Ravenshead Parish Council

Minutes of the Finance and General-Purpose Committee Meeting on Wednesday 15th July 2026 @10.30am

Present – Councillors S Bestwick, M Smith & C Barnfather, R Stevenson
Clerk to the Council Belinda Kalka

1) Apologies. – Cllr H Stoddart, & C Pitt.

2) Declarations of Interest. - Councillor S Bestwick declared an interest as a Nottinghamshire County Council Councillor.

3) Minutes of Meeting of 8th April 2026 & Matters Arising - proposed by Cllr S Bestwick and seconded by Cllr M Smith

Minutes would be signed by the F&GP Chairman Cllr S Bestwick as a correct record- **and be published on the website.**

4) Customer suggestions received. – NONE
Accidents & Incidents Reports-All to be reported to Full Council 20th July 2026

Date	Site of accident/incident	Staff member reported?	Nature of Accident/incident?	Action Taken
29.04.26	Petanque	A Dilks	Caught foot in a bag strap and fell, slight discomfort.	None
02.05.26	RL Playpark	A Dilks	Fell from the climbing frame and banged his head	Ice Pack given to parent
27.05.26	Tennis Court 3	A Dilks	Ran into the tennis net wire whilst retrieving a football. Cut to mouth, Tongue and shoulder.	Helped Grandma with medical supplies and took them to their home where mum was meeting them to attend A&E
01.06.26	Sports Hall	A Dilks	Lost balance whilst playing table tennis, suspected wrist fracture	Applied a Sling and ice packs, taken straight to A&E by group member.
25.06.26	Sports Hall	A Dilks	Fell backwards and hit the back of his head, causing a cut.	1st Aid provision provided and wife took him home.

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29.06.26	Studio Changing room	A Dilks	Pulled the door open onto her foot, removing the skin.	1st aid provision provided and parent took her to A&E. Advised group to wear shoes when in and out of the rooms.

Policies for Review-Full Council 20th July 2026

- P005 FIRE ACTION POLICY Review Date Only
- P006 & A REGISTERED KEYHOLDER APPLICATION FORM-Review Date Only
- P009 FIRE RISK ASSESSMENT Slight Amendments
- P012A INFECTIOUS DISEASES Slight Amendments
- P014 RISK ASSESSMENT ANALYSIS (J559) Review Date Only
- P025 TRAVEL & EXPENSES POLICY Amendment to Rates
- P026 DISCIPLINARY PROCEDURE Review Date Only
- P027 GRIEVANCE PROCEDURE Review Date Only
- P028 SICKNESS ABSENCE MANAGEMENT Review Date Only

Resolved Councillors acknowledged the accidents reported and agreed the policy amendments and date changes to the above policies of Ravenshead Parish.
The F&GP Committee would make the recommendations to the FC Meeting on the 20-07-26

Lengthsman
Legionella-

- Scaffold permanent structure inspection due August 26.- Needs scheduling for the 18th of August
- Tanks inspection next scheduled 18th August 26-
- Showerhead disinfection due August 26
- Water sample due February 27 -
- Calorifier inspection & TMV Service next due June 27
- TMV Testing & Recalibration due Jan 27-

Maintenance Leisure Centre

- Gas service by 'Matro' next due August 26, and to include recommissioning one of the heaters as we are running on 3 only through winter 25/26. – Booked for the 5th of August 26
- Aircon Service completed June 26, next due December 26
- Football pitch maintenance ongoing- Reply-Site visit to assess weeds due, seeding to be completed in September

- Quotes for New Tractor and attachments (Application to FF for 75% of costs)- To review
- Large Sport Hall Fans need Maintaining / Replacing – Ongoing
- Tennis Court 1 Surface Damage, Small hole developing- Quote received
- Tennis court clean and treatment next due October 26.
- Pitch Power checks due March 26- Completed May 26 – waiting for funds to process
- Flooding issues at the rear of the building- waiting for drier weather for works to start

Utilities

- Solar Power initiatives- Quote renewed from CEMA Lighting.
- LED Floodlights- Audit taken place by CEMA Lighting and renewed quote received.

Pitch 4 advertisements

- Invoices for 2026/27 due to be sent.

5) Quarterly Variance Analysis- Accounts April-June 2026

Resolved Both the Leisure Centre and Parish revenue variances indicated that spending remains within budget.
Belinda Kalka would continue to ringfence £38,000 at the start of each financial year to cover the PWLB repayments.

Water expenditure to be investigated- ref increase
Accountants/expenditure to be investigated – ref increase

6) CIL- report- update

Resolved The next scheduled CIL report is due September 26.

