



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Finance & Amenities Committee Meeting held on Tuesday 9th January 2018 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair), Stephen Goodwin, Simon Kidd, Andrew Larcombe (Chair).
Cllrs. Jonathan Rich and Kathy Thomas was also present at the meeting, in their capacity as Vice-Chair and Chair of Full Council respectively providing them with full voting rights.
Cllr. Nathan Hartley was also present at the meeting and although not formally appointed to this Committee he could join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk.

Public Session

No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
F&A057 – 09/01/2018	Apologies for Absence Apologies were received from Cllr. Edward Jones due to work and home commitments. This apology was duly noted.	
F&A058 – 09/01/2018	Declarations of Interest No further interests to those already disclosed to the Monitoring Officer were declared.	
F&A059 – 09/01/2018	Minutes i. The minutes of the Finance & Amenities Committee meeting held on 7 th November 2017 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of the meeting and were duly signed by the Chair. Proposed by: Cllr. Jonathan Rich Seconded by: Cllr. Simon Kidd Agreed unanimously. ii. The Actions Register was reviewed at the meeting directly from SharePoint.	
F&A060 – 09/01/2018	Items for Urgent Report There were no items for urgent report.	
F&A061 – 09/01/2018	Review of Current Finances 2017/18 A report on spend against budget for the 2017/18 financial year had been circulated to all Councillors as pre-reading for the meeting; a copy of which is attached to this document as appendix F&A061i. The following points were raised: ➤ Some budgets were already overspent; 502005 - Stationery, Printing & Postage; 607010 – Beacon Hall Contents Maintenance. It was estimated any overspend would be balanced at the end of the year by underspend in other areas. The accounts presented were agreed and accepted: Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.	

<p>F&A062 – 09/01/2018</p>	<p>Review of Debtors and Creditors A report of the financial debtors and creditors was tabled and reviewed at the meeting. One aged debtor raised concern; they had three outstanding invoices, the Clerk was requested not to take further bookings from them until they had been paid. It was noted that one hirer still had a £20 credit on their account and despite the Clerk advising them on more than one occasion to allocate it to an invoice so they do not pay the total value of the next invoice, they still had not done so. Consequently, the Clerk was instructed to directly deduct it from their next invoice so they are only invoiced for the balance. The only aged creditor on the report was because the Clerk had not yet allocated a payment against the invoice. Clerk to action.</p>	<p>Clerk Clerk</p>
<p>F&A063 – 09/01/2018</p>	<p>Review of Section 106 Finances Pre-reading provided a report on financial spend for the Wellow Lane Section 106 monies. It was noted that there had been no further expenditure since the report was issued at the last meeting. It was also noted that Unity Trust had closed this bank account due to inactivity and had transferred the balance to the current account; the Clerk to update Sage accordingly to reflect these changes.</p>	<p>Clerk</p>
<p>F&A064 – 09/01/2018</p>	<p>Internal Audit & External Audit The report from the interim internal audit for the 2017/18 financial had been circulated as pre-reading. It was reviewed at the meeting and the Clerk was requested to include all the items on the Actions Register so progress on their resolution could be monitored. Pre-reading provided details on the changes to the external audit process; PKF Littlejohn LLP have put together a webinar summarising the changes which the Clerk will view and report back anything of significance at the next meeting. Pre-reading also detailed information from the Internal Auditor offering their services acting as the Data Protection Officer and providing arrangements under the new Government Data Protection Regulations due in May 2018. A decision will need to be made regarding budget allocation for this once they have been provided.</p>	<p>Clerk Clerk Clerk</p>
<p>F&A065 – 09/01/2018</p>	<p>Budget Preparations for 2018/19 A report of the budget and actual income/expenditure against operational nominal codes for the last two financial years was tabled at the meeting. It contained a further column detailing the suggested budget for the 2018-19 financial year along with any relevant comment. This information had already been thoroughly reviewed at the Finance & Amenities Advisory Panel meeting in December 2017, although the Clerk had made some amendments following queries raised at that meeting. The updated document was again reviewed and increases were made to the following budgets: ➤ Beacon Hall Building Maintenance – due to ongoing works required, many of which are on an annual basis. ➤ Beacon Field Play Equipment Maintenance – due to some of the older play items needing work and budget being overspent in the current financial year.</p> <p>Based on the same precept band-D figure, as the current financial year, the proposed total operational income is £195,240. It was acknowledged that B&NES Council will be reducing their Council Tax Support Grant by £2,770. The proposed total operational expenditure is £192,802. Thus, creating a positive difference of £2,438. It was agreed for these proposals to be presented to Full Council as the operational budget for 2018/19. It was also resolved to submit the following motion to Full Council: <i>That the annual Parish Council precept requirement for the 2018/19 financial year is £174,845.00</i> <i>Proposed by: Cllr. Andy Larcombe</i> <i>Seconded by: Cllr. Kathy Thomas</i></p> <p>Potential project work was briefly discussed; suggestions included: ➤ Extending the tarmac pathway on the Recreation Ground from the children’s play area to the Whitebrook Lane entrance. ➤ Resurfacing the tarmac pathways at Ashgrove Cemetery. ➤ Replacing the ride-on mower which is likely to only last another season.</p>	<p>Clerk Clerk</p>

