



**MINUTES OF CAM PARISH COUNCIL - ANNUAL FULL COUNCIL MEETING
HELD ON WEDNESDAY 7 MAY 2025, 6pm
AT CAM PARISH COUNCIL OFFICE, 4 NOEL LEE WAY, CAM**

PRESENT: J Fowler (Chair), J Fulcher, K Chandler, R Green, M Clifton, S Angell, G Gough, D Andrewartha, S Temlett, M Morton (18:26),
APOLOGIES: C Evans, J Dormer, M Grimshaw, B Tipper,
ABSENT:
IN ATTENDANCE: L Biddle (Clerk), J Edwards (Projects Officer), A Clarke (Clerical Officer) 3xMoPs, Cllr Hill, Cllr Rees (7pm), 2 MoPs (7pm)

Cllr Fowler opened the meeting and welcomed everyone present.

FC.25.001 ELECT the Chair of the Council and RECEIVE Declaration of Acceptance of Office

Cllr Fulcher nominated Cllr Fowler, seconded by Cllr Chandler. With a majority of votes, Cllr Fowler was elected to the position of Chair. He duly signed the declaration of office and took control of proceedings

FC.25.002 ELECT the Vice Chair and RECEIVE Declaration of Acceptance of Office

Cllr Chandler nominated Cllr Fulcher, seconded by Cllr Clifton. With a majority of votes, Cllr Fulcher was elected to the position of Vice- Chair and signed the declaration of office.

FC.25.003 RECEIVE apologies for absence.

Apologies were noted as above

FC.25.004 RECEIVE any Declarations of Interest and Requests for Dispensations

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Cam Parish Council's Code of Conduct for Members and by the Localism Act 2011

None to note.

FC.25.005 RECEIVE any questions, statements or submissions from members of the public in attendance

20 minutes will be allowed for public question time under agenda item 5 (open to any resident of cam). It should be noted that no decisions may be made on issues raised, other than to make referral to a further meeting, an officer, or another agency.

None to note.

FC.25.006 REVIEW and UPDATE Members Interest Forms as necessary

Parish councillors in England are legally required to update their Register of Members' Interests forms within 28 days of any change in their interests — this is a legal requirement under the **Localism Act 2011**.

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

All parish councillors are requested to review their current Register of Interests and submit either a confirmation of accuracy or an updated declaration to the Clerk within 14 days.

FC.25.007 APPROVE the minutes of the Annual Parish Meeting held 15th May 2024

With no amendments to note, the minutes were APPROVED as a correct record and duly signed.

FC.25.008 CONSIDER co-option applications

Clerk has received one application but the individual is yet to attend a committee meeting, therefore, the co-option will take place next meeting.

FC.25.009 CONFIRM ADOPTION of the following policies of the Council:

a) **STANDING ORDERS**

NALC has updated its Model Standing Orders to reflect current legislation and improve council governance.

Key changes include clearer rules for meetings, public participation, committee structures, and decision-making processes. Mandatory legal provisions are now clearly marked, and the model encourages greater transparency and adaptability for individual parish councils.

All of the sections that we have edited/ decided are highlighted. Some issues / discussion points to note are listed below –

Page 8 – 3.c) states

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice (as an extra or additional meeting.)

Page 11 – 4) & page 12 5)

Model template does not refer to a limit on years serving.

Page 25 – 24)

Now references Unitary Council.

Council RESOLVED to accept the Standing Orders 2025.

b) **FINANCIAL REGULATIONS**

NALC has updated its Model Financial Regulations to help councils improve financial management and reflect modern ways of working. The new version is more flexible, allowing councils to adjust the rules to suit their size and needs.

Main changes include:

- Stronger focus on digital finance, like secure online banking and record-keeping.
- Updated rules for getting quotes and tenders to ensure fairness.
- Clearer roles for internal audits and annual risk reviews.
- Better guidance on managing council assets and insurance.
- Encouragement to plan budgets over several years, not just one.

Councils are also reminded to train members and staff regularly on good financial practice.

Note Committees have delegated budget of £5,000

Council RESOLVED to accept the Financial Regulations 2025.

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

c) **CODE OF CONDUCT**

Council RESOLVED to accept the simplified version of the Stroud District Council Code of Conduct.

