

HARTLEBURY PARISH COUNCIL

Clerk to the Council - L Cleaver
Email: Hartlebury.Clerk@gmail.com
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Finance Committee Meeting “Virtual” held Monday 16th November 2020 commencing at 7.00pm. This virtual meeting was due to COVID -19 to ensure council functionality.

MINUTES

Present Cllrs S Tranter (Chair), C Atkinson, A Buck, A Evans & T Ingham, with five members of the public and the Parish Clerk.

The meeting started later than planned at 7.04pm to allow all to attend.

1. Apologies. None
2. Declarations of Interest. None:-
3. Dispensations. None
4. Minutes of previous meeting.
It was proposed by Cllr S Tranter, seconded by Cllr A Buck and unanimously RESOLVED that the minutes of the meeting 12th October 2020 be signed as a correct record.
5. Allotments,
 - a) Dog Poo Bins, discussed at length and accepted that not permitted on private ground.
 - b) Signage –It was agreed for the Clerk to obtain quotes and bring to the next meeting.
 - c) Concerns over gate installations, it was agreed (voted 4 to 1) for the Clerk to write a letter to , houses backing onto Allotment ground that give home owners access onto private ground stating the allotment ground private and not for exercising dogs, no public right of way.
 - b) Any further update, the Chair wished to thank Cllr A Buck for his extremely generous contribution of gravel for the allotment tracks and for correcting the corner camber. Cllr C Atkinson wished to raise the need for 14 new plots on the allotment field as 2 plots vacant and 3 people waiting.
6. Budget v Actual 2020/21
 - a) Reviewed by all as at end October 2020 with no further comment made.
 - b) Committee did not wish to consider any budget amendments.
7. Bank Reconciliation
 - a) Reviewed by all as at the end October 2020, noted that chq £20 for the school had still not been represented through the bank
8. Payments approved by all
 - a) R Mullet £437.50
 - b) Data Protection Fee Renewal £40.00 (GDPR)
 - c) Top Cut October Invoice 8692 £ 498.00
 - d) No other late invoices to be considered but the Clerk mentioned help received by Cllr Tranter laminating signs, and Cllr Tranter just asked for help £16.00 towards the ink.

This was agreed. Cllr A Evans donated his laminator to the PC free of charge, and the Clerk thanked Cllr Evans for his generosity.

9. Village Hall Surrounds.
 - a) Solutions to the “Jungle” area by Village Hall already circulated 25th September 2020, meetings to take place with the Clerk, quotes considerably different. To speed the solution up it was agreed for the Clerk to take photos of areas of concern and write up a list of works to be quoted for, bringing to the full council as a matter of urgency in December if at all possible.
10. Parish Lengthsman.
 - a) No training update, agreed by all for the Clerk to chase again for a training date and to contact WCC and WC Cllr Peter Tomlinson to ring fence funds as no work undertaken through limited training dates.
11. HSBC Bank Concerns
 - a) Cllr Tranter wished to let all know that the Bank Manager was extremely helpful and if a need for any back information to just please contact him. The Clerk wished to let all know Bank Statements were now being received.
12. Supplier Registration- still live from July, it was agreed for Cllr Tranter as Chair to make contact so as to cancel. All Agreed.
13. Future- Possible Revenue Streams
 - a) Cllr Tranter mentioned the football pitches had no revenue and the Clerk to contact Mr Maugh about pitch marking etc. Agreed by all.
 - c) Village Hall, following an informal meeting 2nd November Cllrs Buck and Ingham asked for this subject to be parked for the time being..
14. CALC Training £150.00 “Flying Start” Full Council, Wednesday 9th December 7.00 - 9.00pm with Gill. Agreed by all, good VFM.
15. CALC Training £40.00 Clerks Toolkit & CiLCA Training Wednesday 6th January 9.00am until noon. Agreed by all
16. Notice Board- Update, Cllr Ingham had purchased a lock (no charge to the Council – thank you) If he and Cllr Tranter can screw to the bus shelter in Summerfield posts and screws would also be donated to the PC free of charge. Thank you to Cllr Ingham. Repair to the glass/Perspex at bus stop. It was agreed for the Clerk to contact the Insurance Company about this matter and to ask our local Maintenance Man the cost to replace or remove totally.
17. Possible New Website to consider 3 x quotations from the Website Working Party by Cllr Tranter. Cllr Tranter wished to thank Cllr Meredith for her hard work in obtaining said quotes, and he recommended the FC approve the quote for £500 which included training, giving work to a local person. This was unanimously agreed.
18. Street Food Vending –Pop up by the MUGGA – Donation consideration. After careful consideration the FC felt that a small charge £25 per evening to all “Pop Up business “ not unrealistic. The Clerk to write a policy with regards this, to also incorporate possible donations from advertising on notice boards and other revenue streams.
19. Asset Register. The Clerk read out references from the Internal Auditors Report. It was agreed by all that the Register be brought up to date, the FC be given time to visit each Asset and come back to the FC in January with their findings. It was noted that no works had been undertaken 2019/20 so the budget 2021/22 needed to reflect this.
20. Parish Precepts and Council Tax 2021/22-, after a lengthy discussion it was agreed to make sure the figure for 2021/22 remained at £25,000 and years forward should be £27,500 and £30,000. The Clerk to prepare a balanced plan for full Council 1st December precept figure £25,000 and the FC to consider at the next meeting forward budgets £27,000 and £30,000...
21. Work for new Handyman/Maintenance Person. Repair to broken slat on seat, Paint to village hall steps (H&S concern), Stain all seating/tables around the village hall and play areas to preserve timber maximum cost £250.00 to enable urgent works to be progressed. Over £250.00 then this to be brought back to FC for further consideration.
22. Matters for urgent consideration. The clerk raised the concern that the FC ToR need amending to take into account new members. It was agreed to be done by all.

23. Items for future agendas, review bore hole with a talk by a member of the public only after establishing that the ground could be changed with the Church's agreement, the Clerk to address. The Clerk mentioned that the PC require a Safety Tree Survey every 5 years, as nothing on file, Cllr Tranter was asked if he could look back through the old email system for any possible details. The Clerk would put together a Grass Maintenance Contract asking for tenders for next year. The Clerk to obtain quotes for boundary curbing to footpath towards the play area to control grass encroachment. The Clerk to look for quotes for the repair of the car park and curbing at the disabled parking bays.

24. Date of next meeting, Monday 14th December 2020

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

The meeting closed at 20.57pm

Signature.....(Chair) Dated.....

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