

**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

4 January 2018, 9.30am

Present:

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

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 Kathy Morris and Cllr Martyn Poole. Cllr James Griffiths was not present.

2. Request for Dispensations

None received.

3. Confirmation of Minutes of Meeting held 9 November 2017

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

4. Matters Arising

7. Clerk and Cllr Morris met with Officers from SGC in connection with CCTV at the Badminton Road pavilion. Report of meeting/quotation for works awaited.

7.2 Expression of Interest submitted to SGC for S106 funding for outdoor sports facilities.

9. Tina Rainey, Community Spaces Maintenance & Administration Manager at SGC, has no objection in principle to the moving of the container to Badminton Road Playing Fields car park.

15. Stickers for the defibrillator have been ordered.

15. Tree sculptures will be removed by Prestige Grounds.

5. Business Plan: Proposal to adopt Financial Report

Members had been circulated with a new style financial report which was welcomed.

AGREED to review the report annually alongside the Business Plan.

AGREED to schedule the review at F&GP in November to coincide with the budget setting and precept calculations.

AGREED that all instances of vandalism in the parish should be reported to the Police on 101 and a log reference obtained.

AGREED that accounting software should be explored by the 'Working Practices' working group in an attempt to get this in place before the new financial year.

Clerk has spoken to the Chief Officer of ALCA to ask the turn-around period for a locum clerk to be appointed in the event that the Clerk is ill or unable to work. She answers that there is not a team of locum Clerks and ALCA can only offer to put out a request to ask Clerks if they can spare a few more hours to help in an emergency to do the absolute essentials. SLCC have a locum service on their website, but it is very poorly populated.

AGREED – Clerk to contact the internal auditor to ascertain how payments can be made by the Parish Council in the event that the Clerk is not able to work. It may be that this should be taken up with Lloyds Bank dependent upon the legalities of the process.

6. Notification of external auditor appointment for 2017/18

Clerk confirmed that PKF Littlejohn LLP has been appointed as the new External Auditor for D&BH PC. Members were asked if they had any potential conflicts of interest relating to the auditor appointment. **Noted that no conflicts of interest were reported.**

7. Localism / Sports Pitches

7.1 VAT advice – Clerk recently attended an SLCC seminar and queried VAT in relation to sports pitch bookings. Response has subsequently been received as follows:-

Bookings of sports facilities can be either standard rated (20% VAT) or exempt from VAT, depending on the circumstances. The rules are set out in Section 5 of VAT Notice 742 and I have pasted a link below, rather than repeating them.

<https://www.gov.uk/government/publications/vat-notice-742-land-and-property>

Where councils make small amounts of taxable supplies, HMRC's general approach is that they will not require a council to register for VAT unless the VAT on its taxable sales in a year exceeds £1,000. Unless the council has more than £5,000 worth of games that are booked and paid for individually, they probably won't reach the level where they have to register.

The main effect of registering will be on the council's ability to reclaim VAT on pavilion and grounds maintenance costs.

a) If all the charges are for individual games (taxable supplies), only a VAT registered council can reclaim VAT on costs related to its taxable income.

b) If all the charges relate to block bookings or long term lets (VAT-exempt supplies), a council (whether VAT registered or not) can only reclaim VAT on the associated costs if the amount of VAT is less than £7,500 in the financial year. If the council makes no taxable sales, it won't be able to register for VAT. If the council incurs significant costs, for example refurbishing a pavilion, it may not be able to reclaim the VAT on the costs if the pavilion is used mainly to generate VAT-exempt income.

c) If it is a mixture of taxable and VAT-exempt sales, the council would have to apportion the costs between the two and then follow the rules stated above for the different portions.

The council has control over whether it will make VAT exempt sales or not, as it can determine whether it will allow block bookings or not and whether it will agree any long term lettings.

Clerk reported the need to ensure that the online booking system reflects the necessary VAT status prior to any bookings being made for the 2018/19 season. **Noted.**

7.2 Quotation for ongoing grounds maintenance from Prestige Grounds – Prestige Grounds have submitted a quotation to continue with the grounds maintenance. Figures have been provided as follows:-

- 1 year contract exc. VAT £20,450
- 3 year contract exc. VAT £19,650
- 5 year contract exc. VAT £18,650

The above prices do not include the emptying of the litter bins. If this was to continue with Prestige, they will charge £100 per bin x 14 bins = £1,400.

