



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brokeridge Centre** on **Thursday 20<sup>th</sup> October 2022** at **7.09 pm** and was attended by the following:

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

ITEM	MINUTE	VOTE / ACTION
<b>F&amp;G 22.145</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Cllrs L Williams & M Hemmings - these were noted.	All in favour
<b>F&amp;G 22.146</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
<b>F&amp;G 22.147</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the meeting of 26 <sup>th</sup> September 2022 be approved as a true and accurate record of the meeting and be signed accordingly.	Proposed : DW Seconded : TN All in favour
<b>F&amp;G 22.148</b>	<b>OPEN MEETING</b>	
	No questions were raised.	
<b>F&amp;G 22.149</b>	<b>PAYMENTS FOR APPROVAL</b>	
<b>i.</b>	IT WAS RESOLVED that the payments listed below be approved.	Proposed : DW Seconded : TC All in favour

Ref :	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend	
279	Screwfix	1300945419	Caretaker supplies	20.73	4.15	24.88	LGA 1972 s111	
280	"	1298893437	"	19.15	3.82	22.97	LGA 1972 s133	
281	"	1295934280	"	6.27	1.26	7.53	Allotments Act 1908 s23,26 & 42	
110	Consortium	SI0243927	House keeping	18.50	3.70	22.20	LGA 1972 s133	
210	DCK	TPC10352	Accounts	263.35	52.67	316.02	LGA 1972 s151	
310	EverGreen	36406	Secure shredding	35.00	7.00	42.00	LGA 1972 s111	
410	lonet	31252	Quarterly contract payment	250.00	50.00	300.00	LGA 1972 s111	
510	"	31268	Destroy hard drives	40.00	8.00	48.00	LGA 1972 s111	
610	"	31277	Set up Sharepoint	40.00	8.00	48.00	LGA 1972 s111	
710	KDJ	K7879 30	Brockridge outside lights	4005.00	801.00	4806.00	LGA 1972 s133	
810	Kingfisher Direct	1452840	Bins	1762.08	352.42	2114.50	Public Health Act 1875 s164	
910	Mr Fielding		Return deposit	100.00		100.00		
1010	Pegasus Windows	Brock101022	Window cleaning-Brockridge	30.00		30.00	LGA 1972 s133	
1110	Rialtus	SM26263	Omega Annual subscription	245.00	49.00	294.00	LGA 1972 s111	
1210	SGC	3805069761	Payroll charges	94.80	18.96	113.76	LGA 1972 s151	
1310	SGC	3805070938	Grounds maintenance-September	1203.35	240.67	1444.02	Open Spaces Act 1906 s 9 & 10	
			<b>Total</b>	<b>8087.08</b>	<b>1591.42</b>	<b>9678.50</b>		
<b>ii</b>	<b>Additional invoices since the agenda was issued</b>							
	There were no additional invoices to consider for payment							
<b>iii</b>	<b>Transfer from the Unity Deposit account</b>							
	The Committee approved the transfer of £50,000 from the Unity Deposit account to the Unity Current account.							Proposed : DW Seconded : TC All in favour
<b>F&amp;G 22.150</b>	<b>CASH BOOK FINANCIALS &amp; BANK RECONCILIATIONS</b>							
<b>i</b>	<b>Financial Reports</b> The Clerk/CEO & RFO presented the accounts for September 2022 which included:- <ul style="list-style-type: none"> <li>• Cashbooks and Reconciliations for all bank accounts,</li> <li>• direct debits,</li> <li>• petty cash,</li> <li>• income,</li> <li>• the council credit card</li> <li>• ear marked reserves report</li> <li>• Proposed payroll for October 2022</li> </ul> and advised that there were no issues.							

