



A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brockeridge Centre on Thursday 9th September 2021 at 7.00 pm and was attended by the following:

Chairman: Cllr T. Niblett
 Parish Councillors: Cllr T. Clark, Cllr M. Bridgland, Cllr P. Semenenko
 In Attendance: 0 members of the public
 Officers: Mrs S. Haywood (Clerk/Minute Taker), Mrs M. Phippen (RFO)

ITEM	MINUTE	VOTE / ACTION																
F&G 21.001	APOLOGIES FOR ABSENCE																	
	Cllr L. Williams, Cllr D. Williams, Cllr M. Hemmings, Cllr D. Goodwin – all personal. IT WAS RESOLVED that the apologies be accepted.	Proposed: TN. Seconded: MB. All in favour																
F&G 21.002	DECLARATIONS OF INTEREST and DISPENSATIONS																	
	None received.																	
F&G 21.003	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING																	
	IT WAS RESOLVED that the minutes of the meeting of 08.07.21 be approved as a true and accurate record of the meeting and be signed accordingly.	Proposed: TN. Seconded: TC. All in favour Clerk																
F&G 21.004	OPEN MEETING																	
	No members of the public were present.																	
F&G 21.005	PAYMENTS FOR APPROVAL / INCOME																	
i.	Payments for approval																	
	IT WAS RESOLVED that Committee approve the following payments: Payments approved during August by the Clerk using Delegated Powers, minute ref. F&G 19.248. Payments for Ratification by the Committee	Proposed: TN. Seconded: MB. All in favour RFO																
	<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>0108</td> <td>Trade UK</td> <td>1170057438</td> <td>Caretaker Supplies</td> <td>14.97</td> <td>2.99</td> <td>17.96</td> <td>LGA 1972, s.111</td> </tr> </tbody> </table>	Re f:	Payee	Invoice /Acct.	Description	Net	Vat	Gross	Power to Spend	0108	Trade UK	1170057438	Caretaker Supplies	14.97	2.99	17.96	LGA 1972, s.111	
Re f:	Payee	Invoice /Acct.	Description	Net	Vat	Gross	Power to Spend											
0108	Trade UK	1170057438	Caretaker Supplies	14.97	2.99	17.96	LGA 1972, s.111											

0208	Bands & Chains Ltd	34190	Caretaker Supplies	32.30	6.46	38.76	LGA 1972, s.111
0308	Greenfields	51036	Play area inspections & repair	105.00	21.00	126.00	LGA 1972, s.111
0408	Wilkin Chapman LLP	2407738	Legal Advice	646.00	129.20	775.20	LGA 1972, s.111
0508	Amazon Business	1217749065	Power cord supply for Chromebook	19.15	3.83	22.98	LGA 1972, s.111
0608	FC Cricket Club	Credit note	Refund	-196.52	-39.30	-235.82	LGA 1972, s.111
0708	Plot 43		Deposit Refund	100.00	-	100.00	LGA 1972, s.111
0808	Bamfield Tree Services	0072	Trimming/cutting hedges, The Park	150.00	30.00	180.00	LGA 1972, s.111
0908	CJH Energy Assessors	828	Legionella Checks	50.00	-	50.00	Public Health Act 1936, ss. 221-223 and 225-227
1008	SLCC	133693	Job Advertising Services	410.00	82.00	492.00	LGA 1972, s.112
1108	Amazon Business	148190691	Van sticker	3.99	0.80	4.79	LGA 1972, s.111
1208	D Bamfield	390	Conservation Contract, Part 1 of 2, The Park	1,525	-	1525	LGA 1972, s.111
1308	Silverback arboricultural Consultancy Ltd	S1430	Tree Survey	1,800	360.00	2,160	LGA 1972, s.111
1408	SLCC	BK202349	Staff Training	30.00	6.00	36.00	LGA 1972, s.111
1508	IONET	30379	Configuration of 3 Chromebooks	160.00	32.00	192.00	LGA 1972, s.111
1608	LGRC	1137	Professional Services	5,916.44	1,183.29	7,099.73	LGA 1972, s.112
1708	NALC	1584153377	Training	32.44	6.49	38.93	LGA 1972, s.111
1808	Netwise	2182	Premium Package Support & Maintenance	300.00	60.00	360.00	LGA 1972, s.111
			Gov.uk domain name	80.00	16.00	96.00	LGA 1972, s.111
1908	The Consortium	D602632 D341098 D275394	Hi-Vis Jacket Covid-19 supplies Exam desk (credit)	25.18 35.98 -20.53	5.04 6.48 -4.11	30.22 42.46 -24.64	LGA 1972, s.111 LGA 1972, s.111 Damaged goods
2008	Safety Test UK Ltd	7017	PAT testing 223 items	200.70	40.14	240.84	LGA 1972, s.111

