

**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  
3 May 2018, 9.30am

**Present:**

**Committee members:-** Councillors Janet Biggin, Ben Burton, Martyn Poole 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** – Cllr Kathy Morris and Cllr James Griffiths.
2. **Request for Dispensations** - None received.
3. **Confirmation of Minutes of Meeting held 5 April 2018**

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

4. **Matters Arising**

13. The lockable display cabinets for the defibrillator notices have been installed.

5. **Internal Auditor's report year end 2017/18**

The Internal Auditor's report was circulated to members, including the report to be sent with the Annual Return.

**AGREED and NOTED.**

6. **External Audit 2017/18**

6.1 **Section 1 – Annual Governance Statement** – Members acknowledged all matters listed within the Annual Governance Statement and it was

**RESOLVED to submit an answer of 'Yes' to all items (no. 9 not applicable).**

6.2 **Section 2 – Approval of Accounting Statements 2017/18** – Members certified that for the year ended 31 March 2018 the accounting statements in the Annual Governance and Accountability Return present fairly the financial position of D&BH PC and its income and expenditure.

**RESOLVED that the data provided is approved.**

6.3 **Approval of all year-end financial documentation** – Clerk provided members with all other documentation in support of the year-end and Annual Return.

**RESOLVED to accept the documentation for the year ended 2017/18.**

7. **Localism / Sports Pitches**

**7.1 Cycle stands – Location and installation** – As reported to full Council, Clerk has managed to obtain four cycle stands from Life Cycle UK. The best location for these is at the car park at Westerleigh Road entrance to King George V and the car park by the pavilion off Sutherland Avenue. Landlords consent has been received and Chris Belcher approached to provide a quotation which has been received at £400 (£100 per stand). Chris Belcher was nominated to fit the last cycle stands installed by the parish council and is a nominated contractor for SGC. In view of the time constraints on being able to install the stands before they need to be returned,

**AGREED to proceed with the quotation from Chris Belcher, totalling £400.**

**AGREED to check specific locations with the Friends Group and to meet on site with Chris Belcher to confirm.**

**NOTED – utility drawings awaited from SGC.**

**NOTED that photographs of the finished article will need to be sent to Life Cycle UK, in line with their terms and conditions.**

## **8. Downend Library Toilets Refurbishment**

The quotation from SGC was discussed. Funding is being looked for within South Gloucestershire Council but any contribution from the parish council is welcomed. The costs associated with this project were discussed, and it was

**AGREED to advise South Gloucestershire Council that such a project has not been incorporated within our present budgets and D&BH PC is committed to funding the two pavilions at our sports pitches. As such, D&BH PC will be unable to make a contribution at this time.**

## **9. Variation to grant application from Christ Church, Downend**

Christ Church have sent through a revised grant application, following their recent submission which was declined by the parish council. Calculations were analysed for the cost of the external paths and lighting which totals £15,850. This request is put forward to fund safe access for the members of the community of all ages and abilities who regularly use this footpath.

Members discussed the project in detail, and after deliberation it was

**RESOLVED not to provide any funding towards this scheme. D&BH PC is already committed to projects and has funds allocated for a variety of schemes. In addition, the amount requested is vastly in excess of the allocated donations budget.**

## **10. Two year pay award data**

Agreement has been reached on rates of pay applicable from 1 April 2018 – 1 April 2019 by the National Joint Council for Local Government Services. SCP 42 (Clerk's scale point) has increased by £746 per annum. The new rates are to be applied from 1 April 2018.

**AGREED. Clerk will calculate the back-pay due in May's salary and then move forward on the new revised scales.**

**11. Community Infrastructure Levy (CIL) contribution 2017/18**

SGC confirm that the allocation of Community Infrastructure Levy in 2017/18 totals £9,063.00 which is in relation to sites at Badminton Road Methodist Church, 38 Downend Road, 46 Fouracre Road and 15 Overndale Road. Clerk has submitted the necessary form and funds have been deposited.

**AGREED that payment to Chris Belcher for installing the cycle stands will be utilised from CIL funds (as outlined in Minutes full Council, September 2017, 156.12iii - whilst this related to cycle stands at Quakers Road, these have already been purchased by The Bromley Tea Rooms, so funds reallocated to a different site).**

**AGREED to explore the costs of 4 x banners which can be used at Bromley Heath and St Augustines Schools. Cllr Poole will discuss with St Augustines and David Lewis will be contacted to take forward at Bromley Heath School.**

**12. Quotation for resurfacing works at skatepark**

Clerk and Cllr Herniman have met with SGC at Bromley Heath skatepark. The quotation received to carry out works to the tarmac areas totals £700.70.

