

## FINANCE AND GOVERNANCE COMMITTEE

### MINUTES OF A MEETING OF FINANCE AND GOVERNANCE COMMITTEE HELD THURSDAY 12<sup>TH</sup> MARCH 2020 AT 7.30PM AT THE BROCKERIDGE CENTRE, WOODEND ROAD, FRAMPTON COTTERELL

**Present:** Councillors Mrs Walters (*Chair*), Clark, D. Hockey, P. Hockey and Walker

**Apologies:** Councillors Mrs Allan, Halliday, Susan Tubey and Mrs Williams

**In Attendance:** Kim Jefferies (*Deputy Clerk*) and 4 members of Frampton Cotterell Management Committee and councillor Mrs Pennell

**F&G 19.102** Apologies for Absence

Apologies above were received and noted.

**F&G 19.103** Evacuation Procedure

The Chair drew attention to the emergency exits and evacuation procedure.

**F&G 19.104** To Receive any Declarations of Interest and Dispensations under the Localism Act 2011

Councillor Walker declared a personal and prejudicial interest in the application for grant funding by Bristol Community Cafes (CIC) and agreed to take no part in the item.

**F&G 19.105** To Receive the Chair's Announcements

The Chair drew members attention to Standing Order 1.o and explained to public participants at the meeting that they were not permitted to speak for more than 3 minutes as per the Councils' Standing Order 3.g

**F&G 19.106** To Approve the minutes of the Finance and Governance Committee Meeting 16<sup>th</sup> January 2020 and 12<sup>th</sup> February 2020

It was **RESOLVED** to approve the minutes of 16<sup>th</sup> January 2020 with the following amendment to:

- Min FG 19.85..."Cllr Mrs Walters reported that she had no recollection of making the call and didn't believe that she had made the call but in order to keep things low key was happy to pay for the call". Cllr P Hockey stated that this was her recollection and all members agreed this was a true account.
- Cllr Walker's attendance at the meeting is recorded

It was **RESOLVED** to approve the minutes of 12<sup>th</sup> February 2020

**F&G 19.107** Matters of report arising from the minutes not otherwise included on the Agenda for information only

There were none.

**F&G 19.108** To Receive Submissions from the Public

The Treasurer of Frampton Cotterell Playing Field Committee spoke in relation to two applications for grant funding that had been submitted to the Council for consideration. He stated that the first application for funding toward the 'willow tunnel' to complete the new play equipment project and explained that due to an accounting oversight funds had been allocated elsewhere amounting to the committee not having the funds to complete the tunnel. He reported that the insurance costs had risen although negotiations had brought the figure being requested down to £1,050 and requested the Council amend the amount being considered.

Another member explained that whilst the Council understood that it had previously contributed to the tunnel, in fact based on advice from the Company that installed the equipment, the committee took the decision to install more robust gate and fencing and forego instead. This left a hole in the original budget to fund the willow tunnel and planned workshop. She reported that £900 had already been secured to fund the workshop and the grant funding request was to cover the costs of the willow tunnel.

**F&G 19.109 To Receive Submissions from Councillors**

None received.

**F&G 19.110 Review of quarter three accounts and approve virements**

Members discussed the current overspends/underspends and **RESOLVED:** to vire the contingency budget to relevant overspends and acknowledged that there would be £15,000 less transferred to Ear Marked Reserves for 2020/21 than anticipated.

Members also discussed the underspend for Youth Provision and felt that it could be used to fund the extension of the contract from April – June 2020. However due to the high volume of grant applications it was **RESOLVED:** that the underspend be vired across to fund grant applications for 2019/20.

**F&G 19.111 To Review applications for grant funding and award grants**

- **Four Towns Vale Link Community Transport** application was considered and it was unanimously **RESOLVED** to adjourn the application to the next round of funding to gain more information of how many parishioners are helped by the service, the precise amount of funding requested, how many buses the organisation require and the specification of the buses.
- **Frampton Cotterell Rangers Football Club** application for various goals and nets was considered and it was unanimously **RESOLVED** to adjourn the application to the next round of funding whilst more detail is gained on precisely the equipment required and exact costings.
- **Community Café** – Councillor Walker declared his interest in this application. The Deputy Clerk advised members that they were no longer quorate and unable to deal with this application and advised that the item would be listed on the next Full Council agenda for consideration.
- **Citizens Advice Bureau** – it was unanimously **RESOLVED** to consider this upon receipt of a fully completed grant application form.

It was unanimously **RESOLVED:** That the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure:-

- Frampton Cotterell Royal British Legion - £75 towards the Councils annual Poppy Wreath
- Crossbow Singers - £900 towards a new piano
- Frampton Cotterell Local History Society - £141.18 towards new display boards
- Frampton Cotterell Rangers Football Club - £400 towards 50<sup>th</sup> Anniversary Celebrations

It was unanimously **RESOLVED:** That the Council in accordance with its powers under subsections 9,10 of the Open Spaces Act 1906, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure:-

- Frampton Cotterell Playing Fields Committee - £1,800 toward the play equipment project, willow tunnel
- Frampton Cotterell Playing Fields Committee - £1,050 towards the annual insurance costs for the playing field, play equipment and pavilion at Beesmoor Road

It was **RESOLVED**: That the Council in accordance with its deed with Solar Panel South Ltd, 1.2, should incur the following expenditure for local environmental projects within the parish: -

- Avon and Somerset Police, Frampton Cotterell Beat Team - £938 towards the purchase of an electric powered bicycle

It was **RESOLVED**: That the Council in accordance with its powers under section 2 Parish Councils Act 1957, should incur the following expenditure:

- Public Clock - £50 towards the maintenance of the clock

**F&G 19.112** **To discuss and agree Councillors access levels for authorising payment with the bank**

The Deputy Clerk reported that more signatories were required to ensure transparency of payments and agreed that all members of the Bank Mandate should now be granted increased access levels with Unity Trust Bank and **RESOLVED**: That ALL members of the bank mandate be granted a higher level of access to View and Authorise (VA).

**F&G 19.113** **To discuss and agree amendments to increase payment limit**

The Deputy Clerk reported that she had contacted the Councils' bank and Unity Trust had confirmed that although when the account was opened a limit was set as requested on the application, that there was no physical limit in place due to the Councils' dual authorisation requirement. Members were pleased to hear that there should be no issues making larger payments due to the drainage project costs and the response was **NOTED**.

**F&G 19.114** **Grant funding policy and deadlines**

The Chair explained the current process of having two rounds of grant funding was inconsistent with the council's grant policy and with all in favour it was **RESOLVED**: to revert to an annual process with the deadline for submissions set for 31<sup>st</sup> May but that if an urgent application was received by the Council outside of the deadline above that the Council would consider it.

The Chair reported how important it was that all members of the Finance and Governance Committee review each grant application before the meeting.

**F&G 19.115** **To review quotations and award the Grasscutting Contract 2020/21**

The Deputy Clerk explained that the contract had been advertised on the councils' website in line with the transparency code and two quotations had been obtained with a third not providing any response. It was **RESOLVED**: That the contract is awarded to contractor no. 1 for the next three years (2020-2023)

Cllr Walker sought an explanation as to whether value for money was being achieved by commissioning grass cuts to Beesmoor Road on a pay as you go basis. The Deputy Clerk explained that as the Council had previously resolved to provide this service temporarily whilst it completes the legal work involved with the Deed of Trust and could amount to a breach of contract if the council decided to stop the service. However, having checked with the contractor it was confirmed that they offered the same price for these pay as you go services.

Councillor D Hockey sought reassurance that the new contractor would be informed of the up and coming drainage project. The Deputy Clerk confirmed that a meeting would be arranged in order to discuss the way forward for 2020/21.

**F&G 19.116** **To receive notes of meeting 11<sup>th</sup> February 2020 with Floral Friends of Frampton (FFF)**  
Members received notes of the meeting and noted that the new self-watering planters were in the process of the being ordered and that FFF had agreed to take delivery of them. It was hoped that the planters would be delivered to site and planted up in May. FFF requested that the Council advise if the Councils' Caretaker post will be filled and what level of help could be provided. In the meantime, they confirmed that they would make enquiries into obtaining any help they could.

Cllr Walker offered to help with delivery of the planters to site and the deputy clerk agreed to inform FFF.

