



Medstead Parish Council

Minutes of the F&GP Committee Meeting – 25th March 2026, 7.30pm

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

Also in attendance: Julie Russell (Parish Clerk)

	ACTION
<p>26.12 OPEN SESSION No items raised</p>	
<p>26.13 APOLOGIES FOR ABSENCE No apologies for absence</p>	
<p>26.14 DECLARATION OF INTEREST None declared</p>	
<p>26.15 MINUTES Councillors resolved to approve the minutes of the F&GP meeting held on the 28th January 2026 (with a typo in the date corrected) and they were signed.</p>	
<p>26.16 TO REVIEW THE ASSET REGISTER The Committee reviewed the asset register, ratified the year’s additions and disposals, and formally approved the document.</p> <p>There was an item called ‘Pavilion general contents’ in the asset register valued at £2,829.15, located in the Sports Pavilion. This does not correlate with anything in the Council’s inventory. All furniture in the Parish Office side of the Pavilion (mostly new this financial year) and IT equipment is separately accounted for. All furniture, electrical items and sporting goods in the Sports Pavilion side of the building are owned by Medstead Sports Club (which licences the premises) or Medstead Cricket Club (which uses it). This is a long-standing error likely due to a someone in the past wrongly attributing ownership of items, as there is no knowledge of disposed items of that value. The amount has been reduced to £200 in the asset register as an estimate of the original purchase price of the only other items of any value at the Pavilion: a set of Christmas lights and decorations and a set of litter picking tools and high visibility vests.</p> <p>The Committee reaffirmed its policy of including new items in the asset register with a purchase price exceeding £100.</p>	
<p>The Committee agreed to move agenda item 7 to the end of the agenda</p>	
<p>26.17 TO REVIEW THE FOLLOWING POLICIES</p> <p>a. Equality and Diversity: This item was deferred to the next Full Council meeting to allow for final policy refinements, following a shift in priorities toward website and IT infrastructure upgrades.</p>	
<p>26.18 TO CONSIDER PURCHASING ADOBE ACROBAT PRO The Committee resolved to purchase Adobe Acrobat Pro at a cost of £297 per year.</p>	
<p>26.19 TO NOTE REVALUATION OF THE PAVILION / PARISH OFFICE FOR BUSINESS RATES The Clerk reported that the Valuation Office Agency (VOA) has contacted the Council and will be reassessing the Pavilion’s rateable value.</p>	
<p>26.20 TO CONSIDER CHANGING EMAIL AND WEBSITE PROVIDER The Committee declined to discuss this matter separately, as it will be addressed during the Extraordinary Full Council meeting immediately following this session.</p>	

26.21 DATE OF NEXT MEETING

The next meeting was confirmed as 27th May 2026.



There were no further matters to discuss and the meeting was closed at 7.50pm.

Signed Chairman

Date.....