



A meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brockridge Centre on Thursday 14th July 2022 at 7.00 pm and was attended by the following:

Chairman: Cllr D. Williams
 Parish Councillors: Cllr T. Niblett, T Clark
 Clerk/CEO & RFO: Mrs L Squire (Minute Taker)
 In Attendance: No public in attendance
 Absent: A Pullen

ITEM	MINUTE	VOTE / ACTION
F&G 22.107	APOLOGIES FOR ABSENCE	
	Apologies were received from Cllrs L Williams - these were noted.	All in favour
F&G 22.108	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
F&G 22.109	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 9 th June 2022 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
F&G 22.110	OPEN MEETING	
	No questions were raised.	
F & G 22.111	CONTRACT FOR RENEWAL	
	IT WAS RESOLVED to approve the renewal of the IT System Contract with Ionet Systems Ltd for a 12 month period from the 21 st July 2022 at a cost of £1,000 plus vat.	Proposed : DW Seconded : TC All in favour
F&G 22.112	ZAPPI CHARGING UNIT-BROCKERIDGE CENTRE	

	IT WAS RESOLVED to note the overspend of £731 net to cover the final costs of the project and that this has been funded from the general reserve.								All favour
F&G 22.113	PAYMENTS FOR APPROVAL								
	IT WAS RESOLVED that the payments listed below be approved.								
i.	Payments for approval								
	Ref :	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend	Proposed : DW Seconded : TC All in favour
	161	CPS (Grounds)Ltd	1747	Supply fertiliser- both pitches	1,177.66	235.53	1,413.19	Open Spaces Act 1906	
	162	CW Electrical (Bristol) Ltd	3666	My Energy- Zappi- untethered	1,731.00	416.20	2,147.20	LGA 1972 s111	
	157	DCK Accounting Solutions Ltd	TPC10239	Accounts Support 1 st June	263.35	52.67	316.02	LGA 1972, s.151	
	164	Greenfield s Garden Services Ltd	53387	Play are inspection- Ridings	197.00	39.40	236.40	LGA 1972, s.14 par 27	
	163	KDJ Electrical Contractor s Ltd	K7867	Reset water heater- Pavilion	92.00	18.40	110.40	LGA 1972 s133	
	149	Netwise Uk	2527	Premium hosting, support & maint	380.00	76.00	456.00	LGA 1972 s111	
	159	Pegasus Window Cleaning Services	Brockeridge cr220622	External Window clean	30.00		30.00	LGA 1972 s133	
	169	Rialtas Business Solutions	SM25841	Omega software annual subs	687.00	137.40	824.40	LGA 1972 s111	
	158 /13 1	Safety Test UK Ltd	7716 398	Carry out PAT testing	204.30	40.86	245.16	LGA 1972 s111	
	154	SGC	3804995739	Commercial refuse & food- Jun/Oct 22	302.50		302.50	Litter Act 1983 s 5 & 6	
	155	“	3804999816	Grounds maintenance- May 22	1,333.35	266.67	1,600.02	Open Spaces Act 1906	
	160	“	3805004739	Payroll recharge April/June 22	1,203.35	240.67	118.50	LGA 1972 s111	
	153	SLCC Enterprises Ltd	BK206409-1	Practical advice for owner/operator s of Public play spaces	30.00	6.00	36.00	LGA 1972 s111	
	152	Trade UK (Screwfix)	1271618249	Silicone white	4,57	0.91	5.48	LGA 1972 s111	

151	"	1275782221	Smooth timber, wall paint etc	32.42	6.50	38.92	"	
150	"	1276650043	Gh Walls & Ceiling Rolo frame	7.12	1.43	8.55	"	

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
604	NHBS	V789892	Bat detectors x5	247.93	49.58	297.51	LGA 1972, S.111
2004	Amazon	1354211 31-2022-56901	Toilet roll holders	17.22	3.48	20.70	LGA 1972 s133
2104	P Hailstone	02/22/FC	Building maintenance	656.99		656.99	LGA 1972, S.111
220	Green Thumb	1823365	Lawn treatment	28.33	5.67	34.00	Open Spaces Act 1906 ss 9 & 10
2304	GB Sports	10326	Risings Rd play equipment repair	291.50	58.30	349.80	LGA 1972 s14 para 27
2404	CPS Grounds Ltd	1570	Supply & apply fertiliser to both pitches	2,001.10	400.22	2,401.32	Open Spaces Act 1906 ss 9 & 10

Proposed : DW
 Seconded : TC
 All in favour

Copies of the invoices were available and considered at the meeting.
 IT WAS RESOLVED to approve all the payments, providing Green Thumb provide an invoice with a description included.

F&G 22.114 CASH BOOK FINANCIALS & BANK RECONCILIATIONS

i Financial Reports
 The Clerk/CEO & RFO presented the accounts for June 2022 which included:-

- Cashbooks and Reconciliations for all bank accounts,
- direct debits,
- petty cash,
- income,
- the council credit card
- payroll
- ear marked reserves report, which will now be provided monthly
- VAT return

and advised that there were no issues.

IT WAS RESOLVED that the Financial Reports for June 2022 be approved.

