

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 23rd OCTOBER 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, J Fulcher
Apologies: M Grimshaw, S Angell, D Andrewartha,
Absent
In attendance: Clerk, Projects Officer, K Chandler, R Green, 1 MoP

Membership:

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

FPGP.24.019 To RECEIVE apologies for absence
Apologies were noted as above.

FPGP.24.020 To RECEIVE declarations of interest and requests for dispensations
Cllr Clifton declared an interest in the grant's discussion.

FPGP.24.021 To RECEIVE any questions, statements or submissions from members of the public in attendance
Abi Nichols from Creative Creations attended to ask permission to host the Skate4Josh event at Jubilee playing fields. This will be discussed as an agenda item.

FPGP.24.022 To CONFIRM the minutes of the meeting of June 2024 as a correct record
The minutes were approved as a correct record with no issues to note.

FPGP.24.023 To NOTE matters arising from the meeting
None to note.

FPGP.24.024 To DISCUSS and AGREE office redevelopment requirements
In September 2024, Staffing Committee considered the staffing needs in relation to office space and layout when discussing employment of the Clerk and new Deputy, as well as existing staff.

Three designs were considered which made better use of the reception area by opening up the main office. It was important to firstly allow the Clerk to sit with the team, make space for the new Deputy

and also to include the Admin Officer and Clerical Officer within the main office. Committee considered the three quotes below and debated the merits and limitations of each design. All quotes are in the folder for information.

Company A	£19,412.00 (£12,992.00 for office redevelopment, £6,420.00 for new fire exit door in the meeting room)
Company B	£28,520.00
Company C	£22,000.00

Staffing Committee RESOLVED to work with the design created by Company A with an open plan office and secure reception area.

Cllrs Fowler and Angell have both met with the builder to discuss the detail. Our IT contractor has also met with the builder and electrician to work out the cabling and connections to the network. The works will include an emergency lighting upgrade, as recommended during the routine service as well as the addition of an emergency Fire Exit to create a safe fire escape route. The fire exit must be diverted to the fence panel at the end of Froffy Coffee with a breakable fire access.

Committee RESOLVED to award the refurbishment work to Company A, R Williams and fund the modifications from EMRS Premises Improvement and IT equipment. There will also be a need to divert some funds from the EMR cycleway which currently has no project attached to it.

Committee delegated a budget of up to £1,000 for furniture.

FPGP.24.025 To NOTE issues with the main office roof including mortar and rain leaking into Café and AGREE actions

On 4th August 2024, Froffy Coffee reported that several pieces of mortar fell out of the tile joints, at the eave level of the roof on the front of the Cafe. One piece fell into a pram underneath, amazingly and thank goodness the baby wasn't in the pram at the time. The café was understandably concerned that this posed a health & safety risk. We therefore addressed this as an urgent issue.

Three roofing companies were contacted with only one providing a quote of £3,856.80 to install new battons and plastic anthracite verge cappings. This was felt a longer term and easier solution rather than re-mortoring. The contractor was available at short notice and the work carried out on 9th September 2024.

There have been ongoing issues with the café having water coming in through the vent and causing the lights in the toilets and storage cupboard to trip. The same roofer attended and considered the work needed to resolve this issue. They have quoted £690 to replace the 3 vents.

Committee APPROVED roof works carried out under delegated authority and RESOLVED to replace 3 vents as recommended by the roofer at a cost of £690.

FPGP.24.026 To NOTE purchases, commitments and works carried out under delegated authority for transparency and AGREE actions

- Printer replacement

Negotiations around a contract renewal with our current provider started in March 2023 with a contract end date of 2nd July 2024. A comparable second quote was obtained in July 2024 which fell short of the existing arrangements. Committee APPROVED the new contract with our existing provider for a further 5 years.

