

# CHURCHDOWN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE HELD ON TUESDAY 7<sup>TH</sup> JUNE 2022 IN THE PARISH COUNCIL CHAMBER AT 7.30 PM.

### PRESENT:

Cllr Jane Attwood	Cllr Pierre Weinzweig
Cllr Lt Col Barton-Ancliffe (Chairman)	Cllr Ian Yates
Cllr Stewart Dove	Cllr Mrs.Lorraine Yates
Cllr Alan Porter	

Miss G Connor , Clerk taking Minutes

### 23 To appoint Chairman of Committee

23.1 It was proposed , seconded and **RESOLVED** that Cllr Stewart Dove be elected Chairman of the Finance & Admin Committee, by 4 votes to 3.

Cllr Lt. Col Barton – Ancliffe invited Cllr Dove to chair the meeting

### 24 To appoint Vice-Chairman of Committee

24.1 It was proposed , seconded and **RESOLVED** that Cllr Ian Yates be elected Vice-Chairman of the Finance & Admin Committee by 4 votes to 3.

### 25 To receive apologies

25.1 Apologies were received from Cllr Gill Blackwell and Cllr Richard Smith.

### 26 To make any declarations of interest.

26.1 None

### 27 Public Participation

27.1 None

**28 To determine number and frequency of Committee Meetings**

**28.1** The Clerk explained that some F & A meetings are very short if there are no items of planning or policies to be reviewed, it may be expedient to dispense with convening the F & A Committee and refer payments straight to Full Council for approval as is the practice during the recess in August.

It was proposed , seconded and **RESOLVED** that the meeting schedule remain the same save for exceptional circumstances when the only item to be approved is payments. The Clerk will liaise with the Chairman and consult all Members before a decision is made.

**29 Planning**

**29.1 Erection of a single storey rear extension.**

Ref. No: 22/00032/FUL

216 Cheltenham Road East Churchdown Gloucester Gloucestershire GL3 1A

**No objection**

**Correspondence**

22/00254/FUL -

32 Melville Road Churchdown Gloucester GL3 2RD  
Erection of a single storey rear and side extension.

**PERMIT**

22/00405/FUL

4 Bewley Way Churchdown Gloucester GL3 2DU  
Erection of a single storey rear extension and two storey side extension

**PERMIT**

22/00425/FUL

19 Morley Avenue  
Erection of a rear extension

**PERMIT**

22/00445/FUL

Erection of a front & rear extension to existing bungalow & garage **PERMIT**

(NO.414) (FIELD TO THE WEST OF HUCCLECOTE LANE CHURCHDOWN)  
Temporary Tree Preservation Order 2022 wef 27/5/22 to protect four oak trees.

**30 To confirm the Minutes of the Meeting on 3<sup>rd</sup> May 2022**

**30.1** It was proposed , seconded and **RESOLVE** that the minutes of the F & A Committee held on 3<sup>rd</sup> May 2022 be confirmed as a true record and were signed by the Chairman.

**31 To approve payments for June**

**31.1 It was proposed , seconded and RESOLVED** to recommend the payments for approval to Full Council.

**32 Clerk's report**

**32.1** The Clerk reported that Heather is currently off with Covid. The staff are currently having serious issues with IT resulting in a delay in emails being sent and the Clerk having to process BACS payments via HSBC at home. Virgin Media have been slow in allocating an account number for the Parish Council – no installation date has been confirmed . Members suggested obtaining quotes from alternative IT companies to find a faster solution to the current issues.

The Clerk will be asking for a Member to be appointed to be our internal control checker at the next meeting.

The Clerk suggested that Members review CPC Standing Orders at the earliest opportunity due to the confusion experienced at the Annual Meeting. A discussion ensued as to the process for the appointment of a working group to review core documents. The Clerk reported that this had previously been carried out by the Policy Review Working Group which is a delegated working group of the F & A Committee. The Chairman asked the Clerk to check the terms of reference for this group.

**33 To receive items of Correspondence.**

**32.1** None

**33 Questions and Information.**

**33.1** A Member asked if the microphones can be connected before the next meeting

**33.2** A Member expressed his thanks to Cllr Lt Col Barton- Ancliffe for his service as Chairman of the F & A Committee.

**33.3** A Member thanked the staff for their hard work at the Platinum Jubilee Party held on 2<sup>nd</sup> June 2022 which was a great success.

**Meeting closed at 8.32 p.m.**

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**CHAIRMAN**