

## HARTLEBURY PARISH COUNCIL

### Minutes of the Finance Committee Meeting 17<sup>th</sup> November 2016 7.00pm, Hartlebury Parish Hall

**Present:** Cllrs Ms L. Cleaver (Chair), D. Ingram, D. Simons and S. Tranter.

**In attendance:** One member of the public.

The Chair emphasised that the aim of the committee will include:-

Ensuring the Council is seen to provide value for money.

Ensuring public money is spent efficiently to provide an effective service.

Ensuring any expenditure is necessary or whether a better way of doing it can be found.

**1. Apologies:-** Received and accepted from Cllr Mrs S. Hickman (holiday). Cllr Brown was absent.

**2. Approval of the minutes of the meeting held on 16<sup>th</sup> June 2016.**

Proposed by Cllr David Simons, seconded by Cllr Doug Ingram.

**3. To review to-date financial performance, 2016-17.**

**4. To review (June FC meeting item 7) St Marys Lychgate information with regards grant support passed to St Marys, to review any further updates**

Review:-8<sup>th</sup> July our Clerk sent the following to St Marys. Information that St Nicholas Church East Challow received £8900 from the Heritage Lottery Fund for their Lychgate renovation. That there's also a website called Church Care which has a page, Grants/Funding for Churches, there's a list of grant opportunities according to their category.

No further updates from St. Marys in this regard. Cllr David Simons will follow up.

However we have received 9<sup>th</sup> Nov from Carolyn the Churchwarden, reference to four quotes for the repair/restoration and has asked if S106/New Homes Bonus might be considered.

This would not be a matter for the Finance Committee to consider. This would need to be considered if appropriate by full council. It was also noted that it was the consensus of the Finance Committee that quotes sent were not comparable.

**5. To review (June FC meeting item 8) Dog bins, to finance a bin/or move existing bin, review.**

Cllr L Cleaver to write a letter on behalf of the PC to WDC with regards funding of bins and VFM. Cllr David Simons will progress and take into account when considering a budget for infrastructure.

**6 To review Council to spend £250 plus £50 vat = £300 for the school, review against budget.**

Agreed to fund, proposed by Cllr Doug Ingram and seconded by Cllr David Simons.

**7. To consider funding available from NHB and sec. 106 monies.**

Not considered at meeting, unclear if this was a matter for the finance committee at this stage.

**8. To agree a preliminary budget for 2017-2018, taking into account the following:-**

Budget agreed and will be presented to the PC at the December meeting.

- **8a) The need to consider a maintenance infrastructure programme ( notice boards, benches, war memorials, steps to main war memorial St. James, bus shelter A449).**

Cllr David Simons to liaise with Cllr Neil Davis to consider/map out an infrastructure budget and what that may mean.

Our Clerk to send to both Cllrs Davis and Simons the PC's Risk Register.

- **8b)The need to consider £5,000 Consultants Fees PH Grounds**

We have not considered in this year's budget. If needed before end March 2017 then our only available funds would be from our Scottish Widows fund account which stands at £10,000

- **8c)The need to consider further dog poo bins**

Cllr David Simons will progress and take into account when considering an infrastructure budget

- **8d)The need to consider putting aside an amount each year for any Grant Requests.**

Agreed and written into next year's budget.

**9. To agree a precept for recommendation to the full Council.**

The Committee unanimously agreed a 2% increase, same as last year.

**10. To consider the Staffing Committee's recommendation to increase the Clerk's pay and back-date it to April 2016, in line with nationally agreed guidelines and to consider against current budget.**

The Committee noted that the Anticipated Payment to March 2017 for the Clerk stood at £6400, more than the original budget, so believed this took into account the Staffing Committees increase recommendation. If so the Finance Committee unanimously agreed said recommendation.

**11. To consider an amendment to the Councils Financial Regulations (point 5.4 ) as raised at the PC November meeting that all cheque signatories to also initial said invoice .**

The Committee agree the change should read "at least one cheque signatory", and will put before full Council to adopt said change.