

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

17th March 2025

P Kimbery (in the Chair)

P Bruce	(P)	P Sykes	(P)
P Kembery	(P)	D Marriott	(A)
N Beebee	(P)	L Fogg Rogers	(P)
C Watkins	(A)	N Labuschagne	(A)

161.03/25 Evacuation procedure - Leave via the fire door and assemble outside in the play area.

Noted

162.03/25 Apologies.

Cllrs Marriott, Labuschagne and Watkins

163.03/25 Declaration of Interests under the Localism Act 2011.

None

164.03/25 Public participation

None

165.03/25 To agree the minutes of meeting held on 17th February 2025

RESOLVED, the minutes of the meeting held on 17th February 2025 were agreed and signed.

166.03/25 Clerk's report and action update

Noted

Clerk confirmed that Frome Valley Landscaping had undertaken tree works at the Duck Pond. They advised this is their winter cut.

Cllr Artley visited Monks Pool and could not see any trees that had come down as reported at the previous meeting.

First meeting of the Working Group to look at sustainability and longevity of the Greenfield Centre has been set for 19th March.

Cllrs, Kembery, Watkins, Bruce and the Clerk met with Stuart Haskins (our insurance broker. Stuart has received confirmation from AXA that if we fix the 8 issues that were identified in the roof inspection report, the roof is insured.

Cllrs Watkins and Kembery met with representatives from Creative Car Parks who will send on further information and a standard contract example.

Clerk has sent a letter to SGC, supporting the residents of Star Barn Road and their response to the waiting restrictions consultation. Clerk has also submitted comments supporting the yellow lines opposite the entrance to The Greenfield Centre.

Clerk contacted the resident who requested a tree be cut back at the Duck Pond to advise of the decision.

Clerk met with Dawn from FACE to discuss costings and dates for Winterbourne Youth Club. Proposal is to start after Easter 25th April and to host fortnightly sessions.

Pneumatic Road Tubes on Worrell's Lane: Cllr Labuschagne advised that these tubes were used to record data for Cllr Fogg-Rogers Highways Improvement Form. This submission has been approved and now on the list of potential works.

Pavilion Update:

Cllrs Kembery, Watkins, Amos and Bruce met to discuss the appointment of Western Building Consultants to produce a schedule of works (£750), undertake tender analysis (£1,000) and contract administration (£750). All were in agreement that this extra cost was necessary. Western Building Consultants have advised that they hope to have a preferred contractor selected by the Full Council meeting on April 7th.

OUTSTANDING ACTIONS

157.02/25 To discuss exercise equipment for Frenchay Parklands

Cllr Eldridge to present ideas and costings to next meeting. 17/3 Cllr Eldridge not present. Clerk to contact to ascertain if this motion is to progress.

Clerk has written to the police to ascertain the continued use of rooms at The Greenfield Centre. 17/3: Clerk advised no response from police as yet. **Clerk to chase for an update.**

167.03/25 Reports from members:

Frenchay

Clerk advised there have been complaints regarding the rubbish at Frenchay Parklands Car Park, and will contact Street Care to get it removed. Documentation has just been received from Creative Carparks who could potentially manage the site. **Clerk to put this as an agenda item for the next Full Council meeting.**

Winterbourne, to include the Recreation Field, Duck Pond and Allotments

Thanks were given to the Assistant Clerk for running the Seed Bomb and Sunflower Community Event which attracted over 45 local residents.

The Dingle, Winterbourne Down and Hambrook

Winterbourne Environmental Group organised a litter picking event which saw 12 bags of rubbish collected. The Parish Council thanked the group and will publicise on its social media channels.

The Greenfield Centre

Clerk advised that there continue to be plumbing issues with the ladies toilets in the hall. A plumber is booked for this week.

Noted that in future the East of Harry Stoke development should be included in this section.

168.03/25 To agree the following grant requests:

Salem Methodist Church - £375.00.

RESOLVED, to approve the full grant request and recommend to Full Council

Winterbourne Carnival - £1439.00

RESOLVED, to approve £685 of the grant request and recommend to Full Council. This amount would be to fund the safe closure of the roads.

169.03/25 To discuss leases relating to the Parish Council

The Clerk advised that the Parish Council are named in three leases: St Elizabeths Hall, Frenchay Village Hall and a parcel of land at Huckford Quarry. Clerk requested we appoint a professional to look through the leases and advise of any Parish Council liabilities.

RESOLVED, to get quotes from solicitors.

