



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 6th March 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.

In attendance:

Tanya West – Parish Clerk.

Public Session

No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
F&A072 – 06/03/2018	Apologies for Absence Apologies were received from Cllr. Kathy Thomas who was due to arrive late to the meeting due to attending a planning workshop in Keynsham. Cllr. Edward Jones was absent with no apologies received.	
F&A073 – 06/03/2018	Declarations of Interest No further interests to those already disclosed to the Monitoring Officer were declared.	
F&A074 – 06/03/2018	Minutes i. The minutes of the Finance & Amenities Committee meeting held on 9 th January 2018 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. Cllr. Larcombe and the Clerk had reviewed and updated the Actions Register and those items still outstanding were discussed at the meeting and any revised due dates applied.	
F&A075 – 06/03/2018	Items for Urgent Report There were no items for urgent report.	
F&A076 – 06/03/2018	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&A076i. The following points were raised: ➤ The Clerk was requested to circulate to the Committee members a breakdown on the nominal income code '401004 - Donations, Wayleaves & Refunds'. ➤ The Clerk was requested to follow-up with B&NES Council regarding maternity cover for the current School Crossing Patrol person. ➤ Further costs were due for the Recreation Ground, including additional pitch maintenance works that had been undertaken earlier that day. The accounts presented were agreed and accepted: Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich	Clerk Clerk Clerk

	Agreed unanimously.	
F&A077 – 06/03/2018	<p>Review of Debtors and Creditors A report of the financial debtors and creditors was tabled and reviewed at the meeting. The Clerk reported that the Parish Office staff are chasing up on the debtors which consisted of regular hall hirers or allotment rents. None were of significant concern.</p> <p>There were a few aged creditors; one as a credit note was due against the invoice and the others were due to overpayments on the accounts from the Christmas period when cheques had not yet reached the supplier through the post and so an additional payment by card had been made to avoid any late payment fines. This would be resolved as any overpayment would be allocated to the March invoice once raised.</p>	Clerk Clerk
F&A078 – 06/03/2018	<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.</p>	
F&A079 – 06/03/2018	<p>Internal & External Audits The items reported from the interim internal audit for the 2017/18 financial had been added to the Action Register and progress updated accordingly. Cllr. Larcombe to review this with the Clerk when undertaking the bank reconciliation, the following week.</p>	Clerk & AL
F&A080 – 06/03/2018	<p>Review of Financial Regulations The existing Financial Regulations had been circulated as pre-reading. It was acknowledged that this document should be reviewed and updated annually. The following amendments were agreed at the meeting: Item 9.3 – To remove the specified dates of reviewing fees and charges and replace with ‘to amend in line with the Governance Planning Cycle’. Item 9.8 – To amend that the VAT claim is submitted on a 6-monthly basis, rather than quarterly.</p> <p>Councillors were requested to fully review the document and submit any further suggested amendments to the Clerk by the end of March.</p>	Clerk All Cllrs
F&A081 – 06/03/2018	<p>Community Grants It was reported that one of the organisations (Beacon Tots) in receipt of a Community Grant, from the 2017/18 scheme, was due to cease operation at Easter and had not spent all their grant. This was discussed and it was agreed, that in line with the terms and conditions of the grant, they return any unspent monies to the Parish Council. The Clerk to arrange.</p> <p>The new documentation for the 2018/19 community grants had been circulated as pre-reading. It was resolved to accept the application form, the terms and conditions and dates of the community grants for 2018/19 scheme as detailed in the pre-reading. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Kathy Thomas Agreed unanimously.</p> <p>Community event grants were discussed, including how these maximise benefit to residents. It was subsequently resolved to recommend to Full Council to consider that the Parish Council becomes an official sponsor of Party in the Park, this being their 10-year anniversary, based on their available sponsor packages and for Cllr. Davis to find out further details on the matter and to pass to the Clerk for issuing as pre-reading. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Stephen Goodwin Agreed unanimously.</p>	Clerk Clerk Clerk
8.19pm – Cllr. Kathy Thomas arrived at the meeting during the discussion of the above agenda item.		
F&A082 – 06/03/2018	<p>Grass Cutting Contracts Councillors consider quotations regarding the mowing contracts for Beacon Field and the Recreation Ground. It was noted that in the past few years B&NES Council had been awarded these contracts but had significantly increased their prices this year, due to undercharging.</p>	Clerk

	<p>It was resolved to appoint Greensward Sports Consultancy Ltd. to mow the whole of the Recreation Ground, including the football pitch, on a weekly basis during the growing season for a total cost of £3325+VAT all as per their quotation. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>It was also resolved to delegate to the Clerk to obtain a quotation from Greensward Sports Consultancy Ltd. for the mowing of Beacon Field and if the price is competitive and reasonable to assign them the contract, following discussion with the Chair of the Finance & Amenities Committee. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	Clerk & AL
<p>F&A083 – 06/03/2018</p>	<p>Historical Tickets Councillors received an update regarding the donation of some historical tickets from a post WWII dance held in the village being displayed at Beacon Hall. It was resolved for the Administration Officer to source a suitable historic photograph to accompany the tickets and for them all to be mounted in an appropriate frame for display in Beacon Hall and it to be funded from the Chair's allowance up to a total value of £245. Also, to generate a suitable press release mentioning the ticket donator. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Jonathan Rich Agreed unanimously.</p>	Clerk & DP
<p>8.43pm – It was resolved to adjourn the meeting for a comfort break. 8.52pm – It was resolved to reconvene the meeting.</p>		
<p>F&A084 – 06/03/2018</p>	<p>Ashgrove Cemetery</p> <ul style="list-style-type: none"> i. Email correspondence has been received to the Clerk and the Chair relating to a query for an alternative memorial in the form of a bird bath. The matter had been discussed at a previous meeting (minute BSC006-25/07/2017), however, additional questions had been raised by the applicant since this discussion. The Clerk was requested to circulate the last email correspondence to all Committee members so it can be determined whether any further action need be taken. ii. The Clerk reported on a recent query relating to an Exclusive Right issued for a grave. Only one contact for next of kin had been listed on the paperwork but additional next of kin had contacted the office requesting differing arrangements for the interment of cremated remains on this grave. The matter had subsequently been resolved but the Clerk advised that she will update the relevant forms so as to capture the necessary authorisations from next of kin and would consult with the ICCM accordingly. iii. The Caretaker had been undertaking maintenance works to the pathways at the cemetery; attempting to clear the build-up of moss from the tarmac pathways and undertaking repairs to the Somerset Gold pathways in the Garden of Remembrance. Photographs of these works were tabled at the meeting. 	Clerk Clerk
<p>F&A085 – 06/03/2018</p>	<p>Beacon Hall</p> <ul style="list-style-type: none"> i. There were not any non-standard booking queries and enquiries for consideration. ii. The outstanding improvement projects were progressing; the acoustic panels to the hatches, the defibrillator light and the new amplifier are all due to be installed by the end of March. iii. The Beacon Hall booking policy and rates of hire was discussed. It was suggested to charge differing rates of hire for peak and off-peak times, also, to have differing rates for one-off hirers that live inside and outside of the parish. It was agreed to revisit this matter at the next meeting and for the Administration Officer responsible for the hall bookings to quantify the number of one-off hirers from outside of the parish and to provide feedback on both suggestions. 	Clerk & TE
<p>F&A086 – 06/03/2018</p>	<p>Requests from Party in the Park Councillors considered requests from Party in the Park in relation to their event to be held in Beacon Hall/Field on 9th June 2018 as follows:</p>	

	<p>i. To book Beacon Hall for an evening event from 8pm to 11pm, including the erection of a marquee on the lawn in front of Beacon Hall.</p> <p>ii. For the evening booking to be free of charge, with proceeds from the event going to charity.</p> <p>iii. For the Parish Council to light the Beacon outside Beacon Hall, facilitated by Parish Council staff.</p> <p>The Clerk had obtained some additional information from one of the organisers who advised that due to complications with licencing issues they were considering alternative locations, that provided their own bar, for the evening event. In light of this, it was resolved to defer any further discussion on the matter until a formal booking request had been received from Party in the Park.</p> <p>Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Kathy Thomas Agreed unanimously.</p>	Clerk
F&A087 – 06/03/2018	Review of New Actions The Clerk summarised any new actions generated from this meeting ensuring they had been correctly captured on the Actions Register.	
F&A088 – 06/03/2018	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 1 st May 2018 at 7pm at Beacon Hall.	

