



An ORDINARY meeting of the FINANCE & GOVERNANCE COMMITTEE of the PARISH COUNCIL was held at the Brockridge Centre on Thursday 13th July 2023 at 7.23pm and was attended by the following:

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

ITEM	MINUTE	VOTE / ACTION
FG 13/7/2023 -1	APOLOGIES FOR ABSENCE	
	Apologies were received from Cllr L Williams these were noted.	All in favour
FG 13/7/2023 -2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FG 13/7/2023 -3	ELECTION OF VICE-CHAIRMAN	
	There were no other nominations for Vice-Chairman.	
FG 13/7/2023 -4	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 8 th June 2023 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 13/7/2023 -5	OPEN MEETING	
	No questions were received.	
FG 13/7/2023 -6	PAYMENTS FOR APPROVAL	
i.	IT WAS RESOLVED that the payments listed below be approved.	All in favour

No	Invoice Number	Company	Description	Net £	Vat £	Gross £
1/07	1381160026	Trade UK (Screwfix)	Maintenance equipment	26.23	5.24	31.47
2/07	1384448578	"	" "	16.63	3.33	19.98
3/07	1384884335	"	" "	21.33	4.26	25.59
4/07	INV-4263	CPS Grounds Ltd	Grounds maintenance all sites- July	2,731.95	546.39	3,278.34
5/07	3606/23	Advanced Security Systems Ltd	24 hour intruder & fire alarm monitoring & maintenance annual contract	625.00	125.00	750.00
6/07	GB344706TAEUI	Amazon	Computer equipment	31.38	6.27	37.65
7/07	581	HGM Plumbing Services Ltd	Cartridge replacement filters & labour	199.40	39.88	239.28
8/07	582	"	Replaced water heater outside toilet- Pavilion	303.99	60.80	364.79
9/07	1389498913	Trade UK B & Q	Maintenance equipment	10.90	2.18	13.08
10/07	1387427563	Trade UK Screwfix	" "	35.63	7.13	42.76
11/07	1389498921	"	" "	14.99	3.00	17.99
12/07	1389498948	"	Hand pressure washer	66.66	13.33	79.99

ii

Additional invoices since the agenda was issued.

IT WAS RESOLVED that the payments listed below be approved.

All in favour

No	Invoice number	Company	Description	Net £	Vat £	Gross £
1307	4359	CPS Grounds Ltd	Conservation contract- July 2023	220.75	44.15	264.90
14/07	583	HGM Plumbing	Brockridge Centre , The Park & Centenary Field- water filling station- monthly tv & biannual testing for pseudomonas sampling	142.68	28.53	171.21
15/07	24579	Soltech IT/Ionet Systems Ltd	Annual Business support- July-October 2023	250.00	50.00	300.00
16/07	TPC10843	DCK Accounting	Accountancy fees- for July 2023	467.60	93.52	561.12
1707	10797	The Parish Notice Board Company	50% of invoice- Noticeboard for The Park	892.50 & 66.67 delivery	185.16	1,144.33
1807	3805320031	SGC	Payroll quarterly payment- April to June	120.00	24.00	144.00

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 Clark will authorise the payments through the bank this month.	All in favour
FG 13/7/2023 -7	CASH BOOK FINANCIALS & BANK RECONCILIATIONS	
i	Financial Reports- June The Clerk/CEO & RFO presented the accounts for June 2023 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. • Payroll analysis & explanation of differences to individual staff pay for the month. IT WAS RESOLVED that the Financial Reports received for June 2023 be approved and obtain clarification on the credit balance for earmarked reserve for 330 Centenary Field funds.	All in favour Clerk
ii	Bank statements- June Balances on bank accounts as at 30th June 2023 Current Account £66,309 Deposit Account £184,965 CCLA Deposit Fund £200,000 The Cambridge BS £100,433 Nationwide BS £101,642 IT WAS RESOLVED to note the bank account balances and bank statements as at 30 th June 2023.	All in favour Clerk
FG 13/7/2023 -8	COUNCIL INVESTMENTS	
i	The Committee noted the CCLA Factsheet for May	All in favour Clerk
ii	The Committee considered whether to invest more funds into the CCLA investment account. IT WAS RESOLVED:- <ul style="list-style-type: none"> • not to invest any more funds due to the spending required for the Ridings Road play equipment and the tennis courts refurbishment over the next few months. • If any investments need to used for funding any expenditure that the Nationwide and Cambridge accounts would be used first rather than the CCLA. • To review this again in 6 months time. 	All in favour Clerk
FG 13/7/2023 -9	BUDGETARY CONTROL & AUTHORITY TO SPEND	
i	The Committee noted the expenditure since the last Finance & Governance Committee meeting in the Clerk's absence as per Financial Regulation 4.1, this expenditure was deemed necessary and within budget limits which included the following:- <ul style="list-style-type: none"> • A new fridge freezer for FACE & the Scouts at the pavilion, as the previous one had been condemned, cost £409.00 	

