



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 1st May 2018 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair), Stephen Goodwin, Edward Jones, Simon Kidd, Andrew Larcombe (Chair).

Cllr. Kathy Thomas was also present at the meeting, in her capacity as Chair of Full Council providing her with full voting rights.

Cllr. Richard Clarke was also present at the meeting but as not formally appointed to this Committee could join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk.

Public Session

Two members of the public were present at the meeting:

Mr Eddie Bowker, a resident of Frederick Avenue, was in attendance to express his concerns about residents of Curo properties having to pay what appears to be the equivalent of three sets of Council Tax; to B&NES Council, to the Parish Council and to Curo. Mr Bowker went on to explain that the Curo community charge covers costs for grassing cutting in the areas of Curo open space, their street lights, grit and waste bins on their land.

Councillors responded that this is a very similar set up to newer housing developments, such as those on Jubilee Road and Miners Walk, which now appoint contracts to private maintenance companies and the residents of those properties must pay an annual fee to cover these costs.

Cllr. Larcombe concluded that if the opportunity arises to liaise with Curo on this matter it will be taken.

Mr Peter Provest spoke regarding a letter he had written to the Council offering a second donation towards the Garden of Remembrance with the intention of it being used to purchase additional plants to help fill the 'vertical space' with interim plants between those at ground level and the Birch trees which his last donation had purchased. Mr Provest had been provided with a copy of the pre-reading report, which he referred to in his comments. He stated that he would be happy to donate towards any of the suggestions, he also added that he would be happy to purchase an additional pergola, just for clematis, as he would not like to fund clematis to be mixed in with the roses, due to his late wife's wishes.

Cllr. Larcombe thanked Mr Provest for his kind offer of a further donation and for providing feedback to the Parish Council about ongoing projects. He also clarified, that although previous minutes stated the Garden of Remembrance project was now 'finished', this actually meant that works for it had now transferred to 'business as usual'.

Minute Ref.	Agenda Item	Action
F&A089 – 01/05/2018	Apologies for Absence Apologies were received from Cllr. Jonathan Rich due to being away on holiday; this was duly noted.	
F&A090 – 01/05/2018	Declarations of Interest No further interests to those already disclosed to the Monitoring Officer were declared.	

