



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** was held at the Brockridge Centre on Thursday 11th January 2024 at 7.37pm 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: Cllr J Trollope & 1 member of the public (19.40)

ITEM	MINUTE	VOTE / ACTION
FG 11/01/2023-1	APOLOGIES FOR ABSENCE	
	No apologies were received.	
FG 11/01/2024-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FG 11/01/2024-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 14 th December 2023 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 11/01/2024-4	OPEN MEETING	
	No questions were received.	
FG 11/01/2024-5	PAYMENTS FOR APPROVAL	
i	Invoices listed on the agenda IT WAS RESOLVED that the payments listed below be approved.	All in favour

Retrospective Invoice for authorisation

No.	Invoice Number	Company	Description	NET £	VAT £	GROSS £
0101	3805451188	SGC	Utility Check	161.00	-	161.00
0201		Deposit	Room Hire	50.00	-	50.00
Invoices for authorisation						
0301	GB3IK2IABEY	Amazon	Card, binbags, Nest box plate & washing up brush	33.59	6.71	40.30
0401	8805	Dynamic signs	No trespassing signs for Jubilee allotments	60.00	12.00	72.00
0501	5472	CPS	January grounds maintenance contract	2731.95	546.39	3278.34
0601	656	HGM Plumbing	Drain cleaner	11.86	2.37	14.23
0701	25956	Soltech IT	HP Desktop computer	757.00	151.40	908.40
0801	3805442825	SGC	Commercial collection	349.31	-	349.31
0901	S200	Silverback	Arboricultural survey	1900.00	380.00	2280.00
1001	KPS332378	KCS Procurement services	Photocopier rental	88.12	17.62	105.74
1101	26177	Shelley Signs	Ridings Rd play area sign	730.00	146.00	876.00
1201	1447092708	Trade Uk	Roller, primer paint	19.23	3.85	23.08

ii Additional invoices since the agenda was issued

No	Invoice Number	Company	Description	NET £	VAT £	GROSS £
1301	11922	Avon wildlife trust	Plant sales	400.00	80.00	480.00
1401	11958	Avon wildlife trust	Plant Sales	100.00	20.00	120.00
1501	0518	Gordon Playground Inspections	Playground checks all sites	150.00	30.00	180.00
1607	26029	Soltech IT Ltd	Annual business support contract	250.00	50.00	300.00
1701	225670	Stone King LLP	Covenant fees	2400.00	480.00	2880.00
1801		Staff	Mileage claim	19.35	-	19.35
1901	139	Bamfield Tree Services Ltd	Grassland contract	6540.00	1308.00	7848.00
2001	1451837720	Trade UK	Galvanised fence clips & running outlet black	31.65	6.33	37.98
2101	TPC111024	DCK accounting solutions	Accounting support in January 2024	287.10	57.42	344.52
cheque		R Wood	Allotment lease	300.00	-	300.00
cheque		N Candy	Allotment lease	300.00	-	300.00

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 L Williams & Cllr T Clark will authorise the payments through the bank this month.	All in favour
FG 11/01/2024- 6	CASH BOOK FINANCIALS & BANK RECONCILIATIONS	
i	Financial Reports- November The Clerk/CEO & RFO presented the accounts for December 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. • VAT return for the third quarter IT WAS RESOLVED that the Financial Reports received for December 2023 be approved and that the external accountant needs to revise the payroll entered into RBS system for December.	All in favour Clerk
ii	Bank statements- November Balances on bank accounts as at 31st December 2023 Current Account- £50,215 Deposit Account- £282,186 CCLA Deposit Fund- £200,000 The Cambridge BS- £100,433 Nationwide BS- £103,156 IT WAS RESOLVED to note the bank account balances and bank statements as at 31 st December 2023	All in favour Clerk
FG 11/01/2024- 7	INVESTMENTS	
	The Committee noted the CCLA Factsheet for November 2023	All in favour
FG 11/01/2024- 8	GRANT APPLICATIONS	
i	Beesmoor Playing Fields IT WAS RESOLVED to defer this item as the additional information has not been received.	All in favour Clerk
ii	FACE IT WAS RESOLVED to defer this item as the additional information has not been received	All in favour Clerk
FG 11/01/2024- 9	TENNIS COURTS	
i	Signed Lawn Tennis Association Grant offer agreement The Committee noted the contents of the Signed Lawn Tennis Association Grant offer agreement for the refurbishment of the tennis courts.	All in favour
ii	Temporary tennis court markings The Committee considered the cost of the temporary tennis court markings, the current weather, the views from a fellow councillor and the member of the public in attendance and when the final painting will be carried out. IT WAS RESOLVED not to approve the temporary tennis court markings and that the courts will not be used until the painting is carried out in April.	All in favour

