



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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7th October 2020

To Councillors:

Jo Davis (Vice-Chair); Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson

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 13th October 2020 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

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 or via the telephone.

[Learn how to join a meeting via a computer or mobile device](#)

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 374 470 729#

We kindly ask that you please join the meeting 10-15 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

Councillors are reminded that if they wish to speak this must be done through the Chair and by using the 'Raise your Hand' function.

****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&A095 – 13/10/2020 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&A096 – 13/10/2020 Apologies for Absence

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

F&A097 – 13/10/2020 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 7th July 2020.
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 7th July 2020.
- iii. To review updated copy of the Actions Register on Planner.

F&A098 – 13/10/2020 Items for Urgent Report

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

F&A099 – 13/10/2020 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 and additional unplanned expenditure due to Coronavirus restrictions.

F&A100 – 13/10/2020 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&A101 – 13/10/2020 Budget Planning for 2021/22

To consider the process for budget planning for the 2021/22 financial year and how best to undertake this in relation to Coronavirus restrictions.

F&A102 – 13/10/2020 Internal Audit & External Audit

To receive update on the External Audit for the 2019/20 financial year and to consider planning for the Interim Internal Audit scheduled for November 2020.

F&A103 – 13/10/2020 Health & Safety Audit

To receive update on the recent Health & Safety Audit and schedule for works on those issues identified relating to the Finance & Amenities Committee.

F&A104 – 13/10/2020 Finance & Amenities Advisory Panel

To receive a report from the Finance & Amenities Advisory Panel meeting held on 29th September 2020 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

F&A105 – 13/10/2020 Annual Independent Play Inspections

To receive the annual independent play inspection reports along with a summary of the works scheduled to be actioned from the issues identified.

F&A106 – 13/10/2020 Remembrance Day Decorations

To receive a report on Remembrance Day decorations and consider suggestions and recommendations for decorations throughout the village.

F&A107 – 13/10/2020 Community Grants

To receive update on the Community Grant and Village Event awards for 2020/21 and how the activities/projects have been impacted by Coronavirus. To consider whether a second phase of grant applications should be arranged and if so, to determine dates/budgets etc.

F&A108 – 13/10/2020 Beacon Hall Bookings

To receive update on Beacon Hall bookings in particular feedback from the returning regular hirers. To include consideration of request from Party in the Park for their event in 2021.

F&A109 – 13/10/2020 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** following their meeting on 30th September 2020 and make any associated decisions. To include:

- i. Update on plot inspections.
- ii. Update on Accessible Allotment plots and decision on plot fees and disabled parking bay.
- iii. Consideration of recommendation for allotment holders' committee membership.
- iv. Review and decision on plot fees for 2021.

F&A110 – 13/10/2020 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. update on User Agreements; keys; locks; donations from the football clubs for the 2020/21 season.

F&A111 – 13/10/2020 Tree Survey and Tree Works

To receive a report on actions undertaken following the tree surveys and to make associated decisions on further works especially in relation to Ash die-back.

F&A112 – 13/10/2020 Telephone Kiosks

To receive a report on works required to the telephone kiosks maintained by the Parish Council and to include a report on next steps regarding the kiosk on Bath Road.

F&A113 – 13/10/2020 Review of New Actions

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

F&A114 – 13/10/2020 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 5th January 2020 at 7pm.

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 17th November 2020.