



## PEASEDOWN ST JOHN PARISH COUNCIL

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### Minutes of the Finance & Amenities Committee held on Tuesday 31<sup>st</sup> May 2022 at 7.00pm at Beacon Hall, French Close, Peasedown St John

#### **Present:**

**Councillors:** Jo Davis (Vice-Chair); 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 two members of the public present at the meeting, both of them were also Peasedown St John Parish Councillors. Cllrs Mandy Clarke and Richard Clarke advised they were interested in hearing the discussions around the canteen and accessible toilet units on the Recreation Ground (item F&A016 – 31/05/2022 refers).

#### **F&A001 – 31/05/2022 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&A002 – 31/05/2022 Apologies for Absence**

Apologies for absence were received from Cllr John Bailey due to being away and Cllr Ray Love due to illness. These apologies were duly noted.  
Cllr Kathy Thomas had informed the Clerk should be late arriving to the meeting.

#### **F&A003 – 31/05/2022 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 – 31/05/2022 Minutes & Actions**

- i. The minutes of the Finance & Amenities Committee meeting held on 26<sup>th</sup> April 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 were signed by the Chair accordingly.
- ii. The Actions Register on Planner was not fully up to date. The Clerk advised she would continue to work on this the following day whilst typing up the minutes. This would be picked up at a meeting with the Clerk Liaison Panel the following day.

7.12pm - Cllr Kathy Thomas arrived at the meeting.

#### **F&A005 – 31/05/2022 Items for Urgent Report**

Concern had been expressed at the entry fee for Party in the Park, because the event is taking place in a public open space. It was noted that Party in the Park signage now made it clear that entry was free, but with a suggested donation.

It was noted there are national standards applying to charitable collections, such as the money being collected in a sealed unit and not in a bucket. It was suggested that consideration should be given to including compliance with these national standards as one of the terms and conditions for use of Beacon Hall, Beacon Field or any of the Parish Council's facilities.

#### **F&A006 – 31/05/2022            Advisory Panels**

- i. It was **resolved** to reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in accordance 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 and all other parish councillors at the discretion of the Chair.  
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 membership of this Advisory Panel will be Cllrs Jo Davis; Simon Kidd; Conor Ogilvie-Davidson, Andy Larcombe; Jonathan Rich. It was **resolved** that Cllr Andy Larcombe be appointed as the Chair.  
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 membership of this Advisory Panel will be Cllrs. Jo Davis; Simon Kidd; Conor Ogilvie-Davidson; Andy Larcombe; Jonathan Rich; Kathy Thomas. It was **resolved** that Cllr Andy Larcombe be appointed as the Chair.  
Administration Officer, Tracey Edge will be the designated staff support.  
The Clerk was requested to include the annual inspection meeting and the roll out of the User Agreement meeting on the Calendar of Meetings. Trace Edge was requested to attend the next meeting.
- 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 will continue to be Cllrs Adi Davis; Gavin Heathcote; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson [Chair]; Jonathan Rich; Kathy Thomas; Les Sprake. Due to Cllrs Davis, Heathcote and Sprake not being present at the meeting, their appointment is only subject to their confirmation.  
It was **resolved** that Cllr Conor Ogilvie-Davidson be appointed as the Chair.  
Parish Clerk, Tanya West will be the designated staff support.

#### **F&A007 – 31/05/2022            Review of End of Year Finances 2021/22**

A report on financial spend against budget for the 2021/22 financial year covering both operational and capital projects budgets was circulated as pre-reading and reviewed at the meeting. The document was in preparation for the end of year audit due next week, after which the accounts for this financial year will be closed.

Councillors were reminded to submit any expense claims for undertaking council business, particularly with the rising cost of fuel.

The Clerk was requested to investigate the telephone and broadband contracts to determine the possibility of combining the Parish Office and Beacon Hall contracts.

#### **F&A008 – 31/05/2022            Review of Current Finances 2022/23**

A Balance Sheet; a breakdown of the Reserves and a report on income and expenditure against budget for the 2022/23 financial year had been published to councillors for information. The only query raised was about the digital submission of tax/vat via the HMRC website. The Clerk to raise an action to investigate into this and to ensure the VAT claim is submitted.

