



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Full Council Meeting held on Tuesday 28th June 2022 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Adi Davis; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Andrew Larcombe; Conor Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake.

In attendance:

Tanya West – Parish Clerk

The meeting actually commenced at 7.06pm.

Public Session

There was one member of the public present, a parish resident who helps to crew a non-commercial hot air balloon. They have been looking for suitable launch sites in the area and asked if they could use Beacon Field or the Recreation Ground for take-offs. They were unable to provide specific dates and times because the activity is very weather-dependent but would be able to provide this information by 10pm the night before a morning flight, or by 5pm on the day for an evening flight. They provided the Clerk with a copy of their Public Liability Insurance and will provide a Risk Assessment, if they were able to go ahead. They would also be happy to attend any events organised by the Parish Council.

They agreed to provide some measurements so that Councillors would know exactly how much space is required (it was thought that the football pitch should be excluded from the area to be used), and a decision could then be made at the Finance & Amenities Committee on 12th July 2022 for Beacon Field (under delegated powers) and by the Trustee for the Recreation Ground.

The resident left the meeting.

The Chair asked if any persons were recording the meeting. No one responded that they were.

C028 – 28/06/2022 Attendance Roll Call and Declarations of Interest

An attendance roll call was undertaken and those present are detailed above.

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

C029 – 28/06/2022 Attendance and Apologies for Absence

A report on councillor meeting attendance throughout the 2022-23 Council year had been circulated as pre-reading.

Apologies for absence had been received from Cllrs Andrew Fraser and Ray Love due to illness; Cllrs Simon Kidd and Kathy Thomas due to being away. These apologies were duly noted.

Cllr Sam Heathcote had also submitted apologies due to work commitments, however, this was not reported at the meeting as they were only submitted at 6.57pm.

C030 – 28/06/2022 Minutes

- i. The minutes of the **Full Council** meeting held on 12th April 2022 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and will be signed by the Chair accordingly.

<p>ii. The minutes of the Annual Full Council meeting held on 17th May 2022 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and will be signed by the Chair accordingly.</p>
<p>C031 – 28/06/2022 Items for Urgent Report There were no items for urgent report.</p>
<p>C032 – 28/06/2022 Outside Bodies Councillors noted the new process for reporting on forthcoming meetings and feedback from meetings attended since the last Full Council meeting of any Outside Bodies (all now actioned via MS Teams).</p> <p>Councillors considered the Parish Charter review and were reminded that the four questions requested to be answered (first discussed under minute C008 – 17/05/2022) were the first part of three surveys originally due to be completed by 17th June 2022. The Clerk had been advised that the Connecting Communities Team at B&NES Council had granted an extension to all councils, so this could now be discussed at the August Full Council meeting.</p> <p>The previous format agreed for comments was for the Clerk to create a MS Office Form and to share it with councillors so that they could provide their comments. This would then be signed off by Full Council prior to submission to B&NES Council.</p>
<p>C033 – 28/06/2022 Council Committee Updates Three meetings had been held since the last Full Council meeting, updates from them are detailed below. Councillors were provided with the opportunity to raise questions or comments to the Chairs of the Standing Committees.</p> <p>Finance & Amenities Committee – Committee meeting held on 31st May 2022/1st June 2022. The minutes of the May meeting had not yet been published, but those from June had. The bulk of items covered related to end of year finances, which is also the main focus of the meeting this evening.</p> <p>Personnel Committee – Committee meeting held on 14th June 2022. The minutes of this meeting had not yet been published. However, Cllr Kidd had provided notes from the meeting, which were read out by Cllr Ogilvie-Davidson, which included the potential use of Fresh Desk software for logging of communications and appropriate vehicles for the duties undertaken by Caretakers. Both items to be taken forward by the Personnel Committee.</p> <p>Planning Committee – Meeting held on 7th June 2022. The minutes from this meeting had been published. Some councillors expressed disappointment at the result of the planning permission ref. 21/05622/FUL at 36 Naishes Avenue.</p> <p>It was also noted that the Advisory Panel for this committee is generally for discussing Planning Policy and planning related consultations. The Chair of the Committee has the ability to open the Advisory Panel meetings to all councillors.</p> <p>The forthcoming Standing Committee meetings were noted:</p> <p>Cemetery Committee – Meeting scheduled to be held on 19th July 2022.</p> <p>Finance & Amenities Committee – Meeting scheduled to be held on 12th July 2022.</p> <p>Planning Committee – Meeting scheduled to be held on 5th July 2022.</p>
<p>C034 – 28/06/2022 Assets</p> <p>i. The inventory of land and assets including buildings and office equipment had been published as pre-reading prior to the meeting. It was reviewed and some of the new items added to the register included a washing machine at Beacon Hall; a new strimmer; 2x coal mining cart planters; 3x plastic hexagonal planters; Jubilee Garden; Tommy soldier statues etc. Councillors were reminded Parish Council regulations state that assets are not depreciated on accounting statements. It was resolved that the updated inventory of land and assets be adopted.</p> <p>ii. Cllrs Barbara Bailey; John Bailey; Adi Davis; Audrey Gillard-Sprake; Andy Larcombe; Conor Ogilvie-Davidson; Jonathan Rich; Les Sprake all volunteered to undertake the checks involved in the annual asset verification exercise. Any councillors not at the meeting but who wish to participate to inform the Clerk. In the meantime, the Clerk to issue check sheets to those who have volunteered.</p> <p>iii. Some old pieces of Parish Council play equipment (mostly swings) are in storage; it will be included on the agenda for the next Finance & Amenities Committee meeting to determine what is to be done with them, so any suggestions to be sent to the Clerk. Furthermore, the status of some other old donated pieces of play equipment is being investigated and will be reported back in due course.</p> <p>To provide more context for the following agenda items, it was resolved to amend the order of the meeting and bring forward agenda item C037 – 28/06/2022, all in accordance with Standing Order 10.a.vi.</p>

