MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 3 JULY 2026 AT 9.30 AM AT KEMPSEY COMMUNITY CENTRE

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

IN ATTENDANCE: - Sharon Dunn (Clerk), Claire Witton (Deputy Clerk), Two representatives from the Friends of Kempsey Primary School PTFA and one member of the public.

1. **Apologies**: None

2. **Declaration of Interests**:
   1. Register of Interests: Councillors were reminded to review and 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.

Action

3. **Minutes:** The minutes of the F&GP Committee meeting of 19.05.2026 were signed as a true and correct record. Matters arising from previous minutes - None

4. **Pavilion Café**
   1. Report from Pavilion Café and Future Plans - Update *(Deputy Clerk)*
      The Deputy Clerk provided a financial and operational update. Trading figures were noted. Members were advised that Sunday opening would commence this weekend from 10.30am – 2.30pm, following a local publicity campaign. A mid period report was circulated.

   2. Bins at the Pavilion - To consider cost of weekly collection *(Cllr Stevens)*
      Members considered refuse collection arrangements at the Pavilion.
      It was noted that increased use by Kempsey Colts Football Club has resulted in the existing bin regularly reaching capacity.
      RESOLVED: To increase refuse collections from fortnightly to weekly.
      Kempsey Colts to be invoiced £115 per quarter from 1 September 2026 towards the additional collection costs.

5. **Security of the playing fields at Plovers Rise**
   1. Progress update on supply and installation of security bollards and safety barrier at the playing fields, Plovers Rise
      Members reviewed quotations received to date.
      It was agreed that revised quotations should be obtained to include:
      - Height restrictor.
      - Barrier.
      - Automation options.

   The ITQ specification is to be amended and revised quotations obtained.

Action

6. **Projects**
   1. To finalise the building design of the IT/Youth Hub
      The Committee received a detailed update on the IT Hub project.
      Members considered the proposed modular building layout and agreed that the accessible WC should be repositioned so that the entrance opens onto an internal corridor rather than directly into the main meeting room, improving privacy and functionality.
      The kitchen area should remain within the building but be reduced to a simple kitchenette including sink, worktop, storage and under-counter fridge, for refreshment purposes.

      Revised drawings are to be requested incorporating:
      - Relocated accessible WC.
      - Reduced storeroom.
      - Revised internal layout.
      - Consideration of sliding doors where practical.
      - Review of accessibility requirements.

Members also discussed external finishes.
It was agreed to investigate a green external finish to complement the surrounding containers and landscape before a final colour decision is made.
Furniture layout options were considered. Members expressed a preference for the more flexible layout capable of accommodating gaming sessions, meetings and community use.

An update was provided regarding:
- Building Control arrangements.
- Ground investigations.
- Design programme.
- Internal specifications.
- Security measures including CCTV and shutters.

The Committee noted the project timetable and agreed that additional meetings would be arranged during July to enable the design to be finalised before the end of the month.

   2. Update on the Pump Track
      The Committee received a progress report. Updates included:
      - Planning submission.
      - Grant funding.
      - Temporary fencing proposals.
      - Site access arrangements.

7. Any Other Business

   - Members considered the Openreach Wayleave request relating to Kempsey Common. **RESOLVED:** To approve the request, highlighting one of the plans received is not within Kempsey Parish.

   - Members considered a quotation for an additional CCTV camera overlooking the sports field and cricket sight screen. It was agreed that the additional camera would improve security coverage. The possibility of a contribution from the Cricket Club would be explored.

8. Date of Next Meetings
   Suggested dates subject to room availability: -
   - Working Party Meeting - Friday 17 July 2026 at 9.30am at Kempsey Community Centre
   - F&GP Committee Meeting - Thursday 30 July 2026 at 9.30am at Kempsey Community Centre

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 9,10,11, 12 &13. inclusive as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. The Hire Agreement for the 2026 Fireworks Event - Update and discussion
   Members received an update following discussions with the Firework Event organisers. Issues relating to licensing, alcohol sales, pavilion use and Community Café operation were discussed. A further liaison meeting would be arranged to finalise operational arrangements.

10. The Hair Gallery Lease - Final lease for approval and signature
    The Committee noted that the lease had reached its final draft stage.
    The final version to be circulated before final signature.

11. Magic Moments Lease - To progress
    Members noted that the lease remains with solicitors awaiting completion

12. Allotment Land Registration - Update
    A report had been circulated to members summarising the extensive historical investigations undertaken into the ownership of the allotment land.
    RECOMMENDATION: To instruct the solicitors to proceed with registration of the land and to compile and submit an evidence pack.

13. Staff Matters - Training Update
    Members noted the additional assessment costs associated with the Deputy Clerk's CILCA qualification.
    RECOMMENDATION: To approve the additional assessment fee.

The meeting closed at 11.10 AM

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

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Standing Orders were adjourned

PUBLIC QUESTION TIME

The revised Firework Event hire agreement and charging schedule for use of the recreation ground and pavilion were discussed. It was explained that the new charging schedule applies consistently to all users.

Operational matters relating to the Firework Event were discussed, including coordination between the event organisers and the Pavilion Café. It was agreed that a further meeting would be arranged involving the event organisers, to help resolve any logistical arrangements. The Committee thanked the representatives from Friends of Kempsey Primary School PTFA for their continued commitment to the event.

The Chair also thanked Mr Geens for the considerable work undertaken investigating the historical ownership of the allotment land.

Standing Orders were reimposed

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