



A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brokeridge Centre on Thursday 8th July 2021 at 7.00 pm and was attended by the following:

Chairman: Cllr D. Williams
 Parish Councillors: Cllr T. Clark, Cllr L. Williams, Cllr M. Bridgland
 In Attendance: 0 members of the public
 Officers: Mrs S. Haywood (Clerk/Minute Taker), Mrs K. Jefferies (RFO/Deputy Clerk)

ITEM	MINUTE	VOTE / ACTION
F&G 19.235	APOLOGIES FOR ABSENCE	
	Cllr Niblett - personal. IT WAS RESOLVED that the apology be accepted.	Proposed: DW. All in favour
F&G 19.236	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
F&G 19.237	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 10.06.21 be approved as a true and accurate record of the meeting and be signed accordingly.	Proposed: DW. Seconded: LW. All in favour Clerk
F&G 19.238	OPEN MEETING	
	No members of the public were present.	
F&G 19.239	FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)	
	Further clarification had been sought from CCLA with regards to whether their Property Investment Fund is appropriate for a Parish Council before Committee decide on whether to transfer any funds into it. IT WAS RESOLVED that Council do not invest any monies into the CCLA Property Investment Fund at this time as there is uncertainty on timescales for projects and it was not considered prudent to tie up funds for a 5-year period. To be revisited in November.	Proposed: DW. Seconded: LW. All in favour
F&G 19.240	PAYMENTS FOR APPROVAL / INCOME	

