



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Full Council Meeting held on Tuesday 18th April 2023 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Gill Auld; Mandy Clarke; Richard Clarke; Gavin Heathcote; Ray Love; Conor Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas (Vice-Chair).

In attendance:

Debbie Parish – Administration Officer

Public Session

There was one member of the public present at the meeting, who asked about obtaining an application form for co-option.

C159 – 18/04/2023	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.	
C160 – 18/04/2023	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 Barbara Bailey, John Bailey, Audrey Gillard-Sprake, and Les Sprake due to being away; from Cllrs Jo Davis and Andrew Larcombe due to being at a concert; and from Cllr Simon Kidd due to work commitments. These apologies were duly noted.	
C161 – 18/04/2023	Minutes
i. The minutes of the Full Council meeting held on 28 th February 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. ii. The minutes of the Cemetery Committee meeting held on 11 th April 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. iii. The minutes of the Personnel Committee meeting held on 6 th April 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. It was noted that the Clerk will print and arrange with the Chair to sign these, on her return.	
C162 – 18/04/2023	Items for Urgent Report
There were no items for urgent report.	
C163 – 18/04/2023	Council Committee Updates
Five meetings had been held since the last Full Council meeting, the draft minutes and notes from which had been circulated as pre-reading. Councillors were provided with the opportunity to raise questions or comments to the Chairs of the Standing Committees. Any matters raised and associated decisions on recommendations are detailed below.	
Cemetery Committee – Meeting held on 11 th April 2023. ➤ It was noted that the revised Interment and Memorial Policy would be circulated shortly and approved as part of general updates at the May meeting. ➤ Councillors received, for information, an update on the upgrading and extending of the pathways within the Garden of Remembrance . A copy of the associated works Tender Specification	

document had been circulated as pre-reading. Tenders will be brought back to Full Council in due course.

Finance & Amenities Committee Advisory Panel – Meeting held on 14th March 2023.

- It was **resolved** to accept the recommendation from the Finance & Amenities Committee Advisory Panel that the overspend on the Jubilee Garden project of £1,271.22 is deducted from General Reserve.
- It was **resolved** to accept the recommendation from the Finance & Amenities Committee Advisory Panel that a nominal and committed expenditure code to be created for Persimmon land, so as to report on the income and expenditure in relation to the land transfer project. Also, for a report to be created detailing the Persimmon land expenditure from the 2022/23 financial year any associated historic expenditure.
- Councillors received an update on the application for a card payment machine and it was noted that Unity Trust Bank is now following up on this. The issue has been escalated to their managers as the company is one of their sister companies. A further report will be provided to the Finance & Amenities Committee meeting next week.
- Councillors received an update on the old play equipment removed from Beacon Field. The equipment was provided to the Residents Association, under the condition that it be installed on the green at Albert and Frederick Avenue, subject to approval from Curo. This approval was not obtained and under the agreement, the equipment should be returned to the Parish Council. This did not happen and following unsuccessful attempts to contact the relevant named people for updates, the Parish Council are now led to believe the equipment has been disposed of.
- It was reluctantly **resolved** to accept the recommendation from the Finance & Amenities Committee Advisory Panel that some of the old play equipment removed from Beacon Field and provided to the 'then' Residents Association is declared as being 'disposed' of to the best of the Parish Council's knowledge.
- It was further **resolved** to accept the recommendation from the Finance & Amenities Committee Advisory Panel that the remaining old play equipment removed from Beacon Field and kept in Parish Council storage is now disposed of for best consideration. The Clerk to action with the Caretaker with minimal input/work required accordingly.

Personnel Committee – Meeting held on Thursday 6th April 2023.

- It was **resolved** to ratify the adoption of the **Employee Handbook**, as undertaken at the Personnel Committee meeting – minute PC069 – 06/04/2023 refers.
- It was **resolved** to ratify the adoption of the new **Safeguarding Policy** as undertaken at the Personnel Committee meeting – minute PC069 – 06/04/2023 refers.
- It was **resolved** to adopt the amended **Protocol for New Councillor Induction document** following its review by the Personnel Committee. It was requested that all new councillors should receive a copy of the '*Good Councillor Handbook*' published by NALC.

