



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Finance & Amenities Committee held on Tuesday 26th April 2022 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: John Bailey; Adi Davis; Jo Davis (Vice-Chair); Simon Kidd; Andrew Larcombe (Chair).
Cllr. Kathy Thomas was also present at the meeting, in her capacity as Vice-Chair of Full Council. As the Committee was quorate, she did not utilise her voting rights.

In attendance:

Tanya West – Parish Clerk.

Public Session

There were three members of the public present at the meeting, all of them were also Peasedown St John Parish Councillors.

- Cllr Ray Love attended the meeting in an observation capacity and did not wish to raise any matters.
- Cllrs Mandy Clarke and Richard Clarke attended the meeting as representatives of the Residents Association in order to answer any questions that may be raised regarding their Community Grant application. Also, they were supporting the Southside Community Grant application.

F&A062 – 26/04/2022 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&A063 – 26/04/2022 Apologies for Absence

Apologies for absence were received from Cllr Conor Ogilvie-Davidson due to work commitments and from Cllr Jonathan Rich due to illness. These apologies were duly noted.
Cllr Kathy Thomas advised she may have to leave the meeting early.

F&A064 – 26/04/2022 Minutes & Actions

- i. The minutes of the Finance & Amenities Committee meeting held on 4th January 2022 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting and to be signed by the Chair accordingly.
- ii. The Clerk provided updates on the outstanding actions from previous meetings and Planner was amended accordingly. It was noted that several items had been completed or progressed but had not been updated nor due dates amended on Planner. It was further noted that the action item relating to locating the minute relating to the Persimmon land, was regarding the agreement as to how the money received would be spent on the Parish Council estate management and not the actual amount of money that would be received as part of the transfer. The Clerk to amend this accordingly.
It was **resolved** to instruct the Clerk to ensure that all the Finance & Amenities Committee related actions on Planner are updated by 6th May 2022.

F&A065 – 26/04/2022 Items for Urgent Report

Cllr Andy Larcombe reported that when approving the BACS payments earlier that day he had noticed a discrepancy with an invoice from B&NES Council. The invoice available to view via MS Teams was numbered 7439456 and the invoice stated on the bank payment was numbered 7431211. The Clerk

explained that this was because B&NES Council had issued the invoice several times for the salary payments due to them making an error with the amount of VAT being charged. Given that the invoice was for approximately £25,000 it was felt prudent that the anomaly should be minuted. The payment had been approved by councillors as despite the differing invoice number the total gross amount was the same for both invoices. The Clerk to email B&NES Council to confirm that the remittance relates to invoice 7439456.

F&A066 – 26/04/2022 Community Grants

A summary document of all the Community Grant applications received by the Parish Office had been circulated as pre-reading.

Cllr. Andy Larcombe reminded the Committee that a budget of £4,000 had been allocated for Community Grants for the 2022/23 financial year.

The councillors considered all the grant applications individually and after lengthy discussion selected those, they felt should be awarded a grant along with any outlines for any terms and conditions to be applied.

It was **resolved** to recommend to Full Council, the following grants be awarded [subject to various conditions]:

£1,000 – Peasedown St John Cricket Club for the annual village firework display

£1,000 – Bath Area Play Project - Peasedown St John Play Day

£200 – Peasedown Social & Wellbeing Group – Blankets/scarves for homeless in Bath area and Creative courses

£280 – Peasedown Community Hub Group Summer Beach Trip – Southside Family Project (to be awarded on the basis the trip goes ahead).

£100 – Braysdown Allotments Committee - Allotment Holders' Barbeque

£300 – 1st Peasedown St John Scout Group – Camping/Flag Equipment/Electrics installation (to be awarded on the basis the grant is for camping and flag carrying equipment and they raise their own money for the electrical installation).

£220 – Peasedown Residents Association – Summer Activities & Big Breakfast

As an alternative to awarding a Community Grant, it was **resolved** for the Peasedown Indian Community group to be offered a 3-month discount on their hire of Beacon Hall, in line with other previous first-time regular hirers as an aid to get the group established.

It was **resolved** for the Parish Council to purchase a radar gun and 11 small litter pickers and 10 pairs of gardening gloves, to be owned by the Parish Council, but to be available to use, on loan, by local groups/organisations that want to use them.

Subject to Full Council ratifying the above recommendations, a balance of £900 remains for the Community Grants budget. It was agreed that, in view of the delivery issues with the newsletter so that some residents did not receive notification of the grants, it should be published there is a small budget remaining for anyone wishing to apply. Any additional applications will be considered at the next Finance & Amenities Committee meeting.

F&A067 – 26/04/2022 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. The machinery/tools services/repairs budget was overspent on the budget by over double due to the ride-on mower breaking down several times during the year.
- ii. The VAT for the period October 2021 to March 2022 to be claimed shortly.
- iii. The Clerk reported she had raised some accruals from the 2021/22 financial year for items agreed but invoices not yet received. Further accruals were requested for Chapter 8 training and removal of soil etc. from the cemetery.