iii	<p>Tennis activator volunteer role</p> <p>The Committee considered the tennis activator volunteer role for the tennis courts and that one volunteer had offered to carry out this voluntary role on a Saturday morning, (this volunteer was actually in attendance at the Committee meeting). Another activator will need to be identified for Sunday mornings.</p> <p>The Committee were impressed with the volunteer's tennis coaching experience and qualifications, the volunteer confirmed that his CV could be shared with the Lawn tennis Association.</p> <p>IT WAS RESOLVED to approve the volunteer as the parish Council's tennis activator role for Saturday mornings 10-11am when the courts reopen in April.</p>	All in favour
iv	<p>Free tennis sessions</p> <p>The Committee considered when free tennis sessions will be available.</p> <p>IT WAS RESOLVED to RECOMMEND to COUNCIL</p> <ul style="list-style-type: none"> • Free sessions -for 18 years & younger Mon- Friday 4-6pm & in School holidays 1-4pm (no proof will be required, but usage will be monitored). • Activator sessions 10-11 Saturdays & Sundays 	All in favour
v	<p>New tennis court charges</p> <p>Committee noted the responses to the Courts survey and considered the new tennis court charges once the court refurbishment has been completed.</p> <p>The Chairman of the Finance & Governance Committee had carried out research on tennis court charges, it was noted that the majority of organisations charge with some free sessions and charge an hourly rate of £5-£6 per hour or an annual membership of £35-£40.</p> <p>Clr Trollope & the volunteer tennis activator confirmed these were typical charges.</p> <p>IT WAS RESOLVED to RECOMMEND to COUNCIL :-</p> <ul style="list-style-type: none"> • To charge £5 per hour and not have an annual membership at the moment • this would apply to all users outside the times indicated for the free sessions or users over 18 at the times of the free sessions (if they were not already booked). 	All in favour
FG 11/01/2024-10	ACCOUNTING SUPPORT	
	IT WAS RESOLVED to approve the increased charges for the Accounting support service from April 2024.	All in favour Clerk
FG 11/01/2024-11	NEW PRINTER	
	<p>The Committee considered the quotations and Environmental impact assessment for a new printer, as the lease is due to expire on the current printer in February 2024.</p> <p>IT WAS RESOLVED to approve a 5 year lease with KCS procurement services for a Sharp BP60C45FK at a cost of £146.83 per quarter & costs per copy for mono £0.0022 and colour £0.0223.</p>	All in favour
FG 11/01/2024-12	HP INK PROCE INCREASE	
	IT WAS RESOLVED to note the HP ink price increase from January 2024.	All in favour
FG 11/01/2024-13	INSTALLATION OF INFRARED FLUSH CONTROL VALVE-GENTS TOILET-PAVILION	
	<p>The Committee considered the quotation received from the Council's preferred plumber for the installation of two infrared flush control valves, urinal mats & urinal blocks for the gent's toilet at the Pavilion, which will prevent blockages and scale build up and save 80% on water consumption. The mats will prevent users spitting chewing gum into the urinals and causing blockages.</p>	

	WAS RESOLVED to approve the quotation from HGM Plumbing Services Ltd for £623.66 plus VAT for the infrared flush control valve, urinal mats & blocks and that this would be funded from the EMR 323 Property Building Fund.	All in favour Clerk
FG 11/01/2024- 14	COVENANT UPDATE	
	The Committee considered the latest update and costs for finalising the variation to the Park covenant with the Diocese, the costs are higher than anticipated due to the solicitor having to negotiate between three parties (FCPC, Bristol Diocese Board of Finance & the Church Commissioners) and the amendments required. IT WAS RESOLVED to approve the additional interim costs of £2,400 plus VAT to enable the variation of the covenant to be finalised	All in favour Clerk
FG 11/01/2024- 15	EVENTS- EXPENDITURE ON CAROLS AROUND THE TREE	
	The Committee noted the expenditure of £269.96 for the Carols around the tree event held on the 1.12.2024, this was compared to a predicted budget of £350. It was also noted that this was a very successful event, enjoyed by numerous residents.	All in favour
FG 11/01/2024- 16	PLANNING APPLICATIONS	
	The Committee noted the Planning applications submitted for the; <ul style="list-style-type: none"> • Jubilee Allotment fence and gates and that the cost has not been finalised yet. • Ridings Road play area & fencing and the costs associated with this. 	All in favour Clerk
FG 11/01/2024- 17	DATE OF NEXT MEETING	
	Thursday 14 TH March 2024 at 7pm.	All in favour

The meeting closed at 8.32pm.

Chairman Date:

Abbreviations

SGC – South Gloucestershire Council