#### **F&A009 – 31/05/2022            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. No comments were raised.

**F&A010 – 31/05/2022                      Review of Debtors and Creditors**

A report of the financial debtors and creditors was tabled and reviewed at the meeting.  
The Clerk updated on the works undertaken in resolving the queries on the aged creditors invoices.

**F&A011 – 31/05/2022                      Community Infrastructure Levy and External Funding**

No Community Infrastructure Levy or external funding payments had been received since the last meeting.

**F&A012 – 31/05/2022                      Banking Arrangements**

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

- In view of staff time and administration involved in adding Cllr Ray Love to be a bank signatory and the fact there are already sufficient signatories as it stands, it was **resolved** not to add Cllr Ray Love as a signatory and to amend Financial Regulation 5.2 to state that bank mandates (for all Parish Council accounts) are to be set up so that signatories are: a) from members of the Finance & Amenities Committee, rather than a) all members of the Finance & Amenities Committee. The Clerk to include this for sign-off at Full Council after the six-month rule has expired (Standing Order 7a refers).
- It was suggested that the Financial Regulations be amended to appoint signatories at the start of the councillors 4-year term and those signatories remain for the term, so they do not have to be amended each year or each time a committee member changes.
- The credit card was declined when it was used to purchase plants for the Jubilee Garden. There were sufficient funds to cover it. The Clerk to contact the bank customer services to determine why and report back.

**F&A013 – 31/05/2022                      Internal & External Audits**

Councillors received an update on both the Internal and External Audits for the 2021/22 financial year as follows:

- The Internal Audit observation report to be updated with comments/actions and fed back to the next Finance & Amenities Committee meeting along with any suggested new draft policies for review.
- The end of year Internal Audit visit is scheduled for 8<sup>th</sup> June 2022. Cllr. Larcombe to come into the Parish Office on this day at 3pm.
- The end of year accounts will be signed off at the June Full Council meeting.
- The Risk Register still requires to be followed up with Work Nest (formerly Ellis Whittam). The Clerk to action.

**F&A014 – 31/05/2022                      Insurance Broker and Cover**

No update was available on the insurance claim for business interruption. The Clerk to follow up.  
It was **resolved** to instruct the Clerk to liaise with the insurance broker to obtain three quotations for both a 1-year and 3-year agreement, and to obtain a quotation for the Persimmon land search indemnity so both can be considered at the July Committee meeting.

**F&A015 – 31/05/2022                      Finance & Amenities Related Policies**

Councillors reviewed the list of policies that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register and made plans for the review of each policy throughout the forthcoming council year and for any new policies.

It was resolved to accept the Tree and Hedge Management Policy as it is as it had only recently been reviewed/adopted.

The Weed Control Policy, the Financial Regulations and any other new policies will be included for review at the next Advisory Panel meeting.

**F&A016 – 31/05/2022                      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** – An Advisory Panel meeting to undertake the inspection of the changing rooms and facilities was held on Monday 30<sup>th</sup> May at 5.30pm. The Clerk to publish the notes from this meeting as soon as possible.

- ii. **End of season pitch improvement works** – The Administration Officer will liaise with the contractor regarding any pitch improvement works.
- iii. **Signage improvements** – The Home, Away and Referee signs for the dug outs and changing rooms had been installed. The replacement large sign on the changing rooms is still to be actioned.
- iv. **Update on the Tea Hut and Toilet units with quotations for groundworks etc. and planning variation** – Councillors received an update on the canteen and toilet units to be installed at the Recreation Ground and considered quotations for groundworks. It was noted that current quotation was slightly higher than the remaining budget allocated to this project. The Clerk was requested to speak to the contractor to ask what could be done to complete the works within the available budget. It was thought that the removal of the bramble patch should have been included in the original Recreation Ground pathways works, for example.  
The Clerk undertook to speak to Northavon the following day to try and obtain a revised price.
- v. **Update on teams using the facilities for the 2022/23 season** – Peasedown Miners Football Club had advised they may have a women's team that wish to play on Sundays. Team Nathan United had also requested to play on Sundays at the Recreation Ground. All teams will have to agree to the Terms and Conditions of the User Agreement.
- vi. **Update on User Agreements** – The current User Agreements were reviewed at the Advisory Panel meeting and changes made to incorporate the use of the tea hut and toilet. The Clerk to circulate the revised document for councillor comment prior to issuing a draft to the Football Clubs before being signed off by the Trustee.

