

HARTLEBURY PARISH COUNCIL

Clerk to the Council - L Cleaver

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Minutes of the Finance Committee Meeting “Virtual” held Monday 27th April 2020 commencing at 7.00pm. This an urgent meeting due to COVID -19 to ensure council functionality.

Present:- Cllrs L Cleaver (Chair), C Atkinson, T Ingham, S Tranter and one member of the public.

The meeting started 5 minutes later than planned to allow for another member of the public who had asked for access to join.

Minutes

1. Apologies. Cllrs A Buck, C McKenzie-Rowan, apologies noted by all Councillors..
2. Declarations of Interest. None.
3. Dispensations. None.
4. Allotments, update from Cllr C Atkinson. Cllrs C Atkinson and T Ingham had received and banked after the tax year ending 2020 a further £178.00, this would leave a £276.00 gap between money paid to the land agent and rents received at this time. One further cheque to be collected. FC Chair has contacted the land agent and is awaiting a reply. **Three proposals for consideration by full council :- a) Any disused/overgrown plots to be offered at half price for the first year. b) Cllr C Atkinson to get the unused plots skimmed asking for a £10 donation to go towards perhaps the school. c) To consider repairing the tracks on site with stone/tarmac quotes to be gathered by the FC.**
5. Parish Magazine, update from Cllr L Cleaver. At this time it would appear that HPC pay £250.00 per year, the magazine has a print run of 560 issues which equates to half of the households in Hartlebury receiving. A discussion with regards how this works will take place tomorrow so a further update should be ready for the next FC meeting
6. Review Budget 2020/21, old version on PDF v new version on excel to discuss/review. **It was agreed going forward the FC would like the PC to adopt the benefits of having a new excel unified spreadsheet.**
7. Financial Regulations, to consider any changes. **The FC would recommend the PC adopt the following changes, until such time the role of the RFO is now considered by the F Committee.**
8. Grass Cutting Contract, update by Cllr L Cleaver. Financial year 2018/2019 spent (exc vat) £3880.00, financial year 2019/20 spent £4015.00, an increase of £135.00 per year = 3.48% . At the time of the meeting no actual Contact had been found so will be reconsidered again at the next FC meet. The details of the Tender had been reviewed and Cllr Cleaver to contact a member of the public to see if the Tender Document was correct or if additional duties needed to be considered noting the Community Project had now been completed.

9. Community Project:- To receive an update from Cllr A Buck To also consider possible spend:- Car Park pot holes, Rospa Report Play Area, Football pitches waterlogged. This agenda item was deferred until the next meet, apologies received from said Councillor.
10. Internal Auditor – update from Cllr L Cleaver. The Chair had received one recommendation from CALC, the FC felt the need to obtain at least another lead. Cllr Cleaver to address.
11. Items for future agendas. Allotments, Parish Magazine, Budget update 20/21, Community Project, Internal Auditor, Grass Cutting Contract.
12. Date of next meeting. Monday 18th May 2020 at 7.00pm

Signed L Cleaver (Chair) Dated.....

Hartlebury Parish Council Finance Committee Members . Cllrs L Cleaver (Chair) C Atkinson, A Buck, C Mckenzie-Rowan, T Ingham, S Tranter.