**AGREED to accept the quotation, as detailed, from SGC.**

Clerk has also been in contact with other companies to obtain quotations for refurbishment of the ramps and is awaiting details.

**AGREED that tarmac and refurbishment of ramps should be carried out at the same time, as the skatepark will need to be closed for the duration of the works.**

**AGREED to obtain an additional sign for the skatepark fence (as per the open spaces signs recently purchased). Sign also to provide a contact telephone number.**

**13. WW1 Beacon of Light event**

Clerk has met with the working group to discuss specific concerns about the event, ie, insurance cover, risk assessment, health & safety etc. Costs associated with the event have yet to be itemised, but it is **noted** that £500 MAF funding has been received. Staging for the school children will need to be costed.

**ACTION – Clerk to contact our insurers to establish insurance cover costs for a one-off event and cover for the under 16s.**

**14. Request from D&BH in Bloom**

Various matters have been raised by Chris Boulton following a meeting with the parish clerk:-

- a. Chris asks if D&BH PC will consider a grant of £400 for the purchase of essential tools. With the new arrangement of Downend Men in Sheds, the groups are no longer integrated and In Bloom have no tools to use.
- b. Chris has also raised concerns about the moving of the container at Downend Library to the Badminton Road pavilion site. This request was made by Downend Men in Sheds, although the container holds products belonging to In Bloom. DBH in Bloom would like to have another container on site and costs for this have been explored:-
  - Rental £12 + VAT per month + £150 delivery charge
  - Purchase £500 + £150 delivery charge.
 Chris pointed out that without tools and storage facilities, Downend & Bromley Heath in Bloom will be unable to function.
- c. The Constitution for D&BH in Bloom states that Downend & Bromley Heath Parish Council shall nominate two Councillors to serve on the Committee. Cllr Poole and Cllr Ogden used to be members of the group, but this is no longer the case.

**AGREED that D&BH in Bloom could have more flexibility in the £5,000 donation already provided by D&BH PC. Members thought that it was an inappropriate time to house additional containers in the Sutherland Avenue car park which may add complications when the new pavilion is installed.**

#### **15. Defibrillator at Cleeve Wood**

Donations have been received from Stella Riley and the Community Plan group towards the next defibrillator.

**AGREED that Cleeve Wood is an ideal site for the next defibrillator.**

**AGREED that Cllr Poole will speak to Cleeve Wood Pharmacy to see if they are in agreement to house a new defib on the side of their premises.**

**AGREED – Clerk to obtain an up-to-date cost from AED Locator.**

#### **16. Business Plan and budgeting for 2018/2019**

Clerk is yet to implement the bank reconciliation using Xero.

Clerk outlined that the first half of the precept and LCTS grant has been received totalling £153,605. In addition, the Community Infrastructure Levy payment has been received in the sum of £9,063.

#### **17. Petty cash**

See Minutes of full Council, 26 April 2018 – petty cash has now ceased.

#### **18. GDPR policies for adoption**

At full Council in April, Council agreed the necessary policies for review and adoption under GDPR. A new version of Standing Orders has also been published by NALC which incorporate the requirements of new legislation since 2013.

**AGREED, if full Council are in agreement, to set up a working group to review the policies – to be further discussed at full Council.**

**NOTED - Cllr Burton also has GDPR material which may prove useful in this respect.**

Clerk reiterated that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish councils from the requirement to appoint a Data Protection Officer under GDPR. However, it is stated that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice. **NOTED.**

