



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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2nd January 2019

To Councillors:

Jo Davis; Stephen Goodwin; Simon Kidd; Andrew Larcombe (Chair); Linda Morgan; Claire Parfitt; 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 8th January 2019 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&A058 – 08/01/2019 Apologies for Absence

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

F&A059 – 08/01/2019 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&A060 – 08/01/2019 Minutes

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 6th November 2018.
- ii. To review updated copy of the Actions Register on SharePoint.

F&A061 – 08/01/2019 Items for Urgent Report

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

F&A062 – 08/01/2019 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.

F&A063 – 08/01/2019 CIL & Community Empowerment Fund

To receive update on Community Infrastructure Levy and Community Empowerment Fund income and expenditure.

F&A064 – 08/01/2019 Review of Section 106 Finances

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

F&A065 – 08/01/2019 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&A066 – 08/01/2019 Budget Preparations for 2019/20

To receive an update on the tax base and Council Tax Support Grant, to review the figures discussed at the Finance & Amenities Advisory Panel meeting in December and to consider responses to queries raised at this meeting and any additional items to be included within the operational budget for the 2019/20 financial year. To also consider suggestions for projects and items to be included for earmarked reserves. To determine any recommendations to Full Council for the setting of the precept and the process for presenting to Full Council at the meeting on 22nd January 2019.

F&A067 – 08/01/2019 Banking Arrangements

To receive update on bank signatories and bank charges and make any associated decisions.

F&A068 – 08/01/2019 Internal Audit & External Audit

To review the report generated from the interim internal audit for the 2018/19 financial year. To consider any recommendations and to decide on any related action items. To include review of the process for online payments to suppliers.

F&A069 – 08/01/2019 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.

F&A070 – 08/01/2019 Braysdown Allotments Advisory Panel

To receive an update from the Braysdown Allotments Advisory Panel following their allotment inspection on 10th December 2018.

F&A071 – 08/01/2019 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 and Trustees. The update to include the following:

- i. the planning application for a new Club House;
- ii. inspections of the changing rooms and improvements to facilities;
- iii. donations from teams for the 2018/19 season;
- iv. new goal posts and Football Foundation grant application.

F&A072 – 08/01/2019 Floral Displays

To receive an update regarding the current supplier for floral displays and to consider proposed alternative options for summer 2019.

F&A073 – 08/01/2019 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 hire packs.
- iii. 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.

F&A074 – 08/01/2019 Ashgrove Cemetery

- i. To consider requests for new memorials at Ashgrove Cemetery.
- ii. To consider suggestions regarding the removal of commemorative flowers/items on graves.
- iii. To consider suggestion regarding combined donations and plaques for the remaining Memorial benches for the Garden of Remembrance, also agree pricing for memorial roses.
- iv. To review the Policy for Memorial Tree, Shrub and Bench Donation Policy.
- v. To review the Policy for Interments and Memorials at Ashgrove Cemetery.
- vi. To receive update on the documenting of cemetery related process on Visio.

F&A075 – 08/01/2019 Review of New Actions

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

F&A076 – 08/01/2019 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 5th March 2019 at 7pm at Beacon Hall.