

Finance & General Purposes Committee Minutes

Held on Thursday 9th November 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: Jane Tetley (JT) Parish Clerk and Helen Bridger Administration Assistant

The meeting was opened at 10am

Item	Item	Action
092	No apologies received. H Breach (HB) was absent from the meeting.	
093	Declarations of Interest – None	
094	Minutes of the F&GP Meeting held on 5 th October 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
095	Matters arising – None	
096	Financial Statements for October – Approved and signed by MH. It was noted that VAT is being claimed quarterly.	
097	Banking <ul style="list-style-type: none"> • Cambridge & Counties – JT to progress opening an account with a view to transferring £100,000. • Unity Trust Bank – problems have been encountered with logging into the account and it has taken up a considerable amount of time to fix. HEB to ensure that she can log into the account. • HEB to chase Lloyds bank for a card for the card reader to log into the account online for and a credit card. • PK requested a list of people authorised to access each account. JT to action although it was noted Lloyds bank are difficult to get hold of and do not action requests. 	<p>JT</p> <p>HEB</p> <p>HEB</p> <p>JT</p>
098	Co-option of New Councillors <ul style="list-style-type: none"> • A member of the public plans to attend the November meeting to observe with a view to co-option in December. • The member of the public who attended in October has not completed a co-option form. • It was noted that PW recently attended the “Being a Better Councillor” course and recommends it as part of the induction programme for all new councillors. • JG is attending the Chairman course. 	

099	<p>Budget 24/25 Process and WishList</p> <ul style="list-style-type: none"> • PK still waiting for October CPI results. At the allotments meeting on 30th November a budget will be approved for allotments. • MH and NA to liaise with Little Explorers regarding rent for 24/25. It was noted that the reduced monthly rental agreed for 23/24 was for a limited time only. • JT proposed allocating a budget for Facman to oversee. HEB and JT to propose a way forward for cost centres to be allocated. • MH, JG and JT to meet on 21st November at 1.30pm to discuss budget. 	MH/NA HEB/JT
100	<p>Pavilion Development NA to compile pavilion development budget with precise figures for approval at the November PPC meeting.</p>	NA
101	<p>Tennis</p> <ul style="list-style-type: none"> • It was agreed that the tennis resurface project would be scheduled for 24/25. HEB to email all the companies that quoted for the work to let them know. • Memberships: 12 x 11 = £132 (no increase), 2 x 6 = £12 (no increase), 64 x 50 = £3200. Total £3344 minus fees. • Coaching 8 x 200 = £1600 Bookings 202 x 5.5 = £1111 (minus fees). • Overall total £6055 (minus fees) 	HEB
102	<p>MUGA Cleaning A discussion took place regarding the quotes received for the MUGA to be cleaned professionally, circulated prior to the meeting. NA proposed using Blakedown to undertake a machine brush and spray for £380 and to review their quote for sand replacement later. Plus, to put in place a proper maintenance regime involving the groundsman. All agreed with this proposal.</p>	
103	<p>Idsall Car Park – update MH outlined his meeting with Cllr Peter Jeffries, Deputy Leader of Cheltenham Borough Council, Cabinet Member for Finance & Assets. It was noted that nothing had changed regarding the overage clause, the purchase price or the many problems with the car park and the significant costs of maintaining it. A discussion took place regarding the car park with no councillor expressing an interest in PPC purchasing it. MH proposed recommending to full council that Idsall Car Park should not be purchased by PPC. All councillors approved this recommendation.</p>	
104	<p>Standing Orders and TORs NA presented his research into the circulation of minutes for committees and proposed the following: The TORs for FacMan, Allotments, Planning and F&GP (paragraph 6c) should be amended from: "The Parish Clerk or other appropriate officer will record meetings and circulate the draft minutes within five working days of each committee meeting." To: "The Parish Clerk or other appropriate officer will record meetings and normally circulate the draft minutes to committee members within five working days of each committee meeting." No changes will be made to the publication scheme.</p>	

	<p>MH supported the recommendations and all councillors agreed with the change. This will be presented to full council in November for approval.</p> <p>KB added that she was still researching TORs for the financial monitoring officer and no-one at GAPTC answers the telephone.</p>	
105	<p>Events</p> <ul style="list-style-type: none"> • Remembrance Service – a portable power supply has been hired for the weekend for £80 plus VAT for the event. JG and NA to use the power supply to sand the bench at the racecourse. JG proposed hiring a portable power supply each year. • C5 – all councillors have been invited to the Cheltenham parish council's collaboration event, being held on Saturday 18 November. NA, MH, CT and PK to attend. 	
106	<p>County Council Boundary Proposals</p> <p>MH outlined an email received from Stephan Fifield regarding the proposals as follows:</p> <ul style="list-style-type: none"> • Swindon Village to be amalgamated with Prestbury rather than the present amalgamation of Prestbury with Pittville. <p>It was noted that Prestbury have more shared interests with Pittville than Swindon Village. MH to express these views in the consultation process.</p>	MH
107	<p>IT Storage Space</p> <p>PK to research shared space on One Drive.</p> <p>It was noted that councillors need to manage their individual PPC webmail accounts as the Parish Council is close to the storage limit included in the NetwiseUK website package. It is considered preferable to encourage councillors to delete old emails rather than buy more storage.</p>	PK
108	<p>Approval of Payments:</p> <p>Approval was given for the following payments:</p> <ul style="list-style-type: none"> • Fair account Internal Auditor £285 • ClubSpark £136 • GAPTC training for PW £25 for Part 1 and £25 for Part 2 • Gloucestershire Playing Field Association £100 	
109	<p>Portable Appliance Testing (PAT)</p> <p>MH and NA to discuss items that need testing with Little Explorers. All members in favour of PPC only paying for testing of items owned by PPC. It was noted that a policy was required for PAT to include a list of items with dates of required testing. Quotes to be obtained for PAT.</p> <p>It was agreed that a quote for a review of the fuse box should be obtained.</p>	JT JT
110	<p>Tractor Service</p> <p>Approval was given for the tractor to be serviced, the heater and the 4 wheel drive mechanism fixed.</p>	
111	<p>Grant Application</p> <p>A recent grant application was reviewed and it was agreed that the applicant did not fulfill the criteria of providing support to local not-for-profit groups, charitable or volunteer organisations and was rejected.</p>	

<p>112</p>	<p>Tree in Barley Road Field from the Horticultural Society The Horticultural Society wish to donate another tree to PPC but do not want to plant it on the bund as the last tree they donated was snapped in half by local youths. Instead, they would like to plant it in Barley Road Field. All councillors agreed to this proposal. JG and NA to agree location.</p>	
<p>113</p>	<p>Matters for Future Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • Review of staff management arrangements (for consideration by the Staffing Sub-Committee) • Bill from Npower and an outstanding balance. • Declarations of hospitality • Fire Safety – need policy in light of a visit from Fire and Rescue to assess premises. • Biodiversity Policy. • Lone Worker Policy. 	
	<p>The meeting finished at 12.11am. Next meeting date 7th December 10am</p>	