F&A091 – 01/05/2018	Minutes i. The minutes of the Finance & Amenities Committee meeting held on 6 th March 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. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed by the majority of those present. ii. The Clerk reported of an issue with the Actions Register on SharePoint not saving the update comments which had been inputted; Cllr. Kidd to investigate. Consequently, some of the actions had not been updated. The outstanding actions were reviewed at the meeting and the Clerk will circulate an updated list as a matter of priority once the pending issue has been resolved.	SK Clerk																		
F&A092 – 01/05/2018	Items for Urgent Report There were no items for urgent report.																			
F&A093 – 01/05/2018	Community Grants A summary document of all the community grant and village event applications received by the Parish Office had been circulated as pre-reading. Cllr. Andy Larcombe reminded the Committee that a budget of £2,000 had been allocated for Village Events and £2,000 for Community Grants for the 2018/19 financial year. It was also noted that £500 of this budget had already been allocated as Gold sponsorship for Party in the Park. The councillors considered all the grant applications individually and after lengthy discussion selected those they felt should be awarded a grant along with any outlines for any terms and conditions to be applied. It was resolved to submit these recommendations for consideration by Full Council (details of which can be found as appendix F&A093i attached to these minutes). Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Stephen Goodwin Agreed unanimously.	Clerk																		
F&A094 – 01/05/2018	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&A094i. The following points were raised: ➤ The VAT claim for the 2017/18 financial year [£12,221.29] can now be submitted. ➤ £375 from the earmarked reserve code '3106 - Persimmon Land Transfer Professional Fees' needs to be transferred to nominal expenditure code '602909 – Capital Projects Persimmon Land' to cover the cost of the second tree survey. The final end-of-year accounts, incorporating this amendment, would presented for approval at the Annual Full Council meeting in May.	Clerk Clerk Clerk																		
F&A095 – 01/05/2018	CIL & Community Empowerment Fund It was reported that during the 2017-18 financial year the following Community Infrastructure Levy (CIL) payments had been received for various developments within the parish: <table border="1"> <thead> <tr> <th>Date</th><th>Details</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>13/02/2018</td><td>CIL for 17/02431/FUL</td><td>£1,334.36</td></tr> <tr> <td>19/12/2017</td><td>CIL for 16/04367/FUL</td><td>£1,313.31</td></tr> <tr> <td>19/12/2017</td><td>CIL for 16/03954/FUL</td><td>£2,083.31</td></tr> <tr> <td>08/08/2017</td><td>CIL for 16/03156/FUL</td><td>£3,627.23</td></tr> <tr> <td colspan="2"></td><td>£8,358.21</td></tr> </tbody> </table> <p>These payments must be spent within the criteria specified under the planning policy conditions linked to CIL. To date, none of the money has been spent.</p> <p>The Parish Council has also received £3,230.00 from B&NES Council's local Community Empowerment Fund. This must be spent on what it was applied for (Equality Act Compliant Access Gates). The Parish Council is expected to match fund this grant; either in labour or money. It has already been agreed that up to</p>	Date	Details	Amount	13/02/2018	CIL for 17/02431/FUL	£1,334.36	19/12/2017	CIL for 16/04367/FUL	£1,313.31	19/12/2017	CIL for 16/03954/FUL	£2,083.31	08/08/2017	CIL for 16/03156/FUL	£3,627.23			£8,358.21	Clerk
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	<p>£3,770 of the CIL money can be allocated to this project (minute C238 - 20/02/2018 refers).</p> <p>To date, £3,748.58 has been spent on this project, which is the cost of the gates.</p>	
F&A096 – 01/05/2018	<p>Review of Debtors and Creditors</p> <p>A report of the financial debtors and creditors was tabled and reviewed at the meeting. There were several debtors; some due to the hire dates being several months away so only a deposit having been paid, others were due to late payments, all of which were being chased up. There was a known issue with some customers not being able to process their invoices without them quoting a purchase order number; this issue has been resolved and so payments are expected within the next few days.</p> <p>There was one aged creditor; which was due to an overpayment to a supplier dating back to 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.</p>	
F&A097 – 01/05/2018	<p>Review of Section 106 Finances</p> <p>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&A098 – 01/05/2018	<p>Carrying Forward of Remaining Budget Balances</p> <p>Councillors were unable to consider carrying forward of specific budget balances from the 2017-18 to the 2018-19 financial year as the figures were not yet available; the end of year accounts only just being finalised. It was therefore agreed to forward the items to the Chairs Advisory Panel to review and to determine at the next Full Council meeting.</p>	Clerk
F&A099 – 01/05/2018	<p>Internal & External Audits</p> <p>The internal audit for the 2017/18 financial year had been undertaken on 27th April 2018, however, the report had not yet been received so will be included on the agenda for the next meeting.</p>	Clerk
F&A100 – 01/05/2018	<p>Review of Financial Regulations</p> <p>The existing Financial Regulations had again been circulated as pre-reading. The Clerk raised a query regarding the disposal of assets, with reference to the disposal of the old computer equipment. The current Financial Regulations state the following:</p> <p><i>Item 14.2 – No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.</i></p> <p>It was acknowledged that although the computers are no longer worth over £250 each, as the council does not depreciate its assets then they would require sign off by Council prior to their disposal. It was discussed whether this regulation should be amended, but it was felt to be more appropriate to leave it as it stands and to bring any assets requiring disposal, that have an original purchase value of over £250, to Council for approval.</p> <p>It was also noted that under item 2.2 is states: <i>a member, other than the Chairman (of the Full Council) shall be appointed to verify the bank reconciliations (for all accounts) produced by the RFO.</i> It was reported that due to unavailability of the Chair and Vice-Chair of the Finance & Amenities Committee, the Chair of Full Council had reconciled the last bank reconciliations. It was resolved for the Chair of Finance & Amenities to check and counter-sign these documents when they next reconcile the bank statements.</p>	Clerk Clerk & AL
F&A101 – 01/05/2018	<p>Ashgrove Cemetery</p> <p>i. Pre-reading provided details on an application for a new memorial; it was noted the sizing was within the permitted dimensions. It was resolved that the application for a new memorial headstone for Button in Section F is approved.</p> <p>Proposed by: Cllr. Jo Davis Seconded by: Cllr. Andy Larcombe Agreed unanimously.</p>	Clerk

