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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 22nd OCTOBER 2025 AT 6:30PM AT
CAM PARISH COUNCIL OFFICES, 4 NOEL LEE WAY, CAM, GLOS, GL11 5PS

Present: J Fowler (Chair), G Gough, S Angell
Apologies: M Grimshaw, J Fulcher, D Andrewartha
Absent:
In attendance: Cllr Walker, Cllr Green, Clerk

Membership:

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

Chair opened the meeting at 7:20pm following a working party meeting which overran.

FPGP.25.033 To RECEIVE apologies for absence

Apologies were noted as above.

FPGP.25.034 To RECEIVE declarations of interest and requests for dispensations

None

FPGP.25.035 To RECEIVE any questions, statements or submissions from members of the public in attendance

None present.

FPGP.25.036 To CONFIRM the minutes of the meeting of July 2025 as a correct record

Minutes were APPROVED with no amendments.

FPGP.25.037 To NOTE matters arising from the meeting

None to note

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Date.....

FPGP.25.038 To RECEIVE the recommendations from the Events working party and AGREE actions

Committee RESOLVED -

1. To agree to Events Working Party recommendation to host a community cinema night in 2026
2. To agree to recommendations from Working Party in relation to Christmas Event update below.

Christmas Event 2025 (29 November)

The Working Party recommendations are as follows:

- Cam Advent Calendar: Projects Officer has secured £1,922.90 in external funding for the community Christmas project at the Quarry Chapel.
- Grotto: will be hosted by Hampton School House PTA in the Methodist Church. Both organisations have requested a grant application to help with associated costs of hosting this element of the Christmas event.
- CPC gazebo will be used to help cover stage area as agreed by Working Party
- Lights on the trees at the Chapel Street Car Park to be on throughout the day

ITEM	ITEM COST	NUMBER OF ITEMS	TOTAL	NOTES
Stewarding	£19.25	56	£1,078.00	PLUS VAT 8 x staff, 10 x radio, 1100 - 1800
T.E.N	£21.00	1	£21.00	Bar/Music
Entertainment 1			£2,295.00	
Christmas Fun Stalls	£2,495.00	1	£2,495.00	Christmas activity stalls & 2 x staff members: globe, surf simulator & stall
Marketing	£0.00	0	£0.00	In house
PA System	£375.00	1	£375.00	
Generator			£0.00	Steve G to confirm cost
Pony rides	£600.00	1	£600.00	Subsidise pony rides to value of £600.00, so each ride costs £3.50
First Aid			£495.00	Medical risk rating for event: <20 (4).
Street Trading License			£0.00	SDC to waiver of fee - confirm for 2025. Applied.
Car Park Closure	£50.00	1	£50.00	
Rope & Post for stage area	£0.00	1	£115.00	
500 x A5 glossy leaflet for distribution	£0.00	1	£35.00	Inc. del charge
Advanced warning notices for road closure	£6.60	8	£52.80	Update for this year
External road closure signs & closure	£795.00	1	£945.00	As per FC meeting in January 2025
TOTAL			£8,556.80	

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Date.....

FPGP.25.039 To RECEIVE update from the neighbourhood CIL working party and AGREE actions

Working party met prior to this meeting and reviewed all applications. Projects Officer will give detailed feedback to those who were unsuccessful.

Committee RESOLVED to accept the Working Party recommendation to fund the following three projects -

Cam Parish Council – Up to a maximum of £22,326 for 6 Parish Boundary Signs (pending adoption of new logo) P&H to work out the details and final design.

Cam Parish Council – Up to a maximum of £30,000 for new adult gym equipment pending confirmation of external grant funding. R&L Committee to agree final design.

Cam Parish Council – Up to a maximum of £13,000 for 1 speed limit recognition sign with the number plate detail pending quotes for this specific model

FPGP.25.040 To CONSIDER grant funding requests and AGREE figures to recommend to Full Council

