Frampton Cotterell Parish Council

Clerk/CEO & RFO to the Council
The Brockeridge Centre
Woodend Road
Frampton Cotterell
Bristol
BS36 2LQ

6th January 2023

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 12th January 2023 at 7.15pm at the Brockeridge Centre and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards
LSquire
Linda Squire
Clerk/CEO & RFO to the Parish Council

AGENDA

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 MINUTES OF THE PREVIOUS MEETING (8th December 2022)
MOTION: Committee to approve and sign the minutes of the previous meeting.

4 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.

5 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
MOTION: Committee to approve a £50,000 transfer from Unity Trust Deposit Account to the Current Account

6 CASH BOOK FINANCIALS & BANK RECONCILIATIONS
MOTION: Committee to note the Financial Reports as at 31/12/22
MOTION: Committee to note the Bank Statements at 31/12/22
MOTION: Committee to consider the revised version of the financial report for income and expenditure that includes ear marked reserves movements and whether they want to receive this on a regular basis.

7 COUNCIL INVESTMENTS
MOTION: Committee to note CCLA factsheet for November and additional correspondence.

8 EAR MARKED RESERVES 2023/24 NOTES OF THE WORKING GROUP 15th DECEMBER 2022
MOTION: Committee to make recommendation to Council for EMR's 2023/24

9 ALLOTMENT RENTALS 2023/2024

MOTION: Committee to consider and approve and allotment rents for 2023/2024, taking into account comparative data and allotment sizes.

10 PRICE INCREASE FOR WINDOW CLEANING SERVICES

MOTION: Committee to consider and approve the price increase in window/Velux/solar panel cleaning for both the Brockeridge Centre and The Pavilion

11 NEW POLICY-HABITUAL AND VEXATIOUS COMPLAINTS POLICY-DRAFT

MOTION: Committee to consider and approve the habitual and vexatious complaints policy

12 POLICIES REVIEW

a) RESERVES POLICY

MOTION: Committee to consider and approve the Reserves Policy for 2023/24

b) INVESTMENT STRATEGY POLICY

MOTION: Committee to consider and approve the Investment Strategy

13 INVESTMENTS

MOTION:- Committee to consider the options provided for the Nationwide Maturity Reserve account

14 DCK ACCOUNTING – YEAR END COSTS

MOTION: Committee to note the costs associated with DCK Accounting performing this financial year end (previously agreed)

MOTION: Committee to consider whether to approve the sample year-end financial statements and the associated cost.

15 EXTERNAL AUDITOR FOR 2023/2027

MOTION: Committee to note the external auditor for Councils will be BDO LLP

16 PENSION EMPLOYER 2022 VALUATION

MOTION**:** Committee to consider the Avon Pension Fund Employer Schedule and the options relating to the pension deficit.

MOTION: Committee to approve the increase in employer contribution to 17.9% for the 2023/24 financial year and note the % increases in future years.

17 MEETING DATES IN MARCH & APRIL 2023

MOTION: Committee to consider and agree the revised dates for the Committee in March & April 2023

18 DATE OF NEXT MEETING

MOTION: Committee to confirm the date of the next meeting to be Thursday 9th February 2023.

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

APPENDIX

Payments for Approval by the Committee

Ref:	Invoice/Acct	Company	Description	Net	Vat	Gross	Power to spend
1/1	GB2RZVOABEI	Amazon	Stationary	5.82	1.17	6.99	LGA1972,S,111
2/1	GB2ROIGABEI	Amazon	Rubbish Sacks	16.97	3.39	20.36	LGA1972,S,111
3/1	GB150811305-2022-91	Amazon	4 Litter Pickers	51.64	10.32	61.96	LGA1972,S,111
4/1	GB2RZVPABEI	Amazon	Stationary	4.16	0.83	4.99	LGA1972,S,111
5/1	1686	Frome Valley Landscaping	Grounds Maintenance	1080.00	216.00	1296.00	LGA1972,S,111
6/1	0495	Greenfields	Play Equipment inspection	98.50	19.70	118.20	PHA1875,S164
8/1	GR-114694-Y9B8	Gregor Heating	Fit pump to boiler, Brockeridge	190.00	38.00	228.00	LGA1972,S,133
9/1	GR-114693-Z4M8	Gregor Heating	Fit Solenoid valve	342.68	68.54	411.22	LGA1972,S,133
10/1	500	HGM Plumbing	Check Water Fountains	120.00	24.00	144.00	PHA 1936
11/1	KPS274355	KCS	Photocopier charges	83.09	16.62	99.71	LGA1972,S,111
13/1	K7827	KDJ Electrical	Water Heaters at Pavilion	485.00	97.00	582.00	LGA1972,S,133
14/1	3805134667	SGC	Refuse collection	320.50	0.00	320.00	LGA1972,S,111
15/1	3805124509	SGC	Grounds Maintenance	943.35	188.67	1132.02	OSA1906,SS,9,10
16/1	73	Simply cleaning	Pavilion Cleaning	470.00	0.00	470.00	LGA1972,S,111
17/1	1328268039	Trade Uk B&Q	Maintenance	2.57	0.51	3.08	LGA1972,S,111