



3rd November 2023

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 9th November 2023 at 7pm at the Meeting Room in the Bockeridge Centre and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards

L Squire

Linda Squire

Clerk/CEO & RFO to the Parish Council

AGENDA

1 APOLOGIES FOR ABSENCE

MOTION: To note apologies for absence.

2 DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required, and request any dispensations, under the Localism Act 2011.

3 MINUTES OF THE PREVIOUS MEETING (5th October 2023)

MOTION: Committee to approve and sign the minutes of the previous meeting.

4 OPEN MEETING

Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.

5 PAYMENTS FOR APPROVAL

MOTION: Committee to consider approving the invoices for payment listed in Appendix 1 below

MOTION: Committee to consider and decide on approval of any invoices received after the agenda has been issued

MOTION: Committee to nominate 2 councillors to authorise the payments through the bank

6 CASH BOOK FINANCIALS & BANK RECONCILIATIONS

MOTION: Committee to note the Financial Reports as at 30/09/2023.

MOTION: Committee to note the Bank Statements at 30/09/2023

MOTION: Committee to note the Financial Reports as at 31/10/2023.

MOTION: Committee to note the Bank Statements at 31/10/2023

7 DRAINAGE AT THE PARK

MOTION: Committee to consider and decide whether to approve the costs to rectify the drainage issues at the Park.

8 PURCHASE OF IT EQUIPMENT

MOTION: Committee to consider and approve the purchase of a replacement desktop computer.

9 PURCHASE OF BOOT CLEANERS

MOTION: Committee to retrospectively approve the purchase of boot cleaners at the Pavilion changing rooms.

10 NJC PAY AWARD 2023/24

MOTION: Committee to note the agreed NJC pay award for 2023/24 and recommend to Council to approve.

11 HMRC LETTER RELATING TO VAT- UPDATE

MOTION: Committee to note the letter from HMRC cancelling the previous penalty point.

12 PWLB LENDING FACILITY REPAYMENT NOTICE

MOTION: Committee to note the PWLB repayment.

13 TENNIS COURT CHARGES & FREE SESSIONS

MOTION: Committee to consider the charges for the tennis courts when they are refurbished and when the free sessions will be available.

14 WARM SPACES GRANT

MOTION: Committee to note that the application for the SGC Warm spaces grant was successful.

15 ENERGY CONTRACT

MOTION: Committee to consider and decide whether to approve the quotations received for the energy contracts for the Bockeridge Centre & the Pavilion

16 SOUTH GLOUCESTERSHIRE COUNCIL PROPOSED SPECIAL EXPENSES FOR 2024/25

MOTION: Committee to note the SGC proposed special expenses for 2024/5.

17 HIRE CHARGES, ALLOTMENT RENTALS & OTHER CHARGES 2024/2025

MOTION: Committee to consider and recommend to Council the following increases for the charges for the financial year 2024/5

a) Hire Charges:-

i) Bockeridge Centre

ii) Upstairs – Pavilion

b) Allotment rentals- Committee to consider the increase for the Mill Lane and Jubilee allotments

c) Committee to consider whether to increase the charges for other ad hoc items

- 18 3 YEAR PLAN**
MOTION: Committee to consider the draft 3 year plan and any alterations required
- 19 BUDGET 2024/25**
MOTION: Committee to consider the initial draft budget for 2024/5.
- 20 BUDGET FOR CUTTING BACK VEGETATION ON SPECIFIC PUBLIC RIGHTS OF WAYS 2024/5**
MOTION: Committee to consider whether to include a budget for cutting back Public Rights of way for the new financial year.
- 21 REVIEW OF THE CLIMATE & NATURE BUDGET FOR 2024/5**
MOTION: Committee to consider the Climate & Nature Committee's revenue and ear marked reserve requirements for 2024/5
- 22 REVIEW OF YOUTH SERVICE PROVISION BUDGET FOR 2024/5**
MOTION: Committee to consider the proposals for the youth service provision for 2024/5.
- 23 DATE OF NEXT MEETING**
MOTION: Committee to note the date of the next meeting is 14th December 2023.

Members of the public and press are very welcome to attend.

Payments for Approval by Finance and Governance Committee November 9 th 2023						
No.	Invoice Number	Company	Description	NET	VAT	GROSS
1011	GB305634227	Amazon	Cleaning & Stationary supplies	32.44	6.50	38.94
2011	GB3BI8ZABEY	Amazon	Stationary, cleaning & events supplies	32.88	6.58	39.46
3011	TPC11016	DCK	Credit for additional hours	-262.44	-52.49	-314.93
4011	TPC11018	DCK	Budget Setting	600.60	120.12	720.72
5011	0471	Gordon Playgrounds	Play inspection	150.00	30.00	180.00
6011	3805401756	SGC	Localism Services	2892.06	578.40	3470.46
7011	1428787429	Trade UK	Timber & OSB Board	29.14	5.83	34.97