



8th December 2023

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 14th December 2023 at 7pm at the Meeting Room in the Brockridge 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 (9th November 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 the Appendix 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 30/11/2023.

MOTION: Committee to note the Bank Statements at 30/11/2023

- 7 INVESTMENTS**
MOTION: Committee to note the CCLA Fact sheet for October.
MOTION: Committee to note the correspondence received relating to the Public Sector Deposit Fund.
- 8 GRANT APPLICATIONS**
MOTION: Committee to consider and decide whether to approve the grant to the Beesmoor Playing Field Committee
MOTION: Committee to consider and decide whether to approve the grant application received from FACE for a Youth Club sign
- 9 DIRECT DEBITS, REGULAR CREDIT CARD SUBSCRIPTIONS & PREFERRED SUPPLIER LIST**
MOTION: Committee to approve the Direct Debits and credit card regular subscriptions
MOTION: Committee to approve the Preferred Supplier List
- 10 YEAR END ACCOUNTING SUPPORT**
MOTION: Committee to consider and decide whether to approve the costs for the year end accounting support.
- 11 OTHER CHARGES**
MOTION: Committee to consider and decide whether to approve the charges for photocopying
- 12 SOUTH GLOUCESTERSHIRE COUNCIL LOCALISM CHARGES- 2024/25**
MOTION: Committee to note the SGC Localism charges for 2024/5.
- 13 INTERNAL AUDIT MID- YEAR REPORT 2023/24 ?**
MOTION: Committee to consider the recommendations in the Internal Auditor mid-year report
- 14 3 YEAR PLAN**
MOTION: Committee to consider and recommend to Council the draft 3 year plan.
- 15 BUDGET 2024/25**
MOTION: Committee to consider the notes of the Budget working group meeting held 23.11.23
MOTION: Committee to review the general reserve level and the Investment Policy.
MOTION: Committee to consider and recommend to Council the draft budget for 2024/25
- 16 FREQUENCY OF FINANCE & GOVERNANCE COMMITTEE MEETINGS**
MOTION: Committee to consider the frequency and which months the Finance & Governance Committee should meet in the future
- 17 DATE OF NEXT MEETING**
MOTION: Committee to note the date of the next meeting is 11th January 2024.

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

Payments for Approval by Finance and Governance 14th December 2023						
No.	Invoice Number	Company	Description	NET	VAT	GROSS
0112	22354	ALCA	Recruiting and retaining councillors' course	30.00		30.00
0212	GB3DYIIABEY	amazon	Paper towels and printer paper	47.19	9.44	56.63
0312	GB3FFMKABEY	amazon	Door mats x 3	49.12	9.82	58.94
0412	GB3F19KABEY	amazon	Xmas event craft supplies	41.35	8.27	49.62
0512	GB3GJLQABEY	amazon	Chrome book charger and glitter glue	20.75	4.15	24.90
0612	GB3H55NABEY	amazon	2 x Door mats	34.61	6.92	41.53
0912	0503	Gordon Playground Inspections Ltd	Operational inspections of the play equipment	150.00	30.00	180.00
1012	Onsite	Ongas	Boiler and cooker top annual service	240.00		240.00
1112	BROCKERIDGECR/011223	Pegasus	Clean Bockeridge windows	31.50		31.50
1212	1439117926	Trade Uk	Paint for Bockeridge & tape measure	34.99	6.99	41.98
1312	1440721939	Trade UK	Brush, cable ties & Marking tape.	19.50	3.89	23.39
1313		Bristol Children's Hospital	Donations received from carols round the tree *	264.56		264.56
1314	22359	ALCA	Essential Councillor training	40.00		40.00

*Donation of £264.56 were paid into the Parish Council's current account and need transferring out.