



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** of the **PARISH COUNCIL** was held at the **Brokeridge Centre** on **Thursday 5<sup>th</sup> October 2023** at **7pm** and was attended by the following:

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

ITEM	MINUTE						VOTE / ACTION																																			
FG 5/10/2023-1	<b>APOLOGIES FOR ABSENCE</b>																																									
	No apologies were received.																																									
FG 5/10/2023-2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>																																									
	None received.																																									
FG 5/10/2023-3	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>																																									
	IT WAS RESOLVED that the minutes of the meeting of 13 <sup>th</sup> July 2023 be approved as a true and accurate record of the meeting and be signed accordingly.						All in favour																																			
FG 5/10/2023-4	<b>OPEN MEETING</b>																																									
	No questions were received.																																									
FG 5/10/2023-5	<b>PAYMENTS FOR APPROVAL</b>																																									
i	<b>Additional invoices since the agenda was issued.</b>																																									
	IT WAS RESOLVED that the payments listed below be approved.						All in favour																																			
	<table border="1"> <thead> <tr> <th>No</th> <th>Invoice number</th> <th>Company</th> <th>Description</th> <th>Net £</th> <th>Vat £</th> <th>Gross £</th> </tr> </thead> <tbody> <tr> <td>0110</td> <td></td> <td>J plot 12</td> <td>Deposit return</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td>0210</td> <td>Brokeridgecr/021023</td> <td>Pegasus</td> <td>Brokeridge window cleaning</td> <td>31.50</td> <td></td> <td>31.50</td> </tr> <tr> <td>0310</td> <td>1418730599</td> <td>Trade UK</td> <td>Connectors, safety specs</td> <td>11.47</td> <td>2.29</td> <td>13.76</td> </tr> <tr> <td>0410</td> <td>1418730602</td> <td>"</td> <td>Post Crete, corner plate</td> <td>9.65</td> <td>1.94</td> <td>11.59</td> </tr> </tbody> </table>						No	Invoice number	Company	Description	Net £	Vat £	Gross £	0110		J plot 12	Deposit return	100.00		100.00	0210	Brokeridgecr/021023	Pegasus	Brokeridge window cleaning	31.50		31.50	0310	1418730599	Trade UK	Connectors, safety specs	11.47	2.29	13.76	0410	1418730602	"	Post Crete, corner plate	9.65	1.94	11.59	
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	0510	22277	ALCA	Parkinson partnership-procurement course	30.00		30.00		
	0610	22278	"	As above	30.00		30.00		
	0710	25266	Soltech IT/Ionet Systems Ltd	Business support 21.10.23-20.1.2024	250.00	50.00	300.00		
<b>ii</b>	<b>Transfer from the Unity Trust Deposit Bank Account to the Current Account</b>								
	IT WAS RESOLVED to approve the transfer of £50,000 from the Unity Deposit account to the Unity Current account.								All in favour
<b>iii</b>	<b>Nominate two councillors to authorise the payments through the bank</b>								
	IT WAS RESOLVED:- That Cllr T Clark & Cllr D Goodwin will authorise the payments through the bank this month.								All in favour
<b>FG 5/10/2023-6</b>	<b>CASH BOOK FINANCIALS &amp; BANK RECONCILIATIONS</b>								
<b>i</b>	<b>Financial Reports- July</b> The Clerk/CEO & RFO presented the accounts for July 2023 which included:- <ul style="list-style-type: none"> <li>• Cashbooks and Reconciliations for all bank accounts,</li> <li>• direct debits,</li> <li>• petty cash,</li> <li>• income,</li> <li>• the council credit card</li> <li>• ear marked reserves report.</li> <li>• Payroll analysis &amp; explanation of differences to individual staff pay for the month.</li> </ul> IT WAS RESOLVED that the Financial Reports received for July 2023 be approved.								All in favour Clerk
<b>ii</b>	<b>Bank statements- July</b> <b>Balances on bank accounts as at 31st July 2023</b> Current Account £77,231 Deposit Account £138,200 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 31 <sup>st</sup> July 2023.								All in favour Clerk
<b>iii</b>	<b>Financial Reports- August</b> The Clerk/CEO & RFO presented the accounts for August 2023 which included:- <ul style="list-style-type: none"> <li>• Cashbooks and Reconciliations for all bank accounts,</li> <li>• direct debits,</li> <li>• petty cash,</li> <li>• income,</li> <li>• the council credit card</li> <li>• ear marked reserves report.</li> <li>• Payroll analysis &amp; explanation of differences to individual staff pay for the month.</li> <li>• Quarter 1 VAT submission.</li> </ul> IT WAS RESOLVED that the Financial Reports received for August 2023 be approved.								All in favour Clerk
<b>iv</b>	<b>Bank statements- August</b> <b>Balances on bank accounts as at 31st August 2023</b> Current Account £34,456 Deposit Account £143,252 CCLA Deposit Fund £200,000 The Cambridge BS £100,433								