**19. Payments for authorisation** – to be taken forward at full Council on 17 May.

**20. Any other business**

- Community Plan has now ceased. This could be replaced on the parish website with the Business Plan.  
**AGREED. Clerk to action.**
- Clerk advised that it appears a VAT return will need to be made for the month of April to get the Parish Council onto the system. As such, Clerk asked if she could arrange for the internal auditor to pay a short visit, to ensure that this is being done correctly.  
**AGREED to request a visit by the internal auditor later in the month. This can coincide with a review of Xero to ensure the accounting system is satisfactory.**
- Chris Boulton has been in contact with the agent marketing the old Costa in Downend in connection with window displays during the visit of Gromit. Clerk has also contacted Rotary and The Grand Appeal who are all interested in providing displays. The Grand Appeal ask if they would need to cover the costs of the vinyl printing if this initiative were to proceed.  
**AGREED that D&BH PC will cover the cost of the vinyl printing, if the project is agreed by Savills.**
- Clerk explained that she has attended training with the Avon Pension Fund as they are now using a new system to provide employers monthly submissions. This will avoid the need for completing a 'year-end' submission, which has been the case up until now.
- Local Council Review subscription is due for renewal at £17. **AGREED.**
- The Area Wide Grant Scheme is now open with South Glos Council. Applications are invited before 14 May from voluntary & community groups and parish councils. The grants can be used to support community projects and the maximum level of award is £3,000. **Noted.**
- The bench at the side of Sainsburys, along Westerleigh Road, is broken and there are sharp edges which are of a concern. Clerk has spoken to the Area Inspector at South Glos Council who has managed to ensure the sharp edges have been made safe. However, it is clear that if there are future issues, SGC will remove the bench rather than replace it if this is deemed necessary. Clerk confirmed a suitable alternative, if the Parish Council needed to replace this in the future, amounts to £244.72.
- Following a successful Annual Assembly at Badminton Road Methodist Church, Clerk has made enquiries about room hire. The room previously used is available on the third Thursday of the month at a rate of £10 per hour, ie, 6.30-9.30 = £30. Coffee/tea may be served prior to the meeting at no additional charge. If members agree to a change of venue, the December meeting would need to be held at another location.  
**AGREED to recommend to full Council to hold future meetings at Badminton Road Methodist Church. However, December's meeting will remain at Downend Baptist Church.**
- Proposal from Bromley Heath Neighbourhood Watch – Clerk read an email from Bill Crocker as follows:-  
*You may remember during Graham's time as Chair we made a proposal, as there is no sub-committee to work with, that some of your meetings start with a joint session to*

*which the Police Beat team are invited to maximise efficiency and keep them 'out there' as much as possible, not at our various meetings.*

*Discussing this with a number of the Councillors after the formal meeting found favour, so could you put a formal proposal to the next committee please from BHNW on Thursday 5 April 2018, 9.30am, at the Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW:*

*That under the lead of the Parish Chair, say 4 meetings per year have a joint session on commencement for up to 1/2 hour, where the NW organisations for the Parish are invited and any other appropriate stakeholders, together with a representative of the Police Beat Team. Once the session concludes we would leave and continue our meeting agenda in an adjoining room/elsewhere. The choice of meeting times would take account of when the S. Glos CEG's for Emerson's Green, Downend and BH take place so as not to be close by in the diary, where possible. We should choose a 'banner' under which the initiative would sit for the partnership approach. We focus on crime and community safety.*

**AGREED to recommend to full Council that the above proposal is accepted.**

*For information too, there is a resolution in place that BHNW would use the 'Community Trigger' power in new legislation if we felt a strategic review would assist the community, (and to an extent the Beat Team as hierarchy from the Police and Council need to engage with it) in relation to the ASB issues. I am activating that this weekend and we will be discussing the matter at our meeting this coming Thursday at 7.45 pm at St Augustine's Parish Hall where hopefully a member of the Beat team will be in attendance to brief us. I provide this information as I know Sharon Herniman wanted details and may attend.*

*And there's more! We haven't been able to find a volunteer to lead the GONE graffiti initiative. In discussion with Martyn Poole we agreed that the Men in Sheds team would be ideal to take this on and that they be suitably equipped to do the job. There are some legalities involved with a permission form if working on residents' walls etc due to the removal chemical and pressure wash job. Some PPE is needed there too and a bit of a COSHH risk assessment. It will also be necessary to establish strong links with BT and the like so they will give speedy permission for their street equipment to be sorted where affected. We know that leaving 'tags, etc, will attract more until perpetrators are caught. I can liaise with the group on all that.*

*The proposal comes as follows: That the Parish support the initiative and agree to grant aid the group in the acquisition of a generator run, stand-alone power washer, with the necessary supporting removal chemicals, brushes, etc and PPE to allow remedial action to get underway on a prioritised basis and then speedy remedy should any new instances occur.*

**AGREED that Clerk should find out more from SGC about whether or not such a scheme is permissible, and the costs if SGC were asked to remove graffiti. If approved, an allocation of funds will be set aside in the budgets**

Subsequent email from Robert Evely, Senior Anti-social behaviour case officer at SGC confirms that he has agreed to hold the Community Trigger in abeyance of creating a

group to look at problem solving the D&BH anti-social behaviour and the development of an action plan that will offer some more sustainable solutions. Venue for meeting is Badminton Road Methodist Church. Representatives from the parish council are invited.

**AGREED to bring forward at full Council in May.**

- Cllr Biggin requested that Standing Orders are reviewed in relation to the time period for absence from full Council meetings. Clerk confirmed that this will be reviewed when the new model Standing Orders are looked into in more detail. **Noted.**

**21. Date and time of next meeting**

Thursday 7 June, 9.30am in the parish office.

**Chairman:**

**Date:**