



# Hartlebury Parish Council

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Please visit our NEW Facebook page.

**Finance Committee Meeting to be held at the New Elizabethan School, Quarry Bank, Tuesday 7<sup>th</sup> September 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** minutes of the last meetings Tuesday 6<sup>th</sup> July 2021.

### 5. ALLOTMENT/TENANCY AGREEMENT,

- a) Agreements not signed.
- b) Notices required for improvement.

### 6. BUDGET v ACTUAL 2020/21

- a) Review end July 2021
- b) Review as of 26<sup>th</sup> August 2021

### 7. BUDGET 2021-22

- a) To consider any changes

### 8. BANK RECONCILIATION

- a) To review the position end July 2021.
- b) Adjustment to funds £335.58 which could not be identified 2019/20 when taking over from the previous and not come to light 2020/21.

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

- a) Clerks Expenses £58.51

b) To note direct debit notice, Savills £337.50 for the allotments March to end Sept 2021

**10. ANY OTHER INVOICES TO BE CONSIDERED.**

**11. SMARTWATER UPDATE.**

a) Details from 2018 circulated for background information. Spend 2018/2019 £7814.20 vat £1562.84 total £9377.04. 82 kits returned to Smartwater as out of date by previous. Smartwater have only registered 296 kits in Hartlebury. Clerk at the Event 28<sup>th</sup> August asked for any interest for consideration by the Council for Smartwater kits.

**12. GARDENING CLUB GRANT APPLICATION.**

a) Grant application form and letter presented.

**13. SAFEGUARDING RISK AT THE TENNIS COURT.**

a) To review the risk with recommendation to full council.

**14. BROADBAND SPEED FOR THE PARISH.**

a) Update by the Clerk.

**15. LENGTHSMAN**

a) Waiting for training from WCC, Lengthsman has taken another position. Committee to consider another advert on the website and FB page for position or continue with the current arrangements using the temporary Lengthsman services.

**16. HANDYMAN/MAINTENANCE**

a) Nothing for review as awaiting asset register update.

**17. MEETING DATES 2022**

a) To consider and approve meeting dates 2022.

**18. ASSET REGISTER**

a) Update by Cllr Newman Asset Register physically reviewed.

**19. VILLAGE HALL**

a) Update with regards its concrete structure and insurance cover.

**20. INTERNAL AUDITOR**

a) To consider an internal auditor for the year 2021-22. DK Edwards's terms remain the same and fee would be the same as 2020-21 £190.00 plus any travelling at 45p per mile.

**21. NEW HOMES BONUS**

- a). To review the current position.
- b) To consider outdoor gym equipment proposal.

**22. RISKS**

- a) Day to day considerations as example agenda item 13.
- b) Schedule of Risks presented 7th September.

**23. EXTERNAL AUDIT**

- a) Members of the public's complaint.
- b) Possible cost implication from External Auditor
- c) Cost implication to the Council, additional Clerks hours.

**24. BUDGETS 2022- 2023 & 2023 -2024**

- a) To review the budget 2022 – 2023
- b) To review the budget 2023- 2024

**25. HALL HIRE.**

a) To consider meeting place for council meetings (full, finance and staffing) 2022.

**26. CHRISTMAS FESTIVITIES NOVEMBER 27<sup>TH</sup>.**

- a) To review the expenditure (NHB) for the event to date.
- b) Christmas tree & lights supply.
- c) Funding.
- d) Risk assessment

**27. HSBC**

a) 1<sup>st</sup> November 2021 HSBC are making changes to all business accounts, our account is not eligible for a Charitable Bank Account.

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

**29. ITEMS FOR FUTURE AGENDAS**

30. Date of next meeting, Tuesday 2<sup>nd</sup> November 2021

**UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PUBLIC AND PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTAIL NATURE OF THE AGENDA ITEM**

**31. CHADWICK BANK**

Update by Cllrs Ingham and Atkinson

Hartlebury Parish Council Finance Committee. Cllrs Tranter (Chair) C Atkinson, A Buck, S Newman, K Pratt & T Ingham.