

HARTLEBURY PARISH COUNCIL

Clerk to the Council -

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Minutes of the Finance Committee Meeting “Virtual” held Wednesday 15th April 2020 commencing at 7.00pm. This is an urgent meeting due to COVID -19 to ensure council functionality.

Present- Cllrs C Atkinson, A Buck, L Cleaver, T Ingham, S Tranter.

Minutes

1. Appointment of Chair. Cllr L Cleaver proposed By Cllr T Ingham, seconded by Cllr C Atkinson, position accepted.
2. Apologies. Cllr C McKenzie-Rowan, unwell.
3. Declarations of Interest. :- Cllr S Tranter, Agenda item 7a and agenda 8
4. Dispensations. None.
5. To agree to amend Terms of Reference, Point 2 Members .Remove Cllr Humphrey, add Cllrs C Atkinson, T Ingham. Decision unanimous.
6. Clerks Salary standing order – to ensure cancellation. Decision unanimous that Cllr T Ingham will address.
7. From HPC Meeting 3rd March 2020, agenda items moved to the Finance Committee to review
 - a) From Pubic Question Time (ref 4) Could the Audit Fee from PKF Littlejohn please be discussed. This was discussed in length, with the new set up of the Parish Council; in particular having a Finance Committee this will show openness and transparency so situation should never arise in the future.
 - b) To review the “List of Payments for approval Feb 2020 (item 7 ref 1) Discussed in full and approved.
 - c) To review 2019/20 Budget V Actual, (item 7 ref 2) Amended for inconsistencies.
 - d) To review the Community Project (item 7 ref 3) Cllr A Buck to review, Cllr L Cleaver to review 2017 to date, and re-issue findings.
 - e) Re-appointment of the Internal Auditor (item 10) to now take into account their resignation letter and review their last internal audit. Letter to go to the Internal Auditor asking for a copy of the last internal audit report as none on file or the website, also mention the PC was sorry that they had resigned and to thank them for their services Cllr L Cleaver to address said letter.
8. Review External Auditors Report from PKF Littlejohn 2018/19 - A number of concerns raised, ensure all recommendations are addressed. Cllr L Cleaver to start the correction process.
9. Allotments, how does this all work, - After a lengthy discussion, Cllr T Ingham will forward all the information he has to Cllr C Atkinson as lead. Cllr L Cleaver will give an update to Cllr C Atkinson with regards funds received/paid. Any advert expense for empty pitches to be put before full council e.g. magazine /Post Office.
10. Parish Magazine. Cllr L Cleaver to approach the Magazine to find out how this works, including publication deadlines.
11. Review Budget 2020/21 Cllr L Cleaver to formulate from book format into excel and review again.
12. To review timing of future Finance Committee Meetings - For the time being these virtual meetings will be held a week before the main meet of the PC. Once meeting can take place in public, dates will be reviewed.
13. Items for future agendas. To review the following :- Financial Regulations, Grass Cutting Contract, Community Project. To note help needed from Locum Clerk RM , rate £25.00 per hour, mileage 45p per mile. CALC Invoice number 8054 to be paid £1148.60

14. Date of next meeting. 27th April 2020 at 7.00pm

Signed L Cleaver (Chair) Dated

Hartlebury Parish Council Finance Committee.