

**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  
16 July 2018, 9.30am

**Present:**

**Committee members:**- Councillors Mike Baker, 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**

None received. Cllr James Griffiths was not present.

**2. Request for Dispensations**

None received.

**3. Confirmation of Minutes of Meeting held 6 June 2018**

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

**4. Matters Arising**

Items dealt with at full Council, June. Clerk confirmed that all the refurbishment works at the skate park had been completed.

**5. Council resolution re. emergency meeting / absence of Clerk**

Clerk circulated a paper outlining procedures to follow in the absence of the Clerk. This was duly **AGREED**.

**ACTION – to be stored on Google Drive.**

**6. Bus Shelter proposals:**

- **Proposal for replacement bus shelter at Westerleigh Road** – As the bus shelter is leaning and deteriorating, Cllr Ottewell put forward a proposal for a new shelter at this location. The price from our approved contractors, BC Shelters, has been received as £3,847.50 which includes the removal and disposal of the existing shelter.

**APPROVED - money is available in the budgets to proceed and the proposal conforms with the Council's business plan.**

- **Proposal to implement works to bus shelter on Downend Road** – D&BH PC has a timetable information board surplus to requirements. It is considered that this could be housed in the shelter along Downend Road where we have recently had a complaint

about people being able to look into the adjacent house from the shelter. Installing a timetable board will block out part of the window.

**APPROVED to ask BC Shelters to implement this work at the same time as installation of the shelter at Westerleigh Road. BC Shelters confirm this will be carried out without charge.**

In addition, members were informed that the Queensholm Drive bus shelter has had the polycarbonate punched through in two places.

**APPROVED. Clerk to request that the panels are replaced by BC Shelters when they are in the area.**

#### **7. Next visit of Internal Auditor – 20 August 2018**

Clerk outlined the date for the next internal auditor's visit to view progress with Xero and its integration with Open Play, and to ensure VAT compliance.

#### **8. Localism / Sports Pitches**

Cllr Poole and Cllr Baker raised concerns about procedures moving forward in regard to the development of the pavilions. Cllr Burton suggested that these discussions are raised at the next Sports Pitches Working Group meeting. Cllr Burton and Clerk confirmed that at least three companies had been approached following the specification agreed at full Council and indicative costs have subsequently been received. As such, Portable Building Sales have been authorised to continue to the next stage, as sanctioned at a meeting of full Council. A defined quotation on revised plans will be requested from Portable Building Sales moving forward and comparable costs / estimations will also be requested by other companies.

- **Garage door at King George V** – Cllr Ogden reports that a new shoot bolt assembly and padlock are required for the garage door at Sutherland Avenue.

**AGREED – Clerk to liaise with Downend Men in Sheds on a suitable padlock and bolt.**

- **Car park at Bromley Heath** – As part of the long term plan of the Friends of Bromley Heath Park, a proposal has been brought forward by Cllr Ogden to arrange for the tarmac within the car park area at Bromley Heath to be completely road swept. This will enable an assessment to be carried out as to whether it is suitable for basketball courts. A quotation has been sought from South Gloucestershire Council, which is awaited. However, if such a project was to go ahead, this would ultimately need Landlords Consent from SGC.

**ACTION – Clerk to seek Landlords Consent from SGC to the proposal for having basketball facilities in this area.**

*Cllr Ottewell left at 10.07am.*

#### **9. GDPR**

- a) **To adopt the Data Map** – Clerk showed members a Data Map prepared in conjunction with the SLCC.

- b) **To adopt a Subject Access Request Procedure** – Clerk circulated a draft Subject Access Request Procedure for adoption.
- c) **To adopt a Data Breach Policy** – Clerk circulated a draft Data Breach Policy for adoption.
- d) **Security Compliance Checklists from all Councillors** – Clerk circulated a check list for members' perusal.
- e) **How and when to implement Privacy Impact Assessments** – If D&BH Parish Council plans to implement a new system (for example, CCTV, new email system), the Council must carry out a Data Protection Impact Assessment (DPIA). Clerk circulated a checklist from NALC.

**AGREED to adopt the above in principle. However, it is considered that all policies should be further assessed as it is considered that these could be rationalised into one GDPR policy. The data map (a) should be updated re. use of Insightly, Xero etc.**

**AGREED to ensure members are confident with the new tablets and new way of working, following which Standing Orders and all procedures can be updated to conform with our requirements.**

**AGREED to investigate GDPR training for the parish clerk.**

- f) **To note that D&BH Parish Council is already registered as a Data Controller with the Information Commissioners Office** – Clerk confirmed that the current Data Protection Registration expires on 19 May 2019. **Noted.**
- g) **Ongoing compliance** – In order to comply with GDPR,

**AGREED that GDPR is put on the Finance & General Purposes Committee agenda every quarter to oversee.**

## **10. Christmas Lighting**

Email received from City Illuminations. A quotation was requested and received dated March 2016 for repairs to the old Christmas lighting. Following discussions at full Council and the inability to secure a sponsor for lighting repairs, Clerk emailed City Illuminations on 19 August 2016 confirming that we would not be requiring repairs to the Christmas motifs. City Illuminations subsequently confirmed that they would hold the lighting in storage.

