

# **HARTLEBURY PARISH COUNCIL**

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

**Minutes of virtual meeting, Finance Committee Monday 14<sup>th</sup> December 2020 at 7.00pm. This virtual meeting was due to COVID -19 to ensure council functionality.**

**Present Cllrs S Tranter (Chair), C Atkinson, A Buck, A Evans & T Ingham, also present L Cleaver Clerk and three members of the public**

## **MINUTES**

1. Apologies. None..
2. Declarations of Interest. None
3. Dispensations. None
4. Minutes of previous meeting.  
It was proposed by Cllr T Ingham and Seconded by Cllr A Evans and unanimously RESOLVED that following an amendment to the numbering sequence from agenda item 17 the minutes of the last meeting held Monday 16<sup>th</sup> November 2020 be signed as a correct record.
5. Allotments,
  - a) Cllr Atkinson confirmed that 38 out of the 39 allotment holders wished to continue 2021/2022
  - b) Signage – no quotes received so far but a local sign company to be the most helpful quote to follow in the coming days. Clerk to consider £100 for signage excluding vat
  - c) Review projected income 2021/2022 from Cllr Tranter – deferred as matrix not available. Cllr Atkinson made comments that estimate £987.40 (not including the farmer), £5.00 last payment tomorrow.
  - d) Chadwick Bank- Cllr Ingham asked for this agenda item considered at the end of the meeting in closed session due to its confidential nature.
6. Budget v Actual 2020/21
  - a) Reviewed by all end November 2020, with no further comment.
  - b) The Committee did not wish to consider any budget amendments.
7. Bank Reconciliation
  - a) Reviewed by all to end November 2020, outstanding matters reviewed, £4.51 receipt for signage, £100.00 invoice from Leapgate Builders, chq 102018 £20 not yet banked.
8. To consider payments for approval: -
  - a) R Mullet £350.00 locum clerk, agreed by all.
  - b) Clerks Expenses £7.80 postage agreed by all.
  - c) Top Cut November Invoice 8805 £498.00 agreed by all
  - d) Any other invoices will be paid by the Clerk as no meeting until February 2021, payment to be made CALC £150.00 recent training.
9. Parish Lengthsman.
  - a) Training update 14<sup>th</sup> January 2021, new Lengthsman contacted, no longer has an interest. However Cllr Atkinson contacted another candidate and he contacted the Clerk to confirm his interest. It was agreed in principle, proposed by Cllr A Evans and Seconded by Cllr S Tranter for the Clerk to progress as the next meeting would be after the training date.

10. HSBC Bank
  - a) No update this month from the Chair, however the Clerk made comment that she needed to change the Primary User as still recorded as the Parish Clerk in 2017, that the new Clerk to be instated on the Mandate so telephone banking could be addressed.
11. Supplier Registration-confirmation from the Clerk that this matter had now been cancelled.
12. Future- Possible Revenue Streams
  - a) Football pitches, notice boards, Street Food Vending tariffs agreed by all, to be considered by full Council in February 2021..
13. Repair to the glass at bus stop, the Clerk informed that the insurance excess to be £250.00, the maintenance person had been asked to quote for the repair , but it would appear said person is not replying to any sort of communication , the Clerk to ask any other possible company that could help address. .
14. Parish Precepts and Council Tax /Budgets
  - a)-Precept 2021/22 has been acknowledged by WDC as £25,000 Precept and £1492 Grant. The FC reviewed Budget set with no changes to be made at this time...
  - b) Draft budgets for consideration 2022/23 £27.500 & 2023/24 £30,000 it was agreed by all to use a simple uplift % to be applied to all spend.
15. 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, max spend £250, as no reply from current maintenance person the Clerk to search for help to address and place on notice boards vacancy.
16. Safety Tree Survey last updated 2014, Cllr Tranter to search the old records for information.
17. Grass Maintenance Contract, the Clerk wished to take the current Contract and add the works now required around the village hall and invite quotations for the coming year 2021/22, this was agreed by all..
18. Boundary curbing to footpaths towards play area to control grass encroachment-deferred.
19. Disabled Carpark, quotes to repair and curbing, deferred.
20. Request by the WI – signage to show where defib located, agreed by all for the Clerk to obtain quotes.
21. Grant Application – Cobalt, was not considered as outside the Parish.
22. Any other matters for urgent consideration. Payment to contractors for the works around the village Hall £750.00 plus Vat. Clerk to address urgent matters of maintenance until another Maintenance Person found.
23. Items for future agendas. Project spend for a Easter event, Clerk to join the SLCC, Clerks yellow bible 12<sup>th</sup> edition £150.00, Community Engagement Policy, Neighbourhood Plan, Future training for the PC, Trading Policy, Gold Quality Council, Cash Control. Allotment Track.
24. Date of next meeting, Monday 15<sup>th</sup> February 2021

Meeting closed at 20.25pm

Signed.....(Chair)                      Dated .....