	IT WAS RESOLVED that the Financial Reports for September 2022 and proposed payroll for October 2022 be approved. It was noted that a query will be raised with the accountant relating to the EMR totals.	All in favour  Clerk
ii	<b>Bank statements</b> <b>Balances on bank accounts as at 30<sup>th</sup> September 2022</b> Current Account £31,216 Deposit Account £307,247 CCLA Deposit Fund £200,000 The Cambridge BS £100,029 Nationwide BS £100,000  IT WAS RESOLVED to note the bank account balances as at the 30 <sup>th</sup> September 2022.	All in favour
<b>F&amp;G 22.151</b>	<b>QUARTER 2 ACCOUNTS</b>	
	The Committee considered the quarter 2 accounts. IT WAS RESOLVED to note that there were no issues in these accounts.	Proposed : DW Seconded : TC All in favour
<b>F&amp;G 22.152</b>	<b>REVIEW OF EAR MARKED RESERVES</b>	
i	It was noted that the Full Earmarked reserves list will be considered as part of the budget process.	All in favour
ii	The Committee considered the recommendation from the Parks & Recreation Committee to vire £15,000 from EMR 337 Security Provision to EMR 323 Property Building Fund. IT WAS RESOLVED to vire the balance on the Security Provision, namely £10,995 (after the cost of the outside lights at the Brockeridge Centre) has been deducted.	All in favour Clerk
iii	The Committee considered the recommendation from the Climate & Nature Committee to vire any unspent revenue funds to a Climate & Nature Project EMT at year end.	All in favour
<b>F&amp;G 22.153</b>	<b>REVIEW OF CURRENT SUBSCRIPTIONS/DIRECT DEBITS AND REVIEW OF PREFERRED SUPPLIERS</b>	
i	The Committee considered the subscriptions, direct debits and reviewed the preferred supplier lists. IT WAS RESOLVED to approve the lists and add 'Ongas' to the list.	Proposed : DW Seconded : TC All in favour
<b>F&amp;G 22.154</b>	<b>UNITY TRUST BANK PLC- INTEREST RATES CHANGES</b>	
	IT WAS RESOLVED to note the change of interest rate for the deposit account.	All in favour
<b>F&amp;G 22.155</b>	<b>REVIEW OF COUNCIL INVESTMENTS</b>	
	The Committee considered the response from DCK regarding the CCLA account which confirmed that all deposits are lodged with secure organisations with a 'Double AA plus' rated security and that the simplicity of dealing with the CCLA organisation and immediacy of accessibility of funds outweighs other investment vehicles. IT WAS RESOLVED to note this advice and ask for confirmation on whether this investment would be covered by the FSCS (Financial Services Compensation Scheme)	All in favour Clerk

<b>F&amp;G 22.156</b>	<b>TREE AND HEDGE WORK AT THE BROCKERIDGE CENTRE</b>	
	The Committee considered the quotation from the Council's preferred supplier to perform annual tree and hedge trimming at the Brockeridge Centre. IT WAS RESOLVED to approve the quotation from Frome Valley Landscaping for the annual at height tree and hedge trimming at the Brockeridge Centre at a cost of £1,080 plus VAT.	Proposed : DW Seconded: TC All in favour
<b>F&amp;G 22.157</b>	<b>ELECTIONS MAY 2023-ANTICIPATED COSTS</b>	
	The Committee noted the anticipated election costs for May 2023 provided by SGC of £9,420 and also noted that if there is an uncontested election in our area that it would be cheaper.  It was also noted that it was important that the Council had at least two thirds of its councillors elected to achieve the General Power of Competence (GPC), the Parks Committee have recently requested that the Clerk provides a training opportunity for councillors to understand the GPC and the criteria.	All in favour  Clerk
<b>F&amp;G 22.158</b>	<b>RIALTAS BUSINESS SOLUTIONS (RBS)- SALE OF COMPANY TO HARRIS COMPUTER CORPORATION &amp; HANDOVER OF LEADERSHIP</b>	
	The Committee noted the sale of RBS to N Harris Computer Corporation, which is part of Constellation Software inc. who have a long and successful history of helping organisations run smoothly. They are part of a financially secure and publicly traded company, which will provide long term confidence and stability for all RBS clients.	All in favour
<b>F&amp;G 22.159</b>	<b>POLICIES</b>	
	<b>Safeguarding Policy</b> IT WAS RESOLVED to approve the recommendation by SGC to add the contact details for the Safeguarding Officer, namely the Clerk and emergency Council contact numbers to the Safeguarding Policy  <b>Bird Nesting Policy</b> IT WAS RESOLVED to rename the policy to 'Bird & Bat Roost Policy' and approve the recommended alterations by the Climate & Nature Committee ( <i>Min C&amp;N 2022/86</i> )	Proposed : DW Seconded: TN All in favour  Proposed : DW Seconded: TN All in favour
<b>F&amp;G 22.160</b>	<b>REQUEST FROM RANGERS FOOTBALL CLUB</b>	
	As the new proposal to pitch layout and possible reduction in fees for season 2022/23 onwards had not been received from the Rangers Football Club, this matter could not be discussed.	
<b>F&amp;G 22.161</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of the next meeting will be the Thursday 10 <sup>th</sup> November 2022, 7pm, at the Brockeridge Centre.	All in favour
	<b>ITEMS FOR FUTURE AGENDA (not already in these minutes):</b>	
	<ul style="list-style-type: none"> <li>Jubilee allotments – response from the owners regarding extending the lease</li> </ul>	

The meeting closed at 7.39pm.

Chairman ..... Date: .....

SGC – South Gloucestershire Council