Accounts for quarter 1

The Clerk/CEO & RFO presented her report for quarter 1, which highlighted overspent budgets, nominal codes that require a budget, income outstanding to be collected and journals required.
 IT WAS RESOLVED that the following take place:-

- a) Virements to be actioned:-

From Nominal code	Description	Amount £	To Nominal code	Description
4020/101	Stationery &	1,000	4028/101	Communications/

All in favour

All in favour

	photocopying			Publications	
4000/101	Central costs (salaries)	2,550	4042/103	Accountancy fees	
4150/304	Play equipment checks- the Park	862.00	4110/304	General maintenance. The Park	
4150/305	Play equipment checks- Ridings Rd	270.00	4110/305	General maintenance., Ridings Road	
4150/401	Play equipment checks	270.00	4110/401	General maintenance. Brockridge Centre	

b) Journals required

			Description	Amount £	Debit	Credit
M2	6/5/22	FGSG001	Class 1v MOT Test	39.95	4266/105	4262/105
M2	6/5/22	HGM001	Water sampling	40.00	4267/303	4124/303
M2	6/5/22	HGM001	Cricket Pavilion-booster tank	1,539.00	329 EMR Pitch Improvement	320 EMR Water irrigation system
M2	6/5/22	HGM001	Cricket Pavilion-booster tank	5,147.55	329 EMR Pitch Impro	323 EMR Property Building fund
M2	6/5/22	HGM001	Fund from Fram CC grant	2,000.00	323 EMR Property Building fund	329 EMR Pitch Improvement
M3	31/5/22	KDJ001	Electrical work in new office	350.00	4110/401	323 EMR Property Building fund
M3	9/6/22	JON001	Supply & fit carpet in new office	180.00	4110/401	323 EMR Property Building fund

- c) That the costs of the water fountain testing will be coded to the cost centre where the fountain is located.
- d) That further journals will be required relating to the creation of the new office for the Clerk.
- e) To note the income was outstanding for the hire of the pavilion, as the invoices had not been issued, until the revised user agreement has been finalised and issued to the hirers.

ii

Bank statements

Balances on bank accounts as at 30th June 2022

Current Account £19,458
 Deposit Account £319,389
 CCLA Deposit Fund £100,000
 The Cambridge BS £100,029
 Nationwide BS £100,000

IT WAS RESOLVED to note the bank account balances as at the 30th June 2022.

All in favour

F&G 22.115	TRAINING IDENTIFIED	
	<p>The Committee considered the various training courses available.</p> <p>IT WAS RESOLVED to :-</p> <ul style="list-style-type: none"> • Create a working group comprised of Cllrs David Williams, Tim Niblett, Tristan Clark and either David Goodwin or Julian Selman to consider the layout of the budget • Arrange a training session with DCK the Council's accountancy service and the working group and staff to include the Clerk/CEO & RFO and the Projects Officer to :- <ul style="list-style-type: none"> ▪ consider the layout of the budget, ▪ how reserves are created, used and managed ▪ and the processes that are followed • encourage new councillors to attend training on being a councillor and planning. 	All in favour
F&G 22.116	FRAMPTON COTTERELL PLAYING FIELD MANAGEMENT COMMITTEE-FUNDING AGREEMENT	
	<p>The Committee considered the latest accounts provided by the Management Committee and the Council's previous resolution in July 2021, <i>minute FC.19.2029</i>.</p> <p>IT WAS RESOLVED to note the accounts and continue with the funding of £2,609.00</p>	All in favour
F&G 22.117	CHANGE OF INTEREST RATES-UNITY TRUST BANK PLC	
	IT WAS RESOLVED to note the change of interest rate for the deposit account.	All in favour
F&G 22.118	POLICY – LOAN OF COUNCIL OWNED EQUIPMENT	
	<p>The Committee considered the draft Loan of Council owned equipment policy and requested the following alterations:</p> <ul style="list-style-type: none"> • On 2.9 a clear definition on what is interpreted as severely damaged • An upper monetary limit to be included, possibly under £250. <p>IT WAS RESOLVED for the Climate & Nature Officer to make these alterations and circulate the updated policy to the Finance & Governance Committee.</p>	All in favour
F&G 22.119	WATER REFILL STATION MAINTENANCE	
	<p>The Committee considered the water refill station maintenance checklist.</p> <p>IT WAS RESOLVED to approve the checklist.</p>	All in favour
F&G 22.120	DELEGATION OF AUTHORITY TO PAY INVOICES and/or INVESTMENT OF FUNDS	
	<p>The Committee considered the delegation to the Clerk to approve invoices for payment and transfer and or investment of funds during the month of August.</p> <p>IT WAS RESOLVED to approve the delegation to the Clerk to approve invoices for payment and transfers between the Unity bank accounts only during August, not the investment accounts.</p>	All in favour
F&G 22.121	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of the next meeting to be Thursday 8 th September 2022, 7pm, at the Brockeridge Centre.	
F&G 22.122	EXEMPT ITEM	

	Councillors passed the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following motion on the grounds that its consideration would involve the disclosure of exempt information.	All in favour
F&G 22.123	TO CONSIDER PROFESSIONAL LEGAL ADVICE	
	The Committee considered the revised draft venue user agreement and minor alterations and additions were considered. IT WAS RESOLVED that :- <ul style="list-style-type: none"> the alterations would be referred back to the solicitor with suggested wording to accompany the agreement once received the agreement and wording will be approved by the Council the solicitor is be asked for the letter of intent, previously requested. 	All in favour
F&G 22.124	RESPONSE FROM FRAMPTON COTTERELL & DISTRICT COMMUNITY ASSOCIATION	
	The Committee noted the response from the Frampton Cotterell & District Community Association IT WAS RESOLVED to thank them for their response and the Committee will wait to receive the additional information.	All in favour
F&G 22.125	SECTION 106 FUNDING UPDATE	
	The Committee considered the update relating to the S106. IT WAS RESOLVED to refer this to the Courts Working Group.	All in favour
	ITEMS FOR FUTURE AGENDA (not already in these minutes): <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 8.20pm.

Chairman

SGC – South Gloucestershire Council

PC – Parish Council

Date: