



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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17th January 2024

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 23rd January 2024 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&A063 – 23/01/2024 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&A064 – 23/01/2024 Apologies for Absence

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

F&A065 – 23/01/2024 Minutes & Actions

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

F&A066 – 23/01/2024 Items for Urgent Report

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

F&A067 – 23/01/2024 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&A068 – 23/01/2024 Tools, Trailers and Storage for Outside Services

To receive an update on tools purchased and those required for the Caretakers. To also consider request for funding for a new floor for the bowser trailer and for storage/shelving, both suggested to be deducted from the Infrequent Operational Expenditure budget.

F&A069 – 23/01/2024 Football Club Liaison Advisory Panel

To receive an update on the Recreation Ground football facilities and make any associated decisions. To include:

- i. Improvements to facilities: a) update on repairs to the pitch fence; b) plastering works required in the changing rooms; c) container doors.
- ii. Canteen and Toilet units.
- iii. Signage and allocated parking area and consider suggested restrictions to the parking area.
- iv. User Agreements and payments for the 2023-24 football season.

F&A070 – 23/01/2024 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 2024 and the issuing and payment of the associated invoices.
- iii. Plot inspections, probation period and letters.
- iv. To consider a request to erect a convex mirror on the RHS of the gateway to the allotment site to improve visibility of the highway when exiting the site.
- v. Recent burglaries and associated damages.
- vi. Signage improvements.
- vii. Future operational works to the entrances and extension to the Accessible Allotment plots.

F&A071 – 23/01/2024 Banking Arrangements

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

- i. Set up of new bank accounts and associated bank mandates and progress on signatories.
- ii. Bank charges and fees.
- iii. Monthly payroll and new payroll provider and associated Standing Order set up.

F&A072 – 23/01/2024 Internal Audit

To receive an update on the Internal Audit for the end of the 2023/24 financial year. To review progress on recommendations raised at the last audit and make any associated decisions (including associated with fidelity insurance cover).

F&A073 – 23/01/2024 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 bank reconciliations undertaken on 11th January 2024.

F&A074 – 23/01/2024 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&A075 – 23/01/2024 Community Infrastructure Levy and External Funding

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

F&A076 – 23/01/2024 Budget Planning 2024/25

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 2024/25 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 30th January 2024.

F&A077 – 23/01/2024 Floral Displays

To receive an update regarding the floral displays for 2023 and to consider recommendations and make associated decisions for the summer 2024 display.

F&A078 – 23/01/2024 Beacon Hall & Field

To receive an update and make associated decisions on Beacon Hall bookings, requests from hirers and any works required.

F&A079 – 23/01/2024 Christmas Related Activities

- i. To review the feedback from the Senior Residents Christmas Tea Party for 2023 and make any associated decisions.
- ii. To review the Christmas lights and trees for 2023 and make any associated decisions.

F&A080 – 23/01/2024 Policies – Financial Regulations

To review and consider for re-adoption the proposed changes to the Financial Regulations document in accordance with information provided by the Internal Auditor.

To review and consider the proposed cash handling process to be linked to the Financial Regulations document.

F&A081 – 23/01/2024 Risk Register

To review and agree the updated sections of the Risk Register associated with Beacon Hall.

To review the next section of the Risk Register allocated to this Committee.

F&A082 – 23/01/2024 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 30th April 2024 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 March 2024 at 7.00pm at Beacon Hall.