



A meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the Bockeridge Centre on Thursday 9th June 2022 at 7.30 pm and was attended by the following:

Chairman: Cllr D. Williams

Parish Councillors: Cllr T. Niblett, L Williams, T Clark

Clerk/CEO & RFO: Mrs L Squire (Minute Taker)

In Attendance: No public in attendance

ITEM	MINUTE	VOTE / ACTIO N
F&G 22.087	APOLOGIES FOR ABSENCE	
	Apologies were received from Cllrs D Goodwin, M Hemmings & A Pullen - these were noted.	All in favour
F&G 22.088	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
F&G 22.089	ELECTION OF CHAIR	
	Cllr D Williams was nominated. There were no other nominations. IT WAS RESOLVED that Cllr D Williams be the Chairman of the Finance & Governance Committee for the coming year.	Proposed : LW Seconded : TC All in favour
F&G 22.090	ELECTION OF VICE CHAIR	
	Cllr Niblett was nominated. There were no other nominations. IT WAS RESOLVED that Cllr Niblett be the Vice-Chairman of the Finance & Governance Committee for the coming year	Proposed : DW Seconded : LW All in favour
F&G 22.091	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 14 th April 2022 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
F&G 22.092	OPEN MEETING	
	No questions were raised.	

F & G 22.093	INVESTMENT OF FUNDS	
	<p>The Committee considered investing more funds into the CCLA deposit account.</p> <p>IT WAS RESOLVED to:-</p> <ul style="list-style-type: none"> invest another £100,000 into the CCLA account to check with the Accountant if there are any other banks that the Council could use to invest their money. 	<p>Proposed : DW Seconded TN All in favour</p>
F&G 22.094	DRAFT VENUE USER AGREEMENT	
	<p>The Committee considered the draft venue user agreement prepared by the solicitor and the following alterations were suggested:-</p> <ul style="list-style-type: none"> add deposit (if applicable) remove cleaning, but specify that the venue should be left in a reasonable state should refer to clubs not teams spell check the whole document <p>IT WAS RESOLVED to:-</p> <ul style="list-style-type: none"> send the amendments to the solicitor for altering; ask the solicitor for a draft covering letter to include with the agreements to state why the specific term of the lease is indicated ask for a letter of intent that could be used in the future. Circulate the draft letter to the clubs to the Finance & Governance Committee for any alterations to be made prior to it being issued. Circulate the verbatim notes of the meeting with the solicitor to Finance & Governance Committee members. 	<p>Proposed : DW Seconded : TC All favour Clerk</p>
F&G 22.095	CONTRACTS	
i	<p>Play equipment checks</p> <p>The Committee considered the proposal to reduce the play equipment checks from fortnightly to monthly, taking into account the Council's insurers advice. It was noted that this would be reverting back to the frequency in place prior to the covid pandemic.</p> <p>IT WAS RESOLVED to:-</p> <ul style="list-style-type: none"> Change the frequency for a 6 month period and then review Create a separate budget for the reduced cost to be used for repairing any damaged play equipment. 	<p>All favour Clerk</p>
ii	<p>Security of Council buildings</p> <p>The Committee considered the retrospective approval of the new contract with Foxie Security due to National Security no longer trading and noted that this had to be arranged urgently.</p> <p>IT WAS RESOLVED to approve the new contract with Foxie Security.</p>	<p>All favour Clerk</p>
F&G 22.096	RUGBY CLUB REIMBURSEMENT REQUEST	
	<p>The Committee considered the information provided by the rugby club listing the cost of pitch hire whilst the Park's pitch improvement project was being carried out and when the pitches were not available for use and the rugby club's request for reimbursement. Previous resolutions were taken into account and what has already been reimbursed.</p> <p>IT WAS RESOLVED to reimburse £5,336 in accordance with resolution minute F & G 19.121 and that this would be funded from the pitch improvement project ear marked reserve.</p>	<p>All favour Clerk</p>

F&G 22.097	PAYMENTS FOR APPROVAL								
	IT WAS RESOLVED that the payments listed below be approved.								
i.	Payments for approval								
									Proposed : DW Seconded : All in favour
Ref:	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend		
93	Amazon	2022-7716	A4 tabbed notebook	3.82	0.76	4.58	LGA 1972, S.111		
94	Amazon	2022-9148	HP papers- 5 reams	52.12	10.42	62.54	LGA 1972, S.111		
97	HGM Plumbing Services Ltd	386	Supply & fit steel lid lock	60.00	12.00	72.00	LGA 1972, S.112		
98	Hotline Group Ltd	AGN44529	Plat Jubilee- Aluminium bottles	243.06	48.61	291.67	LGA 1972, S.111		
100	J Harris Construct ion Ltd	1050	Concrete works	525.00	105.00	630.00	LGA 1972, S.111		
96	SGC	3804978329	Waste bin collections April-June	2,780.85	556.17	3,337.02	Localism Act 2011 & Litter Act 1983, Subsections 5 & 6		
95	SGC	3804983314	Commercial refuse Apr-June	320.50		320.50	Litter Act 1983, ss 5, 6		
101	Trade UK	1262505887	Zinc combination padlock	7.32	1.47	8.79	LGA 1972, S.111		
102	Trade UK	1262915201	Screw bits pk 50	12.49	2.50	14.99	LGA 1972, S.111		
103	Trade UK	1262915228	Smooth timber etc	19.37	3.88	23.25	LGA 1972, S.111		
ii	Further payments for approval The Clerk advised the committee of the following invoices that had been received since the agenda was issued which required payment, namely:-								
	Ref:	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend	Proposed : DW Seconded : TC All in favour
	123	CJH Energy Assessor	1133	Legionella checks	50.00		50.00	Public Health Act 1936 ss221 223 & s225-227	
	133	Zurich Municipal	5140168 39	Insurance	3,786.83		3,786.83	LGA 1972, S.111	
	Copies of the invoices were available and considered at the meeting. IT WAS RESOLVED to approve the payments.								
F&G 22.098	CASH BOOK FINANCIALS & BANK RECONCILIATIONS								
i	Financial Reports The Clerk/CEO & RFO presented the accounts for April & May 2022 which included Cashbooks and Reconciliations for all bank accounts, direct debits, petty cash, income, the council credit card and income & expenditure reports by budget headings and ear marked reserves and advised that there								

	<p>were no issues.</p> <p>IT WAS RESOLVED that the Financial Reports for April & May 2022 be approved.</p>	All in favour
ii	<p>Bank statements</p> <p>Balances on bank accounts as at 30th April 2022</p> <p>Current Account £25,894</p> <p>Deposit Account £364,817</p> <p>CCLA Deposit Fund £100,000</p> <p>The Cambridge BS £100,029</p> <p>Nationwide BS £100,000</p> <p>Balances on bank accounts as at 31st May 2022</p> <p>Current Account £45,603</p> <p>Deposit Account £314,883</p> <p>CCLA Deposit Fund £100,000</p> <p>The Cambridge BS £100,029</p> <p>Nationwide BS £100,000</p> <p>IT WAS RESOLVED to note the bank account balances as at the 30th April & 31st May 2022.</p>	All in favour
F&G 22.099	BUDGET & EAR MARKED RESERVES ALLOCATION PROPOSALS	
	<p>The Committee considered whether to approve the proposed budget reallocations to reflect the current committee structure.</p> <p>IT WAS RESOLVED to :-</p> <ul style="list-style-type: none"> • delete any budget headings that are not being used; • Allocate budgets to the correct committee • If there is any uncertainty, on where to allocate then the cost centre is to be allocated to the Finance & Governance Committee • Arrange training in the future on the budget for all chairmen, to understand the budgets & how things get allocated & moved from one budget head to another. 	All in favour
F&G 22.100	RoSPA ANNUAL PLAY EQUIPMENT CHECKS	
i	<p>The Park, Ridings Road and the Bockeridge Centre</p> <p>The Committee considered the RoSPA annual play equipment reports for The Park, Ridings Road and the Bockeridge Centre and agreed that required repairs be outsourced if the Estates & Amenities Officer cannot carry them out.</p> <p>IT WAS RESOLVED to action the repairs indicated as medium risk as soon as possible.</p>	All in favour
ii	<p>Beesmoor Road Play Area</p> <p>The Committee noted that the report for Beesmoor Road Play Area has been passed to the Management Committee for action.</p>	
F&G 22.101	TRANSPARENCY CODE 2015	
	<p>The Committee considered the necessary actions to comply with the Transparency Code placed on Staff to comply with the requirements which are mandatory for Councils with income/expenditure in excess of £200,000.</p> <p>IT WAS RESOLVED to agree the actions required with a target completion by August 2022.</p>	All in favour

F&G 22.102	KEEPING CHICKENS POLICY FOR THE ALLOTMENTS	
	<p>The Committee considered the keeping Chickens Policy to be adhered to by allotment holders and stated that they were impressed by the detailed policy.</p> <p>IT WAS RESOLVED to approve the Keeping Chickens Policy and wanted all allotment holders to be written to, so they are aware of this policy.</p>	All in favour Administ rator
F&G 22.103	FINANCIAL RISK ASSESSMENT/REGISTER	
	<p>The Committee considered the revisions to the financial risk assessment/register and in future wanted any changes to be highlighted when it is submitted for approval and for a working group to consider the risk register before it is submitted to a Committee or Council meeting.</p> <p>IT WAS RESOLVED to set up a working group of two councillors, namely Cllrs D Williams & T Niblett and the Clerk to consider the risk register in more detail and then regularly review it.</p>	All in favour
F&G 22.104	CENTENARY FIELD INFORMATION	
	<p>The Committee considered the information relating to the Centenary Field and the proposed statement</p> <p>IT WAS RESOLVED to:-</p> <ul style="list-style-type: none"> Revise the proposed statement to include that the tree planting was for the Queens Jubilee for the green canopy and that the Council's plans to make the centenary field a nature reserve would have no impact on recreation for residents and their dogs. Once the alterations are made the statement can then be uploaded onto the Council's website Place a notice on Facebook with a link to the statement on the Council's website Establish the size of the vehicles that will need to access the field for any events to take place. Ensure this is given priority so an event can take place in 2023. 	All in favour
F&G 22.105	COUNCIL GAZEBO	
	<p>The Committee considered whether to agree in principle to investigate the purchase of some pop-up gazebos for use at community events.</p> <p>IT WAS RESOLVED to agree in principle for the office to obtain costs and to also to look into flag pop ups, one for each committee stating what they are trying to achieve and which councillors sit on each one.</p>	All in favour
F&G 22.106	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of the next meeting to be Thursday 14 th July 2022, 7pm, at the Broukeridge Centre.	
	<p>ITEMS FOR FUTURE AGENDA (not already in these minutes):</p> <ul style="list-style-type: none"> Covid 19 Memorial plaque policy 2021 Covid 19 Circular Tree Guard quotations for approval Jubilee allotments – response from the owners regarding extending the lease 	

The meeting closed at 9.00pm.

Chairman

SGC – South Gloucestershire Council

PC – Parish Council

Date: