

Finance & General Purposes Committee Minutes

Held on Wednesday 10th July 2024 at 10am at The Pavilion, Prestbury

Members Present: Cllrs Martyn Hansen (MH) Chairman, K Bishop (KB), H Breach (HB), J Gardener (JG) and

P Kennard (PK).

In attendance: Jane Tetley (JT) Parish Clerk and Cllr L Langrish (LL).

The meeting was opened at 10am

Item	Item	Action
24/020	Apologies were received and accepted from N Atty (NA).	
021	Declarations of Interest – PK registered her interest in item 30 on the agenda as she stated she is personally involved in a complaint regarding events at the racecourse.	
022	Minutes of the F&GP Meeting held on 7 th June 2024 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
023	Matters arising: Energy providers - PK asked for confirmation that PPC had now switched energy providers. The clerk noted that PPC switched from Total to Scottish Power on 01.07.24. Item 24/15 – the loss of key personnel registered as a high risk in the risk assessment. Clarification was requested of the staffing committee addressing this issue. It was noted that the staffing committee are meeting today.	
024	Financial Statements Q) What income still needs to be received? A) Interest on the bank accounts to be received throughout the year. Q) Are we due any CIL payments for this financial year. A) The clerk to contact CBC and clarify. All members voted in favour of the approval of the bank statements. Tennis Finance – £4653 received since April minus fees.	JT
025	Receive Update on Phone and Broadband Account – Deferred.	
026	Receive Update on Pavilion Development and Car Park LL outlined the following: <ul style="list-style-type: none"> • On schedule for the new area for Little Explorers to be completed by the end of August. Windows are being installed this week and the garden has been landscaped. 	

	<ul style="list-style-type: none"> • Currently in budget although a soft surface on the concrete may mean a slight over spend on this phase of the project. • Next phase is the café and function room. 2 builders have expressed interest but no quotes have been received. • Tenders were requested for the café contract and 2 have been received so far. 19th July is the closing date, a specification for the café has been sent to both applicants and a business plan requested. • It was noted that the hall will not be available for the council meetings in September and October. LL to notify LEs regarding using the LE's space for the meetings. • Car park- 3 quotes received and reviewed. The preferred contractor is being met to review his quote. LL to request a quote for tarmacking the semi circles of the old MUGA. LL outlined the plan for the car park and estimated the expenditure to be approximately £36k. It was noted that this expenditure would need to be approved by full council. 	<p>LL</p> <p>LL</p>
027	<p>Receive and Consider New Café and LE Contract</p> <p>Café Contract – clarification was requested for how much notice would be required to hold a meeting within the 20 hours allocated to PPC per month? The timetable for the hall would be reviewed and any request from PPC would need to fit in around the timetable. Normal meetings would be scheduled into the timetable.</p> <p>Q) Is electricity included in the rent for the café? A) Yes</p> <p>A discussion took place regarding including electricity in the monthly rent. Concern was expressed about how much electricity would be used by the cafe as it is a complete unknown at present. LL to review with the working group.</p>	<p>LL</p>
028	<p>Consider Parish Council's Approach to Contractual Arrangements</p> <p>The process for raising new requirements for products and services has arisen from a recent proposal for a new idea for a new facility. It was agreed that MH would draft a vision for the playing field and a process for new ideas.</p>	
029	<p>Consider Meeting Agenda and Minutes</p> <p>Request to restore AOB to meeting agenda – a discussion took place regarding this matter. It was agreed that "PPC Councillors only" would be added to Matters for Future Consideration.</p> <p>Guidance on Meeting Minutes – a discussion took place regarding the minutes. The clerk reiterated that the minutes are a legal document and legislation dictates what is required in the minutes.</p>	
030	<p>Receive Update on Complaints about Cheltenham Racecourse Events</p> <p>Two different views were expressed regarding the events taking place at the racecourse in relation to noise levels and disturbance to residents.</p> <p>It was agreed that PPC would look to the Borough Councillors representing Prestbury to take action, if required, on behalf of any residents.</p>	
031	<p>Matters for Future Consideration (not to be discussed)</p> <ul style="list-style-type: none"> • None 	
	<p>The meeting closed at 11.24pm. Next meeting date 14.08.24</p>	