

Finance & General Purposes Committee Minutes

Held on Thursday 10th August 2023 at 10am at The Pavilion, Prestbury

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

In attendance: H Bridger (HEB) Administration Assistant.

The meeting was opened at 10.05am

Item	Item	Action
038	Apologies received and accepted from H Breach (HB)	
039	Declarations of Interest – Item 055 discussing TORs for the Monitoring Officer (KB)	
040	Minutes of the F&GP Meeting held on 6 th July 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
041	Matters arising – None	
042	Financial Statements for July – Approved and signed by the chair.	
043	Banking <ul style="list-style-type: none"> • Unity Trust Bank – no update due to staff holidays. JT to progress • Cambridge & Counties – 95 day business, trust and charity notice account which is suitable for Parish Councils and pays 4.3%pa gross. HEB confirmed that the account has its own FCA compensation limit of £85,000. JT to consider with a view to transferring £100,000. 	JT JT
044	Co-option of new councillors <ul style="list-style-type: none"> • Following a publicity drive we have a potential new councillor who will attend and observe the PPC meeting on 21 August with a view to being co-opted in September. A separate enquiry has not progressed by the potential co-optee. • A discussion took place regarding further recruitment of new councillors. JT to visit Bush Court with a councillor to check on the garden upgrade (which was funded by a PPC grant) and take the opportunity to raise the opportunity for a resident to become a councillor. 	JT
045	Standing Orders and TORs <ul style="list-style-type: none"> • It was agreed that the responsibility for agendas lies with the Parish Clerk. Councillors will be asked if they have items for the agenda going forward. Councillors to note that agendas are required 5 working days before the meeting and late items cannot be included as an agenda item. • MH to propose at PPC a change to standing orders to permit new wording for the public session agenda time as follows: “Public session to provide members of the 	MH

	<p><i>public and/or press with the opportunity to comment on items on the agenda or raise items for future consideration”.</i></p> <ul style="list-style-type: none"> • A discussion took place over the timescales for the production of Minutes, and it was agreed that there was a need for this to be standardised. It was thought that this should be discussed as part of the overall discussions regarding office workloads. • A discussion took place regarding the requirement to respond to all emails. It was noted by MH that this requirement would be determined by the content of the email. MH also noted that council correspondence should focus on council business and should at all times be respectful. 	
046	<p>Risk Assessment for Litter Picking</p> <ul style="list-style-type: none"> • Evesham Road can no longer be included due to traffic speeds. NA to ask Cllr. Charles Taylor to write to Gloucestershire Highways, and copy in CBC, to confirm that PCC volunteers have withdrawn from this area in accordance with the CBC risk assessment terms. 	NA
047	<p>IT Update</p> <ul style="list-style-type: none"> • Introducing shared storage space to be investigated by MH. 	MH
048	<p>Training</p> <ul style="list-style-type: none"> • Issues with arranging courses currently as GAPTC undergo staffing changes • Frustration was noted over the lack of face to face training courses available and the short notice for dates offered. • Nimble Training have modules available on Civility and Respect. MH to encourage all councillors to complete it. • Being an effective chairperson online courses have been advertised for 19/9, 17/10 and 9/11 	MH
049	<p>Pavilion Development</p> <ul style="list-style-type: none"> • Phase one is complete and the changing facilities look very good. The solar panels are operational. As we will be net exporters during the summer, we will apply for certification to sell surplus power to the grid. Currently we will have to export to a company who do not supply us so we will receive 4.1p per unit. When we change suppliers (when our fixed rate expires) we can use the same company and the price per unit will rise to around 15p per unit. NA recommends Octopus Energy. This action was proposed by JG and seconded by PK. JT to action when our current utilities contract ends. • Phase 2 has been initiated with preliminary meetings taking place. 	JT
050	<p>Grants</p> <ul style="list-style-type: none"> • The grant from Football Foundation has been accepted and is for 75% of the total cost at just over £12,000 • The GCC grant from Cllr. Stephan Fifield is being processed for £7,500 	
051	<p>Tennis</p> <ul style="list-style-type: none"> • Currently have 73 members. Gross income including memberships, pay per play and coach fees totals £4,638 before fees. The bin has been fitted outside the courts by CK. • A quotation for resurfacing the tennis courts was discussed. Further quotes to be obtained after looking for recommendations from Tom Jacobsen and Zoe Bambridge, our local Lawn Tennis Association rep. 	HEB
052	<p>Football Tournament</p> <ul style="list-style-type: none"> • Update to be picked up at the next Facilities Management meeting. 	HB

053	Community Speed Camera <ul style="list-style-type: none"> KB visiting Quenington with Cllr. Catherine Hunt on 14 August. To update next month 	KB
054	Budget for Robson Field <ul style="list-style-type: none"> JG has requested signs for Robson Field and this should be discussed at the next Facilities Management meeting 	JG
055	TORs for Financial Monitoring Officer <ul style="list-style-type: none"> There is no reference on the GAPTC website although JG was sure it was in the booklet he was given on his Being a Better Councillor course. MH to make enquiries. 	MH
056	No Matters for Future Consideration (not to be discussed)	
	The meeting finished at 11.20am. Next meeting date 7th September 10am	