

# **HARTLEBURY PARISH COUNCIL**

Clerk to the Council - L Cleaver

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

Website: [My Parish Hartlebury](http://My Parish Hartlebury).

**Finance Committee Meeting “Virtual” to be held Monday 14<sup>th</sup> December 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.  
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 all minutes of the last meetings held Monday 16<sup>h</sup> November 2020, with the amendment of the numbering sequence from agenda item 17.
5. Allotments,
  - a) Review how many allotment holders wish to continue 2021/2022 update from Cllr Atkinson
  - b) Signage – to review various costs
  - c) Review projected income for 2021/2022 from Cllr Tranter, matrix as circulated.
  - d) Chadwick Bank- what agreement to be considered as not an allotment.
6. Budget v Actual 2020/21
  - a) Review end November 2020.
  - b) Does the Committee wish to consider any budget amendments.
7. Bank Reconciliation
  - a) To review the position end November 2020, review outstanding matters.
8. To consider payments for approval: -
  - a) R Mullet £
  - b) Clerks Expenses £7.80

- c) Top Cut November Invoice 8805 £498.00
- d) Any other invoices will be paid by the Clerk as no meeting until 18<sup>th</sup> January 2021
- 9. Parish Lengthsman.
  - a) Training update 14<sup>th</sup> January 2021, new Lengthsman contacted but he no longer has an interest.
- 10. HSBC Bank
  - a) No update this month..
- 11. Supplier Registration-confirmation this matter has now been cancelled.
- 12. Future- Possible Revenue Streams
  - a) Football pitches, notice boards, Street Food Vending tariff be reviewed.
- 13. Repair to the glass at bus stop, update by the Clerk.
- 14. Parish Precepts and Council Tax /Budgets
  - a)-Precept 2021/22 has been acknowledged by WDC as £25,000 Precept and £1492 Grant. The FC to review the Budget set, any changes to be considered..
  - b) The Clerk to draft up budgets for consideration 2022/23 £27,500 & 2023/24 £30,000 is a simple uplifts% to be applied, or how would the FC like the new budgets considered.
- 15. Handyman/Maintenance Person. Repair to broken slat on seat, Paint to village hall steps (H&S concern), Stain all seating/tables around the village hall and play areas to preserve timber, max spend £250 , update by the Clerk.
- 16. Safety Tree Survey. Update by Cllr Tranter.
- 17. Grass Maintenance Contract for review by FC
- 18. Boundary curbing to footpaths towards play area to control grass encroachment update
- 19. Disabled Carpark, quotes to repair and curbing, update.
- 20. Request by the WI – signage to show where the defib located
- 21. Grant Application – Cobalt, to be considered.
- 22. Any other matters for urgent consideration.
- 23. Items for future agendas.
  
- 24. Date of next meeting, Monday 18<sup>th</sup> January 2021

**Hartlebury Parish Council Finance Committee. Cllrs Tranter (Chair) C Atkinson, A Buck, A Evans & T Ingham..**