



PARISH COUNCIL  
*Kempsey*

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD ON THURSDAY 8 MAY 2025 AT 7.30 PM  
AT KEMPSEY COMMUNITY CENTRE**

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

**IN ATTENDANCE:** - Sharon Dunn (Parish Clerk and Responsible Financial Officer) plus two members of the public.

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): None
  3. Other Disclosable Interests (ODI): None

Public Question Time

Notes from Public Question Time are appended to these minutes.

- 3. Minutes:** Having been previously circulated, the minutes of the F&GP Committee meeting of 03.04.2025 were signed as a true and correct record.

**4. Finance**

- Year End Accounts 2024/2025 Update - Accountant services have been provided by Richard Sandys Partnership providing assistance with template and reconciliations of balances required for the AGAR form 2024/2025.  
Next Steps - The Annual accounts are to be inspected by the Internal Auditor

**5. Training**

- To review quotations for Fire Manager Training  
This was reviewed again with a different provider following the confusion over pricing and misleading information presented to us. Actions included to invite nursery staff members onto the training, obtain copies of any certificates they hold relating to Fire Training and to make enquiries with Higgs LLP enquiring what is reasonable to ask from our tenants.  
**RECOMMENDATION:** To place a proposal on the May Parish Council agenda to accept a new quote to proceed with Fire Manager/Marshal Training (in house training, 12 delegates, duration 6 hours, Level 2 Award, certified for 3 years).
- CPR/Defibrillator Training update - Training took place on Wednesday 23 April 2025 at Kempsey Youth Centre conducted by Holos Healthcare. The training conducted was very professional and informative with Basic First Aid Certificates awarded for successful completion.  
A call for volunteers is to be made via the Kempsey Times to establish interest to try to roll out further training to interested parties in the future.

Action

Clerk

May PC

Deputy

## 6. Policy Documents

- To plan for a review of the NALC Model Financial Regulations produced by NALC April 2024 but to recommend to Full Council making amendments to reference the new legislation regarding tenders and procurement.

**RECOMMENDATION:** To place a proposal on the May Parish Council agenda to modify Financial Regulations in respect of Contracts Legislation

Action

May PC

## 7. Funding/Grant Opportunities

- To discuss the Community Facility Legacy Scheme – **RECOMMENDATION:** To place a proposal on the May Parish Council agenda to grant delegated powers to the F&GP Committee in conjunction with the Clerk to authorise applications to the Community Facility Legacy Scheme by the deadline of 8.6.2025.

Cllr Waller aims to review/compile a list of questions to MHDC by Monday 12 May 2025.

- Malvern Hills Rural Fund - To make enquiries with MHDC to see if the deadline has been extended beyond 5 May 2025.

May PC

## 8. Devolution

- To review assets owned by Malvern Hills District Council relating to Kempsey that the Parish Council may wish to acquire

Members did not see the benefits of acquiring the three assets relating to Kempsey listed on the Malvern Hills District Council asset list due to the ongoing maintenance costs involved. However, the titles of the three assets are to be checked. District Councillors to be asked to facilitate MHDC supplying the Land Registry registration numbers for the three parcels of land, assuming they are registered.

Clerk

## 9. Projects

- Update on Community Builder led projects  
The Community Pop Up café is currently being piloted for 4 weeks.  
Further update will be available at the EOM on 15.05.2025.

EOM

The Youth Hub Project - Confirmation from the National Lottery that unfortunately, they cannot approve the application for funding at this stage.

A list of costings to redecorate the small meeting room was reviewed.

No decision on the redecoration was taken due to many uncertainties at this stage, including the unavailability of volunteers.

To progress further at the EOM on 15.05.2025

EOM

## 10. Any Other Business

- In the process of trying to ascertain proof of ownership of the stored cricket equipment. An inventory of the equipment stored is required. Cllr Cooke to progress.

The possibility was raised of KPC holding the proceeds of the sale of items of cricket equipment until the ownership of those items has been established.

- Emergency Plan - **ITEM DEFFERRED** to allow time for committee members to read the updated document

- Accepting Donations - Donations greatly accepted subject to a Funding Agreement being in place.

Cllr Cooke

Clerk to  
consider

**RESOLVED:** Under The Public Bodies (Admission to Meeting(s)) Act 1960 to exclude the public and press from discussions only in respect of agenda item 11,12 & 13 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

JUNE PC

## 11. Staff Matters - updates

- Worcestershire Pension Fund Employers Discretions - **RECOMMENDATION** to take Key Employer Discretions to the next available Parish Council meeting.

## 12. Other

- Tree Cutting - recovery of costs - A Final Notice before Action has been issued to the offender

13. Leases

- Community Centre lease renewals and associated matters  
Tenant request to hire Room 1 for 3 days a week is under consideration.  
Car park issues at Kempsey Community Centre – In the process of trying to resolve.

**Date of Next Meeting: Tuesday 27 May 2025 at 11.15am at Kempsey Community Centre**

Meeting Closed at 11.38 AM

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

## **PUBLIC QUESTION TIME**

A parishioner commented in relation to agenda item 11. WCC Pension Fund to review the Ontario Teachers' Pension Scheme.