

Finance & General Purposes Committee Minutes

Held on Friday 7th June 2024 at 10am at The Pavilion, Prestbury

Members Present: Cllrs Martyn Hansen (MH) Chairman, N Atty (NA), H Breach (HB), J Gardener (JG) and

P Kennard (PK).

In attendance: Jane Tetley (JT) Parish Clerk.

The meeting was opened at 10am

Item	Item	Action
24/001	Apologies were received and accepted from K Bishop (KB).	
002	Declarations of Interest – None	
003	Minutes of the F&GP Meeting held on 9 th May 2024 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
004	<p>Matters arising:</p> <p>Item 207 – PK stated that she still needed to set up an email account for the groundsman and would liaise with the clerk regarding the name on the account.</p> <p>Football Tournament – HB stated that he had booked St Johns Ambulance for the tournament and that an invoice was being sent to the clerk. A local businessman is sponsoring the event. HB to send details of the sponsor to JT so an invoice can be generated.</p>	HB/JT
006	<p>Financial Statements</p> <p>JG again stated he was not happy with the way the report was compiled. The clerk once again invited JG to review scribe and find a way of representing the information he considered necessary.</p> <p>HB proposed approval of the financial statements. PK seconded the proposal and all invited in favour with one abstention.</p> <p>Payments for approval – £230.95 to Cleeve Garden Machinery to cover repairs to the Kubota Tractor Mower. Assigned to the contingency cost centre. All approved.</p> <p>Tennis Finance – 60 adult and 14 junior members with a revenue of £3154 less charges. 67 Bookings at £5.50 with a revenue of £368.50 less charges. Coach 3 x £200 = £600. Membership and bookings are more compared to this time last year.</p> <p>Approval of new Financial Regulations produced by the National Association of Local Councils. Discussions took place regarding the wording of the following:</p> <p>4.4 -approved</p>	

	<p>4.11 – amendment as follows: Any addition, or withdrawal from, any earmarked reserve shall be agreed to by the Full Council or Finance and General Purposes.</p> <p>5.15 – Approved</p> <p>6.9.i. The clerk reiterated that all councillors needed to heed this regulation and be clear which cost centre payments should be allocated to thereby ensuring the payment is within the agreed budget.</p> <p>7.10 It was agreed that only one authorised bank signatorie was required to authorise BACs payments.</p> <p>9.3 Credit card restricted to Clerk and Administration Assistant and trade account restricted to groundsman.</p> <p>10. It was agreed that the council would not maintain any form of petty cash in the office.</p> <p>JG asked why the virement clause had been removed from the old regulations (clause 4.2). The clerk to seek clarification from NALC.</p> <p>NA proposed approval of the new financial regulations with the above amendments. PK seconded the proposal. All voted in favour with one abstention.</p>	
007	Decide Schedule of Meetings as per the TORS – it was agreed to hold the F&GP on the second Wednesday of every month.	
008	<p>Receive Banking Update</p> <ul style="list-style-type: none"> It was noted that the clerk had cancelled the debit card due to a security risk of access to the bank account. The administrative assistant’s access to the Lloyds account has been cancelled and the credit card destroyed. 	
009	<p>Receive Update on Electricity Contract</p> <ul style="list-style-type: none"> The Total contract has been cancelled via email. JT to cancel direct debit after July. The clerk has initiated the move to Scottish Power but is unable to book a smart meter fitting until the new contract starts. 	JT
010	Receive Update on Phone and Broadband Account – the clerk to action a move to XLN with a transfer of the present phone number if possible.	JT
011	<p>Receive Update on Pavilion Development and car Park</p> <p>NA outlined the developments and stated that Cllr LL was presently questioning the company who installed the new building for the groundsman regarding the groundwork.</p> <p>Q) Is it big enough for the groundsman? A) Yes</p> <p>It was noted that the project was on time despite several problems.</p> <p>£35k had been reserved in earmarked reserves for the refurbishment of the car park. Complete cost proposals are required before any further action can be taken. F&GP await an update from VR.</p>	
012	<p>Receive Update on Prestbury Sign Graffiti</p> <p>MH contacted CBC on 5 June as the sign had not been repaired. According to CBC records the graffiti was removed on 28 March. The officer spoken to concluded that it had either been damaged again or work had been done at the wrong location. A new case 24/02737/GRAFFI has been raised.</p>	

013	<p>Receive Update on Responsibility of Land near Robson Field MH to communicate to CBC, GCC and the borough and county councillors that the land does not belong to PPC. It was noted that a den has been built in the trees beyond Robson Field. A discussion took place regarding action to be taken. It was agreed that the situation would be monitored.</p>	MH
014	<p>Receive and Consider New Café and LE Contract It was agreed that the working group for the pavilion should compile a draft proposal for the new café and Little Explorers with the following considerations:</p> <ul style="list-style-type: none"> • Preserve PPC's ability to use the space for council meetings • Consider the possibility of the facility being used for a drop in centre • Guidance on fee structure • Consider separate meters for water and electricity • Maximise community gain and minimise workload for office staff. <p>MH to liaise with LL regarding LE's contract. PK concerned that LEs should not have sole use of the space as they are not open all the time and the PPC facility could be used by both the PPC and other groups when Les are not using it.</p> <p>It was noted that no-one presently understands the tender process. NA to research.</p>	MH/LL NA
015	<p>Annual Governance and Accountability Return (AGAR)</p> <ul style="list-style-type: none"> • The meeting with the internal auditor did not take place and the clerk has been unable to contact him. Clerk to chase. • All members approved the Governance Statement 2023/24 page 4 of the AGAR. Recommendation for Full Council to approve. • All members approved the Accounting Statement 2023/24 page 5 of the AGAR. Recommendation for Full Council to approve. • Risk Assessment review – a discussion took place regarding the 60mph limit on the road from the racecourse to Bishops Cleeve being reduced to 40mph and if this would affect litter picking in that area. • It was noted that the loss of key personnel (page 6 employees) was a high risk and the staffing committee needed to consider a plan for such a loss. • The clerk expressed concern regarding the groundsman having an accident off-site and the ability to maintain contact (page 12 ability to maintain contact with lone worker). MH and groundsman to review. • MH to arrange an annual review with the groundsman. • The issue of weedkiller was raised. Consultation with CBC required. <p>HB proposed approval of the risk assessment. NA seconded the proposal and all voted in favour of approval. Risk Assessment to be put to Full Council for approval.</p>	
016	<p>Consider and Approve Meeting Agenda MH outlined how agendas should be organised going forwards. It was reiterated that decisions must not be taken unless it is a clear agenda item. JG to compile the Facilities Management agenda going forwards.</p>	
017	<p>Consider and Approve Committee TOR and Formation It was noted that Cllr Hunt requested this as an agenda item and proposes a working group is formed to review the present structure of the committees. A discussion took place regarding this proposal. PK proposed that any review of the committees be postponed until after the pavilion development has been completed. All members voted in favour of this proposal.</p>	
018	<p>Decide Staffing Committee Membership All members voted in favour of the following membership: MH, NA, HB and KB.</p>	

019	Matters for Future Consideration (not to be discussed) <ul style="list-style-type: none"><li data-bbox="295 129 411 159">• None	
	The meeting closed at 11.56am. Next meeting date 10.07.24	