It was **resolved** to instruct the Clerk to close the accounts for the 2021/22 financial year by Friday 13th May 2022, creating accruals for any invoices that were due but not yet paid.

F&A068 – 26/04/2022 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.

The following points were noted:

- A project line for the Tea Hut and Toilet Unit at the Recreation Ground' had been created. The agreed funding will be allocated once the accounts have been closed for the end of the 2021/22 financial year.
- The Community Grant for the Scout Group shelving units had been allocated £500 in accordance with minute C257 – 12/04/2022.
- The unused budget allocated for the 'Asset Signage Project'; 'Refurbishment of the Telephone Kiosks'; 'Recreation Ground Improvements' had all been moved back to General Reserve in accordance with minute C260 – 12/04/2022.
- The unused budget allocated for the 'Coronavirus Related Matters' had all been moved back to General Reserve in accordance with minute C186 – 18/01/2022.
- Unspent budget, but agreed expenditure, had been moved from operational budgets to Committed Expenditure so as not to be consumed into General Reserve as per the project budgets already agreed.
- Cllr Thomas confirmed that the two brown signs installed to pinpoint the way to Beacon Hall had been completed some time ago and so the report should be updated accordingly.

F&A069 – 26/04/2022 Review of Debtors and Creditors

A report of the financial debtors and creditors was tabled and reviewed at the meeting.

The aged creditors were few and most were due to invoices being under query. The Clerk to work with the suppliers to resolving the queries in order that they can be paid. One large payment was in relation to the improvement works on the Recreation Ground which had not yet been completed and so payment would be delayed until the works had been actioned.

F&A070 – 26/04/2022 Community Infrastructure Levy and External Funding

The Clerk advised that as part of the end of year accounts a report will be published setting out a statement of receipts and expenditure and summarising the projects which utilised Community Infrastructure Levy funds. This will be presented to Full Council, along with the Annual Return statement etc.

8.45pm – Cllr Kathy Thomas left the meeting.

F&A071 – 26/04/2022 Budget for 2022/23

A report on income and expenditure against budget for the 2022/23 financial year had been circulated to councillors as pre-reading. The document was reviewed and discussed, and the following points were raised:

- The contracted amenities budget has been decreased from £13,000 to £888 and the Caretakers' Salaries, Employers NI and Employers Pension budgets have all been increased by a combined total of £12,112, due to the increase in the Caretaker's hours, all in accordance with minute PC094 – 22/03/2022.
- The payroll provider had recently advised that the employer's pension contribution had now increased to 18.8% and so there may be a shortfall in this budget, but this will depend on any national salary increase awarded during the year.
- The new nominal budget/expenditure codes, as detailed under minute F&A049 – 04/01/2022, have now been created.
- The expenditure items covered under the '602900 - Infrequent Operational Expenditure' budget has been increased and a report will be included as part of the review of current finances item each meeting.
- The previously agreed Ear Marked Reserves, totalling £40,000, will be created and allocated on Sage once the accounts for the 2021/22 financial year have been closed.

F&A072 – 26/04/2022 Banking Arrangements

Councillors received a report on bank signatories/mandate and bank charges/fees. The following points were noted:

- One councillor had just received their Unity Trust Bank sign in detail following the recent submission of required identification paperwork.
- One councillor is still having issues logging into the online banking. They were advised to telephone Unity Trust Bank directly for assistance with this.
- One councillor had verified their email address with Unity Trust Bank, but it was still not being displayed on the banking system. The Clerk to follow up accordingly.

F&A073 – 26/04/2022 Internal & External Audits

The Interim Internal Audit for the 2021/22 financial year had taken place on 2nd March 2022 and was attended by Cllr Andy Larcombe. Cllr Larcombe reported that the Auditor had advised that overall, it was a very good audit. The Internal Auditor had raised several observations, the report of which was reviewed and discussed at the meeting. Several items were requested to be included as an agenda item for the next meeting and clarification from the Auditor required for others.

It was **resolved** that the Finance & Amenities Committee understands and addresses all the items that are logged as high and medium priority on the Internal Audit report and that the comments field is completed for review at the next Committee meeting.

F&A074 – 26/04/2022 Insurance Broker and Cover

No update was available on the insurance claim for business interruption.

F&A075 – 26/04/2022 Finance & Amenities Advisory Panel

Councillors received reports from the **Finance & Amenities Advisory Panel** meetings held on 8th February and 1st March 2022.

The reports were noted; most of the items discussed at these meetings had already been resolved, taken to Full Council for further discussion/decision or have been included on the actions register on Planner, so will continue to be monitored.

