



An ORDINARY meeting of the FINANCE & GOVERNANCE COMMITTEE was held at the Bockeridge Centre on Thursday 11th September 2025 at 7.05pm and was attended by the following:

Chair: Cllr D. Williams

Parish Councillors: Cllrs T Clark, D Goodwin, J Humphrey & L Williams

Clerk/CEO & RFO: Mrs L Squire (Minute Taker)

In Attendance: No members of the public were present.

ITEM	MINUTE	VOTE / ACTION
FG 11/9/2025-1	APOLOGIES FOR ABSENCE	
	No apologies were received.	
FG 11/9/2025-2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FG 11/9/2025-3	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 10 th July 2025 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 11/9/2025-4	OPEN MEETING	
	No questions were received.	
FG 11/9/2025-5	PAYMENTS FOR APPROVAL	
I & ii	Invoices listed on the agenda and invoices received since the agenda was issued. IT WAS RESOLVED that the payments specified in the Appendix be approved.	All in favour
iii	Nominate two councillors to authorise the payments through the bank	
	IT WAS RESOLVED that Cllr D Williams & Cllr L Williams will authorise the payments through the bank for the payments listed.	All in favour
FG 11/9/2025-6	CASH BOOK FINANCIALS & BANK RECONCILIATIONS	

i	Financial Reports- June The Clerk/CEO & RFO presented the accounts for June 2025 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 quarter one. IT WAS RESOLVED that the Financial Reports received for June 2025 be approved.	All in favour
ii	Bank statements- June Balances on bank accounts as at 30th June 2025 Current Account- £27,856 Deposit Account- £290,601 CCLA Deposit Fund- £250,000 The Cambridge BS- £105,275 Nationwide BS- £108,160 IT WAS RESOLVED to note the bank account balances and bank statements as at 30 th June 2025	All in favour
iii	Financial Reports- July The Clerk/CEO & RFO presented the accounts for July 2025 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 July 2025 be approved.	All in favour
iv	Bank statements- July Balances on bank accounts as at 31st July 2025 Current Account- £33,167 Deposit Account- £251,043 CCLA Deposit Fund- £250,000 The Cambridge BS- £105,275 Nationwide BS- £108,412 IT WAS RESOLVED to note the bank account balances and bank statements as at 31st July 2025	All in favour
FG 11/9/2025- 7	FOOTBALL CHARGE FOR EXTRA PITCH	
	IT WAS RESOLVED to:- <ul style="list-style-type: none"> • calculate the square meterage on what the football club had last season and what they have now and assess any extra charge. • consider the charging method for all sports clubs in the future. 	All in favour
FG 11/9/2025- 8	PAT TEST TRAINING FOR VOLUNTEERS	
	The Committee considered the requirements for PAT testing electrical equipment which has been repaired at the Repair Café. IT WAS RESOLVED:- <ul style="list-style-type: none"> • to approve the insurance company that will provide insurance cover for this for the repair cafe. 	All in favour

	<ul style="list-style-type: none"> for 2 volunteers to carry out the free online PAT test competence test with a certificate costing £30 each. 	
FG 11/9/2025-9	INSTALLATION OF NEW GATES AT THE PLAY AREA AT THE PARK	
	IT WAS RESOLVED to approve the installation cost of £1,020 plus VAT to break out and dispose of the 2 existing gates at the play area at the Park and install the two new Prosafe gates.	All in favour
FG 11/9/2025-10	PUBLIC SECTOR DEPOSIT FUND (PSDF)-CCLA	
i	IT WAS RESOLVED to note the changes to the PSDF.	All in favour
ii	IT WAS RESOLVED to note the proposed acquisition of CCLA By Jupiter Investment Management Group Ltd	All in favour
FG 10/9/2025-11	UNITY TRUST BANK-FSCS ANNUAL REVIEW 2025	
	IT WAS RESOLVED to note the FSCS annual review and note the impact on the Council.	All in favour
FG 11/9/2025-12	INVESTMENT CONSIDERATION	
	IT WAS RESOLVED to investigate the Council investing with the Hinckley and Rugby Building Society.	All in favour
FG 11/9/2025-13	STRUCTURAL ENGINEER REPORT	
	The Committee considered the Structural Engineer Report IT WAS RESOLVED for this to be referred to COUNCIL with some additional information.	All in favour
FG 11/9/2025-14	REINSTATEMENT BUILDING REPORT	
	IT WAS RESOLVED to note the Buildings reinstatement report, to advise the insurers and update the Asset Register.	All in favour
FG 11/9/2025-15	RECOMMENDATIONS FROM THE LEAF WORKING GROUP	
i	Additional blister recycling boxes IT WAS RESOLVED to purchase two additional blister pack recycling boxes from Terracycle at a cost of £216 (including VAT) per box.	All in favour
ii	Westerleigh Parish Council Solar Farm grant IT WAS RESOLVED to authorise the Climate & Nature Officer to apply for the Westerleigh Parish Council Solar Farm Grant, proposing a collaborative blister pack recycling project between the two parishes, and requesting financial support from Westerleigh Parish Council for future box purchases	All in favour
iii	Donation IT WAS RESOLVED to approve a £100 donation to the Woodland Trust, Nicky Stone's chosen charity, as a gesture of thanks for her delivery of two art workshops free of charge during the art exhibition week.	All in favour