2108	GLDM	913.08.21	Consultancy Services	650.00	-	650.00	LGA 1972, s.111
2208	Staff		Mileage Claim	57.60	-	57.60	LGA 1972, s.111
2308	SGC	3804741831	Localism Contract Qtr 2	3226.68	645.35	3872.03	Litter Act 1983, ss. 5,6
2408	SGC	3804741491	Grasscutting all sites	918.94	183.79	1102.73	LGA 1972, s.111
2508	Simply Cleaning Solutions	28	Contract Cleaning Brockridge Ctr-July	150.00	-	150.00	LGA 1972, s.111
2608	Simply Cleaning Solutions	27	Contract Cleaning Pavilion/Cricke t Pavilion – June	495	-	495	LGA 1972, s.111
2708	Greenfield s Garden Services Ltd	51239	Play Area Inspections	90.00	18.00	108.00	LGA 1972, s.111
2808	Trade UK	1175956694	Supplies	18.25	3.65	21.90	LGA 1972, s.111
2908	Trade UK	1181096367	Supplies	51.02	10.19	61.21	LGA 1972, s.111
3008	Trade UK	1182494102	Supplies	70.81	14.16	84.97	LGA 1972, s.111

Payments for Authorisation

Ref	Payee	Invoice /Acct	Description	Net	Vat	Gross	Power to Spend
0109	The Festive Lighting Co.	19067	Street Christmas Lights	8660.18	1732.04	10392.22	LGA 1972, s.111
0209	Sprint Print & Design	23504	Sign & Sticker	40.00	8.00	48.00	LGA 1972, s.111
0309	Pegasus Window Cleaning	Pav/2 50821	External window & Solar panel cleaning	105.00	-	105.00	LGA 1972, s.111
0409	CLS Sports	40052	PIP	35024.66	7004.93	42029.59	Open Spaces Act 1906, ss.9 & 10
0509	Greenthumb	0718-06439	Brockridge Lawns	28.33	5.67	34.00	Open Spaces Act 1906, ss.9 & 10

Money Transfers – Min F&G 19.221

CCLA Deposit Fund						100,000	Trustee Investments Act 1961, s.11
Nationwide B/S						100,000	Trustee Investments Act 1961, s.11
The Cambridge B/S						100,000	Trustee Investments Act 1961, s.11
Internal Transfer						50,000	Deposit to Current Acct

Petty Cash July			
			Balance B/F
			58.77
Trsf. From Current Acct. to Petty Cash			250.00
14.7.21	Telescopic Ladder	(105.00)	
16.7.21	Play Equipment Repairs	(36.44)	
22.7.21	Polypipe	(78.00)	
20.5.21	Café supplies	(13.68)	
27.7.21	Kettle & stationery	(19.00)	
Total Payments		(174.12)	
Balance C/F			134.65

ii. Direct debit payments				
IT WAS RESOLVED that Committee note the July direct debit/BACS payments:				
Direct Debits/BACS July				
Payee	Description	Amount	Power to Spend	
Everflow Water	Water & Sewerage	61.07	Public Health Act 1936, s125	
British Gas Lite	Electricity BC	78.53	LGA 1972, s.111	
Crown Gas & Power	Gas BC	21.65	LGA 1972, s.111	
EON	Electricity Pav. D/S	-	LGA 1972, s.111	
Opus	Electricity Pav. U/S	27.59	LGA 1972, s.111	
SGC	Business Rates	57.00	LGA 1972, s.111	
Onecome	Redcare Alarm	25.70	LGA 1972, s.111	
Lloyds Credit Card	Credit Card Purchases	559.04	LGA 1972, s.111	
PWLB	Loan	-	-	
Avon Wildlife Trust	Subscription	48.00	LGA 1972, s.111	
Outsource Safety	H & S	196.80	LGA 1972, s.111	
Business Waste	Waste BC	54.06	Litter Act 1983, ss 5,6	
02	Staff Mobile	14.40	LGA 1972, s.111	
SGC	Staff Salaries	5,643.71	LGA 1972, s 112	
HMRC	PAYE	925.50	LGA 1972, s.112	
Local Government Pension Scheme	Pension Contributions	1437.96	LGA 1972, s.112	
Unity Trust Bank	BACS Charges	25.54	LGA 1972, s.111	
Genie Point usage (electric vehicle charging)				
Date	Duration (mins)	Energy (KWH)	Connection Fee	£ Cost
15/07/21	23	14.1	1	5.23
19/07/21	9	5.3	1	2.59
22/07/21	22	15.1	1	5.53
27/07/21	36	17	1	6.10

