

**Minutes of the Finance and General-Purpose Committee Meeting on
Wednesday 8th April 2026 @10.30am**

1) **Present** – Councillors S Bestwick, M Smith & C Barnfather.

Clerks to the Council Belinda Kalka & Amanda Rowbotham

- 1) Apologies. – Cllr H Stoddart, R Stevenson, & C Pitt
- 2) Declarations of Interest. - None
- 3) Minutes of Meeting of 14th January 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) Accident reports/customer suggestions/Policy Reviews

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

Date	Site of accident/incident	Staff member reported?	Nature of Accident/incident?	Action Taken
24/03/26	Sports Hall	A Rowbotham	Lost footing trying to move the equipment, stumbled onto the gate which closed and trapped his hand. Cut to the hand.	1 st aid provided and advised to attend a walk-in clinic to have it dress professionally.
25/03/26	Sports Hall	A Rowbotham	Tripped while moving backwards to take a shot during badminton. Fell on her right hand. Sore, swollen hand and slight nausea.	Ice pack provided. Members of the group made sure she got home safely.
29/03/26	Petanque	A Rowbotham	Son accidentally hit Father on the head whilst playing a game as he swung back. Father was standing too close.	None needed

Resolved The Accidents were noted, and it was agreed that monitoring to be made regarding customers moving equipment.
The Handyman to lubricate the sports hall equipment access.

3. Policies for Review-Full Council 20th April 2026

- P024- Equal Opportunities Policy -Date amendment only
- P029A/B- Staff Holidays -Date amendment only
- P032- Vexatious Complaints Policy -Date amendment only
- P034- social media Policy -Date amendment only
- P036- Adverse Weather Policy -Date amendment only

Policies for Review-Full Council 18th May 2026

- P001- Standing Orders -Date amendment only
- P002- Financial Regulations -Date amendment only
- P003- Leisure Centre Regulations -Date and Slight amendments
- P004- Policy for Finance Control -Date and Slight amendments
- P015- Audit-Financial Risk Assessment -Date amendment only
- P016- Internal Audit Programme -Date amendment only
- P017- Effectiveness of Internal Control -Date and Slight amendments

New

- Martyn's Law for consideration- to be enforced April 2027

Resolved Dates and alterations noted and updated for recommendation at Full Council on the 20-04-26.

Martyn's Law- the Council would refer to the Government guidelines- before implementation policy.

Lengthsman

- Continuation of the scheme confirmed, fund amount same as previous years.

Legionella-

- Scaffold permanent structure inspection due August 26.- Needs scheduling for the 18th of August
- Tanks inspection next scheduled on 18th August 26-
- Showerhead disinfection due May 26 - TBC
- Water sample due February 27 -
- Calorifier inspection & TMV Service next due June 26 – TBC
- 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.
- Football pitch maintenance ongoing- Quotes from Ulyetts, Larch & Replay for seeding. Soil sample results.
- 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- To monitor
- Tennis Court 2 Tree Root damage and holes appearing- Work commenced- Surfaces painting TBC
- Tennis court clean and treatment next due October 26.
- Pitch Power checks due March 26- Due now and claim for money

- Flooding issues at the rear of the building- waiting for drier weather for works to start
- Guttering Quotes Sports Hall- GK TECH £961.20

Utilities

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

Resolved Solar Power Initiatives- to be deferred until the next meeting 15-07-26

Pitch 4 advertisements

- 2025/26 invoices sent

5) Quarterly Variance Analysis- Accounts January- March 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.

6) CIL- report- update

Resolved The next scheduled CIL report is due in July 2026.

7) Leisure Centre

a) Refurbishment- Finances – Discussed within the budget and finances

8) HR Discussions

a) Staff Appraisals & Payroll -

b) Handyman

c) Lengthsman

Resolved Parish Clerks Meeting to be attended via Teams by both Clerks.
Discussions regarding the staffing of the booking office and possible reorganisation of rotas and working ethos to be discussed going forward.

Resolved Belinda Kalka's & Amanda Rowbotham appraisal's scheduled for Wednesday 8/4/26

Recommended to Full Council meeting 20th April 26- To agree Booking Office staff salary increases in accordance with National Living wage and banding progression with effect from 1st April 2026.

Following the Clerks successful appraisals-To agree staff salary increases in accordance with NALC point banding progression with effect from 1st April 2026.

9) AOB- NONE

10) Date of Next Meeting- 15th July 2026 @ 10.30am.

11) Closure @12.05pm