	Further details and projects would be considered at the January Full Council meeting. Finally, it was agreed that Cllr. Larcombe would meet with the Clerk to finalise the presentation for Full Council using the same format as the previous year.	Clerk & AL
8.45pm – It was resolved to adjourn the meeting for a comfort break.		
8.57pm – It was resolved to reconvene the meeting.		
F&A066 – 09/01/2018	Community Grants A report on the Community Grant and Village Event awards for 2017/18 detailing feedback received to date was reviewed at the meeting. Two grants were still due to have their cheque presentation photograph arranged. The grants application process was discussed, including obtaining feedback; various suggestions were considered. It was resolved to amend the Community Grants process to incorporate an initial meeting of the Finance & Amenities Advisory Panel tasked with reviewing the applications and shortlisting those that were considered as potentially successful applications, then to invite those applicants to present at a Finance & Amenities Committee meeting (to provide more detail and to answer any questions). Proposed by: Cllr. Jonathan Rich Seconded by: Cllr. Andy Larcombe Agreed unanimously.	Clerk
F&A067 – 09/01/2018	Ashgrove Cemetery i. There were no applications for new memorials to consider. ii. Pre-reading reported progress on the Garden of Remembrance; plants had been ordered for the flower beds along the edges of the pergolas, including additional climbing roses. Once the invoices for these plants have been processed there would be approximately £700 remaining in the budget for this project. Options were discussed but considering improvements required to the pathways at the cemetery it was felt the money would be better spent. It was therefore resolved that the Garden of Remembrance project is now complete and any remaining project budget should be returned to Ear Marked Reserves for future projects at the Cemetery. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.	Clerk
F&A068 – 09/01/2018	Beacon Hall i. A request had been received from a new regular hirer to receive the hall at a discounted trial price to help get the class established. It was resolved, that as for previous regular hirers the cost be discounted by 50% for the first three months bookings. ii. It was resolved to proceed with the purchase of a new amplifier and audio equipment, within the Clerk's sign-off limits, to replace the existing broken equipment and to ensure that it is compliant with additional speakers and radio microphones if they were to be purchased at a later date.	Clerk Clerk
F&A069 – 09/01/2018	Play Equipment on Beacon Field Pre-reading provided information and some quotations on options for improvements to the existing Multi-Use Games Area (MUGA) on Beacon Field. The Clerk was requested to obtain up-to-date prices to replace the astro-turf, increasing it in size and to install a goal stand to match the existing one at the opposite end, all with scope to fence around the area at a later date.	Clerk
F&A070 – 09/01/2018	Review of New Actions The Clerk briefly summarised any new actions generated from this meeting ensuring they had been correctly captured on the Actions Register.	
F&A071 – 09/01/2018	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 6 th March 2018 at 7pm at Beacon Hall.	

