



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 Finance & Amenities Committee held on Tuesday 25th April 2023 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis (Vice-Chair); Simon Kidd; Andrew Larcombe (Chair); Ray Love; Cllr 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 & RFO.

Public Session

There were two members of the public present at the meeting: two parish councillor non-committee members Cllrs Mandy Clarke and Richard Clarke. They did not have any matters they wished to raise.

F&A085 – 25/04/2023 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&A086 – 25/04/2023 Apologies for Absence

Apologies for absence were received from Cllr John Bailey due to being away. Cllr Jo Davis advised she would have to leave the meeting early due to personal commitments. These apologies were duly noted.

F&A087 – 25/04/2023 Minutes & Actions

The minutes of the Finance & Amenities Committee meeting held on 10th January 2023 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 were signed by the Chair accordingly.

As the Clerk feeling unwell and not able to speak easily, it was **resolved** to defer the review of the Action Register until the end of the meeting.

F&A088 – 25/04/2023 Items for Urgent Report

There were no items for urgent report.

In accordance with Standing Order 10.a.vi, it was **resolved** to amend the order of the agenda to bring forward items '*F&A069 – 10/01/2023 Community Grants*' and '*F&A093 – 25/04/2023 Banking Arrangements*' to enable Cllr Jo Davis to be included in the discussions due to her having to leave the meeting early.

F&A096 – 25/04/2023 Community Grants

A revised application form and the Terms and Conditions for the 2023/24 community grants had been circulated as pre-reading. This was reviewed and it was **resolved** to accept the suggested amendments. The Clerk to make the form available via the website.

The Clerk to create a checklist for councillors to go through with their allocated grant recipient so they can assist with following up on reports and presentations for the Annual Village Meeting.

It was agreed that those grant recipients who had not submitted a report would not be eligible to receive any funding in the new financial year.

Somer Valley FM are still updating the design and logo of their replacement banner. They will contact the Parish Council once complete.

An email from The Hive regarding a possible grant application for youth work provision or alternative grant options had been received and was considered at the meeting. It was noted that no budget had been allocated to this for the 2023/24 financial year, however it could be considered for future years as part of the setting of the precept. The Clerk to respond advising accordingly and inviting them to attend a future Advisory Panel meeting where they could answer questions on how they spent the previous donations and discuss ideas on how the Parish Council and The Hive Youth Work Provision can work better together. In the meantime, the Hive can apply for a smaller grant under the usual community grants terms and conditions.

F&A089 – 25/04/2023 Review of Current Finances 2022/23

A balance sheet; a breakdown of the reserves and committed expenditure; a report on income and expenditure against budget for the 2022/23 financial year including a full breakdown of the Infrequent Operational Expenditure budget had been published to councillors for information. The following points were raised:

- The '502006 – Subscriptions & Publications' budget will be underspent by over £1k this year as ALCA have moved their invoicing from March to April.
- The '503001 – Newsletters & Advertising' budget has overspent due to the publication of an additional 'special edition' newsletter.
- The '501003 – Caretakers Salaries' has overspent due to an overpayment to a member of staff which is currently being investigated and resolved by the Clerk.
- There will be approximately £5k returned to General Reserve on the end of financial year close down.

F&A090 – 25/04/2023 Review of Debtors and Creditors

The report on the financial debtors and creditors was not tabled at the meeting. It was agreed for future reports items under period 2, period 3 and older would be included, not just those for period 3 and older.

F&A091 – 25/04/2023 Community Infrastructure Levy and External Funding

A payment of £2,593.93 is due to be received from B&NES Council as a Community Infrastructure Levy payment linked to planning application ref. 21/01428/FUL.

It was resolved to allocate this CIL money for repairs, maintenance and/or improvements and upgrades to the Recreation Ground and Beacon Field.

F&A093 – 25/04/2023 Banking Arrangements

To receive an update on banking arrangements and make any associated decisions. To include:

- Signatories and bank mandate. It was noted that an ex-councillor was still included on the list of signatories; the Clerk to arrange removal.
- Bank charges and fees – No change.
- Card payment facility – It was resolved to purchase a SumUp card reader (with no monthly subscription and a low percentage fee) and to cancel the previous resolution to proceed with Evalon as they have proved almost impossible to deal with asking for information that the Parish Council does not have.
- B&NES payroll – The Clerk is still following up on the issuing of the SUN for processing and implementation.

8.09pm – Cllr Jo Davis left the meeting.

F&A092 – 25/04/2023 Budget & Income/Expenditure for 2023/24

Councillors reviewed the report on financial spend against budget for the 2023/24 financial year covering both operational and capital projects budgets.

