



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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4th January 2023

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 10th January 2023 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&A065 – 10/01/2023 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&A066 – 10/01/2023 Apologies for Absence

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

F&A067 – 10/01/2023 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 11th October 2022.
- ii. To review updated copy of the Actions Register on Planner.

F&A068 – 10/01/2023 Items for Urgent Report

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

F&A069 – 10/01/2023 Community Grants

To consider an out-of-cycle application for a Community Grants for 2022/23 for Somer Valley FM due to the loss of their original banner, to make associated decisions and/or recommendations for ratification at Full Council.

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

F&A070 – 10/01/2023 Parish Office Boiler

To consider quotation/s received to replace the existing boiler located in the Parish Office at Beacon Hall and to make associated decisions.

F&A071 – 10/01/2023 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 receive update on utility supplies and charges.

To receive update and ratify monthly payment plan of the finance agreement for the Isuzu D-Max.

To include update and ratify the expenditure for the vehicle deposit, signwriting and insurance cover.

F&A072 – 10/01/2023 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&A073 – 10/01/2023 Community Infrastructure Levy and External Funding

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

F&A074 – 10/01/2023 Finance & Amenities Advisory Panel

To receive a report from the **Finance & Amenities Advisory Panel** meeting held on 13th December 2022 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

To also include a review of the 'Caretakers Salaries'; 'Contracted Amenities Works'; and 'Beacon Hall Cleaning' budgets and the possible required fluidity to the allocations of these budgets.

F&A075 – 10/01/2023 Budget Preparations for 2023/24

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 2023/24 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 17th January 2023.

F&A076 – 10/01/2023 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 facility.
- B&NES payroll – update on processing of the bank form and next steps for implementation.

F&A077 – 10/01/2023 Internal & External Audits

To review the report from the interim Internal Audit for the 2022/23 financial year and to consider any actions based on the findings and recommendations. Also, to receive an update on the newly appointed External Auditor for the 2022/23 financial year.

F&A078 – 10/01/2023 Annual Independent Play Inspections

To receive the annual independent play inspection reports and to consider proposals and make decisions on any required resultant works.

F&A079 – 10/01/2023 Braysdown Allotments Advisory Panel

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

- i. Waiting list numbers (including those for accessible plots).
- ii. Plot fees for 2023 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&A080 – 10/01/2023 Recreation Ground and Charity Trust

To receive update on the following items and make any associated decisions in accordance with delegations applied at previous Full Council meetings:

- i. **Internet Provision** – To receive update on the installation of the free internet provision from Truespeed due to be installed at the Canteen.
- ii. **Canteen and Accessible Toilet** – Consideration of the draft Terms and Conditions of Hire.
- iii. **Canteen and Accessible Toilet** – Update on the boxing in of the pipework.
- iv. Felling of the ash trees as identified on the ash die back report.
- v. Quotations for **labour and fixings to remove the existing wooden fence and to install the previously ordered bow top galvanised fencing** for Recreation Ground play area.
- vi. **Memorial tree**.

F&A081 – 10/01/2023 Beacon Hall & Field

- i. To receive update on Beacon Hall bookings and general running of the facility and associated works scheduled to be completed during the current financial year.
- 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&A082 – 10/01/2023 Floral Displays

To receive an update regarding the floral displays for 2022 and to consider recommendations and make associated decisions for the summer 2023 display.

F&A083 – 10/01/2023 Review of New Actions

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

F&A084 – 10/01/2023 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 14th March 2023 at 7pm.
- F&A Committee meeting on Tuesday 25th April 2023 at 7pm.