



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the meeting of the Finance and Governance Committee held on Tuesday 17th June 2025 at 7:00pm at Beacon Hall, French Close, Peasedown St John

Present: Cllrs Jo Davis; Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); John Ogilvie-Davidson; Kathy Thomas.

In attendance: Joy Luxford (Responsible Finance Officer) and Sam Nash (Proper Officer to Peasedown Parish Council) Cllrs Conor Ogilvie-Davidson and Jonathan Rich.

Start 7:00pm

Public Session – No members of the public attended

F&G014 – 17/06/2025 Attendance Roll Call and Declarations of Interest

No absences

No interests other than those previously declared to the Monitoring Officer were declared.

F&G015 – 17/06/2025 Apologies for Absence

None

F&G016 – 17/06/2025 Election of Vice-Chair

Councillor Jo Davis was proposed, seconded and duly elected unanimously.

F&G017 – 17/06/2025 Minutes & Actions

- i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 22nd April 2025.
- ii. To review updated copy of the Actions Register on the Planner.

Minutes agreed unanimously

Agreed actions were on agenda for discussion at this meeting or postponed until the new clerk has time to settle into post.

Review at next meeting.

F&G018 – 17/06/2025 Items for Urgent Report

Councillors agreed a need for an updated Risk Register following the installation of solar panel inverter and batteries at Beacon Hall.

ACTION: to complete a review and update the Beacon Hall risk register in line of new fire risks for agreement at the next meeting

F&G019 – 17/06/2025 Banking Arrangements

To receive an update on banking arrangements, including signatories and bank mandates, banking charges and fees and make any associated decisions.

- It was **resolved** to add Sam Nash (Clerk) to all bank accounts and mandates.

ACTION: RFO to add Clerk – Sam Nash to bank accounts and mandates

- It was **resolved** to add Sam Nash (Clerk) to the corporate credit card replacing the one held in the office.

ACTION: RFO to obtain new corporate card and remove the previous card holder from the account

- To note, that the RFO spoke to NatWest on 15th May 2025 to confirm arrangements for moving money from the NatWest 95-day account. She confirmed that it is not possible to move money through the online banking for this account. All movements would need to be made via a form, with 3 signatures (in line with mandate). Once the completed form is received by NatWest they would process overnight and then 95 days after that the money would be moved into the NatWest Current Account only (e.g. not to a personal or other business account). F&G Committee should note then, in terms of managing the risk of money moving without authorization, the risk is low as it would need to be approved manually in line with mandate before NatWest will make a payment.

NOTE: RFO (Joy Luxford) spoke with Nat West who confirmed you cannot transfer money by online banking from the 95 days account – risk is therefore very low as this would require three signatories and would take 95 days to action

F&G020 – 17/06/2025 Community Grants

To consider applications for Community Grants for 2025/26 and make decisions and/or associated recommendations for ratification at Full Council. To review feedback under the terms and conditions from the 2024/25 grant receivers.

Budget for grants for 2025/26 - £4000:

It was **resolved** unanimously to award the following grants:

Peasedown St John Women's Institute for advertisement costs for the Winter Fayre - £100

Peasedown St John Cricket Club for funds towards the fireworks display - £1000 (under terms that children at Peasedown St John Primary School receive a free ticket).

Braysdown Allotments Committee towards the cost of the Allotment Holder's Barbecue - £100

As there was £2,200 remaining in the budget, it was **resolved** that a new round of Grant funding should be announced, with a closing date of 30th September 2025. Applications to be considered at the October meeting.

ACTION: Grounds team to put up banners to advertise the scheme.

ACTION: Office to ensure Grant application scheme is widely advertised.

To receive an update on the proposed investment into youth provision in Peasedown St John.

It was **resolved** to award 3x £1,500 to fund Lux counsellors to work at The Hive hub with youths from the Parish area.

ACTION: Cllr Larcombe to ensure conditions of grant are clearly understood and ensure there is a checking process in place so Cllrs can ensure appropriate use of grant funds.

F&G021– 17/06/2025 Review of Current Finances 2025/26

To consider the report on financial spend against budget for the 2025/26 financial year covering both operational and capital projects budgets [in full and committee allocation formats]. Reports to include:

- **Review of 'Contracted Amenities Works' and Staff Salaries budgets and make associated decisions regarding any reallocation of these funds during periods of staff absence.**
- **Review of 'Infrequent Operational Expenditure.'**
- **Review of the Balance Sheet for bank account balances, credit card and petty cash.**
- **Review of the Reserves, Ear Marked Reserves and Committed Expenditure.**
 - **To note that the changes approved at Full Council on 20th May 2025 have not been actioned yet as awaiting the draft minutes.**
- **Update on VAT claims (last one made in March already reported on, no further claims made in period).**
- **Update on the recent quarterly bank reconciliations.**

Cllrs noted potential overspend on advertising due to re-advertising the RFO role.

Cllrs noted potential overspend on newsletter due to the requested extra issue.

Discussed and agreed the current spend against the budget

ACTION: Spare high vis stating Peasedown St John Parish Council to be given to crossing patrol operative to highlight that PSJPC fund position

ACTION: Office to contact lights contractor re. broken lights

Cllrs noted that a purchase of a flame proof cabinet is required for H&S reasons

No comments on financial spend to date

Note changes to reserves, ear-marked reserves as waiting for full council minutes before actioning

VAT claim will be submitted by RFO

ACTION: RFO ref. purchase of tools: move £6000 into committed expenditure with proviso that it is spent on tools and machinery only

ACTION: Office to purchase tools on submitted purchase request that are required to enable grounds / caretaker team to complete their roles

ACTION: Office to purchase Flameproof Cabinet using caretaker incidentals fund

ACTION: Office to purchase ladders required by grounds / caretaker team to complete their roles from new machinery and tools fund

Challenge was made and settled re. War Memorial payment.

F&G022 – 17/06/2025 Review of Debtors and Creditors

To review the financial debtors and creditors report and make any associated decisions (report to be tabled at the meeting).

No comments on debtors

No comments on creditors

F&G023 – 17/06/2025 AGAR Return

To receive an update on the AGAR process and External Audit for the end of the 2024/25 financial year. To note that the RFO is ready to submit the returns to the External Auditors once the draft minutes have been received from the Full Council meeting on 20th May 2025. The external audit will commence from that point.

Noted: AGAR submitted 16.06.25 and notice of rights uploaded on website.

F&G024 – 17/06/2025 Community Infrastructure Levy and External Funding

To receive an update on the Community Infrastructure Levy and any other external income and expenditure (if any). To note the CIL EMR is £6,589.95 before any changes agreed at the last Full Council meeting.

ACTION: CIL money available to go to full council

Two new iPads required for CILrs to be purchased from the infrequent expenditure fund.

ACTION: Office to purchase two IPADS as previously detailed and purchased.

F&G025 – 17/06/2025 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 19th August 2025 at 7.00pm at Beacon Hall.

Meeting finished: 8:39pm