



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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16th April 2025

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 22nd April 2025 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.

Joy Luxford
Responsible Finance Officer (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 – 22/04/2025 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 – 22/04/2025 Apologies for Absence

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

F&G003 – 22/04/2025 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 21st January 2025.
- ii. To review updated copy of the Actions Register on Planner.

F&G004 – 22/04/2025 Items for Urgent Report

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

F&G005 – 22/04/2025 Banking Arrangements

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

F&G006– 22/04/2025 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]. Reports 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.
 - To consider increasing Contingency Reserves to at least £90,600 (25% of FY25/26 Precept),
 - To consider moving the remaining £46,699.11 Persimmon Money into an EMR,
 - To consider the amount to add to the Pathway Improvements EMR (based on surplus / general funds at end of 2024/25 financial year),
 - To consider use of the C.I.L EMR.
- Update on VAT claims (most recent claim of £14,300.33 paid 04/04/2025).
- Update on the recent quarterly bank reconciliations.

F&G007 – 22/04/2025 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&G008 – 22/04/2025 Asset Register

To consider the two types of Asset Registers (1) Assets within our ownership (2) Asset Register for AGAR. In particular to consider:

- creating an up to date online Asset Register, once the new Clerk is appointed, to capture (photograph, categorise, list status) all assets within our ownership and perform an annual physical verification.
- the updated Asset Register for the AGAR which has been amended to include purchases / disposal during the financial year 2024/2025

F&G009 – 22/04/2025 Financial Regulations

To resolve to update the Financial Regulations under section 5.16 to clarify that (1) budgets should not be exceeded for subsections within budget lines (as has been customary practice) and (2) that under delegated powers, a Committee can agree budget movements within a relevant subsection, without further approval needed.

F&G010 – 22/04/2025 AGAR, Internal & External Audits

To receive an update on the AGAR process, Internal and External Audits for the end of the 2024/25 financial year and to consider any recommendations and decide on any related action items. The next visit for Internal Audit is scheduled for 8th May 2025.

F&G011 – 22/04/2025 Community Infrastructure Levy and External Funding

To receive an update on WECA Grant funding and on the Community Infrastructure Levy and any other external income and expenditure (if any).

F&G012 – 22/04/2025 Laptop and Ipad Purchases

To review progress on the Cllrs device project.

F&G013 – 22/04/2025 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 17th June 2025 at 7.00pm at Beacon Hall.