



**A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brockridge Centre on Thursday 9<sup>TH</sup> December 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,  
Officers: Mrs M Phippen (RFO/Minute Taker), Mrs L Squire (Clerk/CEO)

ITEM	MINUTE								VOTE / ACTION
<b>F&amp;G 22.028</b>	<b>APOLOGIES FOR ABSENCE</b>								
	Apologies were received from Cllr Semenenko & Cllr Matthew Hemmings and were noted.								
<b>F&amp;G 22.029</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>								
	None received.								
<b>F&amp;G 22.030</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>								
	IT WAS RESOLVED: that the minutes of the meeting of 14 <sup>th</sup> November 2021 be approved as a true and accurate record of the meeting and be signed accordingly.								Proposed: DW Seconded: LW All in favour
<b>F&amp;G 22.031</b>	<b>OPEN MEETING</b>								
	No members of the public were present								
<b>F&amp;G 22.032</b>	<b>PAYMENTS FOR APPROVAL /</b>								
	The Committee were advised that 0812 Lesar Uk Ltd – should be excluded as its already been paid by credit card. IT WAS RESOLVED that the payments listed below be approved.								Proposed: DW Seconded: All favour
<b>i.</b>	<b>Payments for approval</b>								
	<b>Ref:</b>	<b>Payee</b>	<b>Invoice /Acct.</b>	<b>Description</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>	<b>Power to Spend</b>	
	0112	Amazon Business	142349821	Charity Box-Money Box	14.16	2.83	16.99	LGA 1972, s.111	
	0212	Amazon Business	134984871	Christmas events supply	83.30	16.65	99.95	LGA 1972, s.111	

0312	Amazon Business	171453331	LED String Lights 25M 1000LED	31.65	6.33	37.98	LGA 1972, s.111	
0412	CJH Energy Assessors	961	Monthly temperature checks & flush	50.00	0.00	50.00	Public Health Act 1936 ss 221,222,223 and 227	
0512	Deco Studio	10936	van decal	40.00	8.00	48.00	LGA 1972, s.111	
0612	Frenchay Christmas Tree Farm Ltd	202102	1 x Norway Spruce	185.00	7.40	192.40	LGA 1972, s.111	
0712	Dynamic Signs Limited	7634	A3 Correx Panels	40.00	8.00	48.00	LGA 1972, s.111	
0912	We Can Train Limited	5558	ITQ Level 2 – staff training	350.00	70.00	420.00	LGA 1972, s.111	
1012	Simply Cleaning Solutions	29	Contracting cleaning services	450.00	0.00	450.00	LGA 1972, s.111	
1112	Simply Cleaning Solutions	35	Contracting cleaning services	540.00	0.00	540.00	LGA 1972, s.111	
1212	Rialtas	SM24262	Omega Annual Subscription	240.00	48.00	288.00	LGA 1972, s.111	
1312	Rialtas	SM24456	Making Tax Digital for VAT Annual Support Fee	59.00	11.80	70.80	LGA 1972, s.111	
1412	Customer	Deposit refund	Hall hire	50.00	0.00	50.00	LGA 1972, s.111	
1512	Greenfields	51975	Play area inspections	180.00	36.00	216.00	LGA 1972 s111	
<b>Money Transfers</b>								
Internal Transfer		From Deposit Acct					-50,000	LGA 1972, s.111
		To Current Acct					50,000	

<p>The Clerk/CEO advised the committee of the following invoices that required payment, namely:-</p> <table border="1"> <tr> <td>1612</td> <td>GLDM</td> <td>015.12.21</td> <td>Consultancy services</td> <td>700.00</td> <td>0.00</td> <td>700.00</td> <td>LGA 1972 s111</td> </tr> <tr> <td>1712</td> <td>JH Contractors</td> <td>1039</td> <td>Backhoe loader and operator hire</td> <td>500.00</td> <td>100.00</td> <td>600.00</td> <td>LGA 1972 s111</td> </tr> <tr> <td>1812</td> <td>ETS Ltd</td> <td>4963</td> <td>Replace mixing valve- Pavilion</td> <td>750.00</td> <td>150.00</td> <td>900.00</td> <td>LGA 1972 s111</td> </tr> <tr> <td>1912</td> <td>ETS Ltd</td> <td>49661</td> <td>Floodlights</td> <td>6338.20</td> <td>1267.64</td> <td>7605.84</td> <td>LGA 1972 s111</td> </tr> </table> <p>Copies of the invoices were circulated and considered at the meeting. IT WAS RESOLVED to approve the payments.</p>								1612	GLDM	015.12.21	Consultancy services	700.00	0.00	700.00	LGA 1972 s111	1712	JH Contractors	1039	Backhoe loader and operator hire	500.00	100.00	600.00	LGA 1972 s111	1812	ETS Ltd	4963	Replace mixing valve- Pavilion	750.00	150.00	900.00	LGA 1972 s111	1912	ETS Ltd	49661	Floodlights	6338.20	1267.64	7605.84	LGA 1972 s111	<p>Proposed: DW Seconded: LW All favour</p>
1612	GLDM	015.12.21	Consultancy services	700.00	0.00	700.00	LGA 1972 s111																																	
1712	JH Contractors	1039	Backhoe loader and operator hire	500.00	100.00	600.00	LGA 1972 s111																																	
1812	ETS Ltd	4963	Replace mixing valve- Pavilion	750.00	150.00	900.00	LGA 1972 s111																																	
1912	ETS Ltd	49661	Floodlights	6338.20	1267.64	7605.84	LGA 1972 s111																																	

