



## CHURCHDOWN PARISH COUNCIL FINANCE AND ADMINISTRATION COMMITTEE

DATE 1 October 2025

**Public notice is given of Churchdown Parish Council Finance and Administration Committee Meeting to be held at 7pm on Tuesday 7 October 2025 in the Parish Council Chamber, Council Offices, Parton Road, Churchdown, GL3 2JH for the transaction of business on the following agenda**

All members of the Public and Press are welcome to attend

### **To all Members of the Finance and Administration Committee**

Councillors of the Finance and Administration Committee are hereby summoned to attend the Finance and Administration Committee Meeting to be held on Tuesday 7 October 2025 in the Parish Council Chamber, Council Offices, Parton Road, Churchdown commencing at 7pm for the transaction of business on the following agenda

A handwritten signature in black ink, appearing to read 'Nicci Paul'.

Nicci Paul  
Clerk to Churchdown Parish Council

### **AGENDA**

- 07.10.25.1 **To receive and approve** apologies for absence and confirm the meeting is quorate
- 07.10.25.2 **Public Session:** To provide members of the Public/Press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed twenty minutes in total and five minutes per person.
- 07.10.25.3 **To receive** declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)
- 07.10.25.4 **To confirm and sign the minutes** of the Finance and Administration Committee meeting held on Tuesday 2 September 2025 circulated to Members prior to the meeting
- 07.10.25.5 **Planning - to receive** updates, discuss new planning applications and agree actions

**Demolition of existing lean-to. Erection of a two-storey side extension and single storey rear extension.**

28 Morley Avenue Churchdown Gloucester Gloucestershire GL3 2BL  
Ref. No: 25/00715/FUL

**Proposed single storey extension**

Walton House Station Road Churchdown Gloucester Gloucestershire GL3 2JR  
Ref. No: 25/00746/FUL

Proposed two storey extension to side and rear and single storey extension to rear (revised application to 25/00078/FUL).

24 Cheltenham Road East Churchdown Gloucester Gloucestershire GL3 1AE  
Ref. No: 25/00765/FUL

**Correspondence:**

60 Oldbury Orchard  
Proposed single storey extension

**PERMIT**

- 07.10.25.6 **To agree and approve** that staff receive the Local Government Services Pay Agreement 2025/2026 agreed by NJC on 24 July 2025 from 1 April 2025 which should be implemented to staff as soon as possible. **To further agree and approve** when this backdated increase should be paid to staff
- 07.10.25.7 **To agree and approve** quotes received regarding the replacement hight barrier into CP car park. Quotes received from Greenfields and Entrance Supplies Direct circulated to Members prior to the meeting
- 07.10.25.8 **For information purposes only** – to inform members that we have changed our Alarm maintenance company from Standfast to Bulldog. Standfast costs were £676.66pa which included call outs, servicing, remote reset and monitoring. Bulldog costs are £240.00pa which includes servicing and monitoring – call out charges are £60.00 during working hours and £80.00 6pm – 6am. We have had one call out in the last 3 years which was recently to change the front door sensor and 1 remote reset – both in working hours.
- 07.10.25.9 **To review and approve** the CPC Retention and Disposal Policy and Schedule circulated to Members prior to the meeting
- 07.10.25.10 **To review and approve** the CPC Safeguarding Policy circulated to Members prior to the meeting
- 07.10.25.11 **To review and approve** the CPC Internal Controls Policy and Checklist circulated to Members prior to the meeting
- 07.10.25.12 **To review and approve** the CPC Training and Development Policy circulated to Members prior to the meeting
- 07.10.25.13 **To review and approve** the CPC Staff Appraisal Policy circulated to Members prior to the meeting
- 07.10.25.14 **To consider** matters for the agenda of the next Finance and Administration Committee meeting  
(no decisions may take place at this time)
- 07.10.25.15 **Date of Next Meeting** is arranged for Tuesday 4 November 2025

**END OF AGENDA**

Anyone can film, record, broadcast, take photos, and use social media to report of a meeting when it is open to the public, so long as they conform to the Council's Policy, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.