Clerk advised there are no lease agreements on record for the Sports Clubs that use Parish Council owned facilities and believes there should be. It was suggested that new leases could include free hours of use given to parishioners.

RESOLVED, the clerk to produce a lease agreement and bring back to the next meeting for comment and agreement.

170.03/25 To discuss and make agreement spending limits for the Climate and Nature Committee

Currently the Climate and Nature Committee have no spending power and have requested a limit of £500 be added to their terms of reference.

RESOLVED, all members in agreement. **Clerk to add to the terms of reference.**

171.03/25 To discuss and make agreement on the tree replacement programme for the Climate and Nature Committee

The Climate and Nature Committee requested agreement that they can plant a tree if, for any reason, we lose one in the Parish. This forms part of their tree replacement programme.

RESOLVED, all members in agreement.

172.03/25 To review the asset register and agree publication on website

The asset register was reviewed.

RESOLVED, all members agreed for the Asset Register to be put on the website.

173.03/25 To review the daily spending limit for the NatWest Bank Account and agree any changes

The Clerk advised that the current daily spending limit is £50,000.00 which she feels is too high and recommended reducing this amount to £25,000.00

RESOLVED, all members in agreement to reduce this amount. **Clerk to administer.**

174.03/25 To review and make agreement on the roofing rectification quotes

The Clerk presented two quotes she has received to repair the eight areas identified in the roofing inspection report that needed rectifying. Clerk advised she had tried to get a third quote but was unsuccessful.

RESOLVED, all members in agreement to accept the quote from Azteca Roofing at a cost of £3,920. **Clerk to advise successful contractor.**

175.03/25 To suggest works for the annual Street Care parish works

Suggestions were made by members of areas to proposed to the street care team:

- Clevewood Bridge to Frenchay Village Hall – overgrown vegetation
- Bristol Road - overgrown vegetation (confirm location with Cllr Collins)
- St Micheals Primary School Path
- Recreation path from Flaxpits Lane
- Worrels Lane – overgrown vegetation
- Mill Steps – overgrown vegetation
- Winterbourne Hill – overgrown vegetation

Clerk to request members to submit any other areas by 21st March 2025 to then send list to Street Care.

176.03/25 To review and make agreement on the Greenfield Centre short term requirements list to include main hall window replacement quotes

Clerk advised that following the annual inspection of the Greenfield Centre a few areas where highlighted that needed attention. Clerk requested a budget of £2,000 for these works. Members reviewed the short term requirements list:

- New mats in doorways
- Corridors need repainting
- Foyer needs painting
- Remove and replace old photographs
- Early Years windows require frosting
- Hall walls need repair and repaint
- Window fans need to come out.
- Hole in wall by plug socket
- Hand washing basins unit in ladies toilet needs repair
- A 'what's on' board

RESOLVED, all members in agreement of a £2,000 budget for these works.

Clerk presented two quotes to replace the windows in the main hall, to include the removal of fans that no longer work.

RESOLVED, all members in agreement to accept the quote from LA Windows at a cost of £1,260. **Clerk to advise successful contractor.**

177.03/25 To discuss and make agreement on the FACE proposal for the Youth Club

Clerk advised of the proposal from FACE. FACE would run fortnightly Youth Club sessions at The Scout hut on Green Dragon Road, Winterbourne, term time only. The costs involved promotion by FACE and reports on attendance. The cost would be approximately £6,650 which would leave room in the budget for some one off events for young people in addition to the youth club. The proposal would be to start after Easter, 25th April and to review attendance every three months.

RESOLVED, all members in agreement with the proposal. Members expressed the importance of promoting the dates of the club as it is fortnightly.

178.03/25 To discuss and make agreement on reserve transfers

Clerk advised that some 2024/2025 spend should come out of reserves rather than the general reserves.

Sum of Net		
Code	Total	
Frenchay	732.57	to come out of Frenchay Parklands reserves
Frenchay Car Park	5,964.11	to come out of Frenchay Parklands reserves
Pavilion	8,697.30	to come out of Pavilion reserves
Tree Surveys	5,750.00	to come out of Environment reserves
Tree Work	9,705.00	to come out of Environment reserves
Grand Total	30,848.98	

Noted that the 'explanation of reserves' document requires updating.

RESOLVED, all members in agreement of the transfers. **Clerk to administer transfers and update document.**

179.03/25 Any other items to note from members

None

Meeting concluded 8.40pm

DRAFT