



A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brockeridge Centre on Thursday 10th June 2021 at 7.00 pm and was attended by the following:

Chairman: Cllr D. Williams
 Parish Councillors: Cllr T. Clark, Cllr T. Niblett, Cllr L. Williams
 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 19.216	APOLOGIES FOR ABSENCE	
	None received.	
F&G 19.217	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
F&G 19.218	ELECTION OF VICE-CHAIR	
	IT WAS RESOLVED that Cllr Niblett be elected as Vice-Chair of the Committee.	Proposed: DW. Seconded: LW. All in favour
F&G 19.219	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 13.05.21 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 19.220	OPEN MEETING	
	No members of the public were present.	
F&G 19.221	FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)	
	The FSCS currently guarantee up to £85k per bank account. Research had been carried out into banking and investment options so as to spread the Council funds and reduce risk. IT WAS RESOLVED that Council funds are redistributed as follows: <ul style="list-style-type: none"> • £100,000 CCLA deposit fund. 75% of the trading reserves. • £100,000 Masthaven deposit account. 2-year period. • £100,000 Cambridge Building Society 	Proposed: DW.

	<ul style="list-style-type: none"> £100,000 Nationwide <p>CCLA to be contacted to clarify if their property fund investment option is recommended. Ethical banks such as the Co-op and Triodos are not currently accepting new account holders. To be contacted again in 6 months to see if the situation has changed.</p>	Seconded: LW. All in favour Clerk/RFO																																																
F&G 19.222	SPECIAL EXPENSES / LOCALISM ACT																																																	
	The special expenses/Localism Act had been investigated and a report drafted. It was ascertained that there is nothing contained therein which is incorrect and there are no duplicate services being paid for between the PC and SGC. IT WAS RESOLVED that Committee accept the report and no further action is required.	Proposed: DW. All in favour																																																
F&G 19.223	PAYMENTS FOR APPROVAL / INCOME																																																	
i.	Payments for approval																																																	
	IT WAS RESOLVED that the May payment listing be approved. <i>See Appendix 1.</i>	Proposed: LW. Seconded: TC. All in favour RFO																																																
ii.	Direct debit and petty cash payments																																																	
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	IT WAS RESOLVED to note the income received in May.	Proposed: LW.																																																

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iv.	Bank balances													
	IT WAS RESOLVED to note the bank balances as at 31 st May 2021. Balance on bank account - Current Account as of 31 st May £78,340.63 Balance on bank account - Deposit Account as of 31 st May £633,794.66	Proposed: LW. Seconded: DW. All in favour												
F&G 19.224	NEW MAINTENANCE VEHICLE													
i.	Purchase of new maintenance vehicle													
	IT WAS RESOLVED to note the purchase of the new maintenance vehicle at a cost of £10,795 + VAT.	Proposed: LW. Seconded: DW. All in favour												
ii.	New maintenance vehicle insurance													
	Three quotes had been obtained for insurance for the new maintenance vehicle. IT WAS RESOLVED to note the purchase of insurance for the new maintenance vehicle with Came & Co at a cost of £671.52 for the coming year.	Proposed: LW. Seconded: DW. All in favour												
iii.	New maintenance vehicle charger													
	IT WAS RESOLVED to ratify the decision that the installation of the maintenance van charger will be at the Pavilion as opposed to the Brockridge Centre due to larger costs and electrical installation works required for it to be installed at the Brockridge.	Proposed: LW. Seconded: DW. All in favour												
iv.	Maintenance van charging													
	IT WAS RESOLVED to ratify the decision of creating an account with Geniepoint for charging the new maintenance van and adding the Council card to the account for payments.	Proposed: LW. Seconded: DW. All in favour												
v.	DVLA Workplace Charging Scheme													
	IT WAS RESOLVED to note that Council have been approved for a £350 DVLA Workplace Charging Scheme voucher towards the cost of the maintenance van eco charger.	Proposed: LW. Seconded: DW. All in favour												
F&G 19.225	SPORTS CLUB RENTS 2021/22													
	Due to the agreement, which expired 31.03.21, with not charging sports clubs rent and reimbursing pitch fees due to the pandemic Council discussed whether to extend the agreement due to a club submitting invoices for April and May. IT WAS RESOLVED: <ul style="list-style-type: none"> • Credit notes be issued for the pitch fees for 2021/22 that have been issued. • All clubs are to be invoiced for 2021/22 for actual pitch usage. • Alternative pitch fees will not be reimbursed, with the exception of the Rugby Club submitted invoices for April 2021 at £564.90 and for May 2021 at £469.68 which were approved for payment. • However, the Council will reimburse the difference between what would have been paid for pitch hire and any alternative pitch hire incurred when use of the playing field is withheld by the Drainage Working Group. 	Proposed: TN. Seconded: LW. All in favour. RFO												
F&G 19.226	PARISH COUNCIL ANNUAL INSURANCE													

