

Parish Council Office - The Pavilion - New Barn Close - Prestbury - Cheltenham - GL52 3LP

## **Finance & General Purposes Committee Minutes**

## Held on Wednesday 14th August 2024 at 10am at The Pavilion, Prestbury

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

## In attendance: Jane Tetley (JT) Parish Clerk and

## The meeting was opened at 10am

Item	Item	Action
24/032	Apologies were received and accepted from N Atty (NA), H Breach (HB) and S Hope (SH) (new chairman of allotments).	
033	Declarations of Interest – None.	
034	Minutes of the F&GP Meeting held on 10 <sup>th</sup> July 2024 (previously circulated) were unanimously approved by the F&GP Committee and signed by MH as an accurate record.	
035	Matters arising: Memorial Bench Request – a resident living on Barley Road has requested a memorial bench to be installed in Barley Road Field. Approval given for the installation of the bench. Resident to buy the bench and plaque and have it delivered to her residence. CK to install the bench.	
	Cllr L Langrish (LL) arrived at 10.09.	
036	<ul> <li>Financial Statements</li> <li>The clerk outlined the need for a proforma for reimbursement to Councillors which would need to be completed and sent to the clerk via email as advised by the internal auditor. JT to compile proforma.</li> <li>Financial statements for July approved.</li> <li>Tennis £5333 received since April. 80 paid members: 64 adults and 16 juniors. Coach £1000.</li> <li>CIL - £4,486.33 paid to PPC on 28.10.2024. £3,108.35 paid to PPC 28.04.25. £14888.13 paid to PPC on 28.04.26. LL questioned whether any CIL would be forthcoming from 66 Bouncers Lane. JT to enquire.</li> <li>Virement – the clerk is waiting for a more detailed response from GAPTC as the clause was left out of the new financial regulations as it didn't fit in the new sections. It remains unclear how budgetary adjustments are to be managed and recommended best practices.</li> </ul>	π
037	Approve final phase spend on Pavilion Development project and receive monthly pavilion development and car park report	

	The meeting closed at 11.24pm. Next meeting date 11.09.24	
041	Matters for Future Consideration (not to be discussed) <ul> <li>None</li> </ul>	
040	<ul> <li>Consider Policy for Use of Playing Field by Private Companies</li> <li>It was noted that businesses are using the fields for private coaching. The clerk, after liaising with CBC, suggested the issue of a license which confirms the business has public liability insurance and a nominal fee is charged for the year.</li> <li>Approval was given for the issue of a license. The compilation of a license deferred to Facman with licenses being issued from September onwards.</li> </ul>	
039	Consider Future Full Council and Committee Meetings MH reminded everyone of the need for clarity on the agendas for meetings. Each item should state whether it needs to be approved/ considered/ or received. In regard to a presentation from CBC on recycling it was agreed that this was not required at present. MH to enter into correspondence with CBC regarding recycling to clarify certain questions raised by Cllr Hunt.	
038	<b>Consider Arrangements for November Remembrance Service</b> Cllrs Hunt and Taylor are already working on plans for the service. In the absence of an administration assistant Cllrs Hunt and Taylor to complete all tasks for the service or seek help from other councillors. It was noted that PCSO Yetton recommended a meeting prior to the event to discuss arrangements. The electricity supply also needs consideration.	
	<ul> <li>Approval given for spend of up to £30,000 on final phase of the pavilion development project. To be presented at full council for approval. It was noted that the amount for this phase will keep total spend for the project within the overall budget forecast. MH to send out summary of pavilion development to all councillors before the meeting on Monday.</li> <li>It was noted that the car park extension and resurface is progressing well.</li> </ul>	