



PARISH COUNCIL  
*Kempsey*

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD  
ON THURSDAY 10 JULY 2025 AT 7.00PM AT KEMPSEY COMMUNITY CENTRE**

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

**IN ATTENDANCE:** - Sharon Dunn (Parish Clerk and Responsible Financial Officer) plus one member 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 – Appended to these minutes
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**3. Minutes:** The minutes of the F&GP Committee meeting of 05.06.2025 were signed as a true and correct record.

Matters arising from previous minutes - None

**4. Finance**

a. Automated Banking/ BACS Facility – update

The Clerk confirmed BACS payments had been trialled on a phased basis over the last few months and will be fully operational from July 2025.

b. Cambridge & Counties Bank - Maturity information for consideration

**RECOMMENDATION:** To reinvest funds held with Cambridge & Counties Bank in a new six-month fixed rate bond at 4.35% gross/AER Rate

c. Nationwide Building Society - The Clerk confirmed a safeguard review had been requested and the information had been supplied by 26.06.2025 as requested.

**5. Digital and Data Compliance**

The Clerk advised that there is a new mandatory requirement for financial year 2025/2026 that every authority must have a generic email account hosted on an authority owned domain.

The new practitioners guide has been published, and it has set out there will be a new assertion on the AGAR for financial year 2025/26 around Digital and Data Compliance.

For transparency and accountability, Parish and Town councils are now advised to use a gov.uk domain name and dedicated council email addresses. This ensures credibility, security and compliance with guidelines referenced in the AGAR process.

Cllr Waller to direct queries to Worcestershire CALC questioning why this is being implemented, issues of security and if the benefit justifies the cost.

Clerk to enquire with the IT Consultant the cost of implementation and ask about councillors privacy.

**6. Internal Audit**

Letter of Engagement 2025/2026 - The contents of the letter including the fee were noted and it was agreed that this accurately reflects the services that Kempsey Parish Council has instructed Ruth Mullett, as Internal Auditor to provide for financial year 2025-2026.

Instruction was given that the letter can now be signed.

Action

Clerk

Clerk

Clerk

<p><b>7. Documents</b>  Kempsey Emergency Plan - This document was reviewed.  <b>RECOMMENDATION:</b> To place a proposal on the August Parish Council agenda to agree for adoption.</p>	<p>Action</p> <p>Clerk</p>
<p><b>8. Service Agreements - To review</b></p> <p>a. Service Level Agreement YMCA Worcestershire &amp; Kempsey Parish Council  This agreement sets out the collaborative terms for delivery of youth services in Kempsey. Cllr Waller to advise on amendments to the wording concerning the venue provision.</p> <p>b. Clothing Bank sited at the Youth Centre - For siting the clothing bank on our premises a sum of £300 per year is paid (paid at the end of the first year of having the unit on site).  <b>RECOMMENDATION:</b> To place a proposal on the July Parish Council agenda to authorise the Clerk to sign the service level agreement with Clothes Collection Ltd for a three-month trial for a clothing bank to be sited at the Youth Centre.</p> <p>c. Platform Community Chest Application - Kempsey Youth Hub - To refer this application back to the Community Builder for her to liaise with Platform Housing to acquire a Service Agreement.</p>	<p>CW</p> <p>Clerk</p> <p>Clerk/Cathy</p>
<p><b>9. Funding Opportunities</b></p> <p>a. MHDC Rural Fund - EOI Deadline Midday 7 July 2025  An Expression of Interest was submitted to MHDC Rural Fund in support of a Community Café proposed at the Sports Pavilion, Plovers Rise requesting funding of £7250 supported by match funding of £7250 from KPC.</p> <p>b. MHDC Community Arts &amp; Culture Grant - Deadline 9am Friday 1 August 2025  Cllr Waller and Cllr Stevens each identified separate organisations that this grant may be applicable to and will forward details on how they can apply directly.</p> <p>c. MHDC Community Builder Funding - Additional Bridging Funding  Following some misunderstanding with the funding arrangements for the Community Builder a request has been submitted to MHDC to be considered for an additional £6500 from the additional UKSPF Fund.</p> <p>d. The FCC Community Action Fund - Closes 5.00pm 20 August 2025.  This funding application is to be progressed with the Community Builder and a Guiding Panel meeting is to be arranged.</p>	
<p><b>10. Councillor Complaints</b></p> <ul style="list-style-type: none"> <li>It was agreed to standardise a response to any complaint received from members of the public about KPC members.</li> </ul>	<p>Clerk</p>
<p><b>11. Any Other Business</b></p> <ul style="list-style-type: none"> <li>District Cllr Harrison had advised that the new Heritage Revival Fund is accepting applications for projects that will help to rescue and repurpose neglected historic buildings. Although not applicable to KPC, St Mary's Church. Kempsey and Severn Stoke Church have been selected.</li> <li>A request was received from Kempsey Promotions CIC to seek approval of KPC to make use of some of the playing field pls the Youth Centre on Sunday 21 September 20025 from 2.00pm  <b>RECOMMENDATION:</b> July Agenda Item - Proposal to seek approval to partially use the playing field plus Kempsey Youth Centre on 21 September 2025 from 2pm to host a Fun Dog Show postponed from Kempsey's Summer Fete</li> </ul>	<p>Clerk</p>

**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 12,13 & 14 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Action

**12. Staff Matters - updates**

- a. Worcestershire Pension Fund Employers Discretions  
The Employer Discretions exercise was completed with recommendations to be considered on the July Parish Council agenda.
- b. Parish Office - Wednesday Opening Times - An extension to the temporary arrangements for an unlimited time period was agreed.

Clerk

**13. Leases**

- a. Community Centre lease renewals and associated matters - Discussed with actions to implement to enable progress.
- b. Request from Magic Moments Nursery - Lean to Extension - Action plan discussed.

**13. Land Registration**

Progress update. Next steps to contact the solicitor

Clerk

Meeting Closed at 9.12 PM

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

## PUBLIC QUESTION TIME

The parishioner expressed comments on how wonderful the Summer Fete was. She commented she found it very helpful attending Parish Council meetings, especially the Committee meetings.