



STOKE GIFFORD

PARISH COUNCIL

Community Hall, Little Stoke Lane, Little Stoke, Bristol, BS34 6HR

Tel: 01454 865202

Email: clerk@stokegifford.org.uk

Web: www.stokegifford.org.uk

STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING

Held on Tuesday, 12th December 2023

EMERGENCY PROCEDURE

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs D Addison, M Brown, S Bandcroft, J Brunwin, K Cranney, A Hyde, K Marsden, P Richardson & A Shore.

In attendance was J Rendell [Parish Clerk] and five local residents.

1	<p>Welcome and apologies for absence.</p> <p>The Chair, Councillor Dave Addison welcomed all to the meeting and informed members Councillor Richard Barber has withdrawn from his position as Chair of Finance and General Purpose Committee due to increased work commitments. Councillor Barber will continue in his role as a Parish Councillor in the North Ward and hopes his commitments will free up in the new year.</p> <p>Following discussion Councillor Sue Bandcroft proposed Councillor Keiron Marsden become Chair of the Finance and General Purpose Committee, seconded by Councillor Penny Richardson, proposal unanimously carried. Councillor Keiron Marsden took the Chair and thanked members for the proposal.</p> <p>Councillor Brian Mead has been in contact with the Clerk as he is unable to leave the house for council business as currently house bound after breaking a bone in his leg. Councillor Mead has reiterated he wishes to remain on council but has been injured and unable to attend council business. Parish Clerk informed members the last meeting Councillor Mead attended was in July 2023 so is nearing the six month Councillor absence rule. The Clerk has been in contact with NALC and confirmed the six month rule can be paused until such time it is reviewed once the Councillor returns to duties. Councillor Dave Addison said the following:</p>	
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	<p>“SGPC wishes Councillor Brian Mead a speedy recovery from their injury and is happy to support the ‘apologies for attendance at council meetings’ until February 2024 and will review whether this needs to be extended further in the February Full Council meeting”. Proposed by Councillor Keiron Marsden, seconded by Councillor Penny Richardson, a vote was taken, 5 for, 4 abstentions proposal carried.</p> <p>Apologies noted from Councillors Richard Barber, Neel Das Gupta & Brian Mead.</p>	
2	<p>To receive notification of any member’s personal or prejudicial interest.</p> <p>Councillor Tony Hyde declared an interest in agenda item 13 as the Chair of Stoke Park & Cheswick Parish Council. 13 Update on Stoke Park & Cheswick Parish Council. Councillor Hyde will give a brief update then leave the meeting.</p>	
3	<p>Public Session [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – Five residents were in attendance.</p> <p>A local resident queried some staffing procedures including overtime working and use of the company vehicles. The Ground Staff work from a policy set up via South Glos HR in 2019 (approved by SGPC at the time) which currently works efficiently, the office staff, caretaker and site cleaner have minimum overtime authorised. Time in Lieu is taken where necessary and all staff complete timesheets which is signed off and approved by the Clerk. Staffing budgets are again on target for the current year.</p> <p>The Clerk will talk with the Grounds staff about leaving the engine running when the vehicle is parked up.</p> <p>A local resident welcomed the newly appointed Chair, Councillor Keiron Marsden to his post and wished to have conversation at a later date regarding the service and maintenance of the SGPC grass cutting machinery.</p> <p>Brooklands Park parish boundary line. There was some confusion as to the boundary divide through the newly built development. 40% falls within the Winterbourne parish and 60% Stoke Gifford Parish Council. The Clerk has a boundary map in the office but will enquire with SGC Electoral Services as to whether they can produce a more up to date map with clear boundary markings through the new development.</p> <p>A Resident who lives on Gipsy Patch Lane informed Parish Councillors the traffic both ways continue to increase at very high speeds often over the speed limit for the road. The dip in the road under the bridge doesn’t help and vehicles continue to struggle to leave the Gifford Crescent and Station Road junction as cars block the entrance. The area needs road markings to allow vehicles to turn right onto Gipsy Patch Lane.</p> <p>SGC will hold a final audit for the Gipsy Patch project and the Parish Council are keen to see the above issue raised and addressed.</p>	<p>Clerk has an updated map in office and will contact Electoral Services.</p>
4	<p>To approve minutes of the last Finance & General Purpose Committee meeting dated 11th July 2023.</p> <p>The Finance & General Purpose minutes dated Tuesday 11th July 2023 was agreed as an accurate record proposed by Councillor Tony Hyde, seconded by Councillor Jan Brunwin, unanimously carried.</p>	

5	<p>To note the expenditure and general accounts for November 2023.</p> <p>The Clerk tabled financial correspondence for November 2023 which included payments totalling £36,865.31 for the Co-operative general account, with a cash book balance of £475,986.13.</p> <p>A discussion was held, Council noted the expenditure and bank balance for November 2023. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Keith Cranney, unanimously carried.</p>							
6	<p>To receive recommendations from budget working group in relation to the precept demand and budget for 2024/25. To include 5-year plan.</p> <p>The budget working group has met to review current budgets and expenditure, and to discuss the Budget and Precept Demand for 2023/24.</p> <p>A paper is subsequently presented to the committee which makes recommendations for a Precept Demand of £375,000 equating to a 4.8% increase.</p> <p>South Gloucestershire Council have advised that indicative Band D properties have increased from 4442 to 4607. The revised Band D cost would be £81.40 a difference of £3.73 which was £77.67 in 2023/24. The cost per month per household would be 0.31. (SGC to ratify on 13/12/2024)</p> <p>A budget of £498,150 expenditure was recommended with an income of £483,400.</p> <p>The list shows several areas where budgets have been adjusted and income levels addressed. The presented budget will, if all budgeted items are fully spent, result in a deficit of approximately £14,750.</p> <p>The 5 year plan works well but members would like the document to connect to the budget more clearly with money identified for works to take place into the budget setting. The Chair, Councillor Keiron Marsden and Clerk will look into this.</p> <p>Councillor Dave Addison believes it's a good budget and should withstand any unforeseeable works required or any potential jobs offloaded by SGC.</p> <p>Following discussion, Councillor Tony Hyde proposed to approve the recommendations set out by the working group, seconded by Councillor Sue Bandcroft, proposal carried.</p>							
7	<p>Confirm hire charges for community hall and sports pitches for 2024/25.</p> <p>The SGPC hire price list is presented for 2024/25 with recommendations for some increases where relevant.</p> <table border="0" data-bbox="209 1787 997 1957"> <tr> <td data-bbox="209 1787 766 1823"><u>2023/24 PRICE LIST</u></td> <td data-bbox="783 1787 997 1823"><u>2024/25 PRICING</u></td> </tr> <tr> <td data-bbox="209 1854 422 1890">3G Football pitch</td> <td></td> </tr> <tr> <td data-bbox="209 1921 501 1957">£40.00 (one off) 55mins</td> <td></td> </tr> </table>	<u>2023/24 PRICE LIST</u>	<u>2024/25 PRICING</u>	3G Football pitch		£40.00 (one off) 55mins		
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3G Football pitch								
£40.00 (one off) 55mins								

£35.00 regular hire (x 10 bookings or more)	
Grass Football pitch	
£85.00 Regular adult pitch	£90.00
£100.00 Adult County pitch (one off)	£105.00
£45.00 Junior pitch	£46.00
£35.00 9x9 pitch	£36.00
£22.50 Mini pitch	£24.00
Grass Rugby Club pitch lease	
£480.00 per month x 9	£490.00 per month x 9
Main Hall	
£70.00 3hrs Large Hall + £20 every hour after	
£25.00 per hour (one off)	
£45.00 3hrs half hall	
£17.00 per hour half Hall	
£17.00 per hours Café room	£20.00
Meeting Room	
£17.00 per hour	
£100.00 full day (8hrs)	
Community Café rental agreement	
£650.00 per month	£700.00
£150.00 utilities per month	£225.00
Trust Grounds	
£2,000 per annum	£2,400
Park Traders (general)	
£50.00 per visit.	
Allotments	
£1,500 per annum	

	<p>Following discussion Councillor Dave Addison proposed to proceed with the Working Groups recommendation above, and to include a three year agreement for the Café lease to review charges annually, seconded by Councillor Keith Cranney, proposal carried.</p> <p><i>As Councillors Dave Addison and Andrew Shore declared an interest in the Trust Ground discussion, they did not vote and this was discussed separately.</i></p> <p>Councillor Sue Bandcroft proposed to increase the Trust Ground annual payment from £2,000 to £2,400, seconded by Councillor Jan Brunwin, proposal carried.</p>	
<p>8</p>	<p>Update from the Brooklands Community Hall project.</p> <p>The working group have been in contact with SGC regarding the operation of the proposed Community Hall and updated the Business Case.</p> <p>Updates to include: 25 hours of hall hire per week. Deficit of £75,000 after three years. Possible inclusion of a 3G MUGA on site.</p> <p>The proposed build of a Primary School on the adjacent field is no longer happening saving South Glos Council and Crest millions of pounds. Councillors felt the Parish Council should continue pressing this to see how we can maximise the benefits for the residents by possibly extending the footprint of the facility or using some additional space for external use.</p> <p>The Clerk has received a formal letter from SGC inviting the Parish to enter into Agreement for Lease for the new centre by 28th February 2024. It is anticipated that the building will commence construction in early 2024 and be completed in late 2024/ early 2025.</p> <p><i>Funding and support offered by SGC:</i></p> <ol style="list-style-type: none"> 1. <i>In return for signing the Agreement for Lease, SGC will pay £20k to SGPC for the purpose of preparing for lease and transfer of the building to SGPC. The exact expenditure is to be agreed between the parties although anticipated to include the appointment of a Business Development Manager to:</i> <ol style="list-style-type: none"> i. <i>Set up maintenance contracts</i> ii. <i>Oversee initial fit-out</i> iii. <i>Receive training in building systems to subsequently cascade down to other staff/volunteers</i> iv. <i>Take initial bookings</i> v. <i>Arrange for and promote the opening of the building</i> vi. <i>To source and provide a plaque for the opening event</i> 	

	<p>2. <i>On completion of the lease, SGC will release a further £40k to support the operation of the building in the first two years.</i></p> <p>3. <i>SGC will investigate the potential for £10K to be allocated for the provision of Batteries to maximise the value of having solar panels on the building.</i></p> <p>4. <i>Fit out: £10k to support fit out to be contributed by Crest Nicholson</i></p> <p><i>Legal agreements</i></p> <p>5. <i>Agreement for Lease: SGC and SGPC will enter into an Agreement for Lease setting out the commitment for both parties to enter into a lease upon completion of the building.</i></p> <p>6. <i>Lease: SGPC are to enter into a lease with SGC following Heads of Terms as previously offered and agreed attached in Appendix 4</i></p> <p>7. <i>SLA: To be incorporated into lease</i></p> <p><i>Other considerations:</i></p> <p>8. <i>MUGA: SGC to ask developers to provide the MUGA closer to the Community Centre in order for the CC to manage it when completed. I have, however, + been informed by planners that this may not be possible and is certainly unlikely to be delivered in the timescale of the Community centre delivery.</i></p> <p>9. <i>Timescale for agreement:</i></p> <ul style="list-style-type: none"> • <i>SGPC to consider these terms at Meeting 12 December 2023</i> • <i>SGC to attend SGPC meeting 9 January 2023 to clarify any questions etc.</i> • <i>SGPC to make decision on 13 February 2024</i> • <i>Plan to complete Agreement to Lease by 29 February 2024.</i> <p>Councillors Neel Das Gupta and Andrew Shore are looking into potential footprint changes and other possible tweaks to the plans to further benefit the community.</p> <p>The Clerk will invite SGC contact Grainne Stables to the January Full Council meeting to update members on the terms of the lease agreement and to feedback on the queries presented.</p>	
9	<p>Possible allocation of further funds to a fixed rate savings account.</p> <p>At the Full Council meeting in November members approved an amount of £80,000 to be invested into Lloyd’s bank on a fixed rate savings account.</p> <p>Members asked the Clerk to source alternative fixed account rates at different Banking groups to spread the investment of Council reserves more widely.</p> <p>Rates as of December 2023.</p>	

