



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### **Minutes of the Meeting of the Finance & Governance Committee held on Tuesday 28<sup>th</sup> October 2025 at 7:00pm at Beacon Hall, French Close, Peasedown St John, BA2 8SN**

**Present:** Councillors Andrew Larcombe (Chair), Jo Davis, Simon Kidd, John Ogilvie-Davidson, Kathy Thomas.

**In Attendance:** Councillor Jonathan Rich (ex-officio), Sam Nash – Parish Clerk, Katie Rees-Williams - RFO

**The meeting started at 19:05**

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#### **Public Session**

No members of the public attended

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#### **F&G036 – 28/10/2025      Attendance Roll Call and Declarations of Interest**

The attendance roll call was undertaken (those present are detailed above). Cllr. Kathy Thomas declared a pecuniary interest in F&G046 – Review of Donations. No further interests were declared.

#### **F&G037 – 28/10/2025      Apologies for Absence**

Cllr. Gavin Heathcote was absent with apologies. The apology was duly **noted**.

#### **F&G038 – 28/10/2025      Minutes & Actions**

- i. The minutes of the Finance & Governance Committee meeting held on 19<sup>th</sup> August 2025 had been shared on the Website in advance of the meeting.  
It was **Resolved to** – accept these as a true and correct record of that meeting and agreed that they would be signed by the Chair accordingly.
- ii. The Action Register was reviewed.
  - a. It was **noted** that Community Infrastructure Levy Funding may need further discussion.
  - b. The Clerk gave details of 3 website quotes received – Aubergine being the cheapest (approx. £800) and most user friendly. An advisory panel has been set up to discuss, but no meetings have been arranged yet. Cllr Connor Ogilvie-Davidson will Chair.  
**Action:** The Clerk will arrange the first meeting of the Website Advisory Panel.  
**Action:** The Clerk will add an agenda item to the next Full Council meeting, with the recommendation made by the Website Advisory Panel for Full Council to discuss.
  - c. Other actions will be discussed later on the agenda.

### **F&G039 – 28/10/2025      Items for Urgent Report**

There were no items for urgent report.

### **F&G040 – 28/10/2025      Hire agreement for Beacon Field**

Cllrs discussed the issues that had been raised regarding hiring out of public space in light of complaints raised by some members of the public after the Party in the Park event.

**Action:** RFO to look into any VAT implications of charging for hire of Beacon Field.

**Resolved to** – Incorporate into our current hire terms and conditions that not-for-profit organisations and charities can hire the field for free, however the event entry fee needs to be a voluntary suggested donation.

**Resolved to** – Incorporate terms and conditions for hiring the field with exclusive use requiring a fee (TBD – in line with BANES). To further note that the fee paid to the Council will be used for community purposes (e.g. community grants).

**Action:** The Clerk to work with the Amenities and Facilities Committee to update the terms & conditions as per the resolutions above.

### **F&G041 – 28/10/2025      Community Grants**

The Committee received an update on the issuing of the first round of Community Grants for 2025/26 and noted that the total amount available for the second phase was £2,800.

The deadline for the second phase of Community Grants was 30<sup>th</sup> September 2025, and four applications were received by that date. Councillors considered the applications totalling £1,010 from:

- 2<sup>nd</sup> Peasedown St John Brownies and 1<sup>st</sup> Peasedown St John Guides – The committee **resolved** to fund the purchase of small interest badge books to the value of £130.
- St Joseph's RC Church / Churches Together – The committee **resolved** to fund the purchase of a microwave to the value of £80.
- Miners Carnival Club – The committee **resolved** to fund materials up to the value of £400 for named and invoiced items.
- The Hive Community Centre / Family Hub – The committee **resolved** to fund toys and play equipment up to the value of £400 for named and invoiced items.

One application was received after the deadline, on 8<sup>th</sup> October 2025. Councillors considered this application from:

- Avon & Somerset Police / PSJ School Mini Police – The committee **resolved** to fund the cost of coach transport to the value of £245.

It was **noted** that an application hadn't been received from Bath All Starz Cheerleading as expected. It was **noted** that there was a total of £1,545 remaining in the Community Grants fund.

It was **noted** that all recipients will be asked to attend the Village Meeting to give a small presentation regarding how they used their grant.

**Resolved to** – Approve all grant applications as detailed above.

**Action:** The Clerk will contact Bath Allstarz Cheerleading regarding their application

**Action:** The Clerk to add an agenda item to the next Full Council meeting to consider any late applications.

It was **noted** that we haven't yet received an invoice for youth sessions at The Hive for this term. This is expected within the next few months.

