



Medstead Parish Council

Minutes of the F&GP Committee Meeting – 23rd July 2025, 7.30pm

Present: Cllrs. Mike Smith, Mark Brayford, Frank Maloney

Also in attendance: Julie Russell (Parish Clerk)

	ACTION
25.13 OPEN SESSION Cllr Brayford raised concerns that we still needed a more generic consideration of liabilities and costs with regard to the allotments.	
25.14 APOLOGIES FOR ABSENCE The Committee received and approved an apology from Cllr Quinlan (holiday).	
25.15 DECLARATION OF INTEREST None	
25.16 MINUTES Councillors resolved to approve the minutes of the F&GP meeting held on the 28 th May 2025 and they were signed.	
25.17 FINANCIAL MATTERS <ol style="list-style-type: none"> Review of the Q1 expenditure against the budget was deferred to the next Full Council meeting. Councillors were sent in advance the details of Neighbourhood CIL funds and their clawback dates for them to consider. Suggestions were made including new football facilities and improvements to the pavilion showers and footpaths. The matter needs further ongoing consideration by Full Council to make sure that plans are made that are consistent with clawback dates. 	
25.18 TO REVIEW THE FOLLOWING POLICIES <ol style="list-style-type: none"> Expenses Policy: The committee resolved to recommend it to Full Council for readoption Lone Work Policy: The committee resolved to recommend this new policy to Full Council for adoption. In line with this policy, the Clerk will work on improvements to the risk assessments for lone working, which will be considered at the next F&GP committee meeting. Councillor Vacancies and Co-option Policy: As this had been work-in-progress only completed shortly before the meeting, the committee agreed to look at it at the next F&GP meeting. Financial Regulations: The committee resolved to recommend it to Full Council for readoption, following minor changes in line with the new NALC template (due to The Procurement Act 2023). 	Clerk
25.19 BROADBAND FOR THE PAVILION When the Clerk went through the process of ordering broadband for the pavilion it became clear that it was only possible to put residential broadband in the Clerk's own name, not Medstead Parish Council. The Clerk checked out the VAT issues in relation to that with HALC and the internal auditor and was told it would be okay, but it also raised concerns over issues with personal liabilities and issues with handover and continuity of service should be Clerk leave. Compared to the residential product, Business Broadband is £10 extra per month or £15 extra with a digital phone line (ex VAT), but free for the first six months. For broadband only this is equivalent to £7.50 extra per month averaged over 2 years. The Committee agreed to recommend BT Business Broadband to Full Council.	

<p>25.20 FURNITURE AT THE PARISH OFFICE</p> <p>Councillors were happy with the desk and meeting room chairs that the Clerk had purchased second hand for the Parish Office and agreed the purchases of a desk chair and storage cupboards. The Clerk had checked with the internal auditor beforehand over the purchases and he said that hand written receipts from private sellers were acceptable if there was evidence of the purchases.</p> <p>The next step is to furnish upstairs. The committee agreed to propose the use of Neighbourhood CIL money to Full Council, as EHDC indicated that this could be justified if the furniture will be used for community purposes. Before the next meeting, the committee suggested that Councillors get together to borrow furniture from the Village Hall and trial arrangements to find out what works and the Clerk will organise this.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.21 PARISH OFFICE ELECTRICITY SUPPLY</p> <p>This will be deferred to the next Full Council meeting as information on tariffs had not been supplied to Councillors.</p>	
<p>25.22 BANKING ARRANGEMENTS</p> <ul style="list-style-type: none"> a. Unity Trust Bank: Councillors agreed to transfer £500 by cheque to Unity Trust in order to open the new online bank account. b. Councillors agreed to add Cllr Maloney and Cllr Brayford as signatories to the Nationwide Accounts. 	

There were no further matters to discuss and the meeting was closed at 8.24pm.

Signed Chairman

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