



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** was held at the Brockridge Centre on Thursday 14th March 2024 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 members of the public were present

ITEM	MINUTE	VOTE / ACTION																																										
FG 14/03/2043-1	APOLOGIES FOR ABSENCE																																											
	No apologies were received.																																											
FG 14/03/2024-2	DECLARATIONS OF INTEREST and DISPENSATIONS																																											
	None received.																																											
FG 14/03/2024-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING																																											
	IT WAS RESOLVED that the minutes of the meeting of 11 th January 2024 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour																																										
FG 14/03/2024-4	OPEN MEETING																																											
	No questions were received.																																											
FG 14/03/2024-5	PAYMENTS FOR APPROVAL																																											
i	Invoices listed on the agenda IT WAS RESOLVED that the payments listed below be approved. <table border="1" data-bbox="240 1727 1428 2056"> <thead> <tr> <th>No</th> <th>Invoice Number</th> <th>Company</th> <th>Description</th> <th>NET £</th> <th>VAT £</th> <th>GROSS £</th> </tr> </thead> <tbody> <tr> <td>103</td> <td>1833</td> <td>Frome Valley Landscaping</td> <td>Hedge trimming</td> <td>540.00</td> <td>105.00</td> <td>648.00</td> </tr> <tr> <td>203</td> <td>3805498374</td> <td>SGC</td> <td>Christmas lights</td> <td>8415.00</td> <td>1683.00</td> <td>10098.00</td> </tr> <tr> <td>303</td> <td>GB45YFLA BEY</td> <td>Amazon</td> <td>Pond liner</td> <td>19.03</td> <td>3.80</td> <td>22.83</td> </tr> <tr> <td>403</td> <td>6028</td> <td>CPS</td> <td>March- conservation</td> <td>220.75</td> <td>44.15</td> <td>264.90</td> </tr> <tr> <td>503</td> <td>6024</td> <td>"</td> <td>Grounds maintenance</td> <td>2731.95</td> <td>546.95</td> <td>3278.34</td> </tr> </tbody> </table>	No	Invoice Number	Company	Description	NET £	VAT £	GROSS £	103	1833	Frome Valley Landscaping	Hedge trimming	540.00	105.00	648.00	203	3805498374	SGC	Christmas lights	8415.00	1683.00	10098.00	303	GB45YFLA BEY	Amazon	Pond liner	19.03	3.80	22.83	403	6028	CPS	March- conservation	220.75	44.15	264.90	503	6024	"	Grounds maintenance	2731.95	546.95	3278.34	All in favour
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	603	0583	Gordon Playground inspections Ltd	Play area inspections	150.00	30.00	180.00	
	703	228755	Stone King	Covenant relaxation	454.00	90.80	544.80	
	803	TPC11171	DCK	Partial exemption work	225.00	45.00	270.00	

ii	Additional invoices since the agenda was issued							
	No	Invoice Number	Company	Description	NET £	VAT £	GROSS £	
	903	694	HGM Plumbing	Install a TRV on a radiator	80.97	16.20	97.17	
	1003	695	"	Repair 3 leaks in the cricket pavilion	90.00	18.00	108.00	
	1103	108	Simply Cleaning	Clean pavilion- January 2024	350.00		350.00	
	1203	109	"	Clean pavilion- February 2024	280.00		280.00	
	1303	14405	NALC	Local Council award scheme- registration fee	50.00	10.00	60.00	
	1403.	6632832019	"	Staff training course	43.37	8.67	52.04	
	1503	1483455691	"	" " "	32.44	6.49	38.93	
	1603	3450216239	"	CLLr training course	53.74	10.75	64.49	
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 D Williams will authorise the payments through the bank for the payments listed.							All in favour

FG 14/03/2024- 6	CASH BOOK FINANCIALS & BANK RECONCILIATIONS							
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i	Financial Reports- January							
	<p>The Clerk/CEO & RFO presented the accounts for January 2024 which included:-</p> <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. <p>IT WAS RESOLVED that the Financial Reports received for January 2024 be approved and it was noted that the external accountant had revised the payroll entered into the RBS system for December.</p>							All in favour

ii	Bank statements- January							
	<p>Balances on bank accounts as at 31st January 2024 Current Account- £48,294 Deposit Account- £234,581 CCLA Deposit Fund- £200,000 The Cambridge BS- £100,433 Nationwide BS- £103,428</p> <p>IT WAS RESOLVED to note the bank account balances and bank statements as at 31st January 2024</p>							All in favour

