



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 12 FEBRUARY 2026 AT 2.00 PM AT KEMPSEY COMMUNITY CENTRE

PRESENT: - Cllr Waller (Chairman), Cllr Stevens, Cllr Gardener, Cllr Plummer (left at 4.00pm) and Cllr Cooke

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

No Questions for Public Question Time

3. Minutes: The minutes of the F&GP Committee meeting of 29.01.2026 were signed as a true and correct record. No matters arising from previous minutes.

4. Projects

- a. To agree an evaluation process for quotes relating to the Youth Centre Energy Efficiency Project (solar energy system and tree works).
The criteria was clearly defined in the Invitation to Quote with 70% attributed to pricing and 30% attributed to the evaluation framework
- b. To review quotes relating to the Youth Centre Energy Efficiency Project.

Trees

Four quotes were reviewed in relation to cutting back of trees. They were assessed in a table labelled A to D.

RECOMMENDATION: Company C was chosen as the preferred contractor.

Noted that Cllr Gardener and Cllr Stevens opposed the removal of the trees but voted based on the selection criteria

Solar System Quotations

The Invitation to Quote outlined the questions forming the evaluation process. Five quotes were placed in a summary table, A-E, to include solar panel system only, with number of solar panels, output and cost with consideration for internal or external battery storage.

RECOMMENDATION: Companies B & D were chosen as the preferred suppliers.

- c. To agree an evaluation process for the tender bids relating to the IT and Youth Hub
Although there was eleven expressions of interests., it has now materialised that the £90K budget (benchmark figure provided by a local supplier of small buildings, with uplift), is not sufficient and this now presents various challenges. Following conversations, three suppliers confirmed they simply could not make the budget for various reasons.
- d. To review tender bids relating to the IT and Youth Hub
Two quotes received but unfortunately, neither within budget.
A possible alternate solution to this problem, for consideration is to enlarge the small meeting room at the rear of the Youth Centre and use this space to develop an IT Hub and Youth Hub.
This also presents various challenges.

Action

(Cllr Plummer left the meeting at this point.)

It was agreed to extend the tender deadline time until Monday 2 March 2026 and to simplify it - continue dialogue with the three contractors who expressed an interest but could not deliver the project within budget and to enquire if there is any room for negotiation.

Action

5. Other Projects update.

Apparently a 'Kempsey Community Café exists elsewhere in the village. Options for the name of the new café located at Plovers Rise were discussed.

RECOMMENDATION: The preferred name agreed was The Pavilion Community Café.

Seeking to upgrade security measures at the Pavilion.

RECOMMENDATION: It was agreed to spend up to the value of £3K, of which £1782.21 (excluding VAT) will be spent on installing a new intruder alarm in the café area.

RECOMMENDATION: The starting rate of pay for the Café Manager per hour was discussed with a starting rate of £15.00 per hour agreed, subject to ongoing review.

Making provision for VAT on the sales was considered but it was decided until such time as the VAT position was clarified not to charge it.

The cost of the menu items were captured. A request was made for an operational report to be presented at each F&GP Committee meeting.

The Access Key Declaration and Café Operational Excellence documents are to be signed by Kempsey Colts Football Club, to allow them to access the café this Saturday.

6. Any Other Business – None

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 7 & 8. inclusive as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

7. A request from a tenant to add an additional outbuilding is to be considered once further details have been provided.

8. Staffing Matters - **RECOMMENDATION:** To facilitate the Deputy Clerk to commencing CILCA training with registration fees, associated time and costs payable by the Parish Council.

Meeting closed at 4.57 PM

Signed Chairman Date