

HARTLEBURY PARISH COUNCIL

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

Minutes of the Finance Committee Meeting "Virtual" held Monday 21st^h September 2020 commenced 7.00pm. This virtual meeting was due to COVID -19 to ensure council functionality.

Present:- Cllrs S Tranter (Chair), C Atkinson, A Buck, T Ingham, with Cllr A Evans and two members of the public.

MINUTES

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) 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. Appointment of Chair . -
Cllr S Tranter was nominated by Cllr A Buck and unanimously appointed.
2. Apologies -
None.
3. Declarations of Interest.
Cllr C Atkinson agenda item 11B & 6C, Cllr A Buck agenda item 21
4. Dispensations.
None
5. Minutes of all previous meetings..
Minutes relating to FC meetings held between -6th April to 20th July 2020 unanimously approved by all
6. Allotments,
Cllr C Atkinson
 - a) Possible water supply (bore holes) subject from a member of the public for the committee to reconsider (enquiry with Savills) no further update this evening.
 - b) Farmer. Payment required £150.00 Oct 2020, second cut taken from field, no hedge cutting required.
 - c) Repairs to the tracks side of allotments.
Cllr A Buck offered free of charge 18 tonnes MOT type1, the parish council thanked Cllr Buck for his generosity. Leapgate Builders would carry out the laying of the material at a cost £100.all agreed. Budget from Staffing Salary to Allotments.
 - e) Dog Poo Bin,
The Clerk to contact WDC with regards current use. Signage material cost £4.51.; receipt to be sent to the Clerk.
 - g) Rent review
It was felt the current rent levy unfair with no logic. Agreed to consider a charge per area of ground rented. The Clerk to let Cllrs Ingham and Atkinson have Savills cost and area details.
 - g) Savills update -

No invoice as yet sent to the Clerk, an email sent to Savills chasing. The PC can turn more of the field into much needed allotments.

7. Budget v Actual 2020/21
 - a) Reviewed as at the end July 2020 with no further comments.
 - b) The Committee agreed to move £100 from the staffing budget to cover allotment expense £100
8. Bank Reconciliation
 - a) Reviewed end July 2020 with no further comments made.
9. The following were agreed for approval to full council: -
 - a) Top cut invoice August invoice 8487 £498.00
 - b) R Mullett invoice £549.95
 - c) Clerks Expenses £49.77
 - d) An additional £1 payment for the allotment society membership.
10. Grass Cutting Contract- & to consider how to fund each item ref b, c & d.
 - a) Work undertaken to make good the ground behind "chain" area greatly improved
 - b) Additional works lift canopies perimeter trees agreed by all to accept the quote of £350.00 plus vat
 - c) Post and Rail to close off steep slope being used as walk way potential H&S issue , agreed by all to accept quote £90 plus vat
 - d) Solutions to the "Jungle" area by Village Hall , it was agreed by all for the Clerk to email said possible solutions and then re-considered at next meeting.
11. Community Project:
 - a) Pot holes H&S issue, short term fix or consider the relay of the whole car park., it was agreed because of further issues regarding drainage and gravel to call a working party together on Tuesday 29th September at 6.30pm which would consist of Cllrs from the finance committee & the playing fields and parish hall surround group. Cllr A Buck to be the driver of this working party.
 - b) Drains/football pitch, metal top drain concern, it was agreed for the Clerk to phone all companies who quoted to ensure all quotes like for like, then order using best VFM offer. Cllr A Evans left the meeting at 19.25pm
 - c) Recycling Bins at the Village Hall, when being emptied are they contributing to further issues with pot holes. Not ideal but for the time being to ensure notices are put up making sure all understood the bins would only be taken away when the car park issues had been addressed and would have to be closed and alternative centres sort. .
 - d) Barrier option to car park. – refer to agenda 11 a.
12. Community Project – Ongoing/unresolved issues-
It was agreed for the Clerk to look for a local maintenance person to undertake odd tasks/jobs
13. Internal Auditors Report
The Clerk would now take on board all concerns raised in the report and address over the coming months.
14. External Auditor
The Clerk had answered all current questions and now awaits feedback. .
15. Parish Lengthsman.
 - a) Update by Cllr C Atkinson, the Lengthsman was still interested in the post and awaiting further course/exam information, confirmation they had been given the Risk Assessment.
 - b) Review storage of tools/keys – to be considered when Lengthsman employed.
16. Cheque signatories' review
 - a) HSBC both accounts, it was agreed by all to include Cllrs Buck and Atkinson as signatories
 - b), Scottish Widows, update by the Clerk that Cllrs Tranter and Cleaver has been accepted, however as Cllr Cleaver had stepped down from that role then Cllrs Buck and Atkinson should be added.
 - c), H L Tennis Club (last statement 2017) signatories have been updated and funds transferred to HSBC main account.

17. HSBC Bank Concerns
 - a) Statements still not being received by the Clerk, Cllr Tranter to address.
18. Supplier Registration- still live, despite Cllr Tranters help in trying to cancel. Cllr Ingham to send an email to confirm our wishes to resign.
19. Future- Possible Revenue Streams
 - a) Donations for notices on parish notice boards, agreed for the Clerk to write up a procedure.
 - b) Football pitches , Clerk to ask WFDC to see what charges are asked.
 - c) Village Hall, Clerk to email PHMC for a revenue review Zoom meet.
 - d) Car parking at village hall – as agenda 11 a
 - e) Any other possible revenue streams- no.
20. Castle Grant Application £500, was agreed by all to grant.
21. Notice Board-Cllr Ingham confirmed new locks required and glass, Clerk to look at possible cost options so the notice board could one again be used.
22. No other matters for urgent consideration.
23. Items for future agendas (new agenda item form to be used).School for future meetings, Grant Application Form
24. Date of next meeting agreed. - Monday 12th October 2020
25. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND PRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLLOWNG ITEMS OF BUSINESS AS PUBLCALLY WOULD BE PREDJUDICAL TO THE PUBLIC INTREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE AGENDA ITEM – LAND VALUATION OF CHAD WICH BANK.

The meeting finished 21.11pm

SignedS Tranter (Chair) Dated

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

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