



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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1st July 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 **Tuesday 7th July 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 may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.

F&A078 – 07/07/2020 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&A079 – 07/07/2020 Apologies for Absence

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

F&A080 – 07/07/2020 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 30th April 2020.
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 30th April 2020.
- iii. To review updated copy of the Actions Register on Planner.

F&A081 – 07/07/2020 Items for Urgent Report

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

F&A082 – 07/07/2020 Review of Current Finances 2020/21

To consider report on financial spend against budget for the 2020/21 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.

To include an update on the impact on income in relation to Beacon Hall due to Coronavirus restrictions.

F&A083 – 07/07/2020 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&A084 – 07/07/2020 CIL & Community Empowerment Fund

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

F&A085 – 07/07/2020 End of Year Accounts for 2019-20

To receive and update and to review the accounts for year ending 31st March 2020. To include review of the Council's expenditure incurred under s.137 of the Local Government Act 1972, Reserves and the carrying forward of some remaining budgets to 2019-20. To make recommendations to Full Council for consideration at the meeting on 21st July 2020.

F&A086 – 07/07/2020 Internal Audit & External Audit

To receive update on both the Internal and External Audits for the 2019/20 financial year and to consider any recommendations/to decide on any related action items.

F&A087 – 07/07/2020 Grass Cutting Contracts

To receive update and consider options regarding the mowing contract for Beacon Field and to make associated decisions.

*Located on the F&A Planner Board – click [here](#).

F&A088 – 07/07/2020 Winter Planting Scheme

To receive a report on proposals for winter planting for the 2020/21 season and make associated decisions.

*Located on the F&A Planner Board – click [here](#).

F&A089 – 07/07/2020 Risk Register

To acknowledge the Finance & Amenities related risks and associated actions generated from the Parish Council's Risk Register. To consider how to review the register and suggest any changes required and make any associated decisions (possibly to be undertaken at Advisory Panel meetings).

F&A090 – 07/07/2020 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** and make any associated decisions or recommendations to Full Council. To include (*located on the F&A Planner board):

- i. [Accessible Allotment plot.](#)
- ii. [Update on plot inspections and those plots that cannot be worked due to plot holders' limited access under Coronavirus restrictions.](#)
- iii. [Keeping of chickens at the allotments.](#)
- iv. [Proposed changes to the allotment rules regarding bonfires.](#)
- v. [To consider having a skip at the allotments for general plot tidy-up.](#)

F&A091 – 07/07/2020 Football Club Liaison Advisory Panel

To receive a report from the **Football Club Liaison Advisory Panel** 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. to consider response to reports submitted for the Trustee meeting from CISWO and Somerset District Miners Welfare Trust.

F&A092 – 07/07/2020 Beacon Hall Bookings

To receive update on Beacon Hall bookings and updates from the regular hirers.

F&A093 – 07/07/2020 Review of New Actions

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

F&A094 – 07/07/2020 Date and Time of Next Meeting & Future Agenda Items

The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 13th October 2020 at 7pm.

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 29th September 2020.

Notes for Councillors

*Indicates the whereabouts of any associated updates/information held on Planner.

Please be aware that when using a mobile device or tablet the hyperlinks for items on Planner will open via your default browser (Chrome, Edge, Firefox etc) and prompt you to sign into your PSJPC account. If using a PC or laptop it will open Planner via the Teams app.