



An ORDINARY meeting of the FINANCE & GOVERNANCE COMMITTEE was held at the Bockeridge Centre on Thursday 9<sup>th</sup> November 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 9/11/2023-1	APOLOGIES FOR ABSENCE						
	No apologies were received.						
FG 9/11/2023-2	DECLARATIONS OF INTEREST and DISPENSATIONS						
	None received.						
FG 9/11/2023-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING						
	IT WAS RESOLVED that the minutes of the meeting of 5 <sup>th</sup> October 2023 be approved as a true and accurate record of the meeting and be signed accordingly.						All in favour
FG 9/11/2023-4	OPEN MEETING						
	No questions were received.						
FG 9/11/2023-5	PAYMENTS FOR APPROVAL						
i	Payments for Approval						
	No	Invoice number	Company	Description	Net £	Vat £	Gross £
	1011	GB305634227	Amazon	Cleaning & Stationary supplies	32.44	6.50	38.94
	2011	GB3BI8ZAB EY	“	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	“	Budget Setting	600.60	120.12	720.72

	<table><tr><td>5011</td><td>0471</td><td>Gordon Playgrounds</td><td>Play inspection</td><td>150.00</td><td>30.00</td><td>180.00</td></tr><tr><td>6011</td><td>3805401756</td><td>SGC</td><td>Localism Services</td><td>2892.06</td><td>578.40</td><td>3470.46</td></tr><tr><td>7011</td><td>1428787429</td><td>Trade UK</td><td>Timber &amp; OSB Board</td><td>29.14</td><td>5.83</td><td>34.97</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>IT WAS RESOLVED that the payments listed above be approved.</p>	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								All in favour														
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ii	<p><b>Additional invoices since the agenda was issued</b></p> <table><tr><th>No</th><th>Invoice number</th><th>Company</th><th>Description</th><th>Net £</th><th>VAT £</th><th>Gross £</th></tr><tr><td>0811</td><td></td><td>M/L plot 2b</td><td>Allotment deposit refund</td><td>100.00</td><td></td><td>100.00</td></tr><tr><td>0911</td><td></td><td>J Plot 6</td><td>“</td><td>90.00</td><td></td><td>90.00</td></tr><tr><td>1011</td><td>SI-1956</td><td>C&amp;R Fencing Ltd</td><td>Jub Allotment Fence</td><td>3581.00</td><td>716.20</td><td>4297.20</td></tr><tr><td>1111</td><td></td><td>J Plot 10</td><td>Allotment deposit refund</td><td>100.00</td><td></td><td>100.00</td></tr><tr><td>3010</td><td>Mem245990-1</td><td>SLCC</td><td>Project Officer’s Membership (additional amount)</td><td>57.00</td><td></td><td>57.00</td></tr></table> <p>IT WAS RESOLVED that the payments listed above be approved.</p>	No	Invoice number	Company	Description	Net £	VAT £	Gross £	0811		M/L plot 2b	Allotment deposit refund	100.00		100.00	0911		J Plot 6	“	90.00		90.00	1011	SI-1956	C&R Fencing Ltd	Jub Allotment Fence	3581.00	716.20	4297.20	1111		J Plot 10	Allotment deposit refund	100.00		100.00	3010	Mem245990-1	SLCC	Project Officer’s Membership (additional amount)	57.00		57.00	All in favour
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iii	<p><b>Nominate two councillors to authorise the payments through the bank</b></p> <p>IT WAS RESOLVED:- That Cllr D Williams &amp; Cllr L Williams will authorise the payments through the bank this month.</p>	All in favour																																										
FG 9/11/2023-6	<b>CASH BOOK FINANCIALS &amp; BANK RECONCILIATIONS</b>																																											
i	<p><b>Financial Reports- September</b></p> <p>The Clerk/CEO &amp; RFO presented the accounts for September 2023 which included:-</p> <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> <p>IT WAS RESOLVED that the Financial Reports received for September 2023 be approved.</p>	All in favour Clerk																																										
ii	<p><b>Bank statements- September</b></p> <p><b>Balances on bank accounts as at 30<sup>th</sup> September 2023</b></p> <p>Current Account £57,697 Deposit Account £292,677 CCLA Deposit Fund £200,000 The Cambridge BS £100,433 Nationwide BS £102,367</p> <p>IT WAS RESOLVED to note the bank account balances and bank statements as at 30<sup>th</sup> September 2023.</p>	All in favour Clerk																																										

iii	<b>Financial Reports- October</b> The Clerk/CEO & RFO presented the accounts for October 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 2 VAT submission.</li> </ul> The Clerk advised that there were some EMR transfers required which will be actioned by the Accountant at their next visit in December. IT WAS RESOLVED that the Financial Reports received for October 2023 be approved.	All in favour Clerk
iv	<b>Bank statements- October</b> <b>Balances on bank accounts as at 31st October 2023</b> Current Account £94,820 Deposit Account £244,811 CCLA Deposit Fund £200,000 The Cambridge BS £100,433 Nationwide BS £102,632 IT WAS RESOLVED to note the bank account balances and bank statements as at 31 <sup>st</sup> October 2023	All in favour Clerk
FG 9/11/2023-7	<b>DRAINAGE AT THE PARK</b>	
	The additional costs to rectify the drainage issues at the Park had not been received, therefore this could not be considered.	
FG 9/10/2023-8	<b>PURCHASE OF IT EQUIPMENT</b>	
	The Committee considered the request to replace a desktop computer which is old and extremely slow and were advised that this was the one that acts as a server for the Council's accounting package and it was vital that this is operates efficiently. IT WAS RESOLVED to approve the quotation from the Council's IT provider Soltech at a cost of £757 and to NOTE that the budget needs to be increased in 2024/25 to allow for replacement IT equipment.	All in favour Clerk
FG 9/11/2023-9	<b>PURCHASE OF BOOT CLEANERS</b>	
	The Committee considered the need for a boot cleaner at the Pavilion to prevent excess mud in the changing rooms, which will assist with the cleaning. It was noted that three quotations had been obtained. IT WAS RESOLVED to retrospectively approve the purchase for the boot cleaner at a cost of £373.64 (including VAT)	All in favour Clerk
FG 9/11/2023-10	<b>NJC PAY AWARD 2023/24</b>	
	The Committee noted the NJC pay award had been agreed on the 1 <sup>st</sup> November 2023 and that Council were encouraged to implement this as swiftly as possible. IT WAS RESOLVED as this pay award was not discretionary as all staff are paid on the NJC rates of pay, that SGC the Payroll provider are to be instructed to pay all staff the pay award indicated in the NJC revised pay scales in the November salary payment.	All in favour Clerk

FG 9/11/2023- 11	<b>HMRC LETTER RELATING TO VAT-UPDATE</b>				
	The Committee NOTED that following the Accountant's appeal HMRC have cancelled the previous penalty point.				All in favour
FG 9/11/2023- 12	<b>PWLB LENDING FACILITY REPAYMENT NOTICE</b>				
	IT WAS RESOLVED to note the PWLB lending facility repayment notice				All in favour
FG 9/11/2023- 13	<b>TENNIS COURT CHARGES &amp; FREE SESSIONS</b>				
	As the Tennis court refurbishment is due to commence at the end of November and will take several months, the Committee deferred making a decision on charging until January 2024 to enable research to be carried out.				All in favour
FG 9/11/2023- 14	<b>WARM SPACES GRANT</b>				
	The Committee NOTED that the Council Administrators have been successful in their application for the SGC warms space grant and have received £498.				All in favour
FG 9/11/2023- 15	<b>ENERGY CONTRACT</b>				
	The Clerk advised that yet again the Energy quotations had not been received, therefore this could not be considered.				
FG 9/11/2023- 16	<b>SOUTH GLOUCESTERSHIRE COUNCIL PROPOSED SPECIAL EXPENSES FOR 2024/25</b>				
	The Committee NOTED the proposed SGC Proposed Special Expenses for 2024/25.				All in favour
FG 9/11/2023- 17	<b>HIRE CHARGES, ALLOTMENT RENTALS &amp; OTHER CHARGES 2024/25</b>				
a	<b><u>Hire Charges</u></b>				
	<b>Brockeridge Centre</b> The Committee considered the hire charges for the Brockeridge Centre for 2024/5 and whether the youth room should be included as part of the café booking if it is booked for a party.  IT WAS RESOLVED:- <ul style="list-style-type: none"> <li>To not charge for the youth room if it is part of the café booking for a party from immediate effect.</li> <li>From 2024/25 to have a charge for the kitchen if it is also required when the meeting room or Youth Room is booked</li> <li>To continue with not charging specific groups, such as Mums &amp; Tots, Floral Friends, Allotment Associations etc.</li> <li>To increase the hire charges by 5%, rounded to the nearest 50p from the 1<sup>st</sup> April 2024. As indicated below:-</li> </ul> <b>Not for profit bookings-</b>				All in favour
	<b>Café &amp; Kitchen (food prep. Only) (to include Youth Room)</b>	<b>Cafe &amp; Kitchen (for cooking) (to include Youth Room)</b>	<b>Meeting room or Youth Room &amp; Kitchen (food/drink prep. only)</b>	<b>Meeting room or /Youth Room &amp; Kitchen (for cooking)</b>	<b>Meeting Room Or Youth Room only</b>