### **F&G042 – 28/10/2025      Insurance Cover Policy Renewal**

Confirmation regarding the insurance renewal was noted.

#### **F&G043 – 28/10/2025      Utility Contracts Renewal**

It was **noted** that the Octopus contracts for energy at Beacon Hall, the Recreation Ground and the Cemetery expire in October 2026.

It was **noted** that the Yu contracts for Streetlights and Christmas Lights expire in October 2026.

It was **noted** that the Octopus feed-in Contract for the Solar Panels on Beacon Hall expire in March 2026.

**Action:** The Clerk and RFO to put together a schedule of renewals detailing when to start looking at quotes.

**Action:** RFO to add an agenda item to look at quotes for the feed-in tariff at the Finance and Governance Meeting on 20<sup>th</sup> January 2025.

#### **F&G044 – 28/10/2025      Banking Arrangements**

An update on banking arrangements was given – details of which can be found on the Action Register. 3 Cllrs signed the submission forms for changes to PSJPC Unity Trust account and the PSJ Recreation and Children's Playground Charities' Unity Trust Account. All corrections are in process, and further updates will be provided via the Action Register.

#### **F&G045 – 28/10/2025      Internal & External Audits**

The External Auditor report for the end of the 2024/25 financial year was reviewed and **noted**.

It was **noted** that the interim Internal Audit for the financial year ending 2025/26 is scheduled for 7th November 2025.

#### **F&G046 – 28/10/2025      Review of Current Finances 2024/25**

The Committee considered the reports on financial spend against budget for the 2025/26 financial year so far.

It was **noted** that the second tranche of the Precept was received on 1<sup>st</sup> October 2025 and was £440 higher than expected.

The RFO updated the Committee on the transfer of financial reporting from Sage to Xero. **Noted**

- Review of 'Contracted Amenities Works' and Staff Salaries budgets  
**Resolved to** - move the expense for watering of summer plants from contracted amenities to staff absence / annual leave cover at the recommendation of the RFO.
- Review of Donations – The committee discussed the donation breakdown and **noted** that the Insurance claim that was received for the vandalised roundabout had been incorrectly posted as a donation, this has now been rectified.  
The Committee discussed the donation received from KT Solutions Ltd to fund an invoice from Head Projects Ltd relating to planning permission for the heritage signage project which was later paid directly by Cllr Thomas and not via the Council.  
**Resolved to** – refund the donation of £1,953 made by Cllr Thomas via KT Solutions Ltd. It was **noted** that Cllr Thomas acknowledges that she made an error. This matter was referred to the internal auditor who recommended passing a resolution to refund the donation.
- Ratification of payment made for roundabout replacement at rec playground – **noted**.
- Review of the Balance Sheet for bank account balances, credit card and petty cash.
- Review of the Reserves, Ear Marked Reserves and Committed Expenditure.

**Action:** RFO to check the validity of the additional £440 received in the Precept.

**Action:** RFO to look at the Caretaker Incidentals account and check if allocations are accurate – if not, RFO to correct and re-post.

#### **F&G047 – 28/10/2025      Review of Debtors and Creditors**

The reports on financial debtors and creditors was tabled and reviewed at the meeting.

**Action:** The RFO to review old debtors and update Cllrs in due course

#### **F&G049 – 21/10/2025      Budget Planning 2025/26**

The F&G Committee noted that budget planning will begin following this meeting with the RFO contacting each Committee Chair to arrange initial meetings. It was agreed that the Chair and Vice-Chair of the F&G Committee would act on behalf of the whole committee for budgeting purposes.

**Action:** The RFO to arrange meetings with Chairs of committees before 5<sup>th</sup> Dec.

#### **F&G050 – 28/10/2025      F&G Committee Related Policies & Procedures**

The committee reviewed the list of Policies and Procedures listed on the website and confirmed that the following are allocated to Finance & Governance:

- Anti-Bribery, Gifts & Hospitality Policy
- Anti-Fraud, Corruption and Theft Policy
- Filming and Recording of Parish Council Meetings Protocol
- Financial Regulations
- Formal Complaints Procedure
- Investment Strategy & Policy
- Policy for Advisory Panels
- Policy for use of Facebook
- Protocol for Remote Parish Council Meetings
- Protocol on the Death of Senior National or Local Figure
- Risk Register
- Standing Orders
- Terms of Reference and Delegations

#### **F&G051 – 28/10/2025      Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the Finance & Governance Committee is scheduled to be held on Tuesday 20<sup>th</sup> January 2026 at 7.00pm at Beacon Hall.

**Meeting closed at 21:35**

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