



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### **Minutes of the Finance & Governance Committee Meeting held on Thursday 8<sup>th</sup> August 2024 at 7.00pm at Beacon Hall, French Close, Peasedown St John**

#### **Present:**

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

#### **In attendance:**

Tanya West – Parish Clerk & RFO.

#### **Public Session**

There were not any members of the public present at the meeting.

#### **F&G018 – 08/08/2024 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&G019 – 08/08/2024 Apologies for Absence**

The Chair and Vice-Chair of Full Council were both absent without apology, however, as not summonsed to the meeting, and being ex-officio, this was not necessarily a requirement.

#### **F&G020 – 08/08/2024 Minutes & Actions**

- i. The minutes of the Finance & Governance Committee meeting held on 18<sup>th</sup> June 2024 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.
- ii. Councillors received a verbal update on the actions raised from the last meeting as follows:
  - Staff salaries to be paid by direct debit – this is now set up.
  - An accrual has been set up under the cemetery waste disposal nominal code.
  - The VAT claim has been actioned and a refund was received on 15<sup>th</sup> May 2024.
  - Advising the payroll provider when staff are on sick leave – this is being done.
  - Offer all members of the Parish Council an iPad or laptop – this has been done informally. Cllr John Ogilvie-Davidson raised that he would like to swap his laptop for an iPad.
  - Cllr Simon Kidd to assist with preparing a user agreement for IT equipment.
  - New microphones had been sourced and payment would be required for the pro-forma invoice (unless payment is made using a credit card).
  - Community Grant budget to be topped up to £1,500 – a journal entry on Sage had been actioned.
  - Financial Regulations review – this was included on the agenda for this meeting (F&G023 – 08/08/2024).
  - Insurance arrangements – this was included on the agenda for this meeting (F&G024 – 08/08/2024).
  - The quarterly bank reconciliation report now shows the full bank balances and reconciliation status for each bank account, as advised by the internal auditor.
  - A quarterly £10 standing order has been set up from the Unity Trust Current Account to the NatWest Bank Current Account in order to generate a bank statement which is required for the bank reconciliation purposes – as recommended by the internal auditor.

The Clerk to ensure any new actions generated from this meeting will be added to the Planner board.

**7.06pm – Cllr Jo Davis arrived at the meeting during the above discussion.**

**F&G021 – 08/08/2024            Items for Urgent Report**

There were no items for urgent report.

**F&G022 – 08/08/2024            Community Grants**

Councillors received an update on the issuing of Community Grants for 2024/25 and reviewed the feedback received to date. It was noted that the future of the Mini Police group was uncertain going forward, and it would be necessary to find out whether or not they will be able to utilise the grant for the purpose for which it was intended. A letter had been drafted to the PCC and Chief Constable regarding this matter which was suggested to take to Full Council for consideration.

It was noted that Great Western Air Ambulance Charity had responded to the letter they received advising them that their application had been unsuccessful. In their letter it was suggested that they might have a better chance of success if they asked for help with an event to fundraise for the service, rather than the service itself, and they were asking for ideas on what help we could give them with this. However, it was commented that care should be taken when wording any future response to avoid raising expectations, if it is not likely that they will receive any help. It was suggested that because these are 'grants' rather than 'donations' there are different criteria for awarding them. However, if they wanted to hold a fundraising event in Beacon Hall, it might be possible to support that with free hall hire, for example. It was also suggested to invite them to the Annual Village Meeting so they could see the presentations from the successful grant receivers and give them ideas about what could be undertaken in the village.

It was suggested that if the grant awarded to the Mini Police does have to be returned, it could be used to showcase what they have done, in recognition and gratitude for their achievements over the years.

It was suggested raising with the Seasonal Events Advisory Panel the possibility of using Helena Midgley to prepare a video for the Annual Village Meeting, because this had worked well the previous year. They should consider engaging with her early about this to get her booked in.

The deadline for the second phase of Community Grants was agreed as 7th October 2024, and any applications would be considered at the Finance & Governance Committee scheduled for 15<sup>th</sup> October 2024.

Councillors considered an application from Peasedown Environment Group requesting a grant to buy some bulbs to plant on the land being transferred from Persimmon. It was suggested that a better solution might be for them to register as volunteers for the Parish Council and for us to provide them with bulbs to plant on Parish Council land around the village. They would need to notify the office when they were carrying out this work, so that they would be covered by the insurance policy. This could be tied in with the existing gardening volunteers' work.

**7.37pm – Cllr Dan Walker left the meeting.**

**F&G023 – 08/08/2024            F&G Committee Related Policies & Procedures**

Cllr Andy Larcombe, Cllr Kathy Thomas and the Clerk had reviewed the new NALC Model Financial Regulations and their suggested amendments to the document were reviewed by the other committee members at the meeting. Subject to a few further minor amendments, it was **resolved** to adopt the document as the new Financial Regulations for the Parish Council.

The Clerk to circulate the amended document to Full Council for ratification and to publish on the website as soon as possible.

