



# Hartlebury Parish Council

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**Finance Committee Meeting to be held at the New Elizabethan School, Quarry Bank, Tuesday 2<sup>nd</sup> November 2021 commencing at 7.00pm**

## AGENDA

**Please note that photographing, recording, broadcasting or transmitting the proceedings of this meeting is permitted in compliance with the Openness of Local Government Bodies Regulations 2014. Those who attend should expect that they may be filmed, recorded, photographed or otherwise reported about.**

### 1. APOLOGIES.

To receive any apologies.

### 2. DECLARATIONS OF INTEREST.

Councillors are reminded:-

- a) Of the need to update their register of Interests form.
- b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature. Councillors, who have declared a DPI or an ODI which falls within the terms of paragraphs 9 and 11 of the Code of Conduct, must leave the "virtual "meeting room for the relevant items unless granted a dispensation.

### 3. DISPENSATIONS.

To consider any written requests from Parish Councillors.

Dispensation (as required via Localism Act 2011 s33) are to be emailed to the Clerk at start of the meeting.

### 4. MINUTES OF PREVIOUS MEETING.

To **approve** the minutes of the last meetings Tuesday 7<sup>th</sup> September 2021.

### 5. ALLOTMENTS

a) No update this month.

### 6. BUDGET v ACTUAL 2020/21

- a) Review end September 2021
- b) Review as of 24<sup>th</sup> October 2021

### 7. BUDGET 2021-22

a) To consider any changes

### 8. BANK RECONCILIATION

a) To review the position end September 2021.

### 9. TO CONSIDER PAYMENTS FOR APPROVAL: -

- a) Clerks Expenses £120.70 as circulated
- b) Clerks hours of work September worked 91, charged 80 hours for salary.
- c) ICO £40 due 4<sup>th</sup> December 2021
- d) UK Websolutions Direct, Host 2 (23/11/21 – 22/11/22) £64.66 Clerk to pay by card

**10. SMARTWATER UPDATE.**

- a) No interest following change made to article

**11. GOV.UK DOMAINS**

- a) Update by Cllr Tranter, associated cost £40 plus vat £8, total £48

**12. PURCHASE OF SCHOOL EQUIPMENT**

- a) To agree list of items for purchase to total of £270.82.

**13. LENGTHSMAN**

- a) No interest following advert placed.

**14. HANDYMAN/MAINTENANCE**

- a) Quote for missing slat from back of bench to be considered.

**15. ASSET REGISTER**

- a) Update by Cllr Newman Asset Register physically reviewed.

**16. NEW HOMES BONUS**

- a). To review current position with regards Christmas Lights and action required.
- b) Use of the CIL Levi £2218.11

**17. CHRISTMAS FAYRE**

- a) Insurance consideration from Zurich.

**18. EXTERNAL AUDIT**

- a) Cost implication to the Council, additional Clerks hours recorded as 7

**19. BUDGET 2022- 2023/PARISH PRECEPTS AND COUNCIL TAX**

- a) To review the budget 2022 – 2023

**20. COUNCILLOR TRAINING**

- a) To consider the next stages for training

**21. ANY OTHER MATTERS FOR URGENT CONSIDERATION.**

**22. ITEMS FOR FUTURE AGENDAS**

**23.** Date of next meeting, Tuesday 4<sup>th</sup> January 2022