



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Finance & Amenities Committee held on Tuesday 6th July 2021 at 7.00pm Held Remotely via MS Teams

Present:

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

Cllrs. Jonathan Rich and Kathy Thomas were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council. As the Committee was quorate, they did not utilise their voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

There were no members of the public present at the meeting.

F&A001 – 06/07/2021 Attendance Roll Call and Declarations of Interest

The attendance roll call was undertaken (those present are detailed above).

No further interests to those already disclosed to the Monitoring Officer were declared.

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

With all members of the Committee present there were no apologies for absence.

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

One written and signed nomination for the position of Vice-Chair had been received and so it was resolved to elect Cllr. Jo Davis as the Vice-Chair.

F&A004 – 06/07/2021 Minutes & Actions

- i. The minutes of the Finance & Amenities Committee meeting held on 27th April 2021 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting and were signed by the Chair accordingly.
- ii. The Clerk provided updates on the outstanding actions from previous meetings and Planner was amended accordingly. Points of note were as follows:
 - a. The CCTV camera that was tested is the responsibility of the supplier to come and remove it. Not up to the staff to keep chasing up on it.
 - b. The outstanding football related actions to be amalgamated onto one task following the inspection of the facilities.
 - c. The outstanding action for the signing of the bank mandates will be closed and a new one created following the appointment of the new Committee members.
 - d. The Remembrance Tommy silhouette statues to be included on the next Full Council agenda.
 - e. All other outstanding actions to be updated accordingly.

7.05pm – Cllr Andrew Fraser arrived at the meeting during discussions of the outstanding actions.

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

It was noted that some faulty streetlights in Wellow Tynning had been raised to Cllr. Kidd via social media. The Clerk replied they had been reported and were pending repair. Cllr. Kidd to respond accordingly.

It was suggested that a regular update on the Parish Council Facebook page is actioned detailing the day burning and faulty streetlights to remind residents that the issues are being actioned and any warranty repairs are still be followed up.

F&A006 – 06/07/2021 Advisory Panels

The Finance & Amenities Committee commissioned Advisory Panels were considered and their status was determined as follows:

- i. It was **resolved** to reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in line with the Terms of Reference.
It was **resolved** that the membership of this Advisory Panel will be all the councillors that serve on the Committee, along with Ex-Officio members of the Chair and Vice-Chair of Full Council.
Parish Clerk, Tanya West will be the designated staff support.
- ii. It was **resolved** to reappoint the **Braysdown Allotments Advisory Panel** in accordance with the Terms of Reference.
It was **resolved** that the councillor membership of this Advisory Panel will be Cllrs Andrew Fraser; Conor Ogilvie-Davidson; Andy Larcombe (appointed as Chair); Jonathan Rich. Cllr Andrew Fraser to be a 'double-hatted' member being both a Parish Councillor and an allotment holder member.
Administration Officer, Debbie Parish, will be the designated staff support.
- iii. It was **resolved** to reappoint the **Football Club Liaison Advisory Panel** in accordance with the Terms of Reference.
It was **resolved** that the councillor membership of this Advisory Panel will be Cllrs. Adi Davis; Jo Davis; Simon Kidd; Conor Ogilvie-Davidson; Andy Larcombe (appointed as Chair); Jonathan Rich; Kathy Thomas.
Administration Officer, Tracey Edge will be the designated staff support.
- iv. It was **resolved** to reappoint the **Tree Planting & Natural Environment Advisory Panel** in accordance with the Terms of Reference.
It was **resolved** that the membership of this Advisory Panel to be Cllrs Adi Davis; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson [Chair]; Jonathan Rich; Kathy Thomas.
Parish Clerk, Tanya West will be the designated staff support.
Other councillors will be able to assist with the planting activities if they so wish.

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

A report from the Braysdown Allotments Advisory Panel following their inspection on 16th June 2021 had been issued to councillors as pre-reading and the following points were discussed:

- i. **Formalising councillor representation and committee membership.**
The non-councillor members of the **Braysdown Allotments Advisory Panel** were noted as follows: Ken Coles; Dave Jones; Gil Jones; Bill Jones; Glen Harrington; Jane Whatley; Jill Souter. It was also acknowledged that Andrew Fraser will be a 'dual-hatted' member being both a councillor and an allotment plot holder.
Cllr Andrew Fraser requested an informal gathering of the allotment holders' committee members was held. This was discussed and it was agreed that an actual Advisory Panel meeting should be held at Beacon Hall. Cllr. Andy Larcombe agreed to 'delegate' the Chairing of this meeting to Cllr. Andrew Fraser if it made the meeting easier to run. This meeting will be separate to the usual inspection meeting and a date to be arranged accordingly.
- ii. **Plot inspections.**
 - a. Twelve plot holders were sent a letter asking them to either remove weeds; show action taken as still in probationary period or to remove non-plant related items.
 - b. The Clerk to work with the Clerk Liaison Panel and staff regarding the process about inspection letters being issued to ensure the staff are supported following any resultant feedback from plot holders etc.
 - c. The policy on keeping plots tidy and probation periods etc. along with the inspection letter issuing process needs to be reviewed so it is more apparent how many letters have been issued to plot holders etc. to monitor repeat offenders more efficiently.
 - d. It was suggested to consider charging plot holders for the cost involved in clearing their plots once vacated.
 - e. Some of these items to be discussed at the forthcoming Advisory Panel meeting.
- iii. **Accessible Allotment plots and formalising the terms and conditions specific to these plots.**

