



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

25th May 2022

To Councillors:

John Bailey; Jo Davis; Simon Kidd; Andrew Larcombe (Chair); Ray Love; 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 31st May 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&A001 – 31/05/2022 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&A002 – 31/05/2022 Apologies for Absence

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

F&A003 – 31/05/2022 Election of Vice-Chair

To receive nominations and to elect a Vice-Chair of the Finance & Amenities Committee.

F&A004 – 31/05/2022 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 26th April 2022.
- ii. To review updated copy of the Actions Register on Planner.

F&A005 – 31/05/2022 Items for Urgent Report

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

F&A006 – 31/05/2022 Advisory Panels

- i. To reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations.
- ii. To review the list of Finance & Amenities Committee commissioned Advisory Panels and reaffirm their status (and appoint Chairs) or formally dissolve them.

F&A007 – 31/05/2022 Review of End of Year 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&A008 – 31/05/2022 Review of Current Finances 2022/23

To consider report on financial spend against budget for the 2022/23 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&A009 – 31/05/2022 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&A010 – 31/05/2022 Review of Debtors and Creditors

To review the financial debtors and creditors report and make any associated decisions (report to be tabled at the meeting).

F&A011 – 31/05/2022 Community Infrastructure Levy and External Funding

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

F&A012 – 31/05/2022 Banking Arrangements

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

F&A013 – 31/05/2022 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 also receive update on the appointment of auditors and make any associated decisions.

F&A014 – 31/05/2022 Insurance Broker and Cover

To receive update on the business interruption claim and make any associated decisions.

To receive update on the Persimmon land search indemnity quotation.

To consider steps for obtaining quotations for insurance cover in preparation for the renewal date in September 2022.

F&A015 – 31/05/2022 Finance & Amenities Related Policies

To review the list of policies that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

F&A016 – 31/05/2022 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. End of season pitch improvement works.
- iii. Signage improvements.
- iv. Update on the Tea Hut and Toilet units with quotations for groundworks etc. and planning variation.
- v. Update on teams using the facilities for the 2022/23 season.
- vi. Update on User Agreements.

F&A017 – 31/05/2022 Beacon Hall & Field

To receive update on Beacon Hall bookings and general running of the facility and associated works. To include an update on recent issues with the play equipment and to determine any costs in relation to replacement equipment.

F&A018 – 31/05/2022 Community Grants

To receive update on Community Grant and Village Event awards for 2022/23 and to consider adherence to the Terms and Conditions regarding feedback. To also determine the second phase of grant awards and associated processes and dates, to include consideration of an application for Primary School's Jubilee Garden.

F&A019 – 31/05/2022 Winter Planting Scheme

To receive a report on proposals for winter planting for the 2022/23 season and make associated decisions.

F&A020 – 31/05/2022 Memorial Tree

To receive a report and make associated decisions on proposals for a memorial tree to be planted at Ecewiche Green.

F&A021 – 31/05/2022 Review of New Actions

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

F&A022 – 31/05/2022 Date and Time of Next Meeting & Future Agenda Items

To note the dates of future Finance & Amenities Committee and Advisory Panel meetings to be held at Beacon Hall (unless otherwise advised) as follows:

- F&A Committee meeting on Tuesday 12th July 2022 at 7pm.
- F&A Advisory Panel on Tuesday 20th September 2022 at 7pm.
- F&A Committee meeting on Tuesday 11th October 2022 at 7pm.
- F&A Advisory Panel on Tuesday 13th December 2022 at 7pm.
- F&A Committee meeting on Tuesday 10th January 2023 at 7pm.
- F&A Advisory Panel on Tuesday 14th March 2023 at 7pm.
- F&A Committee meeting on Tuesday 25th April 2023 at 7pm.