

**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
23 August 2018, 9.30am

Present:

Committee members:- Councillors Janet Biggin, Ben Burton, Sheila Ottewell, Mike Baker and Jon Hunt.

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 Martyn Poole and Cllr James Griffiths.

2. Request for Dispensations

None received.

3. Confirmation of Minutes of Meeting held 16 July 2018

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

4. Matters Arising

Clerk confirmed that the SSL Certificate for the Parish Council's website is now active.

5. Internal Auditor's report

Report copied to members outlining the work undertaken at the audit carried out on 20 August.
NOTED.

6. Grant application from Christ Church, Downend

Members had been furnished with a detailed breakdown of costs for the lighting scheme, and were advised of the letter received from Jack Lopresti MP in support of the grant application.

The query as to whether or not parish and town councils are prohibited from giving any financial support to church buildings or land has still not been clarified by Government, a matter that the SLCC and NALC have been raising. However, Clerk has contacted both Bitton and Oldland Parish Councils who provide grants to churches as the application is deemed for 'community use'. Online enquiries have also brought to light several parishes who make donations towards the costs of maintaining churchyards or to works within the churchyard, ie, maintenance and upgrading of the path through the churchyard which gives access to community facilities. Leicestershire & Rutland Association of Local Councils specifies - *"the government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament"*.

Clerk also referred to the role of local councils in respect of burial grounds and cemeteries and the 'power to provide and maintain open space or burial ground in or outside the council's area', Open Spaces Act 1906, ss.9-10. In addition, as Christ Church is a 'closed' churchyard (clarified by South Glos. Council), section 215 of the Local Government Act 1972 states that a parish council has a legal power to maintain it.

After consideration of the information to hand at this present time and the budgets available,

AGREED – A decision on whether or not to award any grant funding will be made at full Council, 20 September 2018.

NOTED that Cllr Burton will submit a formal proposal to full Council suggesting improvements to the grant allocation process.

7. Localism / Sports Pitches

Invoices for bookings / VAT – Clerk invoiced football teams prior to the end of the financial year to ensure teams did not have to pay VAT. Additional invoices have now been raised after the year-end, to include VAT where applicable. Unfortunately, linking the two online systems of Open Play and Xero showed some discrepancies, but it is hoped that this has now been resolved.

Clerk explained the conditions where VAT is applicable and confirmed that advice was sought from both HMRC and the internal auditor prior to issuing invoices. **NOTED.**

Installation of tap for hosepipe at Badminton Road pavilion – In view of the extremely hot summer, Prestige Grounds asked for a cold water supply to enable the hosepipe to be used. In addition, a hot supply was considered advantageous for general cleaning within the pavilion. As such, Clerk arranged for Phoenix Plumbing to implement this work. Total cost £240 exc. VAT. **AGREED & NOTED.**

Works to cricket pitch at Badminton Road site – Clerk has met with Prestige Grounds on site. The cricket teams have expressed disappointment at the saddles. As background, saddles are created by the repair of the area around the crease when soil is spread on top of the existing level of the pitch. Over a number of years, this causes the level of the pitch ends to be raised above the rest of the playing surface, affecting the way that the pitch plays. A specialist company will need to undertake the works necessary which is estimated to be between £3000-£3500. If members are in agreement, a proper estimate can be sought, samples taken etc.

AGREED to investigate funding via the England and Wales Cricket Board (ECB) towards this project.

Wasps Nest – Upon attempting to remove the deteriorating wooden sculptures from site, one of the grounds maintenance team got repeatedly stung as he uncovered a wasp's nest. Fortunately, all is now well but Prestige had to call out a company to remove the nest in view of its proximity to the children's play area. This will be added to the next invoice for payment in the sum of £65 + VAT. **AGREED & NOTED.**

8. Skate Park

Gates to site – SGC report that the skate park gates may have a design feature which has caused two serious incidents in other areas. As such, D&BH PC may wish to consider replacement of the gates rather than making the repairs which are needed anyway.

Clerk has contacted GB Sport & Leisure UK Limited who carry out such work for SGC, and are based in Weston Super Mare. Clerk has requested a quotation for 2 no. pedestrian gates and has stipulated that the gates have self-closing mechanisms and are of a type that are easy for SGC Inspectors to adjust. Slam plates should also be included. Clerk has requested the gates are yellow rather than matching the fence, to make them stand out for people with visual impairments.

AGREED to accept the quotation from GB Sport & Leisure UK Limited, being a contractor used by SGC, in the sum of £2,057 + VAT to provide 2 no Prosafe Gates at Bromley Heath Skate Park.

Installation of new sign – As agreed, a sign for the skate park has been ordered and has now been received.

AGREED that Clerk will obtain a quotation for fitting from Downend Men in Sheds.