It was **resolved** to pay the pension deficit of £14,950 for the years 2023/24 to 2025/26 inclusive as Avon Pension Fund require it to be paid by the end of the month.

F&A094 – 25/04/2023 Internal & External Audits

Councillors received an update on both the Internal and External Audits for the 2022/23 financial year as follows:

26/05/2023 - The end of year Internal Audit is scheduled to take place.

27/06/2023 - The AGAR must be considered/signed off by Council at the Full Council meeting.

28/06/2023 - Clerk to submit the AGAR and supporting documentation to the External Auditor.

28/06/2023 - Clerk to publish public notice to provide electors with the opportunity to inspect the records for a period of 30 working days which must include the first 10 working days of July. The latest this can commence is Monday 3 July ending on Friday 11 August 2023.

30/06/2023 - Clerk to close down the 2022/23 financial year on Sage (if unable to be actioned before – subject to feedback from Internal Auditor).

It was also noted, there are some slight amendments to the wording on the AGAR forms. this year.

It was **resolved** that to ensure compliance with the AGAR for the 2022/23 financial year, that the bank reconciliation is completed, the Risk Register is signed off at the next Full Council meeting and all of the minutes that have been approved are signed by the appropriate Chair and uploaded to the website. The Clerk to action accordingly.

F&A095 – 25/04/2023 Policies – Reserves and Investments

In line with advice from the Internal Auditor, the Clerk reported she had been drafting a new Reserves and Investments Policy. Once complete, the draft will be circulated to councillors for comment and any suggested amendments prior to a final draft being presented to Full Council for adoption.

F&A097 – 25/04/2023 Finance & Amenities Advisory Panel

The report from the **Finance & Amenities Advisory Panel** meeting held on 16th February 2023 and 14th March 2023 had already been presented to the April Full Council meeting and so all recommendations had already been determined.

F&A098 – 25/04/2023 Braysdown Allotments Advisory Panel

Councillors received a report from the **Braysdown Allotments Advisory Panel** meeting held on 5th April 2023 and made associated decisions as follows:

i. **Waiting list numbers.**

It was noted the waiting list currently stands as follows:

- 6 people from Peasedown St John.
- 8 existing plot-holders who have requested additional space.
- 6 people from outside the parish.
- 0 people on the waiting list for an accessible plot.

ii. **Plot inspections, probation period and letters.**

It was noted that following the recent inspection, two plot-holders have been sent letters asking them to remove non-garden-related items from their plots.

iii. **Possible change to the rules to suggest a percentage of the plot (50%) to be cultivated and how this would be implemented.**

It was noted that this was a suggestion from a member of the Braysdown Allotment Holders' Committee, but several queries were raised about the definition of 'cultivation'. Therefore, it was **resolved** not to proceed with the suggestion as it would be unable to be policed and monitored fairly and effectively.

iv. **Suggestion that the whole of row 32 should be re-designated as quarter plots – to be actioned from next January.**

A member of the Braysdown Allotment Holders' Committee had pointed out that row 32 has smaller plots than the "standard" third plots and that it should more correctly be quarter plots (it was designated 3 x third plots and 1 x quarter around 10 years ago). It is suggested that row 32 should be re-designated as quarter plots for the purpose of invoicing for 2024. It was **resolved** to agree this recommendation. The Administration Officer to undertake the necessary action and inform the plot holders accordingly.

v. **Future works to the entrances and extension to the Accessible Allotment plots.**

a. **Second gateway:** It was suggested at a previous meeting that the unused second entrance at the allotment site should be closed off by installing a gate level with the roadside hedge (as a security measure to prevent thieves from parking a van in the gateway). Following a discussion with a contractor, the suggestion has been made that rather than installing a gate, it would be better to fill in the gap in the hedge by planting a few metres of native hedging in line with the roadside hedge. This would involve creating a low bund at the roadside, which could incorporate much of the waste soil dumped in the corner of the car park. The Clerk has checked with B&NES planning department who thought that this plan would not present any problems.

- b. **Accessible Allotment Plots:** A price is being obtained for the previously suggested plan to extend the accessible allotment plots by installing two more c-shaped beds. This work could be carried out at the same time as the work to close off the second gateway.
- c. **Fly-tipping in the corner of the car park:** there is a growing pile of waste soil and other fly-tipped rubbish in the corner of the car park nearest to the second gateway. It is suggested that this could be cleared at the same time as the works to the second gateway are carried out. Signage can then be installed to prevent any further fly-tipping in that corner.

The Administration Officer to obtain quotations and arrange for the necessary planning regulations to be met and bring back to a future meeting for approval.

vi. **Plot markers – ad hoc roll out.**

The caretaker has been installing white painted wooden posts to mark quarter plot boundaries, prior to the issuing of new plots. Committee members have commented that this is helpful in when plots are re-issued and it is suggested that this process should continue on an ad hoc basis. This was agreed.

F&A099 – 25/04/2023 Football Club Liaison Advisory Panel

Councillors received an update on the Football Club Liaison Advisory Panel and made associated decisions as follows:

i. **Inspections of the changing rooms and improvements to facilities and associated budgets.**

The last home match is scheduled for Saturday 29th April 2023. The Administration Officer to co-ordinate end of season works and a subsequent Council inspection prior to the commencement of the new season.

ii. **End of season pitch improvement works.**

Greensward had provided a list of suggested pitch improvement works in priority order as follows (costs exclude VAT):

1. *Supply and disc seed 200kg of seed. £1250.00.*
2. *Supply and spray selective herbicide (weed control) and fertiliser. £450.00.*
3. *Deep aerate verti-drain. £370.00.*
4. *Topsoil, level and seed goal mouths. £350.00.*
5. *Supply, spread and brush in 40 tons of topdressing sand. £1950.00.*

It was **resolved** to undertake the top four items in the list.

iii. **Update on the Canteen and Toilet units and signage for allocated parking area.**

The Canteen has been used by Peasedown Miners FC at each of their home games and has been kept very clean and tidy. It has also been used once by the Sunday team for their last home match which was also a charity fundraiser event. There have been no other hirings, although it was used for a councillor surgery, during which a problem with opening of one of the windows was encountered; this is being monitored by the Caretaker. The boxing in of the pipework behind the units has been actioned, although there is still some gravel to be laid.

Consideration was given to obtaining some outdoor seating. It was **resolved** to purchase 4x sets of outdoor foldable tables and chairs to place on the concrete outside of the canteen at a cost of no more than £400+VAT.

A permanent sign for the parking area needs to be erected, a draft of the design and wording was circulated as pre-reading. It was **resolved** it be accepted and for the signs to be made and erected accordingly.

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

The User Agreement must be reviewed prior to issuing for the new season. A date for the Advisory Panel meeting for this review should be determined, along with whether the football team representatives should be invited. Administration Officer to arrange for June/July 2023.

v. **School Sports Day**

A request had been received from the Primary School to use the Recreation Ground on Friday 26th May 2023 for their school sports day. It was resolved to allow the school to use the Recreation Ground and the Canteen and toilet facilities free of charge for their sports day.

F&A100 – 25/04/2023 Scout Garage User Agreement

On 29th March 2023, the Clerk had issued two copies of the Scout Garage User Agreement to the Group Scout Leader for 1st Peasedown Scout Group. The Clerk had signed both copies; the Scouts were due to sign them both and return one copy to the Parish Office. This has not yet been actioned; the GSL had advised the agreements are currently being reviewed by the District Scout Unit. The Clerk was instructed to

raise an action that if the agreement has not been signed and returned by the date of the next Finance & Amenities Committee meeting then further action will be considered due to risk involved with not having this document in place and the facilities being in use by a third party.

F&A101 – 25/04/2023 Beacon Hall & Field

Councillors received a report on Beacon Hall and Field and made associated decisions, as follows:

- i. **Beacon Hall Cleaning** - Quotations will be obtained from external companies to provide cleaning cover at weekends, when required.
- ii. **Jubilee Garden** - The garden will be tidied after the winter period to remove any dead plants and weeds. Replacement plants will be purchased to fill any gaps in the beds.
- iii. **Car Park and Gate Lock** – The lock and keys are being replaced as the old lock was broken beyond repair. Cllr Jonathan Rich to be issued with a key for the car park gate in case access is required when staff are not present.
- iv. **Play equipment and any associated repairs** – The Caretaker had listed the necessary replacement parts required and these were being ordered.
- v. **Beacon Field Play Area Resurfacing Advisory Panel** – Three quotations had been obtained for the replacement play surface and a meeting of the Advisory Panel would be held shortly to look at these and make a recommendation for Full Council.
- vi. **Valuation Office Agency request for rent, lease or ownership details** – there was no update to report on this issue.

F&A102 – 25/04/2023 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.

It was acknowledged there are currently 25 actions on the Finance & Amenities Committee Planner board that are past their due date. The Clerk and Cllr Andy Larcombe to review any that remaining outstanding when they meet to undertake the bank reconciliation.

F&A103 – 25/04/2023 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 9.12pm

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