C037 – 28/06/2022 Internal Audit

Councillors received an update on the Internal Audit for the financial year ending 31st March 2022. It was noted there were two negative responses on the report submitted as part of the Annual Governance and Accountability Return (AGAR); one relating to the review of risk and the other relating to petty cash. Cllr. Andy Larcombe read out the letter from the Internal Auditor explaining the reasons for these responses. These were discussed and it was noted these negative responses, along with a full explanation will also have to be reflected in the Council's Annual Governance Statement (see minute C038 – 28/06/2022).

C035 – 28/06/2022 Risk Register

Although the Risk Register had been discussed during the past year, these discussions had not been formally minuted and as such the Parish Council received a negative response from the Internal Auditor on the AGAR.

The discussions during the year, had centred around whether to continue with the existing Risk Register software package or if WorkNest (formerly Ellis Whittam) were able to provide such a document. The Clerk had reviewed the information available from WorkNest and although they can provide support and information on Health and Safety and employment related matters, they are not able to supply an overall Risk Register that would be suitable for the Parish Council. This is because it needs to encompass a summary of all the different categories of risk which includes matters such as reputational risk and risk of data loss through cyber security or failure of IT systems etc. which is not something WorkNest cover. Therefore, the Parish Council's existing Risk Register will remain as is (with an annual review being undertaken and included on the Annual Governance Planning Cycle) and individual risk assessments and documents (as provided by WorkNest) will be linked to the overall summary Risk Register document.

Each Standing Committee will have the Risk Register as a standard item on the agenda of the first meeting of the Council year and make plans to review their allocated sections of the Risk Register throughout the year. Each of the Standing Committees will report back to Full Council on their reviews at the February Full Council meeting.

All these actions will be included on Planner and the Annual Governance Cycle to ensure this information is reviewed regularly and kept up to date. The Risk Register to also be made available to all councillors and staff via MS Teams.

To conclude, Peasedown St John Parish Council acknowledges that it has not formally fully reviewed the previously adopted Risk Register during the 2021/22 council year and therefore **resolved** to reaffirm the current Risk Register document as it stands. The Parish Council also **resolved** to undertake a full review of this document (with sections being assigned to the relevant Standing Committees) throughout the 2022-23 council year, with the fully reviewed and revised document to be signed off at the February 2023 Full Council meeting.

C036 – 28/06/2022 Financial Matters & Schedule of Payments

- i. The report of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31st March 2022 were presented and noted as follows:

Power	Details	Amount
Section 137	School Crossing Patrol Service	£3,350.37
Section 137	Community Grants (items not allocated to other powers)	£ 350.00
Section 137	Remembrance Tommy Statues	£ 462.50
Section 137	Civic Events (items not allocated to other powers)	£ 290.39
Section 137	Chairman Allowance (items not allocated to other powers)	£ 12.37
Section 137	Funeral Tributes for HRH Prince Philip	£ 56.67
Section 137	Christmas Hampers for Senior Residents	£1,403.91
		£5,926.21

The annual s.137 allocation 2021-22 is £8.41 per elector and the Parish has 5022 electors. It was also noted that the Council's expenditure incurred under s.137 of the Local Government Act 1972 had been checked by the Internal Auditor.

- ii. The report of the Council's expenditure incurred under s.106 of the Town and Country Planning Act 1990 and under the Community Infrastructure Levy (CIL) for the accounts for year ending 31st March 2022 were presented and noted as follows:
 - a. There were no s.106 payments.
 - b. £1,730.54 CIL payment in respect of planning application Ref. 18/02031/FUL at 42 Greenlands Road. The entire amount of which was spent on creating the Jubilee Garden.
- iii. Councillors reviewed the schedule of payments raised since the Full Council meeting on 17th May 2022 in relation to the accounts for year ending 31st March 2023 (appendix C035i refers). It was **resolved** to ratify all the payments on this schedule.
- iv. Councillors reviewed the summary of General and Ear Marked Reserves and Committed Expenditure. It was noted that as the accounts for the 2021/22 financial year were closed, the new ear marked reserves had now been allocated.
- v. Pre-reading provided Councillors with a report on unexpected groundworks at the Recreation Ground and associated emergency expenditure that was undertaken so as not to delay works of laying the grass matting. The report was discussed, and the following suggested resolutions agreed:
 - a. It was **resolved** to ratify emergency expenditure of £2,239.20+VAT, to be deducted from General Reserves, undertaken by the Clerk in accordance with Financial Regulation 4.5. To cover the cost of excavating a buried concrete slab and remains of block walls, found following removal of the brambles and spoil heap next to the Scout garage, actioned as part of the Recreation Ground improvements project.
 - b. It was **resolved** to ratify emergency expenditure of £987.00+VAT, to be deducted from General Reserves, undertaken by the Clerk in accordance with Financial Regulation 4.5. To cover the cost of loading and disposing of the mixed materials, found following removal of the brambles and spoil heap next to the Scout garage, actioned as part of the Recreation Ground improvements project.