	<p>Aldermore</p> <p>12 months fixed</p> <p>Interest rate (AER) 4.35%</p> <p>Return = £83,480</p> <p>https://www.aldermore.co.uk/savings-accounts/business-savings-accounts/fixed-rate-savings-accounts/</p> <p>Virgin Money</p> <p>12 months fixed</p> <p>Interest rate (AER) 3.25%</p> <p>Return = £82,600</p> <p>https://uk.virginmoney.com/business/savings/find-a-savings-account/</p> <p>Cambridge & Counties Bank</p> <p>1-year fixed rate business bond</p> <p>Interest rate (AER) 5.20%</p> <p>Return = £84,160</p> <p>https://ccbanc.co.uk/business/savings/1-year-fixed-rate-business-bond-online/?utm_source=mfsite&utm_medium=cta1yearoo&utm_campaign=savings&utm_id=moneyfacts</p> <p>Following discussion Councillor Dave Addison proposed, to invest £80,000 from the reserves into Cambridge & Counties Bank on a one year fixed rate, seconded by Councillor Penny Richardson, proposal carried.</p>	
<p>10</p>	<p>To receive the 2023/24 In Year Assurance Audit Report.</p> <p>The Parish Clerk presented the 2023/24 In Year Assurance Audit report. The auditor was extremely positive about the legislation in place, the finances, the Policies and Procedures are up to date and has given the Parish Council the following grade:</p> <p>High Standard <i>Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.</i></p> <p>Members thanked the staff involved for the work carried out towards the audit, on what is a very good report.</p>	
<p>11</p>	<p>To note new meeting dates for 2024.</p> <p>The Parish Clerk informed members of the meeting dates for 2024.</p> <p>Members noted the times and dates.</p>	

<p>12</p>	<p>To receive recommendations from Parish Council Committees relating to expenditure across the Parish of Stoke Gifford.</p> <p>Finance.</p> <p>None.</p> <p>Planning & Transportation.</p> <p>Councillor Andrew Shore informed members the Clerk will send out a round-robin of all live Planning Applications before the festive break to Committee members to make comment by 28th December 2023.</p> <p>Recreation & Leisure.</p> <p>Councillor Mike Brown discussed the possibility of installing small sided football goals and astro turf surface to protect the grass, so local people are able to have a kick around that’s not on the pre-prepared and hired football pitches. This will also help grounds staff when they move unofficial ‘practice’ off the pitches where they can advise to use the goals provided. Members asked the Clerk to source quotation for this work and to look at installation of the play equipment at Little Stoke Park and Meade Park.</p>	
<p>13</p>	<p>Any other business relevant to this committee.</p> <p>- SGC Consultation on the future of Little Stoke Youth Centre</p> <p>South Glos Council are running a consultation on the future of the grounds and Little Stoke Youth Centre.</p> <p>SGPC have no interest in taking over the management of the site but keen to see a community facility provided.</p> <p>Parish Clerk will provide the following comment on the consultation from Stoke Gifford Parish Council.</p> <p>The SGPC Chair is unable to disagree with the assessment the current building is beyond economic repair, but the feel is that there is still a need, in Little Stoke, for the facilities previously provided by the Little Stoke Youth Centre. The Chair would therefore hope that all possible pathways to retaining the site with some form of community building can be considered.</p> <p>Some possible ideas, from Parish Councillors, for retaining the site with some form of community facility(ies) include –</p> <ul style="list-style-type: none"> • Expanding the adjacent Little Stoke Primary School - given the additional homes being built in Stoke Gifford Parish, with no additional school in the Parish and given that even before those new homes, the existing Stoke Gifford (St.Michaels CoE) Primary School has had to utilise temporary structures as it has expanded. • New, additional GP surgery – given the existing surgery in Stoke Gifford is 	

