



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Full Council Meeting held on Tuesday 21st July 2020 at 7.00pm
Held Remotely via MS Teams

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk

Important Note:

Due to Coronavirus Covid-19 pandemic and the measures the Government has implemented in response to this, the requirement for Parish Councils to hold public meetings in person with all members present in one place cannot be met.

As a consequence, the Coronavirus Act 2020 provided the powers to the Secretary of State to make the following regulation:

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

This Regulation came in to force on 4 April 2020 and enables local councils to hold remote meetings (including by video and telephone conferencing) until 7th May 2021 (or sooner if the Government rules are relaxed).

During this period, Peasedown St John Parish Council meetings will be conducted remotely via an online platform (in this instance via MS Teams).

Public Session

No members of the public were present at the meeting.

It was noted that telephone access to the meeting for members of the public had now been set up, details of which are being made available on the website.

C386 – 21/07/2020

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.

C387 – 21/07/2020

Apologies for Absence

With all councillors present at the meeting there were no apologies for absence.

C388 – 21/07/2020

Minutes

- i. The minutes of the Full Council meeting held on 16th June 2020 had been published but had not been circulated in enough time for councillors to read them before the meeting. Their approval will therefore be carried forward until the August 2020 meeting.
- ii. The Actions Register was still in the process of being updated. Councillors were requested to contact the Clerk or note directly on the task on Planner if there was something they particularly wanted to be updated on.

C389 – 21/07/2020

Items for Urgent Report

DRAFT

There were no items for urgent report.

It was reported, that for future meetings, if councillors have any items for the Chair to consider raising under this agenda item, that they please notify her of them at least 24 hours before the meeting.

C390 – 21/07/2020 Council Committee Updates

Updates from Standing Committees which have met since the last Full Council meeting were received as follows:

- i. **Burial Committee** – Meeting held on 23rd June 2020. The minutes from this meeting had not yet been published and so were not discussed.
- ii. **Executive Committee** – Meeting held on 2nd June 2020. The minutes from this meeting had been published but some queries had been raised by councillors which the Clerk was still due to review and publish the changes.
- iii. **Finance & Amenities** – Meeting held on 30th April 2020. The minutes from this meeting had been published and councillors had been circulated as pre-reading. The recommendations raised at this meeting were considered and decisions were made as follows:
 - a. It was **resolved** that the Finance & Amenities Committee recommendation to Full Council have the wording amended so that those items for which budgets fluctuate year to year which cannot be predicted with any reliability are moved into a new nominal code called 'infrequent operational expenditure' and that this new code is set up to capture these previous budget lines that existed in their own entity. The new code to be established in time for the next round of budgeting for the 2021/22 financial year.
 - b. It was **resolved** that the operational budget of £5,000 for General Tree Works is carried forward to the 2020/21 financial year, along with the £1,500 existing operational budget for the 2020/21 financial year, so the overall new total is £6,500.
- iv. **Finance & Amenities** – Meeting held on 7th July 2020. The minutes from this meeting had been published but not in enough time to be reviewed by councillors prior to the meeting.
- v. **Personnel Committee** – Meeting held on 9th June 2020. The minutes from this meeting had not yet been published and so were not discussed.

C391 – 21/07/2020 Advisory Panel Updates

- A. Councillors received updates and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:
 - i. **Clerk Liaison Panel** – Meeting held on 1st July 2020 at 4.00pm. The meeting had mainly consisted of undertaking the Clerk's interim appraisal.
 - ii. **Digital Transformation Strategy Advisory Panel** – The notes from the meeting held on 26th May 2020 at 6.30pm were available for councillors to read. The revised Terms of Reference for this Advisory Panel had been circulated as pre-reading (appendix C391i refers) and it was **resolved** that they were accepted.
 - iii. Cllr Conor Ogilvie-Davidson had prepared a report on Electronic Devices for Councillors in view of the requirement for remote meetings and the increased reliance on technology it has become apparent that not all councillors have access to appropriate devices and it had been raised as to whether the Council should provide them. The paper had been circulated for feedback as the Advisory Panel and the Clerk were still undertaking investigations into the options available. Cllr Ogilvie-Davidson was thanked for his work on this and agreed that any feedback from councillors would be taken into consideration and a revised paper presented to Full Council, hopefully for the August meeting.
 - iv. **VE-Day 75th Year Anniversary Event Advisory Panel** – A verbal update was provided on the meeting held earlier that evening, at 6.00pm. The recommendations from the Advisory Panel were considered and determined as follows:
 - a. It was **resolved** that the Parish Council does not host an in-person event this year, but that the money allocated is ear marked for an event next year (subject to Coronavirus Regulations being relaxed).
 - b. It was **resolved** to delegate to the Advisory Panel the scope, production and distribution of a commemorative video. To be upload to You Tube and posted to Social Media.
 - c. It was resolved to formalise the existing You Tube channel for Peasedown St John Parish Council.
 - d. All councillors were asked for their input and to participate in the video. All ideas to be submitted by 28th July onto the VE Day Celebrations Channel in Teams.

