



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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7<sup>th</sup> June 2023

### To Councillors:

Gill Auld; Jo Davis; Simon Kidd; Andrew Larcombe (Chair); John Ogilvie-Davidson; Daniel Walker

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 13<sup>th</sup> June 2023 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Conor Ogilvie-Davidson; Jonathan Rich 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 – 13/06/2023 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&A002 – 13/06/2023 Apologies for Absence**

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

**F&A003 – 13/06/2023 Election of Vice-Chair**

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

**F&A004 – 13/06/2023 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 25<sup>th</sup> April 2023.
- ii. To review updated copy of the Actions Register on Planner.

**F&A005 – 13/06/2023 Items for Urgent Report**

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

**F&A006 – 13/06/2023 Community Grants**

To consider applications for Community Grants for 2023/24 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 receive update on the replacement Somer Valley FM banner.

**F&A007 – 13/06/2023 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 any Chairs or members) or formally dissolve them.

**F&A008 – 13/06/2023 F&A Committee Related Policies & Procedures**

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&A009 – 13/06/2023 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&A010 – 13/06/2023 Risk Register**

To note the sections of the Risk Register associated with the delegations for the Finance & Amenities Committee and to make plans for the review of this document and associated risk assessments throughout the forthcoming council year.

**F&A011 – 13/06/2023 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 monthly payroll progress and historic payments.

**F&A012 – 13/06/2023 Review of End of Year Finances 2022/23**

In preparation for presentation to Full Council, to consider report on the end of financial year reports on income and expenditure against budgets for the 2022/23 financial year covering both operational and capital projects budgets.

**F&A013 – 13/06/2023 Internal & External Audits**

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

**F&A014 – 13/06/2023      Review of Current Finances 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:

Review of 'Infrequent Operational Expenditure', 'Contracted Amenities Works', and Staff Salaries budgets.

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.

**F&A015 – 13/06/2023      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&A016 – 13/06/2023      Community Infrastructure Levy and External Funding**

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

**F&A017 – 13/06/2023      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. This will incorporate maintenance and repairs to the pitch fence with proposal of joint funding from Peasedown Miners' Welfare FC.
- ii. End of season pitch improvement works.
- iii. Update on the Canteen and Toilet units and signage for allocated parking area.
- iv. Date for next Advisory Panel meeting to discuss User Agreements for new season.

**F&A018 – 13/06/2023      Scout Garage User Agreement**

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

**F&A019 – 13/06/2023      Braysdown Allotments Advisory Panel**

To receive a report from the **Braysdown Allotments Advisory Panel** in advance of their meeting due to be held on 15<sup>th</sup> June 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. Progress update on obtaining quotations and plans for future works to the entrances and extension to the Accessible Allotment plots.
- iv. Annual Allotments BBQ.

**F&A020 – 13/06/2023      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 play equipment and any associated repairs.
- iv. To receive an update on the Beacon Field Play Area Resurfacing.

**F&A021 – 13/06/2023      Christmas Related Activities**

To receive an update regarding the 2023 Senior Residents Christmas Tea Party and make some decisions regarding the entertainment and initial set up. To also receive an update on progress of the Parish Council calendar produced for this event and consider options for any wider scope.

**F&A022 – 13/06/2023      Review of New Actions**

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

**F&A023 – 13/06/2023      Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the next Finance & Amenities Committee is scheduled to be held on Tuesday 25<sup>th</sup> July 2023 at 7.30pm at Beacon Hall.