



Hartlebury Parish Council

Clerk to the Council – L Cleaver
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MINUTES OF THE FINANCE COMMITTEE MEETING HELD TUESDAY 2nd NOVEMBER 2021

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

ALSO PRESENT: - L Cleaver (Clerk) and one member of the public.

171 APOLOGIES.

None

172 DECLARATIONS OF INTEREST.

None

173 DISPENSATIONS.

None

174 MINUTES OF PREVIOUS MEETING.

Proposed by Cllr Pratt and seconded by Cllr Newman and unanimously **RESOLVED** that the minutes of the meeting 7th September 2021 be signed as a correct record.

175 ALLOTMENTS

No update this month

176 BUDGET v ACTUAL 2020/21

- a) Reviewed to the end September 2021, noted by all.
- b) Reviewed as of 25th October 2021, noted by all.

177 BUDGET 2021-22

Following a review, it was agreed by all that the following change needed to be made. To reduce "Training" by £400 (not required) and to move to "Other Tree/Lights" to satisfy the shortfall.

178 BANK RECONCILIATION

Reviewed to the end September 2021 and unanimously agreed by all.

179 PAYMENTS FOR APPROVAL: -

- a) Clerks Expenses £120.70 as circulated, reviewed and agreed by all
- b) Clerks hours of work, Sept worked 91, 80 hours for salary payment agreed by all
- c) ICO £40 due 4th December 2021, agreed by all
- d) UK Websolutions Direct, Host 2 (23/11/21 – 22/11/22) £64.66 Clerk to pay by card, discussed at length and agreed by all.

180 SMARTWATER UPDATE/SECURITY MARKING.

No interest for further kits following changes made to the article. Agreed by all the need to have a presence at the forthcoming Christmas Fayre to promote, Cllr Ingham to organise.

181 GOV.UK DOMAINS

Cllr Tranter informed the committee that Parish and Town Councils were moving to the same format to form greater compliance on regulations. It would mean the use of emails using the gov.uk prefix which would bring the Council in line with other authorities. Cost £80 for the first two years and £40 each year after plus vat. It may take 6 x months to address. More information would be provided at the next meeting for further consideration.

182 PURCHASE OF SCHOOL EQUIPMENT

Agreed by all to purchase school equipment as per the list to the value of £270.82 the Chairman's allowance would not be taken this year £250 and £20 had already been allocated towards the spend.

183 LENGTHSMAN

Following the advert placed, no further interest received. The Situation discussed at length. Agreed by all to increase the Lengthsman rate per hour from £12.50 to £15.00 to match rates of pay being offered by other parish councils.

184 HANDYMAN/MAINTENANCE

Discussed at length the quote for replacing the missing slat from the bench back. Proposed by Cllr Ingham and seconded by Cllr Newman that the bench be removed with immediate effect. It had become unsafe and a concern to all users in particular children. This action was agreed unanimously. The Parish Council felt the quote just for a repair to be excessive based on the cost of having a new bench. It was agreed the parish council should consider a more sustainable approach for all future asset purchasing.

185 ASSET REGISTER

Cllr Newman presented the new Asset Register following a physical review. Concerns that some of the council's assets she felt to be in a poor state Some assets possibly missing, some assets not recorded. Cllr Newman would have a full list for the December meeting of assets missing & to be included. Cllr Newman recommended a working party be created just to further review all the Councils Assets in order to formulate a sensible approach for a much needed robust repair & maintenance programme

186 NEW HOMES BONUS

- a). Reviewed by all the current position with regards the Christmas tree and lights. Donations from users of the village green: a generous donation received £50 by the fish and chips vendor who makes regular Tuesday visits to village green. A donation would be received by the Bootcamp classes, no reply as yet from the football team. The Christmas tree would now be provided free of charge by a local business.
- b) The CIL Levi £2218.11 reviewed by all and agreed that 100% recycled plastic benches be considered for sustainability, the Clerk to check if acceptable before presentation.

187 CHRISTMAS FAYRE INSURNACE COVER

Insurance quote £400 from the councils current provider, however an online quote received gave a preferred spend. Cllr Buck to provide details of an insurance company who may also be able to provide cover, the Clerk would look at all options and select best value for money.

188 EXTERNAL AUDIT

Cost implication to the Council presently stood at 7 additional hours worked by the Clerk.

189 BUDGET 2022- 2023/PARISH PRECEPTS AND COUNCIL TAX

The budget discussed line by line. Changes needed to the “Staff Cost” to bring this figure in line with the Clerks pay scale. The Council had been very fortunate to have the services of the Clerk without pay for the first year. “Training” recalculated and reduced to £1200 from £1700. Concerns raised over the Councils assets so £3000 set aside. Grant reduced to £500. This for presentation to the full council in December.

190 COUNCILLOR TRAINING

Standards and the Code of Conduct, a two hour standalone session discussed. Waiting for confirmation of cost by CALC, however it would not be unreasonable to expect to pay £150 to £200 for full council training in January. Agreed by all.

191 MATTERS FOR URGENT CONSIDERATION.

- a) Clerk to progress the charge of the Kissing Gates with the HPHMC as per previous minutes
- b) To review the first invoice received from the electricity provider for the supply to the village green for £13.73.

192 ITEMS FOR FUTURE AGENDAS

- a) Budget 2023 -2024
- b) Budget 2024 -2025
- c) Sustainability Policy
- d) Review Grants Policy

193 Date of next meeting, Tuesday 4th January 2022

The meeting closed at 9.07pm

Signed.....Chair S Tranter. Date.....