iii	<p>Financial Reports- February</p> <p>The Clerk/CEO & RFO presented the accounts for February 2024 which included:-</p> <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. <p>IT WAS RESOLVED that the Financial Reports received for February 2024 be approved</p>	All in favour
iv	<p>Bank statements- February</p> <p>Balances on bank accounts as at 29th February 2024</p> <p>Current Account- £147,288 Deposit Account- £128,719 CCLA Deposit Fund- £50,000 The Cambridge BS- £102,356 Nationwide BS- £103,699</p> <p>IT WAS RESOLVED to note the bank account balances and bank statements as at 29th February 2024</p>	All in favour
FG 14/03/2024-7	PROJECTED YEAR END ACCOUNTS & EAR MARKED RESERVES	
	<p>The Committee considered the transfer of funds from the 2023-4 financial year to Earmarked reserves.</p> <p>IT WAS RESOLVED to RECOMMEND to COUNCIL to transfer any unspent revenue funds at the 31st March 2024 as follows:-</p> <ul style="list-style-type: none"> • For Park Improvements (908 4901) to be transferred to EMR 342 Park Improvement fund • For Play area redevelopment (908 4903) to be transferred to EMR 324 Parish play equipment fund • For Property Building fund (908 4904) to be transferred to EMR 323 Property Building Fund • Any remaining unspent funds to be transferred to a new EMR for the Centenary Field. 	All in favour Clerk
FG 14/03/2024-8	INVESTMENTS	
i	<p>The Committee considered moving funds into one of the investment accounts after the 31.3.2024 to replenish the recent withdrawal.</p> <p>IT WAS RESOLVED to RECOMMEND to COUNCIL to:-</p> <ul style="list-style-type: none"> • transfer £150,000 from the Unity Deposit Account to the CCLA investment account, once the 2024/5 first precept payment is received in April 2024. • To check if the Cambridge building society savings account is the right account to maximise the Council's investment. 	All in favour Clerk All in favour Clerk
ii	Committee NOTED the Nationwide Savings account interest rate change	All in favour
FG 14/03/2024-9	SECTION 137 EXPENDITURE: LIMIT FOR 2024-2025	
	IT WAS RESOLVED to note that the Section 137 (4)(a)Local Government Act 1972 expenditure limit set by the Government for the 2024-25 financial year is £10.81.	All in favour
FG 14/03/2024-10	COMMUNITY INFRASTRUCTURE LEVY (CIL) & DEADLINES	
	Committee considered the allocation of the Community Infrastructure Levy payments.	

	IT WAS RESOLVED to wait for the request from the Climate & Nature Committee on what additional funds they require for 2024/25.	All in favour
FG 14/03/2024-11	VAT VERIFICATION	
	IT WAS RESOLVED to NOTE the information provided and the actions taken relating to the VAT verification required by HMRC for quarter 3.	All in favour
FG 14/03/2024-12	DELEGATED DECISIONS	
	IT WAS RESOLVED to approve the format for the unreported decisions made under the scheme of delegation or delegated authority under Financial Regulations and that these decisions will be reported to Council.	All in favour Clerk
FG 14/03/2024-13	GRANT APPLICATIONS	
i	Citizens Advice Bureau The Committee considered the grant application received from the Citizen's Advice Bureau. IT WAS RESOLVED to approve the grant for £2,000 in accordance with S142 Local Government Act 1972.	All in favour Clerk
ii	FACE- Youth Club sign IT WAS RESOLVED to defer this item until further costs have been received	All in favour Clerk
FG 14/03/2024-14	PRICE INCREASE	
	IT WAS RESOLVED to NOTE the price increase of 7.7% for the broadband at the Brockeridge Centre from the 1 st March 2024.	All in favour
FG 14/03/2024-15	QUOTATIONS	
i	Waste The Committee considered the quotations for waste collection at the Brockeridge Centre. IT WAS RESOLVED :- <ul style="list-style-type: none"> • To approve the quotation from Everflow with a yearly cost of £272.74 for general waste & £156 for mixed recycling for 1 year. • Before the contract expires, a review to be carried out to ensure the waste can be disposed of in a smart eco way that improves recycling e.g. composting and examining what is in the general waste • Coloured recycling bins to be purchased for the Centre • Hire terms to emphasise that party hirers should take their waste home with them 	All in favour Clerk
ii	Payment card reader The Committee considered the quotations for a payment card reader and noted that requests are regularly received by staff to take payment by credit /debit card for either allotment rentals, room hires and charity donations when the Council hold events. IT WAS RESOLVED to :- <ul style="list-style-type: none"> • purchase the 'Square all in one payment terminal' at a cost of:- <ul style="list-style-type: none"> ○ terminal £179 ○ In person transaction fee- 1.75%, ○ On line payment fee-1.4% +25p UK card, 2.5% +25p non UK card ○ Manually keyed transactions 2.5% . • Monitor the transactions and report regularly to the this Committee 	All in favour Clerk

FG 14/03/2024- 16	GRASS CUTTING CONTRACT	
	The Committee considered the report and quotations received for the grass cutting/maintenance contract . IT WAS RESOLVED to RECOMMEND to COUNCIL to approve Contractor 1, CPS Grounds Ltd at a cost of £17,060 plus VAT for 1 year, however significant improvement needs to be made compared to the current year.	Majority in favour. 1 Against Clerk
FG 14/03/2024- 17	NHB FUNDING	
	IT WAS RESOLVED to NOTE the update regarding the NHB funding grant from SGC and the likely limited funding available in the future.	All in favour
FG 14/03/2024- 18	TENNIS COURTS	
i	The Committee considered the notes of the Lawn tennis Association meeting with officers. IT WAS RESOLVED to:- <ul style="list-style-type: none"> • Due to the difficulty of providing free sessions using the booking system, to check with the Lawn Tennis Association:- <ul style="list-style-type: none"> ○ if we can have different prices for different time slots ○ if a registration process can be used for the free sessions for 18 years and younger and any requests for these bookings to be made through the office administrators. ○ Note that the tennis activator sessions will be free • Delegate the frequency criteria and limitations for the booking parameters to the Clerk/CEO & RFO 	All in favour
FG 14/03/2024- 19	POLICIES REVIEW	
	IT WAS RESOLVED to RECOMMEND to COUNCIL to approve the revisions to the existing policies and the introduction of the new procedure/policy. Revision of policies:- <ul style="list-style-type: none"> ○ Freedom of information ○ Internet banking ○ Grants policy & application form New procedure/policy:- <ul style="list-style-type: none"> ○ Subject access request procedure ○ Allotment Policy 	All in favour Clerk
FG 14/03/2024- 20	DATE OF NEXT MEETING	
	Thursday 9 TH May 2024 at 7pm.	All in favour

The meeting closed at 8.32pm.

Chairman Date:

Abbreviations SGC – South Gloucestershire Council