MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 30 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), plus 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 03.07.2026 were signed as a true and correct record. Matters arising from previous minutes – Cllr Cooke to advise Kempsey Colts Football Club of the increase in refuse collection costs which they are to be invoiced for on a quarterly basis.	PC
4. **Bank Maturity Information** - Action Required Members considered reinvestment options following maturity of the fixed-rate bond with Cambridge & Counties Bank of approximately £100,600. **RECOMMENDATION:** To reinvest into a 6-month fixed rate bond with Cambridge & Counties Bank which allowed flexibility due to upcoming capital projects.	Clerk
5. **Security of the playing fields at Plovers Rise** 1. To review quotations received for car park security measures at the playing fields, Plovers Rise The Committee reviewed a quote for removable bollards, a height restrictor and an automated barrier. Members discussed installation requirements, anti-ram specification, access arrangements, bin collection implications, public access, and operational practicality. It was greed that further clarification was required before progressing the automated barrier, but the bollards and height restrictor could proceed. Funding was identified from the Commons & Recreation Committee budget. **RECOMMENDATION:** Proposal to feature on the August Parish Council agenda to accept a quotation for supply and installation of removable bollards at the Napleton Lane entrance and a height restrictor to the entrance of Plovers Rise, playing fields.	Clerk
6. **Projects** 1. To finalise the building design of the IT/Youth Hub Committee reviewed final internal layout and external appearance. Changes included: storeroom relocated, accessible toilet relocated, door arrangements improved, sliding store door retained and external colour agreed.	

Action

Approved: Revision D layout, the building location and Moorland Green exterior finish (in full).
Future design meeting to agree on internal finish and specifications.
Members also requested an updated project timeline from the project manager. — Chair
An update will be provided at the August Parish Council meeting

2. Kempsey Art Trail Project - Project update — Clerk
MHDC had been signposted to the artist to provide an update on the grant funded project.
Previous Parish Council approval had already authorised £500 towards printing/ material costs to ensure completion of this project. Clerk to advise that printing may proceed with invoices submitted to the Parish Office for payment, up to the £500 value.
In addition. the Committee also approved payment of £150 for art materials.

3. Evidence for Community Wellbeing Grant (*may revert to confidential session*)
Members discussed evidence required for the Community Wellbeing grant.
Members declined the offer from the ex-Community Builder for producing a video and will prepare a brief case study as supporting evidence to help demonstrate the positive impact the grant has had. — Chair

7. **Bus Service Improvement Plan** - To consider the removal of the old bus shelter and installation of a new bus shelter, south of the village.
Committee discussed and welcomed Worcestershire County Council's proposal to replace existing bus shelters.
It was agreed that clarification should first be sought from WCC Highways' intentions for the shelter, specifically whether it is to be scrapped, recycled or otherwise disposed of. — Clerk
Should the shelter be declared surplus, the Committee wishes to explore opportunities for it to be reused within the community rather than scrapped.

8. **Social Media Guidance for Councillors** - To review
The Committee considered draft guidance relating to councillors' use of social media.
Members agreed that:
the existing guidance provides suitable principles for councillors;
there is no requirement at present to prepare a separate policy for employees;
the existing document should instead be shared with employees and service providers for information, highlighting the sections relevant to their roles. — Deputy

9. **Any Other Business**

- The Committee received correspondence regarding a request for sponsorship of the YMCA Sleep Easy event. It was agreed that the correspondence should be referred to the August Full Council meeting for Members' consideration and decision. — Clerk
- Amenity Land A4440 Broomhall Way - The Committee considered parishioner correspondence concerning this amenity land for sale, together with a suggestion that this land could be brought into the local community. Members noted that the land belongs to Worcester City Council. — Deputy
- Members discussed the current reduced number of serving councillors and the implications for committee meetings and quorums. It was agreed that the preferred approach is to maintain the existing committee structure until the next Parish Council elections where possible.
RECOMMENDATION: To place a proposal on the August agenda to allow all councillors are eligible to serve on all Community Centres, Environment and Commons & Recreation committees for the remainder of the current term of office, in order to maintain quoracy of committee meetings. — Clerk
(where committees are inquorate, meetings may proceed as informal working parties with recommendations referred to Full Council for formal decision).
- The Committee considered applying for a Premises Licence for the Pavilion.
Members noted that: -

Action

A Temporary Event Notice is insufficient for the expected attendance at the annual fireworks event.
The Café Manager has agreed to act as the Designated Premises Supervisor.
The application fee is approximately £100 with an annual renewal fee £70 thereafter. Deputy

RECOMMENDATION: To recommend to Full Council that:
An application be submitted for a Premises Licence for the Pavilion, for the sale of alcohol only. The application be progressed immediately in support of the fireworks event.

- Members were informed of unauthorised overnight camping at Plovers Rise playing fields. The matter had been reported to the Police. Although no damage was caused, Members noted concerns regarding security and agreed to continue monitoring the area.
- Solar Battery Insurance Members noted that, following submission of additional technical information, the Parish Council's insurers had agreed to provide cover for the proposed lithium ion battery storage system without requiring alternative insurance arrangements.

10. Date of Next Meeting - Tuesday 18 August at 10.00 am**.**

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 11-15 inclusive as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Clerk

11. **The Hire Agreement for the 2026 Fireworks Event -** Update and discussion
The Committee reviewed the latest draft Hire Agreement.
RECOMMENDATION: To place a proposal on the August Parish Council agenda to grant delegated authority to the F&GP Committee to review final documentation and authorise signature, once all requirements have been met. Clerk

12. **The Hair Gallery Lease -** Status update
To instruct the solicitor to prepare the final lease, in preparation for signature.
A proposal to feature on the August Parish Council agenda authorising the Clerk to sign the new on behalf of the Council.

13. **Magic Moments Lease -** To progress
Members received an update.
The Council's solicitor has responded to the tenant's solicitor and is awaiting a further reply.
The Committee agreed to continue progressing the matter with a view to reviewing the final draft before execution.

14. **Evidence for Community Wellbeing Grant - ITEM WITHDRAWN** as not required.

15. **Staffing Matters -** The Clerk updated Members on Staffing matters.

The meeting closed at 12.07 PM

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

Standing Orders were adjourned

PUBLIC QUESTION TIME

A parishioner addressed the Committee on two matters.

Firstly, he welcomed the proposed replacement of the bus shelters but asked that Worcestershire County Council's intentions for the existing shelters be clarified. He suggested that, if the shelters were to be removed, opportunities should be explored to recycle or relocate them for community use rather than disposing of them. Possible alternative uses included relocation within the village.

Secondly, he commented on the proposed social media guidance, stating that while he had, on occasion, spoken to the press in a personal capacity, he would not do so as a representative of the Parish Council. He emphasised the distinction between personal views and speaking on behalf of the Council.

The Chair thanked the parishioner for his comments, which were noted.

Standing Orders were reimposed