i.	<p>Payments for approval</p> <p>IT WAS RESOLVED that Committee approve the payment listing:</p> <p>Payments for Authorisation</p> <table border="1"> <thead> <tr> <th>Re f:</th> <th>Payee</th> <th>Invoice /Acct.</th> <th>Description</th> <th>Net</th> <th>Vat</th> <th>Gross</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>2006</td> <td>HGM Plumbing Services Ltd</td> <td>173</td> <td>Plumbing Repairs</td> <td>365.47</td> <td>-</td> <td>365.47</td> <td>Public Health Act 1936, s.87</td> </tr> <tr> <td>2106</td> <td>Amazon Business</td> <td>283506176</td> <td>Hygiene Supplies</td> <td>10.82</td> <td>2.17</td> <td>12.99</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>2206</td> <td>Amazon Business</td> <td>152344341</td> <td>Stationery</td> <td>29.88</td> <td>5.98</td> <td>35.86</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>2306</td> <td>Amazon Business</td> <td>281609194</td> <td>Dymo Labels</td> <td>4.99</td> <td>1.00</td> <td>5.99</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>2406</td> <td>Amazon Business</td> <td>903963225</td> <td>White Board accessories</td> <td>8.32</td> <td>1.67</td> <td>9.99</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>2506</td> <td>Amazon Business</td> <td>125941051</td> <td>Hose Reels (Not Received)</td> <td>88.19</td> <td>17.66</td> <td>105.85</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>2506</td> <td>Amazon Business</td> <td>125941051</td> <td>Credit Note</td> <td>-88.19</td> <td>-17.66</td> <td>-105.85</td> <td>LGA 1972, s.111</td> </tr> </tbody> </table>	Re f:	Payee	Invoice /Acct.	Description	Net	Vat	Gross	Power to Spend	2006	HGM Plumbing Services Ltd	173	Plumbing Repairs	365.47	-	365.47	Public Health Act 1936, s.87	2106	Amazon Business	283506176	Hygiene Supplies	10.82	2.17	12.99	LGA 1972, s.111	2206	Amazon Business	152344341	Stationery	29.88	5.98	35.86	LGA 1972, s.111	2306	Amazon Business	281609194	Dymo Labels	4.99	1.00	5.99	LGA 1972, s.111	2406	Amazon Business	903963225	White Board accessories	8.32	1.67	9.99	LGA 1972, s.111	2506	Amazon Business	125941051	Hose Reels (Not Received)	88.19	17.66	105.85	LGA 1972, s.111	2506	Amazon Business	125941051	Credit Note	-88.19	-17.66	-105.85	LGA 1972, s.111	Proposed: DW. Seconded: LW. All in favour RFO														
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ii.	<p>Direct debit payments</p> <p>IT WAS RESOLVED that Committee note the June direct debit/BACS payments:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>Everflow Water</td> <td>Water & Sewerage</td> <td>87.46</td> <td>Public Health Act 1936, s125</td> </tr> <tr> <td>British Gas Lite</td> <td>Electricity BC</td> <td>81.67</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Crown Gas & Power</td> <td>Gas BC</td> <td>36.90</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>EON</td> <td>Electricity Pav. D/S</td> <td>261.55</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Opus</td> <td>Electricity Pav. U/S</td> <td>30.63</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>SGC</td> <td>Business Rates</td> <td>57.00</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Onecom</td> <td>Redcare Alarm</td> <td>25.70</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Lloyds Credit Card</td> <td>Credit Card purchases</td> <td>2,198.17</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>PWLB</td> <td>Loan</td> <td>-</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Outsource Safety</td> <td>H & S</td> <td>196.80</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>Business Waste 02</td> <td>Waste BC</td> <td>53.61</td> <td>Litter Act 1983, ss 5,6</td> </tr> <tr> <td>Central Costs</td> <td>Staff Mobile</td> <td>14.40</td> <td>LGA 1972, s.111</td> </tr> <tr> <td>HMRC</td> <td>Staff Salaries</td> <td>5,493.51</td> <td>LGA 1972, s. 112</td> </tr> <tr> <td>Local Government Pension Scheme</td> <td>PAYE</td> <td>959.90</td> <td>LGA 1972, s. 112</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Pension Contributions</td> <td>1,461.21</td> <td>LGA 1972, s. 112</td> </tr> <tr> <td></td> <td>BACS Charges</td> <td>25.54</td> <td>LGA 1972 s 112</td> </tr> </tbody> </table> <p>Genie Point – EV Charging</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Duration (mins)</th> <th>Energy (KWH)</th> <th>Connection Fee</th> <th>£ Cost</th> </tr> </thead> <tbody> <tr> <td>10/6/21</td> <td>22</td> <td>9.3</td> <td>1</td> <td>2.79</td> </tr> </tbody> </table>	Payee	Description	Amount	Power to Spend	Everflow Water	Water & Sewerage	87.46	Public Health Act 1936, s125	British Gas Lite	Electricity BC	81.67	LGA 1972, s.111	Crown Gas & Power	Gas BC	36.90	LGA 1972, s.111	EON	Electricity Pav. D/S	261.55	LGA 1972, s.111	Opus	Electricity Pav. U/S	30.63	LGA 1972, s.111	SGC	Business Rates	57.00	LGA 1972, s.111	Onecom	Redcare Alarm	25.70	LGA 1972, s.111	Lloyds Credit Card	Credit Card purchases	2,198.17	LGA 1972, s.111	PWLB	Loan	-	LGA 1972, s.111	Outsource Safety	H & S	196.80	LGA 1972, s.111	Business Waste 02	Waste BC	53.61	Litter Act 1983, ss 5,6	Central Costs	Staff Mobile	14.40	LGA 1972, s.111	HMRC	Staff Salaries	5,493.51	LGA 1972, s. 112	Local Government Pension Scheme	PAYE	959.90	LGA 1972, s. 112	Unity Trust Bank	Pension Contributions	1,461.21	LGA 1972, s. 112		BACS Charges	25.54	LGA 1972 s 112	Date	Duration (mins)	Energy (KWH)	Connection Fee	£ Cost	10/6/21	22	9.3	1	2.79	Proposed: DW. All in favour
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	11/6/21	28	12.1	1	4.63		
	14/6/21	32	15.8	1	5.74		
	15/6/21	29	12.1	1	3.63		
	16/6/21	25	10.4	1	3.12		
	17/6/21	10	5.1	1	1.53		
	18/6/21	28	12.7	1	3.81		
					Total	25.25	
iii.	Income received						
	IT WAS RESOLVED that Committee note the income received in June, up to 24 th .						
	Income Received						
	Payee		Current Account		Deposit Account		
	Room Hire				50.00		
	Youth in Sodbury				1,005		
	2 nd FC Scout Group Rent				561.97		
	SGC				40.00		
	FC Netball Club Rent				150		
	FC Cricket Club Rent				1,415		
iv.	Bank balances						
	IT WAS RESOLVED that Committee note the bank balances as at 23 rd June. Balance on bank account – Current Account as of 23 rd June 2021 £64,837.29. Balance on bank account – Deposit Account as of 23 rd June 2021 £637,016.63.						
F&G 19.241	FINANCIAL REGULATIONS AMENDMENT						
	A review of the Financial Regulations had been undertaken to make the payment authorisation clearer and general updates made. IT WAS RESOLVED to approve the revised Financial Regulations.						
F&G 19.242	POLICY & PROCEDURE REVIEW AND CREATION						
i.	Anti-Fraud and Corruption Policy						
	A draft Anti-Fraud and Corruption Policy had been circulated to all for consideration. IT WAS RESOLVED that the Anti-Fraud and Corruption Policy be approved with one amendment, remove the word ‘elected’.						
ii.	Electronic Equipment Policy						
	A draft Electronic Equipment Policy had been circulated to all for consideration. IT WAS RESOLVED that the Electronic Equipment Policy be approved.						
iii.	Expenses Policy						
	A reviewed Expenses Policy had been circulated to all for consideration. IT WAS RESOLVED that the reviewed Expenses Policy be approved.						
iv.	Freedom of Information Policy						
	A reviewed Freedom of Information Policy had been circulated to all for consideration. IT WAS RESOLVED that the reviewed Freedom of Information Policy be approved subject to adding in a reference to the Vexatious and Habitual Complaints Policy.						

