



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brockridge Centre** on **Thursday 12th January 2023** at **7.15pm** and was attended by the following:

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

ITEM	MINUTE								VOTE / ACTION
F&G 22.201	APOLOGIES FOR ABSENCE								
	Apologies were received from Cllr L Williams - these were noted.								All in favour
F&G 22.202	DECLARATIONS OF INTEREST and DISPENSATIONS								
	None received.								
F&G 22.203	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING								
	IT WAS RESOLVED that the minutes of the meeting of 8th December 2022 be approved as a true and accurate record of the meeting and be signed accordingly.								Proposed : TC Seconded : AP All in favour
F&G 22.204	OPEN MEETING								
	No questions were received.								
F&G 22.205	PAYMENTS FOR APPROVAL								
i.	IT WAS RESOLVED that the payments listed below be approved.								All in favour
	Ref :	Payee	Invoice /Acct.	Description	Net £	Vat £	Gross £	Power to Spend	
	1/1	Amazon	GB2RZVOAB EI	Stationary	5.82	1.17	6.99	LGA 1972 s111	
	2/1	"	GB2ROIGAB EI	Rubbish sacks	16.97	3.39	20.36	LGA 1972 s111	

	3/1	"	GB15081130 5-2022-91	4 Litter pickers	51.64	10.32	61.96	LGA 1972 s111		
	4/1	"	GB2RZVPAB EI	Stationary	4.16	0.83	4.99	LGA 1972 s111		
	5/1	Frome Valley Landscapin g	1686	Grounds maintenance	1080.00	216.00	1296.00	LGA 1972 s111		
	6/1	Greenfield s	0495	Play equipment inspection	98.50	19.70	118.20	Public Health Act 1875 s164		
	8/1	Gregor Heating	GR-114694- Y9B8	Fit pump to boiler- Brockridge	190.00	38.00	228.00	LGA 1972 s133		
	9/1	"	GR-114693- Z4M8	Fit solenoid valve	342.68	68.54	411.22	LGA 1972 s133		
	10/ 1	HGM Plumbing	500	Check water fountains	120.00	24.00	144.00	Public Health Act 1936		
	11/ 1	KCS	KPS274355	Photocopier charges	83.09	16.62	99.71	LGA 1972 s111		
	13/ 1	KDJ Electrical	K7827	Water heaters at the pavilion	485.00	97.00	582.00	LGA 1972 s133		
	14/ 1	SGC	3805134667	Refuse collection	320.50	0	320.00	LGA 1972 s111		
	15/ 1	SGC	3805124509	Grounds maintenance	943.35	188.67	1132.02	Open Spaces Act 1906 s9 & 10		
	16/ 1	Simply Cleaning	73	Pavilion cleaning	470.00	0	470.00	LGA 1972 s111		
	17/ 1	Trade UK- B & Q	1328268039	maintenance	2.57	0.51	3.08	LGA 1972 s111		
ii	Additional invoices since the agenda was issued									
	There were no additional invoices to consider.									
iii	Transfer from the Unity Trust Deposit Bank Account to the Current Account									
	IT WAS RESOLVED to approve the transfer of £50,000 from the Unity Deposit account to the Unity Current account.									All in favour
F&G 22.206	CASH BOOK FINANCIALS & BANK RECONCILIATIONS									
i	Financial Reports The Clerk/CEO & RFO presented the accounts for December 2022 which included:- <ul style="list-style-type: none"> • Cashbooks and Reconciliations for all bank accounts, • direct debits, • petty cash, • income, • the council credit card • ear marked reserves report. • the third quarter financial accounts and advised that there were no issues. IT WAS RESOLVED that the Financial Reports for December 2022 be approved.									All in favour Clerk
ii	Bank statements Balances on bank accounts as at 31st December 2022 Current Account £11,128 Deposit Account £215,610 CCLA Deposit Fund £200,000									

