

# **HARTLEBURY PARISH COUNCIL**

Clerk to the Council - L Cleaver

Email: [Hartlebury.Clerk@gmail.com](mailto:Hartlebury.Clerk@gmail.com)

Website: Please see below.

**Finance Committee Meeting “Virtual” to be held Monday 21<sup>st</sup> September 2020 commencing at 7.00pm. This virtual meeting is due to COVID -19 to ensure council functionality.**

## **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 please contact by email Councillor Sheridan Tranter ([s.l.tranter.hpc@gmail.com](mailto:s.l.tranter.hpc@gmail.com)) to confirm you wish to join the meeting and he will provide you with the relevant details, or telephone number him on 07813 623458.**

1. Appointment of Chair.
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 all previous meetings.  
To approve all minutes of FC meetings held between -6<sup>th</sup> April to 20<sup>th</sup> July 2020
6. Allotments,  
Cllr C Atkinson
  - a) Possible water supply (bore holes) from a member of the public to reconsider (enquiry with Savills) no further update this evening.
  - b) Farmer payment will be outstanding £150.00 Oct 2020 & hedge cutting update
  - c) Repairs to the tracks side of allotments costs required for plainings and MOT type1, possible cost. Please note comments from member of the public that this is not required as allotment holders can access their plots without .
  - e) To consider Dog Poo Bin and sign, to review Asset Register did we have a bin that could be moved.& possible cost of signage
  - g)Rent review
  - g) Savills update – nothing as yet given to the Clerk.
7. Budget v Actual 2020/21
  - a) Review as at the end July 2020.
  - b) Does the Committee wish to consider any budget amendments.

8. Bank Reconciliation
  - a) To review the position end July 2020
9. To consider payments for approval: -
  - a) Top cut invoice August invoice 8487 £498.00
  - b) R Mullett invoice £549.95
  - c) Clerks Expenses £49.77
  - d) any other late invoices to be considered.
10. Grass Cutting Contract- & to consider how to fund each item ref b, c & d.
  - a) Update from the Clerk. to include work being done behind "chain"
  - b) Additional works lift canopies perimeter trees
  - c) Post and Rail to close of walk way potential H&S issue
  - d) Solutions to the "Jungle" area by Village Hall
11. Community Project:
  - a) To receive an update on the "pot holes & consideration to rely the whole car park.
  - b) Drains/football pitch, metal top drain concern quotes to be discussed
  - c) Recycling Bins at the Village Hall, pot holes, could these when being emptying cause further issues with pot holes.
  - d) Barrier option to car park.
12. Community Project – Ongoing/unresolved issues- Consideration to look at a local maintenance person to undertake odd tasks/jobs
13. Internal Auditors Report – update from the Clerk and actions to be taken.
14. External Auditor-update from the Clerk.
15. Chadwick Bank, land to be valued when estate agents back.
  - a) Suggested to contact, GH Banks, Phipps & Pritchard & Halls, value free of charge. Update from Cllr Atkinson.
16. Parish Lengthsman.
  - a) Update by Cllr C Atkinson
  - b) Review storage of tools/keys.
17. Cheque signatories' review
  - a) HSBC both accounts
  - b), Scottish Widows, update by the Clerk
  - c), L Tennis Club (last statement 2017) signatories update have funds been transferred..
18. HSBC Bank Concerns
  - a) Statements not being received, log in pass codes not found.
19. Supplier Registration- still live.
20. Future- Possible Revenue Streams
  - a) Donations notices on parish notice boards-
  - b) Football pitches
  - c) Village Hall
  - d) Car Parking at village hall
  - e) Any other possible revenue streams.
21. To consider the Castle Grant Application £500
22. Notice Board- Update from Cllr Ingham on condition of notice board in his position
23. Any other matters for urgent consideration.
24. Items for future agendas (new agenda item form to be used).
25. Date of next meeting to be agreed.

Website [www.hartlebury.org](http://www.hartlebury.org) via Worcestershire County Council, My Parish Pages, select Hartlebury.

Hartlebury Parish Council Finance Committee. Cllrs vacant (Chair) C Atkinson, A Buck, T Ingham, S Tranter.