GRANT FUNDING 2025/26 - FIRST ROUND							
	Date of Application	Name of Applicant	Aims & Objectives	Total cost of scheme	Amount applied for:	Amount awarded at FPGP	Approved at FC
1	14/04/2025	Citizens Advice Stroud & Cotswold Districts Ltd	Any funding received will contribute to the cost of our core advice service which is available across the Stroud District. Our core costs include volunteer expenses which are now increasing as more volunteers work in the office instead of remotely, the cost of supervision of the volunteer advisers and volunteer administration team, the training of new staff and volunteers, the cost of paid generalist advice staff (not foodbank, debt or benefits caseworkers) and the cost of running our Stroud office.	£179,632	£1,220	Does not fit the grant criteria.	
2	01/09/2025	Cam Methodist Church	The Church has offered the use of its premises as a venue for Santa's Grotto as part of the Cam Parish Council's Christmas-lights switch-on event. We will decorate and insure the <u>building</u> , but would appreciate support with the costs of providing heating and lighting during the event and the associated set-up and clear-up activities.	£600	£600	600	
3	10/09/2025	Dursley PRIDE	Contribution to event held at the Chantry Centre - £420 for security which the chantry centre <u>require</u> plus £150 towards the cost of the band	£0	£570	Desire to understand more about the event	
4	11/09/2025	Transition Stroud	The overall aim of the 'Litter Pickers for Little Pickers' project is to buy litter pickers, books and reading sessions for 45 primary school across the <u>District</u> , benefiting over 7,000 children. Cam Everlands , Cam Hopton and Cam Woodfield Junior and Infant Primary Schools have all signed up to the campaign - 175 litter pickers @ £5 each total £875, 4 boxes of books at £100 each total £400, 1 reading session at £50. Overall cost £1,325. Please note we are only asking for half the amount, raising the other half through crowdfunding.	£12,045	£660	560	
5	01/10/2025	Hopton School House	Gifts for the Christmas Grotto	£300	£300	300	

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Date.....

6	18/10/2025	Cam Memorial Hall	Christmas lights and tree	£621.60	£621.60	To be funded through Christmas	
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							events budget	
7	20/10/2025	Dursley Tabernacle	CommuniTea – targeting social isolation.		£1,600	£1,500	600	
8	20/10/2025	Tennis Club	Agility Training Pack (x4)	£140.00	£385	£385	Desire to understand how many non-members use the facilities.	
			Target Training Aids (4-6 pack)	£120.00				
			Banners (x2), A3 (x4), A4 (x10) & A5 (x1000) posters production	£125.00				
9	20/10/2025	Everlands Sports Club	Tree survey required for ongoing developments and improvements to site		£1,150	£1,150	To be funded through CIL.	
Total requested						£3,461.72		
Total available						£2,067.59		
Total awarded							£2,060	
Total carried forward							£0	

FPGP.25.041 To REVIEW publication scheme for 2025 and AGREE actions

A Publication Scheme for a parish council is a key part of compliance with the Freedom of Information Act 2000 (FOIA). It sets out what information the council makes routinely available to the public, how it's made available, and whether any charge is made for accessing it. It's designed to promote openness, accountability, and better access to public information without the need for people to make individual FOI requests.

CPCs publication scheme was last reviewed in 2023. No major changes have been made. Committee RESOLVED to approve the document as presented.

FPGP.25.042 To REVIEW the Action Plan for 2025-2027 and AGREE amendments/ actions

A parish council should have an action plan to ensure it operates effectively, transparently, and in alignment with the community's needs and priorities. Clerk has updated the Action Plan from 2023 to reflect budget commitments; project priorities and committee targets as well as some generic council wide targets.

PLEASE NOTE: This is a strategic council wide document and will not include the level of detail required for specific committee action plans.

Committee RESOLVED to adopt the Action Plan pending a more in depth review at a future meeting.

FPGP.25.043 To AGREE to appoint a competent and independent internal auditor for 2025/26 through GAPTC and PKF Littlejohn as external auditors

Committee RESOLVED to allocate a delegated budget of £1,300 to instruct GAPTC to appoint a competent and independent internal auditor for 2025-26 and PKF Littlejohn for the external audit service.

FPGP.25.044 To APPROVE a Poppy policy for Remembrance Day

Committee RESOLVED to adopt the poppy policy with one amendment to state that '...all wreaths will be removed from the first week in January or sooner if they deteriorate.

FPGP.25.045 To CONSIDER request to hire the large meeting room as a pop-up shop

Committee considered the request to host a pop-up shop in the meeting room but felt that this use did not align with the traditional community use for the space and set a precedent for other uses which would not be in keeping with the intention and therefore RESOLVED to refuse permission.