- v. **Executive Committee** – The notes from the meeting held on 14th July 2020 at 7.00pm were available for councillors to read. It was **resolved** to agree to the Advisory Panel recommendation to support the increase to ALCA subscription fees.

B. Councillors received notice of the forthcoming Advisory Panel meetings:

- i. **Burial Advisory Panel** – The meeting previously scheduled for Tuesday 28th July 2020 at 7pm, had to be postponed, in order to permit a meeting for the Football Club Liaison Advisory Panel, due to it being more time critical. The Clerk and Cllr. Claire Parfitt to rearrange a new date and to confirm with Burial Committee members accordingly.
- ii. **Clerk Liaison Panel** – Meeting scheduled for Wednesday 5th August 2020 at 4pm.
- iii. **Executive Committee Advisory Panel** – Meeting scheduled for Tuesday 4th August 2020 at 7pm.
- iv. **Football Club Liaison Advisory Panel** – Meeting scheduled for Tuesday 28th July 2020 at 7pm.

C392 – 21/07/2020

Financial Matters

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 16th June 2020 in relation to the accounts for year ending 31st March 2021 (appendix C392i refers).
 - a. It was **resolved** that the invoice for £11,940 to B&NES Council for the pension deficit be paid [it being over the Clerk's sign-off level although included within the operational budget].
 - b. It was **resolved** to ratify all the other payments on this schedule.
- ii. Councillors received a report on General and Ear Marked Reserves and Committed Expenditure. It was reported that the General Reserve balance [currently approximately £22,000] may be required to cover the following items where no budget or ear marked reserve has yet been allocated:
 - a. Loss of Beacon Hall income due to Coronavirus restrictions;
 - b. Any additional streetlights that still need to be upgraded to LED (approx. 6);
 - c. Streetlighting energy bills (currently being recalculated to LED charges but no invoice has been received since Jan. 2020 due to a fault on the supplier billing system);
 - d. General Tree Works – The £5,000 agreed under minute C390 – 21/07/2020;
 - e. The balance (possibly £2,700) relating to HR & H&S - minute C397 - 21/07/2020 refers;
 - f. Feasibility studies - minute C254 - 21/01/2020 resolved to ear mark £30,000 to those projects which require feasibility studies before they are put for consideration to be actioned in future years.

Cllr. Larcombe added that the Contingency Reserves are built for matters such as Coronavirus, however, it makes sense to use the General Reserves first, also the Finance & Amenities Committee can review the operational expenditure budgets to see if any further savings can be made this year if deemed necessary.
- iii. In accordance with Standing Order 17c, councillors received a report on the financial spend against budget for the first quarter of the 2020/21 financial year. No questions were raised so it was **resolved** that the finances be accepted as per the pre-reading [excluding the note as to what the General Reserve may be required to be used for as detailed under item ii].

C393 – 21/07/2020

Internal Audit

Pre-reading provided a report on the Internal Audit for the financial year ending 31st March 2020, which was now complete (appendix C393i refers).

Cllr Larcombe reported that he and Cllr Davis had met with the Clerk on 17th July 2020 and reviewed all the reports provided by the Internal Auditor and the observations made. They had subsequently also undertaken the end of year reconciliations.

It was **resolved** to accept the Internal Audit report and was acknowledged that the items raised as high priority have now been resolved and signed off by the Chair and Vice-Chair of the Finance & Amenities Committee.

C394 – 21/07/2020

Annual Governance Statement for 2019-20

Cllr. Kathy Thomas read through the points listed on the 2019-20 financial year accounts Annual Governance Statement (listed below) and the Council considered each one individually and agreed, either unanimously, or, by majority, the following statement:

We acknowledge as the members of Peasedown St John Parish Council, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

DRAFT

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

C395 – 21/07/2020 End of Year Accounts for 2019-20

Copies of the accounting statement, summary of income and expenditure, bank reconciliation and explanation of variances and balance sheet had been circulated as pre-reading (copies of which can be seen attached to this document as appendix C395i). It was **resolved** to accept the accounts for the year ending 31st March 2020.

C396 – 21/07/2020 Order of Known Business Document

Pre-reading provided an update on the Order of Known Business. It was noted that the Order of Known Business will be published on the website to keep residents updated as a follow on from the setting of the Precept. It is to be presented as the Order of Known Business and Projects for Feasibility Studies. All these projects have their own task on the Full Council Planner Board in MS Teams and have been assigned to all members of the Executive Committee as part of their role in monitoring progress on the Order of Known Business.