AGREED to accept the recommendation of the Sports Pitches Working Group to enter into a 3 year contract with Prestige in the sum of £19,650. In addition, the litter bin quotation of £1,400 from Prestige is accepted.

7.3 Quotation from StreetCare for resuming litter bin collections April 2018 – Gary Meddick, StreetScene Operations Manager have also provided a quotation to resume litter bin collections from the playing field sites from April 2018 at a total cost of £2,970.24 (which equates to £212.16 per bin).

RESOLVED not to proceed with this quotation. Clerk to advise StreetCare.

7.4 Quotation for repainting basketball court at Bromley Heath Park – Avon Road Mark Ltd have been contacted following the repainting of the tennis courts, to provide a quotation to line the basketball court and provide lines to the kick boards to denote goal posts, in the sum of £455.

AGREED to accept the quotation, as detailed.

7.5 Litter bin at Bromley Heath Park – The square steel rubbish bin on one corner of the basketball court has the bottom hinge rusting away so the door will not close and when opened out it hangs at an angle. Although not a major problem, Brad suggests that it could be replaced at some point. A similar Glasdon bin costs £350.48.

AGREED in principle to proceed.

AGREED – Clerk to liaise with the Friends Group regarding the type of bin to purchase.

8. GDPR – update

It is confirmed by NALC that the Data Protection Officer (DPO) may be an internal or external appointment. Clerks cannot be designated as a Council's DPO. A single DPO may be designated for more than one public authority so a group of Councils would be permitted to commission the services of the same DPO. The DPO must be appointed on the basis of professional qualities and, in particular, expert knowledge of data protection law and practices. **Noted.**

9. Grand Appeal Public Arts Trail – update

In accordance with the Local Government Act 1972 s.144, D&BH PC has resolved to sponsor a Gromit Sculpture as part of Gromit Unleashed 2. Clerk advised members that the Contract, Key Trail Information and Website/logo information required by the Grand Appeal needs to be submitted. Once all contracts and payments have been received, they will then send the sponsorship assets and brand guidelines so the Parish Council's involvement can be promoted. In view of timescales and the resolution made at full Council in December,

AGREED to authorise payment of £7,000 + VAT totalling £8,400 to Cracking Enterprises Limited for the sponsorship of 1 x Gromit sculpture in accordance with the contract dated 19 December 2017.

Clerk suggested that the Parish Council now creates a Working Group to move forward with ideas for this project and to meet with the Corporate Partnerships Manager during January.

**AGREED to create a working group at full Council.
AGREED that Clerk will arrange a meeting, as detailed.**

10. Parish Council uniform

Clerk outlined that the uniform was now nearly a year old and requested that additional clothing is purchased.

AGREED. Clerk to look at options from local manufacturers.

11. Councillor training

Cllr Anita Woodburn has been booked into the 'Being a Good Councillor' course run by ALCA on 27 January at a cost of £60. **NOTED & AGREED.**

Cllr Burton asked members to consider whether one full Council meeting per year could be used as training.

AGREED to recommend this to full Council in January.

12. Petty Cash

Current balance £23.98. **Noted.**

13. Any other business

- NALC advise that the National Employers for Local Government Services has offered council employees a two-year pay increase from 2018. The offer also includes the introduction of a new national pay spine from 1 April 2019. Confirmation awaited.
- In the technical consultation on the 2018/19 Local Government Finance Settlement, the government indicated that it was reviewing whether Town and Parish Councils were demonstrating restraint in setting their local precept. In the provisional settlement, the government has announced it will defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon the sector taking

all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses, and the government seeing clear evidence of restraint in the increases set by the sector as a whole.

- Have your say on the Council's Budget and Savings Programme 2018-19 – deadline for responses 12 January 2018.
- Cllr Burton confirmed that alongside Cllr Griffiths, they had undertaken the Clerk's annual appraisal. However, it is apparent that there is no guidance on this as such for the Parish Council as an employer.

AGREED – Clerk will make further enquiries on the systems in place by Thornbury, Dodington, Frampton Cotterell etc, or via NALC.

- Members discussed the recent article in Downend Voice about the new defibrillator. Cllr Burton will be emailing the editor of Downend Voice in this regard. **Noted.**

14. Date and time of next meeting(s)

1 February 2018, 9.30am in the Parish Office.

Chairman:

Date: