



NOTICE OF A MEETING OF THE PARISH COUNCIL

PUBLIC AND PRESS ARE WELCOME

An Extra Ordinary meeting of Frampton Cotterell Parish Council **Finance & Governance Committee** to be held on **Thursday 11th February 2021 at 6.15pm**. This is a remote meeting held on the Zoom platform.

Join Zoom Meeting:

<https://us02web.zoom.us/j/88145897168?pwd=MmZTTyt1OVBscy9lUDAwS3VZa05mQT09>

Meeting ID: 881 4589 7168

Passcode: 602440

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Members of the public and press are welcome to attend. Please be aware that filming and other recording may take place at the meeting.

D Williams

Cllr D Williams

Chairman of Finance & Governance Committee

5th February 2021

A G E N D A

1. To receive and accept apologies for absence
2. To receive any Declarations of Interest and any requests for Dispensation
3. To approve the Minutes of the Finance & Governance Committee meeting on 14th January 2021
4. To receive the Chair's report
5. To receive submissions from the public
6. To discuss the grant applications for the COVID-19 Community Emergency Fund and agree actions:
 - a. Together for Fromeside: Poverty Action Group - £500
 - b. Green Community Travel - £375
7. **EXEMPT ITEMS:** Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:
Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information
8. To discuss the quotes for cyber insurance cover and agree actions

FRAMPTON COTTERELL PARISH COUNCIL
MINUTES OF A REMOTE MEETING OF FINANCE AND GOVERNANCE COMMITTEE
HELD THURSDAY 14th JANUARY 2021 AT 7.00PM VIA THE ZOOM PLATFORM

Present: Councillors D Williams (*Chair*), T Clark, P. Hockey, T Niblett and L Williams

In Attendance: A Durn (Clerk) and K Jefferies (*Deputy Clerk & RFO*)

F&G 19.139 **Apologies for Absence**

None received.

F&G 19.140 **To Receive any Declarations of Interest and Dispensations under the Localism Act 2011**

None Received.

F&G 19.141 **To Receive the Chair's Announcements**

The Chair explained that 1.19 of the committee's terms of reference is to "*determine all civic furniture purchased is to specification of the Council*" and proposed to work with officers on a list of recommendations for Council but that the costs would be determined by the Finance & Governance committee. He advised that the Localism Contract had been received by SGC for one year only, the budget for 2021/22 had been adjusted and the contract will be presented at the next Council meeting for approval.

F&G 19.142 **To Approve the minutes of the Finance and Governance Committee Meeting 15th October 2020**

Following a proposal by Cllr P Hockey, seconded by Cllr Clark it was **RESOLVED** to approve the minutes of 15th October 2020 with the following amendment "*...next meeting would take place on Thursday 14th January 2021*".

F&G 19.143 **Matters of report arising from the minutes not otherwise included on the agenda for information only.**

There were none.

To receive submissions by the Public

F&G 19.144 There were none.

To receive submissions from Councillors

F&G 19.145 Cllr Clark reported that Westerleigh Parish Council had made payment of £1000 toward the bench to commemorate Dick King Smith.

F&G 19.146 **To receive advice on The Ministry of Housing Communities and Local Government Consultation from SGC.**

Members **NOTED** an email sent from Head of Financial Services, SGC regarding proposals on council tax referendum principles for town and parish councils.

F&G 19.147 **To approve the notes of the Budget Working Group Meeting of 16th December 2020**

Following a proposal by Cllr D Williams, seconded by Cllr Niblett it was **RESOLVED:** to approve the notes of 16th December 2020.

F&G 19.148 Recommendation of the Council's General Reserve for 2021/22

Following council policy, it was agreed to make the following **RECOMMENDATION:**

- (1) To set the General Reserve limit for 2021/22 at £150,000.

F&G 19.149 Recommendation of the Budget for 2021/22 and the Precept to be levied.

Discussion took place on the impact of income over expenditure for financial year 2021/22 and it was agreed to make the following **RECOMMENDATIONS:**

- (2) To increase the precept on last year by 1% for 2021/22 under Section 101(6) Local Government Act 1972
- (3) To Vire £25,000 from the Ear Marked Reserve 'Building Property Fund' to 'Parish Play Equipment Fund'
- (4) To procure the Brockeridge Centre awning using funds from the Ear Marked Reserve 'Building Property Fund'
- (5) Any unspent budgets for 2020/21 be Ear Marked at Year End

F&G 19.150 Sealing and Signing of Parish Council Documents

Members **NOTED** that lease for Jubilee Allotments would be reviewed in February and requested the Clerk hold discussions with the current owners.

F&G 19.151 To review the Finance and Governance Terms of Reference

The Chair felt that non delegated items council's vision, code of conduct and the councils' forward plan should be items dealt with by the Council and it was agreed to make the following **RECOMMENDATION:**

- (6) To delete the three items above from the Terms of Reference and request the Council set up a Policy Working Group to review these items.

F&G 19.152 To receive and review recommended Special Expenses 2021/22 and Double Taxation guide provided by South Gloucestershire Council

It was proposed by the Chair that this document be deferred to a future meeting as more documentation had been requested but not received. The committee agreed.