It was reported that the designs for the Accessible Allotment Plot at Braysdown Allotments were still being worked on and so would be included on the August Full Council meeting for consideration.

8.27pm – It was resolved to temporarily adjourn the meeting for a comfort break.

8.37pm – It was resolved to reconvene the meeting.

C397 – 21/07/2020 HR & H&S

Cllr Simon Kidd provided some background information on this issue, which had been under consideration for the last two years. A previous company had been considered but, owing to on-going communication difficulties, they were not thought to be suitable. The proposed new company would provide a full service covering both Health & Safety (H&S) and Human Resources (HR). This would include a review of all existing policies and on-going up-dates, as required. Also, as part of their HR service, access to their software for staff timesheets and holiday bookings. Providing their advice is followed, they would also fully indemnify the parish council against any potential legal action.

It was noted that the cost involved is substantially more than the previous company, but they would be doing much more, which would hopefully reduce the workload on both staff and councillors and avoid the risk of any legal action or inappropriate legal settlements.

It was noted that the proposed contract is for five years with a break clause after 36 months. A shorter contract would be possible, but at higher annual cost due to the large amount of work which must be carried out initially. It was also noted that the proposed company have specialist knowledge of town and parish councils and would therefore largely be working to NALC guidelines.

After councillors had been given the opportunity to ask questions, a vote was taken on the proposal and it was unanimously **agreed** that the council office obtain a formal quote to engage Ellis Whittam for HR and H&S services within 7 working days. Then, once the value is confirmed as no more than £3,500 for both services, to engage Ellis Whittam within a further 7 working days (14 working days after the Full Council meeting) into a 5-year contract.

It was further unanimously agreed to top-up operational funds already allocated to H&S/HR by a sum of up to £3,000, to be taken from General Reserves, and to include this additional sum in operational budgeting for future years.

C398 – 21/07/2020 Coronavirus Update

- A. Councillors received an update on Parish Council operations and actions/decisions undertaken since the last meeting following guidance from the Government, Public Health England and NALC regarding Coronavirus.

It was reported that all the play areas are now open and appropriate signage is in place.

It was **resolved** that all the areas of public open space [Ashgrove Cemetery; Beacon Field; Ecewiche Green; Recreation Ground] remain open within their current format.

- B. Councillors considered and approved a motion raised at the Executive Advisory Panel meeting as follows:

It was **resolved**, that the temporary delegation to the Clerk Liaison Panel, to authorise emergency Covid-19 related expenditure up to the value of £5,000, is retained until the 31st October 2020 to avoid the need for it being reviewed at every meeting.

A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Amanda Clarke	✓		
Richard Clarke	✓		
Jo Davis	✓		
Audrey Gillard-Sprake			✓
Gavin Heathcote		✓	
Sam Heathcote			✓
Simon Kidd			✓
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt			✓
Jonathan Rich			✓
Les Sprake	✓		
Kathy Thomas	✓		

- C. Councillors considered the suggestion to establish an Advisory Panel to work with the Administration Officer on preparations for the re-opening of Beacon Hall to the public.

The draft Terms of Reference for this Advisory Panel had been circulated as pre-reading (appendix C398i refers), they were reviewed, and it was noted that the General Purpose of the Panel is:

- To look at measures which need to be put in place prior to the re-opening of Beacon Hall, following Government/Public Health England advice.
- Responsibility for agreeing and implementing these measures to be delegated to the Clerk, in conjunction with Advisory Panel members.
- To attend relevant Community Centre Network and similar meetings to assist with information collation.

It was **resolved** to establish an Advisory Panel to consider measures to ensure Beacon Hall is Covid secure, prior to and after re-opening. The membership to consist of Cllrs Mandy Clarke; Richard Clarke; Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas (appointed as Chair) and Administration Officer, Tracey Edge.

C399 – 21/07/2020 Streetlighting Maintenance

Councillors were advised that updates on the Parish Council streetlighting had been posted on Planner. The energy supply invoices have now been recalculated and the invoices were due to be received via the post later in the week.

Streetlight faults are continuing to be followed up as to whether they are covered under warranty.

Details on the new maintenance contract should be available for the next meeting.

The Clerk will continue to post update to the relevant tasks on Planner.

9.26pm – There was some debate on the timings of the meeting and whether the break should be included in the overall length of the meeting.

In order to provide time to consider memorial applications, it was proposed to suspend Standing Order 3r to extend the meeting longer than 2½ hours, by a period of 15 minutes.

DRAFT

This proposal was seconded, but the majority of councillors voted against the proposal, therefore the motion was not carried, and the Chair declared the meeting closed at 9.32pm.

