

**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 March 2018, 9.30am

Present:

Committee members:- Councillors Janet Biggin, Ben Burton, Kathy Morris, 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** - Cllr Griffiths were not present.
2. **Request for Dispensations** - None received.
3. **Confirmation of Minutes of Meeting held 1 February 2018**

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

4. **Matters Arising**

Page 2 – Meeting to be arranged with the Sports Pitches Working Group to clarify outstanding matters. *(Post meeting note – meeting scheduled for 12 March at 2.30pm.)*

Banking – Clerk outlined a letter from NALC and the South Glos Auditor about security provision for parish council banking arrangements, in the event of the incapacitation of the Clerk/Responsible Financial Officer.

AGREED – Clerk to enquire of Lloyds Bank as to whether passwords can be lodged with the Bank in a sealed envelope. The envelope will then only be accessible following an Extraordinary Meeting of the Parish Council. If approved, Standing Orders & Financial Regulations will need to be amended.

5. **To ratify Financial Regulations**

Members were circulated with Financial Regulations. Although only reviewed in November, it was considered prudent to reformat the document in line with other Policies and Procedures.

**AGREED to accept the Financial Regulations unaltered.
ACTION – To format the document and change the date of review.**

6. **Localism / Sports Pitches**

6.1 **LTA funding and meeting with tennis club representatives** – Chair and Clerk met with Rich Hill (Cleeve Hill Tennis Club), Pete Caseley (Downend & Frenchay Tennis Club) and Julie Jones (Regional Tennis Participation Manager, LTA). The first stage to apply for funding is to register an interest which Clerk completed on 28 February.

AGREED to work with our local partners and create a shared plan.

6.2 OpenPlay reconciliation following payment from South Gloucestershire Council – The payment received from SGC for pitches already booked prior to OpenPlay has shown a shortfall of £7 from that on the OpenPlay systems. This appears to be as a result of discrepancies with the costs of pitches from one year to another. In order to reconcile the OpenPlay system, Chair and Clerk have had to make an amendment to the system totalling £7. **NOTED.**

As some football clubs have booked matches after 1 April and in order to avoid them being charged VAT,

AGREED that invoicing will be carried out at the end of March.

6.3 Rolling programme of works for football pitches – Gloucestershire FA are working in partnership with the FA Facilities and Investment Team and Institute of Groundsmanship to develop a grass pitch maintenance service. The programme process was outlined to members, including the costs involved.

AGREED – Clerk to make enquiries as to whether the £100 cost will cover King George V and Badminton Road in their entirety.

AGREED to proceed if the cost covers both facilities.

Clerk confirmed that the fencing works at KGV had been postponed due to the freezing weather conditions. **Noted.**

Downend Men in Sheds have applied to use the Badminton Road pavilion all day on a Tuesday (9am-4pm). Downend & Bromley Heath in Bloom have requested to hire the facility all day on a Thursday.

AGREED – both groups may use the facility on the days requested.

AGREED to advise the groups that:

- **The times of hire should be strictly adhered to.**
- **No charges will be made at this time.**
- **All keys should be returned to the Parish Council and one key will be allocated for a named individual from each group. It will be the responsibility of this individual to ensure that the premises are locked and lighting turned off at the end of the session.**
- **Utility costs to be kept under review.**

(Cllr Poole arrived at 09.58).

7. Parish Council insurance review by Came & Company

Following a meeting with Came & Company, three quotations have been received for insurance renewal:-

- a) Inspire: £4,748.88 + £50 admin fee
- b) Hiscox: £3,920.00 + £50 admin fee
- c) Ecclesiastical: £5,691.88 + £50 admin fee

RESOLVED to enter into a 3-year long term agreement with Hiscox, with the annual premium being further reduced by 5%, giving a total premium of £3,774.00.

8. Asset Register – review of figures, taking depreciation into account

Came & Company have suggested that the figures on the Asset Register are reviewed for insurance purposes every 3-5 years to take account of depreciation (ie, electrical or computer equipment) or increases in value (ie, regalia). The values should reflect current 'replacement costs' rather than 'current value' as the policy provides new for old cover.

AGREED to review the Asset Register using the new accounting software.

9. To discuss new accounting software and setting up new systems / Budgets 2018-19

Cllr Burton outlined a meeting with Clerk and Cllr Woodburn to look at the efficiency of new systems. Cllr Burton produced a comparison of various accounting software. From this review, it is clear that the systems are all very similar. However, 'Xero' will allow for integration with OpenPlay and a Contact Relationship Management System will also link well into this.

AGREED to set up the Xero accounting software for use from 1 April 2018. Costs to be confirmed but expected to be in the region of £22 per month.

The Committee subsequently went through each category from the budgets, as reflected within the financial information linked to the business plan. This data can be reproduced into the new accounting software. The Committee reiterate that the Friends Groups to our open spaces need to come up with a long term plan in order that a budget allocation can be made, which can be utilised for their long term objectives moving forward. The report received from the Friends of King George V and Badminton Road was discussed alongside the budgets.

AGREED to get continuity of litter bins and dog bins across King George V and Badminton Road sites, which will provide at least 5-10 years benefit.

AGREED to review the number of bins and total costs involved.

AGREED to obtain a cost for litter pickers to help around the parish.

Other costs to be included within the budgeting were discussed ie, disaster recovery, park bins, pavilions and litter picking.

(Cllr Morris arrived at 10.50am).

10. Report from Friends of King George V & Badminton Road Playing Fields

Report discussed with members outlining the need for litter bins and dog bins throughout this site (see no. 9 above).

11. Report from Men in Sheds re. project at Bromley Heath Park

Costings for planting awaited.

12. Christmas lighting

The following quotations have been received in relation to Christmas lighting:

	Lighting in Christmas Tree	Lighting in Trees along High Street x 9
Blachere Illumination	£850	£5,751
MK Illumination	£1,479	£10,240.92
City Illuminations	£2,550 or £975 for led mini bulbs	£4,865

Plantscape have agreed to keep the same price for solar powered lighting in 2018, ie, £5,160.

AGREED to request costs for renting the lights as an alternative to purchasing/storage costs.

13. Analysis of Reserves

Clerk outlined the reserves held being:

- £17,983.79 – Elections
 - £187,902 – Sports Pitches
 - £11,648.85 – CIL
 - £81,844.76 – Accommodation fund
- TOTAL £299,379.40**

As accommodation for the parish council is no longer required, these reserves will be amalgamated within an alternative category.

14. Petty Cash - Current balance £23.75. **Noted.**

15. Payments for authorisation

South Gloucestershire Council – bus shelter repairs - £176.00
Keel Toys Ltd – teddy bears for Knit & Natter (agreed by Council) - £228.96

AGREED to authorise the above payments due to the timescales involved.

16. Any other business

- Clerk reported that mopeds had damaged the grass at Bromley Heath Park. Subsequently, some making good is required to the football pitches. **Noted.**
- Clerk advised members about the Great British Spring Clean. **Noted.**
- The Business Plan Working Group and Community Infrastructure Levy Working Group will be amalgamated into Finance & General Purposes from now on.
- A 63 page GDPR toolkit has been received from NALC. This will be looked into in more detail as to the way forward for D&BH PC.
- Cllr Biggin is investigating the signatories on the Community Plan bank account.
- Gromit – Cllr Biggin will lead the working group to kick-start the project. Sponsorship events will be considered. All information will go through the parish office for approval in the first instance.

17. Date and time of next meeting(s)

Thursday 5 April 2018, 9.30am in the Parish Office. (Apologies received from Cllr Morris).

Chairman:

Date: