

HARTLEBURY PARISH COUNCIL

Clerk to the Council - L Cleaver

Email: Hartlebury.Clerk@gmail.com

Website: My Parish Hartlebury.

Finance Committee Meeting “Virtual” to be held Monday 15th February 2021 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) **no later than midday on the Monday** 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** minutes of the last meetings (Including Confidential) held Monday 14th December 2020.
5. Allotments,
 - a) Cllr Atkinson , £2,000 to be considered(3 quotes required) for floor matting around new 14 plots Cllr Atkinson
 - b) To consider continued cash payments for the Allotments as no cash previous year changes may need to be applied if receiving cash going forward(Internal Auditor)
 - c) Review projected income for 2021/2022 from Cllr Tranter matrix.
 - d) Cllr Atkinson. Allotment- any excess funds to be allocated to possible ongoing allotment repairs.
 - e) Allotment Security –to consider a spare Smartwater kit all allotment holders.
6. Budget v Actual 2020/21
 - a) Review end December 2020.
 - b) Does the Committee wish to consider any budget amendments.
7. Bank Reconciliation
 - a) To review the position end December 2020, review outstanding matters.

8. To consider payments for approval: -
 - a) R Mullet £ to follow.
 - b) Clerks Expenses £149.31 as circulated
 - c) Top Cut January Invoice 8950 £498.00
 - d) Other invoices will be paid by the Clerk as bi-monthly full council meetings.
9. CIL Levy .
 - a) £1410.00 2018/19 & £808.11 2019/20.
10. HSBC Bank
 - a) Update by the Chair with regards the Primary User to use one current signatory.
 - b) Notification, we have received a £10 bank charge for cancelling Web Solutions cheque not received.
 - c) We have 14th Jan received £1 from HARTL PS HLL, Lease Rental.
11. Meeting Dates 2021. In line with full Council meetings - Bi monthly to be considered.
12. Decline in Waresley Area, as circulated..
13. **CALC Training.**
 - a) To consider after co-options in April training (The Whistle Stop Tour) £200 tbc for all 5 new parish councillors.
 - b) To consider training when available, Chairmanship £30.00 each attendee. Best suited for all Chairs and Vice Chairs and the Clerk. (T Ingham, A Buck, S Tranter & L Meredith L Cleaver)
14. Budgets 2022/23 £27,500 & 2023/24 £30.00
 - a) To review Budget 2022/23, any changes to be considered..
 - b) To review Budget 2023/24 any changes to be considered.
15. Handyman/Maintenance Person any other concerns that they could consider.
16. Safety Tree Survey. Update by Cllr Tranter.
17. Grass Maintenance Contract for consideration
18. Asset Register Review (Nov 2020), to received comments by the Finance Committee.
19. Section 137 Spend 2021/22, notification from the Ministry of Housing, Communities and Local Government that section 137 for parish councils is £8.41 per elector.
20. Request by the WI – signage quotes to be considered to show where the defib located
21. Clerks (yellow) 12th Edition Clerks bible £150.00
22. Events –to set aside funds to promote events in the parish(example advertising)
23. Any other matters for urgent consideration.
24. Items for future agendas.

25. Date of next meeting, Tuesday 20th April 2021

26. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING BUSINESS AS PUBLICALLY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM –
Land at Chadwick Bank.