

Minutes of the Finance and Management Committee Meeting held on
Tuesday, 22 February 2022 at 2.00 p.m. at the Parish Centre, Gerald's Way
in accordance with notice given

In the Chair: Councillor Lilly

Present: Councillors Beioley, Oakley, Roberts (left at 2.50 pm), Wood, Wright

In attendance: RFO

FM01.02.22 APOLOGIES – Cllr Morris-Wyatt apologised – business commitment.

FM02.02.22 PUBLIC PARTICIPATION - none

FM03.02.22 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – Cllr Oakley – agenda item 9 - FOFW grant application. Cllr Roberts – agenda item 9 – Chalford Village Hall grant application.

FM04.02.22 MINUTES OF THE PREVIOUS MEETING

Cllr Oakley proposed, “**acceptance of the minutes of 23 November 2021.**” This was seconded by Cllr Beioley and unanimously agreed.

FM05.02.22 RFO'S REPORT – attached

CIL PAYMENTS – there is £4,120.85 to be spent on a capital delivery infrastructure project. To be put on the next agenda. **ACTION: Agenda**

The Ridgeway Bus Shelter repair – insurance will cover £1,756.60 and the cost of the repair is £1,856.60. The additional £100 will be paid from the bus shelter budget. **ACTION: RFO**

Chandlers outstanding invoice – they have emailed today confirming that a credit note will be issued for the fitting labour charge.

FM06.02.22 REFERRALS

Agenda item 11 Queen's Jubilee – FC7.02.22. Agenda item 12 expenditure – W.12.02.22(a,b,c) and W.15.02.22. Agenda item 13 - W.19.02.22

FM07.02.22 CORRESPONDENCE

Wellers Hedleys has sent their Terms of Business to sign – Cllr Lilly signed both copies. One copy to be returned to Wellers. **ACTION: RFO**

FM08.02.22 CURRENT BUDGET/RESERVES – attached

The Committee considered the figures. Salary budget will be over budget due to the Parish Council employing the ChalCAN Administrator part time. Payments made over and above budget total £12,309.43. Estimated budget remaining is £31,736.

Friends of Frith Wood – In November they had stated that £1200 would be needed for a jointly commissioned survey/management plan and following the plan, £1000 pa for two years would be needed. It was thought that CIL funds could cover surveys/plans, but this is not the case. The funds are for capital delivery of infrastructure items.

FM09.02.22 GRANT APPLICATIONS

Councillors were furnished with a summary of applications and visited the office to read through all written applications prior to the meeting. Committee members considered the requests with their

recommendations stated in the attached chart. The total is £3,495. Comments made about some of the applications are as follows:

France Lynch Church Rooms – In 2017 an award of £1000 was made towards a project involving replacement toilets. Their current request is for funding towards a toilet and sink. Concern was expressed that we had already awarded funds towards this project. After a short discussion, it was agreed to award the requested amount of £300 but they will be advised that we cannot make any further awards for this facility. **ACTION: RFO**

Art in Brownhill – we need to get the date when this will commence. **ACTION: RFO**

Grant Rules – amendments need to be made to the rules to include total cost and scope of project and additional funding sources. To be put on the next F&M agenda. **ACTION: F&M Agenda**

Cllr Lilly proposed, “**we submit the grant award recommendations to Full Council.**” This was seconded by Cllr Oakley and unanimously agreed. **ACTION: FC agenda**

ChalCAN – a budget of £6,000 was agreed for the 2022/23 year, out of which salary costs need to be retained. It was agreed to grant £3,300 from 1 April 2022. ChalCAN will be made aware that this is not an automatic payment and will be dependent on their finances. They will be asked to provide us with a list of expenditure for the £3,300. **ACTION: RFO**

Friends of Frith Wood – it was agreed to make a contribution of £445 towards the cost of a management report with funds coming from the Trees earmarked reserve. **ACTION: RFO**

FM10.02.22 LAND ROVER INSURANCE

Two quotes have been obtained:	Zurich (current providers)	£336.26
	MS Amlin Insurance	£648.71

Cllr Wood proposed, “**we accept Zurich’s vehicle quote of £336.26, including tax with effect from 1 April 2022.**” This was seconded by Cllr Oakley and unanimously agreed. **ACTION: RFO**

FM11.02.22 QUEEN’S PLATINUM JUBILEE

The committee considered ideas/costs from Cllr Lilly. It was agreed to have a budget of £1,200. This will include 2 x oak trees, one to be planted in France Lynch P.G. and the other at Brantwood Green, funding towards the Old Neighbourhood Jubilee Street Party and other street party expenses. Cllr Lilly proposed, “**a budget of £1,200 for Jubilee expenses, to be funded from General Reserves.**” This was seconded by Cllr Wood and unanimously agreed. **ACTION: RFO**

FM12.02.22 EXPENDITURE AUTHORISATION

a. **2 x Bushnell Radar Guns** – Cllr Lilly proposed, “**we purchase 2 x Bushnell Radar Guns at a total cost of £327.50 plus VAT.**” This was seconded by Cllr Oakley and unanimously agreed. Funding to come from the Highway Improvements earmarked reserve. **ACTION: RFO**

Works Committee considered the following items and are recommending purchase/funding.

b. **Rytec MP300 Flail Mower** - a short discussion took place on this matter. Cllr Oakley expressed concern at the purchase of this equipment at this stage, recommending that further investigation should be carried out to ensure it is the correct equipment for the proposed new mowing regime. Cllrs Lilly and Wright advised the Committee that they had inspected the current equipment and it is unsafe to use. Cllr Lilly proposed, “**we purchase a Rytec MP300 Flail Mower from Chandlers Farm Machinery at a cost of £9,700 plus VAT.**” This was seconded by Cllr Wright. There was one abstention. Funding to come from the Capital Equipment reserve of £8,688.48 with the

balance coming from General Reserves. A part exchange of the current machinery is still to be negotiated. **ACTION: RFO**

c. **Stihl Combi unit Engine/Brush** – Cllr Lilly proposed, “**we purchase a Stihl Combi Unit and Bristle Brush attachment from Nailsworth Garden Machinery at a cost of £625 plus VAT.**” This was seconded by Cllr Wright and unanimously agreed. Funding to come from General Reserves. **ACTION: RFO**

d. **Tree work** – the remaining ash dieback work has been carried out by Sam Kelly together with the felling of two lime trees in France Lynch P.G., totalling £4,712. Cllr Lilly proposed, “**we fund this tree work from the Trees earmarked reserve.**” This was seconded by Cllr Wood and unanimously agreed. **ACTION: RFO**

d. **Canal reed clearance** – Cotswold Canals Trust has completed the clearance by the Round House. Cllr Lilly proposed, “**we fund the total cost of £6,825 plus VAT.**” This was seconded by Cllr Beioley and unanimously agreed. The RFO has invoiced GCC for funding towards the project. **ACTION: RFO**

e. **Wet Pour repair surface for Multi Play (Junior) equipment in France Lynch P.G.** – Cllr Lilly proposed, “**we contract Greenfields to carry out the surface repair at a cost of £2,899, funding to come from the balance of Covid grants.**” This was seconded by Cllr Beioley and unanimously agreed. **ACTION: RFO**

FM13.02.22 BUS SHELTERS

a. **Dark Lane Bus Shelter** – we have received many positive comments about the mural. Cllr Lilly proposed, “**we make a donation of £100 to the artist, funding to come out of the Grant budget.**” This was seconded by Cllr Oakley and unanimously agreed. **ACTION: RFO**

b. **Marle Hill Bus Shelter** – Cllr Lilly proposed, “**we instruct the local (different) artist to proceed with a mural at the Marle Hill bus shelter with a budget of £500.**” This was seconded by Cllr Wright and unanimously agreed. **ACTION: RFO**

FM14.02.22 LLOYDS BANK PAYMENTS

The Committee agreed to Cllr Lilly authorising online bank payments. Currently, both the RFO and Cllr Lilly can create and authorise. The RFO will speak to Lloyds to change this to the RFO creating and councillors authorising only. It was agreed that Cllr Wright will be added to the online authorisation. **ACTION: RFO**

FM15.02.22 BANK TRANSFERS/PETTY CASH

A summary of bank transfers/petty cash was given to all committee members present. Committee members signed bank transfers. Cllr Oakley proposed, “**acceptance of the expenditure.**” This was seconded by Cllr Wood and unanimously agreed.

FM16.02.22 ANY OTHER BUSINESS

There being no further business, the Chair closed the meeting at 3.50 p.m.

