



PEASEDOWN ST JOHN PARISH COUNCIL

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19th September 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 25th September 2018 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

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&A021 – 25/09/2018 Apologies for Absence

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

F&A022 – 25/09/2018 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&A023 – 25/09/2018 Minutes

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 10th July 2018 (appendix A).
- ii. To consider and approve the minutes of the Burial Sub-Committee meeting held on 24th July 2018 (appendix B).
- iii. To review updated copy of the Actions Register on SharePoint.

F&A024 – 25/09/2018 Items for Urgent Report

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

F&A025 – 25/09/2018 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 (appendix C).

F&A026 – 25/09/2018 CIL & Community Empowerment Fund

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

F&A027 – 25/09/2018 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&A028 – 25/09/2018 Review of Section 106 Finances

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

F&A029 – 25/09/2018 Banking Arrangements

To receive update on bank signatories and to make any associated decisions (appendix F).

F&A030 – 25/09/2018 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 G).

F&A031 – 25/09/2018 Assets & Insurance

To receive an update on the inventory of land and assets and to review the insurance policy and schedule renewal for 2018-19 and make associated decisions (appendix H).

F&A032 – 25/09/2018 Braysdown Allotments Advisory Panel

To receive an update from the Braysdown Allotments Advisory Panel and to review and determine the annual rent for Braysdown Allotments in relation to the rental agreement with the landowner (appendix I).

F&A033 – 25/09/2018 Football Club Liaison Advisory Panel

To receive an update from the Football Club Liaison Advisory Panel and to make any associated decisions or recommendations to Full Council on (appendix J):

- i. the planning application for a new Club House;
- ii. determine arrangements for quarterly inspections of the changing rooms and facilities;
- iii. the football teams using the facilities for the 2018/19 season and signing of the User Agreements;
- iv. new goal posts and Football Association grant application.

F&A034 – 25/09/2018 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 K).

F&A035 – 25/09/2018 Remembrance Event and Beacon Lighting

To consider recommendations from the Executive Committee regarding the Beacon Lighting WWI Centenary Event. (appendix L).

F&A036 – 25/09/2018 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 M).
- 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 N).
- iv. To receive update on outstanding improvements for acoustic panels and auto-sensor flush for men's toilets (appendix O).
- v. To consider quotations for replacement external lighting at Beacon Hall (appendix P).
- vi. 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&A037 – 25/09/2018 Ashgrove Cemetery

- i. To consider requests for new memorials at Ashgrove Cemetery (appendix R).
- ii. Following site visit to cemetery with engineer from Bristol Water to receive update on possible installation of a stand-pipe to be located within the Garden of Remembrance also for the possible sunken drainage by the main lock up building (appendix S).
- iii. To consider recommendations for the additional planting and improvements to the Garden of Remembrance following meeting regarding a donation for this from a resident (appendix T).
- iv. To consider suggestions regarding the removal of commemorative flowers/items on graves (appendix U).
- v. To consider suggestion regarding combined donations and plaques for the remaining Memorial benches for the Garden of Remembrance, also agree pricing for memorial roses (appendix V).
- vi. To review the Policy for Memorial Tree, Shrub and Bench Donation Policy (appendix W).
- vii. To review the Policy for Interments and Memorials at Ashgrove Cemetery (appendix X).

F&A038 – 25/09/2018 Review of New Actions

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

F&A039 – 25/09/2018 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 6th November 2018 at 7pm at Beacon Hall.