

Finance & General Purposes Committee Minutes

Held on Monday 8th June 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: M Hansen (MH) Chairman, N Atty (NA), K Bishop (KB) and P Kennard (PK).

In attendance: J Tetley (JT) Parish Clerk and H Bridger (HEB) Administration Assistant.

The meeting was opened at 10am

Item	Item	Action
001	Apologies received and accepted from H Breach (HB). It was noted that JG chaired the last FacMan meeting and could have attended but was unavailable.	
002	Declarations of Interest - None were received.	
003	Minutes of the F&GP Meeting held on 15 th May 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
004	Matters arising: All covered on agenda	
005	Financial Statements for May –Approved and signed by the chair. MH proposed authorisation of the payment of the internal auditor’s invoice of £100. PK seconded this proposal. A review of the internal auditor’s report took place with no concerns expressed.	
006	Banking A discussion took place regarding a third bank account. MH proposed transferring £85K into a Unity Trust Savings Bank Account. It was noted that there would be a fee of £8 for each withdrawal. KB seconded the proposal and all voted in favour. JT to action. HEB to investigate opening an account with Bank of Ireland.	JT HEB
	It was noted that there has been a change of signatories on the current account with Lloyds. MH, JT and PK are now the only signatories.	
007	Grants <ol style="list-style-type: none"> 1. GCC and SF - £7500. SF has approved the application and submitted it for processing. 2. Coronation Grant - £300 received from CBC. 3. Youth Grant – on-going. 4. Football Foundation – grant under assessment. 	
008	Pavilion Development NA outlined an update on the pavilion development. Currently 3 strands of activity: <ol style="list-style-type: none"> 1. Refurbishment of Changing rooms. Work starts on 19th June 2023 and is to be completed by the end of August, ready for the new season. Working with Little Explorers to minimise disruption. 	

	<p>2. Solar Electricity Generation – Solar panel company agreed and presently discussing a start date.</p> <p>3. Planning consultant agreed. It was noted that a single planning application would be submitted for all the work to be carried out.</p> <p>It was noted that the Little Explorers staff are content to use the same toilet as the children for the period of refurbishment and requested a reduction in rent for the disruption. A discussion took place regarding this request.</p> <p>MH proposed a goodwill gesture of £125 rebate as a one-off payment to cover this period of disruption. PK seconded the proposal and 3 voted in favour with one vote against. MH thanked NA for his work on this project along with LL and PMW.</p>	
009	<p>Net Zero Last meeting postponed due to illness. No further meetings are currently planned.</p> <p>Consideration needs to be given of how PPC take forward a net zero plan in line with CBC's net zero pledge. It was noted that an event at the Prestbury library organised by Prestbury People Planet was well attended and best practice was discussed. PPC await the next steps of this organisation.</p>	
010	<p>Tennis Membership/Bookings Running total £3347.50 (minus fees) Membership £2522 (minus fees) Adult memberships – 49 x 50 Junior Membership – 6 x 11 Child 1 x 6 Bookings £225.50 (minus fees) 41 x £5.50 Coach £600</p> <p>HEB to review junior membership and ensure all junior members playing for the teams are members. HEB to change the code for the padlock to the tennis courts and email all paid members with the new code. Also ask HB to advertise the tennis courts on social media.</p> <p>Bench/Bin A discussion took place regarding the benches for the tennis courts. It was noted that 2 benches could be used from the changing rooms and the money budgeted for the benches could be used for an outside bin as recommended by the tennis coach and several tennis members. Problems exist with the bin inside the tennis pavilion as food is left in it and it is not regularly emptied. MH proposed buying an outside bin to be located outside the entrance to the tennis courts and to remove the inside bin from the pavilion. PK seconded the proposal and all voted in favour. HEB to research bins.</p> <p>Cleaning A tennis member has complained regarding the cleaning of the pavilion and whose responsibility this is now. Referred to FacMan.</p> <p>Court Fund Deferred to FacMan.</p>	<p>HEB</p> <p>HEB</p>

011	Football Tournament An invoice has been sent to the sponsor and is yet to be paid. HB has requested that the blue paint required to mark out the pitches be purchased so that Craig has time to mark out the pitches. MH proposed buying the paint. KB seconded the proposal and all voted in favour.	
012	IT Issues PK had a meeting with HEB and JT and a google calendar has been set up as a way of sharing the MUGA calendar. PK, HEB and JT to investigate a shared storage space online for documents for the pavilion development. PK presently reviewing email account of past years which is stored on outlook causing storage limit issues.	PK
013	Training PK has signed up for a chairman's course with GAPTC. JT and MH have signed up for a Civility and Respect module course. MH outlined the Cheltenham Borough Council's Sub-Committee's recommendations following the Code of Conduct Complaint with reference to training required. MH proposed accepting the recommendations of the Subcommittee. NA seconded the proposal and all voted in favour with 1 abstention. To be referred to Full Council for approval.	
014	Community Speed Camera HEB has emailed a council in Quenington that presently has 4 cameras. However, the councillor who monitors the cameras is currently on holiday. HEB to liaise with him when he returns.	HEB
015	Litter-picking CT has kindly offered to liaise with the litter-pickers every month but will need cover on occasion. Referred to FacMan.	
016	Work of Groundsman CT has kindly offered to help when required. Referred to FacMan.	
017	Code of Conduct Recommendations Covered under 013.	
018	Risk Assessment Review A discussion took place regarding the risk assessment. Amendments recommended were as follows: 2.3 Change to "councillors to undergo training periodically". 6.1 – 6.6 Change status of risk to medium. Risk assessment to be approved by Full Council on 19 th June. It was noted that all litter-pickers needed to have signed a volunteer form before commencing litter-picking. HEB to action.	HEB
019	No Matters for Future Consideration (not to be discussed)	
	The meeting finished at 11.55am. Calendar of future meetings: 6th July, 10th Aug, 7th Sept, 5th Oct, 9th Nov, 7th Dec, 11th Jan, 8th Feb, 7th Mar, and 11th April.	