

WEST DEAN PARISH COUNCIL

Kim Carpenter

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MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON Friday 14th October 2022

Present: Alan Grant (AG), Sylvia Francis (SF) Jim Richmond (JR) Stephen Yeates (SY) and Steve Dunford (SD)

In attendance: K Carpenter (Clerk) P Holland (Deputy Clerk)

	<u>Finance & Staffing Committee</u>
1	Apologies Cllrs Dale and Cllr Bruce
2	Declaration of Interest Cllr Richmond – Chair of Trustees for Berry Hill Memorial Institute. Spike & Shoes use The Hut for winter training sessions, and they have a grant application for discussion. Cllr Yeates is also a Trustee of The Hut Cllrs Dunford, Richmond, and Yeates also declared an interest in the warm space discussions as they are trustees of community halls which are considering offering safe spaces.
3	Minutes of the last meeting Agreed as an accurate record
4	Grant Assessment and Allocation The meeting discussed the 7 grant applications individually to ensure that the criteria for the awards was met and to deliberate the monies to be allocated. Spikes & Shoes – this was taken out of the grant awards and a decision was made to undertake this in an alternative manner due to the need to also have timebound rental agreements with all users.

	FOD Allotments – there was a debate about the environmental impacts of concrete posts, and it was decided that the offer of £600 be made on the proviso that wooden posts were used due to the Climate Emergency. It was also noted that an invoice for the materials would be required before payment of the grant monies. It was also noted that further grant applications would be made for this project. Ellwood Football Club – after much discussion about the proposed project to provide disabled parking and the extent of the area to be covered the meeting agreed this was a worthwhile application and awarded the £4,000 requested. It was also noted that the club had raised 50% of the costs towards this project. Bream Football Club – After some debate about this application the meeting agreed to award £1125, which is 50% of the costs of the goal posts and would encourage the club to raise the additional funds themselves. 1st Royal Forest Scout Group – it was noted that this group had not applied for funding in some time, it was felt to be a very worthwhile project and the meeting agreed to fund the £1,000 requested. Bream Early Learners – there was some discussion about this project and the need to improve the play area, it was agreed that this project was worthwhile and that the £4,090 requested be awarded as this was 50% match funded by the Early Learners. Parkend Christmas Lights – there was some discussion about this volunteer group and their ambitions to provide Christmas lights in the village. It was agreed to fund this application with £1,000 and Cllr Grant would discuss with other village groups the electricity costs. <i>Please see below for the table of grant requested and awarded.</i> <u>If there are any queries or comments about the grant allocations please speak to or email Alan, Sylvia, or the Clerk before Full Council.</u>
5	Warm Spaces – Support There was a brief discussion about this being discussed at Council and the identification of community resources which are considering offering this facility. Cllr Dunford also discussed an email from ACRA Community Council detailing Warm this Winter funding opportunities, there are 3 sizes of grant available, and it was discussed that the individual community groups submit bids to level 2 for fuel poverty support and that the Parish submit a bid to level 3 for Climate Justice and use the funding to support residents who can't pay their bills with grant funding. This is outside the precept A meeting is set for Tuesday 18th October at 11am to discuss the funding and begin applications for submission before 28th October.
6	Budgets Cllr Grant advised the meeting that following an informal discussion about the budget and the precept, which requires approval by 25th January 2023 for submission to FODDC by 27th January, there is a need to look at the longer-term strategy for budgeting and balance this with what we

	must do, what could be done and what is nice to do. There was a discussion about the need to allocate reserves within the EdgeIT system and for this also to be placed in a separate savings account, this is currently being set up so that the working capital and the reserves are clearly identified. There is a piece of work around the budget which needs to be completed that details out the must do, the could dos and nice to haves and looks at inflation and the longer-term budget proposal options and precept options being detailed– KC will develop with the aim of this being presented to Council at the October meeting.
7	Staffing This discussion centred around the additional hours being accrued by the Clerk's with Cllr Grant wanting to develop a more formal but flexible proposal to bring these hours down and then keep them in check. There were questions about starting later, which is not an option due to the need to drop children off for the school day, or taking time out before meetings, which is already being done by both Clerks and closing early on Fridays with a change to advertised hours, this is already being done by both Clerks. The Clerks were tasked with developing a working plan that would facilitate this. <u>Plan = The Clerks will alternate taking a full day on Fridays (flexi allowing) to enable current time to be used and reduce the build-up of additional hours, this will begin from Friday 21st October.</u>
8	Grass Cutting Tender Document The grass cutting document only requires some additional minor tweaks before being placed on the Government Procurement Portal. The meeting agreed the minor adjustments required and approved the document for procurement by the chosen route. At this point of the meeting Cllr Richmond briefly discussed the VAS purchased for use in Berry Hill and the need to write to Cllr T Gwilliam for the donation agreed towards its purchase.
9	Date of the Next Meeting – As Required.

Meeting finished at 14:00

Name of Organisation	Brief Summary	Total project costs	Grant amount requested	AWARDED
FOD Allotment Association	Replace rotten wooden posts with concrete posts. This will be done in stages, so a few grants would be needed.	£ 1,947.51	£ 1,947.51	£ 600.00
Ellwood Football Club	To provide disabled parking on site, tarmacking on current car park	£ 7,920.00	£ 4,000.00	£ 4,000.00
Bream Football Club	to install new regulation standard goal posts with hinged netting to support adult and junior teams.	£ 2,250.00	£ 2,250.00	£ 1,125.00
1st Royal Forest Scout Group	Purchase of 6 x 6-man tents for standing camps and 2 x 2-man tents for expeditions	£ 2,500.00	£ 1,000.00	£ 1,000.00
Bream Early Leaners	Development of play area to a safer surface for the children, artificial grass, and to provide a base for the donated playhouse	£ 8,180.00	£ 4,090.00	£ 4,090.00
Parkend Christmas Lights	To provide a free experience of Christmas Lights in the village, including a Christmas tree and additional light up show pieces. This will include the use of some solar powered lights.	£ 1,019.95	£ 1,019.95	£ 1,000.00
				£ 11,815.00