



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brokeridge Centre** on **Thursday 8<sup>th</sup> June 2023** at **8.13pm** 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

ITEM	MINUTE	VOTE / ACTION
FG 8/6/2023- 1	<b>APOLOGIES FOR ABSENCE</b>	
	No Apologies were received.	
FG 8/6/2023- 2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	None received.	
FG 8/6/2023- 3	<b>ELECTION OF CHAIRMAN</b>	
	Cllr D Williams was nominated. There were no other nominations. IT WAS RESOLVED that Cllr D Williams be the Chairman of the Finance & Governance Committee for the coming year.	Proposed : LW Seconded : TC All in favour
FG 8/6/2023- 4	<b>ELECTION OF VICE-CHAIRMAN</b>	
	Cllr T Niblett was nominated. There were no other nominations. IT WAS RESOLVED that Cllr T Niblett be the Vice-Chairman of the Finance & Governance Committee for the coming year.	Proposed : DW Seconded : TC All in favour
FG 8/6/2023- 5	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the meeting of 20 <sup>th</sup> April 2023 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 8/6/2023- 6	<b>OPEN MEETING</b>	

	No questions were received.						
<b>FG 8/6/2023- 7</b>	<b>PAYMENTS FOR APPROVAL</b>						
<b>i.</b>	IT WAS RESOLVED that the payments and alterations of bank details listed below be approved.						All in favour
	<b>Amendment of Bank details</b>	<b>New account</b>	<b>Sort code</b>				
	B & S Chains playground spares	72135256	40-23-03				
	Kingfisher Direct	30329940	20-49-25				
	<b>Invoices</b>						
	<b>No</b>	<b>Invoice Number</b>	<b>Company</b>	<b>Description</b>	<b>Net £</b>	<b>Vat £</b>	<b>Gross £</b>
	1/06	1372463968	Trade UK	Soil maintenance	60.36	8.86	69.22
	2/06	112703	Lesar	IDB-cards	16.50	3.30	19.80
	3/06	112704	"	"	16.50	3.30	19.80
	4/06	112719	"	"	74.00	14.80	88.80
	5/06	1372132473	Trade UK	Maintenance	35.47	7.09	42.56
	6/06	1373223367	"	"	8.33	1.66	9.99
	7/06	.0261	Gordon Playground insp	Monthly play park check	105.00	21.00	126.00
	8/06	220523	Pegasus Windows	Window cleaning	31.50	-	31.50
	9/06	12584	Jon Gilbert	Office carpet	740.00	148.00	888.00
	12/06	SMT27245	Rialtas (RBS)	Bookings contract	420.33	84.07	504.40
		CN30793	"	Cancellation of bookings contract	-420.33	-84.07	-504.40
	13/06	1378806573	Trade UK	Landscaping maintenance	50.00	10.00	60.00
	14/06	000314	Bridget C Bowen	Year-end Internal audit fees	340.00	-	340.00
	15/06	1377687066	Trade UK	Maintenance	55.15	11.01	66.16
	16/06	1378101340	"	Protective clothing	15.83	3.16	18.99
	17/06	1377264459	"	Landscaping maintenance	98.33	19.67	118.00
	18/06	CN-GB-117614261	Amazon	Credit note	-17.86	-3.58	-21.44
	19/06	CN-GB-117614261	"	"	-17.87	-3.58	-21.45
	20/06	30792	Rialtas (RBS)	6 months' notice period 22/3/23-22/9/23	200.77	40.15	240.92
	21/06	3805277731	SGC	Frome Fish eDNA survey	554.00	-	554.00
	22/06	3805253221	"	Localism charges Qtr 1	2,961.57	592.31	3,553.88
	23/06	02452064	Greenthumb	Grass treatment	45.42	9.08	54.50
	24/06	4020	CPS Grounds Ltd	Grounds maintenance all sites	2,731.96	546.39	3,278.34
	25/06	2908	Netwise	Website premium package	15.67	3.13	18.80
<b>ii</b>	<b>Additional invoices since the agenda was issued.</b>						
	IT WAS RESOLVED that the payments listed below be approved.						



