

# **HARTLEBURY PARISH COUNCIL**

**A meeting of the Finance Committee was held at the New Elizabethan School, Quarry Bank, Hartlebury on the 7<sup>th</sup> March 2017**

**Present:** Lesley Cleaver (Chair), Sandra Hickman, David Simons and Sheridan Tranter.

**In attendance:** Neil Gulliver (Parish Clerk) plus 1 member of the public.

## **1. Apologies**

Apologies were received from Steve Brown and Doug Ingram (work).

## **2. Minutes of the Meeting held on the 7 February 2017**

The minutes of the meeting held on the 7 February 2017 were approved unanimously and signed by the Chairman.

## **3. Review of the Budget against Actual as at 28<sup>th</sup> February 2017**

It was noted that the Parish Council had now received the grant of £2500 from Cty Councillor Peter Tomlinson. Sheridan Tranter also confirmed that he would be taking his Chairman's allowance for the year.

The Committee noted the financial position of the Council as at the 28 February 2017.

## **4. Review of the Budget for 2017-2018**

Sandra Hickman confirmed that the Village Hall Management Committee had agreed to reduce the cost for the Parish Council's use of the committee room to £15 per booking. As a result it was agreed that the amount for bookings in next year's budget should be reduced to £250 leaving a surplus of £300 to be reallocated.

## **5. Review of the Risk Assessment Schedule**

It was agreed that the wording under 'Supply of Goods and Services' be amended to make it clear that both invoices and cheque book stubs are initialled by signatories to ensure a clear audit trail.

## **6. Review Current Position re Smartwater**

Having noted that currently the Parish Council still required a further £5,500 to meet the full cost of the Smartwater scheme, it was agreed that the matter be referred to the Parish Council's May 2017 meeting to seek agreement to meeting the cost from reserves.

The Clerk added that, in the meantime, he would continue to seek additional funding.

## **7. Draft Grants and Awards Policy**

The Chairman stated that she had acquired a possible policy from another Parish Council and the Clerk added that he had produced a similar policy for another Parish Council. It was agreed that the Clerk would look at the options available and produce a draft policy for the next meeting.

## **8. Any Other Business**

It was agreed that the Committee would need to consider putting arrangements in place to manage the funding etc for the Community Project.

The Chairman also suggested that the Committee should look at the possibility of providing a debit card for the Clerk.

The meeting closed at 6.50pm

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Chairman