



PARISH COUNCIL
Kempsey

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON FRIDAY 28 FEBRUARY 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): None

Public Question Time - None

3. **Minutes:** Having been previously circulated, the minutes of the F&GP Committee meeting of 30.01.2025 were signed as a true and correct record.
Matters arising: - None

4. Finance

- a. Automated Banking/ BACS Facility - It was agreed to trial automated banking with Unity Trust Bank for a trial period of 3 months to process the WCC Pension Contribution payment only before considering migrating the whole payment cheque system across to automated banking.
Standing orders and Financial Regulations will be amended at a future date to reflect these changes.
- b. Community Infrastructure Levy £19268.95 awarded 31.10.2020 to be spent within 5 years of receipt. This money is to be allocated to the Pixham Ferry Lane Project.

5. Training

- Fire Marshal & Fire Manager Training - Clerk to seek advice from the Fire Service as to the benefits of IOSH Fire Training against Fire Manager Training for our organisation.
- CPR / Defibrillator Training - To progress training with Holos Health Care for councillors and staff and to enquire if Wednesday 23 April 2025 is available as a potential training date.
- Cllr Stevens & The Deputy Clerk recently attended a Malvern Hills Healthy Heart Event . This was very informative. Malvern Hills are preparing a £1M fund for Health and Wellbeing projects. Kempsey is to be included as one of the 5 Community Resuscitation Schemes being created in 2025. Funding opportunities to include Defibrillators, Trauma Kits and Bleed Kits. The Parish Council would fully support this and is very interested.

6. Policy Documents

- To discuss devising a policy for making grants to voluntary organisations - Ongoing
- To review and update the Complaints Policy - We recognise the need that this needs updating along with several other policy documents. The Deputy Clerk to progress and advise.

Action

Deputy/Clerk

Clerk

Deputy

RG

Deputy

7. Projects

- To discuss the Summer Fete (Cllr Stevens)
A donation of £750 had already been made from the Parish Council to Kempsey CIC Promotions, essentially to secure the sign for the event. For clarity the remainder of money, is to be used to pay towards a children's entertainer and the whole £750 donation will be captured under the heading category 'Entertainment'.
The Summer Fete will also be an opportunity to promote the Parish Council.

8. Any Other Business.

- Green Lane, Stonehall Common (Cllr Waller) - NJK Parish Council have organised laying of a hard surface from the east gate of Stonehall Common to the Wadborough Road and works have now commenced.

- Emergency Plan Contacts - All of the existing contact/Key Holders listed in Appendix G of the Emergency Plan Document to be removed and replaced with The Deputy Clerk (subject to agreement) and the Committee Chairpersons (subject to agreement).

- Pump Track/Skatepark - A suggestion was made by Cllr Cooke to look into this project to see if there was anything that we could learn from the Battenhall development that would help facilitate the skatepark and pump track proposed at Pixham Ferry Lane. This led onto discussion about Permitted Development Rights. County Cllr Martin Allen is trying to progress a skatepark design and the Parish Council will try to progress a pump track design with a lead they have.

Cllr Stevens raised the question on how do we feel if the skatepark club uses the Parish Council bank account for funding purposes? He was advised only if the Parish Council agrees with the proposals and makes the application can we then accept the funding.

- Deed of grant of Easement relating to a SuDS Facility at Pixham Ferry Lane. Kempsey
The document is to be reviewed.
- Car Park Security - Plovers Rise. We currently rely on the good will of a volunteer to open/close the barrier to this site. Cllr Stevens to investigate the cost of an automatic barrier.

RESOLVED: Under The Public Bodies (Admission to Meeting(s)) Act 1960 to exclude the public and press from discussions only in respect of agenda items 9 & 10. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. Staffing Matters

- Maintenance Technician hourly rate - A new hourly rate is to be put forward at the March Parish Council meeting for consideration, which falls within the agreed budget for financial year 2025/26, being the same rate as offered to the Lengthsman.
- Complaint Received - The matter has been investigated and a response is to be submitted to the parishioner who raised the complaint.

10. Leases

- Community Centre lease renewals and associated matters - A thorough review had been conducted with suggested next steps. A further interim payment of £900 was agreed.

Meeting Closed at 12.02 PM

Signed Chairman Date

Action

Clerk

NS

Clerk

Clerk

Deputy

