



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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24th December 2021

To Councillors:

Adi Davis; Jo Davis; Andrew Fraser; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson

You are hereby summoned to attend a meeting of the Finance & Amenities Committee of Peasedown St John Parish Council to be held at Beacon Hall on **Tuesday 4th January 2022 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West
Parish Clerk & RFO

AGENDA

Meeting of the Finance & Amenities Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

F&A041 – 04/01/2022 Attendance Roll Call and Declarations of Interest

To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

F&A042 – 04/01/2022 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

F&A043 – 04/01/2022 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 12th October 2021.
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 12th October 2021.
- iii. To review updated copy of the Actions Register on Planner.

F&A044 – 04/01/2022 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

F&A045 – 04/01/2022 Review of Current Finances 2021/22

To consider report on financial spend against budget for the 2021/22 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.

F&A046 – 04/01/2022 Review of Committed Expenditure and Ear Marked Reserves

To review the Committed Expenditure and the Ear Marked Reserves and to consider making any recommendations to Full Council.

F&A047 – 04/01/2022 Community Infrastructure Levy and External Funding

To receive update on Community Infrastructure Levy and other external income and expenditure.

F&A048 – 04/01/2022 Finance & Amenities Advisory Panel

To receive a report from the **Finance & Amenities Advisory Panel** meeting held on 7th December 2021 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

To also include a review of the 'Infrequent Operational Expenditure' and 'Contracted Amenities Works' budgets and the possible required fluidity to the allocations of these budgets.

F&A049 – 04/01/2022 Budget Preparations for 2022/23

To receive an update on the Tax Base, to review the figures discussed at the Finance & Amenities Advisory Panel meeting in December and to consider responses to queries raised at this meeting along with any additional items to be included within the operational budget for the 2022/23 financial year. To also review suggestions for projects and larger operational expenditure and items allocated for earmarked reserves. To determine any recommendations to Full Council for the setting of the precept and the process for presenting to Full Council at the meeting on 18th January 2021.

F&A050 – 04/01/2022 Banking Arrangements

To receive an update on bank signatories/mandate and bank charges/fees and make any associated decisions.

F&A051 – 04/01/2022 Internal & External Audits

To receive update on both the Internal and External Audits for the 2021/22 financial year and to consider any recommendations/to decide on any related action items. To consider proposal from the Chair regarding feedback from the internal audit visit.

F&A052 – 04/01/2022 Insurance Broker and Cover

To receive update on the business interruption claim.

F&A053 – 04/01/2022 Finance & Amenities Policies – Tree and Hedge Management

To review the draft Tree and Hedge Management Policy as considered by the Finance & Amenities Advisory Panel and to determine any further amendments and to adopt the policy. To also determine the responses to resident tree related queries pending the outcome of this policy.

F&A054 – 04/01/2022 Community Grants

To receive update on the Community Grant and Village Event awards for 2021/22 and to consider the two remaining applications that were subject to conditions.

To review the adherence to the Terms and Conditions regarding feedback from those grant receivers to date.

To receive update on the status of the presentation cheques.

To review the Terms and Conditions and determine any associated changes in preparation for the grant scheme in 2022/23.

F&A055 – 04/01/2022 Christmas Related Activities

To receive an update regarding Christmas related activities and to make any associated decisions, to include:

- i. Christmas hampers, cards, and calendars.
- ii. Christmas lights and trees and to review quotations for the 2022 scheme.

F&A056 – 04/01/2022 Annual Independent Play Inspections

To receive update on works completed to date and the next phase works scheduled to be actioned following the annual independent play inspection.

F&A057 – 04/01/2022 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel**. To include updates and decisions on:

- i. Waiting list numbers.
- ii. Plot fees for 2022 and issuing of associated invoices.
- iii. Plot inspections, probation period and letters.
- iv. Replacement boundary fence.
- v. Signage improvements.
- vi. Future operational works to the entrances and extension to the Accessible Allotment plots.

F&A058 – 04/01/2022 Football Club Liaison Advisory Panel

To receive a report from the **Football Club Liaison Advisory Panel** and make any associated decisions or recommendations to Full Council and the Trustee. To include:

- i. Inspections of the changing rooms and improvements to facilities and associated budgets.
- ii. Consideration of quotations for proposed improvements to the dugouts.
- iii. Signage improvements.
- iv. Review of the planning application for the proposed Football Club's Tea Hut proposals.

F&A059 – 04/01/2022 Floral Displays

To receive an update regarding the floral displays for 2021 and to consider recommendations and make associated decisions for the summer 2022 display.

F&A060 – 04/01/2022 Review of New Actions

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

F&A061 – 04/01/2022 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 26th April 2022 at 7pm at Beacon Hall.

The date of the next Finance & Amenities Committee Advisory Panel meeting is scheduled to be held on Tuesday 8th February at 7pm.