	The Clerk/CEO advised that in future any invoices received after the agenda has been issued will be circulated the morning of the meeting to be considered at the evening meeting to ensure that suppliers/contractors are not waiting too long to receive their payments.	
<b>F&amp;G 22.033</b>	<b>SPECIAL EXPENSES 2022/2023</b>	
	The Committee considered SGC special expenses recharge for 2022/2023 which is an increase of 3.2%, this includes the maintenance of bus shelters, open spaces (plus parks) and play areas IT WAS RESOLVED to note the-SGC-special expenses recharges for 2022/2023.  /	Proposed: DW Seconded: LW All in favour
<b>F&amp;G 22.034</b>	<b>COMMUNITY INFRASTRUCTURE LEVY FOR 2019/2020 REPORT</b>	
	The Committee noted that the following had been purchased from the Community Infrastructure levy (CIL) 2019/20: -  Suffragette planter & commemorative plaque £357.73 IT WAS RESOLVED: to submit the report to SGC and for the Marketing & Communications Officer to advertise on the website that these had been purchased by the Council.  It was noted that further expenditure will now be incurred as £10,000 had been allocated to the Climate & Nature Committee from CIL.	Proposed: DW Seconded: LW All in favour
<b>F&amp;G 22.035</b>	<b>AGED DEBTORS</b>	
	The Committee considered the Aged Debtors report which specified two outstanding payments and were advised of the action that had been taken to date to recover these debts. IT WAS RESOLVED: - <ul style="list-style-type: none"> <li>• to recommend to Council to write off the two outstanding payments with a value of £10 and £40;</li> <li>• to write a letter to the debtor expressing the Council's dissatisfaction regarding the non-payment, the system the debtor has in place and to advise the debtor that no further room bookings will be possible unless these debts are paid.</li> </ul>	Proposed: DW Seconded: All in favour
<b>F&amp;G 22.036</b>	<b>LOCALISM CONTRACT FOR APPROVAL AND SIGNING</b>	
	The Committee considered the SGC Localism contract for 2022/2023 which had decreased slightly due to the removal of some bins. IT WAS RESOLVED: to recommend to Council to approve the Localism Contract.	Proposed: DW Seconded All in Favour
<b>F&amp;G 22.037</b>	<b>GRANT APPLICATION</b>	
	<i>The RFO left the room whilst this item was considered</i>  The Committee considered the grant application from 1 <sup>st</sup> Frampton Cotterell Scouts —application for grant for new doors, a sum of £2,500.00 had been requested IT WAS RESOLVED: - <ul style="list-style-type: none"> <li>• to approve the grant application.</li> <li>• To include successful grant recipients: - <ul style="list-style-type: none"> <li>○ In the annual parish meeting;</li> <li>○ On the council's website and Facebook</li> <li>○ In Frome Valleys Voice</li> </ul> </li> </ul>	Proposed: DW Seconded: LW All in favour

<b>F&amp;G 22.038</b>	<b>SUBSCRIPTIONS, HIRE CHARGES and ALLOTMENT RENTALS 2022/2023</b>	
	<p>The Committee considered the following subscriptions and charges for <b>2022/2023</b>: -</p> <p>i) <u>Proposed annual subscriptions</u> IT WAS RESOLVED to recommend to Council the increased subscription fees totalling £1,600.</p> <p>ii) <u>Allotment charges</u> It was noted that the allotment charges had not increased in 2021/22 and that there was a regular demand for allotments. IT WAS RESOLVED to recommend to Council to increase the allotment charges by 4%, taking into account inflation</p> <p>iii) <u>Hire charges for the Brockridge Centre</u> It was noted that a reduction in hire charges had previously been allowed due to the covid pandemic up until the 31<sup>st</sup> of March 2021. IT WAS RESOLVED to recommend to Council to increase the hire charges for the Brockridge Centre by 4%, taking into account inflation</p>	<p>Proposed: DW Seconded: LW All in favour</p> <p>All in favour</p> <p>All in favour</p>
<b>F&amp;G 22.039</b>	<b>2022/23 DRAFT BUDGET</b>	
	<p>The Chairman summarised the proposed budget for 2022/2023.</p> <p>The Committee considered the proposed budget and advised that if possible, at year end, that funds should be ear marked for the Property Building Fund (£20,000), Stonewall repairs (£5,000), Ridings Road play equipment (£10,000).</p> <p>The Committee noted that the council tax base had increased from 2,586 to 2,612. The Committee considered a variety of options allowing for the council's increased expenditure, projected income and general reserves, as well as the impact on the parishioner.</p> <p>IT WAS RESOLVED: -to recommend two options to Council: -</p> <ul style="list-style-type: none"> <li>o <b>Option 1- 2.5% increase</b> in the precept from £344,369 to £352,978, equates to 1.48% increase in a band D property, taking into account the updated council tax base.</li> <li>o <b>Option 2- 3% increase</b> in the precept from £344,369 to £354,700, equates to 1.97% increase in a band D property, taking into account the updated council tax base.</li> </ul>	<p>Proposed: DW All in favour</p>
<b>F&amp;G 22.040</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of the next meeting to be Thursday 13 <sup>th</sup> January 2022, 7pm, at the Brockridge Centre.	
	<b>ITEMS FOR FUTURE AGENDA (not already in these minutes):</b>	
	<ul style="list-style-type: none"> <li>• Covid 19 Memorial plaque policy 2021</li> <li>• Covid 19 Circular Tree Guard quotations for approval</li> <li>• Internal Auditors Report</li> <li>• Investment of funds with Triodos Bank</li> </ul>	

The meeting closed at 8.30pm.

Chairman .....

SGC – South Gloucestershire Council  
PC – Parish Council

Date: .....