



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** was held at the Brockridge Centre on Thursday 14th December 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 14/12/2023-1	APOLOGIES FOR ABSENCE	
	No apologies were received.	
FG 14/12/2023-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FG 14/12/2023-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 9 th November 2023 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 14/12/2023-4	OPEN MEETING	
	No questions were received.	
FG 14/12/2023-5	PAYMENTS FOR APPROVAL	
i	Invoices listed on the agenda IT WAS RESOLVED that the payments listed below be approved.	All in favour

	No.	Invoice Number	Company	Description	NET £	VAT £	
	0112	22354	ALCA	Recruiting and retaining councillors' Training Course	30.00	-	30.00
	0212	GB3DYIABEY	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	BROCKERIDG ECR/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
			Carols around the Tree Collection	Collection monies	-264.56	-	264.56
	1412		Bristol Children's Hospital	Donation	264.56	-	264.56
	1512	22359	ALCA	Essential Councillor Training	40.00	-	40.00
ii	Additional invoices since the agenda was issued						
	No	Invoice Number	Company	Description	NET £	VAT £	GROSS £
	1612	652	HGM Plumbing	TMV service & replacement all sites	415.00	83.00	498.00
	1712	000375	Mrs B C Bowen	Internal Audit Report	375.00	-	375.00
	1812	KPS328623	KCS Procurement Services	Photocopier charges	95.64	19.13	114.77
	1912	4549	CPS Grounds Ltd	Grass cutting all sites for August	2731.95	546.39	3278.34
	2012	4969	CPS Grounds Ltd	Grass cutting all sites for October	2731.95	546.39	3278.34
	2112	1401561594	Trade UK	Decorating supplies	61.31	12.24	73.55
	2212	1405614633	Trade UK	Credit	-17.37	-3.47	-20.84
	2412	TPC11079	DCK Accounting Solutions	Accountancy Contract	287.10	57.42	344.52

	Retrospective Invoice for authorisation						
	No	Invoice Number	Company	Description	NET £	VAT £	
	2312	1800050675	Church Commissioners (previously referred to in minutes as Stone King)	Legal costs for covenant	500.00	-	
	IT WAS RESOLVED that the payments listed above be approved.						All in favour
iii	Nominate two councillors to authorise the payments through the bank						
	IT WAS RESOLVED:- That Cllr D Williams & Cllr T Clark will authorise the payments through the bank this month.						All in favour
FG 14/12/2023-6	CASH BOOK FINANCIALS & BANK RECONCILIATIONS						
i	Financial Reports- November The Clerk/CEO & RFO presented the accounts for November 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 November 2023 be approved.						All in favour Clerk
ii	Bank statements- November Balances on bank accounts as at 30th November 2023 Current Account- £42,356 Deposit Account- £322,045 CCLA Deposit Fund- £200,000 The Cambridge BS- £100,433 Nationwide BS- £102,889 IT WAS RESOLVED to note the bank account balances and bank statements as at 30 th November 2023						All in favour Clerk
FG 14/12/2023-7	INVESTMENTS						
i	The Committee noted the CCLA Factsheet for October 2023						All in favour
ii	The Committee noted the correspondence received for the Public Sector Deposit Fund						All in favour
FG 14/12/2023-8	GRANT APPLICATIONS						
i	Beesmoor Playing Fields IT WAS RESOLVED that the Clerk raise a number of queries with the Beesmoor Playing Field Committee and the responses will be considered at the January meeting.						All in favour Clerk
ii	FACE IT WAS RESOLVED for this grant to be approved subject to receiving proof of the cost and seeing the design						All in favour Clerk

