



MEDSTEAD PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING

28th June 2023

Present:

Cllrs. Deborah Jackson, Charles Clark, Gordon Mitchell & Mike (Jo) Smith.

Also present:

Mr Peter Baston (Clerk).

ACTION

23.23 OPEN SESSION

- i. Cllr Jackson asked if a cash flow forecast would be sensible at this point in time in respect of the Pavilion / Parish Office conversion. The Clerk stated that until the costs had been agreed, this would be impractical but would be sensible once the agreed contract price is agreed.
- ii. Given the lack of Council representation available at the forthcoming Fete, Cllr Jackson asked the Clerk to inform the Fete committee accordingly and also asked for a completed booking form be received from the Fete Committee.

Clerk

23.24 APOLOGIES FOR ABSENCE

None.

23.25 DECLARATIONS OF INTEREST

None.

23.26 MINUTES

- i. The minutes of the meeting held on 22nd March 2023 were proposed by Cllr Charles Clark and were signed by the Chairman as a correct record.
- ii. Matters arising:

Minute #	F&GP Meeting Date	Action	Assigned to	Status	Comments
23.01(i)	25 January 2023	Clerk to source a Community Climate Action Fund application form	Clerk	On Hold	Application to be now submitted to HCC (see 23.19 below)
23.13(i)		Full Council to consider & approve CAB grant	Full Council	Completed	
23.13(ii)		Clerk to respond to Watercress Lane regarding a possible defibrillator	Clerk	Completed	
23.18	22 March 2023	Full Council to approve revised Reserve funds position	Full Council	Completed	
23.19		Clerk to contact HCC regarding possible grant funding streams for the Pavilion conversion	Clerk	Completed	
23.21		Clerk to contact Pavilion architect regarding plan updates.	Clerk	Completed	

23.27 TERMS OF REFERENCE

These were reviewed and would be taken to Full Council for approval.

Full Council

23.28 MEDSTEAD PARISH COUNCIL 2023/24 INCOME & EXPENDITURE REVIEW

The latest position was reviewed by the Committee.

23.29 MEDSTEAD VILLAGE HALL INSURANCE

Medstead Village Hall Committee had pointed out that the new lease requirements stipulate that the insurance for the Village Hall must be entered into, in joint names between the Parish Council and Village Hall Committee and had requested that the Parish Council acknowledge this and agree thereto.

This was agreed and the Clerk would notify the MVH Committee accordingly.

Clerk

23.30 MEDSTEAD POLICY DOCUMENTS

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

Full Council

- i. Standing Orders
- ii. Financial Regulations
- iii. Medstead Cemetery Fees
- iv. Fixed Asset Register
- v. GDPR Policy
- vi. Risk Assessment
- vii. Expenses Policy.

23.21 PARISH OFFICE / PAVILION CONVERSION

Little progress had been made, as the building surveyors report had not been seen by the Council and Cllr Clark would chase the architect for an update.

Cllr Clark

The Clerk stated that until the specification had been agreed, there would be a delay in applying for an HCC Investment Fund which would enable such items as solar panels etc to be funded but this would be taken forward in due course.

The Chairman closed the meeting at 8.35pm.

ChairmanDate.....