

## Finance & General Purposes Committee Minutes

**Held on Thursday 7th March 2024 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 (HEB) Administration Assistant.

The meeting was opened at 10am

Item	Item	Action
161	Apologies were received and accepted from N Atty (NA) and H Breach (HB). A discussion took place regarding future meeting dates. It was suggested that perhaps a deputy representative from the planning committee could attend F&GP meetings as HB is unable to attend regularly due to work commitments.	
162	<b>Declarations of Interest</b> – None	
163	Minutes of the F&GP Meeting held on 8 <sup>th</sup> February 2024 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
164	<b>Matters arising</b> – None	
165	<b>Financial Statements for February 2024</b> – Approved and signed by MH. <ul style="list-style-type: none"> <li>Slight discrepancy between total fund on reserves balance 23/24 and bank reconciliation report. JT to investigate with Scribe.</li> <li>Concern was expressed regarding the electricity bill and whether Whiskers were paying enough for their usage of electricity. Deferred to FacMan.</li> <li>In principle it was agreed to spend the Chairman's allowance on tea/coffee/biscuits/cakes and cups for the Annual Parish Meeting. JT and HEB to action.</li> <li>Payments approved: Bulldog £996, JEM £144, and Auditor's Invoice £190.</li> <li>A member of the public asked MH for financial information, MH directed her to the financial reports on the website. It was noted that when the Responsible Financial Officer has finished preparing accounts for the financial year, they must be made available for inspection. There must be a 30-working day period, called the 'period for the exercise of public rights', during which the public can exercise their statutory right to inspect the accounts.</li> <li>Financial information on the website – PK to split the financial information into 3 sections: payment reports, CIL funding and Annual Governance and Accountability Return (AGAR) which includes the 30-day period for the Exercise of Public Rights. MH requested that the policies be separated from the procedures as well.</li> </ul>	<p style="text-align: center;"><b>JT</b></p> <p style="text-align: center;"><b>HEB/JT</b></p>

	<ul style="list-style-type: none"> <li>Little Explorers Contract – MH and JT had a meeting with the LE’s manager, the chair, and the financial administrator. The increase in rent was discussed and based on current CPI trends an increase of around 5% is anticipated. MH discussed a new contract considering the new space being planned for LEs and requested some input from the manager. The following input was received via email: <ol style="list-style-type: none"> <li>Location updated depending on new space in redevelopment.</li> <li>Sole use of space and toilets.</li> <li>Time of use – manager usually here until 4pm.</li> <li>Mention of outdoor space in agreement.</li> <li>Renewed every 5 years again.</li> <li>Annual increase of CPI only possible.</li> </ol> </li> </ul> <p>Q) Are they getting a separate meter for their use of electricity? To be referred to the Pavilion Development Working Group.</p> <p>Concern was expressed regarding sole usage.</p>	<b>PK</b>
<b>166</b>	<b>Banking</b> <ul style="list-style-type: none"> <li>Cambridge &amp; Counties – the only account available for a parish council is a one-year fixed bond with no withdrawals within the year. Minimum deposit is £50k.</li> <li>HEB to research accounts using the internal auditor’s recommendations and produce report for the next F&amp;GP meeting.</li> </ul>	<b>HEB</b>
<b>167</b>	<b>Contracts</b> <ul style="list-style-type: none"> <li>Phone and Broadband Account – the clerk continues to try and solve the ongoing problem of the BT contract.</li> <li>Electricity – JT to investigate new electricity contracts.</li> </ul>	<b>JT</b>
<b>168</b>	<b>Tennis Finance Update</b> <ul style="list-style-type: none"> <li>Membership remains the same as last month £3369 Bookings £1177 Coaching £2200. Total before card fees £6746. After card fees approximately £6415.</li> <li>HEB to check if members can pay by BACs to save fees.</li> <li>Approval was given for Blakedown to clean the tennis courts at a cost of £827 and to quote for a resurface.</li> <li>The date for the resurface and the impact on membership fees, the coach and teams deferred to FacMan.</li> </ul>	<b>HEB</b>
<b>169</b>	<b>Pavilion Development Update</b> <p>It was noted that a response to the current planning application is expected at the beginning of April.</p>	
<b>170</b>	<b>Playing Field Car Park Working Group Update</b> <p>12 tonnes of gravel have been delivered to fill the sink holes. MH added that this was considered necessary as it has been noted that the holes are increasing in size and could eventually cause damage to a vehicle. This is not a long-term solution and the working party continues to review possible solutions.</p> <p>Race week – JG has organised a rota for the car park during race week. Only six people have volunteered and only 2 councillors. JG has rearranged the rota to accommodate the lack of volunteers. A discussion regarding the rota and volunteering took place. It was suggested that JG contact the Prestbury Planters and the Sensory Garden volunteer team requesting volunteers.</p>	
<b>171</b>	<b>Strategic Local Plan Submission</b>	

	It was noted that the clerk has submitted a response to the consultation on behalf of PPC based on the questions and answers circulated by CT in February. PPC broadly agree with the proposals.	
<b>172</b>	<b>IT Storage space</b> NA and PW to discuss and present specific requirements. Deferred to next meeting.	
<b>173</b>	<b>Councillor Information on the Website</b> MH has placed 5 bullet points about himself on the website in response to a request from the member of the public for more information on the councillors. JT to send an email to all councillors requesting information to be sent to HEB who will place it on the website. It was noted that there is no obligation for councilors to do this and it is on a voluntary basis.	<b>JT</b> <b>HEB</b>
<b>174</b>	<b>PAB Newsletter</b> MH outlined recent email correspondence with Cllr Stan Smith regarding the PAB newsletter and MH's request for the PAB website to be corrected. MH to consider next steps.	
<b>175</b>	<b>Risk Assessment</b> JG requested that the wildflower garden be added to the risk assessment. JT to action. MH to review the high risk for loss of key personnel. Approval was given for the risk assessments. To be sent to all councillors for approval at the PPC meeting in March.	<b>JT</b>
<b>176</b>	<b>Matters for Future Consideration (not to be discussed)</b> <ul style="list-style-type: none"> <li>Repair for running track as a matter of urgency. Deferred to FacMan.</li> </ul>	
	<b>The meeting finished at 11.49am.</b> <b>Next meeting date 11<sup>th</sup> April 2024 10am</b> <b>(MH unable to attend)</b>	