



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Finance & Amenities Committee held on Tuesday 30th April 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, Claire Parfitt.

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. Barbara Bailey, Richard Clarke 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

One member of the public was present at the meeting; they did not have any matters to raise.

Cllr. Andy Larcombe opened the meeting, advising it would be the last meeting prior to the forthcoming election and thanked all the committee members for their contributions over the past four years. Cllr. Larcombe was thanked in return for his role in chairing the committee.

F&A100 – 05/03/2019 Apologies for Absence

With all members of the committee present, there were no apologies for absence.

F&A101 – 05/03/2019 Declarations of Interest

Cllrs. Barbara Bailey and Richard Clarke both declared interests in agenda item F&A104-30/04/2019 due to them being members of organisations which have applied for a community grant.

F&A102 – 05/03/2019 Minutes

- i. The minutes of the Finance & Amenities Committee meeting held on 5th March 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 Clerk had not had time to complete the updating of the actions register, however, she was arranging a meeting with Cllr. Larcombe to review any remaining actions and sign off the minutes.

F&A103 – 30/04/2019 Items for Urgent Report

One of the picnic benches on Beacon Field had been vandalised by way of trying to set it alight. There was some damage, but the bench was still useable. The matter had been reported to the police.

F&A104 – 30/04/2019 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 £2,500 for Community Grants for the 2019/20 financial year. It was also noted that £500 of the Village Events budget had already been allocated as Gold sponsorship for Party in the Park and a further £500 was earmarked for a Remembrance event in November. 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.

The following motion was raised, to be voted on at Full Council:

To resolve to award community grants as discussed at the Finance & Amenities Committee [details of which can be found as appendix F&A104i attached to these minutes], totalling £3,500 (including £1,000 for Village Events).

Proposed by: Cllr. Stephen Goodwin and Seconded by: Cllr. Claire Parfitt.

F&A105 – 30/04/2019 Beacon Hall & Field

- i. Councillors considered a potential request to hold puppy training classes at Beacon Hall. Concerns were raised regarding the cleaning of the floors after the classes, particularly with other groups using the hall for floor exercises etc. It was agreed that as the current hire policy states no dogs, except guide dogs then the request would have to be declined until the policy was reviewed, so perhaps it would be considered again in the future.
- ii. As agreed at the last meeting, Cllr. Thomas and the Administration Officer had met to review storage options for Beacon Hall. A paper had been provided for initial investigations into having a storage container outside at the back of the hall with a new access door created. It would cost in the region of £6,000. This was briefly discussed, and it was noted there are not any earmarked funds to proceed with such a project. It was therefore resolved to recommend to Full Council that a sum of £6,000 is included in future projects for improvements to storage at Beacon Hall. The details of this project to be reviewed by the appropriate Advisory Panel in due course.
- iii. The food warming cabinet in the kitchen is no longer working. Prices for a new unit are in the region of £2,000, so repairing the existing unit is being investigated. If a replacement is required, it will be brought back to a future meeting for consideration.
- iv. Since the last meeting, the Caretakers had repaired the cantilever swing on Beacon Field. Also, a temporary repair had been undertaken to the step on the Kompan play fort, which had broken off at the joint. A new part has been ordered and will be installed once received.

8.42pm – It was resolved to adjourn the meeting for a comfort break.

8.58pm – It was resolved to reconvene the meeting.

F&A106 – 30/04/2019 Review of Current Finances 2018/19

To consider report on financial spend against budget for the 2018/19 financial year covering both operational and capital projects budgets. To also include review of the Balance Sheet for bank account balances, petty cash, VAT and reserves.

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&A106i. It was noted that the income for Beacon Hall was substantially more than what was budgeted, which is a credit to the Administration Officer and demonstrates that the investment made into the hall improvements is paying off.

Several operational budgets were overspent; others under, which balanced out. There was a difference between the net figure remaining at the end of the financial year from that detailed on the balance sheet and that on the income and expenditure sheet; the Clerk to investigate and report back. The remaining balance is approximately £30,000 which is due to:

- Beacon Hall income being approximately £8,500 over budget;
- Some works being budgeted for, but not actually being completed by the end of the financial year, e.g. tree works, costs involved in moving to monthly payroll.
- To ensure the S106 money as being spent and not listed as a creditor, the remaining £7,233.23 had to be recorded as income.

It was agreed that any surplus monies, not already committed expenditure, to be spent towards the new mower and Beacon hall improvements.

Excluding the excesses to the income, it was noted that the budgets against expenditure were quite accurate and so thanks was expressed to the Clerk and Committee Chair for the work they undertook when setting them.

A VAT claim for the period April 2018 to March 2019 inclusive, for a total of £47,495.93 has been submitted.

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

F&A107 – 05/03/2019 CIL & Community Empowerment Fund

It was noted that during the 2018-19 financial year £247.50 had been received from the Community Infrastructure Levy (CIL) generated from planning application 16/00083/FUL. There had been £1,741.15 expenditure on the installation of the Equality Act compliant gates, relating to the Community Empowerment Fund, although not all gates had yet been installed so further expenditure would be required.

