



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brockridge Centre** on **Thursday 20th April 2023** at **7.05pm** and was attended by the following:

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

ITEM	MINUTE	VOTE / ACTION
F&G 22.253	APOLOGIES FOR ABSENCE	
	No Apologies were received.	All in favour
F&G 22.254	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
F&G 22.255	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 16 th March 2023 be approved as a true and accurate record of the meeting and be signed accordingly.	Proposed : DW Seconded : TC All in favour
F&G 22.256	OPEN MEETING	
	No questions were received.	
F&G 22.257	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		
Retrospective Payments									
36/03	Amazon	GB-139316681-2023-17143	Refreshments warm space	13.49		13.49	LGA 1972 s111		
37/03	"	GB-1645221825-2023-77454	"	18.19		18.19	"		
38/03	DCK Accounting	TPC10650	Accounting services 1 st & 14 th March 2023	263.35	52.67	316.02	LGA 1972 s151		
39/03	Pegasus Windows	Brockeridgecr/280323	Window cleaning	31.50		31.50	LGA 1972 s111		
April invoices									
1/04	ALCA	Subs-2023-004	Annual subscription	1135.35		1135.35	LGA 1972 s111		
2/04	Amazon	GB-1502248885-2023-7752	Refreshments warm space	33.32	6.66	39.98	"		
3/04	Diocese of Bristol *	015624	Covenant variation legal costs	1000.00		1000.00	LGA 1972 s111		
<i>*Previously authorised payment in the name of Stone King but invoice not addressed to the Council, which needed to be rectified, the above corrects this</i>									
4/04	CPS Grounds Ltd	3707	Grounds maintenance	2705.28	541.06	3246.34	Public Health Act 1875 s164		
5/04	Ionet	31615	Quarterly support	250.00	50.00	300.00	LGA 1972 s111		
6/04	NHBS Ltd	V809031	C & N Equipment-Bioblitz	1022.50	177.36	1199.86	"		
7/04	Simply Cleaning	81	Pavilion cleaning	400.00		400.00	Public Health Act 1936 s87		
8/04	Gallagher Insurance	522834915	Cyber insurance	417.36		417.36	LGA 1972 s111		
9/04	Greenfields	1193	Monthly play equipment check	98.50	19.70	118.20	Public Health Act 1875 s164		
10/04	SGC	3805233814	Christmas lights	7854.00	1570.80	9424.80	LGA 1972 s111		
11/04	SLCC	BK209910-1	Councillors training course	35.00	7.00	42.00	"		
12/04	Trade UK	1362878529	Board & fixings	26.41	5.28	31.69	"		
13/04	"	1363840150	White paint	37.49	7.50	44.99	"		
14/04	"	136287510	Maintenance equipment	34.15	6.83	40.98	"		
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		
15/04	Murray Hire Centres Ltd	177906	Hire of Heras fencing	410.00	82.00	492.00	Public Health Act 1875 s164		
16/04	South West Councils	0000069280	Annual membership	485.00	97.00	582.00	LGA 1972 s111		
17/04	Southwest Floorcare	3032023-670934	Cleaning Brockridge floors	750.00		750.00	LGA 1972 s133		
18/04	HGM Plumbing	525	Repair Brockridge heating	580.57	116.12	696.69	"		
19/04	Rialtas	SM27404	Annual support	213.74	42.75	256.49	LGA 1972 s151		
20/04	Amazon	GB-1204008155-2023-29105	Charcoal powder	7.59	1.53	9.12	LGA 1972 s111		
21/04	"	GB3TOYZAB EI	Apple corers	7.70	1.55	9.25	"		
22/04	"	GB-827992125-2023-9	MP3 player	29.68	5.93	35.61	"		
23/04	"	GB-1164829495-2023-2312	Stationary	12.18	2.43	13.90	"		
24/04	"	GB3T4WCAB EI	Calcium Bentonite	13.42	2.68	16.10	"		
25/04	SGC	3805249167	Payroll charges	90.85	18.17	109.02	LGA 1972 s151		
26/04	Parish Online	OOHD016-0002	Digital mapping	240.00	48.00	288.00	LGA 1972 s111		
27/04	RNIB	SEN486302	Bat braille/tactile images	145.39	29.08	174.47	"		
28/04	DCK Accounting	TPC10661	Accountancy services- March & year end	754.70	150.94	905.64	LGA 1972 s151		
29/04	Sutcliffe Play	6799	Play equipment parts	95.60	19.12	114.72	Public Health Act 1875 s164		
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	
iv 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 T Niblett will authorise the payments through the bank this month.								All in favour	

