

**Minutes of the Finance and Management Committee Meeting held on  
Tuesday 12<sup>th</sup> March 2024 at 2pm in accordance with notice given**

**In the Chair:** Councillor Beioley

**Present:** Councillors Gardiner, Oakley, Roberts, and Wood

**In attendance:** Deputy Clerk/RFO

- FM 01/12.03.24 APOLOGIES** – Cllrs Morris-Wyatt and Trinder
- FM 02/12.03.24 PUBLIC PARTICIPATION** – None
- FM 03/12.03.24 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – Cllr Roberts declared an interest on agenda item 7 linked to grant request for Chalford Community Stores. Cllr Oakley declared an interest on agenda item 7 linked to grant request for Friends of Frithwood and Cllr Gardiner declared an interest on agenda item 7 linked to grant request for Chalford Hill Primary School. They did not take part in discussion or voting on those elements.
- FM 04/12.03.24 MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 13<sup>th</sup> February 2024.**” This was seconded by Cllr Roberts and two abstentions. **Action: RFO.**
- FM 05/12.03.24 CORRESPONDENCE** – None
- FM 06/12.03.24 RFO REPORT** – this was sent in advance. Recommendation from the RFO that that the April meeting to be cancelled to allow for end of year accounts/AGAR to be completed ready for meeting in May. To have time to set up the new year for 2024-2025 with the Chairman to ensure that all cost codes are set up. From April all paperwork will be uploaded to Parish website for transparency and best practice. All in attendance agreed that this seemed reasonable. Cllr Oakley proposed “**to cancel the meeting in April and reconvene in May**” This was seconded by Cllr Beioley and all agreed. **Action: RFO.**
- The RFO reminded the councillors that the Three Year Business Plan will need updating the coming year.
- FM 07/12.03.24 TO REVIEW THE SMALL GRANT APPLICATIONS** – A chart showing the grant application requirements was circulated to all committee members prior to the meeting. There were 15 applications where the total exceeded the budget allocated. The committee carefully considered each application individually, with councillors abstaining as detailed above in agenda item 3 and agreed on an allocated amount to each. Once the committee had achieved allocating the grant funding their recommendation is that the final allocations need be ratified at Full Council. Cllr Beioley proposed “**we submit the grant application recommendations to Full Council for ratification at their April meeting.**” This was seconded by Cllr Wood and all in favour. **ACTION: RFO/Clerk**
- FM 08/12.03.24 TO AUTHORISE BANK TRANSERS/PETTY CASH** – sent in advance.
- a) Bank Reconciliations were noted. Bank Account file was available for cllr’s to note. Petty cash for February was noted.
  - b) Authorised Bank Payments were noted and signed.
  - c) Income, Expenditure, Reserves balance, Balance Sheet and Budget against Forecast were all noted.
  - d) Bank Account as at 29<sup>th</sup> February 2024. Cllrs noted the current bank balances. Current Account £6297.96, Deposit Account £18855.22, Investment Account £56127.53 and Cambridge & Counties Account £86281.39

- FM 09/12.03.24** **TO CONSIDER PURCHASING A DEFIB CABINET AND ELECTRICAL INSTALLATION AT FRANCE LYNCH CHURCH ROOMS-** as per the RFO report, quotes were being sought for electrical installation and purchasing a defib cabinet. Three contractors were set a date to meet with the groundsman and the church warden, only one contractor turned up. The quote for the installation is £262.80. The cabinets are approx. £450. Cllrs discussed that this would come out of capital budget. Parish owned defibs are at the Parish Centre, Bussage Village Hall, Chalford High Street shop and France Lynch Church Rooms. Cllr Wood proposed **“to agree to purchase a cabinet and electrical installation and refer to Full Council for ratification ”**” Seconded by Cllr Oakley and all agreed. **Action: RFO/Clerk.**
- FM 10/12.03.24** **TO CONSIDER THE LOCAL NATURE ACTION PLAN –** Cllr Oakley explained the plan, who would be involved and what is already in place. This will need to be ratified at Full Council and then sent to Stroud District Council. The Committee thanked Cllr Oakley for his very detailed plan. Cllr Oakley will also check with Bisley & Lypiatt their LNAP. Cllr Gardiner will meet with Cllr Oakley to take the plan forward starting end of May 2024. Cllr Beioley proposed **“to accept the LNAP and to take to next FC for ratification.”** Cllr Gardiner seconds the proposal and all agree. **Action: RFO/Clerk/PO/CG.**
- FM 11/12.03.24** **UPDATE ON BUSSAGE PLEASURE GROUND –** as per the RFO report, a working party is continuing to look into companies for refurbishing and have booked for companies to come and view and assess what is possible. Cllr’s Oakley and Wood were able to update that Wicksteed have been out to evaluate the area and the working party are waiting for their evaluation. The working party are going to ask Playdale to visit next.
- FM 12/12.03.24** **TO CONSIDER TAKING ON THE OWNERSHIP OF STONECOTE RIDGE –** At the Finance & Management Committee meeting on 7<sup>th</sup> November 2023, the minutes stated to check costings from solicitors and whether Bisley and Lypiatt Parish Council have decided to transfer the ownership first. Bisley and Lypiatt have been in contact with the Clerk to state that at a meeting on 7<sup>th</sup> February, they have agreed to legally transfer the land at Stonecote Ridge to Chalford Parish Council, with a covenant to state that the land must not be built upon. Solicitors have stated that it will cost around £950 for the legal fees. After a short discussion the committee agreed to accept. Cllr Beioley proposed **“to accept the transfer from Bisley with Lypiatt and refer to Full Council for ratification.”** Seconded by Cllr Oakley and all agree. **Action: RFO/Clerk.**
- FM 13/13.02.24** **TO NOTE ANY ITEMS FOR INFORMATON OR REFERRAL ONLY. –** Cllr. Roberts updated the committee by stating they had recruited a Team Leader for FYC who will be starting very soon.

The date of the next meeting is scheduled for Tuesday 14<sup>th</sup> May at 2pm. There being no further business the Chair of the Committee closed the meeting at 3.10pm.