



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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3rd July 2019

To Councillors:

Jo Davis; Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson; 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 9th July 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&A001 – 09/07/2019 Election of Vice-Chair

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

F&A002 – 09/07/2019 Apologies for Absence

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

F&A003 – 09/07/2019 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&A004 – 09/07/2019 Minutes & Actions

- i. The minutes of the Finance & Amenities Committee meeting held on 30th April 2019 were approved at the May Full Council meeting – minute C007 – 14/05/2019 refers.
- ii. To review updated copy of the Actions Register on Planner.

F&A005 – 09/07/2019 Items for Urgent Report

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

F&A006 – 09/07/2019 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.
- ii. To review the list of Finance & Amenities Committee commissioned Advisory Panels and reaffirm their status or formally dissolve them.

F&A007 – 09/07/2019 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** to include formalising councillor representation and make any associated decisions.

F&A008 – 09/07/2019 Football Club Liaison Advisory Panel

To receive a report from the **Football Club Liaison Advisory Panel** and make any associated decisions or recommendations to Full Council on:

- a. the planning permission and proposals 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 2019/20 season;
- d. changes to the User Agreements;
- e. update on keys and locks;
- f. pitch improvement works for the 2019/20 season and associated costs;
- g. update on new goal posts;
- h. Consideration of 'friendly' matches.

F&A009 – 09/07/2019 Review of Current Finances 2019/20

To consider report on financial spend against budget for the 2019/20 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&A010 – 09/07/2019 Proposal for Mining Waggon Planters

To receive a report and make associated decisions on proposals for providing floral planters, in the form of mining waggons, at strategic locations within the village, to reference the mining history of the village.

F&A011 – 09/07/2019 CIL & Community Empowerment Fund

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

F&A012 – 09/07/2019 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&A013 – 09/07/2019 Banking Arrangements

To receive update on bank signatories and mandate.

F&A014 – 09/07/2019 Internal & External Audits

To receive update on both the Internal and External Audits for the 2018/19 financial year and to consider any recommendations/to decide on any related action items.

F&A015 – 09/07/2019 Finance & Amenities Related Policies

To review the list of polices that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

F&A016 – 09/07/2019 Community Grants

To receive update on Community Grant and Village Event awards for 2019/20 and to consider adherence to the Terms and Conditions regarding feedback.

F&A017 – 09/07/2019 Winter Planting Scheme

To receive a report on proposals for winter planting for the 2019/20 season and make associated decisions.

F&A018 – 09/07/2019 Beacon Hall & Field

- i. To receive a report and make associated decisions on any non-standard booking queries and enquiries.
- ii. To consider a request for sanitary products to be available at Beacon Hall.
- 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&A019 – 09/07/2019 Review of New Actions

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

F&A020 – 09/07/2019 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 8th October 2019 at 7pm at Beacon Hall.