The meeting closed at 9.28pm

Signed..... Date.....

Appendix F&A061i - Review of Current Finances 2017/18

Date: 07/01/2018
Time: 11:49:15

Peasedown St John Parish Council
Balance Sheet

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From: Month 1, April 2017
To: Month 12, March 2018

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	(201.25)	3,158.75	
Unity Trust Current Account	80,329.50	160,889.86	
Unity Trust Deposit Account	41.95	67,775.45	
Nat West Current Account	(1,057.88)	79,456.60	
Unity Trust Wellow Lane S106 Account	(7,269.23)	0.00	
Petty Cash	0.00	250.00	
Refundable Allotment Key Deposits	15.00	235.00	
Credit Card (Debtors)	763.91	9.00	
VAT Liability	0.00	8,569.44	
	72,622.00		320,344.10
Current Liabilities			
Trade Creditors	(774.45)	11,971.74	
Other Creditors	(2,271.00)	5,243.23	
VAT Liability	1,504.25	0.00	
	(1,541.20)		17,214.97
Current Assets less Current Liabilities:	74,163.20		303,129.13
Total Assets less Current Liabilities:	74,163.20		303,129.13
Long Term Liabilities			
	0.00		0.00
Total Assets less Total Liabilities:	74,163.20		303,129.13
Capital & Reserves			
Reserves	(21,258.45)	207,707.48	
P & L Account	95,421.65	95,421.65	
	74,163.20		303,129.13

Date: 07/01/2018
 Time: 11:41:02

Peasedown St John Parish Council
YTD Budget Monitoring Report

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From: Month 1, April 2017
 To: Month 12, March 2018

Chart of Accounts:

PSJ Layout of Accounts

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>
Income				
Finance	191,332.26	180,854.00	10,478.26	5.79
Amenities	667.00	660.00	7.00	1.06
Environment	539.77	530.00	9.77	1.84
Cemetery	1,610.00	2,980.00	(1,370.00)	(45.97)
Beacon Hall	13,356.25	13,000.00	356.25	2.74
	<u>207,505.28</u>	<u>198,024.00</u>	<u>9,481.28</u>	<u>4.79</u>
Expenditure - Staff Costs & Gen. Admin				
Staff Costs	61,294.70	101,394.00	40,099.30	39.55
General administration	14,926.91	18,140.00	3,213.09	17.71
Media	1,563.80	3,300.00	1,736.20	52.61
	<u>77,785.41</u>	<u>122,834.00</u>	<u>45,048.59</u>	<u>36.67</u>
Control Accounts				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure - Amenities & Grants				
Grants	9,873.48	9,725.00	(148.48)	(1.53)
Amenities	8,843.31	25,593.21	16,749.90	65.45
Street Lighting	6,425.74	15,000.00	8,574.26	57.16
Environment	2,868.77	7,000.00	4,131.23	59.02
Cemetery	3,697.67	9,050.83	5,353.16	59.15
Recreation Field	7,316.23	7,790.00	473.77	6.08
Beacon Hall	12,678.19	16,940.00	4,261.81	25.16
Beacon Field	3,853.28	5,349.41	1,496.13	27.97
	<u>55,556.67</u>	<u>96,448.45</u>	<u>40,891.78</u>	<u>42.40</u>
Net Surplus/(Deficit) Before Reserve Tran...	74,163.20	(21,258.45)	95,421.65	
Reserve Transfers	(21,258.45)	(21,258.45)	0.00	
Net Surplus/(Deficit) After Reserve Tran...	<u>95,421.65</u>	<u>0.00</u>	<u>95,421.65</u>	<u>100.00</u>