



Medstead Parish Council

Minutes of the F&GP Committee Meeting – 29th January 2025, 7.30pm

Present: Cllrs. Mike Smith (Chair), Phil Quinlan, Mark Brayford, Graham Bennell

Also in attendance: Julie Russell (Parish Clerk)

	ACTION
<p>24.80 OPEN SESSION Councillors congratulated the chairman for getting the Sports Pavilion and Parish Office to handover.</p>	
<p>24.81 APOLOGIES FOR ABSENCE None</p>	
<p>24.82 DECLARATION OF INTEREST None</p>	
<p>24.83 MINUTES Councillors resolved to approve the minutes of the F&GP meeting held on the 20th November 2024.</p>	
<p>24.84 MEDSTEAD PARISH COUNCIL FINANCE</p> <ul style="list-style-type: none"> a. Expenditure against the budget is broadly on track but with some overspends and underspends against certain areas for known reasons. A more detailed forecast will be generated for the February full council meeting. b. Councillors resolved to agree £25,000 transfer from the current to CIL Nationwide account, which has previously been discussed. 	
<p>24.85 TO REVIEW THE SPORTS PAVILION LICENCE The committee resolved to approve the Sports Pavilion Licence, to now be agreed by full council. They recommended one small charge, to clarify that the £1 rent is per annum.</p>	
<p>24.86 TO AGREE ANY ACTIONS FOLLOWING THE INTERNAL AUDITORS REPORT</p> <ul style="list-style-type: none"> a. The issue of publication of more information on the website in line with the Transparency Code 2015 was discussed. The clerk is happy to disclose more information and thinks it is not too onerous over the next three months, but the committee has advised caution on spending too much time on it as it is not a legal requirement. The clerk will use her judgement based on these two factors, and the matter will be reviewed again in future if necessary. b. No other issues were raised. 	
<p>24.87 TO REVIEW POLICES Councillors reviewed the following policies, circulated in advance, and resolved to recommend them to full council for re-adoption.</p> <ul style="list-style-type: none"> a. Gifts and Hospitality Policy b. Health and Safety Policy c. Grievance Policy d. Sickness and Absence Policy e. Vexatious Policy 	
<p>24.88 ANNUAL PARISH MEETING Councillors considered what format the Annual Parish Meeting should have this time round. The committee felt that it was not advertised well enough last year – it was just published beforehand on the website and noticeboards as part of the meeting schedules.</p>	

<p>This year it could be advertised on facebook sites and FM News. Cllr Hughes’ recent event at the village hall, and the Neighbourhood Plan drop-in sessions both indicate potential appetites for greater community engagement. Councillors suggested that the event could tie in with the pavilion being open for interested parishioners to have a look around, subject to the carpet and stairlift being installed by then (with painting of the stair rail needed first). Cllr Smith has agreed to source quotes for the carpet. Councillors suggested asking Cllr Hughes to be involved in scoping and publicising the event.</p>	<p>Clerk/ Smith/ Bennell</p>
<p>24.89 NEXT MEETING The next meeting is 26th March. No new items were proposed for the next agenda.</p>	

There were no further matters to discuss and the meeting was closed at 8.20.

Signed Chairman

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