



An **ORDINARY** meeting of the **FINANCE & GOVERNANCE COMMITTEE** was held at the Bockeridge Centre on Thursday 10th July 2025 at 7.05pm and was attended by the following:

Chair: Cllr D. Williams

Parish Councillors: Cllrs T Clark & J Humphrey

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

In Attendance: No members of the public were present.

ITEM	MINUTE	VOTE / ACTION
FG 10/7/2025-1	ELECTION OF CHAIR	
	Cllr D Williams was nominated. There were no other nominations. IT WAS RESOLVED that Cllr D Williams will be the Chair of the Finance & Governance Committee for the coming year.	Proposed :-TC Seconder: JH All in favour
FG 10/7/2025-2	ELECTION OF VICE-CHAIR	
	Cllr D Goodwin was nominated. There were no other nominations. IT WAS RESOLVED that Cllr D Goodwin will be the Vice- Chair of the Finance & Governance Committee for the coming year.	Proposed :-DW Seconder: TC All in favour
FG 10/7/2025-3	APOLOGIES FOR ABSENCE	
	Apologies were received from Cllrs. D Goodwin & L Williams. These were noted.	All in favour
FG 10/7/2025-4	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FG 10/7/2025-5	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the meeting of 15 th May 2025 be approved as a true and accurate record of the meeting and be signed accordingly.	All in favour
FG 10/7/2025-6	OPEN MEETING	
	No questions were received.	

FG 10/7/2025- 7	PAYMENTS FOR APPROVAL	
I & ii	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 T Clark will authorise the payments through the bank for the payments listed.	All in favour
FG 10/7/2025- 8	CASH BOOK FINANCIALS & BANK RECONCILIATIONS	
i	Financial Reports- April The Clerk/CEO & RFO presented the accounts for April 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 April 2025 be approved.	All in favour
ii	Bank statements- April Balances on bank accounts as at 30th April 2025 Current Account- £61,656 Deposit Account- £354,846 CCLA Deposit Fund- £200,000 The Cambridge BS- £105,275 Nationwide BS- £107,640 IT WAS RESOLVED to note the bank account balances and bank statements as at 30 th April 2025	All in favour
iii	Financial Reports- May The Clerk/CEO & RFO presented the accounts for May 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 May 2025 be approved and it was noted that some journals will be carried out during the next accountancy support visit.	All in favour
iv	Bank statements- May Balances on bank accounts as at 31st May 2025 Current Account- £11,234 Deposit Account- £307,715 CCLA Deposit Fund- £250,000 The Cambridge BS- £105,275 Nationwide BS- £107,905 IT WAS RESOLVED to note the bank account balances and bank statements as at 31st May 2025	All in favour

FG 10/7/2025- 9	COMMUNITY INFRASTRUCTURE LEVY- NEIGHBOURHOOD PORTION	
	IT WAS RESOLVED to note the Community Infrastructure levy (CIL) neighbourhood portion of £51,061.12 received for 2024/25 and to transfer this to a new Ear marked reserve.	All in favour
FG 10/7/2025- 10	EAR MARKED RESERVES	
	<p>The Committee considered the ear marked reserves.</p> <p>IT WAS RESOLVED:-</p> <ul style="list-style-type: none"> not to carry out any transfers between these reserves, but this will be reviewed at a later date. That EMR 341 could be used to help with the funding for the new Youth Shelter at the Park 	All in favour
FG 10/7/2025- 11	GRANTS	
	<p>Frampton Cotterell Rugby Football Club</p> <p>IT WAS RESOLVED to approve a grant to Frampton Cotterell Rugby Football Club of £3,000 to help fund new rugby posts on the main pitch at the park, this to be coded to EMR 329.</p>	All in favour
FG 10/7/2025- 12	NATIONWIDE BUSINESS SAVINGS ACCOUNT INFORMATION	
	IT WAS RESOLVED to note the Nationwide Business Savings account information.	All in favour
FG 10/7/2025- 13	ENERGY AUDIT- KITCHEN REFURBISHMENT	
	<p>The Committee considered the quotations received for the Brockeridge Centre kitchen refurbishment.</p> <p>IT WAS RESOLVED to RECOMMEND TO COUNCIL :-</p> <ul style="list-style-type: none"> To replace the electric oven/gas hob & grill with a professional electric convection oven and induction hob free standing stainless steel unit at a cost of £1,802.40 including VAT from Adexo and that this is to be funded from the EMR 27 solar income funding. To replace all existing fridges with a fridge freezer 70/30% split at a cost of £699 from John Lewis and that this will be funded from EMR 405 CIL. To replace the kettle and standard urn with a hard wired 5 litre hydro boil at a cost of £824 from HGM Plumbing plus electrical installation costs by KDJ electrical services, this to be funded from the EMR 327 solar income funding. To approve contractor 2, Capricorn Complete services for the kitchen installation at a cost of £9,821 plus VAT. This to be funded from EMR 405 CIL and the new EMR for 2024/25 CIL. The total estimated cost for this project is £19,000, the Council's 3 year plan allocated a budget of £20,000, however it is recommended that a £2,000 contingency should be allowed for. That the additional storage quotations for the Brockeridge Centre should be received in time to be considered at the July Council meeting. 	All in favour
FG 10/7/2025- 14	FINANCE ACCOUNTS SOFTWARE TRAINING	
	IT WAS RESOLVED to approve additional financial accounts training for the Clerk/CEO & RFO and the Administrative Officer who carries out financial duties.	All in favour

FG 10/7/2025- 15	CONSIDERATION OF COSTS TO COMMISSION A STRUCTURAL ENGINEER	
	The Committee considered the quotations for a structural engineer to provide a full RICS survey of the Old Changing Block, as resolved by the Parks & Recreation Committee. IT WAS RESOLVED to approve Contractor 1 Western Building Consultants Ltd at a cost of £2,600 plus VAT. It was noted that this company has a multi-disciplinary team and have carried out recent projects in the area. This to be funded from EMR 329.	All in favour
FG 10/7/2025- 16	FINANCIAL RISK REGISTERS	
	IT WAS RESOLVED to RECOMMEND TO COUNCIL the revisions to the Financial Risk registers.	All in favour
FG 10/7/2025- 17	OLD IT EQUIPMENT	
	The Committee considered the request by a member of staff to have the old laptop, which has recently been replaced, it was noted that the old laptop is over 5 years old. IT WAS RESOLVED that the member of staff could have the laptop at no charge provided it is cleared of any council data.	All in favour
FG 10/7/2025- 18	VIREMENT	
	IT WAS RESOLVED to approve the virement of the water compliance budget from the Brockeridge Centre (401/4124) to Beesmoor Road (306/4124) to reflect that the water fountain has been relocated.	All in favour
FG 10/7/2025- 19	ALLOTMENT INSPECTION UPDATE	
	The Committee noted that 5 eviction notices have been issued on the 23 rd June 2025 due to non-cultivation.	All in favour
FG 10/7/2025- 20	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 8.7.25.</u></th><th>Number of Bookings</th><th>Number of Annual Household Memberships</th><th>Membership Income £</th></tr><tr><td>From 1.5.24-8.7.25</td><td>1,452</td><td>120 active members</td><td>2,765.00</td></tr></table>	<u>Bookings made as at 8.7.25.</u>	Number of Bookings	Number of Annual Household Memberships	Membership Income £	From 1.5.24-8.7.25	1,452	120 active members	2,765.00																																																									
<u>Bookings made as at 8.7.25.</u>	Number of Bookings	Number of Annual Household Memberships	Membership Income £																																																															
From 1.5.24-8.7.25	1,452	120 active members	2,765.00																																																															
	Payments received including annual Household Membership																																																																	
	<table><tr><th>Dates</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></tr><tr><td>3.6.24-28.6.24</td><td>710.00</td><td>46.18</td><td>663.82</td></tr><tr><td>1.7.24-31.7.24</td><td>1245.00</td><td>67.32</td><td>1177.68</td></tr><tr><td>1.8.24-30.8.24</td><td>1125.00</td><td>65.48</td><td>1049.76</td></tr><tr><td>2.9.24-27.9.24</td><td>400.00</td><td>24.36</td><td>375.64</td></tr><tr><td>2.10.24-30.10.24</td><td>165.00</td><td>11.90</td><td>153.10</td></tr><tr><td>1.11.24-27.11.24</td><td>140.00</td><td>9.41</td><td>130.59</td></tr><tr><td>4.12.24-31.12.24</td><td>70.00</td><td>3.81</td><td>66.19</td></tr><tr><td>2.1.25-29.1.25</td><td>75.00</td><td>6.28</td><td>68.72</td></tr><tr><td>4.2.25-27.2.25</td><td>155.00</td><td>7.29</td><td>147.71</td></tr><tr><td>4.3.25-31.3.25</td><td>220.00</td><td>12.75</td><td>207.25</td></tr><tr><td>3.4.25-30.4.25</td><td>425.00</td><td>27.67</td><td>397.33</td></tr><tr><td>1.5.25-30.5.25</td><td>569.60</td><td>33.07</td><td>536.53</td></tr><tr><td>22.6.25-30.6.25</td><td>433.74</td><td>35.41</td><td>398.33</td></tr><tr><td>Total</td><td>6,093.34</td><td>383.91</td><td>5,699.67</td></tr></table>	Dates	Gross Payment £	Admin charges deducted (Stripe) £	Net payment To the Council £	8.5.24-31.5.24	360.00	32.98	327.02	3.6.24-28.6.24	710.00	46.18	663.82	1.7.24-31.7.24	1245.00	67.32	1177.68	1.8.24-30.8.24	1125.00	65.48	1049.76	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	6,093.34	383.91	5,699.67	
Dates	Gross Payment £	Admin charges deducted (Stripe) £	Net payment To the Council £																																																															
8.5.24-31.5.24	360.00	32.98	327.02																																																															
3.6.24-28.6.24	710.00	46.18	663.82																																																															
1.7.24-31.7.24	1245.00	67.32	1177.68																																																															
1.8.24-30.8.24	1125.00	65.48	1049.76																																																															
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	6,093.34	383.91	5,699.67																																																															
FG 10/7/2025-21	TERMS OF REFERENCE																																																																	
	IT WAS RESOLVED to RECOMMEND TO COUNCIL the slight revision to the Committee’s terms of refernce, with up to 6 councillors being able to be appointed to this Committee.			All in favour																																																														
FG 10/7/2025-22	DATE OF NEXT MEETING																																																																	
	Thursday 11 th September 2025 at 7pm.			All in favour Clerk																																																														

