



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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5th June 2024

To Councillors:

Fiona Carr; Audrey Gillard-Sprake; Howard Hartley; Les Sprake; Kathy Thomas (Chair); Daniel Walker.

You are hereby summoned to attend a meeting of the **Amenities & Facilities Committee** of Peasedown St John Parish Council to be held at Beacon Hall on **Tuesday 11th June 2024 at 8.15pm** 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 Amenities & Facilities Committee

8.15pm

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.

A&F001 – 11/06/2024

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.

A&F002 – 11/06/2024

Apologies for Absence

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

A&F003 – 11/06/2024**Election of Vice-Chair**

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

A&F004 – 11/06/2024**Minutes & Actions**

To review an updated copy of the Actions Register of outstanding actions from past committee meetings which will now come under the delegations of the Amenities & Facilities Committee.

A&F005 – 11/06/2024**Items for Urgent Report**

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

A&F006 – 11/06/2024**Amenities & Facilities Sub-Committee**

To appoint an Amenities & Facilities Sub-Committee to work in line with the agreed Terms of Reference and Delegations.

A&F007 – 11/06/2024**Amenities & Facilities Advisory Panel**

To appoint an Amenities & Facilities Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference.

To note that an Advisory Panel meeting will be required during the first week of July to undertake a quarterly inspection of the Braysdown Allotments.

A&F008 – 11/06/2024**Asset Summary & 'Lead Councillor' Allocation**

To receive an introduction and a report on the Parish Council land and assets to include:

- Review the suggested 'lead councillor' for each of these sites.
- Details on operational works as per the Annual Governance Cycle.
- Details of any current issues at the site such as mowing, also associated reporting software.
- Details on agreed and proposed project works.
- Review of Avon Wildlife Trust Ecology Management Plan for Ashgrove Cemetery.
- Discussion on the Asset Register and verification checks to be undertaken.

A&F009 – 11/06/2024**Amenities & Facilities Related Policies & Procedures**

To review the list of policies that have been allocated to the Amenities & Facilities 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.

A&F010 – 11/06/2024**Risk Register**

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

A&F011 – 11/06/2024**Review of Finances 2024/25**

To consider income and expenditure reports for the 2024/25 financial year for those budgets specifically linked to the Amenities & Facilities Committee.

A&F012 – 11/06/2024**Tree Surveys**

To receive an update on the tree surveys undertaken on Parish Council land and to review the quotations for updated surveys to be undertaken in 2024.

A&F013 – 11/06/2024**Metal Miner at the Recreation Ground**

To receive an update and consider the options for the installation of a metal miner figure at the Recreation Ground entrance, as funded by the Somerset Miners Welfare Trust (minute C099 – 30/01/2024 relates).

F&A014 – 11/06/2024**Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the Amenities & Facilities Committee is scheduled to be held on Tuesday 23rd July 2024 at 7pm at Beacon Hall.