The Clerk was requested to include the value of this unexpected expenditure, as a footnote, on the finances report of the Recreation Ground improvements project. Stating that the initial project budget was £90,000, there was an underspend of approximately £4,000, which was subsequently used to cover these unexpected works.

C038 – 28/06/2022

Annual Governance Statement for 2021-22

Points 1 to 9, of the Annual Governance Statement, of the AGAR for the financial year ending 31st March 2022, were considered in turn and the Parish Council's responses were **resolved** to be recorded as follows:

We acknowledge as the members of Peasedown St John Parish Council, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

1. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. **No – due to issue identified with the petty cash.***
2. *We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. **Yes.***
3. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. **Yes.***
4. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. **Yes.***
5. *We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. **No – due to issue identified with the Risk Register.***
6. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. **Yes.***
7. *We took appropriate action on all matters raised in reports from internal and external audit. **Yes.***
8. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. **Yes.***

9. *Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Yes.*

Any negative response requires an explanation to be submitted with the AGAR to the External Auditor, including details of how the issue is being resolved. The explanations had been reviewed and proposed changes approved by the Internal Auditor and the relating documents can be found as appendix C038i.

C039 – 28/06/2022 End of Year Accounts for 2021-22

Copies of the accounting statement, summary of income and expenditure, bank reconciliation and explanation of variances and balance sheet had been circulated as pre-reading (copies of which can be seen attached to this document as appendix C039i). It was **resolved** to accept these documents as a true reflection of the Parish Council's Accounting Statements for the year ending 31st March 2022.

C040 – 28/06/2022 Order of Known Business

A newly formatted report detailing progress and expenditure in relation to the Order of Known Business for the 2021-22 and 2022-23 council years. Also, of any outstanding previously agreed larger operational projects. The document now details any items with allocated Ear Marked Reserves, along with those projects that have been agreed and are now included within committed expenditure. The Clerk was requested to add the figures for the Contingency Reserve and General Reserve to the report.

8.39pm – It was resolved to adjourn the meeting for a comfort break.

8.50pm – It was resolved to reconvene the meeting.

C041 – 28/06/2022 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

➤ **Traffic Regulation Orders:**

- Temporary road closure on **Firgrove Lane**, from its junction with Hillside View, extending north for approximately 50 metres. due **to replacement a fire hydrant by Bristol Water** on the 5th September 2022 for a maximum period of 5 days - **THTTC2908**.
- Temporary road closure on **Eckweek Lane** from its point outside property number 8 extending in a westerly direction to its point outside property number 4. Due **to lead replacement by Bristol Water** on the 15th August 2022 for a maximum period of 7 days - **THTTC2914**.

➤ **Updates in relation to the traffic calming and parking restriction measures on Ashgrove.**

Cllrs Andy Larcombe and Jonathan Rich have been in correspondence with residents of Ashgrove acting on behalf of those who object to the new parking restrictions. The group have contacted the Ward Councillors and had received a response from one of them. They are in process of putting together a petition, as they believe that the parking restrictions have been put in place against the will of nearby residents. They are under the impression that the vast majority of residents in this area have not requested and do not want these restrictions.

C042 – 28/06/2022 Advisory Panel Updates

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

- i. **Civic Events Advisory Panel** – Meeting held on Thursday 26th May 2022 at 7.30pm and Monday 20th June 2022 at 7.00pm. The notes from the meetings had been circulated as pre-reading and they covered the following points:
 - a. Feedback on the events to celebrate the Queen's Platinum Jubilee on 2nd June 2022 including the transfer of any remaining allocated funds.
 - b. Recommendation to support Bath Area Play Project Play Day at Beacon Hall and Field on Monday 25th July 2022 by serving light refreshments in accordance with comments and conditions of their community grant.
 - c. Recommendation to proceed with the planning of the Remembrance events based on similar activities as last year.

It was **resolved** that the Parish Council supports the Bath Area Play Project (BAPP) Play Day on Monday 25th July 2022 by serving refreshments during the afternoon, in accordance with the grant conditions raised by the Finance & Amenities Committee for the event to be more of a joint BAPP and Parish Council event.

