAN**

Having increased the hourly rate from £12.50 to £15.00 and the position re advertised still no interest locally. Unanimously agreed to stay with the current qualified Contractor. It was understood there may be more funding for the Parish Lengthsman Scheme and greater responsibility, so a decision made to review again when changes implemented.

### **253 MEMORIAL BENCH POLICY**

Having discussed the new policy, it was agreed in principle to keep as is but with further amendments /comments to be forwarded to the Clerk during the month for final presentation to the parish council at the next meeting in April.

### **254 ASSET REGISTER**

A physical review of product group "bus shelters" taken place. Two had already been refurbished, no further action required to any other shelter as in good condition. The next product group to be reviewed would be "notice boards ". This project had been started from scratch, photos taken to record the assets, a maintenance plan would be put into place with the life expectancy of the asset noted. The Chair S Tranter thanked Cllr Newman for all her hard work bringing the register up-to-date and acknowledged that a lot more work would be required.

### **255 CIL Levi £2218.11 POSSIBLE SPEND/SUGGESTIONS FOR CONSIDERATION**

Agreed by all, fencing quotes for around the outside of the gym equipment and for a new gym notice board. Noted that one quote received for a recycled notice board £2371.00, perhaps some sort of sponsors name may bring in a less expensive board. Discussion took place with regards to a sustainable bench on the village green and agreed by all that Cllr Pratt to work with the families whose memorial bench had recently been removed for presentation at the next parish council meeting in April.

### **256 EXTERNAL AUDIT OBJECTIONS 2020/21 AGAR**

Presented to the committee an update following an objection by two members of the public. The external auditor had suggested that the objectors contact the parish council to request a copy of the Councils formal response since the document would be shared with them at a later stage. An early sight of it may enable the objections to some/all be withdrawn thus saving the Councils tax payers money. Discussed at length the risk as the external audit fees charged at £355 per hour plus vat and it was difficult to calculate what the cost likely to be. As a month had passed and the two members of the public had not taken up the external auditor's suggestion, the Clerk was asked to contact the external auditor and to ask if it would be possible to send the formal response to them to save tax payers money.

### **257 PLAY INSPECT AND REPAIR SERVICE**

Discussion took place with regards the risks associated with weekly inspections by untrained parish councillors on the two play areas and now the new outside gym equipment. Concerns also, the last repair took around two months for the part and fitted by untrained parish councillors. Consideration of an Inspection and Repair Service undertaken by qualified professionals. In principle to inspect all the play/sports items for vandalism, minor and major wear, sending to the parish council not only a quote for any part required but for its fitting this taking a lot of associated risk away from the Council. It was agreed a good idea to progress further more quotes obtained for presentation to the full Council in April.

**258 OTHER MATTERS FOR URGENT CONSIDERATION**

Unanimously agreed by all for the following payments to be made.  
Cheque 102243 J & A Tree Service PO53 £720.00 works around the MUGA/tennis Court.  
Cheque 102245 J Turner Associates PO48 £3960.00 village hall investigation works  
Cheque 102246 Worcs CALC PO51 £180.00 parish council training  
Cheque 102247 Playsafety PO54 £726.00 post and annual inspections  
Cheque 102248 Worcs CALC PO29 £30.00 Clerk tool kit training  
Cheque 102249 Clerks Salary February £1193.74

**259 ITEMS FOR FUTURE AGENDAS**

None raised

**260** Date of next meeting, Tuesday 7<sup>th</sup> June 2022

There being no other business the meeting closed at 8.45pm

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