

**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
5 April 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 1 March 2018**

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

4. Matters Arising

The Britannia plaque renovations are causing problems in trying to find the appropriate picture of the aircraft. One has now been sourced from the son of one of the crew members which show the correct livery which made it very distinctive. Woodstock Southwest advise that the work for redrawing would be an additional cost of £160, making the total quotation now £1,368.

AGREED to proceed, as detailed above.

5. Litter Bin at Badminton Road / junction Sandringham Avenue

Due to recent complaints about litter at this location, Clerk has contacted SGC to obtain a quotation to supply and install a litter bin. The cost of a standard plastic post mounted bin is £152 and based on a weekly empty, the costs for transport and disposal will be £142.50 per annum. No formal licence is required.

AGREED to recommend to full Council to proceed with the purchase of a litter bin at this location.

ACTION – Proposal to be brought forward at full Council in May

ACTION – Clerk to ascertain from SGC the cost to empty a recycling bin.

6. Localism / Sports Pitches

6.1 Quote for rolling programme of works for football pitches – A meeting is set to take place with the parish council, Brad and Matthew Boucher from the Gloucestershire FA on 10 April. In the meantime, a quotation from Brad at Prestige has been received for the football pitch renovations. The quotation provided can be scaled down to the budget available. It would also be possible to focus on pitches 1 and 3 which are mostly used. However, bearing this in mind, the total of the quotation amounts to £9,285.

NOTED. A decision will be taken following the outcome of the meeting on 10 April.

7. Downend Men in Sheds project

Brad has been able to provide a quotation as Men in Sheds feel the groundworks will be too much for them to take on with all the equipment that will be required. The quotation totals £3,700 and clerk outlined the work that would be undertaken.

Brad explains that without digging a test hole in the soil he is unsure on how much hardcore will need to be put in for the base. The patio will be a large undertaking as they will have to dig out around 100m of soil, lay a hardcore base and then a gravel base and sand base with the patio on top.

ACTION – Clerk to discuss a long term strategy with the Friends Group.

ACTION – Clerk to ask the Friends Group to consider and evaluate this project, alongside the group’s vision for the future of the playing fields.

8. Table tennis table at Bromey Heath Park

Clerk showed members photographs of the table tennis table which is in a very poor state of repair.

AGREED – Clerk to ask the Friends Group if the renovation of the table tennis table would form part of their long term plan, or whether it would be better to have the table removed.

9. Grant applications

Applications and recommendations from the Committee are detailed as follows:

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| • The Brandon Trust (S137) | Application declined |
| • West of England MS Therapy Centre (S137) | Application declined |
| • C in the Park | Agreed to award £500 |
| • Downend Men in Sheds | Agreed to award £500 |
| • Mud Pie Explorers CIC | Agreed to award £500 |
| • Heathfest | Agreed to award £650 |

An application has also been received from Christ Church, Downend towards their current building project. Clerk outlined Section 8 of the Local Government Act 1894 which confers a number of additional powers on a parish council. Among these is the power to execute works subject to the condition that they do not relate to property relating to the affairs of the church. The LGA 1972, however, permits a local authority to contribute towards the maintenance, repair or adaptation of churches. There appears to be confusion as to whether the 1972 Act supersedes the 1894 Act although guidance does clarify that certain parish councils are able to fund church buildings using powers contained in the Localism Act 2011. After discussion, and in view of the funding awards given in previous years,

RESOLVED to decline funding towards the current building project at Christ Church, Downend.

10. Bunting in Downend

Formal authorisation for permission to erect bunting has been received, subject to submission of the Highways Projection Licence and payment of the £60.90 fee. Clerk outlined the payment options to members.

AGREED to make payment by business debit card over the telephone in the sum of £60.90.

In respect of the bunting itself, there has been a price increase and the cost has now risen to £268. D&BH in Bloom will erect the bunting.

AGREED to purchase the bunting, as detailed.

ACTION – Clerk will liaise with Chris Boulton from In Bloom in this regard.

11. Christmas lighting - Proposal to be taken to full Council in May.

12. Quote for spring clean of bus shelters and notice boards

Tim Webb has confirmed that he will facilitate the spring clean at the same cost as in previous years, ie, £964.00.

AGREED to arrange a spring clean, as detailed above.

13. Outdoor lockable notice case for defibrillator notices

Clerk has sourced outdoor lockable notice boards online which, dependent upon colour, are approximately £40-£50 per unit. Downend Men in Sheds could carry out the installation.

AGREED to order 3 units in green for defibrillators at Downend, Bromley Heath and Cleeve Wood.

14. Business Plan and budgeting for 2018/2019

Cllr Burton went through the budgeting, as recently considered by F&GP.

AGREED to incorporate an additional item for 'Compliance' under the financial heading and to allocate £5,000 for GDPR compliance and the need for an appointment of a Data Protection Officer.

AGREED to allow for

- Xero accounting software
- Insightly (Contact Relationship Management System to conform to GDPR)
- Litter picking
- Project to help visually impaired / clearance of High Street
- Parks – notional amount of £17,500 to cover projects at the parks, ie, litter bins etc.
- Reserve allocation
- Sports pitches reserves

AGREED to allow the current 'Accommodation' reserves to be used for Disaster Recovery.

AGREED to order free cycle stands, as offered from Life Cycle UK. These can be stored until the pavilions are updated and fixed on site.

15. Employment costs 2018/19

Clerk outlined her contract of employment which states that she will progress automatically through the salary scale by annual increments until the maximum of the scale is reached. As such, with effect from 1 April 2018,

- Clerk will be at the top of the scale LC3, SCP 42.
- Employees pension payments will rise to 6.8%.
- Employers pension payments have been set at 16%.
- Pension deficit recovery (one-off payment to be made in April) £400.

NOTED AND AGREED.

16. Verification of bank reconciliations

In accordance with Financial Regulations, Cllr Ottewell agreed to verify the bank reconciliations.

17. Petty cash

Current balance £2.21.

AGREED to authorise an additional £25.

18. Payments for authorisation

Clerk listed the invoices currently received for payment. In view of the lateness of the next Parish Council meeting and as this is combined with the Annual Assembly,

AGREED that the Clerk is authorised to make payments for invoices due, which will be reported back to Council on 26 April 2018 for completeness.

AGREED that Councillor Burton and Clerk will set up Xero accounting software. As such, Councillors will have READ ONLY access to the accounts which can be viewed at any time.

AGREED to explore the logistics of access by Chair and/or Vice Chair.

19. Any other business

- Cllr Ottewell raised concerns about the recent anti-social behaviour in the area. Clerk confirmed that she had asked the Police to inform the parish council in the future of any damage or problems at the playing fields as these are under the parish council's control.
- D&BH in Bloom projects – Clerk will contact SGC and request that the parish council is made a consultee on any projects for which SGC is required to provide permission or a licence for the group.
- Cllr Biggin confirmed that the letter authorising the Community Plan funds to be awarded to the parish council will be signed today.

- **Asset Register** – A review is required. Once Xero is up and running, this will enable the Asset Register to be reviewed alongside the current sums insured via Came & Company and to ensure current replacement costs are listed rather than current value.
- **Risk Assessment** – A review of Risk Management is due to be undertaken to ensure GDPR compliance. **Noted.**
- **Bromley Heath Playing Fields** – In view of the recent anti-social behaviour and the damage to the wooden railings in the car park, Clerk has asked Prestige Grounds to provide a quotation for replacement fencing, as per that recently installed at King George V Playing Fields. As this company was recently accepted from the three quotations obtained, it is considered that additional quotations are not required. **Noted.**

AGREED in principle to proceed. However, Clerk will further discuss with the Friends of Bromley Heath Park before taking this project forward and to consider the Friends long term plans for the park.

20. Date and time of next meeting

Thursday 3 May, 9.30am in the parish office.

Chairman:

Date: