

HARTLEBURY PARISH COUNCIL

Clerk to the Council – Cllr L Cleaver
Email: Hartlebury.Clerk@gmail.com
Website: Please see below.

Minutes of the Finance Committee Meeting “Virtual” held Monday 18th May 2020 commencing 7.00pm. This virtual meeting is due to COVID -19 to ensure council functionality.

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

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

Minutes

1. Apologies. Cllr A Buck, apologies noted by all Councillors.
2. Declarations of Interest. None.
3. Dispensations. None.
4. Allotments, update from Cllr C Atkinson: - all rents now received. One plot still available. Review rents in August. Plot 14 paid £32.00 in cash receipt given. New tenant paid £16.00 cash receipt given. Cash to be banked tomorrow. *Cllr Atkinson to contact the farmer to ask for help to cut the hedge.* Waiting for the return of Cllr Buck to consider how best to repair the allotment tracks. Cllr Atkinson's husband matched the PC's £10 donation for skimming the overgrown plot; £10 cash banked tomorrow, a big thank you for that. Donation total of £20.00, cheque to go to Hartlebury Primary School. Savills update from Cllr L Cleaver: - Savills offices are closed but when open will forward any Contract and maps they have. Other notes, the PC made a small loss for year 19/20 of just £18.00. Thanks to Cllr Atkinson for her work in collecting rent. *Bank Statements have been redirected to the new Clerk, income to be verified for allotment payments by Bacs.*
5. Parish Magazine, update from Cllr L Cleaver. An overview of how the Parish Magazine works, page space, yearly subscription. The PC missed May's publication, (submission April) as focusing on ensuring council functionality due to Covid -19. April 20th minutes given to the Editor 14th May for June edition. **Five recommendations for the PC: - 1) There is no legal requirement for publication in the magazine however we strongly believe we should commit to its publication. 2)The Clerk to send every month only Parish Council Minutes. 3)If minutes over 4 pages in length, the Clerk may remove WC Cllr's and D Cllr's notes. 4) The publication from the Clerk will be in word format, thus the Editor may not make any alterations. 5)To avoid any inappropriate publication, anything other than council minutes must be reviewed by the FC if any additional cost required and approved by full Council.**
6. Review Budget 2020/21, does the Committee wish to consider any amendments. The Precept has been received £12,796, plus £100 on 28th April receipt unknown (Cllr S Tranter to interrogate the old Hotmail email system for details). Bank statements are still being redirected from previous Clerk so Cllr T Ingham to address with bank again. Allotment direct payments to also be cross checked. Payment £59.47 needed for Cllr Ingham for locks/tape for Play area.
Recommendations for the PC: - Move £200 from Staffing costs to Computer and Software to help support the funding of a possible new website. Receipts to be submitted to the Clerk for £59.47 so payment can be made to Cllr T Ingham.

7. Financial Regulations, review section 10 - Orders for Works, Goods and Services. To consider any changes. - *It has been discovered the PC does not have an official order book, so a manual ordering system to be set up on the uniformed excel sheet to address.*
8. To consider payments for approval: - **Top cut invoice 8039 April Mowing £438.00 & R Mullett Locum Clerk £312.50 breakdown of fees discussed , both recommended to PC for payment. Plus missing Top cut invoice for March cutting.**
9. Grass Cutting Contract, update by Cllr L Cleaver. Payments for previous years reviewed. Area covered by grounds maintenance reviewed. *Action 1) Certificate of Employers Liability Insurance to be obtained. 2) Missing invoice for March cutting (Cllr S Tranter to interrogate old Hotmail system) 3) Review contact again next FC meet to review increase.*
10. Community Project: - To receive update from Cllr A Buck .To also consider possible spend: - Car Park pot holes, Rospa Report Play Area, Football pitches waterlogged. A short review took place due to the absence of Cllr Buck. Concerns with VFM, Perhaps H&S need to be called to review. After Contractor returns to action remedial works, review likely cost going forward bearing in mind, potholes in the car park, football pitches waterlogged, Play area/Rospa notes. Email also read out from the Community Projects Contract Administrator. *All deferred until next meeting when Cllr Buck will have returned.*
11. Internal Auditor – update from Cllr L Cleaver. *We have two possibles, to be followed up.*
12. Chadwick Bank, site options. On the PC's Asset Register, 0.85 acre. Income from the land - rent £34.00 and Wayleaves £383 per year. *Action site to be valued. The FC Chair to action when possible.*
13. Standing Orders – review point 19 Handling Staff Matters. **Recommendation to PC that the wording “Staffing Advisory Group” be replaced with “Staffing Committee”.**
14. Community Project- Ongoing/unresolved issues. List circulated. Actions required all noted however it was extremely difficult to progress without any form of paperwork and an understanding where agreement had been made by the Council. *Originator of form to be contacted and asked for help in this matter. Cllr T Ingham to contact Hartlebury Trading Estate with regards the job called “defibrillator”*
15. Items for future agendas :- *Review Savills, Budget 20/21, any payments for approval, Grass Cutting Contract, Community Project & CP ongoing issues, Internal Auditors last report, Internal Auditor for 19/20, Lengthsman, Old British Legion £10,000 payment from WDC, Financial Regs 6.11 to be reviewed.*
16. Date of next meeting. Monday 22nd June at 7.00pm

Meeting finished at 20.18pm

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

Website www.hartlebury.org – select Hartlebury - Worcestershire County Council, My Parish Pages.

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