

**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
29 November 2018, 9.30am

Present:

Committee members:- Councillors Janet Biggin, Ben Burton 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

Received from Cllr Sheila Ottewell. Cllr Griffiths was not in attendance.

2. Request for Dispensations

None received.

3. Confirmation of Minutes of Meeting held 1 November 2018

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

4. Matters Arising

(6) Special Expenses – Cllr Ottewell provided a written report explaining that D&BH PC should actually only be paying for 3 bus shelters, not 4, ie, Badminton Road/Trident, Badminton Road/Leap Bridge and South View. As such,

- AGREED that the Clerk contacts SGC requesting:**
- (a) 25% pro rata reduction from 4 to 3 bus shelters for 2019/20**
 - (b) 25% pro rata refund for 2018/19**
 - (c) 25% pro rata refund for all previous years overcharged**
 - (d) Overall refund for minimalist standard shelter**

(9.1) Defibrillator appeal – Clerk has spoken with London Hearts. They have suggested using the 'Good Sam App' which tells you the exact present coverage. London Hearts is a charity and as such cannot charge for any products supplied. They ask that we fundraise and then contact them with funding in place to proceed. The minimum donation required is £995 in addition to £400 for a cabinet. As part of the donation, free ongoing CPR and defib training is provided.

Noted.

(12) Cyber information – Came & Company confirm that the current Parish Council policy with Hiscox includes Commercial Legal Protection cover which provides legal defence and will meet compensation costs for a civil claim made against D&BH PC such as a potential data breach claim. There is a limit payable of £100,000 in respect of any one claim. This will exclude data breach fines levied by the Information Commissioner as these would arise from essentially breaking the law. The policy also includes internet and email cover as standard which insures the council in the event a claim is brought against us due to the content of the Council's website

or email systems. In addition, the policy covers loss and damage caused to the Council's own systems following the actions of a hacker. There is a sum insured of £50,000 in any one period of insurance although there is the option to increase this to £100,000 or £250,000 for additional premiums.

Came & Co also confirm that they are currently developing an alternative offering of a lower cost 'add-on' cyber cover specific to the local council sector and can provide further information on this when they are ready to launch.

ACTION - Clerk will request additional data on cyber cover following the launch.

5. Budgets and precept 2019/2020

Clerk provided members with an analysis of budgets for calculation of the parish precept for 2019-2020. Following small amendments to:

- Motor vehicle expenses
- Insurance
- Cleaning
- Communications,

RESOLVED to accept the budgets as detailed.

RESOLVED to request a precept of £304,500 for 2019-2020 from South Gloucestershire Council.

6. Internal Audit Report

The audit report carried out on 8 November was circulated to members, which was **noted**.

7. Localism / Sports Pitches

Prestige Grounds have provided a quotation for the installation of posts around the car park of Bromley Heath Playing Fields. This, together with a gate identical to the one installed at King George V/Badminton Road, amounts to:

- £2,500 (based on 2m spacing)
- £3,000 (1.5m spacing)
- Post and rail fencing £2,200 + an additional £500 for a gate, totalling £2,700.

AGREED to discuss and seek agreement by Full Council. Funds are available for any of the options detailed.

NOTED that Landlords Consent has been received for this work. However, an underground services check should be made before breaking ground.

Treatment of the fencing at King George V / Badminton Road can be implemented by Prestige although they wondered if Downend Men in Sheds (DMIS) would like to carry out the work. Clerk has spoken to the Chair of DMIS who has accepted this project.

AGREED that Downend Men in Sheds undertake the wood treatment at King George V and Badminton Road Playing Fields.

AGREED - Clerk will contact South Glos Council to obtain an estimate of costs for the installation of a path through Bromley Heath Playing Fields.

Clerk has received the keys to the pavilions back from Bristol New Eleven and will be refunding the £150 key deposit. **Noted.**

Litter bins - Clerk has met with a representative from Glasdon to finalise the order for all the litter bins and seat at King George V Playing Fields. A site meeting has also been held with SGC to establish fixings and locations of all the bins - quote for installation awaited. The final price for the bins has been received totalling £8853.86 in addition to £14.89 fixings for each bin, ie, £253.13, so combined total of £9,106.99. Clerk will be contacting the representative once again as this is in excess of the original quoted price. However, members

AGREED that the order should be placed regardless of any discounts obtained.

South Gloucestershire Council have provided D&BH PC's 'Localism' estimate for the year 2019/20, which includes an annual CPI increase of 2.7%, at £11,386.94. However, Clerk confirmed that after meeting with SGC on site regarding the litter and dog bins, they agreed that the localism costs would need to be recalculated as none of the dog bins would require emptying at King George V/Badminton Road and reduced emptying at Bromley Heath. **Noted.**

NOTED that bins removed from the playing fields could be 'sold back' to SGC, which will offset some of the installation cost of the new bins.

8. Cleeve Lodge Boundary Wall

Invoice for payment received for temporary signing and guarding for the retaining wall at King George V and Badminton Road Playing Fields totalling £1,231.70 exc. VAT.

AGREED that this invoice is paid by Downend & Bromley Heath Parish Council.

AGREED that the cost of the invoice will be split when apportionments are agreed.

The Parish Council has been copied into proposals for the reinstatement of the failed retaining wall at Cleeve Lodge/King George V from Davidson Walsh. The design proposals will be reviewed by the care home and, upon agreement, will be incorporated within the Party Wall agreement, following which contractors estimates can be obtained.

Clerk confirmed that residents had contacted the Clerk directly, asking for comment.

After discussions regarding all the correspondence received from the Care Home, South Gloucestershire Council and engineers,

AGREED that the Parish Council employs the services of a solicitor or party wall surveyor as appropriate to deal with this issues.

AGREED in the first instance to seek advice from Cllr Holly Doyle. Subject to advice and recommendations from Cllr Doyle, members suggested that Charles Wakefield (Thrings) could be appointed to act on behalf of the Parish Council. (Thrings were

appointed for the handover of the sites to the Parish Council and therefore have knowledge of the location).

AGREED that the Clerk will contact our insurers to ascertain if legal expenses are covered in connection with a boundary dispute.

9. Information from The Pensions Regulator

Advice received stating that the minimum amounts D&BH PC and the clerk pay into the pension scheme will increase from 6 April 2019.

NOTED that both employer and employee are paying over the minimum contributions and no further action is required.

10. Training

Clerk confirmed that she has attended a training course on GDPR and will be attending additional training on VAT. **Noted.**

11. Payments for authorisation

Payments to be authorised at full Council on 13 December.

12. Any other business

Email requesting funding has been received from Lifeskills. Formal application form has been sent in order that this request can be further debated. **Noted.**

Downend Men in Sheds have asked if/when the poppies should be removed beneath the Tommy. If they are to remain permanently, then an alternative will have to be made, which they will be happy to do.

AGREED that the poppies should remain insitu, but upgraded.

ACTION - Cllr Poole will speak to Downend Men in Sheds to construct something around Tommy, whilst renewing the poppies beneath.

Clerk confirmed that Patchway Town Council do not want to purchase the old Christmas motifs. Answer still awaited from Filton Town Council. **Noted.**

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

Thursday 3rd January 2019, 9.30am in the Parish Office.

Chairman:

Date: