



## PEASEDOWN ST JOHN PARISH COUNCIL

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24<sup>th</sup> April 2020

### To Councillors:

Jo Davis (Vice-Chair); Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich; Kathy Thomas.

You are hereby summoned to attend a remote meeting of the Finance & Amenities Committee of Peasedown St John Parish Council via MS Teams on **Thursday 30<sup>th</sup> April 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

## AGENDA

### Meeting of the Finance & Amenities 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).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online by clicking [here](#). Please note, you will be prompted to download the MS Teams application and you will be temporarily held in a virtual 'lobby' before accessing the meeting.

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

**Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.**

### **F&A059 – 30/04/2020 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&A060 – 30/04/2020 Apologies for Absence**

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

**F&A061 – 30/04/2020 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 7<sup>th</sup> January 2020 [click [here](#) to view a copy of the minutes].
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 7<sup>th</sup> January 2020.
- iii. To review updated copy of the Actions Register on Planner.

**F&A062 – 30/04/2020 Items for Urgent Report**

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

**F&A063 – 30/04/2020 Community Grants**

To consider Community Grant and Village Event applications for 2020/21 and make decisions and/or associated recommendations for ratification at Full Council.

To also consider adherence to the Terms and Conditions regarding feedback from 2019/20 receivers.

**F&A064 – 30/04/2020 Review of Current Finances 2019/20**

To consider report on financial spend against budget for the 2019/20 financial year covering both operational and capital projects budgets. To also include review of the Balance Sheet for bank account balances, petty cash, VAT and Reserves.

**F&A065 – 30/04/2020 Review of Committed Expenditure and Ear Marked Reserves**

To review the Committed Expenditure and the Ear Marked Reserves and to consider making any recommendations to Full Council.

**F&A066 – 30/04/2020 CIL & Community Empowerment Fund**

To receive update on Community Infrastructure Levy and Community Empowerment Fund income and expenditure.

**F&A067 – 30/04/2020 Banking Arrangements**

To receive update on bank signatories and bank charges and make any associated decisions.

**F&A068 – 30/04/2020 Review of Debtors and Creditors**

To receive a report on the debtors and creditors as reviewed by the Chair and Vice-Chair and the Clerk.

**F&A069 – 30/04/2020 Carrying Forward of Remaining Budget Balances**

To consider recommendations regarding the carrying forward of specific budget balances from the 2019-20 to the 2020-21 financial years.

**F&A070 – 30/04/2020 Budget for 2020/21**

To receive an update on the operational budget figures for the 2020/21 financial year, as agreed by Full Council when setting the precept. To include an update on the potential impact on income in relation to Beacon Hall due to Coronavirus restrictions and to consider making a recommendation to Full Council for the provision of an Ear Marked Reserve for this matter.

**F&A071 – 30/04/2020 Ear Marked Reserves Accruals & Amendment to Operational Budget Planning**

To receive a report on suggested items that could be included as Ear Marked Reserves funded on an accrual basis for works/activities which take place bi/tri annually etc.

To discuss the suggestion of improved operational budget planning for those items for which expenditure significantly fluctuates year on year.

**F&A072 – 30/04/2020 Internal Audit & External Audit**

To receive update on the end of year internal and external audits for the 2019/20 financial year and to decide on any related action items.

**F&A073 – 30/04/2020 Finance & Amenities Advisory Panel**

To receive a report from the **Finance & Amenities Advisory Panel** meetings held on 11<sup>th</sup> February and 12<sup>th</sup> March 2020 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

**F&A074 – 30/04/2020 Braysdown Allotments Advisory Panel**

To receive a report from the **Braysdown Allotments Advisory Panel** to include update on Accessible Allotment plot and make any associated decisions. To also include consideration of temporary working of plots for those who cannot work them due to Coronavirus restrictions (with plot-holder's permission).

**F&A075 – 30/04/2020 Football Club Liaison Advisory Panel**

To receive a report from the **Football Club Liaison Advisory Panel** meeting held on 24<sup>th</sup> March 2020 and make any associated decisions or recommendations to Full Council and the Trustee. To include:

- i. inspections of the changing rooms and improvements to facilities;
- ii. end of season pitch improvement works;
- iii. update on keys and locks and donations from the football clubs for the 2019/20 season;
- iv. user agreement for the 2020/21 season;
- v. goal posts;
- vi. historic lease documents and tea hut.

**F&A076 – 30/04/2020 Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register/Planner.

**F&A077 – 30/04/2020 Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Committee meeting is to be determined.