		LW. All in favour Clerk
v.	Health & Safety Policy	
	A reviewed Health & Safety Policy had been circulated to all for consideration. IT WAS RESOLVED that the reviewed Health & Safety Policy be approved.	Proposed: DW. Seconded: LW. All in favour Clerk
vi.	Members & Officers Protocol Policy	
	A draft Members & Officers Protocol Policy had been circulated to all for consideration. IT WAS RESOLVED that the Members & Officers Protocol Policy be approved.	Proposed: DW. Seconded: LW. All in favour Clerk
vii.	Recording of Decisions made by Officers Policy	
	A draft Recording of Decisions by Officers Policy had been circulated to all for consideration. IT WAS RESOLVED that the Recording of Decisions made by Officers Policy be approved.	Proposed: DW. Seconded: LW. All in favour Clerk
viii.	Volunteer Policy	
	A reviewed Volunteer Policy had been circulated to all for consideration. IT WAS RESOLVED that the reviewed Volunteer Policy be approved.	Proposed: LW. Seconded: DW. All in favour Clerk
F&G 19.243	GRANT APPLICATIONS	
	Three applications had been received for the community grant scheme. Budget: £10,000. Committee agreed for a second round of applications with a deadline of 30 th September 2021. IT WAS RESOLVED that the following grants be awarded: 1) The Hang Out – OSCARS. £972 for hoodies/t-shirts and outdoor equipment. 2) Paul’s Place. £500 for yoga sessions. 3) Above & Beyond. £300 for arts/crafts for the children’s ward.	Proposed: DW. Seconded: LW. All in favour Clerk/ RFO
F&G 19.244	SPORTS PITCH INSURANCE	
	As the temporary fences around the pitch improvement project are being removed investigation had taken place into whether the PC should insure the pitches for malicious damage. It is difficult to cost damage as the extent of the work is variable. Indicatively, the rate to cultivate and seed a small area (less than 50 sqm) would be in the region of £5 / sqm and over 50 sqm likely to be in the region of £2.50 / sqm. If turfing was considered then the rates would be doubled. The total contract areas amounted to approx. 25,000 sqm. Every precaution is being taken to ensure no damage to the pitches such as ensuring gates are locked when not in use. The insurance company has advised that the turf can be covered for any malicious damage under the existing contents cover but we need to supply a cost for this. Estimated cost £1,250 p.a. IT WAS RESOLVED that additional insurance for malicious damage to the sports pitches at The Park is not approved due to the high cost, some cover within the existing policy, and the measures being taken to secure the site.	Proposed: LW. Seconded: DW. All in favour
F&G 19.245	CRICKET CLUB RENT	
	The Cricket Club have requested a 50% reduction in rent for 2021/22 due to only having access to 50% of the pitches.	Proposed: DW. All in favour

