



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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12th June 2024

To Councillors:

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

You are hereby summoned to attend a meeting of the **Finance & Governance Committee** of Peasedown St John Parish Council to be held at Beacon Hall on **Tuesday 18th June 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 & Governance 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&G001 – 18/06/2024 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.

F&G002 – 18/06/2024 Apologies for Absence

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

F&G003 – 18/06/2024 Election of Vice-Chair

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

F&G004 – 18/06/2024 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 Finance & Governance Committee.

F&G005 – 18/06/2024 Items for Urgent Report

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

F&G006 – 18/06/2024 Community Grants

To consider applications for Community Grants for 2024/25 and make decisions and/or associated recommendations for ratification at Full Council.

To review feedback under the Terms and Conditions from the 2023/24 grant receivers.

To receive an update on open access youth sessions from the Peasedown youth worker based at The Hive.

F&G007 – 18/06/2024 Finance & Governance Advisory Panel

To appoint a Finance & Governance Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference.

F&G008 – 18/06/2024 F&G Committee Related Policies & Procedures

To review the list of policies that have been allocated to the Finance & Governance Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year. To suggest/consider any new policies that may be required and make plans for their formation.

To include plans for review of the new NALC Model Financial Regulations.

F&G009 – 18/06/2024 Risk Register

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

F&G010 – 18/06/2024 Insurance Cover & Policy Renewal

To receive update on the insurance cover renewal due on 1st October 2024, the third of a three-year term agreement and make any associated decisions. To receive update on the Parish Council's vehicle insurance cover.

F&G011 – 18/06/2024 Banking Arrangements

To receive an update on banking arrangements, including signatories and bank mandates, banking charges and fees and make any associated decisions.

F&G012 – 18/06/2024 Review of End of Year Finances 2023/24

In preparation for presentation to Full Council, to consider the draft end of financial year reports on income and expenditure against budgets for the 2023/24 financial year covering both operational and capital projects budgets.

F&G013 – 18/06/2024 Internal & External Audits

To receive an update on the Internal and External Audits for the end of the 2023/24 financial year and to consider any recommendations and decide on any related action items.

F&G014 – 18/06/2024 Review of Current Finances 2024/25

To consider report on financial spend against budget for the 2024/25 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 claims.

Update on aged unreconciled bank account items.

F&G015 – 18/06/2024 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&G016 – 18/06/2024 Community Infrastructure Levy and External Funding

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

F&G017 – 18/06/2024 Date and Time of Next Meeting & Future Agenda Items

The next meeting of the next Finance & Governance Committee is scheduled to be held on Tuesday 6th August 2024 at 7.00pm at Beacon Hall.