The Terms and Conditions of use of the communal shed on the Accessible allotment plots was circulated as pre-reading and it was **resolved** they be formally adopted. They will be printed and displayed in the shed for reference by the users.

iv. **Replacement boundary fence.**

The replacement boundary fence was reviewed under agenda item F&A010 – 06/07/2021 as the allocation of Reserves to cover the committed expenditure needed to be ascertained.

v. **Annual allotments BBQ for 2021.**

The annual allotments barbeque was held on Friday 2nd July 2021 and was a successful event. Due to Coronavirus restrictions, there was more organisation required and the staff had to undertake the serving of the food and so were thanked for the work they put in. The attendance numbers also had to be restricted and so only those councillors who were members of the Advisory Panel attended. It was noted that all the other councillors should have been advised as to the reasons they were not included this year. It was also suggested by the allotment holders that they may wish to run another BBQ in the year, but to organise and fund it themselves. This will be a topic for discussion at the forthcoming Advisory Panel meeting.

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

A paper on higher gates to possibly be installed at the allotment entrances was circulated as pre-reading. It was agreed the effectiveness of such gates should be discussed as part of the forthcoming Advisory Panel meeting along with recommendations for the funding of them.

F&A008 – 06/07/2021 Football Club Liaison Advisory Panel

A report from the Football Club Liaison Advisory Panel following their meeting on 25th May 2021 had been issued to councillors as pre-reading and the following points were discussed:

i. **Inspections of the changing rooms and improvements to facilities including closed season maintenance works.**

The replacement external doors have been fitted.

The annual 'deep clean' and decorating of the changing rooms had commenced but had not yet been completed.

The legionella contractor was due to visit later that week and will complete the necessary tests and documentation.

The works to the flooring in and around the dugouts is still to be actioned.

ii. **Update on keys and locks.**

The keys to the football facilities, held by councillors, have been returned and new sets will be issued in due course. A set will also be issued to the teams once they have confirmed if they are returning for the new season and signed and paid up accordingly.

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

Peasedown Miners Welfare Football Club had confirmed they would be returning for the 2021/22 season. However, the return of Peasedown Albion Youth U16s Team was still uncertain. Bath United Football Club had advised they would like to return but were unsure if they would be able to afford the pitch this year due to the increase in fees.

iv. **Update on User Agreements.**

It was noted that at their meeting in June 2021, the Charity Trustee had resolved to accept the draft User Agreement for the Football Facilities on the Recreation Ground for the 2020-21 season. This included an increase in charges for adult matches from £60 to £70 per game and for youth matches from £15 to £17.50 per game. The updated User Agreements would be issued to the teams as soon as possible.

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

It was agreed to set a date for the next Advisory Panel meeting to take place during the week commencing 26th July 2021. The meeting will commence at 6pm at the Changing Rooms for the councillors to undertake a site inspection and then the Advisory Panel meeting will commence at 7pm at Beacon Hall to which part the football club representatives will attend. The Clerk to liaise with the football clubs to arrange a suitable date.

8.28pm – It was resolved to adjourn the meeting for a comfort break.

8.28pm – Cllr Adi Davis left the meeting due to work commitments.

8.34pm – It was resolved to reconvene the meeting.

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

A Balance Sheet; a breakdown of the Reserves and a report on income and expenditure against budget for the 2021/22 financial year had been published to councillors for information.

The documents were reviewed and discussed, and the following points were raised:

- i. Beacon Hall income was a negative balance due to refunds still being paid out for bookings that could not proceed due to Coronavirus restrictions.
- ii. Beacon Hall Business Rates had been discounted for the first quarter of the financial year due to the impact of Coronavirus restrictions.
- iii. Debtors and creditors reports had not been reviewed for a while. The Chair/Vice-Chair to undertake this with the Clerk as part of the next bank reconciliation.
- iv. The General Reserve level was currently quite low. Following end of year close down, more budget had been transferred from 'General Reserve' to 'committed expenditure' to cover the expenditure on various items such as refurbishment of the telephone kiosks, additional floral planters, etc.

F&A010 – 06/07/2021 Review of Committed Expenditure and Ear Marked Reserves

Councillors reviewed the report of the Ear Marked Reserves (EMR) and the Committed Expenditure for the agreed, but uncompleted projects and non-operational activities.

