



Studley Parish Council

Parish Office, Village Hall
High Street, Studley
Warwickshire
B80 7HJ

Telephone: 01527 853204
clerk@studleyparishcouncil.gov.uk
www.studleyparishcouncil.gov.uk

NOTICE OF MEETING

**The Finance & Staffing Committee meeting will be held on
Tuesday 28th February 2023 starting at 7pm
in the Council Chamber, Studley Village Hall, High Street B80 7HJ**

Members of the Finance Committee are hereby summoned to attend the meeting.

Signed Katharine Walters
Clerk

Date 22/02/2023

This meeting is open to all members of the public; if attending, please remain mindful of the potential for covid-related infection.

If you are experiencing any [covid-related symptoms](#), please do not attend.

The windows will be open to encourage the circulation of fresh air.

AGENDA




- 1. Welcome from the Chairman.**
- 2. Apologies**
To receive apologies from absent members and record the reason for absence.
- 3. Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
 - a) Keep their Register of Interests form up to date
 - b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda, and the nature of those interests.
- 4. To record any grant of dispensation following declaration of DPI or ORI**
Any member with a DPI or ORI may seek dispensation to remain in the meeting, speak and vote. Such request must be submitted to the Clerk in writing before the meeting starts.
- 5. Public Forum**
Members of the public are welcome to address the committee with regard to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.
- 6. Approval of draft minutes from previous meeting**
Draft minutes of the committee meeting held 24th January 2023, pgs 9-10

7. For discussion and agreement - Finance:

- a) To consider, with reference to grant funds policy discussed in full council meeting on 21st February 2023, requests received from;
 - i) Studley First Responders – To be re considered after the receipt of financial statements. Pages 3-6
 - ii) Studley Sports and Social Club for £150.00 to continue with a warm hub. Pages 7-8
- b) Potential Office relocation to Council Chamber in accordance with HSE regulations. The Council Office is becoming overcrowded and no longer provides a quiet place of work, in turn impacting on delayed workloads.
- c) To finalise arrangements regarding tender process, including bringing forward the date of the next Finance Committee Meeting to the 14th March 2023.
- d) To agree a date to discuss the streetlighting contract.
- e) To discuss and agree quotes received to enable further professional structural inspection of the skatepark.
- f) To discuss and agree staff holiday rollover from current year to April 2023.
- g) To agree a convenient date for the quarterly book keeping review. To note the internal auditor is visiting 2nd March 2023 with a potential follow up visit on the 23rd March 2023.
- h) To report the current use of Brickyard Lane playing field.
- i) To discuss and agree quote for stump grinding.

8. To note items for the next agenda.

9. To note the next date and time of the next Finance Committee meeting, 28th March 2023.

Studley Parish Council Grant Application Form	Studley Village Hall, High Street Studley, Warwickshire B80 7HJ Tel: 01527 853204 email: clerk@studleyparishcouncil.gov.uk https://www.studleyparishcouncil.gov.uk
Please tick here to confirm you have read the council's Grant Policy and Guidance Notes Continue on separate sheet if necessary.	
<p style="text-align: center;">About your Organisation</p>	
1. Name and contact address of your organization 	
2. Contact telephone number and email address 	
3. Name of contact and position in organisation 	
4. Aims & purposes of your organisation / or you as an individual applicant if relevant. <p style="text-align: center;">To respond to 999 calls to the ambulance service and deliver lifesaving and emergency medical treatment to those in need in the Studley area. Working along Frontline/Ambulance service and assisting when an ambulance cannot arrive within the time constraints. We attend life-threatening and other medical emergencies to those in need at all times of the day and night.</p> <p>Provide educational support in the form of CPR and basic first aid training to other volunteer and youth organisations within Studley.</p>	
5.(a) Is the Organisation Not for Profit <p style="text-align: center;">Yes</p>	5.(b) Is the Organisation a Registered Charity <p style="text-align: center;">No</p>
<p style="text-align: center;">Reason for grant request</p>	
6. Project / activity description <p>Whilst Studley First Responders work alongside West Midlands Ambulance Service (WMAS) and respond to 999 calls received by the emergency contact center, they work completely as unpaid volunteers and receive no funding to purchase uniform, medical equipment, ongoing supplies, vehicles, insurance and every day expenses associated with providing this service to the local community.</p> <p>The scheme currently has 8 trained responders, 5 of which are qualified Paramedics and work for WMAS as their 'day job'. This is a unique situation as very few responder schemes nationally have responders with this level of training and tend to rely on lay-responders who have been trained to a level 3 qualification in emergency care.</p> <p>For many years now Studley First Responders have struggled financially and very often relied on the volunteers themselves covering the cost of fuel for the vehicle and other expenses. The vehicle has numerous pieces of</p>	

V 03 (10.2019) updated 2022/04



equipment which requires a constant charge such as the defibrillator and monitor. The radio and electronic dispatch system do drain the auxiliary battery very quickly therefore the vehicle is plugged in and kept full charged and operational by the on-call responder. Obviously, the cost of the electricity is an expense that is never claimed for.

As highlighted in the media over the past months, people are experiencing very long delays when waiting for an ambulance due to hospital capacity issues which cause ambulances to be queuing outside of accident and emergency departments and unable to off-load patients. This in turn means that there are significantly fewer ambulances to respond to outstanding 999 calls and hence patients are waiting many hours for treatment of life-threatening emergencies. ✓

As a responder scheme, we have a pipe dream of purchasing a second vehicle so that we can have 2 resources booked on duty at the same time and therefore double the service that we can offer to the community. We have been offered a reduce price on a fully equipped 4x4 vehicle which would allow access to some of our rural areas in all weather conditions. Whilst we understand that the cost of this vehicle exceeds the amount of grant available, we thought it was important to inform you of our aims to enhance our existing service.

On this occasion, we would like to apply for a grant which would enable us to cover the cost of the vehicle insurance which is due in March 2023 as well as purchase a set of equipment to remain in the car so that the existing responders who have been unable to purchase their own equipment are able to use the vehicle operationally on an individual basis.

7. How will it benefit the local community?

The vehicle will be fully equipped and available for all responders to use at anytime regardless of them having personal equipment or not. This will enable a great number of operational hours and resources available to the residents of Studley.

We believe that recruitment of new responders will improve if the financial burden of buying their own equipment or raising funds from elsewhere to do so is removed. This in turn will give greater numbers of first responders and therefore emergency medical cover to the community.

The operational equipment on the vehicle will be easier than personal kit to ensure it is of a set standard and restocked after use. This will benefit the community as the responder attending an incident will have access to a full range of authorized equipment which is fit for purpose.

Insuring the existing vehicle will enable the scheme to keep the vehicle operational and able to respond to medical emergencies within the community.

<p>8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.</p> <p>With the rise in calls to the ambulance service, and the stretch in resources. We hope to achieve the best standard of care for the community of Studley and respond to calls in a timely manner. We plan to expand the first response team, as a majority at this moment are registered paramedics who work for West Midlands Ambulance Service. This will only improve overtime and with expansion. We plan to change the batteries of the car and defibrillator as soon as financially possible as all staff are trained, ready to attend emergencies.</p>													
<p>9. How will you be letting the local community know about this project / activity and how it is funded?</p> <p>We are extremely active over facebook and also speak to the community when village events occur. We are open about being a volunteer service, and will appreciate any funding, as well as planning our own fundraising around the village to raise more money to help.</p>													
<p>About the costs</p>													
<p>10. What is the total cost of the project / activity? (Provide a breakdown if applicable)</p> <table border="0"> <tr> <td>Zoll AED Pro</td> <td style="text-align: right;">£3,300</td> </tr> <tr> <td>Suction Unit (OB3000)</td> <td style="text-align: right;">£964</td> </tr> <tr> <td>Kit bag (SP Parabag fa/2204sp)</td> <td style="text-align: right;">£271</td> </tr> <tr> <td>Medical equipment for kit bag</td> <td style="text-align: right;">£200</td> </tr> <tr> <td>Car Insurance</td> <td style="text-align: right;">£830</td> </tr> <tr> <td>Total Cost</td> <td style="text-align: right;">£5,565</td> </tr> </table>		Zoll AED Pro	£3,300	Suction Unit (OB3000)	£964	Kit bag (SP Parabag fa/2204sp)	£271	Medical equipment for kit bag	£200	Car Insurance	£830	Total Cost	£5,565
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Total Cost	£5,565												
<p>11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:</p> <ul style="list-style-type: none"> • From Organisation's reserves - £500 • Fundraising events - £ unknown • Other grants - £0 • Donations from individuals or businesses - £0 <p>(very little response from appeals as we believe majority of people think we are part of the ambulance service and fully funded).</p> <p>Please attach a copy of the organisation's latest financial statements and balance sheet.</p>													
<p>12. What is the total grant amount you are you applying for?</p>	<p>£5,000</p>												
<p>13. If you have sought a grant from Studley Parish Council in the past three years, please give details.</p> <p>None</p>													



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Position held in the Organisation Social Representative

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.

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Tel: 01527 853204

email: clerk@studleyparishcouncil.gov.uk
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Please tick here to confirm you have read the council's Grant Policy and Guidance Notes
Continue on separate sheet if necessary.

About your Organisation

1. Name and contact address of your organisation

STUDLEY SPORTS AND SOCIAL CLUB
ELBORO CLOSE, STUDLEY, B80 7HL

2. Contact telephone number and email address

[REDACTED]

3. Name of contact and position in organisation

[REDACTED]

4. Aims & purposes of your organisation / or you as an individual applicant if relevant.

SUPPORTING THE LOCAL COMMUNITY THROUGH
SPORTS, COMMUNITY CLUBS, ORGANISATIONS

5.(a) Is the Organisation Not for Profit

Yes / ~~No~~

5.(b) Is the Organisation a Registered Charity

~~Yes~~ / No

Reason for grant request

6. Project / activity description

WEEKLY "WARM UPS", PROVIDES A PLACE
FOR PEOPLE TO MEET AND SOCIALISE. TEA,
COFFEE AND BISCUITS ARE PROVIDED

7. How will it benefit the local community?

TO IMPROVE HEALTH & WELL BEING IN THE COMMUNITY,
PROVIDING A PLACE FOR ALL AGES, ALL PEOPLE
WHO MAY BE LONELY, ISOLATED, NEEDING COMPANY.
ALL RACES & DISABILITIES WELCOME.