<p>stretched, there are additional houses being built in Stoke Gifford requiring access to medical facilities, and there is very little (if any) scope to extend the existing GP practice in Stoke Gifford.</p> <ul style="list-style-type: none">• NHS dental surgery – clearly much needed.• Pharmacy – again a facility that would be of value to the community. Whilst there are some pharmacies in the wider area, we believe there is only 1 in the Parish, since the one at Sainsbury’s was closed. <p>It has also been suggested by some Councillors that perhaps the consultation should be widened to include the members of the public who live in the Parish of Stoke Gifford, to seek their suggestions and views.</p> <p>- Update on Stoke Park & Cheswick Parish Council.</p> <p><i>Councillor Tony Hyde declared an interest in this agenda item and duly left the room.</i></p> <p>The Clerk of Cheswick & Stoke Park contacted the office requesting consideration the status of the money precepted to residents of Stoke Park and Cheswick during the period under the parish boundary of Stoke Gifford and consider returning a proportion of this to the Parish of Stoke Park and Cheswick to enable the council to conduct its work.</p> <p>The asset transfer consisted of three notice boards in May 2023.</p> <p>Both Parish Councils have acknowledged South Glos Council should have directed this through the transition period of the boundary change. SGPC contacted SGC on a regular basis to see if the boundary change included a financial asset transfer but didn’t get any formal response.</p> <p>Following discussion Councillor Dave Addison proposed to send the following:</p> <p>Following our meeting to discuss the distribution of funds after the re-parishing, Stoke Gifford Parish Council met and discussed the proposal agreed at the meeting to distribute the general (uncommitted) reserves according to the precept contribution from the residents of Stoke Gifford and Cheswick and Stoke Park. The general reserves stand at £180k and, as the parishioners of Cheswick and Stoke Park contributed approximately 20% of the precept, we agreed that transferring £40k to Cheswick and Stoke Park Council would be a fair and equitable distribution of the funds available.</p> <p>As we agreed at the meeting, there is not a legal obligation to make this transfer, but we feel it is the morally right thing to do. As such, Stoke Gifford Parish Council members have voted in favour of transferring to Cheswick Village and Stoke Park Parish Council the full and final sum of £40k.</p> <p>Please provide me with your bank details and I will arrange for the payment to be made.</p> <p>Members feel both sides have been let down by South Gloucestershire Council as it would have been appropriate for the distribution of funds to have been part of the re-parishing exercise. Our Parish asked several times if the boundary changes would impact the parish council financially and received verbal confirmation it wouldn't and</p>	<p>Clerk to write to C&SP.</p>
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	<p>no written communication on the matter at all.</p> <p>Following the proposal from Councillor Dave Addison, Councillor Sue Bandcroft seconded, a vote was taken. 6 in favour, 2 abstentions proposal carried.</p> <p>Little Stoke Community Hall Maintenance plan.</p> <p>A local resident was keen to ensure the staff have a maintenance plan for the site ensuring budgets are in place to replace ageing assets or any unforeseen damage to the building (replacement roof etc).</p> <p>Parish Clerk informed members a budget is set annually for maintenance of the Community Hall, a Dailey/ Weekly Check list is undertaken by site staff along with day-to-day maintenance. The 5-year plan is regularly updated which allows Council to make improvements and additions to the asset list. Councillor Keiron Marsden and the Clerk will look to link the 5 Year plan closer to the budget.</p> <p>Councillor Keiron Marsden would like members to look into the way Grant Aid applications are looked at from April each year. It may be best to stagger the applications throughout the year as opposed to approving the lion share of the budget at the start of the financial year when the applications are submitted. Members would like this to be added to the next meeting in March 2024 for further discussion.</p>	<p>Clerk to add to Finance agenda in March 24.</p>
<p>14</p>	<p>Date of next meeting.</p> <p>Tuesday 12th March 2024 at 19:00</p>	
<p>15</p>	<p>CONFIDENTIAL ITEMS.</p> <p>To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting].</p> <p>None</p>	

Meeting closed 21:25

Signed: _____

Date: _____

K Marsden (Chair)
On behalf of Stoke Gifford Parish Council