

# **HARTLEBURY PARISH COUNCIL**

Clerk to the Council - L Cleaver

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**Minutes of the Finance Committee Meeting “Virtual” held Monday 22<sup>nd</sup> June 2020 commencing 7.00pm. This virtual meeting was due to COVID -19 to ensure council functionality.**

**Present:- Cllrs Cleaver (Chair), C Atkinson, T Ingham, S Tranter with Cllr S Howard and two members of the public.**

The meeting started at 7.05pm, 5 minutes later than planned to allow all to access.

## **MINUTES.**

1. Apologies. Cllr A Buck
2. Declarations of Interest. Cllr L Cleaver, agenda item 21, as also the Clerk.
3. Dispensations. None
  
4. Allotments,
  - a) Cllr C Atkinson - possible water supply.  
Would like final quote to be cost neutral to the PC. Severn Trent to quote (suggested cost could be £2000), but in order to do so they first wish to see the site, initial site cost £141.22 incl vat. Before approaching ST to take the first steps Cllr Atkinson with our Allotment Co-ordinator & (possibly with Cllr Tranter) to discuss the options :-  
1) ST water supply 2) Water Bowser 3) How would the possible additional cost be distributed between the allotment holders. Review next meet.
  - b) Savills update from Cllr L Cleaver.  
No update as offices still closed.
  - c) Allotment insurance discussion.  
Information to be sent to Cllr Atkinson & our Allotment Co-ordinator.  
Cllr Atkinson membership of the Allotment Society £66.00 before further consideration to ask CALC for benefits to this as the PC already pay CALC contributions.
  - d) Repairs to the tracks side of allotments, possible cost.  
Various quotes from Cllr Atkinson reviewed. Defer till next month when quotes can be formulated showing VFM to the PC. Cllr A Buck to also review this subject.
5. Application for a Grant, Hartlebury PCC.  
Background = Grant awarded April 2018 £1600 and in April 2019 £1600. However it would seem from information provided that legally the PC should not be contributing.
  - 1) A letter to the PCC, the PC would like to support them if they can.
  - 2) Cllr Cleaver to take further advice on this subject.
6. Review Budget 2020/21.  
The Committee did not wish to consider any amendments at this time.
7. Bank Reconciliation.  
Cllr Cleaver asked for help/ information from Cllrs Tranter and Ingham with regards Scottish Widows & HLTC accounts as no information could be found at this time.
8. Financial Regulations, to review section 4 Budgetary Control & Authority to Spend.  
It was noted no changes to be made at this time.
9. To consider payments for approval: -  
Top cut invoice May cutting 8152 £438.00, R Mullett invoice discussed in detail £337.50, CPRE membership £36.00, noted not in the years budget, payments approved by all. Any other late invoices to be considered, not as yet received but advised
  - a) Community Project release of money held in retention £3324.30 plus vat £3989.16 as

the Contractor has now completed outstanding works per ROSPA report. Concerns raised problems with the area still. Cllr Cleaver noted concerns down and will direct them to the Community Project Administrator for feedback. b) Rather than use CALC for Cllr Induction 10 Cllrs x £30 each = £300, to consider R Mullett training for all, cost around £50 1 hr prep, ½ hour induction and ½ hour answer & question time. Benefit, further training could be considered for the PC within budget set £400. Noted that additional work undertaken by the contractor ref the Community Project, Cllr Cleaver to contact the Community Administrator for information.

10. Grass Cutting Contract, update by Cllr L Cleaver.

a) Spend – in line with the quote for year 2019 but not for 2020, Cllr Cleaver to contact the Grounds Maintenance contractor, meet on site & review with Cllrs Atkinson and Ingham.

b) Insurances – received and noted updated policy documents, Certificate of Public & Product Liability, Employers Liability.

11. Community Project: - To receive an update from Cllr A Buck.

Unable to discuss in detail as Cllr Buck unavailable for this meet. Outstanding matters of concern, possible spend: - Car Park pot holes, Play Area various, football pitches waterlogged. Noted that the PC had £4574.30 in retention fees, of which £3324.30 has been asked for release as the Contractor has now made good the Play Area leaving £1250. held against the loose gravel and bare patches (section 1).