Planning Committee – Meetings held on Tuesday 7th March 2023 and Tuesday 4th April 2023.

- Following confirmation from the school that they were very interested in installing some swift nest boxes, it was **resolved** to accept the recommendation of the Planning Committee that the Parish Council purchases 2x Schwegler No. 17A **Swift Nestboxes** with Triple Cavities to **donate to the Primary School**, as mentioned in their planning application ref. 22/04741/FUL for the installation of a ground source heat pump system.
- Councillors also considered the recommendation from the Planning Committee Advisory Panel regarding the following planning application:
Reference: **23/01068/FUL**
Address: **Parcel 0046, Carlingcott**, Carlingcott, Bath, Bath And North East Somerset.
Proposal: Retrospective application to regularise the use of the agricultural buildings at The Goat Holding, Carlingcott.
Applicant: Ms Deborah Sullivan.
An extension was requested to provide time for the Council to review the objections raised by the public on this application, and then make comment. However, it was noted that the objection was based on non-planning matters such as loss of view and the negative effect on the value of existing properties. Bearing this in mind, and the fact that the development is on agricultural land, it was **resolved** that the Parish Council should make no comment on the application.

The forthcoming Standing Committee meetings were noted:

- **Finance & Amenities Committee** – Meeting scheduled to be held on 25th April 2023.
- **Planning Committee** – Meeting scheduled to be held on 2nd May 2023.

C164 – 18/04/2023 Financial Matters & Schedule of Payments

- i. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 28th February 2023 in relation to the accounts for year ending 31st March 2023 (appendix C164i refers). It was **resolved** that the invoice for £629.79+VAT to PHS Group for the hand drier and sanitary bin service contract for 2023-24 be paid [it being over the Clerk's sign-off level and above the allocated budget although within the operational cost centre budget]. It was also **resolved** to ratify all the other payments on this schedule.
- ii. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 28th February 2023 in relation to the accounts for year ending 31st March 2024 (appendix C164ii refers). It was **resolved** to ratify all the payments on this schedule.
- iii. Councillors reviewed the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2022-23 and the 2023-24 council years. No comments were raised.

C165 – 18/04/2023 Local Council Elections & Subsequent Co-option Voting

- i. Councillors received an **update** on the May 2023 local council elections, and it was noted that Peasedown St John Parish Council will have an uncontested election on 4th May 2023, the 13 councillors who were nominated as candidates will be automatically elected. There are 2 new councillors and 11 existing being re-elected.
- ii. Councillors acknowledged the decision of the Personnel Committee to hold a **councillor induction meeting** at Beacon Hall on Tuesday 16th May 2023. This was originally planned to start at 7pm, but it was noted that an earlier start-time of 6.30pm was suggested. The aim of the meeting was for councillors to sign the relevant paperwork and to help prepare councillors prior to the Annual Meeting of the Full Council on Tuesday 23rd May 2023. It was noted that the Clerk would be sending out invitations accordingly, and councillors that are re-standing are still being asked to attend this meeting and should respond to the Clerk's invitation accordingly. The meeting would be a 'welcome and training session' at which everything can be set up prior to councillors attending the first Full Council meeting.
- iii. Councillors considered the suggested process for **co-option voting** to fill the remaining vacancies following the uncontested election and it was **resolved** that any co-option candidates for the remaining four vacancies are required to submit a written application prior to the Annual Meeting of the Full Council on 23rd May 2023 and ideally prior to the training session on 16th May 2023. Applications will be circulated to councillors and co-option voting will take place at the Annual Meeting. Co-option candidates will be invited to attend the 'Welcome and Training Session' due to be held on 16th May 2023.

C166 – 18/04/2023 Parish Council Meetings and Events Calendar

Councillors reviewed the proposed summonsed Parish Council meetings and events calendar for the 2023-24 council year due to be adopted at the Annual Meeting in May. It was noted that following a suggestion that councillor surgeries should not always be held on Friday evenings, the surgery dates had been removed from the calendar, and councillors would be advised of the date on a monthly basis. Comments on the draft calendar were as follows:

- There was some concern that councillor surgeries might get forgotten if specific dates were not included on the calendar.
- It was noted that the calendar is impossible to read for anyone who is colour-blind, and it was suggested that the dates should also be published as a chronological list, for this reason.
- It was requested that the meeting dates could also be added to councillors' online calendars.

C167 – 18/04/2023 Risk Register

Councillors received an update on the works undertaken to amend the Risk Register document, which would be formally adopted at the Annual Council Meeting in May. It was noted that the updated register now includes the new vehicle, canteen, and disabled toilet. There were also updates on Topple Testing (due to a change to the process) and the H&S Audit inspection which is due in July 2023.

C168 – 18/04/2023 Policies and Documents

Councillors received the final a draft of the following documents with a view to agreeing to formally acknowledge the updated versions, in readiness for adoption at the Annual Meeting of the Full Council in May 2023:

Financial Regulations:

- Following a review by the Finance & Amenities Committee, amendments to the Financial Regulations were reported as follows:

5.2 *Bank mandates (for all Parish Council accounts) to be set up so that signatories are:*

a. from all members of the Finance & Amenities Committee

6.18 *Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of ~~£2,000~~ £5,000 unless authorised by council or Finance & Amenities Committee in writing before any order is placed. No cash withdraws will be permitted.*

9.6 *The origin of each receipt shall be entered on the paying-in slip if received by cash or cheque. If received via bank transfer or card machine it will appear directly on the bank statement.*

- It was **resolved** to formally acknowledge the amended Financial Regulations in readiness for adoption at the Annual Meeting of the Full Council in May 2023.

Standing Orders:

- It was **resolved** to formally acknowledge the amended Standing Orders in readiness for adoption at the Annual Meeting of the Full Council in May 2023. Some minor amendments had been made to Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the reissued NALC Legal Topic Note (LTN) 87, which contains the current procurement threshold figures and taken out reference to the European Union.

Terms of Reference and Delegations:

- Contrary to the circulated version of the amended Terms of Reference, a motion was proposed that Electric Vehicle Charging should not be included within the Terms of Reference of the Planning Committee, but this motion was **not carried**.
- A subsequent motion to include Electric Vehicle Charging within the Terms of Reference for the Planning Committee (as detailed in the pre-reading document) was **agreed**.
- It was therefore **resolved** to formally acknowledge the amended Terms of Reference and Delegations in readiness for adoption at the Annual Meeting of the Full Council in May 2023 including the minor amendments made following decisions by Full Council.

[Councillors preferred to continue with the meeting, rather than taking the 10-minute break scheduled on the agenda].

C169 – 18/04/2023 Advisory Panel Updates

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting, the notes from which had been circulated as pre-reading:

i. **Civic Events Advisory Panel** – Meeting held on Monday 13th March 2023 at 8.00pm. An update on the preparations regarding celebrations and events for the Coronation of King Charles III during May 2023 was provided.

It was noted that plans are progressing based on decisions at the last Full Council meeting. The Kings Oak ceremony would take place at 1pm at the Recreation Ground and the Community Picnic to take place at 2pm at Beacon Hall/Outside. Updates would be added to Planner and Teams. Banners have been ordered and details would also be advertised on Facebook and Parish noticeboards. It was suggested that invitations should not be issued unless councillors specifically requested them.

ii. **Executive Advisory Panel** – No meeting held due to councillor availability, however an update on the project and workload priorities was circulated as pre-reading. It was noted that the priorities for this month have been shared in pre-reading and on the Teams channel.

iii. **Parish Map and Signage Advisory Panel** – Meeting held on Tuesday 21st March 2023 at 7.00pm. Councillors received a verbal update on the progress of this project. It was noted that the Lottery grant application will be submitted this week by the Clerk. Cllr Ogilvie-Davidson offered to assist with this.

iv. **Persimmon Land Transfer Advisory Panel** – No meeting had been held but an update was provided on the current status of the land transfer and quotations for the no search policy

cover. It was noted that the no search indemnity quotation from the solicitor was approximately £75 and in view of this Cllr Andy Larcombe had instructed the solicitor to proceed on this basis.