9. Financial support request from WW1 Beacons of Light Working Group

This event, although being organised mainly by Downend Men in Sheds (DMIS), falls under the management of the Parish Council. The steel for the beacon has had to be paid for by DMIS totalling £96.00.

AGREED to reimburse Downend Men in Sheds with £96.

Financial request also received for £110.40 which is the cost involved for St John Ambulance to be present at the event.

AGREED to provide Downend Men in Sheds with £110.40 to cover the cost of first aid at the WW1 event.

10. GDPR

At the last Finance & General Purposes meeting, the following policies were approved in principle:-

- Data map
- Subject Access Request procedure
- Data Breach Policy
- Security Compliance Checklist
- Privacy Impact Assessments

However, it was suggested that the GDPR policies and procedures should be further assessed in order to combine them into one policy.

AGREED that Clerk and Cllr Burton will meet to discuss amalgamation of the GDPR policies.

AGREED to ensure all GDPR information is published on the parish council's website, when complete.

11. Training Opportunities

Clerk has contacted ALCA who confirms that the training programme will be populated very soon. Planning will certainly be accessible in the autumn programme and this is also offered for £200 as an 'At your Place' session. Training focuses on influencing planning decisions and writing convincing submissions.

AGREED to be discussed at the next Planning Committee meeting.

GDPR will be covered in the autumn training schedule.

12. Christmas Lighting

Gary Meddick, SGC, will provide a quotation for the installation of the Christmas tree once he has heard from other parish and town councils. **NOTED.**

The Street Lighting Supervisor has provided a quotation of £692 plus VAT to install and remove 3 x motifs at Cleeve Wood and to store for one year. **AGREED.**

Clerk confirmed that an order had been placed with Plantscape for the solar lights throughout Downend once again. In addition, the order has been placed with Blachere Illuminations for the lighting in the trees along the High Street. Clerk queried therefore what should be done with the other existing and repaired motifs currently in storage with SGC. It seems possible that Filton or Patchway Town Councils may be interested in purchasing them.

AGREED to obtain a market value for the motifs from the current lighting suppliers, for consideration.

13. Relocation of D&BH sign, Badminton Road

A Welcome to Downend sign along Badminton Road appears to be causing confusion for residents as it is actually sited within Emersons Green boundary. Clerk has explored options for its relocation with SGC and a new site has been established. **NOTED.**

14. Office cabinet

Clerk confirmed that the lock to one of the office cabinets is broken and cannot be satisfactorily repaired. **NOTED.**

15. Gromit

Donations received from collecting tins – As Janet will be on holiday when the Gromit Trail ends, all the collection tins will need to be collected by members and discussions took place as to the best method of doing this.

**AGREED – Clerk to ask Lloyds if they will be happy to count the money received.
AGREED – Janet will provide the Clerk with a complete list of the locations of the collection tins which will be circulated to Councillors to pick up where possible.**

Competition and prizes – A public exhibition of the whole Unleashed collection will take place in September. The parish council has been offered a pair of tickets to the exhibition. As such, an article has been placed in Downend Voice advertising a childrens colouring competition, entry £1 (proceeds to The Grand Appeal) and the sculpture artist will judge the competition after 8 September. The winner will receive the exhibition tickets. Clerk asked the committee to consider a second and third prize.

AGREED to purchase two small figurines or similar from the shop at Cribbs Causeway, thereby the proceeds will go to The Grand Appeal.

16. Payments for authorisation

Members were provided with a list of payments made in August. **AGREED.**

17. Any other business

In 2018/19, the Government decided to defer the setting of referendum principles for town and parish councils for three years, conditional upon certain criteria. SLCC advise that the average Band D parish precept increased by 4.9% (£3.02) in 2018/19, compared to 6.3% (£3.63) in 2017/18. This is the lowest year-on-year increase in parish precepts since 2015/16. In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review. **NOTED.**

The 'Men in Sheds' scheme is supported by ministers who are encouraging such groups to apply to a new National Lottery fund to tackle loneliness. Ministers are inviting bids for the Building Connections fund ahead of a major strategy launch on loneliness in the autumn. Downend Men in Sheds have completed the application form. **NOTED.**

Clerk has met with Neil Moloney, MD of Pinpoint Mapping, and outlined their services to members. **NOTED.**

Clerk made members aware of the constant request for storage at the new pavilion. This would be for use by community groups as well as the football and cricket teams. Designs of the pavilions should ensure this is taken into account, which will inevitably have an affect on cost.

Ann Watts is trying to find a room for use on a Tuesday on a weekly basis from September to December for peer support training. The group does not have any funding. Unfortunately, D&BH PC is unable to offer a suitable venue.

18. Date and time of next F&GP Committee meeting

Thursday 4 October, 9.30am in the Parish Office.

Chairman:

Date: