



## PEASEDOWN ST JOHN PARISH COUNCIL

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27<sup>th</sup> February 2019

### To Councillors:

Jo Davis (Vice-Chair); 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 5<sup>th</sup> March 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).

To include report from P.C.S.O. Tony McIntosh on recent shed break-ins at Braysdown Allotments and to provide suggestions for extra security measures for the site. Some members of Braysdown Allotments have been invited to attend the meeting regarding this report.

To include report from a representative from Peasedown Party in the Park with a view to requesting support from the Parish Council for the 2019 event.

**\*\*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&A077 – 05/03/2019 Apologies for Absence**

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

**F&A078 – 05/03/2019      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&A079 – 05/03/2019      Minutes**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 8<sup>th</sup> January 2019.
- ii. To review updated copy of the Actions Register on SharePoint.

**F&A080 – 05/03/2019      Items for Urgent Report**

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

**F&A081 – 05/03/2019      Braysdown Allotments Advisory Panel**

To receive an update from the Braysdown Allotments Advisory Panel and to consider suggestions for improvements to security arrangements following a succession of recent shed break-ins.

**F&A082 – 05/03/2019      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; meeting held on 4<sup>th</sup> March 2019;
- 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;
- v. a request from Bristol City Community Trust regarding the running of Wildcats girls football sessions in Peasedown St John.

**F&A083 – 05/03/2019      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&A084 – 05/03/2019      CIL & Community Empowerment Fund**

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

**F&A085 – 05/03/2019      Review of Section 106 Finances**

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

**F&A086 – 05/03/2019      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&A087 – 05/03/2019      Banking Arrangements**

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

**F&A088 – 05/03/2019      Internal Audit & External Audit**

To receive update on the report generated from the interim internal audit for the 2018/19 financial year and to determine a plan of action for those items not yet addressed. To include update on the Asset Register. To also receive update on plans for the end of financial year audits.

**F&A089 – 05/03/2019      Anti-Fraud, Corruption and Theft Policy**

Further to recommendations from the Internal Audit Report to review the draft new Anti-Fraud, Corruption and Theft Policy and make any suggestions for amendment prior to considering adoption.

**F&A090 – 05/03/2019 Provision for Monthly Payroll Access**

To receive update regarding the change to monthly payroll and to determine bank access requirements for B&NES Council when functioning as the Parish Council's payroll provider.

**F&A091 – 05/03/2019 Review of Financial Regulations**

To review the Financial Regulations including recommendations on the draft amendments regarding bank signatories, BACS payments, payroll requirements, etc. for inclusion in their adoption at the Annual Meeting of the Full Council in May.

**F&A092 – 05/03/2019 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. To also consider process for the recommendation of the 2019/20 awards and in view of timescales to consider request for support/sponsorship of Party in the Park.

**F&A093 – 05/03/2019 Waste Collection & Disposal Contracts**

To consider options regarding the waste collection and disposal contracts for Beacon Hall and Ashgrove Cemetery and to make associated decisions.

**F&A094 – 05/03/2019 Grass Cutting Contracts**

To consider options regarding the mowing contracts for Beacon Field and the Recreation Ground and to make associated decisions.

**F&A095 – 05/03/2019 Ride on Mower**

To review the quotations and consider options for the replacement of the ride-on-mower with regards to leasing a new machine.

**F&A096 – 05/03/2019 Beacon Hall & Field**

- i. To receive a report and make associated decisions on any non-standard booking queries and enquiries.
- ii. To receive update on the improvements to Beacon Hall and to consider quotations for assets that require replacing.
- iii. To receive a report on the play equipment on Beacon Field, including recent repairs and annual play inspections, and make any associated decisions for additional works required.

**F&A097 – 05/03/2019 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 photographing and documenting of the plots and memorials at Ashgrove Cemetery.

**F&A098 – 05/03/2019 Review of New Actions**

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

**F&A099 – 05/03/2019 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 30<sup>th</sup> April 2019 at 7pm at Beacon Hall.