B. The scheduled forthcoming meetings for the following Advisory Panels were noted:

i. **Executive Committee Advisory Panel** – Tuesday 2nd May 2023 at 7.00pm at Beacon Hall.

C170 – 18/04/2023 Annual Village Meeting

Councillors received a copy of the draft minutes for the Annual Village Meeting held on Tuesday 28th March 2023, which had been circulated in advance of the meeting. It was suggested that these should not be accepted as a true and correct record, but councillors noted that they had been written, and they would be formally approved at the Annual Village Meeting in 2024.

It was suggested that next year the Parish Council should aim to have fewer PowerPoint slides but to include videos recorded at various sites instead. It was further suggested that the meeting should be less focussed on what the Parish Council had done throughout the year and more of an opportunity for residents to air their views.

C171 – 18/04/2023 Correspondence, Complaints & Issues

Councillors reviewed any new queries, correspondence, issues, and complaints raised since the last meeting. Items of significance brought to the Council's attention and their resultant decisions included:

i. A factsheet providing details on the **Government Emergency Alerts** had been circulated as pre-reading and has been shared to the Facebook page. The national test will take place on Sunday 23rd April 2023.

C172 – 18/04/2023 Future Agenda Items & Cllr Questions

Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.

No items were put forward at the meeting, but they could be sent directly to the Clerk in advance of the next meeting.

C173 – 18/04/2023 Review of New Actions

The Administration Officer to capture the actions generated from the meeting on the Action Register in Planner after the meeting.

C174 – 18/04/2023 Date and Time of Next Meeting

The next Full Council meeting will be the Annual Meeting of Council and is scheduled to be held on Tuesday 23rd May 2023 at 7pm at Beacon Hall.

The meeting closed at 8.17pm.

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

Appendix C164i - Schedule of payments made since the Full Council meeting on 28th February 2023 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
07/12/2022	Amazon EU S.a.r.l. UK Branch	Batteries for Christmas Tree lights at Carlingcott&OrchardWa	Fin. Regs. 4.1	£9.30	£1.86	Credit Card
28/12/2022	Royal Mail Group Ltd.	Delivery of the Election Special Newsletter Jan 2023	C096 - 22/11/2022	£238.48	£47.70	Credit Card
28/12/2022	Royal Mail Group Ltd.	Delivery of the Election Special Newsletter Jan 2023	C096 - 22/11/2022	£0.72	£0.00	Credit Card
26/01/2023	EDF Energy	BH Electricity - 07/01/23 to 25/01/23	C016 - 17/05/2022	£143.49	£7.17	Direct Debit
09/02/2023	BT Payment Services Ltd.	PO Telephone & Broadband 01/02/23 - 28/02/23	C016 - 17/05/2022	£58.21	£11.64	Direct Debit
09/02/2023	BT Payment Services Ltd.	BH Telephone & Broadband 01/02/23 - 28/02/23	C016 - 17/05/2022	£58.21	£11.64	Direct Debit
09/02/2023	Society of Local Council Clerks	Annual Membership Subscription to SLCC 2023-24	C145 – 28/02/2023	£236.00	£0.00	BACS
16/02/2023	Little Eskimo Ltd.	Flags and bunting for King Charles Coronation	Fin. Regs. 4.1	£62.00	£12.40	Credit Card
20/02/2023	Royal Mail Group Ltd.	Goodwill credit for distribution issues - Oct 2022	C016 - 17/05/2022	£50.00	£0.00	BACS
21/02/2023	e-Careers Ltd.	AAT Level 2 Certificate in Accounting Course	Fin. Regs. 4.1	£463.50	£0.00	Credit Card
23/02/2023	A J Champion & Sons Ltd	25x Bags of Postcrete for Rec Ground play area fence install	F&A080 - 10/01/2023	£121.25	£24.25	BACS
24/02/2023	ARC Mailing Ltd.	Printing of Spring 2023 Newsletter - A3 folded	C016 - 17/05/2022	£429.47	£85.89	BACS
24/02/2023	EDF Energy	BH Electricity - 26/01/23 to 23/02/23	C016 - 17/05/2022	£220.90	£11.05	Direct Debit
24/02/2023	EDF Energy	AC Electricity - 30/09/22 to 23/02/23	C016 - 17/05/2022	£166.64	£8.33	Direct Debit
24/02/2023	EDF Energy	BH Gas - 26/01/23 to 23/02/23	C016 - 17/05/2022	£545.77	£27.29	Direct Debit
26/02/2023	J Murtagh Tree Services	Felling & removal of 5x Ash trees with die back PoW VilGreen	C096 - 22/11/2022	£1,150.00	£230.00	BACS
26/02/2023	J Murtagh Tree Services	Installation of metal bow top fencing around Rec Play Area	F&A080 - 10/01/2023	£1,725.00	£345.00	BACS
26/02/2023	J Murtagh Tree Services	Removal of Phormium Plants - Whilst Waiting for Fencing	Fin. Regs. 4.1	£145.00	£29.00	BACS
26/02/2023	J Murtagh Tree Services	Additional charge for loading/reloading of fence panels	Fin. Regs. 4.1	£145.00	£29.00	BACS
28/02/2023	Allstar Business Solutions Ltd.	Fuel Card - February 2023	C016 - 17/05/2022	£2.09	£0.42	Direct Debit
28/02/2023	Fosseway Press	A1 1800s PSJ Plan Print for Parish Map & Signage Project	Fin. Regs. 4.1	£10.00	£2.00	BACS
28/02/2023	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Jan 2023	C116 - 20/12/2022	£385.40	£77.08	BACS
01/03/2023	Bath & North East Somerset Council	BH Business Rates - Jan 202	C016 - 17/05/2022	£287.00	£0.00	Direct Debit
01/03/2023	Bath & North East Somerset Council	AC Business Rates - Jan 2023	C016 - 17/05/2022	£208.00	£0.00	Direct Debit
01/03/2023	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - March 2023	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
02/03/2023	EDF Energy	RG Changing Rooms - 15/10/22 to 01/03/23	C016 - 17/05/2022	£589.33	£29.47	Direct Debit
02/03/2023	NFP Workshops	Project Management Course - 09/03/2023 - Cllr Gill Auld	Fin. Regs. 4.1	£95.00	£0.00	Credit Card

