

Signed.....
Date.....



CAM PARISH COUNCIL,
4 Noel Lee Way, Cam, Glos GL11 5PS
www.camparishcouncil.gov.uk

MINUTES OF A MEETING OF FINANCE, POLICIES & GENERAL PURPOSES COMMITTEE HELD
WEDNESDAY 26th JUNE 2024 AT 6.30PM AT
CAM PARISH COUNCIL OFFICES, 4 NOEL LEE WAY, CAM, GLOS, GL11 5PS

Present: J Fowler (Chair), G Gough, M Clifton, D Andrewartha, J Fulcher (19:12),
Apologies: M Grimshaw,
Absent S Angell,
In attendance: Clerk, Projects Officer, MoPx2

Membership:

Chairman – Cllr Fowler Vice– Cllr Fulcher
Cllrs Angell, Andrewartha, Grimshaw, Gough, Clifton

FPGP.24.001 To RECEIVE apologies for absence

Apologies were noted as above.

FPGP.24.002 To RECEIVE declarations of interest and requests for dispensations

Cllr Fulcher declared an interest in the carer's costs discussion.

FPGP.24.003 To RECEIVE any questions, statements or submissions from members of the public in attendance

None to note.

FPGP.24.004 To CONFIRM minutes of the meeting of March 2024 as a correct record

Minutes were accepted as a correct record.

FPGP.24.005 To NOTE matters arising from the meeting

FPGP.2023.74

All invoices are now scanned and emailed to the councillors who are authorising the payments.

FPGP.2023.75

Settlement payment of £3610 received from insurers for the telephone kiosk at Cam Green

FPGP.2023.76

Payment of £800 received from Dursley Town Council for the Christmas lights.

FPGP.2023.78

Clifton Community Award was awarded to Eric Torrington as the Annual Parish Assembly.

FPGP.2023.80

Gigaclear have been chased again with no further update on if/ when Wi-Fi will be installed in the pavilion.

FPGP.24.006 To CONSIDER recommendation from working party and AGREE to appoint Company A to carry out the youth consultation contract.

Court order received refusing a court injunction to vote on this agenda item.

Committee RESOLVED to award the contract to Company A. Clerk confirmed that Company A is The Door.

FPGP.24.007 To DISCUSS and AGREE office redevelopment requirements

Committee discussed the options to improve the reception area and improve the office for all staff. Committee AGREED that the large reception desk was a temporary measure, and we will work with builders to come up with some options.

FPGP.24.008 To RECEIVE update on Snickets Map project, AGREE artist and any other actions

This project is completely covered by external funding.

Councillors and Officers have voted on their preferred artist to carry out this project. Committee RESOLVED to award the contract to artist 2, Stephanie Cole.

Committee RESOLVED to approve print costs and supplier selection of Company B, confirmed as Raw Design & Print. Budget is from external funding / Travel Grant – Walking & Cycling Project Funding

Committee RESOLVED to approve street furniture costs and supplier selection of Company A, The noticeboard company. Budget is from external funding / Travel Grant – Walking & Cycling Project Funding

FPGP.24.009 To REVIEW insurance arrangements and AGREE renewal for 2024-2025

Clerk met with Gallagher, Insurance broker to discuss additional insurance requirements in 3 main areas.

Events exceeding 1000 people – as this is solely the Christmas event, we can look at this again nearer the time and asked insurers if they can endorsement the policy to automatically include this. Please reach out nearer the time with risk assessment and I will refer this to insurers.

Judicial Review Coverage – Not included in current cover - refer to Hiscox who will be in contact.

HR support – Absence caused by stress/ emotional ill health is not covered by policy.

Renewal hasn't yet come through, but committee ACCEPTED that the cover was adequate.

FPGP.24.010 To RECEIVE update on Jubilee Pavilion works and AGREE actions

R Williams has been working on the plumbing and other issues in the pavilion.