C400 – 21/07/2020 Ashgrove Cemetery

- i. *To approve recommendations from the Clerk regarding requests for new/amended memorials at Ashgrove Cemetery that are in line with Parish Council policy.*
- ii. *To determine requests for new/amended memorials at Ashgrove Cemetery that are not in line with Parish Council policy.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the August Full Council agenda.

C401 – 21/07/2020 Planning Related Matters

- A. *To decide on the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members):*
 - i. *Ref. 20/02004/FUL - 11 Under Knoll, Peasedown St. John, Bath, BA2 8TY - Erection of a single storey rear extension and front porch – Mrs Sally Rawlings.*
 - ii. *Ref. 20/02113/FUL - 25 Wellow Mead, Peasedown St. John, Bath, BA2 8SA - Erection of single storey rear extension – Sarah James.*
 - iii. *Ref. 20/02380/NMA - 4 Camvale, Peasedown St. John, Bath, BA2 8AG - Non-Material Amendment to application 19/05299/FUL (Loft conversion with rear facing dormer windows) - Mrs T Wilmot.*
- B. *To receive a report on the following:*
 - i. *Planning decisions issued by B&NES Council.*
 - ii. *Planning enforcement matters.*
 - iii. *Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. The Chair to provide a verbal update on process change for applications from neighbouring parishes.*
 - iv. *Progress on the Greenlands Road development of 89 dwellings.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the August Full Council agenda.

C402 – 21/07/2020 Correspondence, Complaints & Issues

To review items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action.

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the August Full Council agenda.

C403 – 21/07/2020 Outside Bodies

- i. *To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.*
- ii. *To receive Police updates. Police Beat Surgeries have been temporarily suspended.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the August Full Council agenda.

C404 – 21/07/2020 Future Agenda Items & Cllr Questions

Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.

- i. *Tree Charter and tree surveys.*
- ii. *Code of Conduct Consultation.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the August Full Council agenda.

Councillors were requested to raise any future agenda items or questions items directly to the Clerk.

DRAFT

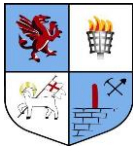
C405 – 21/07/2020

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 11th August 2020 at 7pm remotely via MS Teams.

The meeting closed at 9.32pm

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

Appendix C391i – Revised Terms of Reference for the Digital Transformation Strategy Advisory Panel**PEASEDOWN ST JOHN PARISH COUNCIL**

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
 Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

DIGITAL TRANSFORMATION STRATEGY ADVISORY PANEL

Commissioning Group:	Full Council
Date of Formation (minute reference):	C123 – 10/09/2019
Chair:	CLlr Simon Kidd

Terms of Reference	
General Purpose:	<p>To review the current IT and web provision to create a Digital Transformation Strategy (5-year plan).</p> <p>To use technology to improve the efficiency and internal and external communications of the council.</p>
Specific Aims:	<p>Phase 1:</p> <p>Information gathering:</p> <ul style="list-style-type: none"> ➤ To review the IT provision currently in place - What are councillors/staff happy with using at the present time (where is it good/bad/needs to change)? ➤ What does the future of IT provision for the Parish Council look like – should we be paperless, should it become ‘business as usual’? ➤ What is the driver behind the change – why are we doing it and reasons behind it? <p>This will form the basis of the aim of the Parish Council in relation to IT provision and use over the next 5-years to be written for approval by Full Council.</p> <p>Phase 2:</p> <p>Implementation of the strategy:</p> <ul style="list-style-type: none"> ➤ Transferring of files/information/emails to the correct locations. ➤ Training programme for councillors and staff. ➤ What methods/processes should be used? Create an internal communications plan with councillor and staff usage/collaboration. ➤ To investigate options and make recommendations to Full Council with regard to supplying devices for councillors to use. ➤ To investigate options and make recommendations to Full Council with regard to Beacon Hall/Parish Office ICT equipment and infrastructure. ➤ Review the existing Communications Strategy and link this into the DTS and propose changes to the existing document for Full Council approval. ➤ To review the existing Policy for Facebook and propose changes to this document and the use of the Parish Council Facebook page with a view to expanding into other social media. Working with the Personnel Committee to deliver these changes, once approved by Full Council. ➤ To assist the CLP in their work ensuring the Council meet GDPR compliance.
Success Criteria:	Completion and successful implementation of the strategy.
Duration:	Long-term; it is intended for this Advisory Panel to be in place until the aims and strategy of implementation is approved by Full Council.

