



Hartlebury Parish Council

Clerk to the Council – L Cleaver
Email: hartlebury.clerk@gmail.com
Website: Hartlebury.org.uk
Please visit our NEW Facebook page.

Finance Committee Meeting to be held at the New Elizabethan School, Quarry Bank, Tuesday 6th July 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. In preparation for the meeting as spaces limited due to Covid restrictions please contact by email Councillor Sheridan Tranter (s.l.tranter.hpc@gmail.com) **no later than midday on the Tuesday** to confirm you wish to join the meeting or telephone number him on 07813 623458.

1. Election of Chairman

2. Apologies.

To receive any apologies.

3. 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.

4. 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.

5. Minutes of previous meeting.

To **approve** minutes of the last meetings Tuesday 27th April 2021.

6. Allotments,

- a) To review the Allotment Payments at the end of April 2021 surplus £351.22.
- b) To consider the cutting of the allotment field.

7. Budget v Actual 2020/21

- a) Review end May 2021

8. Budget 2021-22

- a) To review with changes to be considered- Chairman's allowance
To review with changes to be considered, Community Project balance from last year be included £2,845.62.

9. Bank Reconciliation

- a) To review the position end May 2021.

10. To consider payments for approval: -

- a) Clerks Expenses £61.80
- b) Other invoices will be paid by the Clerk at bi-monthly full council meetings.

11. Smartwater Update..

- a) Spend 2018/2019 £7814.20 excluding vat. 82 kits left to go out of date. Update by Cllr Tranter.

12. HSBC Bank Update by the Chair.

- a) Update on complaint raised 25th March.

13. Annual Playground Inspection.

- a) ROSPA options A £236.00 plus vat and B £395.00 plus vat
- b) Children's Play Advisory Service option. £100 plus vat as the inspection would take place at the same time as Cllrs Safety Checks Inspections already agreed .

14. Website Speed.

- a) To consider website speed hosting Cllr Tranter and possible additional cost.

15. Lengthsman

- a) To consider to move the VAS Woodbury Close, speeding concerns.
- b) To consider to move the VAS Station Road, speeding concerns.

16. Handyman/Maintenance

- a) Review updated list.

17. Finance Committee Terms of Reference.

- a) To review with any change consideration for the full Council

18. Asset Register (Nov 2020),

- a) Update by Cllr Tranter- Asset Register to consider when to review physically the assets now the easing of lockdown.

19. PCC Letter,

- a) To review the position relating to the request for a donation for 2021 season.

20. NEW HOMES BONUS

- a).Electricity works ongoing, update from Cllr Atkinson.

21. Signage,

- a) No access to front of parish hall and Pentanque court, no cost made in house.

22. Internal Audit

- a) Review recommendations, consider actions required.

23. Grant Application

- a) Hartlebury WI £ 250.00

24. Hall Hire.

- a) To consider meeting places for council meetings (full, finance and staffing).

25. Donations

- a) To consider donations for the use of the playing fields and notice boards
- b) To consider this year's donations for Xmas Tree Lights or another.

26. Any other matters for urgent consideration.

27. Items for future agendas.

28. Date of next meeting, Tuesday 7th September 2021