



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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29th December 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 5th January 2021 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: 159 086 096#

We kindly ask that you please join the meeting 10 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&A115 – 05/01/2021 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&A116 – 05/01/2021 Apologies for Absence

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

F&A117 – 05/01/2021 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 13th October 2020.
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 13th October 2020.
- iii. To review updated copy of the Actions Register on Planner.

F&A118 – 05/01/2021 Items for Urgent Report

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

F&A119 – 05/01/2021 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&A120 – 05/01/2021 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&A121 – 05/01/2021 Finance & Amenities Advisory Panel

To receive a report from the **Finance & Amenities Advisory Panel** held on 8th December 2020 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

F&A122 – 05/01/2021 Budget Preparations for 2021/22

To receive an update on the Tax Base, to review the figures discussed at the Finance & Amenities Advisory Panel meeting in December and to consider responses to queries raised at this meeting along with any additional items to be included within the operational budget for the 2021/22 financial year. To also consider suggestions for projects and items to be included for earmarked reserves to include audio-visual equipment for Beacon Hall. To determine any recommendations to Full Council for the setting of the precept and the process for presenting to Full Council at the meeting on 19th January 2021.

F&A123 – 05/01/2021 Internal Audit & External Audit

To receive update on the External Audit for the 2019/20 financial year and the Interim Internal Audit for the 2020/21 financial year.

F&A124 – 05/01/2021 Community Grants

To receive update on the Community Grant and Village Event awards for 2020/21 to include an update on the Christmas hampers. To also receive update on the second phase of grant applications and make any associated decisions.

F&A125 – 05/01/2021 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 fixtures for the 2020/21 season and how this will impact on potential donations from the football clubs;
- iii. review and ratify the instructions/use of the changing rooms under Coronavirus regulations.

F&A126 – 05/01/2021 Floral Displays

To receive an update regarding the floral displays for 2020 and to consider recommendations and make associated decision for the summer 2021 display.

F&A127 – 05/01/2021 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** and make any associated decisions. To include:

- i. Update on plot inspections.
- ii. Update on Accessible Allotment plots.
- iii. Update on issuing of plots and plot renewals.
- iv. Review of the waiting list.

F&A128 – 05/01/2021 Annual Independent Play Inspections

To receive update on works completed to date and the next phase works scheduled to be actioned following the annual independent play inspection.

F&A129 – 05/01/2021 Beacon Hall Bookings

To receive update on Beacon Hall bookings mainly in relation to the regular hirers for the remainder of the financial year.

F&A130 – 05/01/2021 Tree Survey and Tree Works

To receive a report on actions undertaken following the tree surveys and update on new quotations obtained and to make associated decisions.

F&A131 – 05/01/2021 Telephone Kiosks

To receive an update on the operational project works to the telephone kiosks at Bath Road and Carlingcott.

F&A132 – 05/01/2021 Review of New Actions

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

F&A133 – 05/01/2021 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 27th April 2021 at 7pm.

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 9th February 2021.