- ii. **Executive Committee Advisory Panel** – Meeting held on Tuesday 7th June 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. The recommendations regarding projects and workload priorities for this month were noted as follows:
 - a. Continue with Persimmon land transfer.

<ul style="list-style-type: none"> b. Continue with Delegate microphones and arrange company to visit Beacon Hall. c. Complete the Recreation Ground improvements works as agreed. d. Collect and install changing room sign. e. Complete works for the 'Tea Hut' now renamed the 'Canteen'. Concrete base with services ducting must be installed week commencing 27th June, ready for delivery on 12th July as agreed. f. Complete the amendments to the Football User Agreements as agreed. g. Complete all outstanding minutes as previously agreed. h. Complete the VAT return and update the Finance & Amenities Committee of progress. i. Trinkets at the Cemetery signage - collect and install. j. Complete the work on the budget on completion of the Audit as agreed. k. Weeding at the cemetery. <p>iii. Parish Map and Signage Advisory Panel – Meeting held on Monday 13th June 2022 at 7.00pm. The preparations for the interpretation boards are continuing. Councillors were requested to review the documents saved within the MS Teams channel and to provide feedback and comments to the Advisory Panel members via the Teams chat channel.</p> <p>iv. Recreation Ground Improvements Advisory Panel – Site meeting held on Tuesday 21st June 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. The pre-reading included a recommendation to pay the outstanding balance of the works, subject to works being completed. However, at the time of the Full Council meeting there were works still outstanding with the contractor, so no such agreement was made. It was however noted that arrangements should be made to maintain the grass at the path edges at least once a year to ensure that they do not overgrow the path.</p>	<p>B. The scheduled forthcoming meetings for the following Advisory Panels were noted:</p> <ul style="list-style-type: none"> i. Clerk Liaison Panel – Wednesday 6th July 2022 at 6.00pm. ii. Executive Advisory Panel – Tuesday 5th July 2022 at 7.00pm.
<p>C043 – 28/06/2022 Community Equipment</p> <p>Councillors reviewed the designated form and process for the lending of Parish Council equipment to local organisations and residents/members of the community. The proposed form and process were agreed with the addition of ensuring that photos of the item/s are taken beforehand as a reference for the Parish Council and the lendee.</p>	
<p>C044 – 28/06/2022 General Power of Competence</p> <p>The Clerk is producing a 'roadmap' for the Council to achieve the General Power of Competence, along with Quality Council Status, both of which depend on the Clerk being CiLCA qualified. The report to be brought back to a future meeting.</p>	
<p>C045 – 28/06/2022 Future Agenda Items & Cllr Questions</p> <p>Councillors were provided with an opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. The following items were raised:</p> <ul style="list-style-type: none"> ➤ Councillors were reminded that the budgeting process for the new financial year will commence in September and they should give some thought to areas such as projects for consideration. ➤ Cllr Gavin Heathcote reported on correspondence he had received from a local resident who claimed to have e-mailed several times regarding an issue at the cemetery but received no reply. It was agreed that this matter should be passed to the Clerk, who would include it on the agenda for the next meeting of the Cemetery Committee on 19th July 2022. Cllr Heathcote to share the correspondence received with both the Clerk and Cllr Audrey Gillard-Sprake (as Chair of the Cemetery Committee). ➤ It was suggested that the Clerk should ask whether the Mini Police could visit the cemetery to carry out some weeding of the tree nursery. 	
<p>C046 – 28/06/2022 Review of New Actions</p> <p>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.</p>	
<p>C047 – 28/06/2022 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 9th August 2022 at 7pm at the Beacon Hall.</p>	

The meeting closed at 9.11pm.