FG 14/12/2023-9	DIRECT DEBITS, REGULAR CREDIT CARD SUBSCRIPTIONS & PREFERRED SUPPLIER LIST	
i	Direct Debits & Regular Credit card subscriptions IT WAS RESOLVED to approve the list of regular direct debits and credit card subscriptions.	All in favour
ii	Preferred Supplier List IT WAS RESOLVED to approve the preferred supplier (contractor) list.	All in favour
FG 14/12/2023-10	YEAR END ACCOUNTING SUPPORT	
	The Committee considered the quotation received from the Council's accountants DCK accounting solutions. IT WAS RESOLVED to approve the year end support cost of £475 plus VAT & mileage.	All in favour Clerk
FG 14/12/2023-11	OTHER CHARGES	
	Photocopying charges The Committee considered the costs incurred by the Council for both colour and black and white copies. IT WAS RESOLVED to continue with the charge of 10p per copy (for both colour or black and white) and this charge would be used on a per page basis for copies of the accounts.	All in favour
FG 14/12/2023-12	SOUTH GLOUCESTERSHIRE COUNCIL LOCALISM CHARGES 2024/25	
	The Committee considered the revised Localism charges received from SGC for 2024/5. IT WAS RESOLVED to RECOMMEND to Council that the Localism Charges of £11,755.75 for 2024/5 are approved.	All in favour
FG 14/12/2023-13	INTERNAL AUDIT MID YEAR REPORT 2023/24	
	The Committee considered the Internal Audit mid-year report. IT WAS RESOLVED to approve the recommendations, namely:- <ul style="list-style-type: none"> For both the Chairman of the Finance & Governance Committee (the councillor who checks them) and the Clerk to sign the bank reconciliations That the Council should ensure it obtains regular bank statements for all accounts, including the Cambridge Building Society. 	All in favour Clerk
FG 14/12/2023-14	3 YEAR PLAN	
	The revised draft 3 year plan was considered and some alterations were made on descriptions, figures and an additional item relating to acquisition of further land assets. IT WAS RESOLVED to RECOMMEND to Council that this will be a working document for the Council and will be updated once the action plan for the Climate & Nature Emergency declaration has been finalised.	All in favour Clerk
FG 14/12/2023-15	BUDGET 2024/25	
i	Budget working group The Committee noted the minutes of the Budget Working group held on the 23.11.2023.	All in favour
ii	General reserves & Investment Policy The Committee considered whether any changes were required to the general reserve level and the Investment Policy.	

	<p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> for the general reserve level to remain at between 3 and 9 months running costs, but it will be at the lower end of the scale and that it will be reviewed on a quarterly basis. That the investment Policy will remain the same, with the Council investments being held in :- <ul style="list-style-type: none"> Unity Trust Bank- current account Unity Trust Bank- deposit account CCLA- the Public Sector Deposit Fund The Cambridge Building Society Nationwide Building Society 	<p>All in favour</p> <p>All in favour</p>
iii	<p>Budget 2024/25</p> <p>The Committee considered the proposed budget for 2024/25 and the precept increase options. It was acknowledged that the Council's costs have increased, there are a lot of projects being carried out and SGC are removing the Member award funding and area wide grants. SGC had been contacted about the anticipated Community Infrastructure Levy (CIL) that should be received for this year and it is very low, approximately £840 at the moment. The current proposed budget for 2024/25 has income of £53,234 (excluding the precept) and £468,035 expenditure, which is a net expenditure of £414,801. SGC have provided the council tax base figures and there is a decrease of 1 property in Frampton Cotterell.</p> <p>IT WAS RESOLVED to RECOMMEND to Council to increase the precept by 6.79%, an increase to the parishioners in a Band D property of £9.90 for the year (equivalent to 82pence per month or 19pence per week). This will still leave a deficit in the budget of £7,760 which will need to be funded from reserves.</p>	<p>All in favour Clerk</p>
FG 14/12/2023- 16	FREQUENCY OF FINANCE & GOVERNANCE COMMITTEE MEETINGS	
	<p>The Committee considered reducing the frequency of the Finance & Governance Committees.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> That the Finance & Governance Committee will meet on the 2nd Thursday of the month in 2024 in January, March, May, July, November & December. That the Budget working group, which will include all Chairmen of Committees will meet in October 2024 That additional meetings will be arranged if any urgent matters arise. That the new arrangements will be monitored and altered if it is felt the new frequency is not operating as anticipated. 	<p>All in favour Clerk</p>
FG 14/12/2023- 17	DATE OF NEXT MEETING	
	<p>Finance & Governance Committee meeting Thursday 11th January 2024 at 7.30pm, after the Extraordinary Council meeting at 7pm to approve the budget and precept.</p>	<p>All in favour</p>

The meeting closed at 8.41pm.

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council

Aos- Administration Officers