8. What do you hope to achieve and when? – the Parish Council require an update after 6 months and/or on completion of the project.

THIS WARM HUB STARTED IN JUNE 2022 AT THE END OF COVID RESTRICTIONS. WE REGULARLY ATTRACT BETWEEN 15 AND 20 PEOPLE WHO ARE SEEKING WARMTH & COMPANY – THIS TAKE PLACE WEEKLY ON WEDNESDAYS

9. How will you be letting the local community know about this project / activity and how it is funded?

Studley Sports & Social Club Web site, Face book, Social Media, Community organisations, Newsletter etc.

About the costs

10. What is the total cost of the project / activity? (Provide a breakdown if applicable)

Voice hire £10 weekly. Provisions £10 weekly, Total £80 per month. Applicants for 3 months £240.

11. How do you plan to finance the project / activity? Please indicate how much you will receive from each category:

- From Organisation's reserves - £ 20 month.
- Fundraising events - £ 5 month
- Other grants - £ —
- Donations from individuals or businesses - £ 5 MONTH

Please attach a copy of the organisation's latest financial statements and balance sheet.

N/A.

12. What is the total grant amount you are applying for?	£ 240 LESS OTHER FUNDING OF £90 = £ 150.00
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13. If you have sought a grant from Studley Parish Council in the past three years, please give details.

WARM HUB FUNDING.

Signature of Applicant Date 10 / 2 / 23

Position held in the Organisation

Return to address details above – either by post or email; an acknowledgement will be issued within 5 working days. You will be notified when the council meets to consider your request.

V 03 (10.2019) updated 2022/04



Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 24th January 2023, 6pm Council chamber, Studley Village Hall

Committee members present Cllr A Smith, Chairman
Cllr Jill Beard, Cllr Phil Hunt, Cllr Penny Hunt
Cllr Peter Hencher-Serafin. Cllr David Collett.
Cllr Colin Summers – ex officio, Cllr Mike Osborne – ex officio

In attendance Liza Rose, Clerk/RFO.
Katharine Walters, Clerk.
One member of the public.

F&S 22/085 **Agenda item 1: Welcome from the Chairman.**
The meeting started at 6.10pm with the Chairman welcoming everyone to the meeting.

F&S 22/086 **Agenda item 2: Apologies.**
None

F&S 22/087 **Agenda item 3: Declarations of Interest.**
Cllr Penny Hunt agenda item 7c ii - ORI

F&S 22/088 **Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.**
None requested.

F&S 22/089 **Agenda item 5: Public Forum**
A member of the Studley Sports & Social Club requested that the Clerk contact them to discuss the use of Brickyard Lane playing fields.

F&S 22/090 **Agenda Item 6: Approval of draft minutes from previous meeting**
RESOLVED to approve the minutes of the committee meeting held 13/12/2022 as a true record of proceedings, circulated separately.

F&S 22/091 **Agenda Item 7: For discussion and agreement – Finance;**
a) To consider a request made by Cllr Py Hunt from the Community Engagement working party, requesting the amount of £2,400 be entered into the budget for newsletters and posters advertising events.

It was **agreed** to enter the amount of £2,400 into the 2023/24 budget for newsletters and posters.

b) To review and agree the draft budget before presentation at the SPC meeting on 24th January 2023.

The budget was reviewed and **agreed** before presenting to full council.

- c) To consider grant requests received from;
 - i. Studley Christmas Lights for the amount of £272.00 for a shortage on the Christmas lights funding.
It was **agreed** to grant the amount of £272.00
 - ii. Studley Youth Foundation for the amount of £2,500 to provide weekly events for the youths of Studley from 1st March 2023.
It was **agreed** to grant the amount of £1,000 to help the foundation starting up.
- d) Potential office relocation to Council Chamber. The council office is becoming overcrowded and no longer provides a quiet place of work, in turn impacting on delayed workloads.

It was requested that this item be deferred to the next Staffing & Finance Committee meeting.

- e) To discuss and agree a tender timetable.

It was **agreed** that all tender documents should be sent into the office week commencing 6th February 2023.

- f) To discuss and agree the cost of £175, relating to the photocopying of minutes from the County Records Office which had been placed into archive.

It was **agreed** that the Clerk would raise a purchase order to obtain copies of minutes required by the office.

- g) To discuss and agree a further professional structural inspection of the skatepark.

It was **agreed** to delegate the instruction to the Clerk, up to the amount of £1,000 and in the 2022/2023 financial year.

F&S 22/092 Agenda item 8 To note items for the next agenda.

No suggestions were put forward.

F&S 22/093 Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 28th February 2023.

Meeting Closed 6:59pm

Signed Date.....
Chairman, Finance & Staffing Committee