



## PEASEDOWN ST JOHN PARISH COUNCIL

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13<sup>th</sup> August 2025

### To Councillors:

Jo Davis; Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); John Ogilvie-Davidson; Kathy Thomas.

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 19th August 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.

Sam Nash  
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&G026 – 19/08/2025      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&G027 – 19/08/2025      Apologies for Absence**

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

### **F&G028 – 19/08/2025      Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 17<sup>th</sup> June 2025.
- ii. To review updated copy of the Actions Register on Planner.

**F&G029 - 19/08/2025                      Items for Urgent Report**

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

**F&G030 – 19/08/2025                      Banking Arrangements**

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

**F&G031– 19/08/2025                      Review of Current Finances 2025/26**

To consider the report on financial spend against budget for the 2025/26 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 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 (last one made in July and paid on 17<sup>th</sup> July 2025 to the full amount of £12,632.31).
- Update on the recent quarterly bank reconciliations, performed by Cllr Larcome and Cllr Davis on 17<sup>th</sup> July 2025.
- **Decision** on account issues in respect to paying for summer bedding planting.
  1. Movement of payment for watering summer bedding planting in the absence of grounds personnel from floral displays to staffing budget, following previous president set by bringing contractors to cover works required in absence of staff.
  2. Retrospective approval is requested to enable payment of £1,845.50 for summer bedding planting payment.
- **Decision** on a request for infrequent operational spending from the Clerk because there is now a need for five desks in the office area and to fit five desks in, we need to change some of the existing furniture. Total expenditure will not exceed £1200.00.
- **Decision** to request the grant funding received from BANES in March 2024, in respect of Project Signage, be made available to Amenities and Facilities Budget as they are at the stage of approved planning and purchasing of signs.

**F&G032 – 19/08/2025                      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&G033 – 19/08/2025                      AGAR Return**

To receive an update on the AGAR process and External Audit for the end of the 2024/25 financial year. To note that 2 minor queries were raised by BDO as External Auditors on 31<sup>st</sup> July 2025 and responded to by the RFO on 1<sup>st</sup> August 2025.

**F&G034 – 19/08/2025                      Insurance**

To receive an update on the proposed process for the Insurance renewal to be completed by October 2025. Clerk to meet with Insurance Company alongside members of council (potential date 5<sup>th</sup> of September) to review insurance provision, ready for renewal.

**F&G035- 19/08/2025                      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 21<sup>st</sup> October 2025 at 7.00pm in Beacon Hall.