



## PEASEDOWN ST JOHN PARISH COUNCIL

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6<sup>th</sup> July 2022

### To Councillors:

John Bailey; Jo Davis (Vice-Chair); 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 12<sup>th</sup> July 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

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## 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).

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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&A027 – 12/07/2022 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&A028 – 12/07/2022 Apologies for Absence**

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

**F&A029 – 12/07/2022 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 31<sup>st</sup> May 2022.
- ii. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 1<sup>st</sup> June 2022.
- iii. To review updated copy of the Actions Register on Planner.

**F&A030 – 12/07/2022 Items for Urgent Report**

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

**F&A031 – 12/07/2022 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 include review of the Balance Sheet for bank account balances, petty cash, VAT and Reserves. To review those budgets which, are unexpectedly close to or likely to overspend and make decisions/recommendations to Full Council accordingly.

**F&A032 – 12/07/2022 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&A033 – 12/07/2022 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&A034 – 12/07/2022 Community Infrastructure Levy and External Funding**

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

**F&A035 – 12/07/2022 Banking Arrangements**

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

**F&A036 – 12/07/2022 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&A037 – 12/07/2022 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 receive update and consider any quotations for insurance cover renewal due at the end of September 2022.

**F&A038 – 12/07/2022 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. Pitch improvement works and associated budgets.
- iii. Signage improvements.
- iv. Update on the canteen and accessible toilet units to include costings/budgets for groundworks, plumbing, electrics etc.
- v. Update on teams using the facilities for the 2022/23 season.
- vi. Update on User Agreements.
- vii. Update on date/arrangements for next meeting of the Football Club Liaison Advisory Panel.

**F&A039 – 12/07/2022      Braysdown Allotments Advisory Panel**

To receive a report from the **Braysdown Allotments Advisory Panel** following their inspection on 29<sup>th</sup> June 2022. To include updates and decisions on:

- i. To confirm on councillor representation and committee membership.
- ii. Plot inspections.
- iii. Recommendation to extend the Accessible Allotment plots onto plot 18C.
- iv. Annual allotments BBQ for 2022.

**F&A040 – 12/07/2022      Beacon Hall & Field**

- i. To receive update on Beacon Hall bookings and general running of the facility and associated works.
- ii. To receive an update on the current play equipment and to determine any costs in relation to replacement equipment. To also receive an update on the old play equipment taken from Beacon Field.
- iii. To review the terms and conditions of hire to include charity collections on Parish Council land.

**F&A041 – 12/07/2022      Memorial Tree**

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

**F&A042 – 12/07/2022      Mercedes Roundabout**

To receive a report and make associated decisions on proposals for the relocation of the flower beds on the Mercedes roundabout to the verges on the Wellow approach road.

**F&A043 – 12/07/2022      Review of New Actions**

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

**F&A044 – 12/07/2022      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 Advisory Panel on Tuesday 20<sup>th</sup> September 2022 at 7pm.
- F&A Committee meeting on Tuesday 11<sup>th</sup> October 2022 at 7pm.
- F&A Advisory Panel on Tuesday 13<sup>th</sup> December 2022 at 7pm.
- F&A Committee meeting on Tuesday 10<sup>th</sup> January 2023 at 7pm.
- F&A Advisory Panel on Tuesday 14<sup>th</sup> March 2023 at 7pm.
- F&A Committee meeting on Tuesday 25<sup>th</sup> April 2023 at 7pm.