F&G 19.153 Accounts/Finance

i **Quarter 3 Report 2020/21**

Members were presented with the bank reconciliations, income, and expenditure, Ear marked reserves and VAT submission for qtr. 3 and it was **RESOLVED**: to accept the report.

ii **To approve payments made between July and November 2020**

Cllr Mrs Williams asked if payments are checked on a rota basis by all members of the bank mandate and agreed to check the payments for December. It was **RESOLVED**: to approve the payments between July and November 2020.

iii **To review the Councils Investment Strategy and approve the financial diversification of council funds.**

Members agreed and **RESOLVED**: to defer the review of the Investment Strategy to the next Finance and Governance Committee Meeting.

The Chair presented a report concerning the councils' cash assets held and security and return of them. The current level set by the Financial Services Compensation Scheme is up to £85,000 and the outcome of the review has shown a degree of consistency in the possible additional banks that could be used. All considered have been reviewed for their suitability in supporting the ethical credentials of the council. It was suggested the council also investigate the possibility of investing with NSandI and insurance cover guaranteeing compensation to a higher limit than the FSCS offer and it was **RESOLVED** That:

- (7) Investment is made with The Co-operative and Triodos Bank
- (8) Investigations are made as to the possibility of insurance guarantee cover
- (9) Enquiries are made with NSandI

iv **Approval of payment for the Poppy Wreath**

It was unanimously **RESOLVED**: That the Council in accordance with its powers under section 137 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: -

- £75 to the Royal British Legion

v **To note the Councils' Green Energy supplier and associated rise in costs**

It was reported that the council's commitment to switch to green energy had been completed and members **NOTED** the rise in costs of approximately £200 per annum.

vi **To determine the levy for Hire of Pitches at The Park for financial year 2021/22**

Members considered this matter and **RESOLVED**:

- (10) That with effect from 2021/22 all pitch hire fees will increase 5% of the pre-VAT figure and will be invoiced inclusive of VAT.

It was agreed the Clerk hold a separate meeting of the Steering Group to convey this information along with the current legal work being performed on leases, licences, and tenancies.

vii **To review subscriptions for 2021/22**

It was **RESOLVED**: to continue with the existing subscriptions except for Avon Local Councils Association and National Association of Local Councils which will be debated at a meeting of the full council.

viii **To receive Grant Monitoring forms**

Members reviewed the forms and **RESOLVED**: to grant a further 12 months to all applicants to complete their projects due to the current pandemic.

ix **To review and approve associated costs with RoSPA feasibility study of a pathway around the perimeter of The Park.**

The Clerk confirmed that due to Covid-19 the Councils H & S Contractor would not be able to provide a feasibility study. Members reviewed the quotation from RoSPA and **RESOLVED**:

- (11) RoSPA perform the feasibility study up to a total cost of £665 + VAT.

F&G 19.154

To review and approve amendments to Financial Regulations as per the Internal Auditors recommendations in November 2020.

Members reviewed the Financial Regulations and agreed to **RECOMMEND**: the following amendments:

The Councils' header is added to the document.

4 4.1 second bullet "The Finance and Governance Committee items over £500; or" 11.1 g) ..." subject to Standing Order 16..."

F&G 19.155

Planning:

To ratify all observations made on 20th December 2020.

i. P20/23933/RVC – Land at Bristol Road

Variation of condition 2 attached to planning permission PT16/3680/F to amend the condition working to remove the named persons and allow the site to be occupied as a general gypsy and traveller site. (PT16/3680/F-change of use of land to gypsy and traveller caravan site to facilitate the stationing of 5 no. mobile homes and 5 no. touring caravans with associated hard-standings and landscaping).

It was **RESOLVED**: to make No Objection.

ii. P20/24013/F – 8 Church Close

Erection of single storey side/link extension to form additional living accommodation.

It was **RESOLVED**: to make No Objection.

F&G 19.156

Date of next Finance and Governance Meeting

Thursday 11th March 2021 at 7.00pm

The Chair closed the meeting at 21.30pm

FRAMPTON COTTERELL PARISH COUNCIL COVID-19 COMMUNITY EMERGENCY FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT (In no more than 25 words)	Supporting Families and Households Struggling due to Covid-19 through our Financial and Pastoral Support
GRANT AMOUNT REQUESTED £	£500

You and Your Organisation

Q1 Name of organisation making application:
Together For Fromeside – Poverty Action Group

Name of contact for this application
 Title : ...Mrs First Name: ...xxxx.....Surname: ...xxxxxx.....

Position held in the organisation: ...Chair of Poverty Action Group.....

Contact Address, including full postcode:
 ...Zion United Church, Woodend Road, Frampton Cotterell, Bristol,
Postcode: BS36 2HY

Contact Telephone Number: ...xxxxxxxx.....

