



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Finance & Amenities Committee held on Tuesday 8th January 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis, Stephen Goodwin, Simon Kidd, Andrew Larcombe (Chair).

Cllr. Kathy Thomas and Cllr. Jonathan Rich were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively providing them with full voting rights.

Cllrs. Tom Clifford and Conor Ogilvie-Davidson were also present at the meeting but as not formally appointed to this Committee could join in discussions but were unable to vote.

In attendance:

Tanya West – Parish Clerk.

Public Session

Cllr. Clifford attended the meeting regarding agenda item F&A071 (planning application for a new football club house). He reported that the Parish Council has been informed it is likely the application will be granted permission, with several pre-commencement conditions applied, some of which are quite technical and will need professional input. He stressed his concerns that such a project will have significant impact on the staff resource and suggested that the Parish Council consider appointing a planning agent to complete the remaining planning process.

7.07pm – Cllr. Tom Clifford left the meeting.

Two members of the public were present at the meeting.

Mr Percy Clark was present to listen to the discussions regarding agenda item F&A071 (planning application for a new football club house).

Mr Ian Souter was in attendance in relation to the budget discussions and possible funding allocation to the youth service St John's Church are planning to provide for the village. Mr Souter advised that now councillors were in receipt of their business plan and proposals he was in attendance to answer any questions the councillors had. Mr Souter confirmed that the transfer of the Youth Hub building was still pending and so they were looking to establish a youth service, without a building, at present.

F&A058 – 06/11/2018 Apologies for Absence

Cllr. Linda Morgan was absent from the meeting due to a prior engagement and Cllr. Claire Parfitt was absent from the meeting due to family commitments; these apologies were duly noted.

F&A059 – 06/11/2018 Declarations of Interest

No further interests to those already disclosed to the Monitoring Officer were declared.

F&A060 – 08/01/2019 Minutes

- i. The minutes of the Finance & Amenities Committee meeting held on 6th November 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.
- ii. The outstanding actions from previous meetings were reviewed and updated on 'Planner'.

F&A061 – 08/01/2019 Items for Urgent Report

Cllr. Larcombe reported on an incident the previous Friday evening regarding three male youths who had been admitted into Beacon Hall by the Clerk as they had requested to use the toilet. At the time, Cllr. Larcombe and the Clerk had been undertaking preparations for the new budgets in the Parish Office. The youths were later found to be preparing drugs in the toilets and were escorted off the building by Cllr. Larcombe. The incident has subsequently been reported to the police. It had highlighted issues with lone-working and the Clerk was requested to purchase a camera-door-bell connected to the office computer, to enable a decision to be made whether to allow access to the building prior to going to the door.

F&A062 – 08/01/2019 Review of Current Finances 2018/19

A report on income and expenditure against budget for the 2018/19 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&A062i. It was noted that although the figures are correct the report is still due to be updated to the correct format.

It was **resolved** to accept the accounts presented as a true reflection of the Council's finances.

The Clerk was requested to include a breakdown of the 'Committed Expenditure' with future reports.

F&A063 – 08/01/2019 CIL & Community Empowerment Fund

During the 2018-19 financial year to date, no income had been received relating to the Community Infrastructure Levy (CIL) and there had been no further expenditure since the last meeting.

F&A064 – 08/01/2019 Review of Section 106 Finances

Pre-reading provided a report on financial spend for the Wellow Lane Section 106 monies; there had been no further expenditure since the report was issued at the last meeting.

F&A065 – 08/01/2019 Review of Debtors and Creditors

A report of the financial debtors and creditors was tabled and reviewed at the meeting.

There were three aged debtors; two were related to Beacon Hall bookings and were being chased. The other, was a reimbursement of an overpayment that was an outstanding action raised at a previous meeting.

There were several aged creditors; the majority were pending approval of BACS payments that had been raised, others were due to be paid later in the month by direct debit. There were three creditors for which purchase invoices were in query awaiting clarification from the relevant suppliers.

F&A066 – 08/01/2019 Budget Preparations for 2019/20

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 2019-20 financial year along with any relevant comment. This information had already been thoroughly reviewed at the Finance & Amenities Advisory Panel meeting in December 2018, although the Clerk and Cllr. Larcombe had made some amendments following queries raised at that meeting and information not then available. These were as follows:

- Increase to the staff salary budgets as NALC had published the annual salary award rates for 2019/20.
- Increase to the IT Software budget as there is no longer a government discount for the number of software licence subscriptions the Parish Council require.
- Increase to the Recreation Ground budget based on expenditure for the current financial year.
- Increase to the waste disposal budget following confirmation from the supplier of annual cost increases. The Clerk was requested to obtain quotations from alternative suppliers.

