



1st June 2022

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 9th June 2022 at 7.30pm at the Brockridge Centre and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards

L Squire

Linda Squire

Clerk/CEO & RFO to the Parish Council

1 APOLOGIES FOR ABSENCE

MOTION: To note apologies for absence.

2 DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required, and request any dispensations, under the Localism Act 2011.

3 ELECTION OF CHAIR

MOTION: Committee to elect a Chairman for the coming year

4 ELECTION OF VICE CHAIR

MOTION: Committee to elect a Vice Chair for the coming year

5 MINUTES OF THE PREVIOUS MEETING (14th April 2022)

MOTION: Committee to approve and sign the minutes of the previous meeting.

6 OPEN MEETING

Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

7 INVESTMENT OF FUNDS

MOTION: Committee to consider investing funds

8 DRAFT VENUE USER AGREEMENT

MOTION: Committee to consider & decide whether to agree the draft venue user agreement

9 CONTRACTS

MOTION: Committee to consider reducing the visits by Greenfields to perform checks on the play equipment from fortnightly to monthly.

MOTION: Committee to retrospectively approve the new contract with Foxie Security due to National Security no longer trading.

- 10 RUGBY CLUB REIMBURSEMENT REQUEST**
MOTION: Committee to consider the correspondence and reimbursement request from the Rugby Club
- 11 PAYMENTS FOR APPROVAL (See appendix)**
MOTION: Committee to consider and decide on approval of payments as per the attached listing.
MOTION: Committee to consider and decide on approval of any invoices received after the agenda has been issued
- 12 CASH BOOK FINANCIALS & BANK RECONCILIATIONS**
MOTION: Committee to note the Financial Reports as at 30/04/22 and 31/05/22.
MOTION: Committee to note the Bank Statements at 30/04/22 and 31/05/22
- 13 BUDGET & EAR MARKED RESERVES_ALLOCATION PROPOSALS**
MOTION: Committee to consider and decide whether to approve the proposed budget reallocations to reflect the current committee structure
- 14 RoSPA ANNUAL PLAY EQUIPMENT CHECKS**
MOTION: Committee to consider and approve reports for The Park, Ridings Road and The Brockeridge Centre and agree that required repairs be outsourced if the Estates & Amenities Officers cannot carry them out.
MOTION: Committee to note that the report for Beesmoor Road Play Area has been passed to the Management Committee for action
- 15 TRANSPARENCY CODE 2015**
MOTION: Committee to consider and agree the necessary actions placed on Staff to comply with the requirements which are mandatory for Councils with income/expenditure in excess of £200,000
- 16 KEEPING CHICKENS POLICY FOR THE ALLOTMENTS**
MOTION: Committee to consider and approve the keeping Chickens Policy to be adhered to by allotment holders.
- 17 FINANCIAL RISK ASSESSMENT/REGISTER**
MOTION: Committee to consider the revisions to the financial risk assessment/register
- 18 CENTENARY FIELD INFORMATION**
MOTION: To consider and approve the information relating to the Centenary Field
- 19 COUNCIL GAZEBO**
MOTION: To consider whether to agree in principle to investigate the purchase of some pop-up gazebos for use at community events
- 20 DATE OF NEXT MEETING**
MOTION: Committee to confirm the date of the next meeting to be Thursday 14th July 2022 at 7pm at the Brockeridge Centre.

Members of the public and press are very welcome to attend.

APPENDIX

Payments for Approval by the Committee

Invoices Due for Payment by 1 June 2022

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Amazon [2]								
24/05/2022	2022-7716	93	A4 Tabbed notebook		24/05/2022	4.58		4.58
24/05/2022	2022-9148	94	HP Papers - 5 reams		24/05/2022	62.54		62.54
Total of Invoices Due (2)						67.12	0.00	67.12
HGM Plumbing Services Ltd [HGM001]								
24/05/2022	386	97	Supply & fit steel lid lock		24/05/2022	72.00		72.00
Total of Invoices Due (HGM001)						72.00	0.00	72.00
Hotline Group Limited [HOTLINE]								
17/05/2022	AGN44529	98	Plat Jubilee-Aluminium bottle		17/05/2022	291.67		291.67
Total of Invoices Due (HOTLINE)						291.67	0.00	291.67
J Harris Construction Limited [JHCJ001]								
11/05/2022	1050	100	Concrete works as discussed		11/05/2022	630.00		630.00
Total of Invoices Due (JHCJ001)						630.00	0.00	630.00
South Gloucestershire Council [SGC001]								
19/05/2022	3804978329	96	Waste bin collections Apr/Jun		19/05/2022	3,337.02		3,337.02
26/05/2022	3804983314	95	Commercial refuse Apr/Jun 22		26/05/2022	320.50		320.50
Total of Invoices Due (SGC001)						3,657.52	0.00	3,657.52
Trade UK (Screwfix) [TDUK001]								
09/05/2022	1262505887	101	Zinc combination padlock		09/05/2022	8.79		8.79
10/05/2022	1262915201	102	Screw bits pk 50		10/05/2022	14.99		14.99
10/05/2022	1262915228	103	Smooth timber, etc.		10/05/2022	23.25		23.25
Total of Invoices Due (TDUK001)						47.03	0.00	47.03
Total of Invoices Due (Creditors)						4,765.34	0.00	4,765.34
TOTAL OF INVOICES DUE (ALL LEDGERS)						4,765.34	0.00	4,765.34