

## Finance and General Purposes Committee Minutes

**Held on Thursday 4<sup>th</sup> November 2021 at 10am at The Pavilion, Prestbury**

Members Present: Cllrs: I McAllister (IM) Chair J Slater (JS) RFO K Bishop (KB) P Kennard (PK) L Langrish (LL)

In attendance: J Tetley (Administration Officer) The meeting was opened at 10.30am

Item no.	Item	Action
<b>21/087</b>	Welcome by chairman. Apologies accepted from M Hansen	
<b>88</b>	The minutes of the F&GP Committee held on 7 <sup>th</sup> October 2021 (previously circulated) were unanimously approved by the Committee and were signed by IM as an accurate record.	
<b>89</b>	The following were matters arising from the minutes not covered by the agenda:	
	21/058 Defibrillator still not installed. Quote received from electrician used by the church and the church is arranging for it to be installed.	
	21/066 Little Explorers Meeting postponed. Transferred to Fac Man Committee.	<b>Fac Man</b>
	21/066 Sirius – LL and PK to research quote from local company.	<b>PK &amp; LL</b>
	21/073 Sensory Garden - transferred to Fac man.	<b>Fac Man</b>
	21/080 Parish Plan – IM and MH to discuss.	<b>IM&amp;MH</b>
	21/081 Emergency Plan – JS to update IM after C5 meeting.	<b>JS</b>
<b>90</b>	<p><b>Financial Statements for October 2021</b></p> <p>Q-Does the newsletter distribution come out of Media and Communications cost centre A-Yes</p> <p>Q-Are the VATs being added A-Yes</p> <p>IM to review entries in time to set the budget for next year</p>	<b>IM</b>
<b>91</b>	<p><b>Idsall Car Park</b></p> <p>LL and JS meeting CBC on 2<sup>nd</sup> December to formulise offer after working through business rates. PPC will be updated at the December meeting.</p> <p>PK to check previous minutes when the car park was initially discussed by PPC and check the exact wording on what was agreed.</p> <p>F&amp;GP to decide how to fund purchase of the car park in Dec as this will need to be shown in the budget.</p>	<b>PK</b>  <b>F&amp;GP</b>
<b>92</b>	<b>Projects and Funding</b>	
	<p><b>1. Build Back Better – Councillor Fund</b></p> <p>SF agreed to a grant of £15k which PPC must match fund. Need working group to take this project forward. To be agreed at PPC.</p>	
	<p><b>2. Market Town Fund – Prestbury Fete</b></p>	

Item no.	Item	Action
	£15k grant agreed – no match fund required. AGAR, equal opportunity policy and safeguarding policy required. IM to set up cost centre specifically for the fete. Fac Man to set up working group and present to PPC.	<b>IM Fac Man</b>
	<b>3. Sensory Garden</b> All money received to fund initial project. Need for a path for wheelchair access now required. LL applying to the Barnwood Trust for grant.	<b>LL</b>
	<b>4. Prestbury Tennis Club</b> Working group set up, costs are likely to be incurred.	
	<b>5. Queens Jubilee Lunch</b>	
	<b>6. Bush Court</b> Possible costs involved. IM and LL to represent PPC at meeting on 10 <sup>th</sup> November.	
	<b>7. Cheltenham Zero Fund</b>	
	F&GP require a project management process to take place with all present and future projects. It was noted that councillors with project management expertise are available for support, if required, and that working groups should not continually use the same councillors to ensure the workload is shared.	
93	<b>Budgeting process for 2022-23</b> IM presented a draft budget process previously circulated to all councillors on F&GP. It was agreed unanimously to adopt the budget process and to present to PPC. An extraordinary meeting will be held to discuss the wish list for the parish.	
94	<b>Banking Processes and Control</b> JS to amend financial regulations to accommodate amendment made in the last set of minutes 21/075. A review of the financial regulations and standing orders is required.	<b>JS</b>
95	<b>MUGA Bookings and Pricing</b> Fac Man to consider a solution for the security of the MUGA	<b>Fac man</b>
96	<b>Tennis Courts Project</b> Working group set up. JS is compiling questions for potential providers. Waiting for Zoe from the LTA to come back with answers to questions posed. Questions will be reviewed before distribution.	
97	<b>Communications, notice boards and the website</b> IM presented a communications approach previously circulated to all councillors on F&GP. A discussion took place regarding this document. It was agreed that a new notice board would be purchased by LL for outside the parish office and that a trial of displaying all agendas on this noticeboard <b>only</b> would take place until the end of April. A meeting schedule would be placed on the website and all other noticeboards.	<b>LL</b>
98	<b>Bush Court</b> IM and LL to provide update in December.	<b>LL&amp;IM</b>
99	<b>AOB</b> <ul style="list-style-type: none"> <li>• Meter Readings: Electricity <b>81100</b> Allotment <b>07780</b> Pavilion Water <b>05435</b></li> <li>• Timing of the meetings to be reconsidered. To be reviewed later.</li> </ul>	
100	<b>Meeting closed at 2pm. Next Meeting: Thursday 9<sup>th</sup> December 10.30am Pavilion.</b>	