



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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10th June 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 17th June 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&G014 – 17/06/2025 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&G015 – 17/06/2025 Apologies for Absence

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

F&G016 – 17/06/2025 Election of Vice-Chair

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

F&G017 – 17/06/2025 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 22nd April 2025.
- ii. To review updated copy of the Actions Register on Planner.

F&G018 – 17/06/2025 Items for Urgent Report

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

F&G019 – 17/06/2025 Banking Arrangements

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

- To resolve to add Sam Nash (Clerk) to all bank accounts and mandates.
- To resolve to add Sam Nash (Clerk) to the corporate credit card replacing the one held in the office.
- To note, that the RFO spoke to NatWest on 15th May 2025 to confirm arrangements for moving money from the Natwest 95 day account. She confirmed that it is not possible to move money through the online banking for this account. All movements would need to be made via a form, with 3 signatures (in line with mandate). Once the completed form is received by NatWest they would process overnight and then 95 days after that the money would be moved into the NatWest Current Account only (e.g. not to a personal or other business account). F&G Committee should note then, in terms of managing the risk of money moving without authorization, the risk is low as it would need to be approved manually in line with mandate before NatWest will make a payment.

F&G020 – 17/06/2025 Community Grants

To consider applications for Community Grants for 2025/26 and make decisions and/or associated recommendations for ratification at Full Council. Budget is £4,000. To review feedback under the Terms and Conditions from the 2024/25 grant receivers. To receive an update on the proposed investment of £5,000 into youth provision in Peasedown St John.

F&G021 – 17/06/2025 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.
 - To note that the changes approved at Full Council on 20th May 2025 have not been actioned yet as awaiting the draft minutes.
- Update on VAT claims (last one made in March already reported on, no further claims made in period).
- Update on the recent quarterly bank reconciliations.

F&G022 – 17/06/2025 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&G023 – 17/06/2025 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 the RFO is ready to submit the returns to the External Auditors once the draft minutes have been received from the Full Council meeting on 20th May 2025. The external audit will commence from that point.

F&G024 – 17/06/2025 Community Infrastructure Levy and External Funding

To receive an update on the Community Infrastructure Levy and any other external income and expenditure (if any). To note the CIL EMR is £6,589.95 before any changes agreed at the last Full Council meeting.

F&G025 – 17/06/2025 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 19th August 2025 at 7.00pm at Beacon Hall.