

Minutes

Finance & General – Purpose Committee Meeting

27th February 2025

Hampton Parish Council's Finance & General – Purpose Committee meeting was held on Thursday 27th February at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr V Patel (Chairman), Cllr Z O'Sullivan, Cllr B O'Sullivan, Cllr K Toynton Ward, Cllr I Pratt, Cllr T Fields, Cllr C Wiggins.

Emily Pacey – Clerk and RFO Hampton Parish Council.

Apologies – Cllr C Ryan, Cllr L Sharp.

Full Council Meeting

27 FGP 02-2025 Public Participation.

No members of the public attended the meeting.

28 FGP 02-2025 To receive and approve apologies for absence.

Cllr C Ryan and Cllr L Sharp sent their apologies.

29 FGP 02-2025 To receive Declarations of disclosable pecuniary interest or other items on the agenda.

Cllr V Patel – Active Hampton (agenda item 32 FGP 02 2025)

30 FGP 02-2025 To approve the minutes of the Finance and General Purpose Committee meeting held on the 17th October 2024 and sign these as a true record of that meeting and confirm the validity of all decisions taken.

It was agreed to approve the minutes of the Finance and General Purpose Committee meeting held on the 17th October 2024, Cllr C Wiggins proposed, Cllr Ian Pratt seconded and all were in favour.

Cllr V Patel signed the minutes.

31 FGP 02-2025 Financial Matters

a) To authorise payments as per payment schedule

It was proposed by Cllr C Wiggins, seconded by Cllr K Toynton Ward and approved by all to authorise the below schedule of payments.

Method	Payee	Goods, Service	Due date	Amount
BACS	SLCC	Locum Clerk services January	18/03/2025	3,137.18
DD	Wave Water	Water Hampton Vale allotments	02/03/2025	20.25
Card	IONOS	Microsoft 365	06/02/2025	14.40
Card	Active Hampton	Room Hire for office use 26+27 Feb 25	28/02/2025	175.00
Card	Active Hampton	Room Hire meeting 27/02/2025	28/02/2025	42.00

b) To approve payments and receipts reports to 31st January 2025.

Payments and receipts report was circulated to F&GP committee members prior to the meeting, it was proposed, seconded and all were in favour to approve the report dated 31st January 2025.

c) To receive and note the bank reconciliation for the Councils accounts to 31st January 2025.

A bank reconciliation for the Councils accounts dated 31st January 2025 was circulated to F&GP committee members prior to the meeting, it was proposed, seconded and all were in favour to approve the bank reconciliation dated 31st January 2025.

d) To receive and note the receipts and payments over budget report from 31st December 2024 – 31st January 2025.

An over budget report from 31st December 2024 – 31st January 2025 was presented, it was proposed, seconded and all were in favour to approve the budget report.

It was agreed for the Clerk to present a different format on reporting financial information and budgets at the next F&GP meeting.

It was agreed for the Clerk to attend Rialtas training if needed.

It was agreed for the Clerk to apply for a Tesco prepayment card.

It was proposed by Cllr K Toynton Ward, seconded by Cllr B O'Sullivan and all were in favour to add the Clerk to Hampton Parish Councils Barclays bank accounts.

e) To receive an update on the allotment accounts and authorise the payment association fees to the respective allotment association.

It was agreed that the Clerk would contact Ionos' assistance desk for a breakdown of the allotment payments before approving the allotment association fees for the allotment associations.

This will be agreed at the next F&GP meeting which is being held on the 20th March 2025.

- 32 FGP 02-2025** **To consider renting premises for the new permanent clerk to work from whilst the Council's current offices are being renovated and approve any expenditure for this currently unbudgeted cost.**
Cllr K Toynton Ward proposed the Clerk would work from Active Hampton w/c 3rd March and any future arrangements would be discussed and approved at the Full Council meeting which is being held on the 6th March, Cllr B O'Sullivan seconded and all were in favour. Cllr V Patel abstained.
- 33 FGP 02-2025** **To consider a quotation for Lengthsman service for the first six months of the next financial year and recommend appropriate action to Full Council.**
It was agreed to recommend to Full Council that the contact for Lengthsman service for six months is to be approved, during these six months, the Council will proceed to tender. This will be discussed at the Full Council meeting which is being held on the 6th March.
- 34 FGP 02-2025** **To consider paying overtime hours for PCC parking enforcement officers to work exclusively in Hampton Parish.**
This will be discussed at the Full Council meeting which is being held on the 6th March.
- 35 FGP 02-2025** **To consider an application for a polytunnel on an allotment plot.**
An application for a polytunnel from an allotment holder has been received. It was agreed to approve this application under the condition they abide by the conditions under section 17.15 in the Allotment Tenancy Agreement.
- 36 FGP 02-2025** **To consider dates for bulky waste collection and authorise the associated expenditure.**
It was approved to have two bulky waste collections located at the Leisure Centre in April and October for two hours. The dates will be confirmed.
- 37 FGP 02-2025** **To receive and note the clerks report – information only.**
Nothing to report.
- 38 FGP 02-2025** **To note items for future agendas – for notification only.**
Clerks presentation on Financial reports.
Allotments Accounts Update.
- 39 FGP 02-2025** **To confirm the date and time of the next Finance and General Purposes Meeting.**
20th March 2025.

Closure of the meeting – 21:05.