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Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52 3LP

**Finance & General Purposes Committee Minutes**

**Held on Thursday 5th May 2022 at 10.00am at The Pavilion, Prestbury**

Members Present: Cllrs: C Taylor (CT), K Bishop (KB), P Kennard (PK), Chair M Hansen (MH).

In attendance: J Tetley (JT) Parish Clerk,

The meeting was opened at 11.00am

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| **Item No.** | **Item** | **Action** |
| **22/154** | Welcome by Chairman. Apologies were received from L Langrish (LL) |  |
| **155** | Minutes of the FGP Meeting held on 7th April 2022 (previously circulated) were unanimously approved by the F&GP Committee and were later signed by CT as an accurate record. |  |
| **156** | **Matters arising**:   * RoSPA inspected the playground on 04.04.22 still waiting for certificate for new playground. JT to chase. | **JT** |
| **157** | **Community Fund – Queen’s Jubilee**  HB not available for up-date |  |
| **158** | **Tennis Courts**   * Business rates – CBC informed PPC that as the tennis courts are the sole business premises occupied by PPC, PPC can apply for small business relief which will be 100% for this property. It was agreed that this issue needs to be addressed by the new council going forwards. * Gocardless payments are all being paid. |  |
| **159** | **CiL Document & CiL Payments**   * Completed with a query. PPC purchased equipment exceeding the CiL payment for 21/22 can the surplus be carried forward to 22/23. * Received a new CiL Payment of £65,183.20, this needs to be moved into the reserve account. | **JT** |
| **160** | **Litter Picking Group**   * Payment for High Vis Jackets has been made by the racecourse * The costs for litter picking are going up. Currently buy litter grabbers, bags, hoops and gloves for all volunteers. Litter picking costs to be placed under the cost centre of parish events and services so that it can be monitored and reviewed after the festival. |  |
| **161** | **Grant from GPFA**  £2000 from GPFA towards the new playground has been received and banked. |  |
| **162** | **Silver Birch and Quotes**   * 3 quotes received to level earth bank near to Prestbury Road:   **Chris Arnold £400** plus VAT  **Town and Country £720** plus VAT  **Dowdeswell £825** plus VAT  All voted in favour of proceeding with **Chris Arnold**. **CT to action.**   * Asbestos found near to hedge next to Prestbury Road. Area fenced off and await quotes. * Silver Birch outside pavilion office, 3 quotes received:   **Chris Arnold £250** to include stump grinding  **Town and Country £720**  **First Arb £300**  A discussion took place about whether to remove the tree. It was agreed to put it to Full Council on Monday. | **CT** |
| **163** | **Financial Statements**  The following was agreed:   * Remove Idsall car park cost centre * Remove Little Explorers Utilities number 115 * PK to take over meter reading for water and submit them online * Electricity account on-going problem despite being referred to the Ombudsman. PK and CT to review 1st week in June. * KB to review Scribe * Set up mobile phone cost code * It was noted that the income for the MUGA, tennis courts and playing field would need to be over 85K to be VAT liable * Need to move precept and CiL payment into the reserve account.   **All approved the financial statements for April 2022.** | **PK & CT**  **JT & CT** |
| **164** | **Insurance Quotes**   * Zurich – all councillors reviewed Zurich insurance quote for 2022/23. All voted in favour of proceeding with quote * Tractor Insurance   Quote received from Zurich £350.55  Quote received from Aviva, through broker used last year, £805.81  All voted in favour of adding on the tractor insurance to the present Zurich insurance policy. |  |
| **165** | **Mobile phone for Clerk**  MH given clerk mobile phone and JT to set up Labara sim at £5 per month. |  |
| **166** | **Internal Audit**  JT expressed concern about workload and not enough time to complete tasks required, especially internal audit. Clerk advised to focus on internal audit.  JT to email the internal auditor, Paul, stating the internal audit of PPC needs to be completed by 6th June 2022 at the latest for the report to be presented to F&GP on 9th June and PPC on 13th June to be approved. |  |
| **167** | **AOB**   * A discussion took place regarding tennis members wanting to cancel memberships. It was agreed that in principle this was possible but how to do it would need to be reviewed. * All voted in favour of purchasing a new board to fill the exposed board frame near to the entrance on Prestbury Road. Referred to FacMan to install. * It was noted that PPC pay for an ICO license, and it was due to be paid shortly. JT to check. * The new Wilson Health Centre on Prestbury Riad has requested an allotment for patients. Allotments Committee proposed to decline this request. F&GP also declined this request and supported the suggestion that the Sensory Garden would be a more suitable place for rehabilitation. | **JT** |
|  | **Meeting finished at 1pm** |  |
|  | **Date of next meeting 9th June 2022 11am at the Pavilion** |  |