12. Community Project – Ongoing/unresolved issues. List as last circulated.

How can we address the problems of the potholes in the carpark – Lengthsman would not consider, Cllr Buck to be contacted for help/advise. Hedge & Grass cutting Cllr Cleaver to talk to current Contractor. Paint seats green & steps with reflective paint & no access signs, these should already be approved by the PC – Cllr Tranter to search old minutes for help where minuted. H&S checks undertaken by Cllr Atkinson, Tranter, Buck, Cleaver, concerns will be directed accordingly. Other concerns- rubbish being left, office chair left but then removed, padlock broken off play area, hazard tape on play area removed and discarded on floor, children playing on top of the apparatus.

13. Signage – Play Area, MUGA, Tennis Courts, do we need to consider changes to signs.

After discussion all agreed to leave as is.

Noted that Cllr S Howard left the meeting at 8.35pm

14. Offer of help, service to clear weeds & generally tidy up the hall garden surrounds.

It was considered perhaps the best way forward to contact the present Contractor to fully understand which works they undertake thus seeing what additional works may be required. Any additional works would need to be advertised etc. The PC could employ directly or ask for invoices to be raised. Cllr Cleaver to contact the person offering help, mention they had not been forgotten.

15. Internal Auditor – update from Cllr L Cleaver.

The previous internal auditor seemed to have requested in February the R & P books electronically, as this has not been addressed; recording of the R & P books manually has presented problems in taking on a new auditor. One option was to consider a local accountancy service; however they could not consider extra work with manual information. Our new unified spreadsheet system would address but only next year. The other option came from CALC's recommendation. They would normally charge £190 per year, however again due to our manual books in place their audit fee would be £275.00 having to carry out extra work. The FC therefore proposed to take up this option as recommended by CALC as our only possible way forward this year.

16. External Auditor- to consider asking for an extension as no handover period.

The committee agreed unanimously for this to be done.

17. Chadwick Bank, land to be valued when estate agents back.

This subject was triggered by the current allotment holder. Estate agents to be contacted, G H Banks, Halls, Phipps & Pritchard. Site visit with Cllrs Cleaver, Atkinson & Tranter.

18. Parish Lengthsman- Update by Cllr L Cleaver
  - a) 27<sup>th</sup> May Zoom Meet request sadly unable to take place.
  - b) Resignation of current Lengthsman May 30<sup>th</sup>.
  - c) Contract for new Lengthsman, hourly rate discussed and agreed £12.50 per hour and mileage rate 45p per mile.
  - d) Training by WCC FOC if the Lengthsman does not have TTMBL & T1 Traffic
  - e) Advertising. – Notice boards, My Parish website, possibly the parish magazine. Cllr Cleaver to contact Cllr Meredith to create advertising notice.
  - f) Grant allowance for this year to March 2021 £2730.83.
  - g) Storage of tools/keys presently with Cllr Atkinson which isn't ideal but decided to be reviewed when a new Lengthsman employed. Lengthsmen would normally have their own tools.
  - h) Equipment/tools on Assets Register valued £833.00, suggested the PC should sell if no future need.
  - i) WCC Lengthsman contract 2020-2021 as circulated noted.
19. Cheque signatories review: -
 

HSBC second account & Scottish Widows & L Tennis Club (last statement 2017) accounts, not known who these are, Cllrs Tranter and Ingham to search for said information.
20. Zurich Insurance – urgent payment made 2<sup>nd</sup> June, review policy as circulated and terms.
 

We have a three year deal, year two payment made 2<sup>nd</sup> June £1086.34. Zurich deal with parish and town community councils. Final payment year June 2021
21. To consider 1 ream paper and ink cartridges for the Clerk, options/VFM.
 

Cllr Ingham, provide the paper FOC – very kind thank you. 3 x quotes passed to consider, Cllr Cleaver ordered best VFM at £35.99 black for 1000 sheets, Colour ink to be ordered again for 1000 sheets..
22. Items for future agendas.
 

Allotments & the Castle from Cllr Atkinson, items outstanding from said meet.
23. Date of next meeting. Monday 20<sup>th</sup> July 2020

Meeting finished 9.09pm.

Signed ..... L Cleaver (Chair). Dated.....

Website [www.hartlebury.org](http://www.hartlebury.org) via Worcestershire County Council, My Parish Pages, select Hartlebury.

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