The updated document was again reviewed. It was acknowledged that B&NES Council will be reducing their Council Tax Support Grant from £2,780 to nil. Based on the same precept band-D figure, as the current financial year, the proposed total operational income is £195,421. The proposed total operational expenditure is £223,312. Thus, creating a negative difference of £27,891.

Potential project work was also discussed; a list of projects spanning the next three financial years had been prepared from suggestions received. The following smaller projects were allocated to the 2019/20 financial year with an estimated total value of £42,500:

- Extending the tarmac pathway on the Recreation Ground from the children's play area to the Whitebrook Lane entrance;
- Beacon Field – Picnic area with benches;
- Beacon Hall Improvements – CCTV
- Beacon Hall Improvements – Upgrade of internal lighting;
- Beacon Hall Improvements – cameras for live streaming of events/meetings;
- Replacing the ride-on mower (probably with leased vehicle);
- Signage – improved signage to Beacon Hall from village entrances;
- Asset signage – tags to identify street furniture belonging to the Parish Council;
- Ashgrove Cemetery – installation of new tap/stand pipe for irrigation purposes;
- Community Projects – supporting organisations within the village e.g. youth support;
- Contingency Reserves – To increase levels to £65k in line with Auditor recommendations.

Cllr. Thomas commented that at the recent CIL training course, it was recommended as good practice to identify which projects can be funded by CIL, so when money is received, it can automatically be applied to those projects.

Various options were discussed, such as reducing non-essential services like Christmas lights and floral displays, also not undertaking any project work. However, it was considered that these items are important and appreciated by the residents, also that project work makes further improvements to the village and as such it was considered the most appropriate option would be to increase the precept.

It was agreed for these proposals to be presented to Full Council as the operational budget for 2019/20. It was also **resolved** to submit the following motion to Full Council:

To resolve that the precept for 2019/20 is set at £247,736.00 to take into account the increase required in the operational budget, the increase to Contingency Reserves and some ear-marked reserves for a number of planned projects.

Proposed by: Cllr. Kathy Thomas

Seconded by: Cllr. Simon Kidd

Cllr. Larcombe to meet with the Clerk to finalise the presentation of the proposed budget to Full Council.

Cllr. Rich thanked those people who were involved with preparing the budgets; acknowledging that it is a time-consuming task.

8.45pm – It was **resolved** to temporarily adjourn the meeting for a comfort break.

8.53pm – It was **resolved** to reconvene the meeting.

F&A067 – 08/01/2019 Banking Arrangements

Pre-reading provided a report on the status of bank signatories. Since the last meeting two additional councillors had set up their online banking access and two remained to do so. Also, the two new committee members needed to complete the necessary bank paperwork and the Clerk was liaising with them both for a convenient time to call into the office to do this.

It was noted that since the increase in bank charges from Unity Trust Bank the fees for the last quarter had been applied and they were £42.75 (an approximate increase of £8 on previous quarters). As BACS receipts do not incur any bank fees and require less office resource to process, the Parish Council sales invoice templates have been amended to state that BACS is our preferred payment method.

F&A068 – 08/01/2019 Internal Audit & External Audit

The report generated from the interim internal audit for the 2018/19 financial year had been circulated as pre-reading. It was reviewed at the meeting and the following points were made:

- Petty Cash – when preparing for the Christmas Tea Party the amount of petty cash required is normally greater than the float so alternative options need to be considered. The actual cash also needs to be counted as part of the monthly bank reconciliation process.
- Credit Card – the report noted that the PIN and the card are both kept in the same place; this is not correct. The Clerk to respond to the Auditor advising and requesting the report be amended. The Clerk to check the bank's credit card policy and Financial Regulations with regards to the Administration Officers using the card.

- Anti-Bribery & corruption Policy – The Parish Council does not have such a policy in place; a template policy can be provided by the Auditor.
- A Conclusion of Audit version of the Annual Return document to be uploaded to the website.
- Payment transaction checks – one of the invoices from the Auditor's random sample was missing; Clerk to locate.
- Asset Register – Asset spreadsheets still need amalgamating into one document and loading onto SharePoint.

The report and any updates on the issues raised to be included as an agenda item for discussion at the next Finance & Amenities Committee meeting.

Cllr. Thomas reported that she had met with the Auditor during their visit and discussed concerns she had regarding authorising BACS payments without knowing exactly what the payments were for; when signing cheques, the associated invoice was available to read, but with BACS payments this was not the case. Consequently, a new process has been established, which provides councillors with visibility of the invoices to be paid and once payments have been made, a screen shot is taken of the bank web page showing the councillors who approved the payment. This provides a full audit trail. Councillors to trial the process and report any issues or suggestions for improvement to the Clerk. The Clerk to draft an amendment to Financial Regulations for this process.