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
02/03/2023	SWALEC / SSE	Streetlighting Electric - 01/02/23 to 01/03/23	C016 - 17/05/2022	£295.76	£14.78	Direct Debit
03/03/2023	Came & Company	Commercial motor insurance for Isuzu 03/03-23 to 02/03/24	C109 - 20/12/2022	£1,797.99	£0.00	BACS
06/03/2023	Isuzu Contract Hire	Lease Rental on Isuzu D-Max - Mar 2023	C109 – 20/12/2022	£356.92	£71.38	Direct Debit
06/03/2023	Isuzu Contract Hire	Service Rental on Isuzu D-Max - Mar 2023	C109 – 20/12/2022	£41.29	£8.26	Direct Debit
07/03/2023	No Butts Bin Co. Ltd. / NBB Recycled Furniture	2x Bicycle Racks for Outside of Beacon Hall	F&A078 – 26/04/2022	£85.48	£17.09	BACS
08/03/2023	BT Payment Services Ltd.	PO Telephone & Broadband 01/03/23 - 31/03/23	C016 - 17/05/2022	£53.24	£10.65	Direct Debit
08/03/2023	BT Payment Services Ltd.	BH Telephone & Broadband 01/03/23 - 31/03/23	C016 - 17/05/2022	£53.23	£10.64	Direct Debit
09/03/2023	Amazon EU S.a.r.l. UK Branch	Premium First Aid Kit for Isuzu	Fin. Regs. 4.1	£9.12	£1.83	Credit Card
09/03/2023	Amazon Services Europe S.a.r.l.	JAKAGO 4 x 800 kg 5m Heavy Duty Ratchet Straps for Isuzu	Fin. Regs. 4.1	£15.57	£3.11	Credit Card
09/03/2023	Amazon Services Europe S.a.r.l.	Valonic 13 pin to 7 pin towing adaptor for Isuzu	Fin. Regs. 4.1	£6.21	£1.24	Credit Card
09/03/2023	First Stop Wholesalers Ltd.	Set of Tailored Extra Heavy Duty Rubber Floor Mats for Isuzu	Fin. Regs. 4.1	£27.07	£5.42	Credit Card
09/03/2023	Fussell Wadman Ltd.	Square registration plate for trailer with Isuzu	Fin. Regs. 4.1	£13.20	£2.64	BACS
09/03/2023	Over The Top Textiles Ltd.	Titan Waterproof Car Front Seat Covers for Isuzu	Fin. Regs. 4.1	£49.95	£9.99	Credit Card
13/03/2023	Screwfix Direct Ltd. & B&Q	Dewalt Phoenix Boots 8 - CC	Fin. Regs. 4.1	£58.99	£0.00	BACS
13/03/2023	Screwfix Direct Ltd. & B&Q	Bungee cargo net for Isuzu	Fin. Regs. 4.1	£14.16	£2.82	BACS
13/03/2023	Screwfix Direct Ltd. & B&Q	Set of bungee hooks for banners	Fin. Regs. 4.1	£9.58	£1.92	BACS
13/03/2023	Wiltshire Turf Supplies	Turf to be laid in front of the concrete slab at the Canteen	Fin. Regs. 4.1	£28.00	£5.60	Credit Card
14/03/2023	A J Champion & Sons Ltd	Postcrete for the installation of cycle racks outside B.Hall	F&A078 - 26/04/2022	£38.80	£7.76	BACS
14/03/2023	Amazon Services Europe S.a.r.l.	JVJ2.0m 13pin to 13pin towing adaptor for Isuzu	Fin. Regs. 4.1	£18.07	£3.62	Credit Card
14/03/2023	Amazon Services Europe S.a.r.l.	24LED Roof top strobe hi-vis amber warning lights for Isuzu	Fin. Regs. 4.1	£29.16	£5.83	Credit Card
14/03/2023	Came & Company	Refund of difference in price quoted and invoiced for Isuzu	C109 - 20/12/2022	£-19.55	£0.00	BACS
14/03/2023	Millard Signs Ltd.	PSJPC branding and sign writing of Isuzu D-Max	C109 – 20/12/2022	£340.00	£68.00	BACS
15/03/2023	Amazon EU S.a.r.l. UK Branch	Light bulb for cemetery building - PL-Q 16W GR10Q 4 pin	Fin. Regs. 4.1	£5.75	£1.15	Credit Card
15/03/2023	BT Payment Services Ltd.	Mobile Phone Costs - Mar 23 - Apr 23	C016 - 17/05/2022	£7.00	£1.40	Direct Debit
15/03/2023	Dependable Trading Ltd.	Light bulb for Beacon Hall PL-C 26W 4-pin	Fin. Regs. 4.1	£5.97	£1.20	Credit Card
15/03/2023	IAE	Refund return of bow top fence as non-child play ordered	C096 - 22/11/2022	£-2,600.03	£-520.01	BACS
15/03/2023	Sigsworths Florist Sundries	RW&B Florist Ribbon - decoration for Coronation Events	Fin. Regs. 4.1	£13.32	£2.67	Credit Card
16/03/2023	Amazon Services Europe S.a.r.l.	Adhesive velcro strips for floor mops	Fin. Regs. 4.1	£5.82	£1.17	Credit Card
17/03/2023	B E Services Limited	Supply & fit cabinet housing in chngng rms for electrics sec	Fin. Regs. 4.1	£172.20	£34.44	BACS