FPGP.25.046 To NOTE removal of Cllr Clifton from bank account signatories

Clerk has started the process to remove Miranda Clifton from the Unity Trust account. Cllr Angell, Morton, Dormer or Fulcher need to sign the authorisation form

FPGP.25.047 To RECEIVE update from Blooming Cam regards maintenance of the flower beds and AGREE options for future maintenance

Volunteer numbers at Blooming Cam are dwindling and they've held a meeting to discuss what can realistically be achieved. Blooming Cam will no longer manage the large bed running from Froffy Coffee to Cam Parish Council. This will instead revert to the handyman contract but at no additional contract cost. There are two additional beds to be turfed, pending confirmation of price from handyman. Committee RESOLVED to delegate a budget of £300 to carry out this work.

Blooming Cam will still look after all flowerpots, the two large beds on the opposite side of the road to the war memorial, the flower bed on the corner of Froffy Coffee and Hopton war memorial.

Committee were keen to see if there could be more help and suggested contact is made with Tesco to ask about staff volunteer days as well as Kerry foods, Cam Mills and Renishaws. They also suggested flyers are posted through the neighbouring households and GL11 are contacted.

FPGP.25.048 To AGREE contract addition to cover the cost of an additional grass cut to the verge at Millbank

P&H Committee resolved to take ownership of the verge at Millbank following confirmation that the residents do not know of any reason why it was omitted from the grounds contract. Committee RESOLVED to delegate a budget of £2,000 to cover the costs of the one off handyman costs plus a contract addition pending confirmation of price from DR Howse

FPGP.25.049 To REVIEW the outcomes of the Health and Safety audit and AGREE actions

On Tuesday 30th September, Clerk accompanied for the first part by Cllr Gough, met with Adam from Worknest to carry out the Health & Safety Audit.

The following issues were highlighted and resulting actions implemented -

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Date.....

Action Required	Recommendation	Priority	Action Taken	Due to be completed
Cleaning - Necessary Documentation (Core Facilities Ltd)	The general cleaning of the premises has been outsourced to a contractor "Core Facilities Ltd". Advise contacting the contractor to arrange sharing of documentation regarding a folder containing Policy, Insurances, Safe systems of work, COSHH Assessments, M.S.D.S. documentation, training records and risk assessments and assurance of PPE.	Medium	Folder in office cleaning cupboard for both sites	29/12/2025
Electrical Safety (PAT)	Portable Appliance Testing should be carried out as appropriate for the type of equipment. Observations made at the Jubilee pavilion of out of date equipment from June 2023. It was understood that there was some uncertainty whether the contractor had forgotten to process the equipment in this area as part of the works carried out on behalf of the Parish Council. Ensure contact is made for understanding and assurances.	Medium	Deputy has contacted local tradesmen with specific skills to carry out testing to comply with recommendations.	29/12/2025
Fire Safety	A fire risk assessment should be completed for the Council Offices and Jubilee Pavilion as a matter of urgency. The most recent assessment took place on 19/09/2019 by Outsource Safety Ltd. Also, upon review of the fire risk assessment carried out in 2019, many of the actions have not been carried out as recommended.	High	An email has been sent to Outsource Safety LTD, as well as some of the building contractors including this in their quotes as they have specialist personnel on their books to complete the assessment. Awaiting responses.	29/11/2025
Fire Safety	Observations made during the walk around in the Council Offices Meeting Room of installation of an additional fire exit to the rear wall elevation, see pic. This is part of a new fire improvements initiative for the site with sloped access egress for wheelchair users to use the new fire exit route. At present, there is no access around the rear of the building due to a locked gated wooden fence currently obstructing safe access/egress. It was stated by the Clerk that this project is still ongoing and not finished. It was understood that a sloped footpath/ramp is to be installed for possible wheelchair users. As this facility is a hired venue, I recommend significant resources are deployed to ensure that this exit route is in place and working as intended, and effective communications are in place to eliminate the risk of this door being used in the short-term. It was understood that the Clerk is aware of the need for this facility to be in operation as intended and has additional controls currently in place to alert users of this area and that this door is not part of the fire evacuation procedure for the site at present. As stated within actions within this report, a new fire risk assessment for the site is required.	High	Deputy has contacted local tradesmen with specific skills to carry out building works to comply with recommendations.	29/11/2025
Gas Safety (Council Offices)	Arrange for all gas installations and appliances to be tested by a Gas Safe registered contractor and maintain records. The last inspection was conducted by West Country Plumbing. The date of inspection was unknown, believed to be 2022.	High	Deputy has contacted local tradesmen with specific skills to carry out works to comply with recommendations.	29/11/2025
Health & Safety Poster	Ensure that the current copy of the H&S Law poster is displayed and signed with designated contact number on display. Observations made during the walk around of posters on display in places, however lacking contact numbers etc.	Medium	Both posters in the office and pavilion are now updated with relevant information as per recommendations.	29/12/2025
Jubilee Pavilion (Rear of building)	Ensure that the areas around the Jubilee Pavilion are cleared to remove unwanted items and potential harm to the general public/children i.e. glazing.	High	Handyman has cleared as per recommendations.	29/11/2025
Legionella Management	Ensure that hot water tanks and calorifiers are inspected on an annual basis as per the manufacturers requirements. This is understood to be carried out annually as per the literature on page 22 of the MegaFlow Hot Water Cylinder booklet archived by the Clerk. Record all findings.	Medium	A specialist company have been contacted re a risk assessment as per recommendations. Awaiting response.	29/12/2025

