

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL  
MINUTES OF FINANCE & GENERAL PURPOSES SUB COMMITTEE**

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
1 February 2018, 9.30am

**Present:**

**Committee members:-** Councillors Janet Biggin, Ben Burton, Sheila Ottewell and Martyn Poole.

**Officer:-** Angela Hocking

*Please Note - All items detailed below are recommendations from the Finance & General Purposes Sub Committee, for authorisation by a meeting of Full Council.*

**1. Apologies for absence**

Received from Cllr James Griffiths and Cllr Kathy Morris.

**2. Request for Dispensations**

None received.

**3. Confirmation of Minutes of Meeting held 4 January 2018**

The Minutes were **AGREED** as a true and accurate record, and signed by the Chair.

**4. Matters Arising**

Page 2, no. 5 – The NALC Financial Adviser has been contacted to ascertain how payments could be made by the Parish Council in the event that the Clerk is not able to work.

Page 2, no. 7.1 – HMRC confirm that the parish council's application to register for VAT has been approved on the understanding that from the date registered, 1 April 2018, taxable supplies will be made. Clerk suggested arranging a meeting with the internal auditor to seek advice on such procedures for D&BH PC.

**AGREED – Clerk to contact the internal auditor in this respect.**

Cllr Burton explained that he is looking into accounting packages that can be linked to the Open Play site, one being considered is XERO.

**ACTION - to be further investigated by the Working Practices / Emergency Planning Working Group.**

Page 3, no. 7.4 – Avon Road Mark have undertaken the painting of the basketball court.

Page 5, no. 13 – Clerk has provided the Chair with a book entitled 'Being a Good Employer' for Parish/Town Councils. One of the topics covered within this publication is about staff appraisals.

**5. Review of Financial Regulations**

All policies and procedures were ratified by Council in January. The Financial Regulations of D&BH PC is now the only outstanding document requiring re-adoption.

**AGREED that Cllr Burton will re-format the Regulations for circulation at the next F&GP meeting.**

## **6. Localism / Sports Pitches**

**6.1 LTA funding and way forward** – It was agreed at full Council to pursue the funding being offered by the LTA. Clerk and Chair have met with representatives from both Cleeve Hill Tennis Club and Downend & Frenchay Tennis Club. Clerk enquired of members as to how to progress this matter.

**AGREED to review the application form and arrange a meeting with both local tennis clubs to progress a formal submission.**

**6.2 Litter bin emptying by Prestige and at C in the Park** – Brad has asked if the Parish Council would like Prestige to empty the white bin at Bromley Heath Park which is not emptied by South Glos Council (although was not on the original schedule provided by them for the Parish Council to do). Despite numerous attempts at asking SGC to do this, it is never emptied. If Prestige take this on, it will total 15 bins across the playing field sites. Clerk advised members that she had formally asked Brad to include this within his normal schedule of bin emptying as too many complaints have resulted from this bin being left.

**AGREED that Prestige should empty 15 bins across the two sites. Total cost to empty bins (15 @ £100 each p.a.) = £1,500 per year.**

C in the Park have asked if they can leave litter in the large bin outside the pavilion at this year's event. Having spoken to Brad he asks that all rubbish is taken away from site after the event. In 2017 there was more rubbish than fitted into one bin so bags were left outside until the bin got emptied three days later. This can cause the bags to get ripped apart and rubbish strewn all over the pitches. If litter is left bagged up in the changing rooms, this can cause maggots, as was seen in the last spell of hot weather.

**AGREED to include in the Regulations for Event Hire that all rubbish and litter is removed from site after any event at the playing fields.**

Last Friday, Clerk was asked by some of the team captains as to the prognosis for whether or not pitches would be playable over the weekend, in addition to some teams contacting Brad directly. As a result, Brad did a pitch inspection on Friday afternoon. Clerk emailed those clubs who had made enquiries with his recommendations. Following non-stop rain on Saturday, Brad messaged all the clubs himself telling them that pitches would not be playable. Unfortunately, one team, MPK Lofts, decided to go against Brad's decision and played anyway. Clearly when the grounds staff request that clubs do not play, that decision should be final. It is not for clubs to ignore this advice and is unfair for the teams who did not play.

**AGREED – updated Regulations should incorporate the procedures in relation to matches needing to be called off.**

**AGREED – Clerk to email MPK Lofts outlining that the pitch was cancelled due to unacceptable playing conditions. Decisions to cancel pitches is not taken lightly and such a decision is made to protect players and pitches. If costs are incurred as a result of extra damage to the pitch and cleaning of the pavilion, this will be passed on to the**

**Club. If the Club goes against the decision of the Parish Council / Grounds Staff moving forward, then the Parish Council will have to review whether or not the Club may continue to use its facilities in the future.**

**6.3 Wall at King George V – report by Prestige** – Brad has reported that the wall is not at its best. However, it is currently stable and he suggests that there is no need for it to be repaired/replaced unless the wall is disturbed.

**NOTED. AGREED not to implement any repairs to the wall although this should be monitored regularly.**

Clerk has spoken to Brad regarding replacement fencing and gates at the Westerleigh Road entrance to King George V in an attempt to ensure that no vehicles can enter the playing fields themselves. Some options were shown to members for their consideration.

**AGREED to request Prestige provide a quote for the type of fencing (as seen on the Ring Road) with gates x 2.**

**AGREED to obtain a further quotation from Downend Men in Sheds and one other company, in accordance with Financial Regulations.**

The Friends have requested a second line of defence at the Sutherland Avenue car park end where there used to be a wooden fence from the pedestrian gate to the hedge and the adjacent metal gate was kept locked.

**AGREED to look at costs for installing drop-down bollards or similar.**

**6.4 Bromley Heath Pavilion leaking roof** – Brad confirms that the pavilion at Bromley Heath has a leaking roof, albeit not a big leak, but he has noticed water on the floor. It suggests that this is an existing seepage that has had some repair work carried out in the past.

**AGREED to check with Brad whether or not this is a Health & Safety issue. If not, then members agreed the situation should be monitored for the time being.**

**6.5 Updated Regulations for Football, Cricket, Events etc** – Clerk reported that she had made various amendments to the Regulations, which require Council's approval and can then be circulated to all user groups at the appropriate time.

**AGREED to review updated Regulations at the next meeting of the SPWG.**

Clerk has received regular reports of the heaters and lights being left on in the pavilion. Brad also reported a car driving into the fence, although no report has been logged directly with the Parish Council.

**AGREED to include an automatic cut-out facility for lighting etc in the specification for the new pavilions.**

## **7. Permissive path between Lincombe Barn Park & Frenchay Bridge**

A large Oak tree located along the permissive path between Lincombe Barn Park and Frenchay Bridge (Frenchay Road) has failed and taken a large section of the path with it. As a result, SGC

have been forced to close the path, although they are still allowing access to the weir from Frenchay Bridge. Notices have been put up at either end of the path and it is taped off in several places to deter people from trying to walk the route. They will endeavour to open the path as soon as possible, but it may take several months to have the path back in a safe condition. SGC may have to seek external funding to make good the path and would welcome the support of the Friends and the Parish Council.

**AGREED that D&BH PC does not currently have funds to allocate towards this project.**

#### **8. GDPR Update**

Information is constantly being received on GDPR. The SLCC now say that their Advice Team is preparing a full set of model documentation which councils are likely to require in order to comply with the new Act. They say that many members and councils will require additional support beyond the model documentation and they are developing a new service of trained experts to provide a consultancy service. However, two emails have been received from Audit West and Intelligent Solutions offering their services for GDPR. Intelligent Solutions is run by a Parish Councillor from Olveston Parish Council who has worked in this environment for more than 26 years.

ALCA advise that larger councils (income over £200K) should be looking to see what services are on offer to the sector with a view to what they might want to include in their own specification to contract for a service, but not making a commitment just yet. It would seem prudent to file any speculative contacts from DPC providers in preparation for when more is known about what will be required. ALCA will organise some workshop style briefing sessions in March and early April, by which time it is hoped the final government guidance will be in the public domain.

**AGREED – Clerk to contact the companies who have offered services to establish how they can assist, what the Parish Council is required to do, and the estimated costs.**

#### **9. Parish Council insurance review by Came & Company**

Clerk advised that she would be meeting with Came & Company at the Parish Office to review the Council's insurance on 7 February. **Noted.**

#### **10. Parish Council uniform**

Following a review of expenses and benefits and tax relief on the HMRC website, and consulting with Yate Town Council, it is noted that any uniform supplied to staff and purchased by the Parish Council can only be worn for work as it has the parish logo. As such, the uniform is exempt from being submitted on a P11D.

Clerk has made enquiries of Initially Yours at Hambrook and has found a blouse costed at £30.30 each, cardigan in black at £27.20 each and a fleece at £26.60 each.

**AGREED that Clerk can investigate this further, budget up to £250.**

#### **11. Claim for refund of office rental**

In view of the Clerk being unable to work in the office at times due to the installation of Open Access, Clerk has written to South Glos Council to formally request a refund of office rental on

the days when the office was not available. It is not justified to charge the full rate when the facility cannot be used. **Noted.**

Several matters of concern were raised following the installation of Open Access which should have been identified prior to working taking place:-

- Requirement for additional toilet facilities
- Doorbell for Parish Council visitors and appropriate signage (visitors unable to gain access without a swipe card)
- Sign required for door leading directly from the office to the library

Members considered that Open Access is a cost saving programme instigated by SGC and therefore it should not be for the Parish Council to totally fund such projects.

**AGREED to take these matters forward with both John Abraham and Martin Burton.**

## **12. Petty Cash**

Current balance £11.59.

**AGREED to authorise an additional £20.**

## **13. Any other business**

Email from Jack Lopresti MP requesting use of the parish office on Friday 16 February, 4-5.30pm for a surgery. Clerk advised that the Library charge £7.60 per hour for community groups to use the library facilities.

**AGREED to accept the request for hire of the parish office. However, this will be at a charge of £30.**

**AGREED to ask Jack Lopresti if surgeries are intended to be a regular occurrence as, if so, it would be prudent to agree a schedule moving forward.**

Following a meeting with D&BH in Bloom (Chris Boulton), it is apparent that many people have now heard that Gromit will be coming to Downend. Clerk suggested that, at the appropriate time, something is documented to local groups advising them that any project being considered for fundraising etc, should be brought to the Parish Council in the first instance, whereby we can liaise with the Grand Appeal, in accordance with the signed Contract.

**AGREED to bring this forward at the Annual Assembly.**

**AGREED to bring this to the attention of each shop on the High Street at the appropriate time. If shops/groups are thinking of organising events and promotions to raise money for the Grand Appeal, this should be brought to the Parish Council in the first instance.**

One invoice has been received late from South Glos Bus & Coach Co Ltd for the 462 service subsidy in December. This amounts to £154.69.

**AGREED to make payment in settlement of this invoice.**

Clerk reported another enquiry for a funfair on a small scale during the summer for around 6 days.

**AGREED not to pursue this application.**

Cllr Biggin outlined that Christ Church School will be working with the Parish Council in support of the submission for a scheme to reduce traffic speeds along North Street.

Cllr Ottewell reported that the Buckingham Place road sign had been damaged.

**AGREED that the Clerk will report the damaged sign.**

**14. Date and time of next meeting(s)**

1 March 2018, 9.30am in the Parish Office.

**Chairman:**

**Date:**