



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** was held at the Brockeridge Centre on Thursday 9<sup>th</sup> May 2024 at 7.15pm 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 9/05/2024-1	<b>APOLOGIES FOR ABSENCE</b>																																											
	No apologies were received.																																											
FG 9/05/2024-2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>																																											
	None received.																																											
FG 9/05/2024-3	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>																																											
	IT WAS RESOLVED that the minutes of the meeting of 14 <sup>th</sup> March 2024 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour																																										
FG 9/05/2024-4	<b>OPEN MEETING</b>																																											
	No questions were received.																																											
FG 9/05/2024-5	<b>PAYMENTS FOR APPROVAL</b>																																											
i	Invoices listed on the agenda IT WAS RESOLVED that the payments listed below be approved.	All in favour																																										
<table border="1"> <thead> <tr> <th colspan="7">Retrospective payments/transfers</th> </tr> <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>R105</td> <td>PF49896</td> <td>Asgard</td> <td>Vanguard secure unit</td> <td>413.33</td> <td>82.67</td> <td>496.00</td> </tr> <tr> <td>R205</td> <td>408967</td> <td>Garden Machinery Direct</td> <td>Battery trimmer, battery &amp; mower kit</td> <td>1046.67</td> <td>209.33</td> <td>1256.00</td> </tr> <tr> <td>R305</td> <td>21100</td> <td>Briants</td> <td>Carters double edge newton billhook</td> <td>174.92</td> <td>34.98</td> <td>209.90</td> </tr> <tr> <td>R405</td> <td>SINV-42129</td> <td>Kersten</td> <td>De-moss attachment, weed remover brushes &amp; brush cutter</td> <td>364.34</td> <td>72.87</td> <td>437.21</td> </tr> </tbody> </table>			Retrospective payments/transfers							No	Invoice Number	Company	Description	NET £	VAT £	GROSS £	R105	PF49896	Asgard	Vanguard secure unit	413.33	82.67	496.00	R205	408967	Garden Machinery Direct	Battery trimmer, battery & mower kit	1046.67	209.33	1256.00	R305	21100	Briants	Carters double edge newton billhook	174.92	34.98	209.90	R405	SINV-42129	Kersten	De-moss attachment, weed remover brushes & brush cutter	364.34	72.87	437.21
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	Unity deposit acct	Transfer to	Unity current acct			150,000
FG 14/03/2024-8i	Unity current acct	Transfer to	CCLA			150,000
<b>Invoices for approval</b>						
105	GB4CZ3UAB EY	Amazon	Stationary, cleaning & maintenance equipment	70.56	14.11	84.67
205	GB4G5TPAB EY	"	Square card machine	127.77	25.55	153.32
305	GB4GK90AB EY	"	Climate & nature equipment	37.47	7.50	44.97
405	INV 6374	CPS Grounds	May grass cutting/maintenance contract	1421.67	284.33	1706.00
505	INV-6305	"	Remedial groundworks for tennis court track	485.00	97.00	582.00
605	1483781224	Trade UK	Timber & bit set	31.39	6.28	37.67
705	1486791832	"	Power washer	116.66	23.33	139.99
805	1489153772	"	Cable ties	4.94	0.99	5.93
905	1490625518	"	Extension lead	24.99	5.00	29.99
1005	1482654385	"	Impact driver, adhesive & screwdriver set	74.98	14.99	89.97
1105	1491155388	"	Code lock	70.73	14.15	84.88
1205	S34080	Blakedown	Tennis courts	7593.42	1518.68	9112.10
1305	INV 0068	Festive lighting	Year 3 festive lighting schedule	6538.31	1307.66	7845.97

<b>ii</b>	<b>Additional invoices since the agenda was issued</b>						
	<b>No</b>	<b>Invoice Number</b>	<b>Company</b>	<b>Description</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
	1405	6165	CPS	April grass maintenance			1706.00
	1505	6391	"	Conservation charges- May 2024	220.75	44.15	264.90
	1605	0650	Gordons playgrounds	Inspection of all parks	157.50	31.50	189.00
	IT WAS RESOLVED that the payments listed above be approved.						All in favour

<b>iii</b>	<b>Nominate two councillors to authorise the payments through the bank</b>						
	IT WAS RESOLVED:- That Cllr D Williams & Cllr T Clark will authorise the payments through the bank for the payments listed.						All in favour

FG 9/05/2024-6	<b>CASH BOOK FINANCIALS &amp; BANK RECONCILIATIONS</b>	
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<b>i</b>	<b>Financial Reports- March</b> The Clerk/CEO & RFO presented the accounts for March 2024 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> </ul>						
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	<ul style="list-style-type: none"> <li>• ear marked reserves report.</li> <li>• Payroll analysis &amp; explanation of differences to individual staff pay for the month.</li> <li>• Quarter 4 VAT return.</li> </ul> <p>IT WAS RESOLVED that the Financial Reports received for March 2024 be approved.</p>	All in favour
ii	<p><b>Bank statements- March</b>  <b>Balances on bank accounts as at 31<sup>st</sup> March 2024</b>  Current Account- £110,725  Deposit Account- £136,426  CCLA Deposit Fund- £50,000  The Cambridge BS- £102,356  Nationwide BS- £103,990  IT WAS RESOLVED to note the bank account balances and bank statements as at 31<sup>st</sup> March 2024</p>	All in favour
iii	<p><b>Financial Reports- April</b>  The Clerk/CEO &amp; RFO presented the accounts for April 2024 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 April 2024 be approved</p>	All in favour
iv	<p><b>Bank statements- April</b>  <b>Balances on bank accounts as at 30<sup>th</sup> April 2024</b>  Current Account- £121,827  Deposit Account- £340,470  CCLA Deposit Fund- £50,000  The Cambridge BS- £102,356  Nationwide BS- £103,990  IT WAS RESOLVED to note the bank account balances and bank statements as at 30<sup>th</sup> April 2024</p>	All in favour
FG 9/05/2024-7	<b>EAR MARKED RESERVES</b>	
	<p>The Committee considered the transfer of funds between Earmarked reserves.  IT WAS RESOLVED to RECOMMEND to COUNCIL for:-</p> <ul style="list-style-type: none"> <li>• EMR's- 322 CIL 2020/21, 384 CIL 2021/22 and 385 CIL 2022/23 to be allocated to Climate &amp; Nature projects &amp; renamed accordingly, (which provides an overall EMR Climate &amp; Nature total of £23,817.72.</li> <li>• EMR 368 Centenary Field £23,805.44 to be transferred to EMR 342 Park Improvement Fund.</li> </ul>	All in favour Clerk
FG 9/05/2024-8	<b>VAN INSURANCE</b>	
	<p>The Committee noted that not all the quotations have been received.  IT WAS RESOLVED to delegate the approval of the van insurance quotations to the Clerk/CEO &amp; RFO.</p>	All in favour Clerk
FG 9/05/2024-9	<b>GRANT APPLICATIONS</b>	
i	<p><b>The Brightwell (West of England MS Therapy Centre)</b>  IT WAS RESOLVED to approve the grant request for £150 from the The Brightwell (West of England MS Therapy Centre).</p>	All in favour

ii	<b>Four Towns Vale Link</b> It was noted that the grant application has not been received.											
FG 9/05/2024- 10	<b>TENNIS COURTS CLUB BOOKING REQUEST</b>											
	Committee considered the request from a local tennis club to book the tennis courts for a specific evening for approximately ten weeks. IT WAS RESOLVED to note that further research is required and to advise the club that the charge would be £20 per hour for each court as they are outside the parish.	All in favour										
FG 9/05/2024- 11	<b>POLICIES</b>											
	IT WAS RESOLVED to RECOMMEND to COUNCIL to approve the Community Engagement Strategy.	All in favour										
FG 9/05/2024- 12	<b>TERMS OF REFERENCE</b>											
	The Committee noted the revisions to the Committee's terms of reference, which included the number of councillors on the Committee and that grant applications will be considered throughout the year. IT WAS RESOLVED to RECOMMEND to COUNCIL to approve the revisions to the Finance & Governance Committee's terms of reference.	All in favour Clerk										
FG 9/05/2024- 13	<b>BROCKERIDGE CENTRE- HIRE CHARGES &amp; HIRE TERMS &amp; CONDITIONS</b>											
i	<b>Hire Charges</b> The Committee considered an increase in the Centre's hire charges to reflect the increased costs for opening and closing the centre. IT WAS RESOLVED to RECOMMEND to COUNCIL to approve the increases for hiring the Centre for Not for Profit bookings only (the Community Business rate & Business rate will remain the same) from the 1 <sup>st</sup> June 2024 as follows:- <table border="1" data-bbox="239 1276 1428 1579"> <thead> <tr> <th>Café &amp; kitchen (food prep only) (to include Youth Room)</th> <th>Café &amp; kitchen (for cooking) (to include Youth Room)</th> <th>Meeting room or Youth room &amp; Kitchen (food/drink prep only)</th> <th>Meeting room or Youth room &amp; Kitchen (for cooking)</th> <th>Meeting room or Youth room only</th> </tr> </thead> <tbody> <tr> <td>From £11.50 per hour to £15 per hour</td> <td>From £11.50 + VAT per hour to £15 + VAT per hour</td> <td>From £7.50 per hour to £10 per hour</td> <td>From £7.50 +VAT per hour to £10 +VAT per hour</td> <td>From £6.00 per hour to £8.00 per hour</td> </tr> </tbody> </table>	Café & kitchen (food prep only) (to include Youth Room)	Café & kitchen (for cooking) (to include Youth Room)	Meeting room or Youth room & Kitchen (food/drink prep only)	Meeting room or Youth room & Kitchen (for cooking)	Meeting room or Youth room only	From £11.50 per hour to £15 per hour	From £11.50 + VAT per hour to £15 + VAT per hour	From £7.50 per hour to £10 per hour	From £7.50 +VAT per hour to £10 +VAT per hour	From £6.00 per hour to £8.00 per hour	All in favour Clerk
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ii	<b>Booking Form</b> IT WAS RESOLVED to approve the revisions to the booking form.	All in favour Clerk										
iii	<b>Revisions to the terms &amp; conditions for hiring</b> IT WAS RESOLVED to approve the revisions to the terms and conditions for hiring the Centre	All in favour Clerk										
FG 9/05/2024- 14	<b>IT IMPROVEMENTS &amp; CONTRACT</b>											
I	<b>IT Improvements</b> IT WAS RESOLVED to approve the Microsoft Office 365 backup solution from the IT provider Soltech IT Ltd at a cost of £24 per month	All in favour										
II	<b>IT Support contract increase</b> This item was deferred until further information was received.											

FG 9/05/2024- 15	<b>FINANCIAL RISK REGISTERS</b>	
	IT WAS RESOLVED to approve the revised the financial risk registers	All in favour
FG 9/05/2024- 16	<b>EVENTS- EXPENDITURE ON THE VOLUNTEER CREAM TEA &amp; COMMUNITY AWARDS EVENT</b>	
	The Committee considered the expenditure for the volunteer cream tea and community award events, compared to the budget allocated. IT WAS RESOLVED to note that the event was under budget due to the donations received and that it had been a very successful event.	All in favour.
FG 9/05/2024- 17	<b>DATE OF NEXT MEETING</b>	
	Thursday 11 <sup>TH</sup> July 2024 at 7pm.	All in favour

The meeting closed at 8.30pm.

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

Abbreviations SGC – South Gloucestershire Council