



## 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](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

19<sup>th</sup> April 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 25<sup>th</sup> April 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&A085 – 25/04/2023 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&A086 – 25/04/2023 Apologies for Absence**

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

**F&A087 – 25/04/2023 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 10<sup>th</sup> January 2023.
- ii. To review updated copy of the Actions Register on Planner.

**F&A088 – 25/04/2023 Items for Urgent Report**

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

**F&A089 – 25/04/2023 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 and agree any accruals.

Review of the Balance Sheet for bank account balances, credit card and petty cash.

Review of the Reserves, Ear Marked Reserves and Committed Expenditure.

Update on VAT claim.

Update on aged unreconciled bank account items.

Update on utility supplies and charges.

**F&A090 – 25/04/2023 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&A091 – 25/04/2023 Community Infrastructure Levy and External Funding**

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

**F&A092 – 25/04/2023 Budget & Income/Expenditure for 2023/24**

To consider report on financial spend against budget for the 2023/24 financial year covering both operational and capital projects budgets. To include:

Update on the budgets for 'Infrequent Operational Expenditure', 'Contracted Amenities Works', and Staff Salaries budgets.

Update on the pension deficit payment and make any associated decisions.

**F&A093 – 25/04/2023 Banking Arrangements**

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

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

**F&A094 – 25/04/2023 Internal & External Audits**

To receive an update on both the Internal and External Audits for the 2022/23 financial year and to consider any recommendations and decide on any related action items.

**F&A095 – 25/04/2023 Policies – Reserves and Investments**

To review draft copy of new Reserves and Investments Policy. To make any suggestions for amendment and associated recommendations for adoption.

**F&A096 – 25/04/2023 Community Grants**

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

To review the current application form and agree any amendments to the form and the Terms and Conditions for the 2023/24 community grants.

To receive update on the replacement Somer Valley FM banner.

To consider email from The Hive regarding a possible grant application for youth work provision or alternative grant options.

**F&A097 – 25/04/2023 Finance & Amenities Advisory Panel**

To receive a report from the **Finance & Amenities Advisory Panel** meeting held on 16<sup>th</sup> February 2023 and 14<sup>th</sup> March 2023 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

**F&A098 – 25/04/2023 Braysdown Allotments Advisory Panel**

To receive a report from the **Braysdown Allotments Advisory Panel** meeting held on 5<sup>th</sup> April 2023 and to consider their recommendation and make any associated decision on:

- i. Waiting list numbers (including those for accessible plots).
- ii. Plot inspections, probation period and letters.
- iii. Possible change to the rules to suggest a percentage of the plot (50%) to be cultivated and how this would be implemented.
- iv. Suggestion that the whole of row 32 should be re-designated as quarter plots – to be actioned from next January.
- v. Future works to the entrances and extension to the Accessible Allotment plots.
- vi. Plot markers – ad hoc roll out.

**F&A099 – 25/04/2023 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. Update on the Tea Hut and Toilet units and signage for allocated parking area.
- iv. Arrangement of date for next Advisory Panel meeting to discuss User Agreements for new season.

**F&A100 – 25/04/2023 Scout Garage User Agreement**

To receive an update on the Scout Garage User Agreement and any associated works.

**F&A101 – 25/04/2023 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 Jubilee Garden.
- iii. To receive an update on the car park and gate lock.
- iv. To receive an update on the play equipment and any associated repairs.
- v. To receive an update on the Beacon Field Play Area Resurfacing Advisory Panel.
- vi. To receive an update on the Valuation Office Agency request for rent, lease or ownership details.

**F&A102 – 25/04/2023 Review of New Actions**

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

**F&A103 – 25/04/2023 Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Committee meeting is to be determined.