



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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30th June 2021

To Councillors:

Adi Davis; Jo Davis; Andrew Fraser; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson

You are hereby summoned to attend a meeting of the Finance & Amenities Committee of Peasedown St John Parish Council to be held at Beacon Hall on **Tuesday 6th July 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 & RFO

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 as due to Coronavirus restrictions numbers permitted in Beacon Hall are restricted (although some public spaces may be available).

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: 908 664 019#

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].

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

F&A001 – 06/07/2021 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&A002 – 06/07/2021 Apologies for Absence

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

F&A003 – 06/07/2021 Election of Vice-Chair

To receive nominations and to elect a Vice-Chair of the Finance & Amenities Committee.

F&A004 – 06/07/2021 Minutes & Actions

i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 27th April 2021.

ii. To sign the minutes of the Finance & Amenities Committee meeting held on 27th April 2021.

iii. To review updated copy of the Actions Register on Planner.

F&A005 – 06/07/2021 Items for Urgent Report

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

F&A006 – 06/07/2021 Advisory Panels

i. To reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations.

ii. To review the list of Finance & Amenities Committee commissioned Advisory Panels and reaffirm their status (and appoint Chairs) or formally dissolve them.

F&A007 – 06/07/2021 Braysdown Allotments Advisory Panel

To receive a report from the **Braysdown Allotments Advisory Panel** following their inspection on 16th June 2021. To include updates and decisions on:

i. Formalising councillor representation and committee membership.

ii. Plot inspections.

iii. Accessible Allotment plots and formalising the terms and conditions specific to these plots.

iv. Replacement boundary fence.

v. Annual allotments BBQ for 2021.

vi. Allotment break-ins and to consider suggestions for preventative measures.

F&A008 – 06/07/2021 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 including closed season maintenance works.

ii. Update on keys and locks.

iii. Update on teams using the facilities for the 2021/22 season.

iv. Update on User Agreements.

v. To set a date and agenda for next Advisory Panel meeting.

F&A009 – 06/07/2021 Review of Current Finances 2021/22

To consider report on financial spend against budget for the 2021/22 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&A010 – 06/07/2021 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&A011 – 06/07/2021 Budget for 2021/22

To receive an update on the operational budget figures for the 2021/22 financial year, as agreed by Full Council when setting the precept. To include an update on the 'Infrequent Operational Expenditure' budget and an update on the reallocation of budget from Staff Salaries to other amenity operational budgets in order to cover the additional contracted/project works required. To also consider any recommendations regarding the carrying forward of specific budget balances from the 2020-21 to the 2021-22 financial years.

F&A012 – 06/07/2021 CIL & Community Empowerment Fund

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

F&A013 – 06/07/2021 Banking Arrangements

To receive update on bank signatories and mandate.

F&A014 – 06/07/2021 Internal & External Audits

To receive update on both the Internal and External Audits for the 2020/21 financial year and to consider any recommendations/to decide on any related action items. To also receive update on the appointment of auditors and make any associated decisions.

F&A015 – 06/07/2021 Finance & Amenities Related Policies

To review the list of policies that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

F&A016 – 06/07/2021 Graffiti at Skate Park

To receive update on continued graffiti at the skate park and to review possible options for alternatives and removal.

F&A017 – 06/07/2021 Community Grants

To receive update on Community Grant and Village Event awards for 2021/22 and to consider adherence to the Terms and Conditions regarding feedback. To also determine any second phase of grant awards and associated processes and dates.

F&A018 – 06/07/2021 Winter Planting Scheme

To receive a report on proposals for winter planting for the 2021/22 season and make associated decisions.

F&A019 – 06/07/2021 Review of New Actions

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

F&A020 – 06/07/2021 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 12th October 2021 at 7pm at Beacon Hall.

The date of the next Finance & Amenities Committee Advisory Panel meeting is scheduled to be held on Tuesday 28th September at 7pm.