Proposed:
TN.
Seconded:
MB. All
in favour

iii. Income received		
IT WAS RESOLVED that Committee note the income received in July.		
Income Received		
Payee	Current Account	Deposit Account
Scottish Power Ltd	1,838.94	
HMRC	9,391.40	

Proposed:
TN.
Seconded:
MB. All
in favour

	Room Hire	50.00	
	SGC – MAF Funding	1,873.86	
iv.	Bank balances		
	IT WAS RESOLVED that Committee note the bank balances: Balance on bank account – Current Account as of 31 st July 2021 £108,569.72. Balance on bank account – Deposit Account as of 31 st July 2021 £583,293.62.		Proposed: TN. Seconded: MB. All in favour
F&G 21.006	POLICY & PROCEDURE REVIEW AND CREATION		
i.	Press and Media Policy		
	A draft Press and Media Policy had been circulated to all for consideration. IT WAS RESOLVED that the Press and Media Policy be approved.		Proposed: TN. Seconded: MB. All in favour Clerk
ii.	Co-option Policy and Application Form		
	The Co-option Policy and application form were reviewed. IT WAS RESOLVED that the Co-option Policy and application form be approved with no changes. Reviewed documents to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
iii.	Complaints Policy		
	The Complaints Policy was reviewed. IT WAS RESOLVED that the Complaints Policy be approved with no changes. Reviewed Policy to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
iv.	Company Mobile Phone Policy		
	A draft Company Mobile Phone Policy had been circulated to all for consideration. IT WAS RESOLVED that the Company Mobile Phone Policy be approved.		Proposed: TN. Seconded: MB. All in favour Clerk
v.	Staffing Committee Terms of Reference		
	The Staffing Committee Terms of Reference were reviewed. IT WAS RESOLVED that the Staffing Committee Terms of Reference be approved with no changes. Reviewed document to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
vi.	Debt Recovery Policy		
	The Debt Recovery Policy was reviewed. IT WAS RESOLVED that the reviewed Debt Recovery Policy be approved along with one correction, line 2, "dept" to read "debt". Reviewed document to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
vii.	Internal Control Policy		
	The Internal Control Policy was reviewed. IT WAS RESOLVED that the reviewed Internal Control Policy be approved. Reviewed document to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
viii.	Reserves Policy		
	The Reserves Policy was reviewed. IT WAS RESOLVED that the reviewed Reserves Policy be approved. Reviewed document to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
ix.	Internet Banking Policy		
	The Internet Banking Policy was reviewed. IT WAS RESOLVED that the reviewed Internet Banking Policy be approved. Reviewed document to be published on the website.		Proposed: TN. Seconded: MB. All in favour Clerk
x.	Investment Strategy Policy		

