

Finance & General Purposes Committee Minutes

Held on Thursday 9th May 2024 at 10am at The Pavilion, Prestbury

Members Present: , Cllrs Martyn Hansen (MH) Chairman, N Atty (NA), 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 |
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| 195 | Apologies were received and accepted from K Bishop (KB) and H Breach (HB). | |
| 196 | Declarations of Interest – None | |
| 197 | Minutes of the F&GP Meeting held on 11 th April 2024 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record. | |
| 198 | <p>Matters arising:</p> <p>Item 181 – PK stated that she had split the minutes into sections for each committee as requested by the clerk.</p> <p>Item 187 – PK noted that as Cllr IBS was no longer a Borough Councillor, she hoped that Cllr Smith would provide updates on the safety of the Prestbury High Street Wall.</p> | |
| 199 | <p>Financial Statements</p> <p>March and April 2024 – Approved and signed by MH. A lively discussion took place regarding the financial statements and how items are recorded on scribe. The car park at the pavilion was also discussed.</p> <p>Tennis Finance – 87 members with a revenue of £2910 less charges. 17 Bookings at £5.50 with a revenue of £93.50 less charges.</p> <p>Refund of a sold asset - Cheltenham Borough Council, in connection with monies to be refunded to Prestbury Parish Council under the terms of an Agreement dated 8th December 1986, agree that the total refund payable to the Parish Council is £38,245.33. JG proposed approval of this figure. NA seconded this proposal and all members voted in favour of the proposal. To be put forward to the Full Council at the next meeting.</p> <p>Public Access to Financial Information – 2 members of the public enquired about public access to financial information at the annual parish meeting. MH invited them to the F&GP committee meetings. It was noted that there is a public right to inspect the financial records held every year in July after the completion of the Annual Governance and Accountability Return. A notice will be published on the website and in our main noticeboard outside the office with the exact dates at the end of June.</p> <p>Approval of CIL Funding Statement – MH proposed accepting the statement, NA seconded the proposal and 1 voted in favour and 1 member voted against.</p> | |

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| | <p>Review of Scribe Reports – ongoing.</p> <p>Approval was given for a payment of £748.13 for the repair and service of the ride on lawn mower. To be assigned to Playing Field Maintenance.</p> | |
| 200 | <p>Banking</p> <ul style="list-style-type: none"> • HEB recommended a Nationwide Notice Account. Further investigation is taking place. Deferred to future meeting. | HEB |
| 201 | <p>Contracts</p> <p>Electricity – JT produced a spreadsheet of suppliers and estimated costs circulated prior to the meeting. All members approved a switch to Scottish Power on a one-year contract. JT to action.</p> | JT |
| 202 | <p>Phone and Broadband Account – HEB produced a spreadsheet of suppliers with estimated costs. MH proposed switching to XLN, NA seconded the proposal, and all voted in favour. HEB to action.</p> | HEB |
| 203 | <p>Pavilion Development Update</p> <p>NA outlined the developments as follows:</p> <ul style="list-style-type: none"> • Fencing for the new compound is in place. • Builder secured. • New groundsman building being erected in May. • A financial briefing will be presented at the next full council meeting whereby approval will be requested for phase 4 of the development. • Working group are currently working out a provision if the new area is not ready for LE's return in September. • Car park update referred to Fac Man. | |
| 204 | <p>Prestbury Sign Graffiti</p> <p>Removal of the graffiti on the Windyridge Sign has still not taken place. MH to chase at the end of the month.</p> | |
| 205 | <p>Responsibility of Land near Robson Field</p> <p>MH reviewed land registry. It remains unclear who owns the land.</p> | |
| 206 | <p>Priors Road Resurfacing</p> <p>It was noted that GCC had stated it would be resurfaced/repared by 15th May in a response to an enquiry by a resident on Fix My Street. MH to request an update from Borough and County Councillors at the next Full Council meeting.</p> | |
| 207 | <p>Communication with the Groundsman</p> <p>MH to liaise with the groundsman regarding the setting up of his own work email account on the work mobile. This would avoid unnecessary communication through the clerk who gets asked to relay messages to the groundsman. PK to show JT how to set up email accounts.</p> | |
| 208 | <p>Public Participation in Meetings</p> <p>Cllr Taylor raised a concern regarding public participation in council meetings outside of the public adjournment session. It was agreed to keep the agenda as it is presently and for it to be reviewed in the future if required.</p> | |
| 209 | <p>GAPTC Subscription</p> <p>MH has reservations regarding the efficient running of GAPTC but is willing to give them the benefit of the doubt for another year.</p> | |

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| | MH proposed approval of the GAPTC subscription of £2074.14. JG seconded the proposal and all voted in favour. | |
| 210 | <p>To resolve that the meeting should be closed to members of the public for consideration of a confidential item. It was RESOLVED UNANIMOUSLY that the meeting should be closed to members of the public for consideration of a confidential item.</p> <p>The confidential item was reviewed and an outcome was agreed. The review is minuted in Confidential Items Part 2 of these minutes.</p> | |
| 211 | <p>Matters for Future Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • Contract for new café. • New contact for Little Explorers. • The following schedule was agreed for the next set of meetings: Planning Committee 6.15pm, AGM 6.45pm and Full Council Meeting 7pm. • New financial regulations produced by NALC need to be considered. • The clerk has instructed the internal auditor to audit the accounts for 23/24. | |
| | <p>The meeting finished at 12.11am. Next meeting date TBC</p> | |