	<p>ii. <i>To consider suggestions regarding the removal of commemorative flowers/items on graves.</i> Due to insufficient time this item was not discussed and would be deferred to a future meeting.</p> <p>iii. Pre-reading provided details on Peter Provest's proposal and donation for the Garden of Remembrance, as discussed in the public session. The Caretaker had also provided some feedback on the proposals which included replacing the fuchsias which had died overwinter with hardy varieties, suggestions for 'interim' level shrubs such as Berberis, also some clematis for the pergolas or ornamental trees for elsewhere in the cemetery. The suggestions were considered and it was resolved for the Clerk, the Caretaker and Cllr. Thomas to discuss matters and establish some options for Peter Provest's approval prior to bringing back to the next Finance & Amenities Committee meeting for sign-off. Proposed by: Cllr. Andy Larcombe Seconded by: Cllr. Simon Kidd Agreed unanimously.</p> <p>iv. The two remaining memorial bench seats were discussed; it was noted that at the Burial Sub-Committee meeting in July it was suggested that more than one plaque could be added to each bench so the cost could be shared by several families. The Caretaker had advised it was possible to get a maximum of six plaques on each bench, subject to spacing requirements between each one. It was resolved that the benches should be installed as soon as possible and the plaques, along with the memorial policy document, be discussed at the Finance & Amenities Committee meeting or the Burial Sub-Committee meeting in July. Proposed by: Cllr. Jo Davis Seconded by: Cllr. Andy Larcombe Agreed unanimously.</p>	<p>Clerk</p> <p>Clerk, JM & KT</p> <p>Clerk</p>
F&A102 – 01/05/2018	<p>Beacon Hall</p> <p>i. A non-standard booking query had been received to utilise the grass area outside of Beacon Hall on Saturday morning for an exercise class. It was reported that the hall has a regular hirer, a children's dance class, on Saturday mornings. Concern was expressed regarding the exercise class utilising the car park, together with the toilets, which could impact on safe-guarding of the children. It was resolved the request should be denied and Beacon Field or the Recreation Ground be offered as alternative locations.</p> <p>ii. <i>To receive update on Beacon Hall outstanding improvement projects.</i> Due to insufficient time this item was not discussed and will be deferred to a future meeting.</p> <p>iii. <i>To consider feedback provided on Beacon Hall bookings and to consider recommendations on the Beacon Hall booking policy and rates of hire.</i> Due to insufficient time this item was not discussed and will be deferred to a future meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F&A103 – 01/05/2018	<p>Review of New Actions</p> <p>The Clerk summarised any new actions generated from this meeting ensuring they had been correctly captured on the Actions Register.</p>	
F&A104 – 01/05/2018	<p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next Finance & Amenities Committee meeting is to be determined.</p>	

The meeting closed at 9.30pm

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

Appendix F&A093i – Community Grant Recommendations for Full Council

Ref.	Recommendation from F&A Committee	Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised
1	'Gold' Sponsorship of £500 already agreed for this year; no additional community grant was suggested. The Parish Council fully supports the work of Party in the Park but the relationship with them feels more transparent and involves more publicity for the Parish Council moving from a grant giving status to supporting this event via their formal sponsorship package.	Party in the Park 2018	Party in the Park	To fund the cost of the main music stage for the event; hire fees for sound equipment and operating staff, band expenses (fees and travel). To provide 7 hours of live music and if supported the Parish Council will be clearly acknowledged on the stage to ensure villagers are aware of the Council's contribution.	Expecting 2500 to 3000 people to attend, the majority of which will live in PSJ.	£7,000	£1,000	14%	£4,000 has been secured so far but estimate £4,000 will be raised from sponsorship and advertising or promised from local businesses.
2	To award a grant of £1,000 on the condition a free ticket is issued to all the children of Peasedown St. John Primary School and that a banner advising the Parish Council is helping to fund the event is displayed.	Village Firework Display	Peasedown St. John Cricket Club	For firework display on 3rd November 2018. The funding would be used to give all children at PSJ primary school a free pass to attend. Also, to help keep prices down to benefit all those who attend.	All PSJ School Children (over 600). Plus approx. 1500 other people.	£2,500	£1,000	40%	£1,000

