

CHURCHDOWN PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE HELD ON TUESDAY 7th MARCH 2023 IN THE PARISH COUNCIL CHAMBER AT 7.30 PM

PRESENT

Cllr Lt Col Barton-Ancliffe
Cllr Gill Blackwell
Cllr Stewart Dove (Chairman)
Cllr Jason Richmond

Cllr Richard Smith
Cllr Pierre Weinzweig
Cllr Ian Yates
Cllr Mrs. Lorraine Yates

In Attendance: Miss Geraldine Connor , Clerk taking minutes

362 To receive apologies for absence.

362.1 Councillors Jane Attwood and Alan Porter

363 To make any declarations of interest and receive requests for dispensations

363. 1 Councillors Gill Blackwell and Richard Smith made declarations of interest – planning (**365.1**)

364 Public Participation

364.1 None

365 Planning

365.1 New Applications :

[Section 73 Application for the Variation of Conditions 2 \(Approved Plans\), 3 \(External Materials\), 5 \(Boundary Treatments\), 14 \(Blocking up of Existing Access\), 16 \(Vehicular Parking\) and 19 \(Management Plan\) of Planning Permission 21/01509/FUL](#)

25 Paynes Pitch Churchdown Gloucester Gloucestershire GL3 2NT
Ref. No: 23/00153/FUL

No comment save for a request for TBC planning committee to note the original planning conditions

[Demolition of existing conservatory & erection of rear extension & associated internal & external works](#)

51 John Daniels Way Churchdown Gloucester Gloucestershire GL3 2Q
Ref. No: 23/00094/FUL

No objection

[Two storey extension to side, including to the roof dormers and single storey rear extension.](#)

4 Bewley Way Churchdown Gloucester Gloucestershire GL3 2DU
Ref. No: 22/01385/FUL

No objection

[Erection of a single storey rear extension \(Part Retrospective\).](#)

102 Melville Road Churchdown Gloucester Gloucestershire GL3 2RG
Ref. No: 22/01105/FUL

No objection

[Erection of replacement porch with pitched roof on north-eastern elevation, 2 no. replacement dormers with pitched roofs on north-eastern elevation roofslope and 3 no. replacement box-bay windows on south-eastern elevation.](#)

10 Kaybourne Crescent Churchdown Gloucester Gloucestershire GL3 2HL
Ref. No: 23/00079/FUL

No objection

[Erection of two single storey side extensions \(part-retrospective\).](#)

9 Kaybourne Crescent Churchdown Gloucester Gloucestershire GL3 2HL
Ref. No: 23/00025/FUL

No objection

365.2 Correspondence

1 Field End Churchdown, First Floor Rear Extension

PERMIT

366 To confirm the minutes of meeting of Finance & Administration Committee held on 3rd January 2023

366.1 The Minutes were confirmed as a true record were signed by the Chairman, Councillor Stewart Dove.

367 To receive statement of income and expenditure.

367.1 The statement was tabled for Members : **Appendix A**

The Clerk explained that the income and expenditure is in line with the budgetary forecast for 2022-2023 . The figure for expenditure includes projects funded from Ear Marked Reserves : new play equipment and drainage work at John Daniels.

368 To consider quotes for cleaning war memorial.

368.1 Item deferred pending a need to review the specification for cleaning.

369 To consider and approve budget new furniture for chamber and office.

369.1 Item deferred pending further enquiries regarding the quality and durability of the furniture proposed.

- 370 To consider and approve quotes for IT upgrade to enhance accessibility and security**
- 370.1** Samsung Smart TV x 3 @ £599 each
Wall bracket , installation and setup x 3 @ £125 each
Total **£1737.60** [exc VAT]
- It was proposed, seconded.
and RESOLVED to accept this quote.
- 370.2 Laptop**
Samsung Galaxy Chromebook Go Laptop **£199.20** [exc VAT]
- It was proposed, seconded.
and RESOLVED to accept this quote.
- It was proposed , seconded.
RESOLVED to approve a total budget of **£2500**.
- 370.3 IT Applications**
Secure Emails: Cloud Storage : Shared Folders : website
Microsoft 365 package x 23 user licence **£ 1296** per annum (May 2023)
Less VAT £1036 p.a
- Item deferred to Full Council pending confirmation of final quotes .
- 371 To consider reintroducing the Taxi Voucher Scheme to enable Churchdown residents to access essential services and community events they would normally be unable to access.**
- 371.1** A discussion ensued.
It was acknowledged that any scheme needs clearly defined criteria and a fair and transparent process.
It was proposed, seconded
and **RESOLVED** not to reintroduce the scheme.
- 372 To consider budget for a works vehicle for use by CPC ground staff [options to include commercial leasing agreement or purchase]**
- 372.1** A discussion ensued.
The Clerk was asked to draft a report with options and recommendations for both a lease hire agreement and an outright purchase up to the value of £25,000 : total figures to include maintenance costs, servicing tax and comprehensive insurance.
- 373 Correspondence**
- 373.1** None
- 374 Questions and Information**
- 374.1** A Member offered to contact the post office on behalf of the Council.

375 CONFIDENTIAL BUSINESS

Meeting closed at 8.45 pm.

Date of next meeting 4th April 2023

CHAIRMAN