



Churchdown Parish Council
Minutes of the Finance and Administration
Meeting held on Tuesday 4 March 2025 at 7pm

Venue: Parish Council Chambers, Council Offices, Parton Road, Churchdown, GL3 2JH
Present: Cllrs. G. Blackwell, S. Dove, A. Porter, R. Smith, P. Weinzweig, I. Yates, Mrs L. Yates
Attendees: Clerk N. Paul

355 **To receive and approve apologies for absence and confirm the meeting is quorate**
Apologies received and accepted from Cllrs. J. Attwood, G. Bocking, W. Hands and the meeting was confirmed as quorate

356 **To receive comments from members of the public**
No comments

357 **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)**

Cllrs. R. Smith and I. Yates declared an interest in agenda item 360 – planning
358 **To confirm and sign the minutes of the Finance and Administration Committee meeting held on Tuesday 4 February 2025 circulated to Members prior to the meeting**

The Minutes of the Finance and Administration Committee Meeting held on Tuesday 4 February 2025 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Vice Chairman

359 **To receive Clerks Report**
Clerks report was received and noted

360 **Planning – to discuss planning applications and agree actions**

Erection of Stair and enclosure, together with placement of temporary modular building and hoarding enclosure.

Safran Landing Systems Cheltenham Road East Churchdown Gloucester
Gloucestershire GL2 9QH

Ref. No: 25/00043/FUL

NO OBJECTIONS

361 **To consider and agree the renewal of the SLCC annual membership details circulated to Members prior to the meeting**

COMMITTEE AGREED by a unanimous vote to renew the SLCC membership

362 **To consider and agree the renewal of the GAPTC annual membership details circulated to Members prior to the meeting**

COMMITTEE AGREED after a discussion the renewal of the GAPTC annual membership. A Member suggested that it would be helpful if last year's cost figures were included on the renewal form along with the new costs. The GAPTC representative to feed that back

- 363 **To review and agree the Complaints Policy circulated to Members prior to the meeting**
COMMITTEE AGREED after a lengthy discussion for the Clerk to make the following amendments to the Policy for it to then be approved at the next F&A meeting
1. Section 8.1: All formal complaints must be submitted in writing **to the Clerk** and contain the following information
 2. Section 11 – to add **‘who were not involved in the complaint or’** who had no part in the initial investigation.
 3. To be added at the bottom of the policy – **Churchdown Parish Council deal with complaints in accordance with their Information and Data Protection Policy which is available on request from the Clerk**
- 364 **To review and agree our Financial Reserves Policy circulated to Members prior to the meeting**
COMMITTEE AGREED for the Clerk to make the following amendments to the Policy for it to then be approved at the next F&A meeting
1. Section 5.1 – replace ‘shall’ with **should**
 2. Section 5.4 – ‘on the approval of Finance and Administration... be changed to **on the recommendation of the Finance and Administration Committee to be approved by Full Council,**’
- 365 **To note report on the meeting between Churchdown Club and some Churchdown Parish Council Members circulated to Members prior to the meeting**
Report received and noted
- 366 **To consider matters for the agenda of the next Finance and Administration Committee Meeting**
None
- 367 **Date of Next Meeting** is Tuesday 1 April 2025
- 368 **COMMITTEE AGREED** that members of the public be excluded from the meeting for the item mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Schedule 12A, Part 1 of the Local Government Act 1972
Reason for confidential session – Public excluded from the meeting to enable the Committee to be informed of the new Clerks progress
COMMITTEE informed of Clerks progress

MEETING CLOSED AT 20.31