DRAFT

Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	All Parish Councillors. Tanya West is the nominated staff support.
Date Disbanded (minute reference):	

DRAFT**Appendix C392i - Schedule of payments made since the Full Council meeting on 16th June 2020 in relation to the accounts for the year ending 31st March 2021**

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
27/05/2020	Fenland Leisure Products Ltd.	Wetpour repair kit to repair surface under SuperNova	Fin. Regs. 4.1	£93.00	£18.60	BACS
28/05/2020	SSE Contracting Ltd.	Supply and install 4x streetlights upgrade to LED Eckweek Lane	C189 - 12/11/2019	£1,391.84	£278.37	BACS
31/05/2020	Toby Millar	2x Days Casual Labour Assisting with Cemetery Maint in May	C275 - 18/02/2020	£170.00	£0.00	BACS
01/07/2020	B&NES Council	Business Rates - Ashgrove Cemetery - July 2020	C352 - 12/05/2020	£189.00	£0.00	Direct Debit
03/06/2020	E-ON	RG Changing Rooms Electric	C352 - 12/05/2020	£38.79	£1.94	BACS
09/06/2020	Highwood	100 Service of Ride on Mower & Replace Damaged Deck Belts	Fin. Regs. 4.1	£375.48	£75.10	BACS
10/06/2020	Screwfix Direct Ltd. & B&Q	Hasp & Staple lock for bin in BH car park	Fin. Regs. 4.1	£1.66	£0.33	BACS
10/06/2020	Screwfix Direct Ltd. & B&Q	Outside tap for Cemetery	Fin. Regs. 4.1	£5.83	£1.16	BACS
11/06/2020	A.J. Charlton & Sons Ltd.	Timber and screws to repair broken fence around B. Field	Fin. Regs. 4.1	£22.25	£4.45	BACS
11/06/2020	A.J. Charlton & Sons Ltd.	Trellis for Pergola at Garden of Remembrance	F&A037 - 25/09/2018	£48.48	£9.70	BACS
15/06/2020	Screwfix Direct Ltd. & B&Q	Stanley adjustable wrench	Fin. Regs. 4.1	£10.41	£2.08	BACS
30/06/2020	Allstar Business Solutions Ltd.	Fuel Card - June 2020	C352 - 12/05/2020	£40.13	£8.03	Direct Debit
30/06/2020	BWS Standfast Security Systems Ltd.	AC Intruder Alarm - Maintenance Contract 2020-21	Fin. Regs. 4.1	£97.28	£19.46	BACS
30/06/2020	Softcat Plc	MS Office 365 E3 Subscriptions - May 2020	C221 - 17/12/2019	£349.83	£69.97	BACS
01/07/2020	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground - June 2020	Fin. Regs. 4.1	£380.00	£76.00	BACS
01/07/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - July 2020	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
06/07/2020	Secure Management Information - Kim Bailey	Supply and install CCTV System at Beacon Hall	C309 - 17/03/2020	£4,995.00	£0.00	Direct Debit
08/07/2020	BT Payment Services Ltd.	BH Telephone & Broadband 01/07/20 to 31/07/20	C352 - 12/05/2020	£52.99	£10.60	Direct Debit
08/07/2020	Internal Audit & Compliance Ltd.	Fee for End of Yr. Internal Audit for 2019-20 Accounts	Fin. Regs. 4.1	£308.75	£61.75	BACS
08/07/2020	B&NES Council	Staff Salaries - Qtr. 1 - Apr - Jun 2020	C352 - 12/05/2020	£26,245.07	£21.60	BACS
09/07/2020	B&NES Council	Pension Deficit - 3 Years in Advance 2020,2021,2022	C392 - 21/07/2020	£11,940.00	£0.00	BACS
16/07/2020	Lloyds Bank plc	Credit Card - June 2020 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£292.15	£0.00	Direct Debit
				£47,088.94	£667.34	

DRAFT

Appendix C393i – Internal Audit Report - End of Year Accounts for 2019-20

Peasedown St Johns Parish Council

Financial Year 2019-20



Year End Internal Audit Observations

Visit date: 2 July 2020

I *Periodic and year-end bank account reconciliations were properly carried out.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Year end cash balances were not independently reviewed and signed.	<i>The Council Year End Petty Cash reconciliation has not been independently reviewed, signed and dated.</i>	At each year end a Cashier's Certificate should be obtained stating the balance of the cash held. This should be signed and dated by the cash custodian and an independent witness.	High	
2	The Year End bank reconciliations have not been independently reviewed, signed and dated.	<i>The Council Year End bank reconciliations have not been independently reviewed due to the lockdown restrictions.</i>	The Council must ensure that the Year End bank reconciliations are reviewed, signed and dated once lockdown restrictions have been eased.	High	

Accompanying text to the below report:

Further to our Internal Audit of your Council for the financial year 2019/20 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives. You will note that we have given 'Not Covered' responses in respect of the Control Objectives K and L and we are required to explain why we have done this.

The reason for the Not Covered response for Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.