7) Leisure Centre

a) Refurbishment- Finances
b) Solar Panels- Cllr C Pitt report
c) Pickleball markings on Tennis Court 3
d) Permission for REDs Football to site an additional lock up
e) Pitch 4 – Disability access
f) Smoking on site
g) Door Finger Guards
h) Portable Screen for meetings etc
i) Handyman equipment
j) NCC- Grant application
k) NCC Grant Application

Resolved

a) Refurbishment – Finances
Resolved: Members noted that the Leisure Centre refurbishment finances are now complete- Final accounts statement received from ARC.

b) Solar Panels –
Resolved: No further update was available at this time.

c) Pickleball Markings on Tennis Court 2
Resolved: Members agreed to proceed with the pickleball court markings at an expenditure of 275.00 plus VAT, however, if two courts were done the expenditure would be £225.00 plus VAT per court.

d) Permission for REDs Football to Site an Additional Lock-up
Before the Cllrs could make a decision, the Parish Council will need to make enquiries with Gedling Borough Council to establish whether planning permission is required for the proposed structure.

The Clerks would ask Reds FC for details of the lock-up, including its dimensions (length, width and height), construction materials, and any other relevant specifications. – information to be reported to Cllr S Bestwick.

e) Pitch 4 – Disability Access
Resolved: Members agreed expenditure of £1,561.10 to improve disability access to Pitch 4. The Clerk to make a grant application to the NCC Local Communities Fund.

f) Smoking on Site
Resolved: Members agreed that Cllr C Barnfather would issue a statement on smoking on site. This statement would be recommended to Full Council for approval, and this statement would be added to the customer rules & regulations.

g) Door Finger Guards
Resolved: Cllrs agreed to install an additional finger guard on the outer ladies toilet door in reception.

h) Portable Screen for Meetings, etc.
Resolved- This item was deferred. The Clerk to make enquiries into other more cost effect alternatives. However, Cllrs agreed on a trial 3-month basis, that planning plans do not need to be printed. The Clerk would take her laptop to the meeting for Cllrs to view.

i) Handyman Equipment
Resolved – Cllrs agreed in principle to the purchase of the essential equipment requested for Andy, (Handyman and Lengthsman) This will be formally approved at the Full Council meeting on Monday.

Once approved, the Clerk would email all the Parish Councils to ask whether they would be willing to contribute £50 towards the cost of these tools.

The equipment is required to ensure Andy can carry out his work safely and in accordance with health and safety requirements.

j) NCC Grant Application
Resolved – To proceed with the NCC grant application for court 1- match funded at 50% with the additional pickleball lines.

The above would be a recommendation to Full Council.
The Committee agreed that the resolutions relating to the Leisure Centre be recommended to Full Council meeting on 20 July 2026.

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8) Neighbourhood Plan

Councillors discussed whether preparing a Neighbourhood Plan would be beneficial for the Parish Council. While it had not been considered necessary in the past, the potential development of approximately 920 new homes prompted Councillors to reconsider the benefits of having a plan in place.

Resolved It was agreed in principle to recommend to Full Council on the 20 July 2026, that further investigations are to be undertaken to progress a Neighbourhood Plan.
Councillor S. Bestwick will make enquiries with Gedling Borough Council regarding the anticipated Community Infrastructure Levy (CIL) receipts that the Parish Council could expect if a Neighbourhood Plan were adopted.

Cllr S Bestwick would obtain the legislation in writing from GBC.

This item would be added to future Full Council Agendas.

9) HR Discussions

a) Clerk working hours on meeting days, travel expenses, and travel time.

The Clerk has requested that on one Monday a month to amend her working hours to 1-7pm to enable her to go straight into the Parish Council meeting.
This would save the Council travel expenses.

Resolved Cllrs agreed- to be implemented with effect from August 2026.

10) AOB – **Abbey Gates Play Park**-Cllr C. Barnfather provided a brief update on Abbey Gates Play Park. The park is currently closed due to health and safety concerns. Essential tree works are scheduled to take place on 17 July, after which a decision will be made regarding the reopening of the park.

Resolved The Clerks were asked to make enquiries into replacing part of the boundary with fencing and to obtain quotations for the work.

Abbey Gates Play Park – Lease Review- It was noted that the current lease for Abbey Gates Play Park appears to have expired in 2023. The Clerk will contact the Legal Department at NCC to confirm that, following a review of the lease documentation, it appears that the lease expired in 2023 and that the Parish Council has not received any updated documentation regarding its renewal. The Parish Council has ensured the continued management and maintenance of the site.

The Clerk would confirm that Ravenshead Parish Council has continued to maintain the play park since the lease expired and wishes to enter into a new lease agreement.

11) Date of Next Meeting- **14th October 2026**

12) Closure @ 12.05pm.