



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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9th October 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 15th October 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

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&G031 – 15/10/2024 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&G032 – 15/10/2024 Apologies for Absence

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

F&G033 – 15/10/2024 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 8th August 2024.
- ii. To review updated copy of the Actions Register on Planner.

F&G034 – 15/10/2024 Items for Urgent Report

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

F&G035 – 15/10/2024 Community Grants

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

To consider applications for the second phase of Community Grants for 2024/25 and make associated decisions.

To receive an update on open access youth sessions from the Peasedown youth worker based at The Hive and consider making recommendations for request for funding in 2025.

F&G036 – 15/10/2024 Insurance Cover Policy Renewal & Cyber Cover

To receive confirmation regarding the insurance renewal, to also consider quotation for cyber cover as an addition to the policy and make any associated decisions.

F&G037 – 15/10/2024 Utility Contracts Renewal

To receive an update on the renewal of the utility contracts for the different Parish Council managed sites and to review the plan for the additional investigative works planned to be undertaken over the next few months.

F&G038 – 15/10/2024 Banking Arrangements

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

F&G039 – 15/10/2024 Internal & External Audits

To review the feedback from the External Auditor for the end of the 2023/24 financial year and to approve the invoice from BDO LLP for the External Audit work.

To receive an update on the plans for the interim Internal Audit for the financial year ending 2024/25, scheduled for 8th November 2024.

F&G040 – 15/10/2024 Review of Current Finances 2024/25

To consider the 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&G041 – 15/10/2024 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&G042 – 15/10/2024 Community Infrastructure Levy and External Funding

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

F&G043 – 15/10/2024 Budget Planning 2024/25

To review the timelines and processes for budget planning for the 2025/26 financial year, making plans for the budget review advisory panel meeting scheduled for December and links to the new Financial Regulations.

F&G044 – 15/10/2024 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 to review those policies throughout the council year.

F&G045 – 15/10/2024 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 21st January 2025 at 7.00pm at Beacon Hall.