



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Finance & Amenities Committee held on Tuesday 13th June 2023 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Gill Auld; Jo Davis (Vice-Chair); Simon Kidd; Andrew Larcombe (Chair); John Ogilvie-Davidson; Daniel Walker.

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&A001 – 13/06/2023 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&A002 – 13/06/2023 Apologies for Absence

Apologies for absence were received from Cllrs Conor Ogilvie-Davidson and Jonathan Rich due to work commitments. These apologies were duly noted.

F&A003 – 13/06/2023 Election of Vice-Chair

One nomination for the position of Vice-Chair had been received and so it was **resolved** to elect Cllr. Jo Davis as the Vice-Chair.

F&A004 – 13/06/2023 Minutes & Actions

- i. The minutes of the Finance & Amenities Committee meeting held on 25th April 2023 were not included in the pre-reading 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 July Finance & Amenities Committee meeting.
- ii. The Actions Register on Planner had been reviewed by Cllr Andy Larcombe who reported that many of the tasks required updating. It was **resolved** that the Chair and Vice-Chair of the Finance & Amenities Committee meet with the Clerk to review and fully update the Finance & Amenities Planner Board by the next Committee meeting.

F&A005 – 13/06/2023 Items for Urgent Report

The Clerk reported that a tree had been felled from the hedgerow at the Recreation Ground. This had been actioned without prior knowledge of the Parish Council. The Caretaker to take some photographs and the Clerk to undertake further investigation and report back to Full Council to determine any action to be taken.

F&A006 – 13/06/2023 Community Grants

A summary of all the Community Grant applications received by the Parish Office had been circulated as pre-reading.

Cllr. Andy Larcombe reminded the Committee that a budget of £4,000 had been allocated for Community Grants for the 2023/24 financial year.

The councillors considered all the grant applications individually and after lengthy discussion selected those, they felt should be awarded a grant along with outlines for any terms and conditions to be applied. It was **resolved** to recommend to Full Council, that £3,350 of Community Grants are awarded, subject to various conditions as detailed on appendix F&A006i.

Councillors discussed the issues encountered with feedback from some of the 2022/23 grant receivers. Consequently, councillors volunteered to be the allocated 'champion' for the potential 2023/24 grant receivers, as follows, in order to assist with obtaining feedback from the various organisations:

- Avon & Somerset Mini Police – Cllr Andy Larcombe
- Bath Allstarz Cheerleaders – Cllr Jo Davis
- Bath Area Play Project – Cllr John Ogilvie-Davidson
- Braysdown Allotments Committee – Cllr Gill Auld
- Peasedown St John Cricket Club (Annual Firework Display) – Cllr Simon Kidd.

Somer Valley FM had supplied the Parish Office with a quotation for their replacement banner. It was resolved to pay £120+VAT for the replacement banner for Somer Valley FM. Any banners displayed by third parties on Parish Council owned or maintained land are required to sign a form stating they will be displayed at their risk and any damage/theft will be covered by themselves.

8.01pm – Cllr Daniel Walker left the meeting during the above discussions.

F&A007 – 13/06/2023 Advisory Panels

- i. It was **resolved** to reappoint the **Finance & Amenities Advisory Panel** to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference. It was **resolved** that the membership of this Advisory Panel will be all the councillors that serve on the Committee, along with Ex-Officio members of the Chair and Vice-Chair of Full Council and all other parish councillors at the discretion of the Chair. Parish Clerk, Tanya West will be the designated staff support.
- ii. It was **resolved** to reappoint the **Braysdown Allotments Advisory Panel** in accordance with the Terms of Reference. It was **resolved** that the membership of this Advisory Panel will be Cllrs Gill Auld; Jo Davis; Simon Kidd; Conor Ogilvie-Davidson; John Ogilvie-Davidson; Andy Larcombe; Jonathan Rich. Also, that it will include representatives of the Braysdown Allotment Holders' Committee as appointed by themselves. It was **resolved** that Cllr Andy Larcombe be appointed as the Chair. Administration Officer, Debbie Parish, will be the designated staff support.
- iii. It was **resolved** to reappoint the **Football Club Liaison Advisory Panel** in accordance with the Terms of Reference. It was **resolved** that the membership of this Advisory Panel will be Cllrs Jo Davis; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas; Daniel Walker. Also, that representatives of the football teams that use the Recreation Ground as their home ground will be invited to some meetings determined by the subject matter being considered. It was **resolved** that Cllr Andy Larcombe be appointed as the Chair. Administration Officer, Tracey Edge will be the designated staff support.
- iv. It was **resolved** to disband the **Tree Planting & Natural Environment Advisory Panel** and to amalgamate the Terms of Reference with those of the Climate & Environment Advisory Panel that reports to Full Council.

F&A008 – 13/06/2023 F&A Committee Related Policies & Procedures

Councillors acknowledged the list of policies that have been allocated to the Finance & Amenities Committee as detailed on the Strategic Documentation Register and the requirement to review them annually. It was resolved that the policies be allocated evenly across the Advisory Panel and Committee meetings throughout the year.

