



Dodington Parish Council

MINUTES of the Meeting of the **Finance and General Purposes Committee (F&GP)** held at Dodington Parish Hall (Council Chambers) on **Monday 8th January 2024** at **7.30pm**.

PRESENT: Councillors Paul Hulbert (Chair of meeting), David Fitt, Christine Howard, Laura Pearson-Tong, Adrian Hutton, Bob Graham, Sandra Jee and Jean Thomas.

Also present: Clerk for the meeting, Philippa Tymon Deputy Clerk to the Council.

1. Apologies for absence and request for approval

Apologies for absence were received from Cllrs Chris Zapata and Richard Evans.

2. Declarations of Interests Under Localism Act 2011 and Requests for Dispensations

There were no declarations of interests or requests for dispensation.

3. Public participation

There were no members of the public in attendance.

4. Approval of Minutes and matters arising from the previous meeting on 13th November 2023

It was **RESOLVED** that the minutes and the confidential minutes from the meeting on Monday 4th September 2023, as printed and circulated, be confirmed as a true record. Cllr Paul Hulbert signed a copy of the minutes and the confidential minutes from the meeting on Monday 4th September 2023.

Matters arising – not covered off during course of agenda: -

Proposed date for Climate & Nature Emergency working group meeting 26/02/24.

2 Bonds reinvestment confirmed.

Witcombe & Bredon bus shelters now installed and in operation.

5. Grant Applications – to consider/approve applications received.

Members reviewed the grant applications and following a discussion on each **APPROVED** the following: -

Chipping Sodbury Tourist Information Centre - £750 towards the costs of providing information.

Yate & District Heritage Centre Trust - £150 for 2 voice recorders for their oral history project.

St Peters Hospice - £300 to support the role of their new Social Work and Carers Lead.

6. Internal Checks

Cllrs Jean Thomas & Sandra Jee agreed to undertake the next set of checks due in January 2024.

Deputy Clerk to liaise with Cllrs by email to organise suitable date/time.

7. Gas (Hall) / Electricity (Hall & QEII) Energy Contracts – Expiry of contract 9th May 2024

Members were given a brief update on existing tariffs plus current costings from Octopus Energy (current provider) just for information. Given that the next F&GP committee meeting is 3rd June 2024, after the expiry of the current contracts, members were asked if they want the renewal decision reported at another suitable meeting or delegated to the Clerk.

Members **RESOLVED** to delegate the renewal decision of the energy contracts to the Clerk confirming that they would want the best possible green option.

8. Annual Review of Risk Assessments

Cllrs David Fitt & Bob Graham agreed to undertake the annual review of risk assessments aligned with this committee.

Deputy Clerk to liaise with Cllrs by email to organise suitable date/time.

9. Parish Hall Hire Charges

At the F&GP committee meeting on the 4th September 2023 members agreed to review the ad-hoc charges from April 2024 at this time and were also due to review/approve a price for the hire of the renovated council chamber. On reflection, with the works in the hall/office/chamber scheduled to start on the 5th February and continue through to the end of April/middle of May 2024 members agreed 1st of April 2024 is not a good time to implement any changes to these ad-hoc hire fees. Members were reminded of the extension of the regular user group charges from 1st September 2024 to 31st March 2025 as per agreement at F&GP committee meeting 4th September 2023

Members **RESOLVED** to defer this item to the next F&GP Committee meeting on the 3 June 2024.

Members also reviewed the hire costs quoted for a couple of individual bookings and confirmed that the current pricing remains relevant.

10a. Budget 2024–2025

EMR funds were checked, & members noted £3k to be added to EMR at year end from budget lines 106 4223 & 4224.

Second draft of 2024 – 2025 F&GP budget was reviewed with 2 separate options looked at and fully discussed.

Members unanimously **APPROVED** to recommend a budget of £216,380 to Full Council, an increase of £14,210 (7%) on the 2023 – 2024 budget of £202,170.

10b. Finance Matters

Members reviewed YTD spend against Budget and having checked expenditure on a couple of budget lines confirmed all in order.

11. Items To Report

Deputy clerk reminded Members of the following dates: -

- The funeral for Ruth Davis is being held at 2.45pm on Friday 12th January 2024 at Westerleigh Crematorium.
- Standards Training 7pm Monday 15th January 2024 Council Chamber.
- Staffing & Personnel Committee meeting 5.30pm Thursday 11 January 2024.
- Clerk could facilitate Local Plan pop up session 12 noon Wednesday 12th January in Council Chamber (confirmed 3 Cllrs to attend) with further meeting on Local Plan scheduled for Thursday 18th January 2024.

Deputy Clerk reported: -

- the Greening Highstreet Grant application has been successful - £2100 is being received towards tidying up the front of the shops on Heron Way.
- On target for office/chamber refurbishment works to commence on 5th February 2024.

The next meeting for the F&GP Committee Monday 3rd June 2024.
As there was no further business – the meeting was closed at 8.45 pm.

Signed Committee Chair

Date