F&A076 – 26/04/2022 Braysdown Allotments Advisory Panel

A report from the Braysdown Allotments Advisory Panel had been issued to councillors as pre-reading and the following points were discussed:

- i. **Waiting list numbers** – Following the recent issuing of plots, there are now only two people, within the parish, on the waiting list.
- ii. **Plot inspections, probation period and letters** – An allotment plot inspection took place on 31st March 2022 and various letters sent to plot holders in relation to removal of rubbish from plots, clearing weeds and reinstating the pathway between two plots. It was further noted that the toilet needs cleaning and restocking, some plots need covering with membrane, and that the shared plant container needs clearing. Also, a message to be sent to all plot holders asking them to not dump rubbish in the car park, but to take it to the recycling centre.
- iii. **Update on the proposed annual allotments BBQ for 2022** - It was **resolved** to ratify the recommendation from the Advisory Panel that, weather permitting, the annual allotments BBQ takes place on Friday 15th July 2022.
- iv. **Agreement to take part in ‘Crop Drop’ again this year** – Cllr Andrew Fraser had agreed to co-ordinate the ‘Crop Drop’ taking surplus produce to the local Foodbank if the allotment was requested to take part again this year. It was **resolved** to ratify the recommendation from the Advisory Panel to take part in ‘Crop Drop’ again this year, if requested.
- v. **Future operational works to the entrances and extension to the Accessible Allotment plots** – These works will continue to be monitored and actioned in due course. Funds to be deducted from the Infrequent Operational Expenditure budget.
- vi. **Repair of gaps in the hedge bordering Colliery Lane** – It was noted that the remaining gaps in the hedge will be actioned as operational works and should be within the Clerk’s sign off. The funding to be deducted from the Infrequent Operational Expenditure budget.

F&A077 – 26/04/2022 Football Club Liaison Advisory Panel

Councillors received a report from the **Football Club Liaison Advisory Panel** and the following points were discussed:

- i. **Inspections of the changing rooms and improvements to facilities and associated budgets** – It was agreed to hold an Advisory Panel meeting to undertake the inspection of the changing rooms and facilities on Monday 30th May at 5.30pm. The Clerk to send out an invitation accordingly.
- ii. **End of season pitch improvement works** – The verti-drain of the football pitch and any other works will be carried out in due course, the majority of which are within the Clerk’s sign off and operational budgets assigned.
- iii. **Signage improvements** – The Home, Away and Referee signs for the dug outs and changing rooms are due to be collected from the sign-writers and fitted later this week. The replacement large sign on the changing rooms is still to be actioned; a draft of the sign had been circulated for comment – it was noted Peasedown Miners’ Welfare Football Club logo needing updating prior to placing the order. It was

resolved to instruct the clerk to arrange for this sign to be ordered by Friday 6th May 2022, to include the amended football club logo. The sign to be installed within the closed season.

iv. **Update on the Tea Hut and Toilet units following decision made at the last Full Council meeting –**

A revised price had been received for the hard standing, to be of the required size. It was suggested that the compacted type 1 surface would be preferable to the concrete, mainly due to the cost. A full list of quotation options to be reviewed and a decision reached once the planning permission query has been clarified. In the meantime, it was **resolved** to follow the below list for the schedule of works with a target date of 31st July 2022 for everything to be completed.

- a. Removal of brambles and soil heap – following up with Northavon as part of the contracted works.
- b. Obtain confirmation from the Planning Officer regarding the proposed changes being incorporated into the existing planning permission or as a non-material amendment.
- c. Order and install the hard standing for the base.
- d. Order and have electrics prepared/connected.
- e. Order and have plumbing installed/connected.
- f. Take delivery of the tea hut and toilet units.

Cllr Jo Davis commented that she had attended a recent football match at the Recreation Ground where over 100 spectators were in attendance, so these facilities will be of a big help.

v. **Arrangement of date for next Advisory Panel meeting to discuss User Agreements for new season –**

It was agreed for the User Agreements to be discussed at the Advisory Panel meeting scheduled for Monday 30th May at 5.30pm. The User Agreement will need to incorporate the use of the tea hut and toilet; however, it was noted that this will be in relation to match days only and that the general use of the tea hut and toilet is not the responsibility of the Football Club Liaison Advisory Panel and will need to be picked up separately. A copy of the existing User Agreement to be circulated prior to this meeting.

F&A078 – 26/04/2022 Beacon Hall

Councillors received an update on Beacon Hall bookings; the new fees are now being applied. A request had been received from Peasedown Environment Group and from other hall users for a bicycle rack to be installed outside the hall.

It was **resolved** to purchase two bike racks up to a total cost of £200 net to be deducted from the Infrequent Operational Expenditure budget and to be installed at a suitable location near Beacon Hall.

The Clerk to arrange for appropriate associated signage to state the Parish Council is not responsible for any bicycles/items using the racks.

F&A079 – 26/04/2022 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&A080 – 26/04/2022 Date and Time of Next Meeting & Future Agenda Items

The date of the next Finance & Amenities Committee meeting is to be determined.

The meeting closed at 9.30pm

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