



## PEASEDOWN ST JOHN PARISH COUNCIL

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4<sup>th</sup> July 2018

### To Councillors:

Jo Davis; Stephen Goodwin; Edward Jones; Simon Kidd; Andrew Larcombe (Chair); Jonathan Rich; Kathy Thomas.

You are hereby summoned to attend a meeting of the Finance & Amenities Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 10<sup>th</sup> July 2018 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

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## AGENDA

### Meeting of the Finance & Amenities Committee

7.00pm

**Public Session** - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

**\*\*PLEASE ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER\*\***

**Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.**

### **F&A001 – 10/07/2018 Election of Vice-Chair**

To receive nominations and to elect a Vice-Chair of the Finance & Amenities Committee.

### **F&A002 – 10/07/2018 Apologies for Absence**

To receive and approve, if necessary, any apologies for absence.

### **F&A003 – 10/07/2018 Declarations of Interest**

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

**Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.**

**F&A004 – 10/07/2018 Minutes**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 1<sup>st</sup> May 2018 (appendix A).
- ii. To review updated copy of the Actions Register on SharePoint.

**F&A005 – 10/07/2018 Items for Urgent Report**

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

**F&A006 – 10/07/2018 Burial Sub-Committee**

To appoint a Burial Sub-Committee to work in line with the agreed Terms of Reference and Delegations (appendix B).

**F&A007 – 10/07/2018 Advisory Panels**

- i. To reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations (appendix C).
- ii. To review the list of Finance & Amenities Committee commissioned Advisory Panels and reaffirm their status or formally dissolve them (appendix D).
- iii. To receive a report from the **Braysdown Allotments Advisory Panel** to include formalising councillor representation and make any associated decisions (appendix E).
- iv. To receive a report from the **Football Club Liaison Advisory Panel** from their meeting on 27<sup>th</sup> June 2018 and to receive an update and make any associated decisions or recommendations to Full Council on (appendix F):
  - a. the planning application for a new Club House;
  - b. the annual inspection and maintenance of the changing rooms and facilities;
  - c. the football teams using the facilities for the 2018/19 season;
  - d. changes to the User Agreements;
  - e. pitch improvement works for the 2018/19 season and associated costs (to include ratification of emergency spend);
  - f. request for new goal posts and consideration of quotations received.

**F&A008 – 10/07/2018 Review of Current Finances 2018/19**

To consider report on financial spend against budget for the 2018/19 financial year covering both operational and capital projects budgets. To also include review of the Balance Sheet for bank account balances, petty cash, VAT and reserves (pre-reading appendix G).

**F&A009 – 10/07/2018 CIL & Community Empowerment Fund**

To receive update on Community Infrastructure Levy and Community Empowerment Fund income and expenditure (appendix H).

**F&A010 – 10/07/2018 Review of Debtors and Creditors**

To review the financial debtors and creditors report and make any associated decisions (report to be tabled at the meeting).

**F&A011 – 10/07/2018 Review of Section 106 Finances**

To review report on financial spend (actual and pending) for the Wellow Lane Section 106 monies (appendix I).

**F&A012 – 10/07/2018 Banking Arrangements**

To receive update on bank signatories and bank balances relating to the Financial Services Compensation Scheme and to make any associated decisions (appendix K).

**F&A013 – 10/07/2018 Internal & External Audits**

To receive update on both the Internal and External Audits for the 2017/18 financial year and to consider any recommendations/to decide on any related action items (appendix J).

**F&A014 – 10/07/2018 Finance & Amenities Related Policies**

To review the list of Finance & Amenities related policies and receive update on those with legislation changes and to determine any which are missing making plans for their establishment (appendix L).

**F&A015 – 10/07/2018 Community Grants**

To receive update on Community Grant and Village Event awards for 2018/19 and to consider adherence to the Terms and Conditions regarding feedback (appendix M).

**F&A016 – 10/07/2018 Winter Planting Scheme**

To receive a report on proposals for winter planting for the 2018/19 season and make associated decisions, to include consideration of suggestions for changes to some of the beds following recent regular incidents of vandalism (appendix N).

**F&A017 – 10/07/2018 Beacon Hall & Field**

- i. To receive a report and make associated decisions on any non-standard booking queries and enquiries.
- ii. To consider feedback provided on Beacon Hall bookings and to consider recommendations on the Beacon Hall booking policy and rates of hire (appendix O).
- iii. To consider a request from a resident regarding the impact on their property of the trees located on the open space areas around the hall (appendix P).
- iv. To receive a report on the play equipment on Beacon Field, including recent repairs and inspections, and make any associated decisions for additional works required (appendix Q).

**F&A018 – 10/07/2018 Ashgrove Cemetery**

- i. To consider requests for new memorials at Ashgrove Cemetery (appendix R).
- ii. To consider a request from a resident to attach some trellis to the cemetery boundary wall (appendix S).

**F&A019 – 10/07/2018 Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

**F&A020 – 10/07/2018 Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 25<sup>th</sup> September 2018 at 7pm at Beacon Hall.