

# **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 20<sup>th</sup> July 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. 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. Written requests for the Council to grant a dispensation (as required via Localism Act 2011 s33) are to be emailed and not handed to the Clerk at start of the meeting.
4. Allotments,  
Cllr C Atkinson
  - a) Possible water supply update, to also include bore holes & ST survey.
  - b) Any other update to consider, example farmer hedge cutting
  - c) Consideration to join the Allotment Society cost £55.00 plus vat £11.00 total £66.00 not within the budget set, how to finance.
  - d) Repairs to the tracks side of allotments, possible cost.
  - e) Return of Allotment rent money £14.00 what should we do with this.
  - f) To consider Dog Poo Bin and sign, cost and funding source.Cllr L Cleaver
  - g) Savills update.
5. Hartlebury Castle By Cllr C Atkinson
6. Budget v Actual 2020/21
  - a) Review as at the end June 2020.
  - b) Does the Committee wish to consider any budget amendments.
7. Bank Reconciliation
  - a) To review the position end June 2020
8. Footpaths.
  - a) To consider how this works, unpaid? Tools?
  - b) Are Footpath Wardens covered by our Insurance
9. To consider payments for approval: -
  - a) Top cut invoice June cutting 8267 £438.00
  - b) R Mullett invoice to follow,

- c) Clerks Expenses £39.89
  - d) any other late invoices to be considered.
10. Grass Cutting Contract
    - a) Update by Cllr L Cleaver
  11. Community Project:
    - a) To receive an update from Cllr A Buck
    - b) To also consider possible spend:- Car Park pot holes
    - c) Drain by football pitches , metal top of drain concern
  12. Community Project – Ongoing/unresolved issues. List to be circulated.
  13. Defibrillator Grant £200, do we need any more.
  14. Offer of help, service to clear weeds & generally tidy up the hall garden surrounds.
  15. Internal Auditor – update from Cllr L Cleaver.
  16. External Auditor- extension granted as no handover period.
  17. Chadwick Bank, land to be valued when estate agents back.
    - a) Suggested to contact, GH Banks, Phipps & Pritchard & Halls, value free of charge.
    - b) Site visit with Cllrs Cleaver, Atkinson & Tranter
  18. Parish Lengthsman.
    - a) Vacancy update by Cllr C Atkinson
    - b) Review storage of tools/keys.
    - c) Equipment on Assets Register valued £833.00 .
  19. Cheque signatories' review
    - a) HSBC second account, Scottish Widows, L Tennis Club (last statement 2017) any further update as to who these are.
  20. HSBC Bank Concerns
    - a) Statements not being received, log in pass codes not found.
  21. Playground Inspection Course, for those responsible for routine daily/weekly inspection
    - a) Review two considerations
    - b) Which Parish Councillor/s may benefit from said course?
    - c) Funding
  22. Supplier Registration.
  23. Notices on Parish notice boards- donations.
  24. Any other matters for urgent consideration.
  25. Items for future agendas.
  26. 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 L Cleaver (Chair) C Atkinson, A Buck, T Ingham, S Tranter.