



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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22nd October 2025

To Councillors:

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

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 28th October 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.

Katie Rees-Williams
Responsible Finance
Officer

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 the matters raised are 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&G036 – 28/10/2025 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&G037 – 28/10/2025 Apologies for Absence

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

F&G038 – 28/10/2025 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 19th of August 2025.
- ii. To review updated Actions Register on Planner.

F&G039 – 28/10/2025 Items for Urgent Report

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

F&G040 – 28/10/2025 Hire agreement for Beacon Field

To consider, comment and agree process / terms of hire for Beacon Field

F&G041 – 28/10/2025 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 requests for funding in 2026.

F&G042 – 28/10/2025 Insurance Cover Policy Renewal

To note confirmation regarding the insurance renewal.

F&G043 – 28/10/2025 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&G044 – 28/10/2025 Banking Arrangements

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

F&G045 – 28/10/2025 Internal & External Audits

To review the feedback from the External Auditor for the end of the 2024/25 financial year.

To receive an update on the plans for the interim Internal Audit for the financial year ending 2025/26, scheduled for 07 November 2025.

F&G046 – 28/10/2025 Review of Current Finances 2024/25

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]. 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 Donations – Breakdown & discussion surrounding return of donation made in error.
- Ratification of payment made for roundabout replacement at rec playground.
- 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.
- Update on the recent quarterly bank reconciliations.

F&G047 – 28/10/2025 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&G049 – 21/10/2025 Budget Planning 2025/26

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&G050 – 28/10/2025 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&G051 – 28/10/2025 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 20th January 2026 at 7.00pm at Beacon Hall.