	Nationwide BS £102,111 IT WAS RESOLVED to note the bank account balances and bank statements as at 31 <sup>st</sup> August 2023	All in favour Clerk
<b>FG 5/10/2023-7</b>	<b>COUNCIL INVESTMENTS</b>	
<b>i</b>	The Committee noted the CCLA Factsheet for June & August	All in favour
<b>ii</b>	The Committee noted the correspondence received from the CCLA regarding the appointment of FNZ as their transfer agent from the delayed date of the 16 <sup>th</sup> October 2023.	All in favour
<b>iii</b>	The Committee noted the correspondence received from the Nationwide Building Society advising that the Council's savings account name has been changed from Business 35 days saver issue 1-Monthly to Business 35 day saver issue 2-Monthly, there are no other changes on how the account operates or minimum balance for the account to earn interest.	All in favour
<b>iv</b>	The Committee noted the change in interest rate for the Nationwide Savings account from the 30 <sup>th</sup> August 2023	All in favour
<b>v</b>	The Committee noted the change in interest rate for the Unity Bank deposit account from the 3 <sup>rd</sup> August 2023	All in favour
<b>FG 5/10/2023-8</b>	<b>INCREASE IN PRICE</b>	
	The Committee noted the increase in price for the Microsoft Exchange Online Kiosk	All in favour
<b>FG 5/10/2023-9</b>	<b>INTERNAL FINANCIAL CHECKS</b>	
	The Committee considered the internal financial controls quarterly checklist for the 1 <sup>st</sup> April 2023 to the 30 <sup>th</sup> June 2023 and the recommendations and comments made. IT WAS RESOLVED to approve the recommendations and to thank Cllr Bolton for carrying out these checks to a high standard.	All in favour Clerk
<b>FG 5/10/2023-10</b>	<b>HMRC LETTER RELATING TO VAT &amp; ACCOUNTANTS LETTER</b>	
	The Committee considered the letter received from HMRC relating to the quarter one VAT return being one day late and a penalty point being issue against the Council. It was noted that this was due to the Council's accountant altering their normal monthly visit to a later date and assuring the Council that there would be no issue with HMRC. The Accountant has submitted an appeal to HMRC relating to the penalty point. IT WAS RESOLVED to note that the Clerk will keep the Committee updated on the appeal and will ensure that this does not occur again.	All in favour Clerk
<b>FG 5/10/2023-11</b>	<b>NON-STANDARD USE OF PARISH PLAYING FIELDS &amp; GREEN SPACES</b>	
	The Committee considered the revisions to the form for the non- standard use of the Parish playing field and green spaces. IT WAS RESOLVED to approve the revisions proposed to the form for non- standard use of the Parish playing field and green spaces.	All in favour Clerk
<b>FG 5/10/2023-12</b>	<b>PAVILION REPAIRS</b>	
	The Committee considered the Pavilion repairs report, the risk registers associated with this and the quotations received for the repairs required. IT WAS RESOLVED to approve:- i) Capricorn to install new guttering and downpipes at the Pavilion at a cost of £1,729.17 plus VAT	All in favour

