



An ORDINARY meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Bockeridge Centre on Thursday 10th November 2022 at 7.10pm and was attended by the following:

Chairman: Cllr D. Williams

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

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 22.162</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received from Cllr I Davidge - these were noted.	All in favour
<b>F&amp;G 22.163</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
<b>F&amp;G 22.164</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the meeting of 20 <sup>th</sup> October 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 22.165</b>	<b>OPEN MEETING</b>	
	No questions were raised.	
<b>F&amp;G 22.166</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

	<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>		
	111	Amazon	1378342475 -2022-767	Webcam with microphone for PC	18.99	2.25	22.79	LGA 1972 s111		
	211	Trade UK	1309480451	Coat hook rail	13.80	2.76	16.56	LGA 1972 s133		
	311	CJH Energy	1293	Monthly temperature checks	50.00		50.00	Public Health Act 1936 s87		
	411	Marmax Products Ltd	44625	Plaque for Centenary Field	110.00	22.00	132.00	LGA 1972 s111		
	511	D Bamfield	576	Annual Park contract part 2	1375.00		1375.00	LGA 1972 s14 para 27		
	611	P Browning		Allotment deposit refund	100.00		100.00			
	711	Trade UK	1309480443	Maintenance Pavilion	27.23	5.44	32.67	LGA 1972 s111		
	811	SLCC	BK207990-1	Training course-Making Your Parks and Green Spaces Welcoming More People	30.00	6.00	36.00	LGA 1972 s111		
	911	“	BK-208117-1	SLCC & OVW Joint Virtual Conference 2022	45.00	9.00	54.00	LGA 1972 s111		
	101 1	“	MEM240853 -1	SLCC Membership- L Squire	382.00		382.00	LGA 1972 s111		
	121 1	Bridget C Bowen	288	Internal audit review & report	375.00		375.00	LGA 1972 s111		
	171 1	Trade UK	1309480478	Timber, nails	18.95	3.78	22.73	Allotments Act 1908 s23,26,742		
<b>ii</b>	<b>Additional invoices since the agenda was issued</b>									
	IT WAS RESOLVED that the payments listed below be approved								Proposed : DW Seconded : TC All in favour	
	<b>Ref</b>	<b>Payee</b>	<b>Invoice/ Account</b>	<b>Description</b>	<b>Net £</b>	<b>Vat £</b>	<b>Gross £</b>	<b>Power to Spend</b>		
	131 1	Green thumb	1963787	Nutra green 3 summer long	35.00	7.00	42.00	LGA 1972 s14 para 27. Public Health Act 1890 s44		
	141 1	KCS	KPS267810	Copier rental	88.12	17.62	105.74	LGA 1972 s111		
	151 1	P Lloyd- Jones		Allotment deposit refund	100.00		100.00			
	161 1	SGC	3805092628	Dog waste bin collections	2718.09	543.62	3261.71	Public Health Act 1875 s164		
	181 1	SLCC	MEM241231 -1	Membership for Projects Officer	270.00		270.00	LGA 1972 s111		
	191 1	SGC	3805094600	Grounds maintenance October 2022	1203.35	240.67	1444.02	Open Spaces Act 1906 s9 & 10		

iii	<b>Transfer from the Unity Deposit account</b>	
	IT WAS RESOLVED to approve the transfer of £50,000 from the Unity Deposit account to the Unity Current account.	Proposed : DW Seconded : TC All in favour
iv	<b>Additional SLCC cost</b> The Committee considered the additional cost of the Clerk/CEO & RFO's SLCC membership. IT WAS RESOLVED to approve the additional membership cost of £33.	All in favour
<b>F&amp;G 22.167</b>	<b>CASH BOOK FINANCIALS &amp; BANK RECONCILIATIONS</b>	
i	<b>Financial Reports</b> The Clerk/CEO & RFO presented the accounts for October 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>• the final payroll for October 2022</li> </ul> and advised that there were no issues. IT WAS RESOLVED that the Financial Reports for October 2022 be approved.	All in favour Clerk
ii	<b>Bank statements</b> <b>Balances on bank accounts as at 31<sup>st</sup> October 2022</b> Current Account £46,521 Deposit Account £258,349 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 31 <sup>st</sup> October 2022 and that the bank statements would be included in the information pack in future.	All in favour Clerk
<b>F&amp;G 22.168</b>	<b>INTERNAL AUDIT MID-YEAR REPORT 2022/23</b>	
	The Committee considered the Internal Audit mid-year report and the recommendations. IT WAS RESOLVED to note the recommendations and for regular progress against the actions to be submitted to the Committee in future.	Proposed : DW Seconded : TN All in favour
<b>F&amp;G 22.169</b>	<b>CONTRACT- PLAY AREA MONTHLY INSPECTIONS</b>	
	The Committee considered the quotations received for the play area monthly inspections. IT WAS RESOLVED to request more information on the report and establish if there is anything missing from any of the quotations.	All in favour Projects Officer
<b>F&amp;G 22.170</b>	<b>REVIEW OF CLIMATE &amp; NATURE BUDGET 2023-24</b>	
	The Committee considered the Climate & Nature budget for 2023-24. IT WAS RESOLVED to request more information on why each item is requested and what has changed to justify the different figures, this can then be considered at the December Finance & Governance Committee meeting.	Proposed : DW Seconded : TN