FG 11/9/2025-16	OLD EQUIPMENT																																																																																																																																											
	The Committee considered the disposal of the surplus kitchen equipment and the petrol generator now that the Brockeridge Centre kitchen is being refurbished and an electrical generator has been purchased. IT WAS RESOLVED to advertise the surplus kitchen equipment and petrol generator on social media and the website with photographs requesting for sealed bids to be submitted.			All in favour																																																																																																																																								
FG 11/9/2025-17	COUNCIL/COMMITTEE RESOLUTION MONITORING																																																																																																																																											
	IT WAS RESOLVED to note and approve the updated resolution monitoring report			All in favour																																																																																																																																								
FG 11/9/2025-18	UPDATE ON TENNIS COURTS CLUB BOOKING AND INCOME																																																																																																																																											
	IT WAS RESOLVED:- <ul style="list-style-type: none">to note the following bookings, annual household membership, income received and administration charges.			All in favour																																																																																																																																								
	<table><tr><th><u>Bookings made as at 8.9.25.</u></th><th>Number of Bookings</th><th>Number of Annual Household Memberships</th><th>Membership Income £</th></tr><tr><td>From 1.5.24-8.9.25</td><td>1,851</td><td>110 active members</td><td>3,010.00</td></tr></table> <p>Payments received including annual Household Membership</p> <table><tr><th>Dates</th><th>Gross Payment £</th><th>Admin charges deducted (Stripe) £</th><th>Net payment To the Council £</th><th>Dates May 2025- April 2026</th><th>Gross Payment £</th><th>Admin charges deducted (Stripe) £</th><th>Net payment To the Council £</th></tr><tr><td>8.5.24-31.5.24</td><td>360.00</td><td>32.98</td><td>327.02</td><td>1.5.25-30.5.25</td><td>569.60</td><td>33.07</td><td>536.53</td></tr><tr><td>3.6.24-28.6.24</td><td>710.00</td><td>46.18</td><td>663.82</td><td>2.6.25-30.6.25</td><td>433.74</td><td>35.41</td><td>398.33</td></tr><tr><td>1.7.24-31.7.24</td><td>1245.00</td><td>67.32</td><td>1177.68</td><td>1.7.25-31.7.25</td><td>1141.72</td><td>51.39</td><td>1090.33</td></tr><tr><td>1.8.24-30.8.24</td><td>1125.00</td><td>65.48</td><td>1049.76</td><td>1.8.25-31.8.25</td><td>648.40</td><td>38.29</td><td>610.11</td></tr><tr><td>2.9.24-27.9.24</td><td>400.00</td><td>24.36</td><td>375.64</td><td></td><td></td><td></td><td></td></tr><tr><td>2.10.24-30.10.24</td><td>165.00</td><td>11.90</td><td>153.10</td><td></td><td></td><td></td><td></td></tr><tr><td>1.11.24-27.11.24</td><td>140.00</td><td>9.41</td><td>130.59</td><td></td><td></td><td></td><td></td></tr><tr><td>4.12.24-31.12.24</td><td>70.00</td><td>3.81</td><td>66.19</td><td></td><td></td><td></td><td></td></tr><tr><td>2.1.25-29.1.25</td><td>75.00</td><td>6.28</td><td>68.72</td><td></td><td></td><td></td><td></td></tr><tr><td>4.2.25-27.2.25</td><td>155.00</td><td>7.29</td><td>147.71</td><td></td><td></td><td></td><td></td></tr><tr><td>4.3.25-31.3.25</td><td>220.00</td><td>12.75</td><td>207.25</td><td></td><td></td><td></td><td></td></tr><tr><td>3.4.25-30.4.25</td><td>425.00</td><td>27.67</td><td>397.33</td><td></td><td></td><td></td><td></td></tr><tr><td>1.5.25-30.5.25</td><td>569.60</td><td>33.07</td><td>536.53</td><td></td><td></td><td></td><td></td></tr><tr><td>22.6.25-30.6.25</td><td>433.74</td><td>35.41</td><td>398.33</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td>Total to date</td><td>7883.46</td><td>473.59</td><td>7400.11</td></tr></table>			<u>Bookings made as at 8.9.25.</u>	Number of Bookings	Number of Annual Household Memberships	Membership Income £	From 1.5.24-8.9.25	1,851	110 active members	3,010.00	Dates	Gross Payment £	Admin charges deducted (Stripe) £	Net payment To the Council £	Dates May 2025- April 2026	Gross Payment £	Admin charges deducted (Stripe) £	Net payment To the Council £	8.5.24-31.5.24	360.00	32.98	327.02	1.5.25-30.5.25	569.60	33.07	536.53	3.6.24-28.6.24	710.00	46.18	663.82	2.6.25-30.6.25	433.74	35.41	398.33	1.7.24-31.7.24	1245.00	67.32	1177.68	1.7.25-31.7.25	1141.72	51.39	1090.33	1.8.24-30.8.24	1125.00	65.48	1049.76	1.8.25-31.8.25	648.40	38.29	610.11	2.9.24-27.9.24	400.00	24.36	375.64					2.10.24-30.10.24	165.00	11.90	153.10					1.11.24-27.11.24	140.00	9.41	130.59					4.12.24-31.12.24	70.00	3.81	66.19					2.1.25-29.1.25	75.00	6.28	68.72					4.2.25-27.2.25	155.00	7.29	147.71					4.3.25-31.3.25	220.00	12.75	207.25					3.4.25-30.4.25	425.00	27.67	397.33					1.5.25-30.5.25	569.60	33.07	536.53					22.6.25-30.6.25	433.74	35.41	398.33									Total to date	7883.46	473.59	7400.11	
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FG 11/9/2025-19	ADDITIONAL OPTIONAL COSTS FOR THE NEW PATHWAY																																																																																																																																											
	The Committee considered the contractual extras for the new Pathway project IT WAS RESOLVED to :- <ul style="list-style-type: none">approve the additional costs totalling £6,701 plus VAT which should prevent future flooding in specific areas.to delegate to the Clerk and either the Chair of the Council or Chair of the Finance & Governance Committee to make any decisions as the work progresses.			All in favour																																																																																																																																								

FG 11/9/2025- 20	DATE OF NEXT MEETING	
	Thursday 13 th November 2025 at 7pm.	
FG 11/9/2025- 21	EXEMPT ITEM Councillors passed the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for The following motion on the grounds that its consideration would involve the disclosure of exempt information	All in favour
FG 11/9/2025- 22	E-BIKE UPDATE	
	The Committee considered the update on the E-Bike IT WAS RESOLVED to remove any spare parts and dispose of the bike and for it to be removed from the Asset Register.	All in favour

The meeting closed at 8.20pm.

Chair Date:

Abbreviations

_SGC – South Gloucestershire Council

APPENDIX						
No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
Invoice for Approval						
0609	18400	G B Sport & Leisure Ltd	2x Prosafe Park gates	1390.00	278.00	1668.00
0709	KPS422001	Procurement services	Photocopier rental 1/10/25-31/12/25	146.83	29.37	176.20
0809	INV.10009	CPS grounds ltd	Grounds maintenance- September 2025	1539.92	307.98	1847.90
0909	INV.9738	"	Grounds maintenance- August 2025	1539.92	307.98	1847.90
1009	INV.21745	Bristol waste	Grass collection-August- The Park	34.00	6.80	40.80
1109	INV-2025-05-000112	Festive Lighting	Christmas lights	4950.36	990.07	5940.43
1209	952	HGM Plumbing	Replaced pressure valve	76.00	15.20	91.20
1309	SI-101705	Sprint Print	Vinyl sticker for banners	20.00	4.00	24.00
Invoices received after the agenda was issued						
1409	Inv-00732632	BDO LLP	External Audit fees	1365.00	273.00	1638.00
1509	Inv-1188	Gordon Playgrounds	Playground inspections- August	165.00	33.00	198.00
1609	961	HGM Plumbing	Relocating radiator to facilitate bookshelf	300.00	60.00	360.00