



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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5th October 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 11th October 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&A045 – 11/10/2022 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&A046 – 11/10/2022 Apologies for Absence

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

F&A047 – 11/10/2022 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 12th July 2022.
- ii. To review updated copy of the Actions Register on Planner.

F&A048 – 11/10/2022 Items for Urgent Report

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

F&A049 – 11/10/2022 Community Grants

To consider applications for Community Grants for 2022/23 and make decisions and/or associated recommendations for ratification at Full Council.

To review feedback under the Terms and Conditions from the 2022/23 grant receivers to date.

F&A050 – 11/10/2022 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 Infrequent Operational Expenditure budget (including potential requirement from Cemetery works budget).

To include review of the Balance Sheet for bank account balances, credit card and petty cash.

To include review the Reserves, Ear Marked Reserves and Committed Expenditure.

To review those budgets which, are unexpectedly close to or likely to overspend and make decisions/recommendations to Full Council accordingly.

To receive update on VAT claim and unreconciled bank account items.

To consider payment of invoice from solicitor, for works to date on the Persimmon land transfer.

F&A051 – 11/10/2022 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&A052 – 11/10/2022 Community Infrastructure Levy and External Funding

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

F&A053 – 11/10/2022 Banking Arrangements

To receive an update on banking arrangements and make any associated decisions. To include:

- Signatories and bank mandate.
- Bank charges and fees.
- Credit card limit increase.
- Card payment options.
- B&NES payroll – update on processing of the bank form and next steps for implementation.

F&A054 – 11/10/2022 Internal & External Audits

To receive update on the External Audit for the 2021/22 financial year and to receive an update on the Internal Audit for the 2022/23 financial year.

F&A055 – 11/10/2022 Budget Planning for 2023/24

To consider and determine the process for budget planning for the 2023/24 financial year.

F&A056 – 11/10/2022 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.

F&A057 – 11/10/2022 Finance & Amenities Advisory Panel

To receive a report from the **Finance & Amenities Advisory Panel** from their meeting on 20th September 2022 (for items not already covered on this agenda) and to make any associated decisions. To include:

- i. Quotations for **tree felling of ash trees** as identified on the ash die back report.
- ii. Quotations for **bow top galvanised fencing for Recreation Ground play area** and associated installation costs.
- iii. Options for the **wooden steps at Ecewiche Green**.
- iv. Update on **utility supplies** and charges.

F&A058 – 11/10/2022 Recreation Ground and Charity Trust

To receive update on those items delegated to the Finance & Amenities Committee at the last full Council meeting. To include:

Scout Garage - Consideration of draft User Agreement and payment for electrical installation works.

Internet Provision – To receive update on the installation of the free internet provision from Truespeed to be installed at the Canteen.

Canteen and Accessible Toilet – Consideration of Terms and Conditions of Hire.

Canteen and Accessible Toilet – Update on the boxing in of the pipework.

F&A059 – 11/10/2022 Christmas Related Activities

To receive an update regarding Christmas related activities and make any associated decisions on:

- i. Senior Residents Christmas Tea Party – 4th December 2022
- ii. Christmas cards
- iii. Calendars
- iv. Christmas lights and trees.

F&A060 – 11/10/2022 Beacon Hall & Field

- i. To receive update on Beacon Hall bookings and general running of the facility and associated works. To include review and determination of works required and whether to action during the current financial year or to include them for future projects.
- 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. Update on Valuation Office Agency request for rent, lease or ownership details.

F&A061 – 11/10/2022 Braysdown Allotments

- i. To receive update on Braysdown Allotments prior to their site inspection due later this month.
- ii. To include review and determination of works required and whether to action during the current financial year or to include them for future projects.

F&A062 – 11/10/2022 Winter Planting

To receive an update on the roll out of winter planting and make any associated decisions.

F&A063 – 11/10/2022 Review of New Actions

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

F&A064 – 11/10/2022 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 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.