F&A108 – 05/03/2019 Review of Section 106 Finances

Pre-reading provided a report on financial spend for the Wellow Lane Section 106 monies. It was **resolved** that the remaining balance from the Wellow Lane S106 monies be allocated to the supply and installation of the new play surface at the Recreation Ground, in accordance with approval previously obtained from B&NES Council. The Clerk to advise B&NES Council that the fund was now completely spent.

F&A109 – 05/03/2019 Review of Debtors and Creditors

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

The aged debtors mainly related to the hire of Beacon Hall. They had all been chased for payment. The issuing of regular statements to debtors will be actioned.

There were four aged creditors, one of which was the company who delivers the parish council newsletter. They had been contacted requesting a reduction on the invoice due to the issues encountered with late delivery of the last newsletter. They had responded stating to pay what we considered appropriate. It was resolved to pay 50% of the invoice.

F&A110 – 05/03/2019 Banking Arrangements

The Clerk had submitted the necessary bank paperwork for the Administration Officer to become a signatory on the Unity Trust Bank account, as previously agreed.

F&A111 – 30/04/2019 Provision for Monthly Payroll Access

The Clerk was progressing the change to monthly payroll as discussed/agreed at the last Full Council meeting.

F&A112 – 30/04/2019 Internal Audit & External Audit

The Internal Audit for the end of the 2018/19 financial year had been undertaken on 26th April 2019; the report had not yet been received from the Auditor. However, the majority of the points raised at the last audit had now been addressed. It was noted that although review of the Risk Register had been undertaken at Advisory Panel meetings further work was required on this document. The new BACS payment process had worked very well for audit purposes. The report, once available, would be presented to Full Council and the Finance & Amenities Committee.

F&A113 – 30/04/2019 Carrying Forward of Remaining Budget Balances

The carrying forward of specific budget balances from the 2018-19 to the 2019-20 financial years was discussed and it was **resolved** that for items already mentioned as committed expenditure [minute F&A106-30/04/2019 refers] this should be actioned. The Clerk to provide a full breakdown for the Full Council meeting.

F&A114 – 30/04/2019 Ride on Mower

Following discussions at the last Full Council meeting additional information, particularly relating to the trade in price of the old mower, had been obtained. These were presented and reviewed at the meeting. It was **resolved** to proceed to use the already allocated funds and the end of financial year surplus funds (identified under F&A106-30/04/2019) to purchase outright the Kubota GR2120 mower from Highwood and to trade-in the old mower against this purchase.

F&A115 – 05/03/2019 Braysdown Allotments Advisory Panel

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

- i. The Allotments Advisory Panel met on 4th April 2019 and inspected the plots.
- ii. Following this inspection maintenance letters have been sent to three plot holders.

iii. An application for a community grant for the allotments BBQ was submitted.

The allotment holders' get together was held on 26th April 2019 at 7.30pm at Beacon Hall. A written report from this event had been circulated as pre-reading. The following points raised at this event were considered and determined by the Committee as follows:

- i. Purchase of a new "no parking" sign for the turning place at the end of the central path and a sign advising allotment holders not to store valuable items at the site (as recommended by the police) - approximate cost £15 each sign. **Resolved** to agree.
- ii. Whether to accept a regular supply of used coffee grounds from The Meeting Place Café. **Resolved** to agree.
- iii. Purchase of a heavy-duty dustbin with lid to contain coffee grounds (approx. £13). **Resolved** to agree.
- iv. Whether to accept a seventh member of the Allotments Committee. **Resolved** to agree.
- v. Whether make further investigations regarding the cost of providing a mains water supply to the allotments site. **Resolved** not to progress at this time.

F&A116 – 30/04/2019 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 30th April 2019 at 6pm;**
Cllr. Larcombe provided a verbal update on the Advisory Panel meeting held immediately prior to the Finance & Amenities Committee meeting. CISWO had provided two options regarding the lease; either an occupational license or a commercial lease at the going rate. The Clerk will write a letter to Miners' Welfare Football Club providing details on the lease, the requirements of the build and requesting information on the construction plan etc. A full report will be provided for the Full Council meeting.
- 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. The boot scraper will be fitted as soon as it has been received.
The end of season works to the football pitch were considered and it was **resolved** to proceed with the quotation from Greensward for a total cost of £2,580+VAT to include verti-draining, over-seeding, top-dressing, levelling of goal mouths and the application of an herbicide treatment.
- 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 noted that some teams will continue playing into May 2019.
- iv. **Update on issuing of keys;**
When each team has played their final match of the season, they will be contacted to arrange for the return of their keys. A set of padlocks will be put on the changing rooms so access will only be available to the Parish Council during the closed season. New keys will be issued once the season commences and User Agreement signed, and donation received.
- v. **Review of User Agreement and consideration of suggested changes;**
The User Agreement requires review and updating prior to the commencement of the new season. Any suggested amendments should be submitted to the Clerk prior to the end of May 2019.
- vi. **Update on Bristol City Community Trust and Wildcats girls football sessions in Peasedown St John.**
Wildcats have collected a set of keys and completed the necessary paperwork; their first session has been held today. Their sessions will run for 16 weeks from 17:00 – 18:00 Tuesday 30th April – 13th August 2019 inclusive.

F&A117 – 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&A118 – 05/03/2019 Date and Time of Next Meeting & Future Agenda Items

The date of the next Finance & Amenities Committee meeting is to be determined.

The meeting closed at 9.37pm

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