	IT WAS RESOLVED that sports clubs are charged rent on a usage basis. Rents to be discussed further at the imminent PC/sports club meeting.	Clerk/ RFO
F&G 19.246	INFILL OF DITCH ADJACENT TO 4 PARK ROW	
	Due to the nature of the ground works adjacent to Park Row such as utility cabling, expertise, and access, it was proposed that GDLM be contracted to project manage the works at a cost of £300. IT WAS RESOLVED that GDLM be contracted to project manage the ground works adjacent to 4 Park Row in The Park at a cost of £300.	Proposed: DW. Seconded: LW. All in favour Clerk
F&G 19.247	COUNCIL OWNED COMPUTER SECURITY	
	A discussion took place as to whether Council owned computers need additional security. Ionet have advised that PC computers all use the in-built AV software that comes with Windows 10 and this will do regular updates. The ChromeBooks are protected by Googles AV software and Google claim no other AV protection is needed for these. Ionet can provide additional AV/security software from BIT Defender which does provide a higher level of security at a cost of between £1 and £2 per device per month. IT WAS RESOLVED that Council computers do not need additional security but the I.T. contractor to be asked whether blocking certain programmes would be beneficial.	Proposed: DW. All in favour RFO
F&G 19.248	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of next meeting be Thursday 9 th September 2021, 7pm, at the Brockridge Centre. The Clerk was given delegated powers to approve any expenditure that cannot wait until the next meeting.	Proposed: DW. All in favour Clerk
	ITEMS FOR FUTURE AGENDA (not already in these minutes): <ul style="list-style-type: none"> • Budget (updated budget to be provided monthly) – All • Budget / Precept – November or December • Internal auditor quotes – Sept • Budget review – September, December, March, June • Grant applications – July, October 	Clerk

The meeting closed at 8.32 pm.

Chairman

Date:

