MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 4 SEPTEMBER 2026 AT 10.00 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

No questions for Public Question Time

Action

3. Minutes - The minutes of the F&GP Committee meeting of 30.07.2026 were sign as a true and correct record with one amendment to item 9. Bullet point 2. which was amended to read, 'Members noted that the land is within the administrative area of Worcester City'
   Matters arising from previous minutes - None

4. Projects
   1. To agree internal finish and specification of the IT/Youth Hub
      This was the main substantive part of the meeting.
      The group reviewed the specification and identified decisions required around:

- Internal finishes
- Window colours
- Lighting
- Electrical sockets
- Flooring
- Heating
- Ventilation
- CCTV
- Fire systems
- Kitchen
- Landscaping
- Shutters
- Room layout
- Future technology provision

The external building specification had largely already been agreed.

The discussion focused on finalizing the Youth Hub design and ensuring it is practical now while being future-proofed for later use.

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Key points

Action

- Building position: A new revision has moved the modular building south, closer to the hedge. The group questioned why this change was made?
- Drainage/soakaway: The proposed soakaway appears too close to the hedge/trees. Preference was for an alternative location.
- External finishes: Agreement was reached around dark grey/black external windows and doors, with white internal window finishes. Rainwater goods will be black.
- IT/broadband: Full-fibre broadband is planned for the wider area, potentially around FY 2028, but it is not yet confirmed. The existing/part-fibre connection should be adequate initially.
- Gaming provision: The Youth Hub will support both console and PC gaming, with existing equipment including gaming PCs/towers, monitors, consoles, projector and VR equipment.
- Room capacity: The proposed layout aims for around 20 young people/gamers, while retaining space for group activities.
- Flexible use: Gaming is the priority rather than hot-desking, but the room should also support meetings, workshops, education and community sessions. Modular/movable furniture was favoured.
- Future interactive screen: The group wants to allow for a future large interactive screen even if it is not purchased initially.
- Electrical provision: The position of additional floor and wall sockets were agreed on.
- Lighting: Zoned lighting was considered so the room could be adapted for gaming, presentations and other activities.
- CCTV/fire: It appears these may be included in the project cost.
- Other items: Flooring and shutters were agreed with heating/ventilation, kitchen layout, landscaping to be finalized.

The Deputy Clerk to update Anmer Construction. — Deputy

2. To review quotations for roof repairs the Pavilion and the Community Centre - Quotes still in the process of being obtained.

3. To approve the quotation for the automatic security barrier at Plovers Rise
   The quote for the automated security barrier was discussed and agreed in principle. The installation has been delayed for a short period until an electrician can provide a detailed quote and timeline. — Deputy

4. To consider request from Kempsey CIC to install a Zip Wire on Plovers Rise Playing Fields – **ITEM DEFFERED** with a request for further information.

5. Events
   1. **RESOLVED:** Under delegated powers granted to this committee from full Council, to authorise the Clerk to sign the Firework Agreement 2026, subject to all requirements being met.
      A contribution of £190 has been agreed towards the cost of the Parish Council applying for the Premises Licence including advertising costs
   2. To discuss the use of Public Buildings in Emergency Events - **ITEM DEFERRED**

6. Insurance Quotes.
   1. To review insurance quotes for Kempsey Parish Council and make recommendation to full council for renewal effective from 1st October 2026.
      RECOMMENDATION: For the Clerk to place a proposal on the September Parish Council agenda, supplying insurance information. — Clerk

7. Wayleaves
   1. **RESOLVED:** Retrospective authorisation was granted to allow the Clerk to sign the BT Wayleave Agreement relating to the planned duct to the curtilage of Kempsey Common. — Clerk

8. Litter Bins
   1. To discuss the upgrade of the litter bin located by the shop

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Action

RECOMMENDATION: For the Clerk to place a proposal on the September Parish Council agenda to purchase a larger capacity Jubilee style litter bin to be located by the shop. Clerk

9. Room 1 Hire
   1. It was agreed that Nursery could use Room 1 on a Monday morning from 10.30am - 1pm each week, as a new regular booking, for the new academic school year. Clerk

10. Any Other Business
    1. Permission was granted to allow a university student to carry out water sampling of the Hatfield Brook within the Rocky conservation area, which it owns, on the proviso that a report of the findings is shared with the Parish Council. Clerk

The meeting closed at 12.01 PM

Signed …….. Chairman …… Date

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