

HARTLEBURY PARISH COUNCIL

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

Finance Committee Meeting “Virtual” held Monday 15th February 2021 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 with six members of the public and the Parish Clerk.

This meeting started later than planned at 19.02pm to allow all to attend.

1. Apologies. Cllr Ingham, work.
2. Declarations of Interest. None:-
3. Dispensations .None
4. Minutes of previous meeting.
It was proposed by Cllr Tranter and seconded by Cllr Buck and unanimously RESOLVED that the minutes of the meetings full and confidential Monday 14th December 2020 be signed as a correct record.
5. Allotments,
 - a) Cllr Atkinson, £2,000 to be considered (3 quotes required) for floor matting around new 14 plots. It was agreed to consider funds from alternative sources first and that the Business Liaison Advisory Group to help. Also if it came to it, to reuse the materials from the rear car park. Cllr Evans also made comment on “Grants for Allotment Scheme” which Cllr Atkinson to consider.
 - b) Cash payments to be received for the Allotments, proposed by Cllr Atkinson and seconded by Cllr Evans. Cllr Atkinson with the Clerk to write up a procedure for cash acceptance, as no cash accepted in the previous year.
 - c) Projected income for 2021/2022 matrix from Cllr Tranter reviewed by all. Cllr Atkinson confirmed the income should be £987.47 and did not take into account any funds from the farmer or Chadwick Bank. The farmer to be contacted as the field area has been reduced and will influence funds received.
 - d) Allotment/ excess funds agreed by all to be reviewed again after April.
 - e) Allotment Security/Smartwater kits discussed by all. Cllr Buck would let the Clerk know if we have any kits left. If not it was agreed by all that the Clerk to purchase 2 x kits to help try to protect allotment holders items.
6. Budget v Actual 2020/21
Reviewed by all to end December 2020 with no further comment or budget changes.
7. Bank Reconciliation
 - a) Reviewed by all to end December 2020. It was agreed that Cllr Buck speak to the school as cheque dated May 2020 for £20 had still not be presented through the bank.
8. Payments approved by all -
 - a) R Mullet, locum Clerk £350.00.
 - b) Clerks Expenses, as circulated £149.31.
 - c) Top Cut January Invoice 8950 £498.00
 - d) Agreed by all that other invoices to be paid by the Clerk due to bi-monthly council meetings.

9. CIL Levy.
 - a) £1410.00 2018/19 & £808.11 2019/20, noted by all. The Clerk to reserve said amount. If not used would need to be returned.
10. HSBC Bank
 - a) Clerk confirmed that the Primary User had not been amended in the last few years and had become problematic. It was agreed by all that Cllr Tranter become the Primary User as he was already a Bank Signatory. Consideration be given going forward to Lloyds and Unity, this subject to be reviewed again at the next FC meet.
 - b) A £10 bank charge for cancelling Web Solutions cheque (not received) noted by all.
 - c) January 2021, received £1 from HARTL PS HLL, lease rental, noted by all.
11. Meeting Dates 2021. In line with full Council meetings, bi monthly FC meetings were considered. Proposed by Cllr Tranter and seconded by Cllr Buck, it was agreed to hold bi-monthly FC meeting on 1st Tuesday of the month. Clerk to circulate dates.
12. Decline in Waresley Area, as circulated and noted by all. It was agreed to ask the Maintenance Person to quote for painting the bus shelter along A449. Call for a maintenance party to renew the signage. Contact the Gardening Club with regards planters/flowers & also the new maintenance person with regards to making a flower box. Island by the Esso Garage-not possible to consider. Dog poo bin entrance of the estate noted and to be reviewed in line with the precept for the following year. ..
13. **CALC Training.**
 - a) Considered and agreed by all that after co-options in April, training (The Whistle Stop Tour) £30 each x 5= £150 for all 5 new parish councillors.
 - b) Consider and agreed by all training when available, Chairmanship £30.00 each attendee. Best suited for all Chairs and Vice Chairs and the Clerk. (T Ingham, A Buck, S Tranter & L Meredith L Cleaver) total £150.00
14. Budgets 2022/23 £27,500 & 2023/24 £30,000
 - a)-Reviewed by all Budget 2022/23, no changes considered at present.
 - b) Reviewed by all Budget 2023/24 no changes considered.
15. Handyman/Maintenance Person no other concerns considered.
16. Safety Tree Survey. Update given by Cllr Tranter, the last survey was undertaken 2018 so no further requirement until 2023.
17. Grass Maintenance Contract 2021/22 considered by all. Proposed by Cllr Tranter and seconded by Cllr Evans the contract be awarded to option 2, an increase of 1.22% on this year.
18. Asset Register Review (Nov 2020), it was agreed by all that due to present restrictions it was not possible to physically review all Council assets, this to be deferred until May/June.
19. Section 137 Spend 2021/22, notification from the Ministry of Housing, Communities and Local Government that section 137 for parish councils is £8.41 per elector. Section 137 can be used when no other specific power is available and allows Councils to spend the funds in a way which is in the interest of and directly benefits the area or part of it.
20. Requested by the WI – signage to show where the defib is located. Agreed by all for a double sided sign and clips to be positioned under the sign for the Parish Hall and to allocated funds £50 - £75.00 The Clerk to send to the FC artwork for approval.
21. Local Council Administration by Charles Arnold Baker (yellow 12th Edition) agreed by all to be purchased for the Clerk (Clerks bible) £150.00
22. Events, it was suggested by Cllr Buck to set aside £500 excluding vat to help generate interest in the village with adverting/promotions for events. Proposed by Cllr Tranter and seconded by Cllr Evans, £500 agreed and to ask the Business Liaison Advisory Group to help promote events.
23. Matters for urgent consideration. To pay £16.79 to UK Web Solutions Domain Renewal (Hartlebury.org.uk) 2 years until 8/3/2023. The Clerk to continue talks with an under 11's football team to use the football pitch on a Saturday morning, rate to hire the pitch at £25.00 agreed. Memorials- to consider requests by creating a nice garden area behind the chain for local people to remember their loved ones. Notice of Section 106 Contributions Monies Held in the area. £375 Public Art & £4146.00 Off Site Formal Sports. The sums for suitable projects, Business Liaison Advisory Group to further consider.
24. Items for future agendas. - None.

25. Date of next meeting agreed, Tuesday 20th April 2021

**26. 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 FOLOWING 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 20.55pm

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