Furthermore, Cllr. Thomas reported on the Business Continuity Meetings; in the absence of the Clerk, it would not be possible to raise BACS payments. The Clerk had investigated into getting online access to the bank for the Administration Officers to only raise payments, and then for three councillors to approve the payments, but unfortunately the bank does not currently provide this level of access. If a user can raise a payment, they are also automatically classed as a signatory. Having three members of staff who can both raise and approve payments is too much of a risk to the Council. However, to ensure the Council is covered for Business Continuity it was **resolved** to add one of the Administration Officers to the bank mandate as a signatory for Unity Trust Bank, until such time the bank updates their online system to incorporate the option for users to only raise payments.

The Clerk to draft an amendment to the Financial Regulations to reflect this change, ready for adoption at the next meeting.

F&A069 – 08/01/2019 Community Grants

The remaining promotional photographs and feedback on the Community Grants awarded for 2018/19 continue to be scheduled.

F&A070 – 08/01/2019 Braysdown Allotments Advisory Panel

Councillors received an update from the Braysdown Allotments Advisory Panel as follows:

- i. The Allotments Advisory Panel met on 10th December 2018 and inspected the plots.
- ii. Following this inspection maintenance letters have been sent to six plot holders, and two plot holders will be advised that as no work has been carried out on their plot, they will not be offered a plot for 2019 (unless there are extenuating circumstances).
- iii. A request to be sent to Bath Waste Recycling to ask about their offer of a free skip for community groups (for the annual allotment tidy-up).

F&A071 – 08/01/2019 Football Club Liaison Advisory Panel

An update was provided, and associated decisions made on football related matters as follows:

- i. The planning application for a new Club House was discussed. The Case Officer had advised, that subject to the Parish Council agreeing with various conditions, they would be minded to approve the application. A list of the conditions had been circulated to councillors as pre-reading. Also, some of the information required by the Case Officer (relating to noise disturbance/sound proofing) had already been referred to the Football Club and their comments had been passed back to the Case Officer. However, the condition relating to the hours of operation was still outstanding. The Case Officer had suggested 0700-2100 Monday to Saturday and 0800-2100 Sunday. All of this was considered by the Committee and it was **resolved** to comment that the Parish Council will comply with the conditions regarding the planning application and with regards to the time restrictions would like the following to be applied: *Hours of operation to 0700-2230 Mon-Sat and 0800-2200 Sun with a set number of ad-hoc days, throughout the year, for extended timings.*

- ii. Councillors continue to undertake inspections of the changing rooms at the weekends and improvements to the facilities are being arranged by the Administration Officer; both of which continue to work well.
- iii. Donations from some teams for the 2018/19 season are still due to be received. To be chased up.
- iv. The Football Foundation (FF) grant application for replacement goal posts was still being progressed by the Clerk.

F&A072 – 08/01/2019 Floral Displays

Councillors were updated that in December 2018 an e-mail was received from Bristol City Council, the current supplier for summer and winter bedding plants, advising that they will no longer be able to continue to supply smaller wholesale orders because it is not cost-effective for them.

An alternative supplier is therefore required for hanging baskets and bedding plants. Quotations are being obtained from various suppliers, both locally and further afield, as an order will need to be placed in the next two weeks for summer bedding for 2019.

It was **resolved** that the Clerk, in consultation with the Chair and Vice-Chair of the Finance & Amenities Committee, reviews the quotations received for summer bedding plants for 2019 and decides on the best supplier(s) and places an order as soon possible. The quotation should be in-keeping with the suggested annual budget for floral displays of £3,200.

F&A073 – 08/01/2019 Beacon Hall & Field

- i. Councillors considered a request for a reduced rate on the hire of the hall for dance practice for two people to fill a slot that would be otherwise difficult to fill. This was discussed, and it was **resolved** to permit the reduced rate of hire on the condition that if another enquiry for this slot is filled they either vacate or pay the full going rate.
- ii. *To consider feedback provided on Beacon Hall bookings and hire packs.*
Due to a shortage of time and lack of pre-reading it was not possible to discuss this agenda item, so it was agreed it should be deferred to the next meeting.
- 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.*
Due to a shortage of time and lack of pre-reading it was not possible to discuss this agenda item, so it was agreed it should be deferred to the next meeting.

F&A074 – 06/11/2018 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 documenting of cemetery related process on Visio.*
- Due to a shortage of time and lack of pre-reading it was not possible to discuss this agenda item, so it was agreed it should be deferred to the next meeting.

F&A075 – 06/11/2018 Review of New Actions

It was noted that the new actions generated from the meeting were correctly captured on the Actions Register.

F&A076 – 06/11/2018 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 5th March 2019 at 7pm at Beacon Hall.