F&A009 – 13/06/2023 Policies – Reserves and Investments

Cllr Andy Larcombe and the Clerk had discussed with the Internal Auditor about the requirement for a Reserves and Investment Policy. The Clerk had been drafting this document; however, it was not yet complete. It was agreed for this draft policy document to be prepared for review at the next Finance & Amenities Committee meeting.

F&A010 – 13/06/2023 Risk Register

Councillors acknowledged the sections of the Risk Register associated with the delegations of the Finance & Amenities Committee and considered plans for the review of this document and associated risk assessments throughout the forthcoming council year.

It was suggested that the sections of the risk register to be reviewed should be included on the agenda for each Finance & Amenities Committee throughout the year, to ensure that this target is met. The sections relating to Beacon Hall to be included for the next meeting.

F&A011 – 13/06/2023 Banking Arrangements

Councillors received an update on banking arrangements and made any associated decisions as follows:

- **Signatories and bank mandate** – It had been raised as a potential concern that both Cllrs Conor and John Ogilvie-Davidson would be signatories on the bank account, and it was thought that steps should be taken to ensure that they do not approve the same payments [in the interests of transparency and good practice considering they are related and live in the same house]. It was suggested that a footnote should be added to the Financial Regulations stipulating that either one can authorise payments, but that another councillor must undertake the second approval.

8.35pm – Cllr Daniel Walker returned to the meeting.

F&A011 – 13/06/2023 Banking Arrangements cont.

- **Bank charges and fees** – The Clerk advised that new paying in books, to enable cash deposits to Unity Trust Bank via the Post Office, will be issued by the end of August.
- **Card payment facility** – The SumUp card reader had been purchased and logins created, although it had not yet been used. A test payment to be arranged to ensure it is set up correctly.
- **B&NES payroll** – New SUN and PAYE codes have been applied for and obtained. Pre-reading provided details on the fees relating to the SUN set up and future transactions. All relevant details are now with B&NES Council awaiting them to set up their systems correctly in order to process payroll on a monthly basis. The Clerk is still attempting to arrange a meeting with them to move things forward and confirm on the new process. It was **resolved** to impose a 3-month time limit on the transfer to monthly payroll with B&NES Council, and if the Parish Council had not been successfully moved to monthly payroll by the end of September, they would seek to change the payroll provider. The payroll overpayment issue has been addressed and the first of three refund payments has been received to the Parish Council's bank account. Further payments will be made in July and August.

F&A012 – 13/06/2023 Review of End of Year Finances 2022/23

Councillors reviewed the end of financial year reports on income and expenditure against budgets for the 2022/23 financial year covering both operational and capital projects budgets, in preparation for their presentation and sign off at the June Full Council meeting. It was suggested that the summary of variances total be displayed as a variance percentage on this document.

F&A013 – 13/06/2023 Internal & External Audits

The end of financial year Internal Audit was actioned on 26th May 2023 and Cllr Andy Larcombe attended at the end of the visit to discuss the points raised. The report was circulated and reviewed at the meeting. It was noted that the fidelity insurance cover needs to be increased; the Clerk to obtain information on this and report back. Also, that the unreconciled items on Sage, for each of the bank accounts needs to be checked when councillors undertake the bank reconciliations on a quarterly basis.

The Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 must be signed off at the Full Council meeting on 27th June 2023.

The Clerk to submit the Annual Governance and Accountability Return (AGAR) and supporting documentation to the External Auditor by 30th June 2023 and will publish the notice to provide electors with the opportunity to inspect the records.

The Clerk reported that as the figures have been approved and checked by the Internal Auditor, the 2022/23 financial year had been closed down on Sage earlier that day.

F&A014 – 13/06/2023 Review of Current Finances 2023/24

A balance sheet; a breakdown of the reserves and committed expenditure; a report on income and expenditure against budget for the 2023/24 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 '603001 – Streetlighting energy Supply' expenditure appeared to be high in proportion to the allocated budget; the Clerk to check on the rates and review accordingly.
- The '501003 – Caretakers Salaries' shows as an underspend due to the refunding of a previous overpayment to a member of staff. This will need to be amended as debtor repayment.

F&A015 – 13/06/2023 Review of Debtors and Creditors

The report on the financial debtors and creditors was tabled at the meeting. It was **resolved** that one of the aged debtors are given 30-days to pay their outstanding balance or will be prohibited from booking Beacon Hall until the balance is paid off.

F&A016 – 13/06/2023 Community Infrastructure Levy and External Funding

Income received by the Parish Council as CIL payments need to be recorded and a public record made available. A specific page on the website has been created for this and details are being added.

The Clerk had applied to the National Lottery for a grant of approximately £7,000 towards costs associated with the Parish Map and Signage Project (Peasedown Heritage Trail). There is a 12-week turnaround time on applications and so a decision should be issued in August 2023.

