

HARTLEBURY PARISH COUNCIL

Clerk to the Council - L Cleaver
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Minutes of the Finance Committee Meeting “Virtual” held Monday 20th July 2020 commencing at 7.00pm. This virtual meeting was due to COVID -19 to ensure council functionality.

Present:- Cllrs L Cleaver (Chair), C Atkinson, T Ingham, S Tranter and three members of the public.

The meeting started at 7.01pm to allow all to access

MINUTES

1. Apologies. Cllr A Buck.
2. Declarations of Interest. Cllr L Cleaver, agenda item 9 c, Cllr T Ingham agenda item 21.
3. Dispensations. None.
4. Allotments,
Cllr C Atkinson
 - a) Possible water supply update, to also include bore holes & ST survey.
A lengthy discussion took place; which also included the legal implications as the PC do not own the ground, the possibility of paying £2000 for a wind/solar powered pump and between £10,000 to £15,000 for the borehole. In short as only 4 allotment holders felt a water supply of interest agreed by all not to consider further.
 - b) Any other update to consider, example farmer hedge cutting.
The farmer could cut the hedge FOC if another cut from the field, if not he would ask £30.00 per hour. Revisit next meeting.
 - c) Consideration to join the Allotment Society cost £55.00 plus vat £11.00 total £66.00 not within the budget set, how to finance.
It was agreed by all that the FC would recommend to the PC they join said Society which would offer a lot of help and experience to all especially Cllr Atkinson, funding from the grass cutting budget.
 - d) Repairs to the allotment track side, possible cost.
Cllr A Buck had left a message with the Chair that better life expectancy would be to consider MOT Type 1, Cllr Atkinson to obtain another quote for comparison.
 - e) Return of Allotment rent money £14.00 what should we do with this.
Agreed by all to use the amount on allotment expenditure.
 - f) To consider Dog Poo Bin and sign, cost and funding source.
Noted no financial resource for this. On our Asset Register did we have a bin that could be moved to this location? Could we ask for help from our DC Stephen Bateman for the cost of a bin and ongoing maintenance and a reminder about signage?
Cllr L Cleaver
 - g) Savills update.
Savills contacted 2nd July, around 14 days to get any Contract/map as paperwork in storage.

5. Hartlebury Castle by Cllr C Atkinson.
A lengthy discussion took place about help with funding with a few ideas presented, including putting notices on the PC notice boards, link to the PC website, host a small group to visit the site to promote the Castle, join the next zoom meet of the PC with regards rail stations as destinations, could DC Stephen Bateman help with any funding sources, any recent correspondence on file offering funding help & PC Grant information to be sent to the Trustee.
6. Budget v Actual 2020/21
Reviewed by all as at the end June 2020.
The Committee wished to only consider the above change, £66.00 from grass cutting to allotment expenses see 4 c above; this recommendation would be put before full council.
7. Bank Reconciliation
Reviewed by all the position end June 2020, Cllr Tranter confirmed the HLTC account £680.72 May 2017 statement, had been put into a suspense account and he would ask Cllr Cleaver to sign form with himself to release said fund and transfer into the current account.
8. Footpaths.
Discussion on how this worked (unpaid volunteer), with concerns raised by members of the public over footpaths overgrown, trees requiring trimming, verges in need of a cut as examples. The PC could help support said volunteer with tools for example if required. Footpath Wardens covered by WCC Insurance.
9. **To consider payments for approval: -**
 - a) **Top cut invoice June cutting number 8267 £438.00 – agreed by all**
 - b) **R Mullett, locum Clerk £312.50 – agreed by all.**
 - c) **Clerks Expenses £39.89 as per sheet – agreed by Cllrs Atkinson, Tranter & Ingham.**
 - d) No other late invoices to be considered.
10. Grass Cutting Contract
 - a) Update by Cllr L Cleaver, the Contractor had been approached and asked to implement the improvement's plan in the contract to the Play Area and Village Hall surround and to quote for possible additional works, lift canopies perimeter trees, cut back grass behind chain, fix post and rail by walkway, solution to the "jungle" by the side of the Parish Hall. Low maintenance options.
11. Community Project:
Update from Cllr A Buck not received as absent.
To ask the Playing Fields & Parish Hall Surrounds advisory group plus a member of the FC Cllr S Tranter to obtain three quotes or
 - a) repair just the pot holes
 - b) to relay the whole of the carpark. Cllr Tranter felt the thickness of materials not adequate.
 - c) Drain by football pitches, metal top of drain concern.
 It was agreed to get 3 x builders quotes to make good said concern.
12. Community Project – Ongoing/unresolved issues. List circulated discussed and to be amended accordingly.
13. Defibrillator Grant £200, do we need - agreed no requirement at this time.
14. Offer of help, service to clear weeds & generally tidy up the hall garden surrounds.
This subject to be reviewed again after the grass contractor has implemented the increased works, would need another quote/s and to look at cost of works last year.
15. Internal Auditor – update from Cllr L Cleaver.
Having appointed the auditor a zoom meet took place between, said auditor, Cllr Cleaver and locum Clerk. Locum Clerk to set a date to meet Cllr Cleaver with a view to verifying end of year information, to ensure accuracy with the end of year statement reported end March.
16. External Auditor- extension granted as no handover. Deadline now 31st August 2020.
17. Chadwick Bank, land to be valued when estate agents back.
 - a) Cllr C Atkinson to contact, GH Banks, Phipps & Pritchard & Halls, valuations free of charge and to ask the allotment holder if he could strim ready for site visit.
 - b) Site visit to take place with Cllrs Atkinson &/or Cllrs Tranter, Cllr Ingham.

18. Parish Lengthsman.

a) Update by Cllr Atkinson –vacancy may be filled with new candidate; meeting took place with Cllr Atkinson and Tranter and possible new candidate. **Recommendation will be put before full council when they next meet.**

b) Tools/keys and equipment to be reviewed at the next meeting. It was also noted that instead of Cllr Tranter changing the VAS batteries (extremely kind of him to do so) once the new Lengthsman in place and fully trained that it should form part of his role. It was also noted to contact Westcotec as 2 VAS seemed problematic.

19. Cheque signatories review

Cllr Tranter had been to HSBC and new cheque signatories seemed to have been accepted Cllrs Tranter and Ingham.

20. HSBC Bank Concerns

Cllr Tranter had finally managed to sort the new statement address with the bank today and so we should be able to then address log in details in the next few weeks.

21. Playground Inspection Course, for those responsible for routine daily/weekly inspection

a) Review two considerations ROSA £250.00 & The Children's Play Advisory Service £125.00 plus vat£25.00 = £150.00. **The FC felt 2 x P Cllrs would benefit from the course offered at £150 per person and this be recommended to full council.**

b) Parish Councillor/s who may benefit from said course- to be agreed at the next meeting of the full council.

c) Funding – budget set £300 although £50 already allocated to Cllr inductions.

22. Supplier Registration. - Cllr Tranter to delete as no longer necessary.

23. Notices on Parish notice boards- donations. - Cllr Cleaver to contact CALC with regards the commercial aspect. New policy may be required.

24. Any other matters for urgent consideration.- NO

25. Items for future agendas.

Notice boards/Cllr Ingham to consider notice board he has and its condition, its future location to consider. Review the Asset Register. Cllr Cleaver to speak to the Internal Auditor about asset write off.

26. Date of next meeting Monday 21st September 2020

Finish time 21.30pm

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

Website 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.