Email address: ...xxxxxxxx

Q2 Organisation bank account details

Any funds will be paid directly into this account

Account Name	Sort Code	Account Number
Churches Together in Frampton Cotterell and Coalpit Heath (LEP)	xxxxxxx	xxxxxxx

If your organisation does not have a bank account, please give details of an existing community organisation who could hold funds for you.
 If you do not know of any then please contact the office and we will try to help you find a suitable partner.

What COVID-19 support are you offering?

Q3 What support will we offer:

Following an appeal at Christmas to direct support to struggling families in Frampton Cotterell and the wider Fromeside area, we are keen to develop this assistance to include more households whose finances have been significantly negatively impacted by the pandemic. The money raised through local churches and a community JustGiving page was distributed to households via the heads of local primaries who were able to direct the money to where it could be most appropriately used. The money has offered families some support with essential costs such as food, housing, winter clothing and utility bills. This was delivered by schools using vouchers, cheques and goods.

Watermore and Frampton Cotterell C of E schools were two of the biggest recipients of this funding due to the size of the schools, the number of children they have in receipt of pupil premium/free school meals and the number of additional households they have in significant need. Each school had over 40 children whose households were in need of support.

This year we anticipate widening our community support through this ongoing relationship with local schools and through a developing relationship with Bromford Housing. Discussions with Bromford suggest the need for a Food & Fuel fund for many of their customers whose financial situation has changed due to Covid-19. Such a fund would provide food vouchers/parcels to fill the gap between a referral to the Food Bank and that referral being fulfilled. The fund would also be used to help with fuel costs, usually by putting money on customers' meter keys. We are also undertaking the training offered by Christians Against Poverty with a view to offering debt counselling and money management courses to the community.

How much funding do you require?

Q4

£500 to be able to continue our present work with schools and begin to develop new areas.

How will you use that funding?

Q5 Any funding received will be used for three areas:

- financial support for families delivered through primary schools,
- financial support for referrals from Bromford Housing Neighbourhood Coaches through a Food & Fuel Fund to bridge the gap in receiving help from the Food Bank and also to give emergency help with utility bills
- debt/money management support & advice for households impacted by Covid-19 through delivering the training and support services offered by Christians Against Poverty

In the future, we hope to be able to extend this work to receive referrals more widely, from churches, pre-schools, health visitors and others

Please forward your application to: office@framptoncoterell-pc.gov.uk

or by post to:

Frampton Cotterell Parish Council

Brockridge Centre

Woodend Road

Frampton Cotterell

BS36 2LQ

Any queries please email: office@framptoncoterell-pc.gov.uk or telephone 01454
864442

FRAMPTON COTTERELL PARISH COUNCIL COVID-19 COMMUNITY EMERGENCY FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT (In no more than 25 words)	Reusable Facemasks for GCT staff to continue to provide Community Transport as safely as we can with a lesser impact to the environment.
GRANT AMOUNT REQUESTED £	£375

You and Your Organisation

Q1 Name of organisation making application:Green Community Travel
 Ltd.....

Name of contact for this application
 Title :Mrs.... First Name:xxxx.....Surname:
 xxxx.....

Position held in the organisation:
Manager.....

Contact Address, including full
 postcode: ...xx North Road Yate.

Postcode:BS37
 7LW.....

Contact Telephone Number:xxxxxxx.....

Email address:

.....manager@greencommunitytravel.co.uk.....

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Q2 Organisation bank account details

Any funds will be paid directly into this account

Account Name	Sort Code	Account Number
xxxxxxxxxxxxbank account	xxxxxxx	xxxxxxxxx

If your organisation does not have a bank account, please give details of an existing community organisation who could hold funds for you.

If you do not know of any then please contact the office and we will try to help you find a suitable partner.

What COVID-19 support are you offering?

- Q3 In normal times we provide Community Transport, which is accessible transport for those that cannot access public transport. This entails local journeys for shopping/hairdressers/Gp appointments on our ring and Ride service, taking people to hospital with our Vol Car Service and arranging trips for passengers as well as helping local groups with group transport. Currently we are providing essential journeys for passengers and ensuring our service is as safe as possible with strict health and safety procedures and cleaning regimes. We have collected and delivered shopping for passengers, prescriptions and even arranged emergency plumbers! We also helped with delivering the emergency food parcels. Currently we are still assisting with food parcels and also pulse oximeters as part of the virtual ward, we are still providing transport for medical appointments and essential shopping. We are very strict with the number of passengers on vehicles to ensure we are adhering to 2m social distancing. Recently we have also assisted people getting to their vaccine appointments, we have allowed people to use us for vaccines and during lockdown short term.

How much funding do you require?

Q4

£375 (the total cost is £450 but we are able to claim VAT back from HMRC)

How will you use that funding?

Q5

To purchase x150 reusable, microbial face masks in order to give staff 4-5 masks each to minimise the environmental impact of disposable face masks and to use less of them.

Please forward your application to: office@framptoncotterell-pc.gov.uk
or by post to:

**Frampton Cotterell Parish Council
Brockridge Centre
Woodend Road
Frampton Cotterell
BS36 2LQ**

**Any queries please email: office@framptoncotterell-pc.gov.uk or telephone 01454
864442**