



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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2<sup>nd</sup> August 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 **Thursday 8<sup>th</sup> August 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&G018 – 08/08/2024 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&G019 – 08/08/2024 Apologies for Absence**

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

**F&G020 – 08/08/2024 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 18<sup>th</sup> June 2024.
- ii. To review updated copy of the Actions Register on Planner.

**F&G021 – 08/08/2024 Items for Urgent Report**

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

**F&G022 – 08/08/2024 Community Grants**

To receive an update on the issuing of the Community Grants for 2024/25 and any feedback received to date.

To receive an update on the second phase of Community Grants for 2024/25 and to consider application from Peasedown Environment Group and whether to refer the request to the Amenities & Facilities Committee.

**F&G023 – 08/08/2024 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 receive an update and to adopt the new NALC Model Financial Regulations, along with suggested amendments following their recent review.

**F&G024 – 08/08/2024 Insurance Cover & Policy Renewal**

To receive update on the insurance cover renewal due on 1<sup>st</sup> October 2024, the third of a three-year term agreement and make any associated decisions.

**F&G025 – 08/08/2024 Banking Arrangements**

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

**F&G026 – 08/08/2024 External Audits**

To receive an update on the External Audit for the end of the 2023/24 financial year.

**F&G027 – 08/08/2024 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 [in full and committee allocation formats]. To include:

Review of 'Contracted Amenities Works' and Staff Salaries budgets and make associated decisions regarding any reallocation of these funds during periods of staff absence.

Review of 'Infrequent Operational Expenditure.'

Review of Persimmon land transfer income and 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 claims.

Update on the recent quarterly bank reconciliations.

**F&G028 – 08/08/2024 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&G029 – 08/08/2024 Community Infrastructure Levy and External Funding**

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

**F&G030 – 08/08/2024 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 15<sup>th</sup> October 2024 at 7.00pm at Beacon Hall.