#### **F&A017 – 31/05/2022 Beacon Hall & Field**

Councillors received an update on Beacon Hall and Field as follows:

**Beacon Hall** bookings are proceeding well. Some of the regular hirers have slightly amended their hours, but nothing of any significance.

There are several roof tiles which are missing or require repair. Local roofing contractors had been contacted; some refused to quote for the works, although one quotation had been received and was reviewed at the meeting.

It was **resolved** to authorise expenditure up to £600+VAT for the repairs to Beacon Hall roof.

The failed lights in the main hall have been replaced under warranty, however, since the original request was submitted by the supplier, a further three of the lights have failed. These too are being followed up by the supplier for warranty replacements. The Administration Officer to continue to chase and update Planner.

#### **Beacon Field**

Following a report by the Caretaker of one of the swings at Beacon Field was missing, investigations were undertaken by the Office Staff. The local Fire Brigade confirmed that on Friday 20<sup>th</sup> May 2022 a 15-year-old child was cut out of the toddler bucket swing after getting stuck in it. The swing was given to the parents of the child to dispose of, and the chains were taken by the Fire Brigade for recycling.

The matter has been raised with the Police. However, it is not a criminal issue and so would have to be dealt as a civil matter. A price had been requested from the equipment provider, Kompan. The make/model of swing has been discontinued and so they required full measurements in order to provide a quotation for the correct replacement parts. The price of the replacement parts would determine whether an insurance claim is feasible, because the excess on the insurance policy is £250.

The cost of a replacement swing was confirmed as £426+VAT, but it was **resolved** that bearing in mind the office time and insurance excess involved, it would not be worthwhile putting in an insurance claim. Similarly, it was not thought to be a good use of time to pursue the child's family for the cost of the swing, but it was suggested that a post should be put on Facebook to ask users of the play area to behave responsibly in using equipment in accordance with their age group.

#### **F&A018 – 31/05/2022 Community Grants**

Councillors received an update on Community Grant and Village Event awards for 2022/23 and considered adherence to the Terms and Conditions regarding feedback. Councillors also considered the second phase of grant awards and associated processes and dates, including consideration of an application from Peasedown St John Primary School for materials to make a Jubilee Garden.

It was understood that the school had already installed their Jubilee Garden and were applying for a grant after the event. It was agreed that because the community grant terms and conditions state that grants cannot be applied for retrospectively, the Clerk should write to say that the application cannot proceed any further.

The next round of grants will be advertised in the forthcoming Parish Newsletter with a closing date of 30<sup>th</sup> September and would be considered at the October Finance & Amenities Committee meeting.

**F&A019 – 31/05/2022 Winter Planting Scheme**

Pre-reading provided a report on proposals for winter planting for the 2022/23 season which was discussed. It was **resolved** to place an order for the winter planting for the 2022/23 season up to a total value of £1,000+VAT. The order to be placed with B&NES Council (for bedding plants) and Boston Bulbs (for bulbs) and the specifics of the plants will be determined by the Clerk, considering feedback from those councillors that are interested. Order to be placed by the end of June 2022.

**F&A020 – 31/05/2022 Memorial Tree**

An initial enquiry for a memorial tree to be planted at Ecewiche Green had been received. Further details from the applicant had not yet been received so the matter was deferred to the next meeting.

**F&A021 – 31/05/2022 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&A022 – 31/05/2022 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 12<sup>th</sup> July 2022 at 7pm at Beacon Hall.

A review of the Terms and Conditions of Hire for Beacon Hall to include national standards applying to charitable collections to be included on the agenda.

The meeting closed at 9.30pm

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