

PRESTBURY

PARISH COUNCIL

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

MINUTES (subject to agreement at the next Committee meeting) of a meeting of the Finance & General Purposes Committee held on Wednesday 12th March 2025 at 10am at The Pavilion, Prestbury

Councillors Present: Cllrs N. Atty, Martyn Hansen, Chairman, K Bishop, S Hope and L Langrish

Also Present: Locum Clerk

Item		
24/101	To receive Apologies Apologies were accepted from Cllr Breach	
102	Declarations of Interest There were no declarations	
103	To approve the Minutes of the F&GP Meeting held on 12th February 2025 Minutes were proposed for approval by Cllr Langrish, seconded by Cllr Hope, all in favour	
104	<p><u>Finance & Governance:</u></p> <ol style="list-style-type: none"> 1. Approve the payments list including transfers to new savings accounts Upcoming payments to SP Baker £2400 & Screwfix £169.95 were approved. The payments list was agreed retrospectively as £4173.98 and receipts £2489.75 2. Approve the bank reconciliation for February – The total balances were agreed as £258052.69 3. Approve the financial statements – the financial statements were agreed as correct Total receipts to date £241237.35 payments £267197.41 4. Agree appointment of GAPTC as independent internal auditor £400 Appointment was agreed 5. Consider any quotations/notifications arising from the Facilities Management Committee meeting The committee requested consideration of two quotations for fencing for the allotments which might proceed via the contingency budget. The Finance Committee agreed to proceed to purchase from S Dabbs at £3780 from the contingency budget 6. Review fee structure for hire of facilities Facilities Management recommended an increase in the tennis annual fee to £52.50. F & GP agreed this change. All other hire arrangements were reviewed without change. The rent for Little Explorers would be inflated in line with the lease agreement. 7. Discuss office equipment – the committee were made aware that the office equipment needs renewal and connecting up properly. It may be necessary to employ an IT specialist. 8. Discuss purchases from Amazon – The Committee agreed to purchase locally where possible and rely less on Amazon 9. Consider inviting reports from community organisations at the Annual Parish Meeting – office to draw up list of organisations to invite and encourage reports from the community 	
105	<u>Agree appointment of Clerk/RFO and terms of appointment</u>	

	The appointment of Chloe Simpson as Clerk/RFO was formally agreed on SCP24 LC2 £34314/pa based on 37 hours pw pro rata 20 hours	
106	<u>Discuss options to cover staff absence and task Staffing Sub-Committee to resolve</u> It was agreed formalise a contingency plan	
107	<u>Discuss request for a premises licence for Whiskers Café</u> The request for a licence to serve alcohol at events was discussed at length. It was agreed by majority vote (1 abstention) to allow a licence until 10pm	
108	<u>Review of Terms of Reference and consider combining with FacMan Cttee</u> It was agreed that there was a crossover in many of the TORs and a consolidation should be made	
109	<u>Discussion Points</u> Receive report on issues related to Wychwood licensing review – a mixup in the identity of the complainant parish council was explained and had been amended Discuss Community engagement - deferred	
110	<u>Matters for Future Consideration (not to be discussed)</u> Community engagement Preferred contractors approved list	
	Next meeting date 9th April 2025	