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

DRAFT

Appendix C035i - Schedule of payments made since the Full Council meeting on 17th May 2022 in relation to the accounts for the year ending 31st March 2023.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
08/04/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/04/22 to 30/04/22	C016 - 17/05/2022	£53.24	£10.65	Direct Debit
08/04/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/04/22 to 30/04/22	C016 - 17/05/2022	£53.23	£10.64	Direct Debit
27/04/2022	D. Grist	Weeding at Garden of Remembrance - Contractor	Fin. Regs. 4.1	£188.00	£0.00	BACS
29/04/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Mar '22	C166 - 14/12/2021	£385.40	£77.08	BACS
01/06/2022	Bath & North East Somerset Council	BH Business Rates - June 2022	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/06/2022	Bath & North East Somerset Council	AC Business Rates - June 2022	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/05/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - May 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
08/05/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/05/22 to 31/05/22	C016 - 17/05/2022	£53.49	£10.70	Direct Debit
08/05/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/05/22 to 31/05/22	C016 - 17/05/2022	£53.48	£10.69	Direct Debit
12/05/2022	JW Waste Recycling Ltd.	8yd General Mixed Waste Skip for All Bins - Apr to May 2022	Fin. Regs. 4.1	£315.50	£63.10	BACS
16/05/2022	Nu-Landscapes Limited	Groundworks including resin bond pathways - Jubilee Garden	C218 - 15/02/2022	£20,540.00	£4,108.00	BACS
23/05/2022	Fosseway Press	Printing of Invitations for Jubilee Event on 2nd June 2022	C238 - 15/03/2022	£57.60	£0.00	BACS
23/05/2022	JEM Heating Services Ltd	Mechanical Servs Contract Changing Rms Jun 22 to May 23	Fin. Regs. 4.1	£154.50	£30.90	BACS
25/05/2022	Screwfix Direct Ltd. & B&Q	Fixings for steel edging of beds in Jubilee Garden	C218 - 15/02/2022	£35.52	£7.10	BACS
26/05/2022	A.J. Charlton & Sons Ltd.	Trellis for 6x Pergola Posts in the Jubilee Garden	C218 - 15/02/2022	£74.64	£14.93	BACS
26/05/2022	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - Weekly April & May 2022	C264 - 12/04/2022	£325.00	£65.00	BACS
26/05/2022	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 25/4, 5/5, 19/5	C264 - 12/04/2022	£270.00	£54.00	BACS
27/05/2022	Gompels Healthcare Ltd	Dishwasher detergent and rinse aid	Fin. Regs. 4.1	£24.89	£4.98	BACS
30/05/2022	A.J. Charlton & Sons Ltd.	Oak and postcrete for plinth for Jubilee Garden sign	C218 - 15/02/2022	£236.55	£47.31	BACS
30/05/2022	KM Steel Fabrications Ltd.	Steel edging for floral beds in Jubilee Garden	C218 - 15/02/2022	£667.50	£133.50	BACS
30/05/2022	KM Steel Fabrications Ltd.	Weld bars to metal crowns for Jubilee decorations in planters	Fin. Regs. 4.1 - Chair Request	£120.00	£24.00	BACS
31/05/2022	Allstar Business Solutions Ltd.	Fuel Card - May 2022	C016 - 17/05/2022	£2.09	£0.42	Direct Debit
31/05/2022	C&S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - May 2022	Fin. Regs. .4.1	£317.00	£63.40	BACS
31/05/2022	Dorset Hire Services Ltd.	Hire 16x Heras Fencing Panels c/w feet & clips - Jubilee Gdn	C218 - 15/02/2022	£212.00	£42.40	BACS
31/05/2022	Fosseway Press	Printing of Posters for Jubilee Event on 2nd June 2022	C238 - 15/03/2022	£72.92	£14.58	BACS
31/05/2022	Screwfix Direct Ltd. & B&Q	10x Metal cutting discs for angle grinder	Fin. Regs. 4.1	£10.98	£2.20	BACS
31/05/2022	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Apr '22	C166 - 14/12/2021	£385.40	£77.08	BACS
01/06/2022	Sage (UK) Limited	Online Subscription to Sage50 Accounts - June 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/06/2022	Screwfix Direct Ltd. & B&Q	Barrier tape	Fin. Regs. 4.1	£12.49	£2.50	BACS
02/06/2022	Screwfix Direct Ltd. & B&Q	10x Fencing pins	Fin. Regs. 4.1	£29.16	£5.83	BACS
02/06/2022	SWALEC / SSE	Streetlighting Electric - 04/05/22 to 01/06/22	C016 - 17/05/2022	£309.52	£15.47	Direct Debit
06/06/2022	E.On Next	Electricity at Changing Rooms	C016 - 17/05/2022	£109.78	£5.49	BACS
06/06/2022	Screwfix Direct Ltd. & B&Q	2x Rolls of strimmer line	Fin. Regs. 4.1	£7.90	£1.58	BACS
07/06/2022	Screwfix Direct Ltd. & B&Q	Pest-Stop Bird Spikes 2x Pk10 for pergola	C218 - 15/02/2022	£44.98	£9.00	BACS
07/06/2022	Screwfix Direct Ltd. & B&Q	2x Thermoplastic Toilet Seats for Beacon Hall	Fin. Regs. 4.1	£14.13	£2.83	BACS
07/06/2022	SWALEC / SSE	BH Gas - 01/05/22 to 31/05/22	C016 - 17/05/2022	£265.44	£13.27	Direct Debit
08/06/2022	A. Davis	Contracted labour to assist with Jubilee gdn&beacon events	C238 - 15/03/2022	£145.00	£0.00	BACS
08/06/2022	A. Davis	Contracted labour to cover Caretaker annual leave	Fin. Regs. 4.1	£145.00	£0.00	BACS
08/06/2022	A. Davis	Contracted labour to assist on summer floral planting out	Fin. Regs. 4.1	£145.00	£0.00	BACS
08/06/2022	BT Payment Services Ltd.	PO Telephone & Broadband 01/06/22 to 30/06/22	C016 - 17/05/2022	£53.36	£10.67	Direct Debit
08/06/2022	BT Payment Services Ltd.	BH Telephone & Broadband 01/06/22 to 30/06/22	C016 - 17/05/2022	£53.36	£10.67	Direct Debit
09/06/2022	Water2Business	AC Water Services 30/11/21 to 08/06/22	C016 - 17/05/2022	£77.93	£0.00	Direct Debit
09/06/2022	Water2Business	RG Changing Rooms Water - 01/12/21 to 09/06/22	C016 - 17/05/2022	£24.67	£4.93	Direct Debit
10/06/2022	Screwfix Direct Ltd. & B&Q	Pest-Stop Bird Spikes 1x Pk10 for pergola	C218 - 15/02/2022	£22.49	£4.50	BACS
10/06/2022	Screwfix Direct Ltd. & B&Q	2x Extractor fans & connectors for tap for toilets in B.Hall	Fin. Regs. 4.1	£61.98	£12.39	BACS
11/06/2022	Carpentry Creations	Make solid oak plinth for Jubilee plaque and fix in place	C218 - 15/02/2022	£580.00	£0.00	BACS
12/06/2022	T. Millar	Contracted labour to assist with Jubilee beacon light event	C238 - 15/03/2022	£42.50	£0.00	BACS
12/06/2022	T. Millar	Contracted labour to cover Caretaker annual leave	Fin. Regs. 4.1	£85.00	£0.00	BACS
13/06/2022	Screwfix Direct Ltd. & B&Q	External cover for 2x extractor fans	Fin. Regs. 4.1	-£20.82	-£4.16	BACS
15/06/2022	Unique Signs	A0 ACM sign for Changing Room building on Rec Ground	F&A077 - 26/04/2022	£75.41	£15.08	BACS
21/06/2022	Shepton Hive	Purple weighted fabric square for Jubilee plinth open event	C238 - 15/03/2022	£14.17	£2.83	BACS
				£27,484.38	£5,001.94	

