



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 5th March 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair), Stephen Goodwin, Simon Kidd, Andrew Larcombe (Chair); Linda Morgan.

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.

Cllr. Conor Ogilvie-Davidson 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

Five members of the public were present at the meeting.

P.C.S.O. Tony McIntosh and two members of the Braysdown Allotments Committee were in attendance in relation to the recent allotment shed break-ins. P.C.S.O. McIntosh reported on the recurring incidents at the allotments such and in response he had arranged for the Designing Out Crime Officer to attend the site to provide some advice. The Officer had met with the Administration Officer earlier that day who had subsequently written a summary of their discussion which was tabled at the meeting. P.C.S.O. McIntosh advised that the Designing Out Crime Officer, would produce an official report in due course. Discussions were held around lighting of the site, cameras, marking tools and possessions with special marker pens.

The new fundraiser for Party in the Park was in attendance, accompanied by another member of the public. The fundraiser addressed the council asking for financial support from the Parish Council for the Party in the Park event due to be held in June. The sponsorship options were discussed, and the councillors raised various questions regarding the stall at the event, advertising etc. as part of the sponsorship packages. A request was also made regarding the bank account balances of the organisation. The fundraiser advised she would try to obtain the necessary information requested and would send it to the Clerk prior to the Full Council meeting later that month.

7.40pm – Public Session ended.

F&A077 – 05/03/2019 Apologies for Absence

Cllr. Claire Parfitt was absent from the meeting due to family commitments; this apology was duly noted.

F&A078 – 05/03/2019 Declarations of Interest

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

F&A079 – 05/03/2019 Minutes

- i. The minutes of the Finance & Amenities Committee meeting held on 8th January 2019 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'. Cllr. Larcombe and the Clerk to review all the outstanding actions when they next meeting for the bank reconciliations.

F&A080 – 05/03/2019 Items for Urgent Report

Cllr. Andy Larcombe reported on his recent conversation with the Clerk and so going forward there would be some amenities items at the beginning of each agenda, so they would be given higher priority in the running order of the meetings.

F&A081 – 05/03/2019 Braysdown Allotments Advisory Panel

The points raised in the public session and the report written by the Administration Officer were reviewed. It was **resolved** that once the formal report from the Designing Out Crime Officer is received a meeting be arranged between the police, the members of the Braysdown Allotments Committee and the parish council is convened to determine what action should be taken.

It was further **resolved** that the Administration Officer co-ordinates an allotment holders' get together late April/early May. These events could be combined if timings and schedules permit.

F&A082 – 05/03/2019 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; meeting held on 4th March 2019;***
The notes from the meeting held on the previous evening had been written up by the Clerk and were tabled at the meeting. Concerns were raised regarding the possible three years that the Football Club representative suggested the proposed development will take to complete. Further concerns were raised that the car park area would not be constructed prior to the rest of the development and that a requirement of a temporary portacabin had been suggested. The Clerk had been asked to obtain additional information from the Planning Officer and CISWO relating to the planning conditions and the lease and it was resolved that once this information had been received a Football Club Liaison Advisory Panel meeting be held so that information can be collated and presented to the Trustees for approval, prior to providing the information to the representative of the Football Club.
- ii. ***Inspections of the changing rooms and improvements to facilities;***
Weekend inspections by councillors are continuing to work well, with any issues raised being followed up by the Parish Office staff during the week. Handles to the changing rooms doors have now been added and the signs requesting not to 'warm-up' on the pitch will be installed on Monday. The boot scraper has been ordered and will be fitted when received.
Due to the warm weather it has been necessary to mow the football pitch, which was actioned week commencing 25th February 2019. It is likely it will need two further cuts during March. It should continue to be noted the operational budget for the Recreation Ground has overspent this year; it will therefore need to be agreed, by Full Council, that further monies to cover the mowing and any additional maintenance costs due up until the end of March come from Reserves or are vired from another budget.
- iii. ***Donations from teams for the 2018/19 season;***
Details of matches played at the Recreation Ground by each of the home teams had been circulated as pre-reading. It was resolved for the Clerk to liaise with each of the teams to reconcile the balance owed/due basing the season total on the number of games played at £50 per game.
- iv. ***New goal posts and Football Foundation grant application;***
The Grant Officer from the Football Foundation had advised that it is likely to be a couple of weeks before we find out the outcome of our application due to a backlog.
- v. ***A request from Bristol City Community Trust regarding the running of Wildcats girls football sessions in Peasedown St John.***
Details around these proposed sessions was discussed. It was considered to be something the Parish Council wished to encourage. It was noted that the sessions would run for a minimum of sixteen weeks and would commence in April. It was resolved to offer the use of the Recreation Ground football facilities to the Wildcats for a 16-week period for a donation of £160 to the Recreation Ground charities.

F&A083 – 05/03/2019 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&A083i. It was noted that some of the operational budgets will or have overspent. It was therefore resolved to recommend to Full Council that £500 from '604002 – General Hedge & Open Space Works' and

£500 from '604003 – General Tree Works' and a further £1000 from any other operational budget that has sufficient money remaining is transferred to the '606001 – Recreation Field Upkeep' budget.

It was resolved for the Clerk to submit a VAT claim for the period April to September 2018 inclusive as soon as possible. It was further resolved for the VAT for the period October 2018 to March 2019 be submitted by 30th April 2019.