- Main office door connection to mains power supply

The main office door would regularly fail due to water getting into the external battery pad or a short battery life. This made the door unsafe as it would not open on the mechanical system. I spoke to 2 door contractors who suggested the best alternative would be to replace the battery pads with a hard-wired electrical pad. As we have an existing contract with Scott Total Security for a 6 monthly door service, the other companies declined to quote. Committee APPROVED the work to change both the external and internal battery pads to hard-wired ones by Scott Total Security.

- Approve Proactive Business Supplies as the approved supplier for office consumables

Proactive Business Supplies are a local company based in Quedgeley. They offer competitive rates on office consumables and next day delivery. Committee APPROVED to use Proactive Business Supplies as the preferred supplier of office consumables including paper, toilet rolls, bin bags etc.

- Wreaths for Armistice Day

The delivery times meant that it would be too late after Full Council to purchase wreaths, so I went ahead and purchased 2 following a confirmation email from Chair and Vice. The cost was £44.48. The laying of the wreaths will be discussed at Full Council to agree who will attend.

- Electrician

Committee APPROVED for West County Electrical to

- Replace outside lights which are not working
- Install emergency lights in the toilet
- Look at Café toilet lights which are not working
- HDMI cable in meeting room needed extending to accommodate larger screen

FPGP.24.027 To APPROVE Risk assessments and outstanding Health and Safety Audit actions from 2022 and AGREE actions

Following a team's call with our Health & Safety provider Worknest, it transpired that there were 23 outstanding issues from the Health & Safety Audit carried out in 2022 that had not been actioned. These are mostly to do with risk assessments.

There was no audit in 2023.

Cllrs Gough, Fowler and Dormer met to review the Risk Assessments during a working party held on Thursday 10th October 2024.

Committee REVIEWED and APPROVED the risk assessments for

- Manual handling
- Slips, trips and falls
- Vulnerable persons
- Violence & Aggression
- First Aid
- And the update general Risk Assessment

Committee RESOLVED the Fire Risk Assessments be postponed until after the office modification works are completed.

Committee RESOLVED the flagpole be inspected by Flagpole Express at a cost of £395 + VAT. A competent Councillor will carry out the inspection annually for the subsequent 5 years.

A fire drill will be carried out at a future Full Council meeting as requested as part of the audit once the new fire exit door has been installed.

FPGP.24.028 To CONSIDER grant funding requests and AGREE figures to recommend to Full Council
Committee RESOLVED to award the grants as follows -

GRANT FUNDING 2024/25 - SECOND ROUND						
	Name of Applicant	Aims & Objectives	Total cost of scheme	Amount applied for:	Amount awarded at FPGP	Approved at FC
1	Dursley Crafters	Purchase of crafting materials and supplies for community group – NO BANK ACCOUNT SO THEREFORE NOT ELIGIBLE	£330.66	£330.66	£0	
2	Dursley Town Ladies Football Club	Purchase equipment – training mannequins, pop-up goals, security cage	£1079.99	£1000.00	£250	
3	Cam & Dursley Tennis Club	Providing rackets, balls, ball machine, rebounder, net targets, cones, storage	£2430.00	£2430.00	£500	
4	Cam Youth & Community Centre	Emergency lights and fire alarm system	£3,000.00	£500.00	£500	
5	Cotswold Vale talking newspaper	Moving across from CD to USB sticks. Project price between £175 and £230	£230.00	£230.00	£0	
6	Read with me, Wotton-Under-Edge	Volunteer readers, training, admin	£1125.00	£675.00	£675	
7	The Chantry Centre	Cam & Dursley Produce Show - Hall hire, printing, marketing materials, travel costs	£850.00	£500.00	£0	
8	Hopton School House	Gifts for the Christmas Grotto	£300.00	£300.00	£300	
9	Gloucestershire Breast feeding	Room hire costs for support group	£940.00	£940.00	£0	
10	Cam & Dursley Vale Armed Forces Community	Christmas lunch – NO BANK ACCOUNT SO THEREFORE NOT ELIGIBLE	£1,200	£500	£0	
11	Methodist Church	Energy costs incurred by hosting the Christmas event	£200	£91.53	£200	
12	The Quarry Chapel	£435 to subsidise courses. £1,300 for a reading shed. £600 for the 3D advent calendar	£2,335	£2,335	£200	
13	Springfield Court	Christmas lunch for residents	£300	£300	£0	
Total requested				£9,832.19		
Total available				£3466.00		
Total awarded					£2625.00	
Total carried forward					£841.00	