	The Investment Strategy Policy was reviewed. IT WAS RESOLVED that the reviewed Investment Strategy Policy be approved. Reviewed document to be published on the website.	Proposed: TN. Seconded: MB. All in favour Clerk												
F&G 21.007	COUNCIL OWNED COMPUTER SECURITY													
	Last meeting it was resolved that no extra security was required for Council owned computers but to check with the I.T. contractor whether blocking certain programmes would be beneficial. Response from Ionet: <i>“The Windows 10 computers come with a basic built-in anti-virus product. This should regularly update from automatic updates sent from the internet. Each user should ensure their AV software is up to date. A warning icon should display to show if there are any issues. The computers configured by Ionet are set up with limited user privileges which should stop additional programs being loaded without Administrator access being granted.”</i> IT WAS RESOLVED that no additional security is required for Council owned computer equipment.	Proposed: TN. Seconded: MB. All in favour												
F&G 21.008	LOCALISM ACT – BINS AT BEESMORE ROAD													
	Committee noted that SGC Streetcare have confirmed that the total annual saving for removing 4 bins at Beesmore Road will be £626.04. As we are halfway through the financial year the total savings will be £313.02 and the next quarterly bill will be reduced by £156.51. The changes have been confirmed with the operative who empties the bins. SGC have adjusted the localism spreadsheet accordingly for the remainder of this financial year.	Proposed: TN. Seconded: MB. All in favour												
F&G 21.009	SECURITY PROVISION PROJECT AT THE PARK COSTINGS													
	IT WAS RESOLVED that the following costings be approved for the security provision project at The Park: <table border="1" data-bbox="279 1220 1369 1944"> <tr> <td>Door security</td> <td>To supply 1mm galvanised sheet metal to enhance existing security to all wooden do on the pavilion (except main double glass doors). All labour in-house.</td> <td><u>QUOTE 1 - Drews</u> Approved. 6no flat sheets for door protection ex 1mm gale sheet. £480 + VAT. Padlock cover box – We need a design to work to.</td> </tr> <tr> <td>Grill vent</td> <td>Grill to vent from shower room. Purchased online. Steve to fit.</td> <td></td> </tr> <tr> <td>Security grills</td> <td>For lower opening to the front of the pavili facing the overflow carpark</td> <td><u>QUOTE 1 - Top Weld</u> Approved. 7no security panels. Self-colour (not painted) £1,400.</td> </tr> <tr> <td>Electric box</td> <td>Metal cover to the box at the end of the cri Pavilion. Urgent H&S issue as live wire exposed. Work completed.</td> <td>£138</td> </tr> </table> BIN STORE AREA	Door security	To supply 1mm galvanised sheet metal to enhance existing security to all wooden do on the pavilion (except main double glass doors). All labour in-house.	<u>QUOTE 1 - Drews</u> Approved. 6no flat sheets for door protection ex 1mm gale sheet. £480 + VAT. Padlock cover box – We need a design to work to.	Grill vent	Grill to vent from shower room. Purchased online. Steve to fit.		Security grills	For lower opening to the front of the pavili facing the overflow carpark	<u>QUOTE 1 - Top Weld</u> Approved. 7no security panels. Self-colour (not painted) £1,400.	Electric box	Metal cover to the box at the end of the cri Pavilion. Urgent H&S issue as live wire exposed. Work completed.	£138	Proposed: TN. Seconded: MB. All in favour Clerk
Door security	To supply 1mm galvanised sheet metal to enhance existing security to all wooden do on the pavilion (except main double glass doors). All labour in-house.	<u>QUOTE 1 - Drews</u> Approved. 6no flat sheets for door protection ex 1mm gale sheet. £480 + VAT. Padlock cover box – We need a design to work to.												
Grill vent	Grill to vent from shower room. Purchased online. Steve to fit.													
Security grills	For lower opening to the front of the pavili facing the overflow carpark	<u>QUOTE 1 - Top Weld</u> Approved. 7no security panels. Self-colour (not painted) £1,400.												
Electric box	Metal cover to the box at the end of the cri Pavilion. Urgent H&S issue as live wire exposed. Work completed.	£138												

	Sheeting	Bin store area	<u>QUOTE 1 – Top Weld</u> Approved. You only need 8 sheets as opposed to 13. £2,180 + VAT	
	Keyclamp	10 x 3.2m galvanised steel tube size 4, 48mm Diameter. 2 x 3-way elbow 3 x long tee 2 x 90 degree elbow 2 x 3-way corner 3 x 2 socket cross 2 x short tee Delivery Groundworks	£28 each. £280 total £9.83 each. £19.66 total £10.16 each. £30.48 total £6.57 each. £13.4 total £7.64 each. £15.28 total £7.77 each. £23.31 total £6.36 each. £12.72 total £25 Approx £1,000 - stone	
	Utility search	Carry out full NRSWA utility search	£140.70 + VAT per search	
	Patching works	Approx 8m ² to be agreed and marked beforehand	£481.30 + VAT	
	White lining	To hatch proposed bin area	£157.06 + VAT	
F&G 21.010	RECONNECTION OF WATER FOUNTAIN AT THE PAVILION			
	<p>HGM Plumbing Services Ltd are the Councils preferred supplier and therefore a quote has been received from them. Before works start to reinstate the fountain a plan for cleaning regularly is to be arranged by the Climate & Nature Officer. It is suggested that signs are placed around the fountains stating that people need to be careful, leave the fountains clean, and the PC accept no liability for them. Cleaning at least once a week needs to be considered. Due to Covid and ongoing safety it is proposed that the water drinking spout is removed and the fountain becomes a bottle filler only.</p> <p>IT WAS RESOLVED that the quotation from HGM Plumbing Ltd at £286 +VAT to clean and disinfect the water fountain, remove the spout, and carry out three safety tests be approved.</p>			<p>Proposed: TN. Seconded: PS. All in favour Clerk</p>
F&G 21.011	CASH BOOK FINANCIALS AND BANK RECONCILIATIONS			
	IT WAS RESOLVED that Committee note the cash book financials and bank reconciliation reports as at 31 st July 2021.			<p>Proposed: TN. Seconded: TC. All in favour</p>
F&G 21.012	SMART WORKING			
	A discussion took place on ways in which Council could work smarter and gain value for money and cost savings without compromising the Financial Regulations, or any other Council policy. Consideration was given to who can authorise relatively small cost works associated with one-off maintenance projects and having agreed these activities whether obtaining three quotes for a service or supply is always necessary.			