	IT WAS RESOLVED that Council note the insurance documents from Zurich for the 2021/22 Parish Council insurance. New equipment to be highlighted on the asset register and submitted to Zurich.	Proposed: DW. All in favour RFO
F&G 19.227	COMMUNITY GRANT SCHEME	
i.	Grant scheme policy and application form review	
	IT WAS RESOLVED that the reviewed Grant Scheme Policy and application form be approved.	Proposed: DW. All in favour Clerk
ii.	Deadline for grant submissions 2021	
	IT WAS RESOLVED that due to the lack of applications, the May 2021 deadline be extended until 30 th June 2021, and a second submission deadline of 30 th September 2021 be approved.	Proposed: DW. All in favour Clerk
F&G 19.228	FINANCIAL REGULATIONS AMENDMENT	
	IT WAS RESOLVED to delete section 5.5 from the Financial Regulations.	Proposed: DW. Seconded: LW. All in favour Clerk
	IT WAS RESOLVED that section 5 of the Financial Regulations is reviewed and submitted to the next meeting for approval.	Proposed: DW. Seconded: LW. All in favour DW/Clerk
	IT WAS RESOLVED that training be organised for any councillor who needs support with the payment approval processes.	Proposed: DW. Seconded: LW. All in favour RFO
F&G 19.229	FINANCIALS	
	IT WAS RESOLVED that Committee note the 2020/21 qtr 4 financial reports – cash books, petty cash, VAT return, bank statements, bank reconciliation, payment list, income & expenditure statement.	Proposed: DW. All in favour
F&G 19.230	AUDIT 2020/21 - FEE	
	IT WAS RESOLVED that Committee note that SGC have advised that their internal audit daily fee will be rising by £10 to £265 + VAT in 2021/22.	Proposed: DW. All in favour
F&G 19.231	EQUALITY & DIVERSITY POLICY and SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY	
i.	Equality & Diversity Policy	
	IT WAS RESOLVED that following review, Committee agreed to adopt the revised Equality & Diversity Policy with one amendment: 5.1 end of first bullet add ‘which is available on the Frampton Cotterell Parish Council website www.framptoncotterell-pc.gov.uk , or upon request.’	Proposed: DW. Seconded: LW. All in favour Clerk
ii.	Safeguarding and Vulnerable Adults Policy	
	IT WAS RESOLVED that following review, Committee agreed to adopt the revised Safeguarding and Vulnerable Adults Policy with one amendment: remove ‘elected’ before Councillor.	Proposed: DW. Seconded: LW. All in favour Clerk
F&G 19.232	CENTENARY FIELD WOODLAND AND GRASSLAND MANAGEMENT CONTRACTS	
	IT WAS RESOLVED that Committee ratify the decision to approve the Centenary Field woodland and grassland management contracts. Committee noted that a 10% discount has been further applied due to Council placing both contracts with the same contractor.	Proposed: DW. All in favour
F&G 19.233	BROCKERIDGE CENTRE – NEW GAS SUPPLIER	

	IT WAS RESOLVED that Committee ratify the decision that the Brockeridge Centre's new gas supplier, Crown Gas & Power, to be paid via direct debit.	Proposed: DW. All in favour
F&G 19.234	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of next meeting be Thursday 8 th July 2021, 7pm, at the Brockeridge Centre.	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 – July • Revision of section 5 of the Financial Regulations – July • 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