Committee RESOLVED to accept the additional costs of an outside light with a broken sensor at an additional cost of £125.80 as well as a faulty fan at a cost of £122.20

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All pipework has been re-plumbed at ceiling level with the pipes insulated and boxed in. The internal stop tap has been replaced with a user friendly on/off switch just inside the door of the boiler room. All electrics have been sorted and the sensor replaced. The external soffit has been secured. Cllr Gough has been to check the work and final sign-off was completed on Thursday 13th June with no issues to note.

FPGP.24.011 To NOTE issues with VAT and AGREE ongoing accounting support through Metta Media (Paul Burdick) at a cost of £240

Clerk has received a letter from Inland Revenue stating there are penalty points on our VAT account for late submissions. The deadline was 7th May and I sent it on 9th May. The previous point was issued in August 2023.

In order for ongoing support and training, Committee RESOLVED to use Paul Burdick from Metta Media at a cost of £240 (Excl. VAT).

FPGP.24.012 To CONSIDER payment of carers expenses

Unfortunately, there is no legal way for this to be done. Clerk has exhausted current options available.

Committee RESOLVED to campaign with GAPTC and Biscombe at Weymouth Town Council to make a change to this rule as is it a barrier to involvement.

FPGP.24.013 To APPROVE annual subscription to Zoom at a cost of £156.03

Committee APPROVED this payment.

FPGP.24.014 To CONSIDER room hire rates and AGREE actions

Chair is keen to ensure our building is open to the community as much as possible.

Clerk and Administration Officer have discussed the current hirers, the rates and what would work in terms of managing expectation and requests.

Committee RESOLVED the following –

Room hire for charities and community groups is free between the hours of Monday- Friday 9am- 3pm (negotiable to 5pm on request) where it is a free to access service.

No charge for community groups/ committee where Cam Parish Council has a representative in attendance who will be the key holder.

FPGP.24.015 To AGREE HR costs through GAPTC recommended provider Taurus

HR support is available through GAPTC. We get 2 hours free with our annual subscription and a heavily discounted rate, at £52.50 per hour plus VAT, charged in 15-minute units.

Committee RESOLVED to delegate a budget of £1200 for Taurus to provide HR support as required.

FPGP.24.016 To SUPPORT and attend open days/ coffee mornings to promote community involvement

Chair is keen to encourage community involvement and break down the boundaries to our community.

Committee RESOLVED to incorporate this into a projects priority 'to raise the profile of the council' and discuss at the next Full Council.

FPGP.24.017 To NOTE staffing update and AGREE arrangements for cover

Clerk has annual leave planned for a week in July and a week in August and will miss the following meetings –

Full Council 3rd July - Projects Officer has agreed to attend and take minutes. Clerical Officer will also attend to carryout hosting duties.

Planning & Highways 7th August – Projects officer will attend.

This means all members of staff will be accruing time. If they have not managed to take time off in lieu by the October FPGP, a request for paid overtime will be made. Using lieu time means annual leave is not being taken so we have also discussed closing the office for a longer period over Christmas. The dates in red below show when the office will be closed. The dates in black are the additional requested dates

Monday 23rd December – All staff to take leave/ lieu

Tuesday 24th December - All staff to take leave/ lieu

Wednesday 25th December – Christmas Day

Thursday 26th December – Boxing Day

Friday 27th December - All staff to take leave/ lieu

Monday 30th December – Office closed

Tuesday 31st December – Office closed

Wednesday 1st January – New Years Day

Thursday 2nd January - All staff to take leave/ lieu

Friday 2nd January - All staff to take leave/ lieu

Committee RESOLVED to agree the extended Christmas period.

FPGP.24.018 To NOTE update on budget position and AGREE actions

Cllr Fulcher attended a walkabout with CCAG and the Green candidate Pete Kennedy.

FPGP.24.019 Any other matters for INFORMATION or REFERRAL only

With no further business, the Chair closed the meeting at 20:00pm