FC.25.010 REVIEW committee structure, scheme of delegation, terms of reference and appoint members for:

a) **PLANNING & HIGHWAYS**

Members for Planning and Highways were agreed as –

Cllr Fulcher, Morton, Andrewartha, Temlett, Grimshaw, Green, Evans, Tipper

Cllr Andrewartha was elected as Chair.

In his absence Cllr Grimshaw was elected as Vice-Chair

b) **RECREATION & LEISURE**

Members for Recreation and Leisure were agreed as –

Cllr Fulcher, Gough, Clifton, Chandler, Dormer, Temlett

Cllr Gough was elected as Chair

Cllr Clifton was elected as Vice-Chair

c) **FINANCE, POLICIES & GENERAL PURPOSE**

Members for Finance, Policies and General purpose were agreed as –

Chairs and Vice Chairs plus Cllr Angell

d) **STAFFING COMMITTEE**

As per Finance, Policies and General purpose –

Chairs and Vice Chairs plus Cllr Angell

FC.25.011 REVIEW working parties, agree terms of reference and appoint members for:

a) **EVENTS & COMMUNITY DEVELOPMENT**

Cllr Clifton, Chandler, Dormer, Temlett, Gough, Fowler

b) **BIODIVERSITY & ENVIRONMENT**

Cllr Fulcher, Chandler, Andrewartha, Dormer, Grimshaw

c) **JUBILEE & PLAYGROUND DEVELOPMENT**

Cllr Fowler, Dormer, Gough, Clifton, Fulcher, Chandler,

d) **STRATEGIC DEVELOPMENT**

Chairs and Vice Chairs of Committee plus Cllr Green

Social media post to include the link to Terms of Reference.

a) **Heritage Assets**

Cllr Grimshaw, Chandler, Temlett, Clifton plus residents

FC.25.012 CONSIDER APPOINTING representatives on the following outside bodies

- a) Arthur Winterbotham Hall – Cllr Morton & Chandler
- b) Woodfields Youth and Community Centre – Cllr Clifton, Cllr Chandler
- c) Dursley and District Community Centre – Check they are still active Cllr Angell
- d) Cam and Dursley Youth Group – Cllr Clifton, Chandler
- e) Cam Institute Charity - Cllr Morton, Clifton
- f) Dursley United Charities – Cllr Clifton
- g) Patient Participation Group - Cllr Fulcher
- h) Stinchcombe Hill Recreation Ground Trust – Cllr Fowler, Chandler
- i) Joint Woodlands Management Committee – Cllr Fulcher, Temlett
- j) Dursley Environmental Land Group – Cllr Fulcher
- k) Dursley Welcomes Walkers – Cllr Temlett – need to ensure they are still meeting
- l) Safer and Stronger Communities Partnership and other community safety groups – Cllr Chandler
- m) Cam & Dursley Transportation Group – Cllr Chandler, Fulcher, Fowler
- n) Neighbourhood Development Plan Review Group – Cllr Fulcher, Andrewartha, Dormer, Green, Temlett, Grimshaw
- o) Stroud District Tourism Group – Cllr Chandler, check they are still active
- p) Cam and Dursley cycleway – Cllr Angell, Gough
- q) Littlecombe Community Interest Group – Cllr Angell
- r) Everlands Sports Committee – Cllr Dormer

FC.25.013 REVIEW list of Parish Council Powers

Council is no longer eligible for the Power of General Competence due to not having enough elected Councillors. This means the Council can only spend under the list of approved powers. (Please bear this in mind when looking at projects or expenditure.)

With devolution, parish councils may take on more responsibilities currently held by higher-tier authorities (like district or county councils), such as libraries, public toilets or green spaces- but will need local agreements in place. This will give us greater influence and local control but will also increase accountability and workload.

As of now, we are still working under the current list of powers.

FC.25.014 CONFIRM the Council's banking arrangements and signatories

Melton Mowbray account is closed.

Council RESOLVED to continue to bank with Unity Trust Bank. Unity account signatories currently stand as - Cllr Fulcher, Morton, Clifton and Angell. Any two of these signatories are authorised to sign off online banking transactions.

Council RESOLVED to continue to invest with CCLA. Proposal to move additional funds across. Clerk will seek financial advice on what balance should be kept in the day-to-day account and report back to FPGP.

FC.25.015 AGREE the list of regular payments for 2025/26

Council RESOLVED to approve the regular payment list with contracts to be reviewed as they come up for renewal.

