MEETING OF THE FINANCE & GENERAL PURPOSE COMMITTEE

Thursday 7th March 2024 at 9:30am
Parish Council Office, Old School Building, Main Street

DRAFT MINUTES

Present: Cllrs P Hyde (Chair) Jeanette Johnson (Vice Chair) Y Greenfield and Laurence King
In Attendance: Jessica Sherrin (Parish Clerk)

24/416 **Apologies for absence** – None.

24/417 **Declaration of interests for items on the agenda** – None.

24/418 **Minutes of the previous meeting – 11th January 2024** – Approved as a true record and signed by the Chair.

24/419 **Matters arising from previous minutes –** Cllr Johnson to invite potential donor to Community Garden consultation event on 31st March. D List contacting War Memorial Trust to clarify requirements for specialist suppliers.

24/420 **Fee setting for facilities - 2024-25 charges for all facilities reviewed.** Noted the Office of National Statistics value for RPI change over 12 months was 4.2%. Agreed to propose to Full Council an increase on all hire rates and fees at 4%, rounded to the nearest 10p or £1 (as appropriate depending on item). Proposed to keep charges for Windmill Kindergarten set at 2023-24 rates as a means of support, following the adverse effect from Ivy Medical Group / MP correspondence regarding the Old School Building and site.

24/421 **Accounts to end February 2024** – Reviewed. Reserves allocation for year-end agreed to be as proposed at the start of the year. Agreed for website development cost to be paid from IT reserve. Allotment maintenance reserve to be used to clear and strim allotments as soon as possible. Clerk to check Allotment expenditure code 4600.

24/422 **Health & Safety Policy –** Reviewed and propose to Full Council adopt. To be circulated to all councillors and staff. Councillors and staff to be asked to sign that they have received it (staff at annual appraisal). Larger reference document to be used internally as supporting information if needed.

24/423 **Risk Assessments –** Review and approved. To note at Full Council. Purchase of new PPE for grounds staff discussed. Agreed that one pair of chain-saw trousers required for Grounds & Amenities Manager and one pair each of specialist hedge-trimmer/strimmer trousers required for any staff using this equipment. To only be worn when performing these tasks and to be stored appropriately. Lower cost utility trousers for every day use - grass cutting, line marking, cleaning etc. also to be purchased. These measure are to ensure longevity of the items. To be replaced every 2-3 years and remain the property of the Parish Council. To be purchased this financial year from code 110/4380.

24/424 **Email approval of OSB renovation works specification noted.** Two builders have attended to provide quotations and one further being organised. Noted suspended ceiling works to be quoted for separately as specialist service. To request insulation as part of quote. To be funded from CIL reserve.

24/425 **Information update** – Clerk noted internal audit taking place 9th April and year end process booked for 11th April 2024.

24/426 **Date of next meeting –** Tuesday 30th April 9:30am
Meeting closed 10:35am

Signed:_____ **Date:**_____
Chair of Finance & General Purpose Committee