



## **PEASEDOWN ST JOHN PARISH COUNCIL**

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### **Minutes of the Finance & Amenities Committee held on Tuesday 12<sup>th</sup> July 2022 at 7.00pm at Beacon Hall, French Close, Peasedown St John**

#### **Present:**

**Councillors:** John Bailey; Jo Davis (Vice-Chair); Simon Kidd; Andrew Larcombe (Chair); Ray Love. 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&A027 – 12/07/2022 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&A028 – 12/07/2022 Apologies for Absence**

Apologies for absence were received from Cllr Conor Ogilvie-Davidson due to work commitments; this apology was duly noted.

#### **F&A029 – 12/07/2022 Minutes & Actions**

- i. The minutes of the Finance & Amenities Committee meeting held on 31<sup>st</sup> May 2022 had only just been published and so they were not available in sufficient time for them to be reviewed by councillors. It was therefore agreed their approval should be deferred to the August Full Council meeting.
- ii. The minutes of the Finance & Amenities Committee meeting held on 1<sup>st</sup> June 2022 had been circulated in advance of the meeting, however, as they are linked to the minutes from the 31<sup>st</sup> May 2022 it was also agreed their approval should be deferred to the August Full Council meeting.
- iii. The Actions Register on Planner was not fully up to date. It was resolved to instruct the Clerk to completely update the Finance & Amenities Planner board by 29<sup>th</sup> July 2022. The Chair to work with the Clerk on this matter.

#### **F&A030 – 12/07/2022 Items for Urgent Report**

The Police had informed they would like to undertake some restorative justice measures with a known offender responsible for some of the graffiti at the Skate Park (along with other areas of the village). It was agreed to allow the Police to undertake whatever measures they felt appropriate.

#### **F&A031 – 12/07/2022 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 following points were raised:

- The expenditure against budgets for some of the nominal codes, particularly for utilities, are unexpectedly close or are likely to overspend. This is mainly due to the vast escalations in cost of living.

The office staff are currently liaising with other utility suppliers to obtain more competitive rates (through a green energy supplier scheme promoted through Avon Local Councils' Association).

- The income from interments has been significant for the first quarter of the financial year.
- Memorial bench donations income has been generated from the benches at the Jubilee Garden. It should be noted that this income offsets the overspend on the project.
- Memorial tree donations are for the tree to be installed on the Recreation Ground.
- No invoice had yet been received for staff salaries and mileage for the first quarter of the financial year. The Clerk to email the relevant people at B&NES Council, chasing clarification on the progress to monthly payroll and advising that money is being withheld until the changes are complete. Email to be sent by 15<sup>th</sup> July 2022 and copied to the Chairs of the Finance & Amenities and Personnel Committees.
- The telephone and broadband contracts were investigated as to whether they Beacon Hall and Parish Council lines could be amalgamated. Both lines are in contract until the end of November 2023 and the penalty charges to leave the contract were not cost effective. The Clerk to include this task on the Annual Governance Cycle for September 2023.
- Due to accruals from the previous financial year, the 'Staff Training' and 'Cemetery Waste Disposal' budgets are shown as a minus figure.
- The planning application fees have been allocated to 'Professional Fees' in error; there is no longer a budget allocated to this item, as it has been included with the 'Infrequent Operational Expenditure' budget. The Clerk to reallocate accordingly and produce a breakdown on the 'Infrequent Operational Expenditure' as part of the monthly financial reports.
- The 'Health & Safety Audit' and 'HR Support Service' budgets have both overspent. The annual fee for the services of Ellis Whittam/WorkNest were more than expected.
- Some awards for the 'Community Grant' budgets are still to be raised. However, the £500 awarded to the Scouts has been paid. This will need to be remembered, when checking on the remaining budget available, due to the amount being carried forward from the previous financial year, and this value not being reflected in the budget for the current financial year. This is, however, reported under the 'Transfer FROM Reserves for Unbudgeted Ops Expenditure' nominal code instead. The Clerk to include a breakdown on this nominal code as part of the monthly financial reports. The grant payments to be included on the Annual Governance Cycle as a separate item to the grant awards.
- A new strimmer has been purchased for the Caretaker which will be deducted from the 'New Machinery / Tools' budget once the invoice is received.
- 'Contracted Amenities Works' expenditure will overspend due to paying a third party to water the hanging baskets and planters. Not all the Caretakers have an appropriate vehicle to tow the bowser and the potential of the Parish Council leasing/hiring/buying a vehicle was raised. The matter to be investigated further by the Personnel Committee.