Appendix C038i – Documents explaining the negative responses to the Annual Governance Statement for 2021-22 as submitted with the AGAR to the External Auditor.

Explanation for the ‘No’ response to item 1 on the Annual Governance Statement 2021/22

Petty Cash

In a post covid era it has accelerated a transactional behaviour where the majority of financial transactions now take place using card rather than cash. Therefore, it is important the Parish Council brings its financial regulations up to date to address these societal changes. The main issues encountered in our current procedures, are as follows:

- Several issues with the parish council credit card not working for both online and in person purchases has resulted in having to pay by cash.
- On occasion the Clerk has subsidised cash payments for items from her own pocket, due to either needing to purchase items there and then (eliminating the need of unnecessary journeys to the office to collect the petty cash). Due to time critical project works where the card payment failed. Also, the petty cash has not been regularly replenished due to issues with office workload and priorities coupled with the fact that there is not a bank within the parish and the bank in the town has significantly reduced their opening hours.
- Despite the above, it should be noted that all receipts have been kept, logged, reviewed by councillors, and matched to any payments.

The below is the suggested resolution to address both card and cash regulations, this will be reviewed and delegated to the Finance & Amenities Committee:

- The credit card now has a security token issued which is a measure to prevent fraudulent payments and thus future online purchases should no longer be ‘stopped’ by the credit card company.
- It is proposed the credit card limit will be increased from £2,000 to £5,000 during each calendar month to prevent the monthly spend limits impacting on purchases (particularly important during project works).
- The day to day running of the petty cash has been delegated to the Administration Officer, who has more available time and so will ensure that the reports and reimbursement of the petty cash will be actioned monthly.
- When undertaking reconciliations, councillors will now count the cash in the petty cash tin, whilst checking the receipts.
- Necessary forms/templates to ensure the above is actioned have been created.

Explanation for the ‘No’ response to item 5 on the Annual Governance Statement 2021/22

Risk Register

Minute reference C035 – 28/06/2022 (detailed above) was submitted as the evidence required.

Section 2 – Accounting Statements 2021/22 for

Peasedown St John Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	161,946	243,366	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	251,452	251,452	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	12,454	24,870	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	92,605	126,102	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	89,881	193,503	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	243,366	200,083	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	226,790	243,998	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	642,845	656,037	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

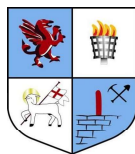
DD/MM/YY

as recorded in minute reference:

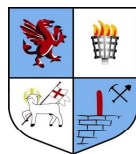
MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

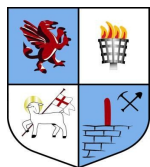
SIGNATURE REQUIRED



Centre / Account Number	Item Description	Precept	Other Income	Staff Costs	Other Expenditure
401001	Precept	£ 251,452.00			
401003	Bank Interest Received		£ 48.77		
401004	Donations, Wayleaves & Refunds		£ 2,252.90		
401005	S106 Income		£ -		
401006	C.I.L. Income		£ 1,730.54		
401007	Sale of Assets Income		£ -		
402001	Allotment Rents Received		£ 1,137.00		
403001	Environment		£ 579.70		
404001	Interments Income		£ 2,095.00		
404002	Memorials Income		£ 210.00		
405001	Beacon Hall Receipts		£ 16,816.20		
501001	Admin staff salaries			£ 68,209.04	
501002	Employers NI			£ 5,285.66	
501003	Caretakers Salaries			£ 34,671.54	
501004	Employer Pension Contributions			£ 17,935.29	
501006	Payroll Processing Fees				£ 546.00
502001	Staff Expenses H&S Clothing				£ 1.87
502002	Mileage				£ 508.95
502003	Staff Absence / Annual Leave Cover				£ 289.00
502004	Telephone & Broadband				£ 803.05
502005	Stationery, Printing & Postage				£ 1,291.55
502006	Subscriptions & Publications				£ 1,383.65
502007	Bank Charges				£ 212.50
502008	Insurance {exc. Beacon H&F}				£ 2,779.88
502010	Meeting & Surgery Costs				£ 101.79
502012	Internal & External Audit Fees				£ 1,526.25
502013	Professional Fees				£ -
502014	Staff / Councillors Training				£ 2,785.00
502015	Councillor Expenses				£ -
502016	Health & Safety Audit				£ 1,744.37
502017	IT Software & Hardware				£ 6,842.25
502018	GDPR Audit & Costs				£ 125.00
502019	Covid19 Related Matters				£ 1,091.85
502020	NALC National Conference				£ 107.48
502021	HR Support Service				£ 1,744.37
503001	Newsletters & Advertising				£ 1,821.62
503002	Website & Email				£ 429.50
601001	School Crossing Patrol				£ 3,350.37
601002	Community Grants				£ 2,668.76
601003	Village Events				£ 1,709.54
601004	Senior Residents' Christmas Tea				£ 1,403.91
601005	Chairman's Allowance				£ 300.00
601006	Death of a Snr National/Local Figure				£ 191.11
602001	New Machinery / Tools				£ 546.64
602002	Winter Support				£ 189.00
602003	Ecewiche Green General Tree/Vege Works				£ 553.93
602004	Street Furniture Maintenance				£ 314.70
602005	Christmas Lights & Trees				£ 5,111.61
602006	Allotment Land Rent & Maint.				£ 791.37
602007	Caretaker Incidentals				£ 480.17



Centre / Account Number	Item Description	Precept	Other Income	Staff Costs	Other Expenditure
602008	Machinery/Tools Service/Repairs				£ 1,289.94
602009	Petrol & Oil				£ 450.55
602900	Infrequent Operational Expenditure - IOE				£ 1,312.13
602902	Capital Projects - Telephone Kiosks				£ 817.58
602903	Capital Projects - Planted Peasedown				£ 6,978.61
602904	Capital Projects - Garden of Remembrance				£ 1,832.04
602908	Capital Projects - Signs & Street Furniture				£ 36.00
602913	Project - Street Light Upgrade to LED				£ 2,405.29
602914	Project - Accessible Allotment Plots				£ 250.80
602916	Project - Allotment Boundary Fence Replacement				£ 3,295.27
603001	Streetlighting Energy Supply				£ 1,699.17
603002	Streetlighting Maintenance & Repairs				£ 1,778.92
603003	Streetlighting New Columns				£ -
604001	Floral Display				£ 2,818.60
604002	General Hedge & Open Space Works				£ 14.32
604003	General Tree Works				£ 1,050.00
604004	Persimmon Land Casual Labour Costs				£ 126.33
604005	Contracted Amenities Works				£ 3,419.01
605001	Cemetery Rates				£ 2,495.00
605002	Cemetery Utilities				£ 429.99
605003	Cemetery Waste Disposal				£ 2,017.60
605005	Cemetery Works				£ 224.98
605006	Cemetery Garden of Remembrance				£ 528.25
606001	Recreation Field - General				£ 4,630.49
606002	Recreation Field - Changing Rooms Utilities				£ 1,356.38
606003	Recreation Field - Football Facilities Related				£ 4,831.51
606906	RG - ResFundProj - Pathways, Gates & Parking Area				£ 82,130.13
607001	Beacon Hall Licensing				£ 180.00
607002	Beacon Hall Business Rates				£ 2,584.68
607003	Beacon Hall Safety Checks				£ 1,578.92
607004	Beacon Hall Gas				£ 2,526.33
607005	Beacon Hall Electricity				£ 1,021.91
607006	Beacon Hall Water				£ 267.80
607007	Beacon Hall Telephone & Broadband				£ 699.77
607008	Beacon Hall Website				£ 71.87
607009	Beacon Hall Building Maintenance				£ 226.38
607010	Beacon Hall Contents Maintenance				£ 197.58
607012	Beacon Hall Cleaning				£ 2,993.96
607013	Beacon Hall Insurance				£ 679.26
607014	Beacon Hall Refuse Bin Collections				£ 2,287.00
607015	Beacon Hall PHS Contract				£ 518.85
607016	Beacon Hall Sundries				£ 15.98
608001	Beacon Field Grass & Hedge Cutting				£ 2,048.60
608002	Beacon Field Other Grounds Maintenance				£ 50.12
608003	Beacon Field Play Equip. Maint.				£ 1,189.70
608004	Beacon Field Insurance				£ 758.38
608902	BF - ResFundProj - Seating and Dog Exercise Area				£ 265.07
608903	BF - ResFundProj - Jubilee Garden				£ 1,375.00
Net		£251,452.00	£24,870.11	£126,101.53	£193,503.09