17/03/2023	B E Services Limited	Wire and install internet socket in canteen from chng rooms	Fin. Regs. 4.1	£391.41	£78.28	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
17/03/2023	Tindle Newspapers W.Country Ltd.	Caretaker vacancy job advert in MNR Journal - March 2023	PC060 - 21/02/2023	£120.00	£24.00	Credit Card
18/03/2023	PHS Group	Hand drier and sanitary bin service contract 2023-24	C164 – 18/04/2023	£629.79	£125.96	BACS
20/03/2023	Gompels Healthcare Ltd	Toilet rolls, paper towels, bin bags	Fin. Regs. 4.1	£103.34	£20.67	BACS
20/03/2023	Gompels Healthcare Ltd	First aid refill packs, saline, skin closures	Fin. Regs. 4.1	£31.67	£6.33	BACS
20/03/2023	Gompels Healthcare Ltd	First aid refill packs, saline, skin closures	Fin. Regs. 4.1	£15.84	£3.17	BACS
20/03/2023	Gompels Healthcare Ltd	First aid refill packs, saline, skin closures	Fin. Regs. 4.1	£15.84	£3.17	BACS
20/03/2023	Gompels Healthcare Ltd	Toilet roll dispense to replace broken one	Fin. Regs. 4.1	£17.49	£3.50	BACS
22/03/2023	4 Alliance Ltd.	Light bulb for cemetery building - PL-Q 16W GR10Q 4 pin	Fin. Regs. 4.1	£4.99	£1.00	Credit Card
22/03/2023	Eurocharts	Magnetic document display pockets for notice boards	Fin. Regs. 4.1	£126.40	£25.28	Credit Card
22/03/2023	First Fence Ltd.	Fencing and fixings to be installed behind canteen and toilet	C055 – 09/08/2022	£548.46	£109.69	Credit Card
22/03/2023	Society of Local Council Clerks	Mentoring support for the Clerk	Fin. Regs. 4.1	£250.00	£50.00	BACS
24/03/2023	Bath Community Transport	Annual membership fee 2023/24 - Bath Community Tpt	C145 - 28/02/2023	£10.00	£0.00	BACS
25/03/2023	Denny Enterprises Int'l Ltd.	Heavy duty folding ramps for the Isuzu	Fin. Regs. 4.1	£49.97	£10.00	Credit Card
27/03/2023	BWS Standfast Security Systems Ltd.	Maintenance contract for CCTV System Mar 23 to Mar 24	Fin. Regs. 4.1	£160.00	£32.00	BACS
27/03/2023	FR Jones & Son Ltd.	Stihl G500 polycarbonate visor and ear defenders	Fin. Regs. 4.1	£49.37	£9.88	Credit Card
27/03/2023	Gompels Healthcare Ltd	Clinell wipes, vinyl gloves, toilet roll dispenser key	Fin. Regs. 4.1	£41.08	£8.22	BACS
27/03/2023	Gompels Healthcare Ltd	Nitrile gloves for Caretakers	Fin. Regs. 4.1	£9.38	£1.88	BACS
27/03/2023	KM Steel Fabrications Ltd.	To repair, sandblast, galvanise & paint 4x cemetery gates	C144 – 28/02/2023	£860.00	£172.00	BACS
27/03/2023	Screwfix Direct Ltd. & B&Q	2x Cabin hooks to replace broken ones at Beacon Hall	Fin. Regs. 4.1	£4.18	£0.84	BACS
28/03/2023	Amazon Services Europe S.a.r.l.	2x Huanuo dual monitor wall mounts for 17-27" screens for PO	Fin. Regs. 4.1	£108.32	£21.66	Credit Card
28/03/2023	Amazon Services Europe S.a.r.l.	ProPlus 13-pin Male to Male Trailer Cable for Isuzu	Fin. Regs. 4.1	£33.28	£6.66	Credit Card
28/03/2023	Office Monster	A4 Copier paper, popper wallets, dividers, pens	Fin. Regs. 4.1	£52.02	£10.40	BACS
28/03/2023	Sainsbury's Supermarkets Ltd.	Refreshments for Annual Village Meeting	Fin. Regs. 4.1	£70.33	£14.07	Credit Card
28/03/2023	Sainsbury's Supermarkets Ltd.	Refreshments for Annual Village Meeting	Fin. Regs. 4.1	£32.22	£0.00	Credit Card
28/03/2023	Tannas Ltd.	2x ViewSonic VA2405-H 24" Monitors for Parish Office	Fin. Regs. 4.1	£188.34	£37.66	Credit Card
29/03/2023	EDF Energy	BH Gas - 24/02/23 to 28/03/23	C016 - 17/05/2022	£715.31	£143.06	Direct Debit
29/03/2023	EDF Energy	AC Electricity - 24/02/23 to 28/03/23	C016 - 17/05/2022	£65.31	£3.27	Direct Debit
29/03/2023	EDF Energy	BH Electricity - 24/02/23 to 28/03/23	C016 - 17/05/2022	£262.15	£13.11	Direct Debit
30/03/2023	Bath & North East Somerset Council	Staff Salaries - Qtr. 4 - Jan to Mar 2023	C016 - 17/05/2022	£29,731.65	£21.60	BACS
31/03/2023	Allstar Business Solutions Ltd.	Fuel Card - March 2023	C016 - 17/05/2022	£85.43	£17.09	Direct Debit