	<p>ii) Dyno-Rod to clear the drains and storm drains at the Pavilion at a cost of £1,440.00 plus VAT, estimated 5 hours on site with 2 men. (other quotations had been requested but had not been received).</p> <p>iii) Greentrees Surfacing Ltd to resurface 16.20m2 of the existing hard standing to resolve the tripping hazard (this company recently repaired the potholes in the Park).</p> <p>iv) The Estates &amp; Amenities Officer to strip and replace the tiles below the bottom shower bar to the floor.</p> <p>All expenditure to be funded from the Property Building Fund revenue/EMR budget</p>	Clerk
FG 5/10/2023- 13	<b>POLICIES</b>	
<b>i</b>	<p><b>Expenses</b></p> <p>IT WAS RESOLVED to approve the minor revisions to the Expenses Policy</p>	All in favour Clerk
<b>ii</b>	<p><b>Whistleblowing</b></p> <p>IT WAS RESOLVED to approve the Whistleblowing Policy with a slight amendment to the Procedure to state that the issue can be raised with the Clerk, Chair or Vice-Chair of the Council, rather than just the Chair of the Council.</p>	All in favour Clerk
FG 5/10/2023- 14	<b>EVENTS WORKING GROUP</b>	
	<p>The Committee considered the notes and recommendations of the Events Working Group held on the 14.9.2023.</p> <p>IT WAS RESOLVED to approve:-</p> <ul style="list-style-type: none"> <li>• The dates for events and any closing dates necessary. The Event dates are :- <ul style="list-style-type: none"> <li>○ Scarecrow trail- Friday 20<sup>th</sup> October 2023-Friday 27<sup>th</sup> October 2023, winners announced at Floral Friends Frampton Autumn Fayre Saturday 28<sup>th</sup> October at 11am</li> <li>○ Remembrance Parade Sunday 12<sup>th</sup> November 2.30pm, service 3pm</li> <li>○ Carols around the tree- Friday 1<sup>st</sup> December 2023-6-8pm</li> <li>○ Community awards nominations 1st January 2024-31<sup>st</sup> March 2024</li> <li>○ Volunteers thank you cream tea &amp; presentation of Community awards- Saturday 20<sup>th</sup> April 2024</li> <li>○ D day 80 years- Thursday 6<sup>th</sup> June 2024</li> <li>○ Annual Open Day Saturday 6<sup>th</sup> July 2024 at the Brockeridge Centre</li> <li>○ Macmillan Coffee Morning- Tuesday 10<sup>th</sup> September 2024</li> </ul> </li> <li>• The Events proposed expenditure for the 2023-24 financial year &amp; the proposed expenditure for the first six months of the 2024/25 financial year.</li> <li>• That two £10 book vouchers will be awarded for the 1<sup>st</sup> &amp; 2<sup>nd</sup> prizes for the Scarecrow trail</li> <li>• The ideas proposed for the Carols around the tree event</li> </ul> <p>IT WAS RESOLVED to RECOMMEND to Council the following:-</p> <ul style="list-style-type: none"> <li>• The proposals for the D Day celebrations and consider using artificial lights on the beacon.</li> <li>• The proposals for the Annual Open Day.</li> </ul>	<p>All in favour AOs</p> <p>All in favour AOs</p>
FG 5/10/2023- 15	<b>ROOM HIRE CHARGES FOR WELLBEING INITIATIVES &amp; ACTIVITIES</b>	
	<p>The Committee considered whether hires charges should be charged for wellbeing groups and initiatives, such as the Andy's Man Club request considered by Council.</p> <p>IT WAS RESOLVED to approve that there would be no hire charge for this group and it would be on a free rolling agreement. It was noted that this group could be set up by March/April 2024 on a Monday evening at the Brockeridge Centre.</p>	All in favour Clerk

FG 5/10/2023- 16	<b>DATE OF NEXT MEETING</b>	
	Finance & Governance Committee meeting Thursday 9 <sup>th</sup> November 2023 at 7pm	All in favour
FG 5/10/2023- 17	<b>EXEMPT ITEM</b> Councillors passed the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following motion on the grounds that its consideration would involve the disclosure of exempt information	All in favour
FG 5/10/2023- 18	<b>VAT</b>	
	The Committee considered the VAT advice on sporting fees and the research going back to 2017. IT WAS RESOLVED to:- <ul style="list-style-type: none"> <li>• Claim the VAT from HMRC</li> <li>• Issue credit notes for the VAT to the sports clubs for this financial year 2023-24 and refund accordingly</li> <li>• Increase the rents for 2024/25 by the precept % increase as an interim measure</li> <li>• Carry out a full review of the sports clubs' charges, comparing with other facilities and for this to be reflected in the increase for 2025-26.</li> </ul>	All in favour Clerk, Chairman F & G, Projects Officer

The meeting closed at 7.51pm.

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

Abbreviations

SGC – South Gloucestershire Council

Aos- Administration Officers