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

F&A084 – 05/03/2019 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 since the last meeting there had been some additional expenditure on the installation of the Equality Act compliant gates, although budget remained.

F&A085 – 05/03/2019 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&A086 – 05/03/2019 Review of Debtors and Creditors

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

There were seventeen aged debtors; the majority of which were overdue allotment plot fees, the others related to regular Beacon Hall hirers. They had all been chased for payment. Suggestions were made regarding invoicing in advance and sending out regular statements. The Clerk to follow up accordingly.

There were several aged creditors; the majority were pending payment by direct debit. However, there were four creditors whose purchase invoices were pending as the works had not yet been completed or had been charged incorrectly.

F&A087 – 05/03/2019 Banking Arrangements

Since the last meeting the two new committee members had completed the necessary bank paperwork and so they should be provided with access shortly. Some committee members had still to activate their online banking access. It was noted that the new BACS payments process was working well.

F&A088 – 05/03/2019 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 had been updated with a summary of action taken to date; the following points were made:

- Petty Cash – the petty cash reconciliations were now up to date and the at the next Councillor/Clerk reconciliation the actual cash will also be counted as part of the process.
- Credit Card – The changes to Financial Regulations with regards to the Administration Officers using the card was still to be actioned.
- Anti-Bribery & corruption Policy – The Auditor had provided a template policy which will be considered as the next item.
- A Conclusion of Audit version of the Annual Return document has now been uploaded to the website.
- Payment transaction checks – one of the invoices from the Auditor's random sample was missing; the Clerk had located it and emailed a copy to the Auditor.
- Asset Register – The Clerk had amalgamated the asset spreadsheets into one document, however, there was still work to be done to make it into a useable document. A copy of the document as it stands was tabled at the meeting. The Clerk was requested to upload a view-only copy to SharePoint, so councillors could access it and the Clerk to continue to work on the document, so it is ready for the end of the financial year.

F&A089 – 05/03/2019 Anti-Fraud, Corruption and Theft Policy

Councillors reviewed the draft new Anti-Fraud, Corruption and Theft Policy that had been circulated as pre-reading. Further to recommendations from the Internal Audit Report, to have such a policy in place, councillors unanimously **resolved** to adopt the policy with immediate effect.

F&A090 – 05/03/2019 Provision for Monthly Payroll Access

To receive update regarding the change to monthly payroll and to determine bank access requirements for B&NES Council when functioning as the Parish Council's payroll provider.

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&A091 – 05/03/2019 Review of Financial Regulations

To review the Financial Regulations including recommendations on the draft amendments regarding bank signatories, BACS payments, payroll requirements, etc. for inclusion in their adoption at the Annual Meeting of the Full Council in May.

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&A092 – 05/03/2019 Community Grants

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

The sponsorship request from Party in the Park was discussed and it was resolved to recommend to Full Council that the Parish Council becomes a 'gold' sponsor of the event on the condition that we are treated equally to the other 'gold' sponsor which includes timely press release, invited to the group sponsors' photograph, we are invited to provide a page for the programme and we have a stall in a prominent position, near Beacon Hall.

F&A093 – 05/03/2019 Waste Collection & Disposal Contracts

Councillors considered the waste collection and disposal contracts. In accordance with Financial Regulations quotations for weekly collections from Beacon Hall and Ashgrove Cemetery had been obtained from three different suppliers.

It was **resolved** to appoint B&NES Council as the waste collection and disposal contractor for Peasedown St John Parish Council for the 2019-20 financial year at a per collection cost of £13.25 per 660 litre bin and £17.95 per 1100 litre bin.

F&A094 – 05/03/2019 Grass Cutting Contracts

Councillors considered options regarding the mowing contracts for Beacon Field and the Recreation Ground.

It was resolved to appoint B&NES Council as the grass cutting contractor for Beacon Field for the 2019 season.

It was resolved to appoint Greensward as the grass cutting contractor for the Recreation Ground for the 2019 season.

F&A095 – 05/03/2019 Ride on Mower

To review the quotations and consider options for the replacement of the ride-on-mower with regards to leasing a new machine.

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&A096 – 05/03/2019 Beacon Hall & Field

- i. Councillors considered a request for a reduced rate on the hire of the hall for a regular hirer that wished to extend their classes on a Saturday morning. This was discussed, and it was **resolved** not to permit the reduced rate of hire as the hall can be booked out during that time at the full going rate.
- ii. *To receive update on the improvements to Beacon Hall and to consider quotations for assets that require replacing.*
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. However, Cllr. Kathy Thomas raised the issue of storage problems at the hall. It was agreed that Cllr. Thomas should meet with the Administration Officer to discuss storage options and for the matter to be included on the agenda for the April meeting.
- iii. A report on the play equipment on Beacon Field, including recent repairs and annual play inspections had been circulated as pre-reading. It was noted that the installation of the new MUGA is now complete. There are some issues with the play surface of the Kompan play area; the Caretaker will continue to

monitor the situation and any issues raised in the independent inspection report will be attended by the Caretakers in consultation with the Clerk.

F&A097 – 05/03/2019 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 photographing and documenting of the plots and memorials at Ashgrove Cemetery.*

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&A098 – 05/03/2019 Review of New Actions

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

F&A099 – 05/03/2019 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 30th April 2019 at 7pm at Beacon Hall.

The meeting closed at 9.43pm

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