Ref.	Recommendation from F&A Committee	Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised
3	To award a grant of £600	Midsomer Norton & Radstock Dial-a-Ride	Midsomer Norton & Radstock Dial-a-Ride	Operational costs for providing a dial-a-ride service (any person without easy access to public transport can use the services to shops, hairdressers, surgeries, meetings, garden centres etc.	Any parish member who requires the use of a dial-a-ride door to door community transport service	£825.00	£825	100.0%	N/A
4	To award a grant of £400	Golden Years Holiday at Home	Methodist Church	This funding will be used toward a day trip in a coach on July 3rd and /or the activity day	Approx. 45-50	£1,080	£400	37%	£0
5	To award a grant of £500	Peasedown Play Day	Bath Area Play Project	The funding will be used to ensure we can build on the huge success of last year's playday. The funding will employ enough staff, equipment and resources like paint, glue, soap materials, face paints etc. as well as hire of inflatable, sports equipment and smoothie bike	400+	£1,611	£500	31%	£1,111
6	Not to award a grant this year; large number of applications with a limited budget and other applications considered to be of more benefit to a larger proportion of the community. Also, did not attend the Annual Village Meeting to feedback on grant from last year.	SWAN Transport	SWAN Advice Network	To contribute towards the costs in 2018/19 of transporting the vulnerable, elderly and disabled people in the village on low incomes who are unable to use a bus or afford taxis. Swan's volunteer transport service takes them to medical and other appointments.	Approx. 50 directly benefitting including carers and family.	Average journey cost in 17/18 was £15.50, similar expected in 18/19 - total approx. £775.00	£250.00	19%	Expect to raise 68% of costs from client donations and a grant from B&NES Council
7	To award a grant of £65	Allotment Holders BBQ & Scarecrow Competition	Braysdown Allotments Committee	Towards the cost of charcoal and other consumables for the event and a small prize for the scarecrow competition	80	£65	£65.00	100%	£0
8	To award a grant of £50	Somer Valley Walking Festival 2018	Somer Valley Walking Festival Steering Committee	Towards setting up and running a new website when Tryactive one loses its funding this year	up to 50	£1,000	£50.00	5%	£0

Ref.	Recommendation from F&A Committee	Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised
9	To award a grant of £75	Peasedown Social & Wellbeing Group	Peasedown Social & Wellbeing Group	Craft supplies throughout the year for projects such as donating to neonatal facilities, homeless charities or other worthy causes.	10-20 directly but more indirectly due to the nature of our group and our donations	£200	£100.00	50%	We collect subs each week of £2 per member who attends
10	To award a grant of £200	Family Fun Day, The Green, PSJ	Wansdyke Play Association	To provide a free community Family Fun Day at the Green on Sunday 29th July 11am-3pm to help residents celebrate 70 years since the estate came into being. The event will promote integration and social inclusion by supporting the community to come together in a fun, welcoming environment.	600-700 people (700 homes on the estate and living locally in PSJ)	£3,000	£694.83	50%	£500 pledged, plus a further £1k in funding application outstanding
11	Not to award a grant this year; large number of applications with a limited budget and other applications considered to be of more benefit to the community.	AdviceLine Service Development Project	Citizens Advice B&NES	to develop a 5day a week telephone advice service (many people who contact are too sick or unable to leave homes to seek help). Currently receive 900 calls/month but can only answer around 450 of these. 3% of calls are from people in and around PSJ and so costs about £2k to support just those people. Full supporting statement is provided.	Approximately 200 (making 400 people in total) f the most vulnerable people in PSJ area would have access to this life-changing service	£20,000	£1,000	5.0%	£2k secured. £11k in grants awaiting feedback.
12	Not to award a grant this year; but investigate and offer the services of our assistant Caretaker to mow it for this summer season as a trial. Additional time to be calculated and paid on an ad-hoc basis.	Maintenance of Graveyard	PCC of Peasedown St John	To maintain the graveyard during the grass growing season (April to September approximately)	The whole village. Maintenance of the graveyard is important so that graves can be visited by loved ones or the graveyard used as a place to rest quietly.	£1,500.00	£500	33.3%	The remainder will come from general funds donated by the church members, most of whom have no loved ones in the graveyard.
13	To award a grant of £270	Camping Equipment and Trailer Service	PSJ Scout Group	Camping equipment for Jamboree and summer camp. 5x hike tents (£135 each); 15x pioneer poles (£20 each) and trailer service (£100)	67 (21 beavers, 20 cubs, 26 scouts)	£1,075	£1,075	100.0%	£0