For Objective L we have given a 'Not Covered' response to this as, although we have seen the completed Notice document, there is no formal documentary evidence that the required Notice was posted as required. You will be aware that there is, in fact, no requirement for this documentary evidence to be maintained by you and therefore it is impossible for an auditor to independently verify this. We are aware that this issue has been discussed with the External Auditors and we expect most, if not all, Councils to also have 'Not Covered' as a response to Objective L from their Internal Auditors.

Annual Internal Audit Report 2019/20

Peasedown St Johns Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27/11/2019

26/04/2019

DD/MM/YY

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

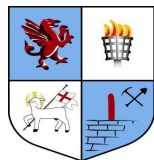
P. Sakalla

Date

06/07/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**PEASEDOWN ST JOHN PARISH COUNCIL**

FINANCIAL YEAR ENDING 31ST MARCH 2020

BANK RECONCILIATION

	2019-20
Balance per bank statement at 31st March 2020	£182,266.47
Plus Uncleared Deposits (see below)	£635.00
Less Unpresented Cheques (see below)	£172.73
Balance per Cash Book at 31st March 2020 (Box 8 on Annual Return)	£182,728.74

Balance Per Bank Statements

31-Mar-2020	NatWest Current Account	£83,227.95
31-Mar-2020	Unity Trust Current Account	£18,154.47
31-Mar-2020	Unity Trust Reserve Account	£80,634.05
31-Mar-2020	Cash in Hand	£250.00

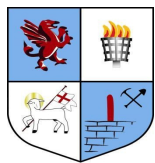
Sub Total = **£182,266.47****Uncleared Deposits**

30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£60.00
30-Jun-2016	Pay In Book Ref. 000193 - Chq.	£130.00
21-Mar-2018	Pay In Book Ref. 000284 - Chq.	£7.00
31-Mar-2020	Cash Paid In for Invoices Various	£438.00

Total Un-reconciled Income = £635.00**Unpresented Cheques**

31-Mar-2020	Cheque No. 004608	£172.73
-------------	-------------------	---------

Total Un-reconciled Expenditure = £172.73



DRAFT

PEASEDOWN ST JOHN PARISH COUNCIL

FINANCIAL YEAR ENDING 31ST MARCH 2020

RECONCILIATION BETWEEN BOXES 7 AND 8 ON THE ANNUAL RETURN

	2019-20
Balance per Cash Book at 31st March 2020 (Box 8 on Annual Return)	£182,728.74
Less Creditors at 31st March 2020 (see below)	£40,159.89
Plus Debtors at 31st March 2020 (see below)	£19,377.14
Balances Carried Forward at 31st March 2020 (Box 7 on Annual Return)	£161,945.99

Creditors Schedule

Key deposits carried forward from 2018/19	£300.00
New key deposits received	£80.00
Key deposits refunded	-£10.00
Creditors Control Account	£38,812.54
Lloyds Corporate Credit Card	£977.35
Total Creditors =	£40,159.89

Debtors Schedule

VAT Claim - 2019/20	£14,491.64
Debtors Control Account	£4,885.50
Total Debtors =	£19,377.14



DRAFT

PEASEDOWN ST JOHN PARISH COUNCIL
FINANCIAL YEAR ENDING 31ST MARCH 2020
INCOME AND EXPENDITURE

Centre / Account Number	Item Description	Income Precept Box 2	Income Other Box 3	Expenditure Staff Costs Box 4	Expenditure Other Box 6
401001	Precept	£ 247,736.00			
401002	B&NES Council Tax Support Grant		£ -		
401003	Bank Interest Received		£ 420.70		
401004	Donations, Wayleaves & Refunds		£ 3,239.69		
401005	S106 Income		£ -		
401006	C.I.L. Income		£ -		
401007	Sale of Assets Income		£ 1,850.00		
402001	Allotment Rents Received		£ 841.00		
403001	Environment		£ 561.57		
404001	Interments Income		£ 3,530.00		
404002	Memorials Income		£ 470.00		
405001	Beacon Hall Receipts		£ 21,385.10		
501001	Admin staff salaries			£ 52,471.56	
501002	Employers NI			£ 5,552.85	
501003	Caretakers Salaries			£ 33,059.40	
501004	Employer Pension Contributions			£ 14,297.15	
502001	Staff Expenses H&S Clothing				£ 288.48
502002	Mileage				£ 986.04
502003	Staff Absence Cover				£ 690.00
502004	Telephone & Broadband				£ 903.28
502005	Stationery, Printing & Postage				£ 2,303.21
502006	Subscriptions & Publications				£ 1,356.73
502007	Bank Charges				£ 241.30
502008	Insurance {exc. Beacon H&F}				£ 2,557.11
502010	Meeting & Surgery Costs				£ 227.67
502012	Internal & External Audit Fees				£ 1,417.50
502013	Professional Fees				£ 1,654.75
502014	Staff / Councillors Training				£ 2,165.98
502015	Councillor Expenses				£ 251.81
502016	Health & Safety Audit				£ 235.20
502017	IT Software & Hardware				£ 4,955.15
502018	GDPR Audit & Costs				£ 383.75
502019	Covid19 Related Matters				£ 396.68
503001	Newsletters & Advertising				£ 2,416.73
503002	Website & Email				£ 454.50
601001	School Crossing Patrol				£ 1,158.67
601002	Community Grants				£ 2,443.27
601003	Village Events				£ 1,164.54
601004	Senior Residents' Christmas Tea				£ 1,269.02
601005	Chairman's Allowance				£ 134.50
601006	Death of a Snr National/Local Figure				£ 253.81
601007	Peasedown Youth Partnership - Youth Work Provision				£ 5,000.00
602001	New Machinery / Tools				£ 8,847.91
602002	Winter Support				£ 378.00
602003	Ecewiche Green General Tree/Vegetation Works				£ 257.32
602004	Street Furniture Maintenance				£ 592.92
602005	Christmas Lights & Trees				£ 3,504.24
602006	Allotment Land Rent & Maint.				£ 322.50
602007	Caretaker Incidentals				£ 395.70
602008	Machinery/Tools Service/Repairs				£ 354.56