The meeting closed at 8.25pm.

Chair

Date:

Abbreviations

_SGC – South Gloucestershire Council

Appendix

APPENDIX						
Retrospective Contractual Payments						
No.	Invoice Number	Company	Description	Net £	VAT £	Gross £
CP0104	916	HGM Plumbing Services Ltd	Water Compliance Contract	200.00	40.00	200.00
CP0204	9558	CPS Grounds LTD	Grass cutting/Maintenance all sites	1,539.92	307.98	1,847.90
CP0304			Room Hire Deposit Return	50.00	-	50.00
CP0404	87280-2	RoSPA	Annual Statutory Play Equipment Check	340.00	68.00	408.00
CP0504	163	Simply Cleaning Solutions	Cleaning Contract for the Pavilion- June 2025	335.00	-	335.00
Invoice for Approval						
0107	GB515M35ABEY	Amazon	microwave	49.17	9.83	59.00
0207	GB516YPFABEY	Amazon	Toilet rolls, bin bags, key fobs, copier paper	66.18	13.25	79.43
0307	20411	Bristol Waste	FCCE Grass clippings Collection Service	25.50	5.10	30.60
0407	17880	GB Sport & Leisure	Resin, grass mats	126.00	25.20	151.20
0607	K8310	KDJ Electrical	Light replacement programme (Energy Audit)	740.00	148.00	888.00
0707	SIN2733033	PPL PRS	Music licence 2024			29.74
0807	9626	CPS Grounds Ltd	Renovations to 1 st team rugby pitch	1,176.00	235.20	1,411.20