		All in favour
<b>F&amp;G 22.171</b>	<b>REVIEW OF EVENTS BUDGET 2023-24</b>	
	The Committee were unable to consider this, as the recent Events Committee was inquorate, therefore the budget request has not been finalised.	
<b>F&amp;G 22.172</b>	<b>HIRE CHARGES &amp; ALLOTMENT RENTALS 2023-24</b>	
	<p><b>Brockeridge Centre</b> The Committee considered the hire charges for the Brockeridge Centre for 2023-24. IT WAS RESOLVED to defer this until comparative data had been obtained from other local venues and to also check if any price increase is intended.</p> <p><b>Scouts</b> The Committee considered the hire charges for the Scouts at the Pavilion for 2023-24. IT WAS RESOLVED to defer this until the hall comparative data has been obtained and that any increase will be the same as the Brockeridge Centre.</p> <p><b>Allotments</b> The Committee considered the comparative data for other allotment sites. IT WAS RESOLVED to obtain the exact plot sizes for the allotments on the Mill Lane site and defer this until the next meeting and then consider whether the charge should be set as a charge per square metre.</p>	<p>All in favour Clerk</p> <p>All in favour</p> <p>All in favour Clerk</p>
<b>F&amp;G 22.173</b>	<b>DRAFT LITTER BIN POLICY</b>	
	The Committee considered the Draft Litter Policy. IT WAS RESOLVED to approve the Litter Policy.	All in favour
<b>F&amp;G 22.174</b>	<b>REQUEST FOR HAND DRYER AT THE BROCKERIDGE CENTRE</b>	
	The Committee considered the request for an electric hand dryer in the ladies' toilet at the Brockeridge Centre. IT WAS RESOLVED to reject the request for the hand dryer, as research shows that paper towels are more hygienic as they leave peoples hands cleaner and are less likely to contaminate the area.	All in favour
<b>F&amp;G 22.175</b>	<b>QUOTATION FOR COMMERCIAL TV DISPLAY IN THE MEETING ROOM AT THE BROCKERIDGE CENTRE</b>	
	The Committee considered the quotation for a commercial TV display in the meeting room at the Brockeridge Centre which will enable information to be displayed in the meeting room when it is used for Committees and working group meetings. IT WAS RESOLVED to approve the purchase and installation at a cost of £997 from the Council's preferred IT supplier Ionet and to also purchase a pointer, which will be an additional minimal cost.	All in favour Clerk
<b>F&amp;G 22.176</b>	<b>TRIMMING OF TREES AROUND THE FLOODLIGHTS AT THE PARK</b>	
	The Committee were advised that sports clubs have complained about the trees overhanging the floodlights at the Park and that this has been discussed at a Climate & Nature meeting. The Council's preferred contractor has been contacted, but the cost of the work has not been provided yet. IT WAS RESOLVED to delegate £400 towards the cost of this tree work to the Clerk.	All in favour
<b>F&amp;G 22.177</b>	<b>FRAMPTON COTTERELL COMPUTER GROUP ROOM RENTAL</b>	
	The Committee considered the additional information received from the Computer Group relating to their request for a reduction in their rental costs. IT WAS RESOLVED to advise the Computer Group that the Council has had a lot of expenditure across	

	All areas this year and unfortunately will not be able to reduce the rental. If they want to request the reduction in a years' time if their circumstances change then the Council will consider it.	All in favour Clerk
<b>F&amp;G 22.178</b>	<b>SOUTH GLOUCESTERSHIRE COUNCIL BUDGET POSITION &amp; WORKING TOGETHER OPPORTUNITIES</b>	
	The Committee noted the correspondence from SGC. IT WAS RESOLVED to contact Mark Pullin from SGC to arrange a zoom meeting with him, the Chair & Vice Chair of the Finance & Governance Committee and the Clerk to establish what SGC may have in mind for the working together opportunities.	All in favour Clerk
<b>F&amp;G 22.179</b>	<b>PLAY AREAS STRATEGY &amp; REPLACEMENT POLICY</b>	
	The Committee considered the Play Areas Strategy & Replacement Policy. IT WAS RESOLVED to approve the policy.	All in favour
<b>F&amp;G 22.180</b>	<b>SGC DRAFT RECOMMENDED SPECIAL EXPENSES 2023-24</b>	
	The Committee noted the SGC recommended Special Expenses which will increase by 7.5%.	All in favour
<b>F&amp;G 22.181</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of the next meeting will be on the Thursday 8 <sup>th</sup> December 2022, 7pm, at the Bockeridge 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 8.10pm.

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

SGC – South Gloucestershire Council