



# Hartlebury Parish Council

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**Finance Committee Meeting to be held at the New Elizabethan School, Quarry Bank, Hartlebury, DY11 7TE. Tuesday 4<sup>th</sup> October 2022 commencing at 7.30pm**

## 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 Finance Committee meeting Wednesday 3<sup>rd</sup> August 2022.

### 5. BUDGET v ACTUAL 2022/23

Review to 1<sup>st</sup> September 2022

### 6. BUDGET 2022-23

To consider any changes

### 7. BANK RECONCILIATION

To review the position 1<sup>st</sup> September 2022.

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

- a) Clerks Expenses £ 64.87 for September 2022 as circulated
- b) Nest Pension refund to the Clerk paid from own account £105.82 (July & August 22)

**9. FUTURE BUDGETS/PRECEPT - 2023/24**

Final version as circulated for recommendation to the full council 1<sup>st</sup> November 2022

**10. MITRE OAK –TOP REMOVAL QUOTATION.**

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

**11. FUTURE BUDGET 2024/2025**

To consider the first draft budget for the year 2024/2025.

**12. MEETING DATES 2023**

To agree the 2023 Finance Committee meeting dates, details as circulated.

**13. MEMORIAL WALL FROM CLLR BUCK**

To consider investing funds from the budget “Asset Maintenance” of £1000 towards the building of a memorial wall by the chained area right of the village hall instead of considering the cost of memorial benches.

**14. SPORTS ENGLAND SINKING FUND.**

A member of the public has provided the Clerk with an email regarding this subject. Without any supporting paperwork the Council would need to write to Sports England. Until then the Council has set aside £500 year 21/22 and £550 year 22/23, a shortfall amount from previous years £1450 (18/19, 19/20, 20/21) which has been added to the 2023/24 budget in advance of information from Sports England.

**15. GRANTS POLICY.**

To review this policy and to consider of any changes.

**16. FINANCIAL REGULATIONS**

To review and consider any changes.

**17. INTERNAL CONTROLS POLICY**

To review the recommendations of the Audit Review Financial Affairs Advisory Group for this policy as circulated.

**18. THE NATIONAL ALLOTMENT SOCIETY MEMBERSHIP**

To renew the membership of £55.00 plus vat £11.00 total £66.00 to the National Allotment Society in line with the Councils budget.

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

**20. ITEMS FOR FUTURE AGENDAS**

**21.** Date of next meeting, Tuesday 6<sup>th</sup> December 2022 , agenda items to be submitted by 21<sup>st</sup> November 2022