



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brockridge Centre** on **Thursday 16th March 2023** at 7pm and was attended by the following:

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

| ITEM | MINUTE | VOTE / ACTION |
|-----------------------|--|---|
| F&G 22.234 | APOLOGIES FOR ABSENCE | |
| | Apologies were received from Cllr T. Niblett - these were noted. | All in favour |
| F&G 22.235 | DECLARATIONS OF INTEREST and DISPENSATIONS | |
| | None received. | |
| F&G 22.236 | APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING | |
| | IT WAS RESOLVED that the minutes of the meeting of 9 th February 2023 be approved as a true and accurate record of the meeting and be signed accordingly. | Proposed : DW Seconded : LW All in favour |
| F&G 22.237 | OPEN MEETING | |
| | No questions were received. | |
| F&G 22.238 | 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 | | |
|-------|----------------|----------------|---|--------|-------|---------|----------------------------|---|--|
| 01/03 | JT Paving | | Repairs to paving at Brockridge | 435.00 | | 435.00 | LGA 1972 s111 | | |
| 02/03 | DCK Accounting | TPC10569 | Accounting services 7 th Feb | 263.35 | 52.67 | 316.02 | LGA 1972 s151 | | |
| 03/03 | Amazon | GB3EQ8ABEI | Stationary | 14.15 | 2.25 | 16.98 | LGA 1972 s111 | " | |
| 04/03 | " | GB3EON8ABEI | Cleaning materials | 9.99 | 2.00 | 11.99 | " | | |
| 05/03 | LexisNexis | 10253243D | Local Council Admin-Arnold Baker book | 164.99 | | 164.99 | " | | |
| 07/03 | Screwfix | 1348664576 | Equipment for cricket club repairs | 95.26 | 19.04 | 114.30 | LGA 1972 s111 | | |
| 08/03 | CJH | 1381 | Feb Legionella testing | 50.00 | | 50.00 | Public Health Act 1936 s87 | | |

ii Additional invoices since the agenda was issued.

IT WAS RESOLVED that the payments listed below be approved.

All in favour

| Ref | Payee | Invoice /Acct. | Description | Net £ | Vat £ | Gross £ | Power to Spend | | |
|-------|--------------------------|-----------------------|---------------------------------|--------|-------|---------|-----------------|--|--|
| 09/03 | Amazon | GB3JR0GABEL | Water jug | 5.15 | 1.03 | 6.18 | LGA 1972 s111 | | |
| 10/03 | " | GB793269465-2023-5291 | Stationary | 7.64 | 1.52 | 9.16 | " | | |
| 11/03 | " | GB171934271-2023-7954 | Storage containers | 13.54 | 2.71 | 16.25 | " | | |
| 12/03 | SGC | 3805199725 | Replace bins at Centenary field | 230.36 | 46.07 | 276.43 | Litter Act 1983 | | |
| 13/03 | KCS Procurement services | KPS287657 | Photocopier charges | 77.81 | 15.56 | 93.37 | LGA 1972 s111 | | |
| 14/03 | J Webb | | Travel Expenses- Jan-March 2023 | 5.40 | | 5.40 | " | | |
| 15/03 | Screwfix (Trade UK) | 1353191338 | Equipment-tool bag | 20.83 | 4.16 | 24.99 | " | | |
| 16/03 | " | 1354063643 | Parts for repairs | 17.72 | 3.54 | 21.26 | " | | |
| 17/03 | Buzz Catering | 280587 | Dishwasher liquid | 20.47 | 4.10 | 24.57 | " | | |
| 18/03 | D Finnear | | Travel expenses-Oct-March 2023 | 22.95 | | 22.95 | " | | |

iii Nominate two councillors to authorise the payments through the bank

The Committee considered nominating 2 councillors to authorise the payments this month.

IT WAS RESOLVED:-

- That Cllr D Williams & Cllr L Williams will authorise the payments through the bank this month.

All in favour

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| F&G 22.239 | CASH BOOK FINANCIALS & BANK RECONCILIATIONS | |
| i | <p>Financial Reports The Clerk/CEO & RFO presented the accounts for February 2023 which included:-</p> <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. • Payroll <p>and advised that there were no issues. IT WAS RESOLVED that the Financial Reports for February 2023 be approved.</p> | All in favour Clerk |
| ii | <p>Bank statements Balances on bank accounts as at 28th February 2023 Current Account £55,785 Deposit Account £121,096 CCLA Deposit Fund £200,000 The Cambridge BS £100,029 Nationwide BS £100,522</p> <p>IT WAS RESOLVED to note the bank account balances and bank statements as at the 28th February 2023.</p> | All in favour Clerk |
| F&G 22.240 | CHANGE TO LEAD CONTACT FOR BANK ACCOUNTS & CREDIT CARD | |
| | The Committee considered the change to the lead contact for the Bank accounts and credit card. IT WAS RESOLVED to change the lead contact to the Clerk/CEO & RFO for all these accounts. | All in favour Clerk |
| F&G 22.241 | PRICE INCREASE FOR WATER SAMPLING AND HGM PLUMBING SERVICES LTD | |
| | The Committee considered the response from the preferred plumber which advised that he could not identify a cheaper laboratory for the water sampling testing for the three water filling stations and that advice on the frequency of testing had been obtained and that quarterly testing is used by Bristol Water. IT WAS RESOLVED :- | All in favour Clerk |
| | <ul style="list-style-type: none"> • to reduce the water testing to quarterly using the laboratory used by the Council's preferred plumber. | |
| F&G 22.242 | PRICE INCREASES | |
| i | Lawn treatment -The Committee considered the increased cost for Green Thumb for Lawn treatment. IT WAS RESOLVED to approve the increased cost of £54.50 for the lawn treatment from the 1 st April 2023. | All in favour |
| ii | Mobile phone contracts -The Committee considered the increased cost of 13.4% RPI rate of inflation plus an additional 3.9% as set out in their terms for the 2 mobile phones for O2 from April 2023. IT WAS RESOLVED for the office to try and obtain a cheaper solution. | All in favour |
| iii | Business waste collection - The Committee considered the increased costs of 15% for Business Waste and 1pence per kilogram for excess weight. IT WAS RESOLVED to approve the increased costs for business waste removal of £12.73 per 240 litre, £16.68 per 360 litre and 21pence per kilogram for excess weight. | All in favour |
| iv | Other increases -there were no additional price increases received since the agenda was issued. | |

