



# **MEDSTEAD PARISH COUNCIL**

## **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

### **24<sup>th</sup> January 2024**

**Present:**

Clrs. Deborah Jackson, Charles Clark & Mike (Jo) Smith.

**Also present:**

Mr Peter Baston (Clerk).

**ACTION**

**24.01 OPEN SESSION**

None

**24.02 APOLOGIES FOR ABSENCE**

Clr Gordon Mitchell - Approved

**24.03 DECLARATIONS OF INTEREST**

None.

**24.04 MINUTES**

- i. The minutes of the meeting held on 1<sup>st</sup> November 2023 were proposed by Cllr Charles Clark and were signed by the Chairman as a correct record.
- ii. Matters Arising  
None

**24.05 MEDSTEAD PARISH COUNCIL FINANCE**

- i. **2023/24 Income & Expenditure Review.** The latest position had been reviewed previously by Full Council and was also agreed by the Committee.
- ii. **Bank Transfer.** It was agreed that special dispensation be granted to the Clerk during the period of the Pavilion conversion project to allow the Clerk to transfer funds connected with the project between Medstead Parish Council bank accounts as required and would not be subject to the £20k ceiling as stated in the Financial Regulations, but should this be required, the Clerk would notify F&GP Committee of the action being taken.
- iii. **EHDC Strategic CIL Bidding Window 2023/24.** It was agreed by the Committee that due to unforeseen additional costs for the project, the Clerk would draft an application for CIL funding for the Pavilion project up to £30k, being £20k requested from EHDC CIL funds held with the balance of £10k from the CIL funds Neighbourhood portion already held by Medstead Parish Council.

**Clerk**

**24.06 CIL/ S106 PROJECTS**

- i. **Medstead Green.** The Clerk updated the Committee that the contractor would be aerating / fertilising the Green in the Spring. At the earlier Maintenance Committee meeting it was agreed that additional work should also be on going and the Clerk would be drawing up a tender document to seek interested contractors to submit an estimate for the twice yearly programme of work to scarify, aerate and fertilise the Green. S106 funds will be applied for in due course.
- ii. **Medstead Sports Pavilion / Parish Office / Community Room.** Work had commenced on the project. Funding for the project is from agreed CIL funds. It was further agreed that

- consideration should be given to upgrading the changing rooms as part of the same project but once the current stages have been completed. F&GP to consider further in due course
- iii. **Medstead Primary School.** Funding of up to £10k has been agreed from the Neighbourhood CIL funds and payment will be made shortly to Medstead PTA once the School have responded with the requested detail.
  - iv. **Medstead Pond.** Funds have been approved from S106 for the project which will commence in the Spring by the volunteer working group.
  - v. **Medstead Green Play Equipment.** A request for S106 funding is still with EHDC for a final decision. A contractor has been agreed should funding be available

**F&GP  
Committee**

**24.07 SPORTS PAVILION / PARISH OFFICE**

- i. **On Going Maintenance.** It was agreed that there should be a programme put in place to undertake on-going maintenance of the building. IT was felt that with immediate effect, there should be moss removal undertaken and the Clerk was asked to source quotes for this work. This would be considered further by Maintenance Committee at their next meeting.
- ii. **Lease Agreement with Sports Club.** It was agreed that legal advice from HALC be sought and a new lease drawn up given the change in use for the building, incorporating a Full Service Agreement. Clerk to speak with HALC.

**Clerk**

**Maintenance  
Committee**

**Clerk**

**24.08 MEDSTEAD WILDFLOWER MEADOW**

With additional S106 funding being available for environmental projects connected with the Wildflower Walk, it was agreed that in due course, spring bulbs should be purchased and ask the Medstead Gardeners Club if they would be willing to undertake the work on behalf of the Council. It was suggested that the Gardeners Club should receive a Grant towards the cost and the Clerk would liaise with The Gardeners Club in due course. Additionally, it was felt that six mixed fruit trees could be planted on the Wildflower Meadow and the Clerk was firstly asked to check the covenant whether this was permissible.

**Clerk**

**Clerk**

**24.09. MEDSTEAD PARISH CLERK / RFO.**

Following the resignation of the Clerk / RFO, a working group meeting would take place shortly to consider applications received.

**Working  
Group**

**24.10 MEDSTEAD NEIGHBOURHOOD PLAN BUDGET**

Given the revamp of the existing Neighbourhood Plan, a budget needs to be made available to fund the process . Cllr Clark would look in to this with Four Marks PC and report back.

**Cllr Clark**

**24.11 MEDSTEAD POLICY DOCUMENTS**

The following documents were reviewed and agreed and would be taken to Full Council for approval. They were:

**Full Council**

- i. Code of Conduct Policy
- ii. Grants Policy
- iii. Investment Policy
- iv. Press & Media Policy

The Chairman closed the meeting at 9.20pm.

Chairman .....Date.....