**F&G 19.117** **To agree the costs for the dishwasher pump and installation for the Brockeridge Centre**

Further to *min 19.1624.d*, the plumber reviewed installation requirements and advised that a both a pump and stand for the machine would also be required amounting to an extra cost than first reported of £300. It was unanimously **RESOLVED**: That the extra cost be agreed to purchase and install the dishwasher and that the extra monies be vired from nominal code 4001/501.

**F&G 19.118** **Events Working Group Report**

The Chair explained that it had not been possible for everyone on the events working group to meet prior to this meeting to discuss the group's term or reference/framework/process and reported the expenditure for VE day to date:

- Leaflet/posters £178

The Chair added that there were two provisional bookings made for a puppeteer and the Dixie Bells, but no contracts were signed, and no expenditure incurred. She agreed investigate if there were any cancellation fees. Cllr Walker felt that if no contract had been entered into then there should be no fees applicable.

Members agreed that if the event couldn't go ahead that it should consider running an event for Victory in Japan Day in July if possible.

It was **RESOLVED** That:

- The committee retrospectively approves the expenditure to date but agreed that until the Terms of Reference/framework/process is agreed that the working group would not commit the Council to anymore expenditure
- To add the VE Event to the next Council agenda in order that Council consider the current crisis of corona virus (Covid-19) and make a final decision whether the event should go ahead, in the light of more up to date information from government.
- Cllr Mrs Walters to report back to Council on the two provisional bookings, confirming that there are no fees applicable.
- If there were further fees applicable that the Deputy Clerk investigate the insurance implications.

**F&G 19.119** **Planning Applications for Consideration**

**To review planning applications and agree response:**

- P20/03067/TRE Watermore Infant School: Works to fell 1 no. Lime Tree to ground level. Tree covered by SGTPO47/17 dated 21/05/2018** – It was **RESOLVED**: to Object on the following grounds: The Parish Council has previously requested that all trees to be TPO'd as they are all of special interest and formed part of an arboretum planted by the children and headmistress of the school. These trees are an important feature to our environment and provide a lovely setting.
- P20/03570/F 345 Church Road: Demolition of 1 no. dwelling. Erection of 1 no. new dwelling with associated works.** – It was **RESOLVED**: That there be NO Objection but if the Council is minded to grant consent; all local stone from the house and any surrounding walls should be kept and re-used.

- iii **127b Bristol Road: Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.0m, for which the maximum height would be 3.0m and for which the height of the eaves would be 3.0m.** – It was **RESOLVED:** That there be NO Objection.
- iv **1 Hillside Lane: Demolition of existing conservatory. Erection of single storey front extension** – It was **RESOLVED:** That there be No Objection
- v **Tracey Cottage, Perrinpit Road: Erection of a detached two-storey residential outbuilding to form garage, gymnasium and home office** – It was **RESOLVED:** to OBJECT on the following grounds: The Parish Council considers this to be inappropriate development within the Green Belt and more than 50% of the original footprint.

**F&G 19.120 Feedback**

The Chair reported the following planning applications had been approved with conditions:

- **38 Mill Lane**
- **14 Foxe Road**

**F&G 19.121 To review and determine application from FC Rugby Club, FC Rangers Football Club and FC Cricket Club**

The Chair of the Drainage Project Steering Group had assessed the applications and provided the Committee with a recommendation which was amended and **RESOLVED That:** The Council will not make a charge for the hire of pitches at The Park for 2020/21 season, providing the drainage project goes ahead in the light of constant changing information in relation to the covid-19 outbreak and following a proposal, by Cllr Walker, seconded by Cllr Clark, with all in favour and It was unanimously **RESOLVED That:**

1. Frampton Cotterell Rangers FC be charged a nil rate for 2020/21
2. Frampton Cotterell Ruby Club will be reimbursed pitch play and charges relating to grounds hire only to a maximum of £5,336 on production of a third-party invoice for the service
3. Frampton Cotterell Cricket Club will be reimbursed pitch play and charges relating to grounds hire only to a maximum of £1,920 on production of a third-party invoice for the service

**F&G 19.122 Date of next Finance and Governance Meeting**

Wednesday 15<sup>th</sup> April 2020 at 7.30pm

**[Subsequent meetings of this Committee have been cancelled until further notice, due to the Covid-19 outbreak]**

The Chair closed the meeting at 9.40pm