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN ~ Tel: 01761 433686 ~ E-mail: clerk@peasedownstjohnparishcouncil.gov.uk



DRAFT

PEASEDOWN ST JOHN PARISH COUNCIL
FINANCIAL YEAR ENDING 31ST MARCH 2020
INCOME AND EXPENDITURE

Centre / Account Number	Item Description	Income Precept Box 2	Income Other Box 3	Expenditure Staff Costs Box 4	Expenditure Other Box 6
602009	Petrol & Oil				£ 509.88
602904	Capital Projects - Garden of Remembrance				£ 65.00
602906	Capital Projects - Waste Bins				£ 937.98
602908	Capital Projects - Signs & Street Furniture				£ 439.22
602912	Project - Equality Act Comp. Gates				£ 613.03
603001	Energy Supply				£ 6,083.30
603002	Maintenance				£ 2,690.92
604001	Floral Display				£ 2,262.95
604002	General Hedge & Open Space Works				£ 440.98
604003	General Tree Works				£ 180.00
605001	Cemetery Rates				£ 1,937.63
605002	Cemetery Utilities				£ 291.17
605003	Cemetery Waste Disposal				£ 974.00
605004	Cemetery Tree/Hedge Works				£ 236.31
605005	Cemetery Works				£ 923.83
605006	Cemetery Garden of Remembrance				£ 38.92
606001	Recreation Field Upkeep				£ 11,145.13
606002	Recreation Field - Changing Rooms Utilities				£ 1,158.62
606903	RG - ResFundProj - Play Equip Upgrade				£ 765.62
606904	RG - ResFundProj - Youth Shelter & Swing				£ 398.30
606905	RG - ResFundProj - New Goal Posts				£ 1,215.00
607001	Beacon Hall Licensing				£ 180.00
607002	Beacon Hall Business Rates				£ 3,387.90
607003	Beacon Hall Safety Checks				£ 947.17
607004	Beacon Hall Gas				£ 1,109.65
607005	Beacon Hall Electricity				£ 1,497.07
607006	Beacon Hall Water				£ 505.07
607007	Beacon Hall Telephone & Broadband				£ 975.30
607008	Beacon Hall Website				£ 69.87
607009	Beacon Hall Building Maintenance				£ 3,077.36
607010	Beacon Hall Contents Maintenance				£ 695.90
607011	Beacon Hall Advertising				£ 228.28
607012	Beacon Hall Cleaning				£ 941.39
607013	Beacon Hall Insurance				£ 634.21
607014	Beacon Hall Refuse Bin Collections				£ 1,005.40
607015	Beacon Hall PHS Contract				£ 475.14
607016	Beacon Hall Sundries				£ 113.17
608001	Beacon Field Grass & Hedge Cutting				£ 1,961.50
608002	Beacon Field Other Grounds Maintenance				£ 169.95
608003	Beacon Field Play Equip. Maint.				£ 552.50
608004	Beacon Field Insurance				£ 707.99
608901	BF - ResFundProj - MUGA				£ 1,331.01
608902	BF - ResFundProj - Seating and Dog Exercise Area				£ 3,106.09
Net		£247,736.00	£32,298.06	£105,380.96	£106,942.54
		Income Precept Box 2	Income Other Box 3	Expenditure Staff Costs Box 4	Expenditure Other Box 6

