

HARTLEBURY PARISH COUNCIL

Clerk to the Council - L Cleaver
Email: Hartlebury.Clerk@gmail.com
Website: My Parish Hartlebury.

Minutes of the Finance Committee Meeting “Virtual” held Monday 12th October 2020 commencing at 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 and three members of the public.

MINUTES

1. Apologies. None
2. Declarations of Interest. None :-
3. Dispensations. None.
4. Minutes of previous meeting. I
It was proposed by Cllr Atkinson, Seconded by Cllr Tranter and unanimously RESOLVED that the minutes of the meeting 21st September be signed as a correct record.
5. Allotments,
Cllr C Atkinson
 - a) Cheque had been received by the farmer thank you and will be passed to Cllr Tranter to bank
 - b) Savills invoice now received £337.50 paid by standing order, leave standing order as is.
 - b) Further update, the PC has received Wayleaves cheque £337.50, of which a proportion relates to Chadwick. Allotment repair to the trackside, the Clerk read out an email thanking Cllr Atkinson for her help and Cllr Buck for the free of charge gravel and for the PC to continue their support for the repair work. There was a requirement for more gravel and change to the agreed labour element. The Clerk to take further advice and report back.
6. Budget v Actual 2020/21
 - a) Reviewed as at the end September 2020 with one change to make with regards the charge for the internal auditor.
 - b) The Committee wished to move £36.00 from Other Admin to cover the charge ref CPRE. Proposed by Cllr Ingham and Seconded by Cllr Tranter.
7. Bank Reconciliation
 - a) Reviewed the position end September 2020 with no further comments made.
8. To consider payments for approval: None to consider.
9. Village Hall Surrounds.
 - a) Solutions offered to tidy the “Jungle” area by the Village Hall already circulated 25th discussed further, The Clerk to send round any Community Project planting information, check if any tree protection order. To include this when writing to the Administrator of the Project for Project Information. To contact the people who suggested their solutions to gain further cost even if estimated.
10. Community Project:
 - a) Update on the “pot holes & consideration to relay the whole car park, information had

been sent from a member of the public with regards the structure of the car park which was very useful. The FC would consider further when information had been obtained as to the works undertaken.

- b) Recycling Bins at the Village Hall, this item was deferred to ask full council for site options.
- c) Barrier option to car park, to be considered at a later date.
- 11. Community Project – Ongoing/unresolved issues- Advert on website /notice boards for a local maintenance person to undertake odd tasks/jobs, deadline 16th October. Review next meeting.
- 12. Parish Lengthsman.
 - a) No training update.
- 13. HSBC Bank Concerns
 - a) Statements not being received, Cllr Tranter has again contacted the Bank Manager.
- 14. Supplier Registration-update by Cllr Tranter, this is still live, Cllr Ingham asked for help to email asking for cancellation.
- 15. Future- Possible Revenue Streams
 - a) Donations- notices on parish notice boards- Clerk to write up policy –to be reviewed next meeting.
 - b)Football pitches, the Clerk to contact the person who looks after the pitch for an update
 - c)Village Hall ,the Clerk to organise an informal meeting for 2nd November at 7.00p via zoom with the Chair and Vice Chair of the Parish Hall and Cllrs Ingham and Buck Chair and Vice Chair of the Parish Council.
 - d) Car parking at village hall, deferred until January 2021.
- 16. Notice Board- Update with regards costs to repair, locks to be sorted by Cllr Ingham and two posts so the notice board could be located by the bus stop at Summerfield (by the Mare and Colt).
- 17. Meeting Location – possible alternative option - the school, deferred until January 2021.
- 18. Grant application form January 2018 reviewed, the following changes to be made, inclusion of date, the position within the organisation, to supply photos as a follow up to ensure grant used as intended, photos could be posted on the website.
- 19. Complaints Procedure January 2018 reviewed, all agreed to just include the new clerk and new chairs details.
- 20. It was agreed to use the services again of DK Edwards for next year’s internal audit £190.00 plus mileage 45p per mile, estimated total cost £235.00
- 21. Other matters for urgent consideration - £50 contribution towards the Diamond Jubilee Community Recognition Award, agreed by all. Could the Clerk ask Cllr Tranter to search the old email system for help in supporting the possible payment towards the parish halls patio doors, this also agreed by all.
- 22. Items for future agendas (new agenda item form to be used). Asset Register, review another old policy document ,
- 23. Date of next meeting agreed Monday 16th November 2020

24. UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS)ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROACAST 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.

Finish time 20.44

Signed..... Cllr S Tranter (Chair) Dated

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