SGC – South Gloucestershire Council

PC – Parish Council

APPENDIX 1 – PAYMENT LISTING

Payments for May

Payments to be Ratified

<i>Ref:</i>	<i>Payee</i>	<i>Invoice/Acct</i>	<i>Description</i>	<i>Net</i>	<i>Vat</i>	<i>Deposit</i>	<i>Gross</i>	<i>Power to Spend</i>
1104	Jason Bidwell Plumbing Ltd	7290321	Plumbing Repairs	196.00	-		196.00	LG Act 1972 s111
1204	Amazon Business	1142264635-2021-97	Wireless Mouse	14.98	-		14.98	LG Act 1972 s111
1304	Amazon Business	801065045-2021-668	Hose Connectors	8.32	1.66		9.98	LG Act 1972 s111
1404	FACE	1032	Qtr 1 Contract Fee	8750.00	-		8750.00	LG Act 1972 s111
1504	Rialtas Buisness Solutions	28502	Remote Training	185.00	37.00		222.00	LG Act 1972 s111
1604	Rialtas Buisness Solutions	SM23336	Annual Licences/support	165.00	33.00		198.00	LG Act 1972 s111
0105	Gregor Heating	GR-75831-P6Z7	Annual Boiler Service	140.00	28.00		168.00	LG Act 1972 s111
0305	Frome Valley Landscaping	1501	Grounds Maintenance	370.00	74.00		444.00	Open Spaces Act 1906, ss.9 and 10
0405	Brigstow Media Ltd	29012	Brigstowe Media	1850.00	370.00		2220.00	LG Act 1972 s111
0605	Greenfields	50308	Play Inspections	90.00	18.00		108.00	PHA 1875, s164 PHAAA 1890, s44. OSA 1906 ss9 and 10. LG (Misc. Prov.) Act 1976, s19
0705	LGRC	1102	Professional Services	7909.40	1581.88		9491.28	LG Act 1972 s111
0805	Rialtas Buisness Solutions	28773	YE Closedown	560.00	112.00		672.00	LG Act 1972 s111
0905	SGC	276287	Grasscutting x 3 sites	1073.35	214.67		1288.02	Open Spaces Act 1906, ss.9 and 10
1005	Simply Cleaning	18	Cleaning Contract	60.00	-		60.00	Public Health Act 1936, s87
1105	Simply Cleaning	19	Cleaning Contract	615.00	-		615.00	Public Health Act 1936, s87
1205	Wilkin Chapman LLP	2388694	Data Protection Advice	1900.00	380.00		2280.00	LG Act 1972 s111
1305	The Manor Hall	Hall Booking	2.45 hrs @ £13 p/h	35.75	-		35.75	LG Act 1972 s111
1405	F J Chalke	10591685	Electric Van	10790.00	2158.00	(500)	12448.00	LG Act 1972 s111
1505	Staff		Mileage Claim @ 0.45p/m	36.90	0.00		36.90	LG Act 1972 s111
				Net	IPT		Gross	
1605	Zurich Municipal	506480392	Insurance	3181.02	381.72		3562.75	LG Act 1972 s111
	Central Costs		Central Costs	5694.14	-		5694.14	LG Act 1972 s112
	HMRC		HMRC	959.90	-		959.90	LG Act 1972 s112
	Pension Contributions		Pension Contributions	1461.21	-		1461.21	LG Act 1972 s112

Bank Transfer
Unity Trust Current Acct.

Top up of Funds

90000.00

Payments - For Approval

Ref:	Payee	Invoice/Acct	Description	Net	Vat	Gross	Power to Spend
1705	Bamfield Tree Services	29	H&S Tree Work	850.00	170.00	1020.00	Open Spaces Act 1906, ss.9 and 10
1805	Pegasus Window Cleaning Services	25/05/2021	Window Cleaning	30.00	0.00	30.00	LG Act 1972 s111
1905	South Gloucestershire Council	276287	Localism Contract Qtr 1	3226.68	645.35	3872.03	Highways Act 1980, ss.43,50
2005	South Gloucestershire Council	276287	Commercial Waste Apr-July	305.24	-	305.24	Litter Act 1983, ss.5,6
2105	Greenfields Garden Services Ltd	50483	Play Area Inspections	90.00	30.00	120.00	PHA 1875, s164 PHAAA 1890, s44. OSA 1906 ss9 and 10. LG (Misc. Prov.) Act 1976, s19
2205	Greenfields Garden Services Ltd	50449	Play Area Inspections	90.00	30.00	120.00	PHA 1875, s164 PHAAA 1890, s44. OSA 1906 ss9 and 10. LG (Misc. Prov.) Act 1976, s19
2305	Media Maintenance Company Ltd	MMC03158	Projector Rental	55.00	11.00	66.00	LG Act 1972 s111
2405	Brigstowe Media Ltd	29044	1 Double Page Spread	175.00	35.00	210.00	LG Act 1972 s111
	Jubilee Lease Holder	Chq: 300139	Rent	300.00	-	300.00	Small Holdings & Allotments Act 1908, ss.23,26 and 42
	Jubilee Lease Holder	Chq: 300140	Rent	300.00	-	300.00	Small Holdings & Allotments Act 1908, ss 23,26 and 42
2505	Trade UK	1164551930	Equipment	224.54	44.90	269.44	LG Act 1972 s111
2605	Trade UK	1165813998	Uniform	20.57	4.10	24.67	LG Act 1972 s111
2705	G B Sport & Leisure	7476	Safety Chain & Fit	401.00	80.20	481.20	Open Spaces Act 1906, ss.9 and 10