It was reported that a grant application for the Beacon Philosophers Area project had been successful, and the Parish Council had been awarded £1,500. It was agreed this would be allocated in addition to the existing £6,000 ear marked reserve for this project.

It was noted there was a remaining balance of £3,608 in committed expenditure for streetlighting related items that had not been spent as the work had not been completed or cost less than originally expected.

There was also £3,451.21 of unfunded committed expenditure for items relating to new streetlighting projects which could be paid for from this remaining balance.

Consequently, the following motion was raised for consideration and voting on at the next Full Council meeting.

*To **resolve** to move the remaining streetlighting costs and spares to be taken from streetlighting upgrade committed expenditure budget.*

Proposed by: Cllr Andy Larcombe

Seconded by: Cllr Andrew Fraser

Furthermore, in order to rectify the low level of General Reserve, options were discussed, and the following motion was raised for consideration and voting on at the next Full Council meeting.

*To **resolve** to take £5,000 from Ear Marked Reserve '3015 - Beacon Hall Improvements' and move it to '3100 – General Reserve' to cover off the short fall in '3115 - Committed Expenditure' that had been previously agreed to take from '3100 - General Reserve'.*

Proposed by: Cllr Andy Larcombe

Seconded by: Cllr Simon Kidd

F&A011 – 06/07/2021 Budget for 2021/22

Councillors received an update on the operational budget figures for the 2021/22 financial year, as agreed by Full Council when setting the precept, and the following points were raised:

- i. The 'Infrequent Operational Expenditure' nominal budget code had been created and was now in use, although, as yet, no expenditure had been allocated to it.
- ii. The previously agreed reallocation of the operational budgets from 'Staff Costs' had not yet been actioned as it had not yet been determined where this budget should be moved. It was **resolved** that a new nominal budget code be created for 'Contracted Amenities Works' and that the funds generated from the reduction in Caretaker's hours be reallocated to this code accordingly.

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

It was reported that, to date, during the 2021/22 financial year, £1,730.54 had been received from B&NES Council for the Community Infrastructure Levy (CIL) generated from planning application 18/02031/FUL. To what this money will be allocated is to be determined.

F&A013 – 06/07/2021 Banking Arrangements

It was noted that two councillors and the Administration Officer are needed to complete the necessary paperwork for them to become signatories on all of the Parish Council bank accounts. The Clerk to liaise with them regarding a mutually convenient time to get this completed.

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

Councillors received an update on both the Internal and External Audits for the 2020/21 financial year. The completed Annual Governance and Accountability Return (AGAR) and the Notice of Public Rights and

Publication of the unaudited AGAR had been circulated as pre-reading. It was noted the inspection period ends on 11th August 2021.

The Parish Council's interim Internal Audit for the 2021/22 financial year is due to take place in November. The Clerk to co-ordinate with the Auditor and Cllr Larcombe for a mutually convenient date and for this to coincide with their attendance to an Advisory Panel meeting in the evening.

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

The policies that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register were discussed at the meeting. It was resolved to review the policies at the Advisory Panel meetings, starting with the Financial Regulations at the next Advisory Panel meeting in September. The Clerk to provide copies of the policies for members to review and annotate with their comments in advance of the meetings.

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

Councillors received an update on continued graffiti at the skate park and reviewed possible options for alternatives and removal.

It was thought that a longer-term solution was needed for this problem and at this stage councillors were unsure what that should be, and whether if the graffiti is cleaned it will immediately be replaced.

It was **resolved** that, as an experiment, arrangements should be made to have the sign, and surface of the skate park cleaned, but, at this stage, not the sides of the skate park.

F&A017 – 06/07/2021 Community Grants

Councillors received an update on Community Grant and Village Event awards for 2021/22 as determined at the May Full Council meeting (minute C015 – 18/05/2021 refers). All the grant awardees have been contacted and all have confirmed they are intending to undertake their activities subject to covid regulations. Payments will be raised as and when the activities/equipment arises.

The previously suggested second phase of grants was discussed and it was resolved to advertise a second round of Community Grants with a closing date of 30th September 2021. The Clerk was requested to advertise this second phase and to amend the application form accordingly including the removal of the 'Covid Recovery' element of the grants as included within the first phase.

It was raised whether it was possible to help community groups like the Cheerleaders even though they are run as a business. The Clerk to investigate and report back to a future meeting.

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

Pre-reading provided a report on proposals for winter planting. It was noted that the cost of winter planting for the 2021/22 season will increase on the previous year due to now having to cover the additional mining cart planters and the new planters on order to be located on Orchard Way.

It was **resolved** to proceed with the winter planting scheme, for the 2021/22 season, broadly based on the same scheme as the previous year, with an increased number of plants to cover the additional planters, at a total cost of up to £1,400+VAT.

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

The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.

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.

The meeting closed at 9.36pm

Signed..... Date.....