The meeting closed at 9.30pm

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

Appendix F&A062i - Review of Current Finances 2018/19

Date: 04/01/2019
Time: 17:56:37

Peasedown St John Parish Council Balance Sheet

Page: 1

From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Trade Debtors	1,574.50	4,139.50	
Unity Trust Current Account	12,014.01	107,157.06	
Unity Trust Deposit Account	70,281.19	138,090.06	
Nat West Current Account	5,034.48	84,395.13	
Petty Cash	(194.08)	55.92	
Refundable Allotment Key Deposits	0.00	255.00	
Credit Card (Debtors)	799.78	193.85	
VAT Liability	6,747.66	18,968.95	
		96,257.54	353,255.47
Current Liabilities			
Trade Creditors	2,248.35	2,230.01	
Other Creditors	5.00	7,518.23	
		2,253.35	9,748.24
Current Assets less Current Liabilities:		94,004.19	343,507.23
Total Assets less Current Liabilities:		94,004.19	343,507.23
Long Term Liabilities			
		0.00	0.00
Total Assets less Total Liabilities:		94,004.19	343,507.23
Capital & Reserves			
Reserves	(571.25)	248,931.79	
P & L Account	94,575.44	94,575.44	
		94,004.19	343,507.23



Date: 04/01/2019

Time: 17:58:42

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

Page: 1



From: Month 1, April 2018
 To: Month 12, March 2019

Chart of Accounts:

PSJ Layout of Accounts

	Period				Year to Date			
	Actual	Budget	Variance	Variance (%)	Actual	Budget	Variance	Variance (%)
Income								
Finance	179,131.19	178,340.00	791.19	0.44	179,131.19	178,340.00	791.19	0.44
Amenities	712.00	660.00	52.00	7.88	712.00	660.00	52.00	7.88
Environment	550.56	540.00	10.56	1.96	550.56	540.00	10.56	1.96
Cemetery	710.00	2,700.00	(1,990.00)	(73.70)	710.00	2,700.00	(1,990.00)	(73.70)
Beacon Hall	16,132.55	13,000.00	3,132.55	24.10	16,132.55	13,000.00	3,132.55	24.10
	<u>197,236.30</u>	<u>195,240.00</u>	<u>1,996.30</u>	<u>1.02</u>	<u>197,236.30</u>	<u>195,240.00</u>	<u>1,996.30</u>	<u>1.02</u>
Expenditure - Staff Costs & Gen. Admi								
Staff Costs	43,991.38	100,981.52	56,990.14	56.44	43,991.38	100,981.52	56,990.14	56.44
General administration	10,628.12	20,251.25	9,623.13	47.52	10,628.12	20,251.25	9,623.13	47.52
Media	1,809.28	3,100.00	1,290.72	41.64	1,809.28	3,100.00	1,290.72	41.64
	<u>56,428.78</u>	<u>124,332.77</u>	<u>67,903.99</u>	<u>54.61</u>	<u>56,428.78</u>	<u>124,332.77</u>	<u>67,903.99</u>	<u>54.61</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):	140,807.52	70,907.23	69,900.29	98.58	140,807.52	70,907.23	69,900.29	98.58
Expenditure - Amenities & Grants								
Grants	8,476.54	9,500.00	1,023.46	10.77	8,476.54	9,500.00	1,023.46	10.77
Amenities	5,625.33	11,350.00	5,724.67	50.44	5,625.33	11,350.00	5,724.67	50.44
Street Lighting	6,153.82	9,200.00	3,046.18	33.11	6,153.82	9,200.00	3,046.18	33.11
Environment	2,493.87	6,500.00	4,006.13	61.63	2,493.87	6,500.00	4,006.13	61.63
Cemetery	3,414.95	5,450.00	2,035.05	37.34	3,414.95	5,450.00	2,035.05	37.34
Recreation Field	8,097.75	7,100.00	(997.75)	(14.05)	8,097.75	7,100.00	(997.75)	(14.05)
Beacon Hall	9,698.46	15,640.00	5,941.54	37.99	9,698.46	15,640.00	5,941.54	37.99
Beacon Field	2,842.61	4,300.00	1,457.39	33.89	2,842.61	4,300.00	1,457.39	33.89
	<u>46,803.33</u>	<u>69,040.00</u>	<u>22,236.67</u>	<u>32.21</u>	<u>46,803.33</u>	<u>69,040.00</u>	<u>22,236.67</u>	<u>32.21</u>
Net Profit/(Loss) Before Reserve Tran...	94,004.19	1,867.23	92,136.96	4,934.42	94,004.19	1,867.23	92,136.96	4,934.42
Reserve Transfers	(571.25)	0.00	571.25	100.00	(571.25)	0.00	571.25	0.00
Net Profit/(Loss) After Reserve Tran...	<u>94,575.44</u>	<u>1,867.23</u>	<u>92,708.21</u>	<u>4,965.01</u>	<u>94,575.44</u>	<u>1,867.23</u>	<u>92,708.21</u>	<u>4,965.01</u>