



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
www.peasedownstjohnparishcouncil.gov.uk

24th April 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 30th April 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&A083 – 30/04/2024 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&A084 – 30/04/2024 Apologies for Absence

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

F&A085 – 30/04/2024 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 23rd January 2024.
- ii. To review updated copy of the Actions Register on Planner.

F&A086 – 30/04/2024 Items for Urgent Report

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

F&A087 – 30/04/2024 Football Club Liaison Advisory Panel

To review the agenda items in preparation for the next meeting of the Football Club Liaison Advisory Panel due to be held on 14th May 2024 at 7.30pm at Beacon Hall.

F&A088 – 30/04/2024 Braysdown Allotments Advisory Panel

To receive a report from the Braysdown Allotments Advisory Panel following the site inspection on 25th April 2024. To include updates on:

- i. Waiting list numbers (including those for accessible plots).
- ii. Plot inspections, probation period and letters.
- iii. Any other issues raised at the inspection including rats at the allotments.
- iv. Future operational works to the site entrances for recommendations to Full Council.

F&A089 – 30/04/2024 Banking Arrangements

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

- i. To receive update on the bank mandates in line with the proposed new committee structure.
- ii. Monthly payroll and set up of associated direct debit.

F&A090 – 30/04/2024 Internal & External Audits

To receive an update on both the Internal and External Audits for the 2023/24 financial year. To review progress on recommendations raised at the last audit and make any associated decisions. To include review of required changes to Finance & Amenities related policies and subsequent approval.

F&A091 – 30/04/2024 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 suggested accruals and transfers to committed expenditure.

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 24th April 2024.

F&A092 – 30/04/2024 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&A093 – 30/04/2024 Community Infrastructure Levy and External Funding

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

F&A094 – 30/04/2024 Budget & Income/Expenditure for 2024/25

To consider report on financial spend against budget for the 2024/25 financial year covering both operational and capital projects budgets. To also include review of estimated reviews.

F&A095 – 30/04/2024 Finance & Amenities Advisory Panel

To receive a report from the Finance & Amenities Advisory Panel meeting held on 12th March 2024 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions. To include:

- i. Delegate microphones – to receive an update and determine suggested proposals.
- ii. Community Grants – to receive an update on the community grants scheme for 2024/25.

F&A096 – 30/04/2024 Beacon Hall & Field

To receive an update and make associated decisions on Beacon Hall bookings, requests from hirers and any works required. To include consideration of replacement lighting in the main hall.

F&A097 – 30/04/2024 Asset Register & Risk Register

To receive update on the Asset Register and the Risk Register including software options available from Scribe Accounts.

F&A098 – 30/04/2024 Sponsorship of Floral Display on Roundabout

To receive update on request to sponsor the roundabout on the A367 and review associated draft documents.

F&A099 – 30/04/2024 Date and Time of Next Meeting & Future Agenda Items

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