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| F&G 22.243 | GRANT REQUESTS | |
| i | Cricket club- The Committee considered the request for a grant from the Cricket club to replace equipment that had been damaged. IT WAS RESOLVED to approve the grant of £678.77 to replace the youth cricket team equipment | All in favour Clerk |
| ii & iii | FACE The grant applications had not been received, therefore could not be considered by the Committee. | |
| F & G 22.244 | SECTION 137 EXPENDITURE: LIMIT FOR 2022-23 | |
| | IT WAS RESOLVED that the Committee noted the Section 137 (4)(a)Local Government Act 1972 expenditure limit set by the Government for the 2023-24 financial year is £9.93. | All in favour |
| F & G 22.245 | REQUEST FROM THE RUGBY CLUB | |
| | The Committee considered the request from the Rugby club for reimbursement of their costs as they had to hire alternative pitches and facilities as the training/second pitch at The Park was not available to be used until mid-October. IT WAS RESOLVED to RECOMMEND to Council to refund the additional cost of £1610.66 or provide the rugby club with a credit note against next season's pitch hire costs. This will be funded from the Ear Marked Reserve for the Pitch Improvement. | All in favour |
| F & G 22.246 | REQUEST FOR DOG WASTE BIN TO BE MOVED & REPLACED- LOWER STONE CLOSE | |
| | The Committee considered the request and correspondence relating to the dog waste bin being moved and replaced. IT WAS RESOLVED to ask SGC if it could be sited nearer the chemist, as the current one overflows, establish the costs and confirm that the Parish Council will pay for it. | All in favour |
| F&G 22.247 | CLEANING AT THE PAVILION | |
| | The Committee considered the quotation for the cleaning and costs at the Pavilion. IT WAS RESOLVED to accept the quotation of cleaning once per week in a single visit as follows:- <ul style="list-style-type: none"> • Cleaning the changing rooms for the Rugby/Football season, including corridors, foyer, Upstairs Scouts & Youth area and outside toilets at a cost of £70 • Cleaning the changing rooms for the Cricket season and Upstairs Scouts & Youth area at a cost of £65 • If there is an overlap when both the pavilion changing rooms & cricket changing rooms need to be cleaned, the cost will be 17.50 per hour (if it is all carried out in the same visit) | All in favour Clerk |
| F&G 22.248 | INTERNAL FINANCIAL CONTROLS | |
| | The Committee considered the Internal Financial controls carried out by Cllr Bolton for the 3 rd quarter, there was only one recommendation which was for one councillor to countersign the bank statements to confirm that they had been reconciled. IT WAS RESOLVED to introduce this change immediately and the Chairman of the Finance & Governance Committee countersigned the bank statements this month and this will occur each month. | All in favour Clerk |
| F&G 22.249 | RISK REGISTERS | |
| | The Committee considered the revised financial risk registers that had been prepared by the Chair & Vice Chairman of the Finance & Governance Committee and the Clerk, which included action plans for | |

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|---------------------------|---|--|
| | A Security plan/policy for premises and to review the current processes and policies to include COSHH. IT WAS RESOLVED to approve the risk register but to remove any hazards relating to covid and to reconsider these risks in June 2023. | All in favour Clerk |
| F&G 22.250 | NEW CARPET IN THE OFFICE & CLEANING FLOOR SURFACES AT THE BROCKERIDGE CENTRE | |
| | The Committee considered the report for a new carpet in 2 of the offices and deep cleaning and sanitising all hard floors and one carpet in the Meeting Room. New Carpet- the existing carpets in the 2 offices are 23 years old and need replacing. Despite requesting 3 quotations only one was received. IT WAS RESOLVED to approve the quotation received from Jon Gilbert flooring for £740 plus VAT for replacing the carpets with no underlay. Deep clean & sanitisation- All hard floors and the one carpet in the meeting room need to be deep cleaned and sanitised and black marks from the hard flooring need to be removed. IT WAS RESOLVED to approve the quotation received from South West Flooring for £625. | All in favour Clerk All in favour Clerk |
| F&G 22.251 | REDUCTION IN LOCALISM CONTRACT | |
| | The Committee noted that as SGC have removed some dog/litter bins and installed some new ones, there was an overall reduction of 2 bins, which will result in the localism contract being reduced to reflect this. | All in favour |
| F&G 22.252 | DATE OF NEXT MEETING | |
| | IT WAS RESOLVED that the date of the next Committee meeting will be on Thursday 20 th April 2023, 7pm, at the Brockeridge Centre. | All in favour |
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The meeting closed at 7.52pm.

Chairman Date:

SGC – South Gloucestershire Council