#### **F&A032 – 12/07/2022      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. Once completed, the project line entries will not be visible on future reports. The following points were noted:

- The remaining £4,000 for the Recreation Ground improvements project is for the labour cost associated with the laying of the grass matting.
- The invoice for the engraving of the slab at the Jubilee Garden is still pending.
- Petty cash receipts for the Jubilee Event are still to be received. Once received and input into Sage, the remaining balance can be returned to General Reserve.
- The supply and installation of the canteen and toilet unit, along with the concrete base for them to sit on, has been covered by the £29,000 allocated under committed expenditure. It was therefore **resolved** for the remaining fitting costs, including the connection of the utilities to these units, in the region of £3,000 net, to be deducted from the Infrequent Operational Expenditure budget.
- It was suggested that an Advisory Panel could be created to investigate the boiler replacement for Beacon Hall, as it was felt that the £5,000 ear marked will be insufficient.

#### **F&A033 – 12/07/2022      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 progress undertaken since the last meeting in resolving the queries on the aged creditors invoices.

**F&A034 – 12/07/2022****Community Infrastructure Levy and External Funding**

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

**F&A035 – 12/07/2022****Banking Arrangements**

Councillors received a report on bank signatories/mandate and bank charges/fees. The practicalities of raising BACS payments, if, for any reason, the Clerk, and the Administration Officer, were absent at the same time was discussed. It was noted there were sufficient steps in place to cover this risk, as part of the business continuity work previously carried out for any absence of the Clerk. The Clerk to review the process to ensure it remains fully up to date.

**F&A036 – 12/07/2022****Internal & External Audits**

The Clerk confirmed that the AGAR for the 2021/22 financial year had been submitted to the External Auditors and the necessary papers displayed on the website and the parish council notice boards. Due to the negative responses on the AGAR additional supporting documentation had to be submitted and it is likely questions will be raised by the External Auditor. The full reports from the Internal Auditor to be circulated to councillors for information.

It has previously been raised that the appointment of the Internal Auditor should be reviewed, in line with good practice. The Clerk had contacted several companies, including the current Internal Auditor, requesting quotations for audit services for the current financial year. To date, two had been received and were tabled at the meeting, further quotes were pending. The Clerk was asked to obtain 1-year and 3-year deals from them all for like for like comparability. It was **resolved** for the Chair and Vice-Chair of the Finance & Amenities Committee to work with the Clerk in reviewing these quotations and services provided and to make a recommendation for consideration at the August Full Council meeting.

**F&A037 – 12/07/2022****Insurance Broker and Cover**

No update was available on the insurance claim for business interruption or the Persimmon land search indemnity quotation. The Clerk to follow up.

The Clerk had liaised with the insurance broker regarding quotations for both a 1-year and 3-year agreement, the broker had requested additional information on the Parish Council's insurance cover and assets and expressed a wish to have a meeting to review the policy and requirements. Consequently, the quotations were not available for review at the meeting.

It was **resolved** for the Chair and Vice-Chair of the Finance & Amenities Committee to work with the Clerk in reviewing the insurance cover requirements and quotations and to make a recommendation for consideration at the August Full Council meeting.

**F&A038 – 12/07/2022****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** – The storage container was checked earlier that day and some rearrangements of the equipment to be made if two teams are to be using the facility. It was noted that an extension to the bench in the 'away' changing room would be required to protect the new pipework that will feed the new canteen and toilet units.
- ii. **Pitch improvement works and associated budgets** – The pitch improvement works are being actioned as operational works. The goal mouths to be re-seeded/built up if not already actioned.
- iii. **Signage improvements** – The replacement large sign on the changing rooms has now been installed.
- iv. **Update on the canteen and accessible toilet units to include costings/budgets for groundworks, plumbing, electrics etc.** – The concrete base had been installed at the end of June and the canteen and accessible toilet units were delivered and installed earlier that day. The operational logistics of using the units was yet to be determined.
- v. **Update on teams using the facilities for the 2022/23 season** – The Peasedown Miners Football Club women's team had not transpired; however, the men's team will return with match days on Saturday. Team Nathan United are still interested in playing match days on Sundays. It was reiterated that all teams must agree to the Terms and Conditions of the User Agreement otherwise they will not be permitted to play. The Administration Officer to obtain a list of friendly and fixture dates required by the clubs and circulate to councillors for information.
- vi. **Update on User Agreements** – The Clerk to circulate the revised User Agreement prior to the next Advisory Panel meeting and the final document to be sign off by the Trustee prior to signing.

- vii. **Update on date/arrangements for next meeting of the Football Club Liaison Advisory Panel** – It was agreed for the Advisory Panel to meet on Monday 18<sup>th</sup> July at 6.30pm for only councillors and at 7.30pm for the representatives of the football teams to join to the meeting.

