A green and white emblem with a cross and a book

Description automatically generated

**CAM PARISH COUNCIL,**

**4 Noel Lee Way, Cam, Glos GL11 5PS**

[www.camparishcouncil.gov.uk](http://www.camglos.org.uk)

**MINUTES OF A MEETING OF FINANCE¸ POLICIES & GENERAL PURPOSES COMMITTEE HELD**

**WEDNESDAY 27th March 2024 AT 6.30PM AT**

**CAM PARISH COUNCIL OFFICES, 4 NOEL LEE WAY, CAM, GLOS, GL11 5PS**

Present: J Fulcher (Chair), M Morton, M Clifton, S Angell, M Grimshaw, D Andrewartha, J Fowler

Apologies: G Gough

Absent

In attendance: Acting Clerk, Projects Officer

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1. **To receive apologies for absence**

The apologies were received and noted as above

1. **To receive declarations of interest or request dispensations**

None raised

1. **To receive any questions, statements or submissions from members of the public in attendance**

None present

1. **To confirm minutes of the meeting of January 2024 as a correct record**
2. **To note matters arising from the meeting**
3. **To consider policies:**

* Celebration Lights Policy

Committee RESOLVED to accept this policy

1. **To receive recommendation from working party regards standing orders and financial regulations and agree actions**

Committee RESOLVED to accept the updated Standing Orders and Terms of Refence

1. **To receive update regarding banking arrangements**

Acting Clerk now has access to online banking.

Form submitted to bank to be added as an administrator.

Form submitted to bank for second credit card. Waiting for update as this form needed to be authorised by the administrator – see previous point.

Cllr Angell now approved to authorise payments.

Issue to note – cllrs need to make sure they know what they are authorising. Should have payments list which full council approve in front of them whilst authorising payments to ensure the correct figures are authorised.

Would recommend implementing a change to process where Clerk authorises the payment plus 1 additional Cllr once there is a member of staff in place to do the data input

1. **To receive settlement figure for the telephone kiosk at Cam Green and agree action**

The telephone box at Spring Hill/Ashmead Green/Cam Green T junction was struck on 30/11/2023.

This was put though as an insurance claim on our insurance. They requested 2 quotes to be able to estimate the value of the claim.

Quote 1 - £3,660 for replacement

Quote 2 – £5,280 + vat.

Additional clear up cost (carried out by handyperson) - £540

Insurers have provided a settlement offer of £3610.00, which is £3,660 from the first quote plus £540 clear up costs, minus the £500 policy excess.

We are pursuing the driver for the cost of replacement against his insurance rather but are using our insurers to agree the settlement.

The insurers will only pay for a like for like replacement. The additional installation costs will have to be covered by CPC.

Committee RESOLVED to accept the settle figure.

1. **To receive request from Dursley Town Council to purchase our old Christmas lights and agree actions**

Festoon Christmas lights were replaced in January 2021, when Council resolved to leave small LED lights in the seven trees around the small car park all year round.

The large bulb festoon style light bulbs have a high wattage which means they need to be hung high. Finding a suitable alternative location to install these lights has proved tricky. They have therefore not been used since the new LED lights were purchased. They are currently stored in plastic containers in the shed at the side of the building.

Dursley Town Councils electrical contractor says that he does not need to view the lights prior to any acceptance of an offer from DTC. This is because he provided the specification to you when CPC originally purchased the lights so knows the product type and style. He has suggested DTC make an offer of £75 per 50 lights and transformer. He says that this is a fair price based upon the age of the lights. We have 402 lights. Based on the price below this would only be £600. A couple of the bulbs are broken and most of the top caps are missing. An addition £100 could be added for the cables.

Committee RESOLVED to offer to sell the lights for £1,000.

1. **To receive grant funding requests and agree actions.**

Committee discussed each grant application in turn. A total of 11 applications were received.

Committee resolved to offer the following grants, for ratification at Full Council (see additional sheet for more information) –

**Dursley male voice choir** – £200 towards the cost of providing/ attending local events and not soaked into their general funds.