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
31/03/2023	Amazon Services Europe S.a.r.l.	Woltu computer desk/table for changing rooms	Fin. Regs. 4.1	£39.16	£7.83	Credit Card
31/03/2023	Avon Door & Lock Company Ltd	Replacement padlocks and keys for Car Park gate (old broken)	Fin. Regs. 4.1	£87.24	£17.45	BACS
31/03/2023	B E Services Limited	Supply and installation of enclosure to house wifi router	Fin. Regs. 4.1	£121.00	£24.20	BACS
31/03/2023	Chew Valley Trees Ltd.	1x 30l English Oak tree and stake pack - King's Coronation Oak	C150 – 28/02/2023	£277.08	£55.42	BACS
31/03/2023	J Murtagh Tree Services	Labour to install fencing & fixings behind Canteen & Toilet	C055 - 09/08/2022	£494.27	£98.85	BACS
31/03/2023	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Feb 2023	C116 - 20/12/2022	£404.68	£80.94	BACS
31/03/2023	Unity Trust Bank	Bank Processing Fees - Cash & Chqs for 2022/23 Fin. Yr Q4	Fin. Regs. 4.1	£2.70	£0.00	Auto
				£44,628.73	£2,033.13	

Appendix C164ii - Schedule of payments made since the Full Council meeting on 28th February 2023 in relation to the accounts for the year ending 31st March 2024.

