WARSOP PARISH COUNCIL

Town Hall, Church Street, Market Warsop, Mansfield, Notts. NG20 0AL.

MINUTES of the **Finance & General Purpose (F&GP) Committee** held on **15th September 2025** commencing at **6.00pm** at Warsop Town Hall.

Members present: Cllrs J Stephenson (Chair), Cllr N McGuiness, Cllr K Hardy

In attendance: One Councillor (not a member of this Committee)

Agenda no	Agenda item title
2025-74	To **note apologies** for absence. Cllr K Bonsall sent apologies.
2025-75	To **receive** any **declarations of interest** in accordance with the requirements of the Localism Act 2011 **and consider** any dispensation requests received by the Clerk There were no declarations of interest.
2025-76	To consider if any items on the agenda require the **exclusion of public and press** under the Public Bodies (Admission to Meetings) Act 1960 during the consideration of items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. No press or public present
2025-77	To approve the publisher/designer for WPN It was agreed that publishing should remain with Colin Archer. It was agreed to trial Karen Emm as Designer for the Winter 2025 issue.
2025-78	To approve bookings and payments for the Christmas Event All bookings and payments were agreed. Electric Bear require a 50% deposit and this will be paid by cheque.
2025-79	To consider buying a snow globe Purchase of a snow globe was discussed. It was agreed subject to a contract being put in place between WPC and The Shed/Target 1 CIC.

Agenda no	Agenda item title
	Before its purchase, it is recommended that Council research the amount of training and number of volunteers required to manage it.
2025-80	To approve payment for buying a snow machine After a discussion of costs so far for the Christmas event (estimated at £9,800 against a £10,000 budget) It was decided to leave this purchase and review for future events.
2025-81	To consider buying Reindeer Statues The purchase of reindeer statues was agreed.
2025-82	Office Premises - To consider re-locating the council's offices to the ground floor of the town hall so the council's premises are more accessible to members of the public. Full costings and feasibility study to follow. It was agreed that the council must meet its accessibility duties under the Equality Act. With the chair lift out of service, there is currently no access to The Chambers or office for people unable to use the stairs. It was agreed this decision was out of the scope of the F&GP committee and needs to be discussed at Full Council, in order to consider the available options. It was agreed that Christmas Smile could use The Chambers for the Christmas campaign if the downstairs room wasn't available. Members recommend purchasing a coffee/tea machine for the office - councillors and staff team to make an agreed payment per drink, members of the public attending meetings can be offered drinks.
2025-83	Discuss Budget and Banking arrangements The latest figures were discussed, and it was agreed that Scribe doesn't currently fully represent the council's current financial position in terms of budget pots. This is to be discussed with the new Clerk so it can be looked into. The quotations for the urgent tree works were discussed. Maplebeck was the preferred contractor. It was agreed the tree work at the Church needed to be done as soon as possible for Health and Safety reasons. Therefore, the F&GP committee recommends expenditure of up to £3,000 for this purpose and to instruct the contractor to book in this work asap.
2025-84	To approve the new Clerk being added to the banking Agreed and approved.
2025-85	To approve the appointment of the Events Coordinator Agreed and approved.

Agenda no	Agenda item title
2025-86	To approve the Events Coordinator to be added to the banking Agreed and approved.
2025-87	To approve the purchase of a Laptop for the events coordinator Agreed and approved. When the Clerk's laptop was purchased there was the option to get a second laptop for a lower price and it was agreed Council should take advantage of this offer.
	Meeting closed: 7pm

Signature of Chair: _____