**U3A** – Due to budget pressures unfortunately no contribution will be made to this project.

**SARA** – £1334 towards the provision of 1 set of equipment.

**Everside Youth** – Committee wholly supported improving the surfaces at Jubilee Field but suggested this should be funded through the councils annual budgets, rather than through a grant application.

**Dursley and District Good Neighbours** - £500

**GL11** – Committee felt that other funding streams should be sought to support this project.

**Parents and Carers** - £500 plus discount on room hire to the charitable rate.

**Cam Sports Club** - £2,000

**Skate4josh** – Committee felt that is was important to keep this as an independently run event and not to part fund it but agreed to waive the £60 hire fee.

**Quarry Chapel** – Committee wanted to support the classes and agreed a contribution of £2,000

**The Door** – Committee felt that this was an expensive outing and would not benefit many individuals.

1. **To receive update on Clifton Community Award**

At the last meeting in January 2024 -

Committee RESOLVED to delegate a budget of £1,500 from the social development fund to the Clerk and Cllr Clifton to purchase an honours board with a hill top.

Committee RESOLVED to delegate a maximum of £350 to Cllr Clifton and the Clerk to purchase a 5 year supply of a suitable item of glassware. The engraving will be an additional cost.

Since this meeting Cllr Clifton and the Acting Clerk reviewed options for an honours board. After consideration, it was felt that just a name on a board was a disservice to the winner and didn’t recognise the other nominees. Committee RESOLVED to create a dedicated webpage with details of all the nominees and the reasons for their nominations which would be much more in keeping with the spirit of the awards rather than purchase an honours board.

A diamond shaped paperweight was chosen as the preferred award to be purchased from a local business in Cam. Unfortunately, this business is making changes to its operations and will no longer be offering an engraving service. An alternative engraver was contacted, but they could not confirm they would be able to engrave the award without seeing it. The costs would also be around £30-40 which is more than the cost of the award. Committee RESOLVED to purchase a 5-year supply with a generic design rather than personalised with the name of the winner and instead, design a suitable certificate to accompany the award which will again include the details of why they were nominated and what made them a worthy winner.

The total cost of the 5-year supply of awards was £145.80

Shortlisting took place on Wednesday 20th March at 5:30 with the Chairs and Vice-Chairs of all committees and the now Acting Clerk rather than the Clerk and Deputy Clerk as per the nomination criteria.

1. **Receive recommendation from working party to award the Grounds Maintenance contract and agree actions**

Committee RESOLVED to accept the recommendation from the working party and award the contract to company A. Projects Officer confirmed that company A was D R Howse.

1. **To receive update from Gigaclear regards compensation and agree actions**

No further update.

1. **To review progress made with the youth call out, agree to make changes as per the extra Full Council meeting on 23rd February and agree actions**

As per the meeting on 23rd February, this project will come under FPGP to avoid a conflict of interest with R&L. Committee RESOLVED to continue with the project and re-run the process. The ‘call-out’ will advertise as per the new timeline.

1. **To note update on End of Year and budget position and agree actions**

Noted with more work to be done on the virements from earmarked.

1. **To note update on internal audit and agree actions**

Acting Clerk has submitted all the information she could. Random sampling is scheduled to take place on 11th April.

1. **To review Civic calendar for 2024/2025 and agree actions**

Committee felt strongly that the existing calendar of meetings was too labour intensive for both staff and Councillors. Committee RESOLVED to reduce the number of meetings and the associated workloads and instead focus on progressing actions through working parties.

P&H will continue to meet monthly.

R&L to meet quarterly.

FPGP to meet quarterly with Full Council being bi-monthly. Additional meetings may be added if needed.

A Council wide action plan will be created and much more emphasis put on actions and outcomes rather than meetings.

1. **Any other matters for information or referral only**

Acting Clerk noted that the website providers have offered a free redesign to bring us in line with updated accessibility guidelines.

With no further business, the Chair closed the meeting at 20:40pm