



PARISH COUNCIL  
*Kempsey*

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON THURSDAY 30 JANUARY 2025 AT 10.00AM  
AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr Waller (Chairman), Cllr Gardener, Cllr Stevens and Cllr Cooke

**IN ATTENDANCE:** - Sharon Dunn (Parish Clerk and Responsible Financial Officer)

1. Apologies: Cllr Plummer (Personal) - Accepted
2. Declaration of Interests:
  1. Register of Interests: Councillors were reminded of the need to update their register of interests.
  2. Disclosable Pecuniary Interests (DPI): None
  3. Other Disclosable Interests (ODI): Cllr Stevens declared an ODI in respect of the Lengthsman being his friend and joint Director of Kempsey Promotions Community Interest Company.

Public Question Time – None

3. Minutes: Having been previously circulated, the minutes of the F&GP Committee meeting of 08.01.2025 were signed as a true and correct record.  
Matters arising from previous minutes: Cllr Gardener confirmed that Cllr Clamp has now taken over from him the Emergency Planning.
4. Finance
  - a. The Clerk confirmed that the deposit has now been placed with Unity Trust Bank for a further six-month duration, confirming the interest payable at 4%.
5. Grant Funding
 

**RECOMMENDATION:** To place a proposal on the February Parish Council agenda to authorise the Clerk to submit a funding application to the National Lottery for £20,000 to facilitate the operation of a Youth Hub at Kempsey Youth Centre, Plovers Rise.

**RECOMMENDATION:** To place a proposal on the February Parish Council agenda to authorise the Clerk to sign the Youth Innovation Fund Grant Agreement for £3000 with WCC to support at the Youth Hub at Kempsey Youth Centre, Plovers Rise.
6. Any Other Business.
  - The Guiding Panel met on 17.01.2025 offering feedback on the content of the draft Vision document including the addition of the table of goals since the last review. Discussions took place on ways to circulate the Vision document, to capture maximum audience. It was suggested to create a video as a more engaging option, in addition to the document published to website. Consideration to be given to showcasing the video / storyboards at the Annual Parish meeting.

Action

SC

Clerk

Clerk

<p>Fire Risk Assessments - These have been conducted for all three community buildings. (Community Centre, Youth Centre and Sports Pavilion). Findings identified regular fire alarm checks and emergency lighting checks need to be carried out, a maintenance schedule devised and recorded. In addition, a fire safety policy needs to be devised. Cllr Stevens/Clerk/Deputy Clerk to help implement.</p>	<p>Action Clerk/ Deputy/NS</p>
<p>Defibrillator - This has now been installed and activated at the Parish Hall. This will be publicised in the next edition of the Kempsey Times. Next steps for the Clerk to investigate defibrillator / CPR training.</p>	<p>Clerk</p>
<p>Firework 2025 - Following consultation with Kempsey Colts Football Club <b>RECOMMENDATION:</b> To place a request on the February Parish Council agenda Proposal to allow the Friends of Kempsey Primary School to hold the Annual Fireworks Display at Plovers Rise, Playing Fields, Kempsey on Saturday 8 November 2025, subject to receipt of policy documentation following consultation with Kempsey Colts Football Club.</p>	<p>Clerk</p>
<p>Petition - Significant Gap - The committee agreed the merits of launching a petition on social media to raise public awareness that the Significant Gap would be considered in the SWDPR review hearing, but were concerned about timescales for the submission of comments to the hearing. Cllr Waller to liaise with Cathy Garner and County Cllr Martin Allen.</p>	<p>CW</p>
<p>Kempsey Times - The Deputy Clerk has made a call for articles to councillors for inclusion in the next edition. Contact had been made with Kempsey Times to try and establish the deadline dates, prior to publication. The cut off point for publication being determined by how much advertising space has been being filled up.</p>	<p>CW</p>
<p>Unresolved Access Issues - Stonehall Common - A suggestion was to plant some goat willow along the pathway to enable access for pedestrians but to prevent vehicular access. Cllr Waller to liaise with Cllr Anstey. It was suggested this work could be factored into the ITQ for the bramble clearance required (one quotation received to date- a further to be sought).</p>	<p>Deputy</p>
<p><b>RESOLVED:</b> Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from discussions only in respect of agenda items 7 &amp; 8. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	
<p>7. Staffing Matters Administrative Assistant - Two letters were issued updating changes to the Terms &amp; Conditions of employment together with an explanation letter.</p>	
<p>A discussion took place surrounding the Deputy Clerk's probationary period which has been successfully completed. <b>RECOMMENDATION</b> to place a proposal on the February Parish council agenda to offer the Deputy Clerk the option to join the Local Government Pension scheme. (LGPs), following the successful completion of her probationary period.</p>	<p>Clerk</p>
<p>Lengthsman - The Lengthsman's hourly rate was discussed whereby a two-year deal fixed rate agreement for services is to be offered to him.</p>	<p>Clerk</p>
<p>Maintenance Technician - Clerk presented a post-surgery health update. Get well wishes were expressed.</p>	
<p>8. Update on lease renewals To aid understanding on how matters are progressing, enquiries are being made with the solicitors regarding a full breakdown of associated costs regarding the new tenants' leases. The Deputy Clerk to help by conducting a review of associated costs.</p>	<p>Deputy</p>
<p>A meeting has been arranged with KCFC to discuss the Heads of Terms to progress this matter.</p>	

Meeting Closed at 11.31AM

Signed ..... Chairman ..... Date