	2021-22
Balance per bank statement at 31st March 2022	£244,369.96
Plus Uncleared Deposits (see below)	£380.00
Less Unpresented Cheques (see below)	£751.88
Balance per Cash Book at 31st March 2021 (Box 8 on Annual Return)	£243,998.08

Balance Per Bank Statements

31-Mar-2022	NatWest Current Account	£81,545.25
31-Mar-2022	Unity Trust Current Account	£81,811.48
31-Mar-2022	Unity Trust Reserve Account	£80,763.23
31-Mar-2022	Cash in Hand	£250.00

Sub Total = £244,369.96

Uncleared Deposits

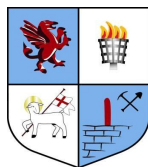
30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£60.00
30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£130.00
21-Mar-2018	Pay In Book Ref. 000284 - Chq.	£7.00
09-Mar-2022	Pay In Book Ref. 000430 - Chq.	£75.00
31-Mar-2022	Cash via card/book - Inv. 2452	£45.00
31-Mar-2022	Key Deposit Payment - Radar	£5.00
31-Mar-2022	Cash via card/book - Inv. 2425	£8.00
31-Mar-2022	Cash via card/book - Inv. 2472	£40.00
31-Mar-2022	Cash via card/book - Inv. 2471	£10.00

Total Un-reconciled Income = £380.00

Unpresented Cheques

30-Nov-2021	Cheque No. 004618	£218.01
31-Dec-2021	Cheque No. 004619	£262.80
28-Feb-2022	Cheque No. 004620	£102.60
31-Mar-2022	Cheque No. 004621	£168.47

Total Un-reconciled Expenditure = £751.88



	2021-22
Balance per Cash Book at 31st March 2022 (Box 8 on Annual Return)	£243,998.08
Less Creditors at 31st March 2022 (see below)	£68,976.42
Plus Debtors at 31st March 2022 (see below)	£28,719.29
Balances Carried Forward at 31st March 2022 (Box 7 on Annual Return)	£203,740.95

Creditors Schedule

Key deposits carried forward from 2020/21	£415.00
New key deposits received	£120.00
Key deposits refunded	-£15.00
Creditors Control Account	£67,030.77
Lloyds Corporate Credit Card	£1,425.65
Total Creditors =	£68,976.42

Debtors Schedule

VAT Claim - 2021/22 Qtr. 3 & Qtr. 4	£23,020.59
Debtors Control Account	£5,698.70
Total Debtors =	£28,719.29



	2020-21	2021-22	Variances	As a Percentage	Explanation (Required for any figure with greater than 15% increase/decrease)
Box 1 - Balances Brought Forward	£161,946	£243,366	£81,420	50%	Variance Explanation Not Required for Box 1. The opening balance for 2021-22 agrees to the brought forward balance from 2020-21.
Box 2 - Annual Precept	£251,452	£251,452	£0	0%	Not required.
Box 3 - Total Other Receipts	£12,454	£24,870	£12,416	100%	During 2020/21 the income from the hire of Beacon Hall was approximately £13,900 less than 2021/22 year due to the hall being closed for most of 2020 under Covid-19 restrictions. Furthermore, the income from interments during 2020/21 was approx. £2,800 more than during 2021/22, also a bench seat donation of £1,000 was received in 2020/21 and not in 201/22.
Box 4 - Staff Costs	£92,605	£126,102	£33,497	36%	During 2020/21 the staff wages expenditure was for only three quarters of the year, due to the invoice for the final quarter (approx. £27k) not being received until April 2021, consequently the expenditure during 2021/22 was for five quarters. Also, in 2020/21 a pension deficit payment of approx. £12,00 was made.
Box 5 - Loan Interest/Capital Repayments	£0	£0	£0	~	Not required.
Box 6 - All Other Payments	£89,881	£193,503	£103,622	115%	During 2020/21 there was no significant project work undertaken by the Council, mainly due to limitations of Covid-19. However, during 2021/22 several larger projects were undertaken, which included a pathway improvements project on our Recreation Ground at a cost of approx. £82,000. Several decorative planters were also purchased during 2021/22 at a cost of approximately £7,000, also the boundary fence at the allotments was replaced for approximately £3,000. During 2020/21 a substantial credit was received for previous overcharges on the streetlighting energy costs following their upgrade to LED. This resulted a credit remaining against the nominal code for this item of approximately £4,000, which did not occur in 2021/22.
Box 7 - Balances Carried Forward	£243,366	£200,083	£-43,283	-18%	Variance Explanation Not Required for Box 7.
Box 8 - Total Cash & Short Term Investments	£226,790	£243,998	£17,208	8%	Variance Explanation Not Required for Box 8.
Box 9 - Total Fixed Assets Plus Long Term Investments and Assets	£642,845	£656,037	£13,192	2%	Not required.
Box 10 - Total Borrowings	£0	£0	£0	~	Not required.