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Date.....

Risk Assessments (Radon)	A specific risk assessment for radon had not been undertaken to check to see if the workplace is in area at risk of radon. The UK Radon Map (https://www.ukradon.org/information/ukmaps) was consulted at the time of this Inspection and it confirmed as having a maximum radon potential of 10-30%. Given the high levels of ventilation in most site areas and lack of basements/cellars, it is unlikely that this presents a significant risk at or above the action level. However, consideration should still be given to undertaking monitoring to give a quantifiable result.	Medium	A radon reader has been ordered as per recommendations.	29/12/2025
Visitors	Ensure that the presence of visitors is recorded and signing in sheet(s) available.	Medium	A visitor book has been ordered as per recommendations, as a short term solution. Long term digital solutions are being researched as part of the reception overhaul plans.	29/12/2025
Working Environment (Jubilee Walls In Changing Rooms)	Ensure that the walls within the Jubilee building are repaired to allow safe cleaning. It was understood that the monitoring of the crack in the wall from subsidence has now stabilised and no more movement is progressing. With knowledge of this, engage with approved contractors for remedial works to be carried out to either render the wall, tile or plasterboard etc.	Medium	Deputy has contacted local tradesmen with specific skills to carry out building works to comply with recommendations.	29/12/2025
Legionella Management	Arrange for the premises at the Council Offices and Jubilee Pavilion to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings. The risk assessment should consider and evaluate the following: • clear allocation of management responsibilities • competence and training of key personnel • a description of the water system, including an up-to-date schematic diagram • an evaluation of the risk and safe operating procedures for the water system, including controls in place to control risks • arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid etc	Medium	A specialist company have been contacted re a risk assessment as per recommendations. Awaiting response	29/12/2025

Committee RESOLVED to support the Deputy and Clerk to complete the actions as needed. A delegated budget of £2,500 was committed to the Fire exit plan.

FPGP.25.050 To CONSIDER proposals from Remuneration Panel and AGREE actions

After a healthy debate around the merits and drawbacks of introducing a remuneration scheme, committee RESOLVED not to introduce a scheme but to increase the Chairmans budget to £5,000 to allow for team building, volunteer recognition and additional expenses.

FPGP.25.051 To APPROVE overspend of Chairmans budget to host a Chairmans Christmas thankyou

Committee RESOLVED to increase this year's Chairmans budget to £1,000 to host a Christmas thank you.

FPGP.25.052 To CONSIDER handy person and grounds contracts with a view to retender

Handyman

Handyman contract comes to an end on 1st April 2026. Grounds contract ends on 1st April 2027. There is an option to extend the handyman contract by 1 year to bring it in line with the Grounds contract. However, the grounds contract has a plus 2-year extension which will be lost if this is the preferred route.

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

Committee RESOLVED to retender the Handyman contract via the portal for a longer period to enable contractor investment - 5 years with an option to extend by an additional 2 years.

FPGP.25.053 To CONSIDER draft budget for precept request and AGREE actions

Committee discussed the budget position, spend to date and forecast spend as well as next years pressures. Current calculations set the precept rise for next year at 3.34%.

FPGP.25.054 To RESOLVE that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following item of business, on the grounds it involves the likely disclosure of exempt information as defined in the Acts

Committee RESOLVED to close the meeting in order to carry out confidential business.

FPGP.25.055 To DISCUSS staffing matters and AGREE actions

See confidential minutes

FPGP.25.056 Any other matters for INFORMATION or REFERRAL only

With no further issues to discuss, the Chair closed the meeting at 21:40pm