



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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19th July 2023

To Councillors:

Gill Auld; Jo Davis (Vice-Chair); 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 25th July 2023 at 7.30pm** 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

7.30pm

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&A024 – 25/07/2023 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&A025 – 25/07/2023 Apologies for Absence

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

F&A026 – 25/07/2023 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 13th June 2023.
- ii. To review updated copy of the Actions Register on Planner.

F&A027 – 25/07/2023 Items for Urgent Report

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

F&A028 – 25/07/2023 Community Grants

To receive update on the Community Grants awarded for 2023/24 and on those application where additional information has been requested from the applicant.

F&A029 – 25/07/2023 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&A030 – 25/07/2023 Risk Register

To review the section of the Risk Register associated with Beacon Hall. To make any suggestions for amendment or updates.

F&A031 – 25/07/2023 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 machine – initial testing and subsequent promotion.
- Migration to monthly payroll with new provider and resolution of any outstanding issues with the previous payroll provider.

F&A032 – 25/07/2023 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. To include update on fidelity insurance cover and any associated decisions.

F&A033 – 25/07/2023 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.

F&A034 – 25/07/2023 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&A035 – 25/07/2023 Community Infrastructure Levy and External Funding

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

F&A036 – 25/07/2023 Budget Planning 2024/25

To review options and timelines for budget planning for the 2024/25 financial year. To include general operational budgets, Standing Committee budget allocation and involvement in the process and timelines for councillors who may be considering putting forward project ideas for funding.

F&A037 – 25/07/2023 Scout Garage User Agreement

To receive an update on the Scout Garage User Agreement and make any associated decisions as determined by the Charity Trustee.

F&A038 – 25/07/2023 Football Club Liaison Advisory Panel

To receive a report from the Football Club Liaison Advisory Panel following their meeting held on 28th June 2023 and to consider their recommendations and make any associated decisions on:

- i. Inspections of the changing rooms and improvements to facilities and associated budgets. This will include: a) update on repairs to the pitch fence; b) plastering works required in the changing rooms and quotations obtained; c) repair works to the spectator stand roof; d) litter bin; e) goal post arm; f) container doors.
- ii. End of season pitch improvement works and consideration of twice weekly pitch mowing for August/September/October.
- iii. Update on the Canteen and Toilet units and signage for allocated parking area.
- iv. Update on User Agreements and Teams that want to play at the Recreation Ground for the 2023-24 football season.

F&A039 – 25/07/2023 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** following their meeting held on 15th 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. Review of Annual Allotments BBQ.
- v. Update on recent allotment shed break-ins.

F&A040 – 25/07/2023 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 recent incident regarding a burnt-out motorbike on the MUGA and make decisions regarding insurance claim and quotations for repair to the MUGA surface.
- v. To receive an update on the Beacon Field pathways and consider quotation for a repair to a section of damaged surface.

F&A041 – 25/07/2023 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&A042 – 25/07/2023 Review of New Actions

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

F&A043 – 25/07/2023 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 10th October 2023 at 7.00pm at Beacon Hall.

The date of the next Finance & Amenities Committee Advisory Panel meeting is scheduled to be held on Tuesday 12th September 2023 at 7.00pm at Beacon Hall.