

## Finance & General Purposes Committee Minutes

**Held on Thursday 11th January 2024 at 10am at The Pavilion, Prestbury**

Members Present: Cllrs Martyn Hansen (MH) Chairman, N Atty (NA) and K Bishop (KB).

In attendance: Jane Tetley (JT) Parish Clerk and Helen Bridger Administration Assistant.

The meeting was opened at 10am

Item	Item	Action
131	Apologies were received and accepted from J Gardener (JG), H Breach (HB) and P Kennard (PK).	
132	<b>Declarations of Interest</b> – None	
133	Minutes of the F&GP Meeting held on 7 <sup>th</sup> December 2023 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
134	<b>Matters arising</b> – None	
135	<b>Financial Statements for December</b> – Approved and signed by MH. <ul style="list-style-type: none"> <li>It was noted that the water bill for the allotments was inaccurate as Waterplus continue to estimate the bill despite being informed the water has been turned off. JT to chase for an accurate bill.</li> </ul>	JT
136	<b>Financial Approvals Process</b> <ul style="list-style-type: none"> <li><b>Groundsman expenditure</b> – should a cap of £25 expenditure be considered for the groundsman. MH recommended no cap as most items purchased are for jobs that the groundsman has been requested to undertake. Authorisation is required for the purchase of PPE. It was noted that KB raises concerns, when necessary, when reviewing payments. Clerk to record on invoices what the items were purchased for.</li> <li><b>Pavilion Development Expenditure</b> – a large sum of money has been approved for the pavilion development and any expenditure should be forecasted and the clerk made aware. It was noted that the next invoice will be for the professional fees of the architect and the planning consultant. NA estimated the cost of approximately £4k.</li> <li><b>Car Parking Working Group</b> – NA has circulated suggested TORs and MH requested adding that the CPWG needed to report to F&amp;GP and then Full Council.</li> </ul>	
137	<b>Banking</b> <ul style="list-style-type: none"> <li>Cambridge &amp; Counties -no update.</li> <li>HEB now has access to the Lloyds account.</li> <li>The new credit card application for HEB is ready to be posted.</li> </ul>	

<b>138</b>	<b>Tennis Finance Update</b> Membership £3344 Bookings £1127.50 Coaching £2000 Total £6471.50 less card fees  Adult 64 x £50 = £3200 Junior 12 x £11 = £132 Child 2 x 6 = £12 Total £3344 (Jan 23 £3675)  Coaching 10 x £200 (Jan 23 £2400) Booking 205 x £5.50 (Jan 23 £810 162 x £5)	
<b>139</b>	<b>Bulldog Work</b> <ul style="list-style-type: none"> <li>• PAT completed for all items in the office, yard and in Little Explorers for the items belonging to PPC. Bill for PAT £102.</li> <li>• CCTV maintenance carried out. 6<sup>th</sup> camera is still not working as there is a problem with connecting the camera to the VR due to a missing password.</li> <li>• Smoke alarms and fire extinguishers all checked.</li> <li>• Await invoice.</li> </ul>	
<b>140</b>	<b>Pavilion Development Update</b> Currently working on the last remaining issues on the planning application.	
<b>141</b>	<b>IT Storage Space</b> PK to research shared space on One Drive – no update.	
<b>142</b>	<b>Policies</b> <b>Lone Worker</b> – HEB <b>Health and Safety</b> - JT. It was noted that the H&S policy needs to be reviewed regarding working practices. <b>Hospitality</b> – KB raised concerns regarding complimentary beverages. MH to remind councillors of the guidelines on not accepting gifts and hospitality from persons seeking to acquire, develop or do business with the council.	
<b>143</b>	<b>Matters for Future Consideration (not to be discussed)</b> <ul style="list-style-type: none"> <li>• Samaritans have requested placing a banner on the PPC's railings in February advertising for volunteers. NA propped approval of this request and KB seconded it. All members voted in favour. JT to let Samaritans know.</li> <li>• It was noted that the phone lines into the offices went down on Tuesday morning and it took a long time to register a fault due to ongoing issues with the contract. JT to research new contracts for the phone and internet.</li> </ul>	<b>JT</b>  <b>JT</b>
	<p style="text-align: center;"><b>The meeting finished at 10.43am.</b>  <b>Next meeting date 8<sup>th</sup> February 2024 10am</b></p>	