F&A017 – 13/06/2023 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. To incorporate maintenance and repairs to the pitch fence with proposal of joint funding from Peasedown Miners' Welfare Football Club.**

The Administration Officer had met with a representative from the Football Club at the Recreation Ground in May. Various items had been discussed, including maintenance of the pitch fence. The Football Club had obtained a quotation of £759.50 for painting of the steel bar around the pitch fence and had secured a grant of £350 from the Football Association towards the cost.

Funding from the Parish Council had been requested to cover the remaining sum needed and, following discussion, it was **resolved** to pay Peasedown Miners' Football Club **£409.50** towards the cost of the contractor in order to proceed with the works, subject to receipt of proof of their necessary insurance cover.

It was noted that the contractor is not VAT registered, so there would not be the opportunity to reclaim the VAT if the Parish Council paid the contractor directly, consequently the contract will be between the Football Club and the contractor.

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

Following the decision taken at the last meeting, it was reported that the contract has undertaken the below listed pitch improvement works:

- Supply and disc seed 200kg of seed.
- Supply and spray selective herbicide (weed control) and fertiliser.
- Topsoil, level, and seed goal mouths.

The verti-drain works are still pending as it is dependent on the ground needing to be softened by rain, so will be actioned when the weather permits.

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

The parking area has been cut by the contractor (they had initial concerns about the mesh and pegs damaging their mower), however, it appears to have been actioned successfully and so should be undertaken by them in the future. The unit to house the router is due to be installed in the canteen during June, along with the PAT testing. A fire extinguisher will be installed at the canteen and future maintenance will be included with the contractor appointed for the other Parish Council extinguishers.

iv. **Date for next Advisory Panel meeting to discuss User Agreements for new season.**

It was agreed to hold a Football Club Liaison Advisory Panel meeting (Parish Council membership attendance only) to take place at the Changing Rooms on Wednesday 28th June 2023 at 4.00pm.

F&A018 – 13/06/2023 Scout Garage User Agreement

Councillors received an update on the Scout Garage User Agreement and any associated works. It was noted that the User Agreement had still not been signed as the Scouts had been struggling to appoint a solicitor who was willing to review the document, although the GSL had confirmed that one had now been found. The Clerk was instructed to write a strongly worded reminder to the Scouts pointing out that as things stand there is a risk involved for the Parish Council which needs to be mitigated by having a signed User Agreement in place.

9.36pm – Cllr Jo Davis left the meeting during the above discussion.

F&A019 – 13/06/2023 Braysdown Allotments Advisory Panel

Councillors received a report from the **Braysdown Allotments Advisory Panel** in advance of their meeting due to be held on 15th June 2023 and made associated decisions as follows:

i. **Waiting list numbers.**

It was noted the waiting list currently stands as follows:

- 8 people from within the parish.
- 7 people from outside the parish.
- 10 existing plot-holders who have requested additional space (including one accessible plot holder).
- 0 people on the waiting list for an accessible plot.

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

There will be an inspection on the 15th June 2023 at which letters sent as a result of the previous inspection will be followed-up to check on progress. Cllr Larcombe advised he was no longer able to attend the inspection, however Cllrs Jo Davis and Simon Kidd confirmed they would be able to attend.

iii. **Progress update on obtaining quotations and plans for future works to the entrances and extension to the Accessible Allotment plots.**

Work to close-off the second entrance to the car park – the current plan is to remove the old gate from the second entrance, plant native hedging to close the gap in the roadside hedge and install a post and rail fence inside the new hedge. One quotation has been obtained for this work and further quotations are being obtained ready for the July Finance & Amenities Committee meeting.

Initial conversations with the Planning Department appears there should not be any issue obtaining lawful change.

Quotations are also being obtained to install **two further C-shaped accessible beds** on allotment plot 18C.

iv. **Annual Allotments BBQ**

The forthcoming allotments BBQ is planned for **Friday 7th July 2023**. The Allotments Committee have applied for a community grant to help towards the cost of the event. Councillors to confirm if they are intending to attend this event.

F&A020 – 13/06/2023 Beacon Hall & Field

i. *To receive update on Beacon Hall bookings and general running of the facility and associated works scheduled to be completed during the current financial year.*

ii. *To receive an update on the Jubilee Garden.*

iii. *To receive an update on the play equipment and any associated repairs.*

iv. *To receive an update on the Beacon Field Play Area Resurfacing.*

Due to time limitations this item was not discussed but was deferred until the next meeting.

F&A021 – 13/06/2023 Christmas Related Activities

To receive an update regarding the 2023 Senior Residents Christmas Tea Party and make some decisions regarding the entertainment and initial set up. To also receive an update on progress of the Parish Council calendar produced for this event and consider options for any wider scope.

Due to time limitations this item was not discussed but was deferred until the next meeting.

F&A022 – 13/06/2023 Review of New Actions

The Clerk to capture the actions generated from the meeting on the Actions Register in Planner after the meeting.

F&A023 – 13/06/2023 Date and Time of Next Meeting & Future Agenda Items

The next meeting of the next Finance & Amenities Committee is scheduled to be held on Tuesday 25th July 2023 at 7.30pm at Beacon Hall.

The meeting closed at 9.40pm

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

DRAFT