**F&A039 – 12/07/2022 Braysdown Allotments Advisory Panel**

Councillors received a report from the **Braysdown Allotments Advisory Panel** following their inspection on 29<sup>th</sup> June 2022. The following points were discussed:

- i. **To confirm on councillor representation and committee membership** – An updated list circulated to councillors for information.
- ii. **Plot inspections** – There were seven plots requiring letters, including two plots within the probation period. All letters have been issued.
- iii. **Recommendation to extend the Accessible Allotment plots onto plot 18C.** All the accessible plots are being worked and there are names on the waiting list specifically for accessible plots. It was therefore recommended to allocate budget to extend the accessible plots onto plot 18C. It was agreed to include this item on the future project list for consideration when setting the budgets for the following financial year.
- iv. **Annual allotments BBQ for 2022** – Weather permitting, the allotments BBQ will take place on Friday 15<sup>th</sup> July 2022. The Administration Officer was organising the event with some of the allotment holders. Several councillors advised they were no longer able to attend.

**F&A040 – 12/07/2022 Beacon Hall & Field**

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

- i. **To receive update on Beacon Hall bookings and general running of the facility and associated works** – Consideration was given to a request raised at the Full Council meeting on 28th June 2022 for the use of Beacon Field as a launch site for hot air balloons. It was noted that further information had been requested regarding the experience and qualifications of the pilot, but this had not been received yet.  
Some initial concerns were expressed regarding the impact on dogs/dog owners, given that Beacon Field is a popular dog walking area and hot air balloons can frighten dogs quite badly. It was also thought that priority should be given to other users of Beacon Field because launching of hot air balloons was not something that would be of benefit to residents of Peasedown St John. It was suggested that these comments should be noted pending the receipt of the requested information.  
It was noted that Southside are no longer coming to Beacon Hall, however there was possible interest from an existing regular hirer in taking the vacant slot. Peasedown St John Residents' Association may be interested in hiring the canteen on the Recreation Ground as an alternative venue for their meetings.
- ii. **To receive an update on the current play equipment and to determine any costs in relation to replacement equipment. To also receive an update on the old play equipment taken from Beacon Field.** – A quotation had been received for repairs to the wet pour play surface on Beacon Field and it was **resolved** to proceed with the quote from S J Aplin Playgrounds Ltd. at a cost of £780.00 plus VAT. Councillors considered an update on the old play equipment (2 x spring rockers, a seesaw and a roundabout) taken from Beacon Field in 2015 and issued to Peasedown St John Residents' Association under the condition that if the Association is unable to install them at Albert/Frederick Avenue for the residents/public to use, they will report back to the Parish Council in order for the Parish Council to determine what will happen with the equipment. Cllr Andy Larcombe agreed to find out what had happened to the equipment and to report back at a future meeting.

9.15pm – Cllr Jo Davis left the meeting.

- iii. **To review the terms and conditions of hire to include charity collections on Parish Council land** – Councillors reviewed the terms and conditions of hire for Parish Council land, including charitable collections. It was noted that there are National Government guidelines on charitable collections, and it was **resolved** that the following statement should be incorporated into the terms and conditions of hire for all Council facilities: "Hirers should comply with all National standards when collecting money or generating revenue from Parish Council land".

**F&A041 – 12/07/2022 Memorial Tree**

The Clerk was still trying to obtain further details regarding the enquiry for a memorial tree to be planted at Ecewiche Green. The matter to be deferred to a future meeting.

**F&A042 – 12/07/2022 Mercedes Roundabout**

Councillors received a report on proposals for the relocation of the flower beds on the Mercedes roundabout to the verges on the Wellow approach road. The reasons listed were due to ease of access for watering, weeding etc.

Councillors considered the report, but it was the general view of most of those present that because the beds have been in situ for about 15 years and the maintenance of them has only become an issue within the last two years, it is more likely to be a personnel issue relating to the number of staff with the necessary training to work on roundabouts. The view was that rolling out “Chapter 8” training to more staff and some councillors should resolve this issue and the Clerk was requested to proceed on this basis.

**F&A043 – 12/07/2022 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&A044 – 12/07/2022 Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Advisory Panel meeting is scheduled to be held on Tuesday 20<sup>th</sup> September 2022 at 7pm at Beacon Hall.

The date of the next Finance & Amenities Committee meeting is scheduled to be held on Tuesday 11<sup>th</sup> October 2022 at 7pm at Beacon Hall.

The meeting closed at 9.29pm

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