



PARISH COUNCIL
Kempsey

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON THURSDAY 3 APRIL 2025 AT 7.30 PM
AT KEMPSEY COMMUNITY CENTRE**

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

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

1. Apologies: None
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): Cllr Plummer declared a pecuniary interest concerning all financial matters relating to the new proposed community centre at Pixham Ferry Lane due to her business being in close proximity.
 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 28.02.2025 were signed as a true and correct record. One minor spelling error was corrected under 7.Projects.

Matters arising: - Cllr Stevens had been tasked to investigate the cost of an automatic security barrier at Plovers Rise. He advised this would cost in the region of £4K with an additional cost of getting power to it.

4. Finance

- a. Automated Banking/ BACS Facility - Kempsey Parish Council is now registered to use Unity's Bulk Faster Payments service. Verification is required from all the authorised signatories to enable payments to be processed. This is almost complete.
- b. Review of expenditure on Infrastructure to date - Cllr Waller presented an update confirming of £20604 spent this year £17070 is allocated from MHDC (82.85%) and £3534 from Parish Council funds (17.15%). Total expenditure to date from the first tranche of money from MHDC is approximately £115K.

The Parish Office to query the planning application fees cost (with assistance from Cllr Gardener).

5. Training

- Fire Marshal & Fire Manager Training
Advice was obtained from the Fire Service concerning IOSH Manager Training, but this was deemed too comprehensive for our type of organisation, where Fire Manager Training would suffice.
RECOMMENDATION: To place a proposal on the April Parish Council agenda to proceed with in house Fire Manager Training, half a day in duration, for up to 12 delegates at a cost of £550 plus VAT (plus £50 per workbook).

Action

RG

Clerk

<ul style="list-style-type: none"> • Building Map request for all Community Buildings - Requirement for Fire Safety Compliance. - Clerk to instruct Mr Geens to devise a detailed map for the Sports Pavilion for a small fee. He has already supplied maps for Kempsey Community Centre and Kempsey Youth Centre. • CPR / Defibrillator Training Update - Training has been organised for Wednesday 23rd April 2025 at 11.30am at Kempsey Youth Centre, Plovers Rise. This will be 3 hours in duration, provided by Holos Health Care. 	Clerk
<p>6. Car Parking Issues at the Community Centre</p> <p>Car parking is an issue at the Community Centre on Wednesday afternoons due to limited parking and the presence of Bridge Club. As this is impacting on the work of the Parish Office, the Office will close at 12 noon on Wednesday afternoons until the situation is resolved.</p>	
<p>7. Advertising</p> <ul style="list-style-type: none"> • Rooms to Hire/ Bookings - To be placed on the website for advertising purposes. The booking confirmation is to be attached to all new invoice bookings advising the user of the conditions to adhere to. 	Deputy Parish Office
<p>8. Community Café project - DEFER to discuss at next Community Builder Guiding Panel meeting taking place on Tuesday 8 April 2025.</p> <ul style="list-style-type: none"> • Provision of Wi-Fi at the Sports Pavilion • Funding update (café project and others) • Proposed format of KPC initiated funding agreements. <p>Cllr Waller confirmed he had made contact with MHDC in terms of the next steps for the Community Builder role confirming KPC would be happy to support any further funding should the opportunity arise.</p>	
<p>9. Any Other Business</p> <ul style="list-style-type: none"> • Richard Sandys Partnership - The Clerk will engage the services of an accountant to assist with helping to report the year end for 2024-2025 on an Income & Expenditure basis, for completion/accuracy of the AGAR form • Meeting with Amigos Kempsey Cricket Club, 28th March 2025. Cllr Cooke provided an update, advising the club had changed its name with a new logo. Work starts on the square on 6th April. A second team has been created and has entered the league. A junior team will start this season, initially training /coaching this year. The club will play 22 x 1st team matches starting on 19th April (Away) and 14 x 2nd Team matches starting on 4th May (Home). They are seeking more players to which the Parish Council will advertise through social media and Kempsey Times. The Club will offer support in respect of the planning application. A fund-raising event to take place on Sunday 13th July 2025. The club is seeking to purchase the grounds maintenance equipment from the former club, but this has been placed on hold, until ownership is established. • A request was received asking if KPC would contribute towards the cost of paint so all the storage containers located at Plovers Rise all looked uniform? Enquiries are to be made with Scout Group and Cricket Club to enquire if they object to having the storage containers painted green. • Inventory - An inventory list is required of what cricket kit is located at Plovers Rise • Financial Regulations - The Clerk advised the new Model Financial Regulations from 2024 still needed to be reviewed to which some further minor amendments (March 2025) have been made concerning the procurement legislation. • Unitary and Devolution and the impact on Town & Parish Councils - Clerk confirmed she had recently met with Chris Wayman who advised that a good starting point would be to review Malvern Hills District Council Asset register to review assets relating to Kempsey that they may wish to acquire for adoption from MHDC. • Grounds Maintenance Association (GMA) - Turf Management Day 13th May 2025 - Bristol • A possible idea was suggested to introduce a Historical Tour of Kempsey - To refer to Kempsey CIC. 	Clerk PC/Deputy PC/CW F&GP F&GP NS

<ul style="list-style-type: none"> Land Registry Title Deed - The Land Registry title number WR206051, poses no risk and is simply a Royal Mail address. The title number is registered to Kempsey Parish Council. Wheelie Bin at Plovers Rise - To request a new replacement bin and in the interim to remove the large 'Trade Waste Sticker' from the side of the bin following a recent misunderstanding of use. 	Deputy
<ul style="list-style-type: none"> Community Recognition Scheme and Celebration - Malvern Hills District - The scheme aims to shine a light on individuals, teams or businesses in the district that make a difference to their community and the lives of those around them. Recognition categories include Individual, Young Person (25 years or under), Lifetime Achievement, Team / Group and Community Business. The deadline for nominations is Friday 18 April 2025. 	Deputy
<ul style="list-style-type: none"> Solar Panels - To consider adding solar panels to the roof at the Youth Centre. Please note, which would involve removing the trees to gain maximum benefit. Cllr Waller to approach a contact to obtain further information in the first instance 	CW
<p>RESOLVED: Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from discussions only in respect of agenda item 10 & 11 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	
<p>10. Staff Matters - updates</p> <ul style="list-style-type: none"> Staffing arrangements - A staff update was presented. Service agreements - The Clerk confirmed both agreements have now been signed and returned. 	
<p>11. Leases</p> <ul style="list-style-type: none"> Community Centre lease renewals and associated matters - new leases are progressing, with outstanding questions raised by the solicitor answered. Tree Cutting - recovery of costs. To issue a reminder to the offender to seek recovery of money for debris removal. 	
<p>Meeting Closed at 9.06 PM</p>	
<p>Signed Chairman Date</p>	
<p>Deputy Clerk</p>	