**F&G024 – 08/08/2024            Insurance Cover & Policy Renewal**

Councillors received an update on the insurance cover renewal due on 1<sup>st</sup> October 2024. The pre-renewal questionnaire, as supplied by the broker, had been circulated as pre-reading. The Clerk had included details within the questionnaire regarding coverage for the likely installation of a wildlife pond at Ecewiche Green and solar panels and internal roof insulation at Beacon Hall to ensure that the renewal incorporates all of these things.

Cyber cover insurance was also discussed. It was agreed for the Clerk to obtain a quotation for this and to find out what are the minimum levels of control that are expected to be in place in order for this policy to apply, and pay out, should it be required. Once a response is received, the Clerk to forward onto the Committee in order to discuss further and make any associated recommendations to Full Council.

#### **F&G025 – 08/08/2024            Banking Arrangements**

Councillors received an update on banking arrangements, signatories and bank mandates, banking charges and fees.

It was noted that Cllr Kathy Thomas was now set up as a signatory on the Unity Trust Parish Council account, the paperwork for the Trustee bank account was still to be completed. Cllr Kathy Thomas advised she was still to activate her online access.

A letter had been received from Unity Trust Bank advising of some upcoming changes to the accounts including monthly notification of bank fees and charges and changes to the statement issuing date.

#### **F&G026 – 08/08/2024            External Audits**

In early July an email acknowledgment had been received from the External Auditor, BDO LLP, confirming receipt of the Annual Governance and Accountability Return for the 2023/24 financial year. Since then, a second email had been received asking for clarification on the annual variances for staffing costs. The Clerk to respond to this accordingly.

#### **F&G027 – 08/08/2024            Review of Current Finances 2024/25**

A balance sheet; a breakdown of the reserves and committed expenditure; a report on income and expenditure against budget for the 2024/25 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 budget monitoring report had been split down into the different Standing Committees with the budgets they are responsible for. When the reports were reviewed it was noted that the nominal code for vehicle insurance should be moved from Amenities & Facilities to the Finance & Governance Committee.
- The income from bank interest had already surpassed the expected budget for the year.
- Ear marked reserve nominal codes had been created for the various potential projects and funding allocated as agreed at the last Full Council meeting.
- The bank reconciliation had been completed for quarter one of the current financial year. This had been actioned by Cllrs Davis and Larcombe and the Clerk and the document produced can be found as appendix F&G027i.
- Following discussions at the last meeting the Clerk had produced a report on the Contracted Amenities Works expenditure alongside any underspend on the Caretakers Salaries budget. Cllr Thomas explained the document and summarising what the expenditure had been used for, including additional hours needed to provide holiday cover and cover for absent staff. It was asked if this arrangement could continue until the end of October when the growing season would be coming to an end. This was agreed, as it was considered that from a governance perspective it would be easier not to move funds from one budget to another but to monitor any underspend on the Caretakers Salaries budget against the overspend on the Contracted Amenities budget. The Clerk to continue to update the spreadsheet providing a regular breakdown of the figures to the relevant standing committees.
- It was suggested that an extension of the temporary caretaking labour arrangement could be agreed at the September Staffing Committee meeting, to continue this into October. The Clerk to include on that agenda accordingly.
- Cllr Thomas explained about a recommendation from the Amenities & Facilities Committee to approve funding up to £2,500+VAT, to be deducted from the cemetery operational budget and contracted amenities works, to cut back all the hedges and trees around the perimeter of the cemetery. It was felt this was not a requirement for consideration by the Finance & Governance Committee. There was a discussion regarding the differences following the new committee structure and the impact this might have on monitoring of finances. It was thought that the Finance & Governance Committee should still be able to see an overview of the budgets managed by different committees with an explanation of why one is overspent or under, and providing it balances overall for each committee that should be what is checked.

**F&G028 – 08/08/2024      Review of Debtors and Creditors**

The report on the financial debtors and creditors was tabled and reviewed at the meeting. It was noted that one hirer was late paying an invoice for £480, however, the processing of the invoice was in hand with the hirer and payment was expected shortly. The matter to be monitored and reported back once paid.

**F&G029 – 08/08/2024      Community Infrastructure Levy and External Funding**

There had not been any Community Infrastructure Levy or any other external income since the last meeting.

**F&G030 – 08/08/2024      Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the next Finance & Governance Committee is scheduled to be held on Tuesday 15<sup>th</sup> October 2024 at 7.00pm at Beacon Hall.

The meeting closed at 9.00pm

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

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## Appendix F&G027i – Bank Reconciliation for Financial Year Ending 31<sup>st</sup> March 2024 – Quarter 1

PEASEDOWN ST JOHN PARISH COUNCIL  
FINANCIAL YEAR ENDING 31ST MARCH 2025  
BANK RECONCILIATION

	2024-25
Balance per bank statement at 30th June 2024	£291,919.40
Plus Unreconciled Income (see below)	£22,254.00
Less Unreconciled Expenditure (see below)	£34,482.69
Balance per Cash Book at 17th July 2024	£279,690.71

Balance Per Bank Statements		
30/06/2024	NatWest Current Account	£7,594.72
30/06/2024	Nat West 95-Day Notice Account	£81,666.30
30/06/2024	Unity Trust Current Account	£4,886.13
30/06/2024	Unity Trust Reserve Account	£197,684.54
30/06/2024	Cash in Hand	£87.71
<b>Sub Total =</b>		<b>£291,919.40</b>

Unreconciled Income		
02/07/2024	BACS Sales Receipt - Beacon Hall Booking	£45.00
03/07/2024	Key Deposit Payment - Radar	£5.00
04/07/2024	BACS Sales Receipt - Beacon Hall Booking	£45.00
05/07/2024	Cheque Sales Receipt - Ashgrove Cemetery Interment	£1,430.00
05/07/2024	Cheque Sales Receipt - Beacon Hall Booking	£120.00
05/07/2024	Bank Transfer of Funds from Deposit to Current Account	£20,000.00
08/07/2024	BACS Sales Receipt - Beacon Hall Booking	£45.00
08/07/2024	BACS Sales Receipt - Beacon Hall Booking	£430.00
08/07/2024	BACS Sales Receipt - Allotment Plot Rent	£9.00
09/07/2024	BACS Sales Receipt - Beacon Hall Booking	£125.00
<b>Total Unreconciled Income =</b>		<b>£22,254.00</b>

PEASEDOWN ST JOHN PARISH COUNCIL  
FINANCIAL YEAR ENDING 31ST MARCH 2025  
BANK RECONCILIATION

<b>Unreconciled Expenditure</b>		
01/07/2024	Petty Cash - Proper Job - Sandpaper for goal posts	£9.98
01/07/2024	DD - BT Group plc	£15.53
01/07/2024	DD - B&NES Council	£331.00
01/07/2024	DD - B&NES Council	£164.00
01/07/2024	DD - Water2Business	£60.07
01/07/2024	DD - Water2Business	£93.91
01/07/2024	DD - Water2Business	£142.62
02/07/2024	Petty Cash - ASDA - Milk and biscuits	£2.63
05/07/2024	BACS - BWS Standfast	£135.36
05/07/2024	BACS - Mr J Murtagh	£600.00
05/07/2024	BACS - Softcat plc	£570.09
05/07/2024	BACS - WorkNest	£184.50
05/07/2024	BACS - Rebeccas Flowers	£50.00
05/07/2024	BACS - Toby Millar	£312.00
05/07/2024	BACS - Toby Millar	£208.00
05/07/2024	BACS - Toby Millar	£299.00
05/07/2024	BACS - Highwood	£519.08
05/07/2024	BACS - Mr J Murtagh	£600.00
05/07/2024	BACS - DCK Payrol	£2,528.26
05/07/2024	BACS - Kingswood	£32.34
05/07/2024	BACS - ARC Mailing	£603.90
05/07/2024	BACS - WorkNest Limited	£4,253.96
05/07/2024	Bank Transfer of Funds from Deposit to Current Account	£20,000.00
09/07/2024	DD - Yu Energy	£64.88
09/07/2024	DD - Yu Energy	£17.86
09/07/2024	DD - Yu Energy	£167.87
10/07/2024	DD - Yu Energy	£6.65
10/07/2024	DD - Yu Energy	£136.12
10/07/2024	Petty Cash - Arleens - Fuel for strimmer	£8.74
11/07/2024	DD - DCK Payroll Solutions	£132.96
11/07/2024	DD - Yu Energy	£78.17
15/07/2024	DD - Allstar	£108.09
16/07/2024	DD - Sage Software Ltd.	£49.20
16/07/2024	Bank Transfer - BACS - Lloyds Corporate Credit Card	£556.52
16/07/2024	Petty Cash - Aldi Stores Ltd - Milk and biscuits	£2.68
17/07/2024	BACS - Greensward	£180.00
17/07/2024	BACS - Toby Millar	£312.00
17/07/2024	BACS - Apollo Technology	£232.63
17/07/2024	BACS - Toby Millar	£325.00
17/07/2024	BACS - Greensward	£264.00
17/07/2024	BACS - Secure-a-Field	£25.68
17/07/2024	BACS - Gompels Healthcare	£97.41

**Total Unreconciled Expenditure = £34,482.69**

Other Items Checked	
Credit Card - Statement dated 02/05/2024 detailing April 2024 transactions	✓
Credit Card - Statement dated 03/06/2024 detailing May 2024 transactions	✓
Credit Card - Statement dated 02/07/2024 detailing June 2024 transactions	✓
SumUp Card Payments - Payout Report detailing April 2024 transactions	N/A
SumUp Card Payments - Payout Report detailing May 2024 transactions	✓
SumUp Card Payments - Payout Report detailing June 2024 transactions	✓
Payroll - Report detailing staff salary payments for April 2024	✓
Payroll - Report detailing staff salary payments for May 2024	✓
Payroll - Report detailing staff salary payments for June 2024	✓
VAT - 6-monthly Submission Claim & Payment Received	✓
Allotment Rents - Annual Fees - Checks on Invoices against Plots	N/A

Bank reconciliation completed on 17th July 2024 with the RFO by:

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Cllr Andy Larcombe - Finance & Governance Committee Chair

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Cllr Jo Davis - Finance & Governance Committee Vice-Chair

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