However, City Illuminations now state that unfortunately the repairs were made expecting that D&BH PC would require these to be carried out. As such, they are happy to reduce the repair costs to £1100 + VAT. Clerk has responded confirming that the repairs were not authorised and as such payment for the repairs is unreasonable. To alleviate their storage situation, Clerk has requested that the motifs belonging to D&BH PC are returned. **Noted. Response awaited.**

With regard to the new Christmas lighting in the trees throughout Downend, SGC Tree Officers have no objection in principle. D&BH PC must ensure that the installation does not have a detrimental impact on the trees and that the lights are attached carefully. As such, Clerk has asked the suppliers to provide some form of method statement in this regard which has been sent to SGC. The other possible challenge is that pruning will be more awkward so the lights

should not extend out beyond these pruning points. From an electrical perspective, Andy Porter has given agreement to use the reyle sockets on the lighting columns. However, to aid maintenance and longevity of the lighting he recommends the strings are removed each year and taken to storage. If D&BH PC decide otherwise, the installer will need to indemnify SGC and the Parish Council and put in place appropriate measures to test and inspect the lighting strings prior to commissioning each year. The tree maintenance team will also need to be made aware of the whereabouts of the cable to avoid accidental damage during maintenance.

**AGREED to proceed with placing the order for the Christmas lighting strings with Blachere Illuminations, as discussed at full Council.**

#### **11. Authorisation of Council Payments during August**

As no Council meeting will be held during August, members

**AGREED that Clerk should make all payments due, reporting back to full Council in September.**

Clerk advised that Cllr Biggin had mislaid cheque number 1958 in the sum of £4.

**AGREED to reissue another cheque for £4.**

#### **11. Any other business**

- The SSL certificate for the Council's website is being investigated. There are several price options.

**AGREED to purchase the basic option from 123 Reg at £15 + VAT.**

- Email from Hazel Holly Florist – Bristol Post advertise an initiative to promote High Streets across the region with the Government run Great British High Street Awards Scheme. Hazel Holly would like to enter but it requires a local organisation to register the location. It is understood that this involves completing paperwork to get things rolling on behalf of Badminton Road.

**APPROVED – Clerk to request that Hazel Holly Florist complete the form and submit to D&BH PC for review and signature.**

- First Aid Training – Clerk suggested that the Parish Council has a trained First Aid Officer.

**APPROVED that such training is incorporated with defibrillator training. Members considered starting a future parish meeting at 6pm so all councillors may receive training. Cllr Poole was nominated to liaise with the local paramedic in this respect.**

- Downend Soup and Junior Soup – Grant application received. Although these are usually discussed twice a year, in view of the timing of the event, Clerk brought this to the attention of members. £300 requested to top-up door receipts to give each group a small amount of seedcorn funding for them to launch their social enterprise. Junior SOUP will run over two events, the first being in October will see the kids present their ideas, the second in March will see them return to present how their ideas have worked

in reality. After discussions about the criteria surrounding this it was considered that such a grant would promote community engagement

**AGREED that Clerk should acknowledge receipt of the application and explain the Council's current procedures, which will result in this application being reviewed with other grants in September.**

**AGREED that Cllr Burton will bring this matter forward at full Council, whereby clarification on the rules for grant applications will be further debated.**

- Request to use King George Park for 1 hour each week to run an exercise session for people after the school run in the morning. To be held on a Thursday using the area in the top left as you enter the park (by the trees). Clerk asked for members input and whether or not a charge should be levied (typical charges outlined to members).

**APPROVED that as long as sight of insurances are received then no charge will be made. However, if it is intended to increase to more intensive use, this will have to be reconsidered.**

- Downend Round Table (DRT) have submitted an Events Form for use of Badminton Road / King George for the annual firework display. This has been requested over three days for setting up and clearing up after the event. Before booking this on Open Play, Clerk asked members to consider the charges that should be applied.

**APPROVED to charge £89 per day, in addition to £300 administration costs towards the Clerk's time.**

**APPROVED that reinstatement costs will be issued to DRT as soon as possible after the event. In addition, DRT will be asked to provide a donation to the Friends Group.**

- Clerk confirmed that the donation towards Bromley Heath Junior School's sleepers for the sensory garden will not come out of CIL funds, as this does not match the criteria.  
**Noted.**
- Letter of application received for a one off grant from Christ Church, Downend. Detailed breakdown of costs for the lighting scheme was shown to members along with a letter of support from Jack Lopresti MP. The costs can be broken down into two options:
  1. Essential lighting for safety and security £5,615.79
  2. Additional lighting that would floodlight the building itself and the trees in the churchyard £10,709.49.

TOTAL	£16,325.28
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As the information could only be tabled at the meeting,

**APPROVED to put on the agenda for the next Finance & General Purposes Committee meeting. In the meantime, Clerk to acknowledge receipt of the letter of support from Jack Lopresti MP.**

- Cllr Biggin reported on:-
  - Community Engagement Forum: 24 July at Mangotsfield School.
  - The LTA have sold land near Wimbledon, so funding may be available

- Explanation of Pub Watch.
- Heritage Lottery event at Page Park, 1 June 2019.

**12. Date and time of next F&GP Committee meeting**

Thursday 23 August 2018, 9.30am in the parish office.

**Chairman:**

**Date:**