Hartlebury Parish Council

Meeting of finance advisory group 6th October 2026

Present

Cllrs JHP, RK, CA, LH, KA, MH and Clerk to HPC CS.

Second quarter of 2026-27

Random invoice check to bank statements went ahead and the following invoices were examined and referenced to the minutes.

40	S Fox	£969.96	Minute 48.3
45	Vodaphone	£21.65	Minute 48.2
53	Yu energy	£23.8	Minute 60.2
70	Unity Bank	£7	Minute 73.2

Reconciliations to end September 2026 for the second quarter (also published online) were checked to the bank statements and noted as in order.

Budget v actuals for second quarter

This was found to be in order. It was noted that the Parish Lengthsman Scheme claims were not as high as anticipated, but JHP noted that there was a back log of jobs that would be actioned over the forthcoming months. It was noted that the Parish Lengthsman income was claimed after the work was done monthly

Restricted funds altered for this quarter

This was approved and would be placed online. It was suggested that the remaining footpath allocation would be used towards the PROW handrails by Bells Farm Shop.

Dates for finance meetings

January 5th 2027

April 6th 2027

AGARs Update

2024-25 This had not yet been dealt with by SBA and the Clerk is awaiting this.

2025-26 -This has been acknowledged as being unable to be completed due to correspondence received in 25-26 or previous years and the Clerk has published this information online accordingly.

Current financial year updates 2026-27

- Events group items to purchase items as necessary and VAT will not be reclaimable as not a UK VAT registered company.
- A rogue receipt has now been flagged by Unity (as prev noted) and will be transferred back to the original owner. £114

Items to be paid prior to Nov meeting to date noted by FINAG.

- Parish Council website – preapproved £314.64
- Nat Allotment Soc – Preapproved is £84.
- ATEC preapproved in September mins but is £295.20 (not £375 plus VAT)
- S FOX from august £279.17
- NALC training £42 pre-approved
- Chad and Co payroll supplier for 26-27 £375 (same as previous year) See note below.
- Clerk Salary, Ni/Tax, pension
- Glebe contractors
- It was noted that preapproved amounts did not specify VAT component and this will be revisited in the next financial year for clarity.

Other items to note

- Clerk to do 3 training items from CALC £35 and 2 hours for each. Hartlebury share will be £35 plus the time. "Budgeting, role of internal audit and internal controls"
- 2027-28 payroll
  Staffing to arrange new payroll administrator as appropriate for 27-28

Budget for 2027-28

The Council considered and adjusted the budget, and this will be submitted to the Council in November 2026.

The Council noted that a reserve of £15k would be appropriate for HPC

The budget was set to have no increase in the precept and will include £1000 for the Car park if the proposed lease adoption by the Parish Hall does not proceed. (This will be transferred from the £6257 currently in contingency)