

**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
4 October 2018, 9.30am

Present:

Committee members:- Councillors Janet Biggin, Ben Burton and Mike Baker.

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 James Griffiths, Cllr Sheila Ottewell and Cllr Martyn Poole.

2. Request for Dispensations

None received.

3. Confirmation of Minutes of Meeting held 23 August 2018

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

4. Matters Arising

All matters dealt with at meeting of full Council.

5. External Auditor's report and certificate

The External Auditor's report states that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. No other matters were drawn to Council's attention.

The External Auditor's Report and Certificate were noted and accepted.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what must be done at the conclusion of the review. Clerk confirmed that a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements, had been prepared. The Notice, along with the certified AGAR Sections 1, 2 & 3 have been published on the Parish Council's website. **Noted.**

6. GDPR and review of Council Governance

- a) **Insurance arrangements** – Finance Committee will review the Asset Register which will be incorporated onto the Xero accounting software. Insurance cover in place with Hiscox on a 3-year long term agreement (Full Council, March 2018, item 162.14.1 refers).

- b) **Council Policy Documents** - Standing Orders, Financial Regulations and policy documents reviewed and readopted by full Council in January 2018 (item 160.15iii refers). Chair and Clerk have met and it is considered many policies can be updated and amalgamated in the form of a Staff/Councillor handbook and Public handbook. Report to be taken to full Council, November.
- c) **GDPR** – various policies in accordance with GDPR adopted by Full Council, June 2018 (item 165.15 refers). However, as above, these policies will form part of a review and amalgamation process.
- d) **Internal Audit** – Additional support is being provided by the internal auditor as Council makes changes to its accounting procedures to ensure GDPR compliance.
AGREED to reappoint Fiona Thornton as internal auditor for the coming year.
- e) **Risk Management** is regularly monitored and up-to-date.
- f) **Any other risks** – No items of risk raised.
- g) **Appointment of Clerk** – The Clerk was appointed on 17 November 2003.

7. Localism / Sports Pitches

Collapsing wall at King George V Playing Fields – Following a site meeting with Mark Walsh, (Principal Engineer with Davidson Walsh), Miles Harris (South Gloucestershire Council) and the Clerk, plans are being drawn up to rectify the collapsing wall. However, irrespective of what happens in the long term,

RESOLVED to authorise South Gloucestershire Council to supply and install timber site hoarding with a pedestrian gate in the sum of £2,751 + VAT.

AGREED – Clerk will notify Cleve Lodge of the works going ahead on the basis of this Health & Safety Issue. The costs involved will also be notified as it may transpire that if the ownership of the wall is shared, any costs incurred could be split between all parties.

AGREED to notify our insurers of the current situation in case of a dispute.

AGREED – Clerk to ascertain from South Gloucestershire Council the Health & Safety inspections of the playing fields that would ordinarily have been carried out by them. This will determine what D&BH PC is responsible for and to ensure compliance moving forward.

Litter bins, dog bins and recycling bins - Clerk is finalising the order for the bins. However, after speaking to Prestige Grounds, there seems to be uncertainties about some of the types of bins and their locations. In addition, Clerk asked members for confirmation as to where any new bins should be delivered, who should install them and where the removed bins should be taken to.

AGREED to discuss the bins to be ordered with Brad, Prestige Grounds, and for Council to look at the final allocation before placing the order.

AGREED – Clerk to contact the bin company in addition to SGC regarding installation/removal etc.

Containers at Bromley Heath Pavilion and Badminton Road pavilion sites – Came & Company have been notified about the container ownership so liability cover will automatically be extended to include these.

8. Christmas

8.1 Lighting in trees throughout Downend – The current situation is that the lighting column manufacturer have been contacted with all the technical information required. Andy Porter has received a report back from them as follows:-

I have seen this arrangement used before as temporary method of stringing power lines to trees, but we cannot account for any loads imposed by movements in the trees due to wind and therefore cannot offer a conclusive opinion.

The cables are quite light and relatively short, so for a temporary period I think it's reasonable to say they should be o.k. as long as they leave some slack in the wires / cables (say 300mm sag for eg.) to allow for any movement in the trees or column. But if they tension the cables too tightly there is the possibility of damage to the column. It would also help not to have too many cables coming off one side of the column, but have them evenly spaced around to even out the loads.

As long as the Parish council assume responsibility in the unlikely event of any potential damage to the column or third party everyone should be happy.

Andy Porter says that given the above he is minded to accept the connections to lighting columns providing the Parish Council recognise and accept the risks and assume responsibility.

RESOLVED to proceed with the Christmas lighting in the trees along the High Street, noting the comments made by both the lighting column manufacturer and South Glos Council.

Clerk has also asked Blachere for their risk assessments and a list of other local authorities who have a similar type of lighting installed. **Noted.**

8.2 Quotation for Christmas tree – The cost of a 35' Nordman Spruce, delivery, installation and dismantling has been received from SGC totalling £1,453.

AGREED to proceed with ordering the Christmas tree, all as detailed.

Tommie in Downend – The South Glos Area Inspector has given his agreement for the Tommie to be installed in front of the planter by Michael Nicholas. As such, the Tommie has been ordered. Clerk has requested a formal Licence and a quotation for its installation from South Glos Council, as this will be on their public highway. The price received allows for half day to remove 4 no. paving slabs, excavate out for footings and then cast the concrete foundation. A day or two later once the concrete has cured, the slabs will be re-set and fixings drilled through the slabs into the concrete. Total price £621.44.

AGREED to authorise £621.44 to install the Tommie.

ACTION – Clerk to speak to Downend Men in Sheds about the possibility of installing poppies around the Tommie.

9. Purchase of Charles Arnold-Baker 11th edition

Arnold-Baker on Local Council Administration is a complete statement of the law relating to parish and community councils. The new edition can be pre-ordered via the SLCC at £103.99.

AGREED to order the 11th edition, as detailed above.

10. Payments for authorisation

A list of payments for authorisation was shown to members and subsequently **AGREED**. Full list will be reported to Full Council.

11. Any other business

11.1 Parish / Town Council Community Projects Survey – D&BH PC has been invited to take part in a survey which is looking to create new links and enable Scout Groups/Explorer Units to do good turns for local communities.

11.2 Email from Bristol Energy – Bristol Energy is one of the supporters of the Gromit Unleashed 2 Trail and have subsequently contacted sponsors regarding utility spending. Members discussed the possibility of switching energy suppliers at the pavilions at some point in the future.

Grant application received from Wednesday Café for £330. The grant application is for armchair exercise sessions which are held each month to make older folk aware of the importance of exercise in maintaining health and mobility. Cost of the project is £30 per session so a grant for the year is requested.

AGREED that funds are available within the budgets.

AGREED to seek ratification at Full Council to award £330 to Wednesday Cafe.

Noted that the application from Downend Soup has already been taken forward by full Council.

Internal Auditor - Clerk confirmed that the mid-year audit will be carried out on 8 November.

Cllr Biggin will be attending the ALCA AGM at Timsbury and explained how legal advice may be obtained via Shopmobility/UWE.

Cllr Baker suggested that information about what is happening with the containers at the playing fields is explained to residents via Downend Voice/Facebook.

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

Thursday 1 November 2018, 9.30am in the Parish Office.

Chairman:

Date: