



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Finance and Governance Meeting held at 7pm in Beacon Hall on Tuesday 19th August 2025

Meeting started

7.00pm

Public Session - 10 minutes at which members of the public can attend to express their view on matters relevant to this agenda or the parish in general.

No members of the parish present

Jo Davis arrived 7:00

F&G026 – 19/08/2025 Attendance Roll Call and Declarations of Interest

To action the attendance register, and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests' impact on their involvement with discussions and voting.

Cllrs Davis, Kidd, Thomas and J Ogilvie-Davidson present no declaration of Interest

Cllr Rich and C.Ogilvie-Davidson present no declarations and no voting rights as committee quorate

F&G027 – 19/08/2025 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

Cllr Heathcote sent apologies accepted

F&G028 – 19/08/2025 Minutes & Actions

i. To consider and approve the minutes of the Finance & Governance Committee meeting held on 17th June 2025. **Accepted and agreed unanimously**

ii. To review updated copy of the Actions Register on Planner.

Noted up to date

F&G029 - 19/08/2025 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

H&S updates noted and passed to A&F

F&G030 – 19/08/2025 Banking Arrangements

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

Proposed that new RFO be added to 5 bank accounts and remove Joy from bank accounts at the end of September. Agreed unanimously

Action: Clerk / RFO provide notice of who has authority on all accounts as of September.

F&G031– 19/08/2025 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. **See decision regarding summer planting labour**

- Review of 'Infrequent Operational Expenditure.'
- Review of the Balance Sheet for bank account balances, credit card and petty cash.

Noted and discussed school crossing patrol payment.

- Review of the Reserves, Ear Marked Reserves and Committed Expenditure.
- Update on VAT claims (last one made in July and paid on 17th July 2025 to the full amount of £12,632.31).
- Update on the recent quarterly bank reconciliations, performed by Cllr Larcome and Cllr Davis on 17th July 2025.
- **Decision** on account issues in respect to paying for summer bedding planting.
 1. Movement of payment for watering summer bedding planting in the absence of grounds personnel from floral displays to staffing budget, following previous president set by bringing contractors to cover works required in absence of staff.

Propose to move money for the labour of summer planting into floral display from contracted amenities approved unanimously

2. Retrospective approval is requested to enable payment of £1,845.50 for summer bedding planting payment.

Resolved to pay for summer bedding planting and delegate to the staffing committee to investigate a potential breach of governance in raising the purchase order approved unanimously

- **Decision** on a request for infrequent operational spending from the Clerk because there is now a need for five desks in the office area and to fit five desks in, we need to change some of the existing furniture. Total expenditure will not exceed £1200.00.

Proposed to delegate to Clerk with support from Staffing Committee refurbishment of the office for the staff. Allocate up to £5000 from IOE to Staffing to allow for a refurbishment of the office area. unanimous

- **Decision** to request the grant funding received from BANES in March 2024, in respect of Project Signage, be made available to Amenities and Facilities Budget as they are at the stage of approved planning and purchasing of signs.

Signage project – flagged by A&F to say given a grant by BANES – Bank account shows £4477 from BANES grant deposited for signage project. Never been moved across to committed expenditure.

Recommend by F&G that £4477 is moved from general reserve to A&F committee for the signage project committed expenditure.

F&G032 – 19/08/2025

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).

Why is one debtor still owing £160 – what is this for. Why do we owe one creditor £3507
Why are two negatives still showing on the debtors

F&G033 – 19/08/2025 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 2 minor queries were raised by BDO as External Auditors on 31st July 2025 and responded to by the RFO on 1st August 2025.

Two queries raised by external auditors
whether we minute that internal audits have taken place
Under what powers do we undertake our spending

F&G034 – 19/08/2025 Insurance

To receive an update on the proposed process for the Insurance renewal to be completed by October 2025. Clerk to meet with Insurance Company alongside members of council (potential date 5th of September) to review insurance provision, ready for renewal.
Date arranged for 4th September at 2pm

F&G035- 19/08/2025 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 21st October 2025 at 7.00pm in Beacon Hall.

Meeting ended 8:31pm