

## Finance & General Purposes Committee Minutes

**Held on Wednesday 13th September 2023 at 10am at The Pavilion, Prestbury**

Members Present: Cllrs, N Atty (NA), H Breach (HB), J Gardener (JG) and P Kennard (PK).

In attendance: Jane Tetley (JT) Parish Clerk

The meeting was opened at 11am

Item	Item	Action
057	Apologies received and accepted from: Martyn Hansen (MH) Chairman and K Bishop (KB). In MH's absence NA chaired the meeting.	
058	<b>Declarations of Interest</b> – None	
059	Minutes of the F&GP Meeting held on 10 <sup>th</sup> August 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by NA as an accurate record.	
060	<b>Matters arising</b> – None	
061	<b>Financial Statements for August</b> – Approved and signed by NA.	
062	<b>Banking</b> <ul style="list-style-type: none"> <li>• Unity Trust Bank – account opened and £85k transferred into it.</li> <li>• Cambridge &amp; Counties – JT to progress opening an account with a view to transferring £100,000.</li> <li>• Money held in the following accounts: Lloyds Current Account - £74,201 Lloyds Reserve Account - £218,286 (this includes CiL earmarked for Pavilion Development and reserves recommended for expenditure and elections) Unity trust Bank - £85,000</li> </ul>	JT
063	<b>Co-option of new councillors</b> <ul style="list-style-type: none"> <li>• JT to visit Bush Court with a councillor, possibly PK.</li> <li>• Co-option of resident from Starvehall Farm now to take place in October as resident unable to attend September meeting.</li> <li>• Possible co-option of a resident from the Burgage.</li> <li>• It was noted that HB had posted on social media specifically asking for residents from Wyman's Brook to volunteer to be co-opted with no success.</li> </ul>	JT
064	<b>Standing Orders and TORs</b> <ul style="list-style-type: none"> <li>• The clerk requested clarification for the timeframe for the circulation of minutes and the meaning of the term circulation to avoid further criticism of the clerk not fulfilling the job role. A discussion took place regarding this matter. NA to review.</li> <li>• It was proposed that the office is only open to the public and councillors between the hours of 9-12 each weekday to avoid interruption of the staff when trying to meet deadlines.</li> </ul>	NA

	<ul style="list-style-type: none"> <li>Guidelines for councillor correspondence – a discussion took place regarding this issue and the unnecessary demands placed on staff and other councillors regarding response times. JT to review GAPTC guidelines for emails. NA to liaise with MH.</li> </ul>	<b>JT/NA</b>
<b>065</b>	<b>Risk Assessment for Litter Picking</b> <ul style="list-style-type: none"> <li>Matter resolved and closed.</li> </ul>	
<b>066</b>	<b>IT Update</b> <ul style="list-style-type: none"> <li>Shared storage space referred to next meeting.</li> </ul>	
<b>067</b>	<b>Pavilion Development</b> <ul style="list-style-type: none"> <li>In the process of obtaining a storage shed for Little Explorers for their outdoor equipment to be located next to the tennis hut.</li> <li>Presently reviewing planning application.</li> <li>Heating solution under review.</li> <li>Chasing Football Foundation for grant. When grant is received it was noted that it needs to be promoted on social media and the website.</li> </ul>	
<b>068</b>	<b>Grants – update</b> Football Foundation- JT to chase.	<b>JT</b>
<b>069</b>	<b>Tennis</b> <ul style="list-style-type: none"> <li>Second quote received for re-surfacing the courts. 3<sup>rd</sup> quote required.</li> <li>It was noted that a tennis member had complained regarding the weeds around the edges of the courts, leaves on the courts and paint flaking off the tennis pavilion hut.</li> </ul>	<b>HEB</b>
<b>070</b>	<b>Community Speed Camera</b> <ul style="list-style-type: none"> <li>A brief discussion took place regarding the camera. Referred to HB for further investigation due to factual data received from the police.</li> </ul>	
<b>071</b>	<b>TORs for Financial Monitoring Officer</b> <ul style="list-style-type: none"> <li>Referred to next meeting.</li> </ul>	
<b>072</b>	<b>External Audit</b> <ul style="list-style-type: none"> <li>Report approved and authorisation granted for payment of invoice to PKF of £756.00.</li> <li>Thanks expressed by PK for the work undertaken by the clerk to secure completion of the external audit.</li> </ul>	
<b>073</b>	<b>PWLB</b> Authorisation granted for loan repayment due of £1669.45	
<b>074</b>	No Matters for Future Consideration (not to be discussed) <ul style="list-style-type: none"> <li>PK requested that the staffing committee review the groundman’s working schedule and jobs. In addition review a schedule for the minutes, office hours and email correspondence.</li> </ul>	
	<b>The meeting finished at 12.02am.</b> <b>Next meeting date 7<sup>th</sup> October 10am</b>	