Ref.	Recommendation from F&A Committee	Project Name	Organisation	Funding to be Used For	Number of Peasedown Residents to benefit	Total cost of project	Value of grant applied for	Percentage of application vs. total cost	How much already raised
14	Not to award a grant this year; large number of applications including those for similar projects. With limited budget unfortunately not all can be successful.	The Community Bus Play Scheme	The Community Bus	To fund 2x days of play schemes for 5-12 year olds. One day in October 2018 and one day in March 2019.	100	£1,522	£1,000	65.7%	None
15	To award a grant of £180	Building new storage cupboard for Brownies & Guides	2nd PSJ Brownies and 1st PSJ Guides	Old storage cupboards broke and too small. They were also second hand. Guides project to design and help build new bigger cupboards. Through generosity of parents, Guiding time, cupboards built but funding required to complete i.e. Varnish, door handles, storage boxes etc.	8 leaders, 44 girls, all residents of PSJ	£343	£180.00	52.5%	163
16	To award a grant of £60	Wednesday Drop In	PSJ Residents Association	We run a popular Wednesday afternoon drop-in event for job-seekers, the elderly and those wanting access to the internet. We are looking for funds to cover the cost of refreshments for 1 year.	Around 60-70 residents. Drop-ins have 20-25 attendees, other events have about 40-50.	£242	£242.23	100.0%	We have funding up until June 2018
17	To award a grant of £100	Shoscombe School Allotment	Shoscombe After School Allotment Club	Replace vandalised shed and seating. Purchase jam kits for reinvestment of sales of jam and to teach cooking jams and chutneys. Children's tools and gloves. Veg and fruit plants. Equipment for maintenance. Visit to exceptional allotment @ end of term (contribution to coach).	Up to 70 families and community associated with Braysdown and PSJ allotment team.	£1,088	£737.50	67.8%	£350
18	Not to award a grant but to work with Arleens to help publicise this service as widely as possible within the village.	Bus Route 175	Arleen Coach Hire Ltd.	Help to fund the Peasedown route 175 bus service	The service is available to all residents. Wellow Lane, Orchard Way, Circle Hospital	£74,000	£1,000.00	1.4%	This is a commercial bus route with no funding and is making about £170 a day loss at the moment

Application Total £10,619.56

Budget £2,000.00 Village Events

£2,000.00 Other Community Grants

Date: 27/04/2018
Time: 15:37:15

Peasedown St John Parish Council
Balance Sheet

Page: 1

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	(795.00)	2,565.00	
Unity Trust Current Account	14,582.69	95,143.05	
Unity Trust Deposit Account	75.37	67,808.87	
Nat West Current Account	(1,153.83)	79,360.65	
Unity Trust Wellow Lane S106 Account	(7,269.23)	0.00	
Petty Cash	0.00	250.00	
Refundable Allotment Key Deposits	35.00	255.00	
Credit Card (Debtors)	148.98	(605.93)	
VAT Liability	2,147.60	12,221.29	
		7,771.58	256,997.93
Current Liabilities			
Trade Creditors	(12,764.53)	(18.34)	
Other Creditors	(1.00)	7,513.23	
		(12,765.53)	7,494.89
Current Assets less Current Liabilities:		20,537.11	249,503.04
Total Assets less Current Liabilities:		20,537.11	249,503.04
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		20,537.11	249,503.04
Capital & Reserves			
Reserves	(21,258.45)	207,707.48	
P & L Account	41,795.56	41,795.56	
		20,537.11	249,503.04

Date: 27/04/2018
Time: 16:38:30

Peasedown St John Parish Council

YTD Budget Monitoring Report

Page: 1

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

Chart of Accounts:

PSJ Layout of Accounts

	<u>Year to Date</u>			
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance (%)</u>
Income				
Finance	193,940.04	180,854.00	13,086.04	7.24
Amenities	716.00	660.00	56.00	8.48
Environment	539.77	530.00	9.77	1.84
Cemetery	1,610.00	2,980.00	(1,370.00)	(45.97)
Beacon Hall	20,260.00	13,000.00	7,260.00	55.85
	<u>217,065.81</u>	<u>198,024.00</u>	<u>19,041.81</u>	<u>9.62</u>
Expenditure - Staff Costs & Gen. Admin				
Staff Costs	103,125.26	101,394.00	(1,731.26)	(1.71)
General administration	17,431.56	18,140.00	708.44	3.91
Media	2,624.30	3,300.00	675.70	20.48
	<u>123,181.12</u>	<u>122,834.00</u>	<u>(347.12)</u>	<u>(0.28)</u>
Control Accounts				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditure - Amenities & Grants				
Grants	9,914.41	9,725.00	(189.41)	(1.95)
Amenities	18,856.91	25,593.21	6,736.30	26.32
Street Lighting	9,308.47	15,000.00	5,691.53	37.94
Environment	2,938.77	7,000.00	4,061.23	58.02
Cemetery	4,336.19	9,050.83	4,714.64	52.09
Recreation Field	7,695.45	7,790.00	94.55	1.21
Beacon Hall	16,324.29	16,940.00	615.71	3.63
Beacon Field	3,973.09	5,349.41	1,376.32	25.73
	<u>73,347.58</u>	<u>96,448.45</u>	<u>23,100.87</u>	<u>23.95</u>
Net Surplus/(Deficit) Before Reserve Tran...	20,537.11	(21,258.45)	41,795.56	
Reserve Transfers	(21,258.45)	(21,258.45)	0.00	
Net Surplus/(Deficit) After Reserve Tran...	<u>41,795.56</u>	<u>0.00</u>	<u>41,795.56</u>	<u>100.00</u>