	The Cambridge BS £100,029 Nationwide BS £100,000 IT WAS RESOLVED to note the bank account balances and bank statements as at the 31 st December 2022.	All in favour Clerk
iii	Revised version of the financial report for income & expenditure The Committee considered the revised version of the financial report for income and expenditure, which includes ear marked reserves. IT WAS RESOLVED that the Committee would prefer the revised version each month.	All in favour Clerk
F&G 22.207	COUNCIL INVESTMENTS	
	The Committee noted the CCLA fact sheet for November and the additional correspondence relating to Qatari banks.	All in favour
F&G 22.208	EAR MARKED RESERVES 2023/24	
	The Committee considered the recommendations of the Budget working group held on the 15 th December 2022. IT WAS RESOLVED to RECOMMEND to Council to :- <ul style="list-style-type: none"> • allocate EMR 338 CIL £4,110.76 to the Climate & Nature Committee • allocate EMR 333 CIL 19/20 water stations £16,173.64 to the EMR 342 Park Improvement Fund • other CIL for 20/21 onwards to be considered for other purchases of land or alterations in the future. • Investigate if the EMR 327 Solar Income -Comm Grants income agreements can be changed to make the use of this income more flexible. • That the current 3 year plan will be refined and submitted to a future Council meeting. 	Proposed : DW Seconded : TC All in favour
F&G 22.209	ALLOTMENT RENTALS 2023/2024	
	The Committee considered the comparative data calculations and the cost per square meter of the allotments at the Mill Lane allotments. IT WAS RESOLVED to RECOMMEND to Council :- <ul style="list-style-type: none"> • Increase all allotment charges by 7.5% for both sites, rounding up to the nearest 10pence. • Sort out the incorrect charges at the Mill Lane allotments. • Defer the category charges for Mill Lane allotments until the calculation can be provided at the next Committee meeting in February. 	All in favour
F&G 22.210	PRICE INCREASE FOR WINDOW CLEANING SERVICES	
	The Committee considered the price increase for cleaning the windows, Velux and solar panels at the Brockeridge Centre and the Pavilion. IT WAS RESOLVED to approve the 5% increase in charges and it was noted that there had not been an increase for several years.	All in favour
F & G 22.211	NEW POLICY- HABITUAL & VEXATIOUS COMPLAINTS POLICY	
	The Committee considered the new Habitual & Vexatious Complaints Policy IT WAS RESOLVED to RECOMMEND to Council that the new policy is approved.	All in favour

F&G 22.212	POLICIES REVIEW	
i	RESERVES POLICY The Committee considered the Reserves Policy, taking into account the budget and precept that has been approved for 2023/24 by Council. IT WAS RESOLVED to approve the policy and that no alterations were required.	All in favour
ii	INVESTMENT STRATEGY POLICY The Committee considered the Investment Strategy Policy IT WAS RESOLVED to approve the policy and that no alterations were required. It was noted that the Committee had recently agreed to utilise the investment in the CCLA when additional funding is required.	All in favour
F&G 22.213	INVESTMENTS	
	The Committee considered the options available for the Nationwide Maturity Reserve Account and noted the restrictions on access for each option. IT WAS RESOLVED to RECOMMEND to Council to select a Business 35 day saver with monthly interest, which provides interest of 2.48%.	All in favour
F&G 22.214	DCK ACCOUNTING- YEAR END COSTS	
	The Committee noted the costs associated with DCK accounting performing the financial year end and that these costs has already been agreed when the Accountancy solution was introduced.	All in favour
	Be-spoke year-end financial statements. The Committee considered the bespoke financial year end financial statements and the costs. IT WAS RESOLVED not to have these bespoke year end statements and continue with what has been produced in previous years.	All in favour
F&G 22.215	EXTERNAL AUDITOR FOR 2023-2027	
	The Committee noted the External Auditor appointed by the Smaller Authorities Audit Appointments (SAAA), this is for smaller authorities whose gross income or expenditure is less than £6.5million. The External Auditor appointed is BDO LLP. The Committee recognised the importance of using this External Auditor and did not want to consider an alternative provider.	All in favour
F&G 22.216	PENSION EMPLOYER 2022 VALUATION	
	Pension deficit The Committee considered the Employer Schedule 2022 valuation received from the Avon Pension Fund IT WAS RESOLVED to RECOMMEND to Council to :- <ul style="list-style-type: none"> Select the Short term pay restraint, using the 4% default and not pay the 3 years deficit in April 2023, for 2023/24 this equates to £3,900. 	All in favour Clerk
	Employer contribution increase The Committee considered the increase in employer contributions from 2023/24. IT WAS RESOLVED to RECOMMEND to Council to:- <ul style="list-style-type: none"> Increase the employer contributions to 17.9% from the 1st April 2023 Note the increase to 19.6% for 2024/25 & 21.3% from 2025/6 onwards. 	All in favour Clerk

F&G 22.217	MEETING DATES IN MARCH & APRIL 2023	
	The Committee considered the revised dates for the Committee in March and April. IT WAS RESOLVED to change the date of the March meeting to the 16 th March 2023 and to decide on the date for the April meeting next month.	All in favour Clerk
F&G 22.218	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of the next Committee meeting will be on Thursday 9 th February 2023, 7pm, at the Brockeridge Centre.	All in favour
	ITEMS FOR FUTURE AGENDA (not already in these minutes):	
	<ul style="list-style-type: none"> Jubilee allotments – response from the owners regarding extending the lease. 	

The meeting closed at 7.45pm.

Chairman Date:
SGC – South Gloucestershire Council