	<ul style="list-style-type: none"> <li>• ear marked reserves report.</li> <li>• Payroll analysis &amp; explanation of differences to individual staff pay for the month.</li> </ul> <p>The Clerk advised that there are some journals required which should be carried out by the accountant at their next visit.</p> <p>IT WAS RESOLVED that the Financial Reports received for May 2023 be approved.</p>	All in favour Clerk
<b>iv</b>	<p><b>Bank statements- May</b>  <b>Balances on bank accounts as at 31<sup>st</sup> May 2023</b>  Current Account £49,800  Deposit Account £222,086  CCLA Deposit Fund £200,000  The Cambridge BS £100,433  Nationwide BS £101,185  IT WAS RESOLVED to note the bank account balances and bank statements as at 31<sup>st</sup> May 2023.</p>	All in favour Clerk
<b>FG</b> <b>8/6/2023-</b> <b>9</b>	<b>COUNCIL INVESTMENTS</b>	
	The Committee noted the correspondence from the CCLA relating to a different transfer agent and other changes from the 17 <sup>th</sup> July 2023	All in favour Clerk
<b>FG</b> <b>8/6/2023-</b> <b>10</b>	<b>INTERNAL AUDITOR</b>	
	<p>The Committee considered the quotations received from the current internal audit provider for a 1 year or a 3 year contract. It was noted that the internal auditor has only been with the Parish Council for one year and the Council has been very happy with the service provided.</p> <p>The quotations include a mid year review, a year end review and an advice service on standard financial matters throughout the year</p> <p>IT WAS RESOLVED to approve the quotation received from Bridget Bowen Chartered Accountant for a 3 year period, with the costs specified as follows:-  Year 1- £750  Year 2-£785  Year 3- £830</p>	All in favour Clerk
<b>FG</b> <b>8/6/2023-</b> <b>11</b>	<b>COMMUNITY INFRASTRUCTURE LEVY</b>	
	The Committee noted the Community Infrastructure Levy received from SGC for the 2022-23 financial year of £595.87.	All in favour
<b>FG</b> <b>8/6/2023-</b> <b>12</b>	<b>GRANT REQUESTS</b>	
<b>i</b>	<p><b>Frampton Cotterell Male Voice Choir</b></p> <p>The Committee considered the grant request received from Frampton Cotterell Male Voice Choir for embroidering the choir logo on their new uniform and to purchase two pop up banners and business cards. This is to encourage new members to join as their members have dropped by nearly half since covid.</p> <p>IT WAS RESOLVED to approve the grant request from Frampton Cotterell Male Voice Choir of £608.00 and ask the Choir if they would be willing to sing at the Council's Carols around the tree event in December 2023</p>	All in favour Clerk

ii	<p><b>University Hospitals Bristol &amp; Weston Hospitals NHS Foundation Trust (UHBW)</b></p> <p>The Committee considered the grant request for £350 received from the UHBW which was towards a variety of projects for patients and their families across the UHBW and it stated in their application that this would not solely benefit Frampton Cotterell residents. The Committee examined the bank statements provided.</p> <p>IT WAS RESOLVED not to approve the grant request and to advise the UHBW that if they wanted to submit a future grant request for a specific project for Frampton Cotterell residents then it will be considered.</p>	All in favour Clerk
FG 8/6/2023- 13	<b>PARISH NOTICEBOARDS ROLLING REPLACEMENT</b>	
	<p>The Committee considered the Parish Noticeboards rolling replacement report and the current condition of the noticeboards and any issues.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>• not to have a noticeboard rolling replacement.</li> <li>• to replace the Park School Road noticeboard with the proposed 2 door green A1 poster at a cost of £1,785 plus VAT to be funded from EMR 340 Civic Furniture reserve.</li> <li>• to wait until the additional Youth Noticeboard is finalised for Beesmoor Road, before making a decision on the noticeboard at Beesmoor Road Junction with St Saviours Rise</li> <li>• to keep the wooden Public noticeboard at the Park which is used by the community.</li> <li>• try to repair the arms on the Parish council noticeboard at the Brockridge Centre.</li> </ul>	All in favour Clerk/ Projects Officer
FG 8/6/2023- 14	<b>DOG BIN LOWER STONE CLOSE</b>	
	<p>The Committee considered the update on the dog bin at Lower Stone Close. It was noted that the dog bin has been removed and queries have already been raised on whether it will be replaced.</p> <p>IT WAS RESOLVED to instruct SGC to install a new dual use bin at Lower Stone Close at a different location to meet the requirements of the Parishioners.</p>	All in favour Clerk
FG 8/6/2023- 15	<b>REQUEST FROM THE RUGBY CLUB RELATING TO THE JUNIOR PITCHES</b>	
	<p>The Committee considered the request from the Rugby Club on whether the extra charge for the junior pitches could commence from September.</p> <p>IT WAS RESOLVED that the extra charge will commence from April 2023 as all club's user agreements commence from April.</p>	All in favour Clerk
FG 8/6/2023- 16	<b>USE OF OVERFLOW CAR PARK &amp; POSSIBLE CHARGE</b>	
	<p>The Committee considered whether Four Towns Transport should be allowed to use the Park overflow car park and whether a small charge should be made. The Committee discussed the fact that Four Towns Transport have been waiting for SGC to finalise a lease for an alternative location for quite some time and that Four Towns Transport had attended the SGC Council meeting on the 24<sup>th</sup> May requesting for this to be resolved and had been advised that this would be pursued with Property Services.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> <li>• to write to Four Towns Transport advising them, that the Parish Council is pleased that they are making progress with the lease, however the Parish Council need the vehicles to be off the Park site before the Rugby and Football season commences in September.</li> <li>• The Parish Council request that Four Towns Transport ask SGC to find an alternative site such as the SGC Yate Park &amp; Ride until the lease is finalised.</li> </ul>	All in favour Clerk

	<ul style="list-style-type: none"> <li>The email to be copied into the Head of Property Services (Cllr Clark to provide an email address), Adam Monks and the three District Councillors for Frampton Cotterell</li> </ul>	Cllr Clark
FG 8/6/2023- 3	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of the next Committee meeting will be on Thursday 13 <sup>th</sup> July 2023, 7pm, at the Brockridge Centre.	All in favour

The meeting closed at 9.01pm.

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

Abbreviations

*SGC – South Gloucestershire Council*