There have been many situations whereby many companies are contacted for a quote but they are not forthcoming. If quotes are requested and no response, or very little response is received, how many more requests should Council make before we except the quotes we do receive. Asking for quotes is very time consuming and has held up project work, some of it essential health and safety work that needs carrying out quickly.

IT WAS RESOLVED that Council adopt a smart working process to include:

- If Council are to proceed without 3 quotes then it needs to be justified and potential suppliers assessed as being able to deliver to our required timescale, to quality, and they provide reasonable value i.e. we exercise judgement.
- A mechanism for using preferred suppliers without 3 quotes to be put in place. To be based on their ability to meet timescales, quality requirements, and value for money. This would also be a judgement call for new suppliers. A supplier's place on the list should be reviewed annually to ensure best value.
- Authorisation Levels and Reporting Process agreed:

Proposed:
TN.
Seconded:
PS. All in
favour
Clerk

Officer	Financial Regulation	Authority limit	Reporting process	Comments
Clerk		£500	At next F&G meeting. Minutes of the F&G meeting will be ratified at the following PC meeting.	H&S issues must be resolved asap. £500 is not much e.g. if a tree needs felling or electrical works are needed. Change the FRs and raise the £500 to £2,000.
Clerk or RFO in Clerks absence		£500	At next F&G meeting. Minutes of the F&G meeting will be ratified at the following PC meeting.	Keep as is.

Clerk or RFO in Clerks absence	<p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> the council for all items over £5,000; The Finance and Governance Committee items over £500; or the Clerk, in conjunction with Chairman of Council or Chairman of the Finance and Governance committee, for any items below £500. <p>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.</p>	<p>£25,000 + contracts</p> <p>Under £100</p> <p>Between £100 and £3,000</p>	<p>Full Council approval required.</p> <p>Clerk or RFO in Clerks absence. At next F&G meeting. Minutes of the F&G meeting will be ratified at the following PC meeting.</p> <p>Clerk or RFO in Clerks absence. At next F&G meeting. Minutes of the F&G meeting will be ratified at the following PC meeting.</p>	<p>Keep as is. 3 quotes required.</p> <p>Keep as is. 3 quotes not required.</p> <p>Keep as is. Strive to obtain 3 quotes.</p>	
Estates & Amenities Officer		£0		<p>Call Clerk, or RFO in Clerks absence, to obtain permission there and then following the rules above so has to be under £3,000 and the Clerk/RFO to determine if 3 quotes need to be obtained or not.</p> <p>This will address Officer concerns about being able to accept contractor quotes onsite if needed. Note: This should only happen if there is a very good reason for not</p>	

					obtaining 3 quotes in the usual manner.	
F&G 21.013	SPORTS CLUBS RENTS					
	IT WAS RESOLVED that there is to be no inflationary increase in sports clubs rents during the 4 year period that the 20% vat is being added (5% per year for 4 years).					Proposed: TN. Seconded: MB. All in favour Clerk
F&G 21.014	2021/22 BUDGET REVIEW					
	A reviewed budget had been circulated to all. IT WAS RESOLVED that the reviewed budget be approved.					Proposed: TN. Seconded: MB. All in favour Clerk
F&G 21.015	INSTALLATION OF WIRING FOR FLOODLIGHTS ON THE RUGBY PITCH AT THE PARK					
	IT WAS RESOLVED to defer this item to consider and approve a contractor to undertake the installation of wiring for the existing and new portable floodlights on the rugby pitch at The Park as several companies had been contacted to quote for the works, and it has been advertised, but no quotes have yet been received.					Clerk
F&G 21.016	HEALTH & SAFETY CONTRACT					
	IT WAS RESOLVED that Committee note that the health & Safety support contract with Outsource Safety has been renewed at a cost of £164 + VAT pm. Council to work towards bringing the work in-house with a view to cancelling the contract next year.					Proposed: TN. Seconded: TC. All in favour Clerk
F&G 21.017	DATE OF NEXT MEETING					
	IT WAS RESOLVED that the date of next meeting be Thursday 14 th October 2021, 7pm, at the Brockeridge Centre.					Proposed: TN. 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 – Oct • Budget review – September, December, March, June • Grant applications – July, October 					RFO

The meeting closed at 7.27 pm.

Chairman

Date:

SGC – South Gloucestershire Council

PC – Parish Council

H&S – Health & Safety