	£11.50 per hour (increase 50p)	£11.50 + VAT per hour (increase 50p)	£7.50 per hour (new charge)	£7.50 plus VAT per hour (new charge)	£6.00 per hour (increase 50p)	
<b>Community Business Rate</b>						
	<b>Café &amp; Kitchen (food prep. Only) (to include Youth Room)</b>	<b>Cafe &amp; Kitchen (for cooking)</b>	<b>Meeting room &amp; Kitchen (food/drink prep, only)</b>	<b>Meeting room or Youth Room &amp; Kitchen (for cooking)</b>	<b>Meeting Room Or Youth Room (only)</b>	
	£17.50 per hour (increase £1)	£17.50 + VAT per hour (Increase £1)	£11 per hour (new charge)	£11 plus VAT per hour (new charge)	£8.50 per hour (increase 50p)	
<b>Business Rate</b>						
	<b>Café &amp; Kitchen (food prep. Only) (to include Youth Room)</b>	<b>Cafe &amp; Kitchen (for cooking)</b>	<b>Meeting room &amp; Kitchen (food/drink prep. only)</b>	<b>Meeting room or Youth Room &amp; Kitchen (for cooking)</b>	<b>Meeting Room Or Youth Room (only)</b>	
	£23.00 per hour (increase £1)	£23.00 per hour (increase £1)	£16 per hour (new charge)	£16 plus VAT per hour (new charge)	£11.50 per hour (increase 50p)	
All rooms are only available for hire between 9am and 10pm						
	<b>Upstairs- Pavilion</b> The Committee considered the hire charges for the Scouts at the Pavilion for 2024/25 IT WAS RESOLVED to increase the hire charges by 5% from the 1 <sup>st</sup> April 2024, which is the same increase as the Bickeridge Centre, which will mean the hire charge will be £620.					All in favour
<b>b</b>	<b>Allotment rentals</b> The Committee considered the allotment rental charges for Jubilee & Mill Lane Allotments. IT WAS RESOLVED to increase the allotment rentals by 5% rounded to the nearest 10p.					All in favour
<b>c</b>	<b>Other adhoc charges</b> Photocopying & Copy of accounts The Committee considered the current charges and deferred this until the exact cost of copying black & white and colour has been verified.					All in favour Clerk
<b>FG 9/11/2023- 18</b>	<b>3 YEAR PLAN</b>					
	The draft 3 year plan was considered, the Clerk advised that additional information has been received relating to Climate & Nature. IT WAS RESOLVED that this will be updated as part of the budget setting process and will be submitted for Council approval at the same time as the budget.					All in favour Clerk
<b>FG 9/11/2023- 19</b>	<b>BUDGET 2024/25</b>					
	The Committee considered the initial draft budget and were advised that Beesmoor Playing Fields Committee have requested additional support.					All in favour Clerk

	IT WAS RESOLVED to arrange a budget working group, comprising of the Chairman and all Chairman of Committees, the Clerk/CEO & RFO and Projects Officer to examine the budget in detail.	
FG 9/11/2023- 20	<b>BUDGET FOR CUTTING BACK VEGETATION ON SPECIFIC PUBLIC RIGHTS OF WAYS 2024/25</b>	
	The Committee considered the request for allocating a budget for cutting back vegetation on specific public rights of way and were mindful that this could be expensive. IT WAS RESOLVED to consider this as part of the budget setting process.	All in favour Clerk
FG 9/11/2023- 21	<b>REVIEW OF CLIMATE &amp; NATURE BUDGET FOR 2024/25</b>	
	The Committee considered the Climate & Nature Budget for 2024/5. IT WAS RESOLVED to consider this as part of the budget setting process and whether further Ear marked Reserves should be allocated.	All in favour Clerk
FG 9/11/2023- 22	<b>REVIEW OF THE YOUTH SERVICE PROVISION BUDGET FOR 2024/25</b>	
	The Committee considered the budget options received from FACE, which included options relating to a specific provision relating to the Winterbourne area. IT WAS RESOLVED:- <ul style="list-style-type: none"> <li>to recommend using the slightly increased figure in the budget setting process (excluding any additional costs relating to Winterbourne)</li> <li>To recommend continuing to use FACE as the Youth Provider due to the quality of their provision and the strong relationship they have built up with the young people. To also consider entering into a 3 year contract with them.</li> <li>To consider whether the budget should include an additional element for other youth provider activities, such as scouts, guides etc.</li> </ul>	All in favour Clerk
FG 9/11/2023- 23	<b>DATE OF NEXT MEETING</b>	
	Finance & Governance Committee meeting Thursday 14 <sup>th</sup> December 2023 at 7pm	All in favour

The meeting closed at 8.32pm.

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

#### Abbreviations

SGC – South Gloucestershire Council

Aos- Administration Officers