

Finance & General Purposes Committee Minutes

Held on Thursday 7th December 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs Martyn Hansen (MH) Chairman, 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
114	Apologies were received and accepted from N Atty (NA) and H Breach (HB). JG sent apologies stating he would arrive late at the meeting.	
115	Declarations of Interest – None	
116	Minutes of the F&GP Meeting held on 9 th November 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
117	Matters arising – None	
118	PPC Meeting Protocol <ul style="list-style-type: none"> • Public Session - all members of the public are invited to speak in the allotted public session. No members of the public will be permitted to speak outside of this session, unless invited to do so by the Chair. • PPC will add any reports received from councillors to the draft minutes after the meeting. MH to request the GCC Councillor and Borough Councillors to publish their reports on their own websites for the public to view. • The seating plan is to continue. 	
	JG arrived at 10.24am.	
119	Financial Statements for November – Approved and signed by MH. <ul style="list-style-type: none"> • PK asked for clarification on the payments for allotments. JT stated they included payment for the combination lock for the pedestrian gate and keys for the noticeboard. • KB requested that authorisation was required prior to the purchase of any Health and Safety equipment going forwards. • MH outlined the purchase of the base for the Little Explorers shed and noted that the invoice for the base was still outstanding. A discussion took place regarding authorisation to spend on the Pavilion Development. • It was agreed that the level of detail on transactions on financial reports was sufficient. The PPC Monitoring Officer continues to review all details of transactions. 	

120	<p>Banking</p> <ul style="list-style-type: none"> • JT is still chasing Lloyds bank for a card reader and card for HEB to access the account and a credit card for HEB. It is very time-consuming. JT to consider a letter of complaint. • Unity Trust Bank - HEB to ensure that she can log into the account. • JT stated that MH, PK and JT were signatories to the Lloyds Bank Account. • Cambridge & Counties -no update. 	<p>JT HEB</p>
121	<p>Npower Bill After a phone call with Sonex3 it was established that the outstanding debt was intended for Prestbury Parish Council in Cheshire.</p>	
122	<p>Budget 24/25 and Precept Proposal JG outlined the budget along with the forecast for income and the possible precept increases to cover expenditure, all documents circulated prior to the meeting.</p> <p>A discussion took place regarding the budget and the precept increase. It was noted that the present unmarked reserves total £26083.21 and that the tennis courts are scheduled to be re-surfaced in the next financial year 24/25.</p> <p>KB proposed approval of the budget for 24/25. PK seconded the proposal and all voted in favour of the proposal.</p> <p>A discussion took place regarding a reasonable increase in the precept to cover the budget expenditure.</p> <p>JG proposed an increase in the precept of 5%. KB seconded the proposal. 2 members voted against the proposal. The Chairman exercised his casting vote against the proposal.</p> <p>PK proposed an increase in the precept of 6%. JG seconded the proposal. Members voted in favour of the proposal with one member abstaining.</p> <p>The proposal to increase the precept by 6% was approved and will be recommended to the Full Council on 18th December.</p> <p>MH thanked JG and JT for their work on producing the budget.</p>	
123	<p>Pavilion Development Update MH outlined NA's email regarding developments to date. PK expressed concern that no documents had so far been produced showing plans for the development. PK added that some councillors, new to the council, would have a clearer idea of the pavilion development if plans were produced.</p>	
124	<p>Tennis Update Fees for 24/25 – it was agreed that the fees for the 3 types of membership and the fee for pay and play would stay the same for 24/25 but would be reviewed in the next budget for 25/26.</p> <p>Cleaning of Pavilion – to be reviewed after the tennis committee meeting.</p>	
125	<p>MUGA</p> <ul style="list-style-type: none"> • Maintenance - Blakedown completed a machine brush and spray of the MUGA for £380. It was noted that the sand levels were adequate. It is recommended 	

	<p>that the MUGA is serviced again in July/August when the weather is warmer and that weed killer is applied in March/April then every month.</p> <ul style="list-style-type: none"> • Fees for 24/25 – deferred to FacMan. 	
126	<p>Football Pitches Fees – it was noted that all fees for the football pitches would increase in line with CBC as agreed last year at FacMan.</p>	
127	<p>Little Explorers MH to meet with Little Explorers in February to discuss rent review.</p>	
128	<p>IT Storage Space PK to research shared space on One Drive.</p>	PK
129	<p>Policies To be reviewed and approved by Full Council.</p>	
130	<p>Matters for Future Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • None. 	
	<p style="text-align: center;">The meeting finished at 11.56am. HB's request for future dates to be rearranged was considered but it was agreed to keep the current schedule for at least the January meeting. Next meeting date 11th January 2024 10am</p>	