The meeting closed at 9.28pm

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

Date: 02/03/2018
Time: 12:49:28

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	(1,538.50)	1,821.50	
Unity Trust Current Account	50,201.22	130,761.58	
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	(87.90)	162.10	
Refundable Allotment Key Deposits	15.00	235.00	
Credit Card (Debtors)	757.91	3.00	
VAT Liability	0.00	9,511.65	
		41,062.57	289,726.88
Current Liabilities			
Trade Creditors	(12,396.01)	350.18	
Other Creditors	(2,271.00)	5,243.23	
VAT Liability	562.04	0.00	
		(14,104.97)	5,593.41
Current Assets less Current Liabilities:		55,167.54	284,133.47
Total Assets less Current Liabilities:		55,167.54	284,133.47
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		55,167.54	284,133.47
Capital & Reserves			
Reserves	(21,258.45)	207,707.48	
P & L Account	76,425.99	76,425.99	
		55,167.54	284,133.47

Peasedown St John Parish Council
Budget Monitoring Report (Actual, Budget &

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>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>
Income								
Finance	194,612.26	180,854.00	13,758.26	7.61	194,612.26	180,854.00	13,758.26	7.61
Amenities	667.00	660.00	7.00	1.06	667.00	660.00	7.00	1.06
Environment	539.77	530.00	9.77	1.84	539.77	530.00	9.77	1.84
Cemetery	1,610.00	2,980.00	(1,370.00)	(45.97)	1,610.00	2,980.00	(1,370.00)	(45.97)
Beacon Hall	17,121.25	13,000.00	4,121.25	31.70	17,121.25	13,000.00	4,121.25	31.70
	<u>214,550.28</u>	<u>198,024.00</u>	<u>16,526.28</u>	<u>8.35</u>	<u>214,550.28</u>	<u>198,024.00</u>	<u>16,526.28</u>	<u>8.35</u>
Expenditure - Staff Costs & Gen. Admi								
Staff Costs	81,658.07	101,394.00	19,735.93	19.46	81,658.07	101,394.00	19,735.93	19.46
General administration	15,634.05	18,140.00	2,505.95	13.81	15,634.05	18,140.00	2,505.95	13.81
Media	1,563.80	3,300.00	1,736.20	52.61	1,563.80	3,300.00	1,736.20	52.61
	<u>98,855.92</u>	<u>122,834.00</u>	<u>23,978.08</u>	<u>19.52</u>	<u>98,855.92</u>	<u>122,834.00</u>	<u>23,978.08</u>	<u>19.52</u>
Control Accounts								
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit/(Loss):	115,694.36	75,190.00	40,504.36	53.87	115,694.36	75,190.00	40,504.36	53.87
Expenditure - Amenities & Grants								
Grants	9,873.48	9,725.00	(148.48)	(1.53)	9,873.48	9,725.00	(148.48)	(1.53)
Amenities	11,575.75	25,593.21	14,017.46	54.77	11,575.75	25,593.21	14,017.46	54.77
Street Lighting	6,950.20	15,000.00	8,049.80	53.67	6,950.20	15,000.00	8,049.80	53.67
Environment	2,938.77	7,000.00	4,061.23	58.02	2,938.77	7,000.00	4,061.23	58.02
Cemetery	3,990.58	9,050.83	5,060.25	55.91	3,990.58	9,050.83	5,060.25	55.91
Recreation Field	7,391.68	7,790.00	398.32	5.11	7,391.68	7,790.00	398.32	5.11
Beacon Hall	13,953.08	16,940.00	2,986.92	17.63	13,953.08	16,940.00	2,986.92	17.63
Beacon Field	3,853.28	5,349.41	1,496.13	27.97	3,853.28	5,349.41	1,496.13	27.97
	<u>60,526.82</u>	<u>96,448.45</u>	<u>35,921.63</u>	<u>37.24</u>	<u>60,526.82</u>	<u>96,448.45</u>	<u>35,921.63</u>	<u>37.24</u>
Net Profit/(Loss) Before Reserve Tran...	55,167.54	(21,258.45)	76,425.99	359.51	55,167.54	(21,258.45)	76,425.99	359.51
Reserve Transfers	(21,258.45)	21,258.45	0.00	0.00	(21,258.45)	21,258.45	0.00	0.00
Net Profit/(Loss) After Reserve Tran...	<u>76,425.99</u>	<u>(42,516.90)</u>	<u>76,425.99</u>	<u>179.75</u>	<u>76,425.99</u>	<u>(42,516.90)</u>	<u>76,425.99</u>	<u>179.75</u>