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

Name	Description	Frequency	£ (-VAT)
TalkTalk	Phone & broadband	Monthly	variable DD average £69
SSE	Office electricity	Quarterly	variable DD
SSE	Office gas	Quarterly	variable DD
SSE	Office power JF	Quarterly	variable DD
PWLB	Loan repayments	Aug & Feb	£6187.02
Info Commissioner	Registration fee	Annually	£35.00
Waterplus	Water charges – allotments	Monthly	variable DD
Waterplus	water charges – office	Quarterly	variable DD
Waterplus	water charges – JF	Quarterly	variable
Parish Online	Subscription	Annual	£135.00
Open Spaces Society	Subscription	Annual	£45.00
Glos PFA	Subscription	Annual	£100.00
XBM	photocopier	monthly	variable DD
Tower Leasing	Photocopier	Monthly	variable DD
Outsource Safety	H&S	Monthly	£164.00
Lloyds Bank	Card charge payment	Monthly	£3.00
Unity Bank	Banking charges	Quarterly	approx. £30 Variable
Direct IT	subscription MS365	Monthly	£350.00 approx
Play inspection comp	Annual inspections	Annual	£478.00
Proludic	Routine inspections	Annual	£1,800
Kingscote Dix	Payroll	Quarterly	£98.00
D R Howse	Handyperson contract	Monthly	£1000
D R Howes	Grounds Maintenance	Monthly	£1000
The Door	Youth Work	Quarterly	£4553
SVP	Rackleaze	Quarterly	£5200 (1300 per quarter)
The Core facilities	Cleaning contract	Monthly	variable
Cuttlefish media/ Clearwater	Website	Annual	£480 – new contract
Scribe	Account management	Annual	£960 approx
Scott Security	Door service	bi-annual	service cost plus maintenance
Proactive Business supplies		Various	As required
Eke Security	Fire alarm testing	bi-annual	£240
Thirstywork	Bottled water	various	As required
Staff salary, Pensions, HMRC			

FC.25.016 RECEIVE details of any Deeds, Trust instruments, and other legal documents in the custody of the Council

Council RESOLVED to approve the list of Deeds, Trust instruments, and other legal documents in the custody of the Council.

FC.25.017 REVIEW Assets Register and AGREE actions

Council RESOLVED to approve the assets register with a more detailed review in the coming months through FPGP.

FC.25.018 REVIEW and confirm that the insurance requirements are adequate

Council RESOLVED to accept the insurance cover with a more detailed review on renewal.

FC.25.019 CONFIRM approval of year-end accounts for 2024/25 or AGREE actions

Council APPROVED the year end accounts ready for the external auditor.

Council APPROVE the use of Metta media at £780 for year-end

FC.25.020 RECEIVE the Annual Internal Audit report and AGREE actions

Council Received the Internal Audit report. Financial Regulations have been updated as advised. Invoices will be initialled moving forward as advised.

Clerk has checked the position on charging VAT for the use of Jubilee Playing fields. Recent case law has determined that local authorities providing leisure services under a statutory framework may treat these services as non-business activities, and thus outside the scope of VAT, provided this does not lead to significant distortions of competition. A series of 10 or more sessions can qualify for exemption if:

- Each session is for the same activity and at the same place.
 - The interval between sessions is at least one day but not more than 14 days.
 - The sessions are paid for as a whole.
 - The club has exclusive use during the sessions.
 - The arrangement is evidenced by a written agreement.
- Therefore, Everside Youth will no longer be charged VAT but all other current users will.

FC.25.021 COMPLETE and APPROVE Section 1 of the Annual Governance and Accountability Return

(The annual Governance statement)

Chair read out each statement in turn. Council RESOLVED to accept each statement.

FC.25.022 COMPLETE and APPROVE Section 2 of the Annual Governance and Accountability Return

(Accounting Statement)

Chair and Clerk completed section 2 of the AGAR. Council RESOLVED to accept the figures as presented.

FC.25.023 AGREE dates of the period for the exercise of public rights

Dates set must be 30 working days (i.e. Monday – Friday only and not Bank Holidays) inclusive and must include the first 10 working days of July 2024.

Committee RESOLVED to set the dates ***Tuesday 3 June – Monday 14 July 2025***

FC.25.024 Any other business for referral only

With no further business, the Chair brought the meeting to a close at 19:13pm