Oldbury on Severn Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee held in The Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PR on Monday 19th December 2022 at 10.00am

1. Present: Chairman Cllr Sheila Bedford, Cllr Keith Sullivan, Cllr John Cornock, Cllr Matthew Riddle and Cllr Chris Jennings

Clerk: Victoria Bailey

2. Apologies: None

3. Declarations of interest and dispensation requests: None received

4. Approval of minutes of the previous meeting 31/10/2022: Proposed SRB, seconded JC. Minutes accepted.

As an additional note SRB would like 'Matters Arising' after the approval of the minutes on future FGP agenda's

Action
VB to ensure 'Matters Arising' features on future agendas

SRB noted that she would check on all notice boards and KS said he would like to attend a one to one/ OPC specific training course with Scribe.

Action
SRB to check noticeboards
VB to find out if it is possible to book a Scribe training session for OPC

5. Review receipts and payments
All in favour of accepting the receipts and payments list. VB explained HMRC charges and issues concerning the use of the PFC car park by the Berkeley Hunt.
VB added that she would like OPC NatWest statements reviewed and signed at each FGP meeting. This was agreed as a good idea.

Action
VB to contact IK to see if there is an agreement already in place with the Berkeley Hunt. Berkeley Hunt need to fill in a Booking Form and sign the Terms and Conditions of hire.
Councillors decided that due to rising inflation the rental rate for Berkeley Hunt would be the same figure per hire as last year plus 10% to account for inflation.
VB to add 'Signing of NatWest Monthly Bank Statements' to future FPC agendas

6. Report on actual against budget summary for 2022/3
SRB prefers quarterly budgets although MR and CJ both prefer monthly reports of expenditure vs budget.
After April 2024 SRB would like to have bi-monthly reports on expenditure vs budget.
2022 – 2023 reviewed and accepted although Councillors do not like the presentation of the accounts given by Scribe.

7. Review the budget for 2023/4 and explanatory notes
It was queried whether having £15,000 in the NNB reserve was necessary; it was agreed that this figure should remain as funds were raised specifically for this reserve.
SRB talked through each reserve; £5000 for RSC gateway will be spent when CJ can find a contractor. Reserves were agreed to stay as written on the budget.
Concern over the cost of the defibrillator; some Councillors asked if this could be purchased for less.
SRB felt the Pavilion should be paying for itself as the Playing Fields costs the council money at present. The £720 in the PFC column of the FGP proposed budget paper is the items the PFC would be charged for. Agreed to leave the £720 as is.
Discussion on the 30 year lease of the Cricket Pavilion.
SRB talked through wages options on the budget; decided that Option 1 and 2 were not viable. KS felt that that Option 3 whereby the Clerk works the contracted 18 hours per week but does not included overtime was not appropriate. KS would like the precept demand of Option 3 using the wages of Option 4 whereby the Clerk was paid the contracted 18 hours per week plus the option of 40 hours overtime. KS believes money should be taken from the reserves, if necessary, to pay for additional overtime. KS proposed the precept demand of Option 3 with the overtime allowance of Option 4. CJ said the Clerk is very accommodating and thanked her for her work and suggested

Councillors reviewed their demands placed upon the VB to help stop the need for additional overtime.
SRB will present Option 3 and 4 for discussion at Full Council in January 2023.
VB explained how to determine the cost per year/ month/ week based on the Council Tax Base (CTB) and CJ would like this presented alongside the budget.

Action
VB to look at the FGP draft budget Option 3 and 4 and provide CTB breakdown

8. Recommend the council precept for 2023/4
It was agreed this was covered in discussions above.

9. Report on the notice boards
No update; SRB will continue to review all noticeboards in the Parish.

10. Review the New Councillor Induction Pack
SRB would like all Councillors after the May 2023 election to have a 'Councillor Welcome Pack.' SRB shared the table of contents with all present which was well received.

Action
VB to add 'Approval of Councillor Welcome Packs' to January's Full Council agenda

11. Communications update
MR has taken the lead in promoting the Memorial Hall's Lottery Grant. It was suggested that it was publicised in 4Ward, Thornbury Gazette and The Western Daily Press.

Angela Conibere is still giving new residents 'Welcome Packs' and it was asked that if anyone hears of new residents to let AC know.

12. Strategic Plan update
It was agreed that at the next FGP there would be a full review of the Strategic Plan. SRB would like to invite CJ to update everyone then.

13. Any other business
None

14. Date and time of next meeting

Monday 20th February 2023

Meeting closed 12.10pm