	<ul style="list-style-type: none"> • A new water heater in the unisex toilet at the pavilion to replace the broken water heater , cost £364.79 • Van hire (2 days)- due to the existing van breaking down £78 <p>IT WAS RESOLVED to note this essential expenditure</p>	All in favour Clerk
ii	<p>Delegation to the Clerk for paying invoices In August</p> <p>IT WAS RESOLVED to approve the delegation to the Clerk for paying any invoices during August as there are normally no Committee or Council meetings in August.</p>	All in favour Clerk
FG 13/7/2023 -10	VAT	
i	<p>The Committee considered the VAT on sporting fees, the latest advice and discussed the background and what has occurred to date.</p> <p>IT WAS RESOLVED :-</p> <ul style="list-style-type: none"> • to carry out more research going back to 2017 to establish what and when things occurred and what a reasonable solution should be. • To provide this information to Council for a decision to be made hopefully in September. 	All in favour Clerk/ Projects Officer/C hairman of F & G
ii	<p>The Committee considered whether to instruct the Accountancy company to carry out a Partial exemption calculation for 2022-23 at a cost between £225 -£450..</p> <p>IT WAS RESOLVED that the VAT partial exemption calculation for 2022-23 was not required.</p>	All in favour Clerk
FG 13/7/2023 -11	WATER AT THE PARK	
	<p>The Committee considered the information relating to the water meters at the Park and the impact on users. It was noted that a meeting has been arranged with Bristol Water to ensure everything is identified correctly.</p> <p>IT WAS RESOLVED that :-</p> <ul style="list-style-type: none"> • The water meters need to be correctly identified at the Park to ensure the Council and any other buildings at the Park are paying the correct charges. • Advise other Non- Council buildings that the water meters have been incorrectly allocated and that this will be remedied. • The water usage at our buildings will be monitored throughout the year, to establish what the costs are and if they are excessive. • A timer system will not be installed until the monitoring for the year has been considered. 	All in favour Clerk
FG 13/7/2023 -12	UPDATE FROM THE LAWN TENNIS ASSOCIATION	
	<p>The Committee considered the update received from the Lawn Tennis Association (LTA) in response to the queries raised by the Council.</p> <p>IT WAS NOTED that:-</p> <ul style="list-style-type: none"> • The LTA had advised that s106 funding could be used for the fencing and the gates and that the S106 specified that it included tennis refurbishment, SGC have been contacted relating to this. • The LTA recommended considering flood lighting the courts at a later date, as this would substantially delay the project (their funding needs to be spent by March 2024), there is the cost of the flood lights, getting the power to the courts, planning and ecological surveys that would be required. Also court usage data could be used once the refurbishment has been completed, to assess the need and likely take up of floodlit bookings. 	

	IT WAS RESOLVED to RECOMMEND to Council to continue with the LTA refurbishment of the tennis courts and to consider whether flood lights are required at a later date, once court usage data is available once the refurbished courts are fully operational for a specific period.	All in favour Clerk
FG 13/7/2023 -13	LATEST UPDATE RELATING TO THE COVENANT AT THE PARK	
	The Committee considered the latest correspondence relating to the covenant, the Clerk advised that the documents had been closely examined and there was no material change and very little difference between the previous document/s and the one recently received. IT WAS RESOLVED to approve the latest document received from the Diocese's solicitor	All in favour Clerk
FG 13/7/2023 -14	REVISED ALLOTMENT TENANCY AGREEMENT	
	The Committee considered the proposed revisions to the Allotment Tenancy Agreement, these included:- <ul style="list-style-type: none"> • A probation period of 1 year • Plot holders maintaining any water containers in accordance with Legionella guidelines • Whether there should be a restriction on allotment holders who have had their tenancy terminated reapplying for an allotment plot for an indefinite period • The consent notice confirming sharing information with the relevant allotment association. IT WAS RESOLVED to RECOMMEND:- <ul style="list-style-type: none"> • to Council the changes specified, • the restriction for an individual to reapply should not be for an indefinite period it should be for 2 years and then considered by Full Council and it should specify that it is not guaranteed that this would be approved. Cllr D Williams to provide the specific wording to be included. 	All in favour Clerk Cllr D Williams
FG 13/7/2023 -15	NON-FINANCIAL RISK REGISTERS	
	The Committee considered the Non-Financial Risk registers, which included:- <ul style="list-style-type: none"> • Bus Shelters • Bye Laws • Car Parks • Code of Conduct • Computing • Council Meetings • Data Protection • Land • Litter • Newsletters • Open Spaces • Planning & development Control • Play areas • Provision of Office accommodation • Provision of website/internet access • Seats • Skatepark • Village Signs • Water Supply • Websites 	

	<p>There was a query relating to the 3 bus shelters and whether they are the Parish or District responsibility.</p> <p>IT WAS RESOLVED to RECOMMEND to Council :-</p> <ul style="list-style-type: none"> • to approve the non financial risk registers • for the 3 bus shelters maintenance and responsibility to be investigated and clarified. • To note the action plan relating to the car parks, which will be monitored by the Finance & Governance/Parks & Recreation Committees. 	All in favour Clerk
FG 13/7/2023 -16	DATE OF NEXT MEETING	
	IT WAS RESOLVED that there will be no Finance & Governance Committee in September, the date of the next Committee meeting will be on Thursday 5 th October 2023, 7pm, at the Brockeridge Centre to consider the July and August accounts.	All in favour

The meeting closed at 8.19pm.

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council