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



	2018-19	2019-20	Variances	As a Percentage	Explanation (Required for any figure with greater than 15% increase/decrease)
Box 1 - Balances Brought Forward	£249,503.00	£94,235.39	-£155,267.61	-62%	Due to the several significant projects taking place during 2018/19 (listed below), much of which was funded from ear marked reserves, the brought forward balance/reserves were significantly more than the 2019/20 financial year.
Box 2 - Annual Precept	£174,845.00	£247,736.00	£72,891.00	42%	The precept for 2019/20 was increased by 42% this was due to the following: the increase required in the operational budget (£27,891); the increase to Contingency Reserves (£15,000); to allocate Ear-Marked Reserves for a number of planned projects (£27,500)
Box 3 - Total Other Receipts	£38,793.67	£32,298.06	-£6,495.61	-17%	During 2018/19 we received approximately £7,500 income generated from S106 and CIL. During 2019/20 we did not receive any income from these items.
Box 4 - Staff Costs	£102,296.29	£105,380.96	£3,084.67	3%	Not required.
Box 5 - Loan Interest/Capital Repayments	£0.00	£0.00	£0.00	~	Not required.
Box 6 - All Other Payments	£266,609.99	£106,942.54	-£159,667.45	-60%	Several large projects were undertaken in 2018/19 which did not happen in 2019/20. They were: 1. Upgrade of all street lights to LED £87,732; 2. Upgrade of play area equipment £45,393; 3. Installation of new MUGA £51,940 (Totals £185,065). Projects undertaken during 2019/20 that did not take place during 2018/19 are 1. New Mower £8,848; 2. Dog Exercise Area £3,106; 3. Youth Work Grant £5,000; 4. Retention Payments on Play Equipment/MUGA £2,944 (Totals £19,898). Difference between two yearly totals is £165,167.
Box 7 - Balances Carried Forward	£94,235.39	£161,945.95	£67,710.56	72%	The carried forward balance/reserves are significantly more for 2019/20 than the previous financial year due to planning for project work to be funded from ear marked reserves (£58,644). Also, the Parish Council's Contingency Reserves were increased by £15,000 in 2019/20.
Box 8 - Total Cash & Short Term Investments	£224,370.58	£182,728.74	-£41,641.84	-19%	Due to the large projects undertaken in 2018/19, the VAT Claim listed under the Debtors Schedule was a difference of approximately £33,000 on the 2019/20 financial year, which accounts for the bulk of this difference.
Box 9 - Total Fixed Assets Plus Long Term Investments and Assets	£597,296.00	£615,251.62	£17,955.62	3%	Not required.

DRAFT

Appendix C398i – Terms of Reference for the Advisory Panel to make Beacon Hall Covid19 Secure



PEASEDOWN ST JOHN PARISH COUNCIL
Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

**PEASEDOWN ST. JOHN PARISH COUNCIL
ADVISORY PANEL RECORD FORM**

**ADVISORY PANEL TO CONSIDER MEASURES TO ENSURE BEACON HALL
IS COVID SECURE, PRIOR TO AND AFTER RE-OPENING**

Commissioning Group:	Full Council
Date of Formation (minute reference):	C398 – 21/07/2020
Chair:	Cllr Kathy Thomas

Terms of Reference	
General Purpose:	To look at measures which need to be put in place prior to the re-opening of Beacon Hall, following Government/Public Health England advice. Responsibility for agreeing and implementing these measures to be delegated to the Clerk, in conjunction with Advisory Panel members. To also attend relevant CCN and similar meetings to assist with information collation.
Specific Aims:	To consider specific arrangements to make Beacon Hall "COVID Secure" prior to re-opening, which might include: <ul style="list-style-type: none">➤ Advising the hall's insurers whether/when the premises will be re-opening and checking their requirements;➤ Implementing measures to obtain "COVID-19 Secure" certification;➤ Carrying out a COVID-19 Risk Assessment;➤ Consideration of what/when additional cleaning is required;➤ Ensuring the caretaker/cleaner has appropriate PPE;➤ Ensuring there are sufficient hand washing and drying facilities;➤ Displaying signage at the entrance to toilets to limit the number of people within these areas at any one time.➤ Providing signage to show that the premises comply with COVID-19 secure guidelines and that people should not enter if they have symptoms;➤ Displaying PHE posters encouraging frequent, good handwashing techniques and hygiene;➤ Considering social distancing arrangements in corridors and at entrance and exits.➤ Considering any special hire conditions and changes to the Hall's hire policy.
Success Criteria:	Completion and successful implementation of the strategy.
Duration:	Long-term; it is intended for this Advisory Panel to be in place until there is no longer a need for special measures in relation to the COVID-19 pandemic.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by a nominated attendee (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	Cllrs. Mandy Clarke; Richard Clarke; Conor Ogilvie-Davidson; Jonathan Rich; Kathy Thomas. Administration Officer, Tracey Edge is the nominated staff support.
Date Disbanded (minute reference):	