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
03/04/2023	Amazon Services Europe S.a.r.l.	Nimbot Label Maker Machine D110	Fin. Regs. 4.1	£20.82	£4.17	Credit Card
03/04/2023	Amazon Services Europe S.a.r.l.	Self-adhesive gem stickers for crown making -Coronation Event	Fin. Regs. 4.1	£4.97	£0.99	Credit Card
01/04/2023	Amazon Services Europe S.a.r.l.	RedWhite&Blue Solar Lights for Coronation Event decoration	Fin. Regs. 4.1	£24.87	£4.97	Credit Card
03/04/2023	Amazon Services Europe S.a.r.l.	90x Gold cardboard crowns for Coronation Event	Fin. Regs. 4.1	£14.24	£2.85	Credit Card
05/04/2023	Amazon Services Europe S.a.r.l.	Refund of 13-pin male to female trailer cable for Isuzu	Fin. Regs. 4.1	-£18.07	-£3.62	Credit Card
01/04/2023	Avon Local Councils' Association	Annual Membership Subscription to ALCA/NALC 2023-24	C145 – 28/02/2023	£1,084.15	£0.00	BACS
01/04/2023	Bath & North East Somerset Council	BH Business Rates - Apr 2023 to Mar 2024	tbc	£304.26	£0.00	Direct Debit
01/04/2023	Bath & North East Somerset Council	AC Business Rates - Apr 2023 to Mar 2024	tbc	£167.05	£0.00	Direct Debit
11/04/2023	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Mar to Apr 2023	Fin. Regs. 4.1	£50.00	£10.00	BACS
11/04/2023	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Apr to Apr 2023	Fin. Regs. 4.1	£389.93	£77.99	BACS
01/04/2023	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - April 2023	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
04/04/2023	SWALEC / SSE	Streetlighting Electric - 03/04/23 to 03/04/23	C016 - 17/05/2022	-£6.38	-£1.27	Direct Debit
04/04/2023	SWALEC / SSE	Streetlighting Electric - 02/03/23 to 03/04/23	C016 - 17/05/2022	£388.29	£19.41	Direct Debit
04/04/2023	Rotatech	Replacement chain saw blades/links	Fin. Regs. 4.1	£20.41	£4.08	Credit Card
				£2,485.54	£127.77	