FPGP.24.029 To REVIEW Grant Policy and AGREE amendments

Committee RESOLVED to adopt the grant policy with one amendment –

All applications must be accompanied by appropriate accounts or supporting financial information showing an active bank account in the organisations name.

FPGP.24.030 To NOTE staffing update and AGREE purchase of IT equipment for the Deputy

The Deputy Clerk advert closed on Friday 11th October with a total of 30 applications received. 7 of these were shortlisted with 4 being offered interview. Interviews took place on Monday 21st and Tuesday 22nd with a Staffing Committee held Tuesday 22nd where committee agreed to make an offer.

Committee RESOLVED to delegate a budget of up to £1,500 for a new laptop through our IT provider.

FPGP.24.031 To CONSIDER adopting a Chairs/ Council Charity and AGREE actions

There have been a few occasions where we have collected money for charity but don't have an official Chairmans/ Council Charity to support.

Committee RESOLVED to support the Young Carers Christmas Jumper Day but continue to take an informal approach and look at charity donations on a case-by-case basis.

Signed.....
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FPGP.24.032 To CONSIDER request to host Skate4Josh event at Jubilee playing fields and AGREE ACTIONS

Committee RESOLVED to allow the Skate4Josh event to take place on Jubilee Playing Fields pending receipt of the appropriate risk assessments and insurance documents. These will be submitted to R&L in February

FPGP.24.033 To CONSIDER response to Local Plan consultation and AGREE actions

Clerk submitted a response before the deadline based on the comments received from Councillors and CCAG with the option to email any amendments following this meeting.

Cllr Fulcher to review the submission and make comments.

FPGP.24.034 To CONSIDER options for financial investment and AGREE actions

As of 30th September 2024, the bank reconciliation is as follows –

Melton Mowbray (savings account with 0.15% interest)	=	£162,668.21
Unity Trust (current account)	=	£526,015.15
Alto Card (old prepayment card with no records)	=	£25.05
CCLA (New savings account with 4.9% interest)	=	£0.00
Total	=	£688,708.41

Clerk and Cllr Clifton met with Melton who confirmed they were not able to provide alternative options for investment or savings.

Committee RESOLVED to close the Melton account rather than leave a balance of £1,000 minimum deposit.

Committee RESOLVED to invest a total of £400,000 in the CCLA investment Fund as follows -

- 1) Transfer £162,668.21 from the Melton into the CCLA investment fund
- 2) Transfer £237,331.79 from Unity to the CCLA investment fund

Committee RESOLVED to review this decision at the March FPGP.

FPGP.24.035 To AGREE to fund a colouring competition relating to the snickets map project at a cost of £100

Committee RESOLVED to fund a bespoke community colouring competition map based on the new snickets map to be produced by the local snickets map artist for a fee of £50.00. Allocated from budget line 76 – Community Events.

Committee RESOLVED to fund a community colouring competition with two x £25.00 vouchers for each category prize winner. Allocated from budget line 76 – Community Events.

FPGP.24.036 To CONSIDER quotes for gas and electricity renewal and AGREE actions

Committee RESOLVED to tie in with Utility Aid for gas and electricity at the end of the contract in June 2025. Advice is to commit now before the winter increases.

FPGP.24.037 To NOTE update on budget position and AGREE actions

Committee NOTED the current budget position and expressed a desire to ensure Rackleaze is suitably budgeted for next year.

FPGP.24.038 Any other matters for INFORMATION or REFERRAL only

With no further business, the Chair closed the meeting at 20:44pm