F&G 22.258	CASH BOOK FINANCIALS & BANK RECONCILIATIONS	
i	<p>Financial Reports The Clerk/CEO & RFO presented the accounts for March 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 the external accountant had to return to make some amendments to finalise the financial year. IT WAS RESOLVED that the Financial Reports received for March 2023 be approved.</p>	All in favour Clerk
ii	<p>Bank statements Balances on bank accounts as at 31st March 2023 Current Account £34,825 Deposit Account £125,906 (as at 24th March 2023) CCLA Deposit Fund £200,000 The Cambridge BS £100,029 Nationwide BS £100,961</p> <p>IT WAS RESOLVED to note the bank account balances and bank statements as at the 24th & 31st March 2023.</p>	All in favour Clerk
F&G 22.259	QUARTER 4 ACCOUNTS AND EAR MARKED RESERVES	
	<p>The Committee considered the projected quarter 4 accounts (subject to future alterations) and considered the Ear marked reserves. IT WAS RESOLVED to RECOMMEND to COUNCIL to allocate into ear marked reserves from the anticipated surplus of £48,000 the following:-</p> <ul style="list-style-type: none"> • £8,750 for Youth, unless the last quarter payment is included in the final year end figures; • £10,000 into EMR 324 Play equipment (unspent revenue for play equipment) • £11,234 (approximate, subject to final year end figure) into EMR 323 Building Property Fund (unspent revenue for the property fund) & • Approximately a further £10,000 into EMR 324 Play equipment. 	All in favour Clerk
F&G 22.260	COUNCIL INVESTMENTS	
	The Committee noted the CCLA fact sheets for February & March 2023	All in favour Clerk
F&G 22.261	MERGER OF CURRENT IT PROVIDER WITH ANOTHER COMPANY	
	The Committee noted the merger of the current IT provider and noted that the new service will be monitored to assess the suitability of the company in the future	All in favour
F&G 22.262	BALL GAMES & GRANT REQUEST	
i	The Committee considered whether basketball activities should be approved at the Brockridge Centre for the youth provision.	All in favour

	IT WAS RESOLVED to RECOMMEND to COUNCIL to approve the basketball activities providing that it is supervised by FACE representatives, locked away when the youth club are not at the building and that a sign should be installed stating “No Unauthorised Ball Games “.	Clerk
ii	The Committee consider the grant received from FACE for a portable freestanding basketball stand, basketball & games console and games. IT WAS RESOLVED:- <ul style="list-style-type: none"> to approve the the grant for the games console and games of £307.02 providing the Council approve the use of the basket ball activities, then the grant for the basketball equipment totalling £92.98 is also approved. The overall total if all items are approved is a grant of £400. 	All in favour Clerk
F & G 22.263	UPDATE ON CEILING COSTS FROM STONE KING LLP	
	The Committee considered the response from the Diocese solicitors and noted that at present the figures provided were within the original limit quoted. The document is to be checked in detail to ensure the wording is as expected.	All in favour Clerk/Projects Officer
F&G 22.264	INTERNAL FINANCIAL CONTROLS	
	The Committee were advised that due to difficulties with the Accountancy software the external accountant had not been able to compile the reports for the internal quarterly checks to be carried on the planned date of the 18 th April 2023. The checks will now take place on the 25 th April and the checklist submitted to the April Council meeting.	
F&G 22.265	DATE OF NEXT MEETING	
	IT WAS RESOLVED that the date of the next Committee meeting will be on Thursday 8 th June 2023, 7pm, at the Brockeridge Centre.	All in favour

The meeting closed at 7.35pm.

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council