

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL  
MINUTES: FINANCE & GENERAL PURPOSES SUB COMMITTEE**

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
13 November 2019, 1.30pm

**Present:**

**Committee members:**- Councillors Janet Biggin, Sheila Ottewell, Matt Pitts, Colin Ogden and Raj Sood.

**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.
2. **Request for Dispensations** - Cllr Colin Ogden in relation to Bromley Heath Park.
3. **Confirmation of Minutes of Meeting held 27 September 2019**

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

**4. Matters Arising**

**Replacement litter bins at Bromley Heath** – SGC has provided an estimate for the supply and installation of two double size ‘never rust’ bins. The bins have a total capacity of 224 litres via two individual galvanised liners. The options quoted are black textured finish with gold ‘tidy man’ plate on two sides. A cost is still awaited to add the dog waste signage (expected to be around £30 per bin), but the quotation to supply and install amounts to £1214.32 exc. VAT. Photos and optional extras available were discussed by members.

**AGREED to proceed with replacement double sized bins, as above, to replace the current bins outside the shops at Quakers Road and near to the seat on the area of open space junction of Oakdale Road / Quakers Road.**

**Business Rates Recovery update** – Goodman Nash have concluded that they will be unable to obtain a refund of business rates at this time. The pavilion at King George V/Badminton Road playing fields is due to be brought into the list by the Valuation Office shortly (effective 01.04.2017). As things currently stand, relief is applicable on Bromley Heath Pavilion from 1 April 2017. However, once the second pavilion is introduced, relief would no longer apply.  
**NOTED.**

The link structure erected by In Bloom was discussed as Clerk confirmed that permission is requested from the group to reinstate the structure. A request is also made for an underground electrical supply from the pavilion to one of the containers. These proposals will be taken to full Council for discussion.

**AGREED in principle to arrange for the supply of power to one of the containers. However, this should be put on hold until the invasive works are being undertaken in the car park area as part of the pavilion project.**

**AGREED that any wooden cladding installed should mirror the project undertaken by Downend Men in Sheds at Bromley Heath, using feather board fencing.**

**NOTED that the full proposal will be taken forward at the next Parish Council meeting on 16 December.**

**NOTED that Mud Pie Explorers CIC have been awarded a £1,000 donation.**

## **5. Internal Audit Report**

The Internal Auditor's report was circulated and discussed. The Auditor has made the following recommendations which were **NOTED**:-

- Xero training required to make full use of budget manager facility.
- Expert advice on VAT should be taken, as part of the Council's risk management, in respect of the ongoing pavilion project.
- Council may wish to source temporary assistance on a casual basis to assist the Parish Clerk.
- Website Accessibility – changes to be made to the Council's website to ensure compliance.

## **6. Budget review and Precept requirement for 2020/21**

Clerk circulated a budget analysis and precept calculation for 2020/21. It was noted that referendum principles (capping) will not apply to parishes for the coming financial year. The provisional Council Tax Base and the Local Council Tax Reduction Support Grant allocation were **noted**.

**RESOLVED to recommend to full Council to request a precept of £304,500 for 2020/21.**

## **7. Review of:**

- 7.1 Risk Management** – The updated Risk Management Schedule was circulated. Members were invited to examine all the other risk assessment records associated with the Parish Council. No other items of risk were raised.

**AGREED to recommend to full Council to accept and ratify all Risk Management documentation.**

### **7.2 Council Governance –**

**Insurance arrangements** – The Asset Register was reviewed. Insurance cover in place with Came & Company (Hiscox) on a 3 year fixed term effective 1 April 2018 (Minute ref. 162.14.1 dated 15 March 2018 refers).

**Code of Conduct** – South Gloucestershire Council has reviewed and approved amendments to its Code of Conduct. The revisions include a definition of what type of behaviour might constitute bullying and harassment and the value of gifts and hospitality has been revised to a lower level. As D&BH PC adopted the SGC Code as its Code in October 2016 (Minute 147.9i refers) which is due for review in October 2020,

**AGREED to recommend to full Council that D&BH PC adopts the amended SGC Code with immediate effect.**

**Standing Orders / Financial Regulations / Council Policy Documents** – In accordance with the General Data Protection Regulations, all of these documents were updated and ratified by Council on 21 March 2019 (Minute 173.12 refers).

**Internal Audit** – Audit report received 13 November 2019. Fiona Thornton reappointed as the Internal Auditor for Downend & Bromley Heath Parish Council on 17 October 2019 (Minute 178.9iii refers).

**Date of appointment of Clerk** – The Clerk was appointed on 17 November 2003. **Noted.**

**8. The Pensions Regulator – Submission of Re-declaration of Compliance**

Clerk confirmed that she had completed a re-declaration of compliance with The Pension Regulator under the Pensions Act 2008 as part of the Council’s automatic enrolment duties.

**9. Verification of bank reconciliation for all on-line bank accounts**

Cllr Ottewell will secure a date to implement a bank reconciliation with the Clerk.

**10. Localism / Sports Pitches**

**10.1 Formal quotation from Portable Building Sales for pavilion at Badminton**

**Road / King George V Playing Fields** – Portable Building Sales Ltd have supplied a quotation for the supply, delivery and installation of a new manufactured fifteen section single storey modular building as per the technical drawing no PBSE6178 – B2 Rev A, 525.6 sq.m as follows:

- Supply of the building	£434,850.00
- Transportation to Bristol	£14,250.00
- Installation & weather sealing onto foundations prepared by others	£10,400.00
- Supply of crane (subject to survey)	<u>£6,000.00</u>
	£465,500.00

Optional extras – supply and fit electrically operated roller shutters to all windows and doors & upgrade the surface mounted plumbing to an integrated plumbing system (IPS).

**RESOLVED unanimously that Finance & General Purposes Committee is satisfied with the costs put forward.**

**AGREED that once Clerk and members of the Working Group have met with Downend Saints, the provisional drawings should be circulated to all interested parties and user groups for comment.**

**AGREED that the next steps will be to seek elevated drawings etc in order that two further quotations can be requested, and a formal Planning application submitted to South Gloucestershire Council.**

**AGREED to ask Cllr Burton for a guestimate of costs for the add-ons contained within the quotation.**

**10.2 VAT – The Parkinson Partnership** - As requested by full Council, Clerk has asked the internal auditor about the VAT advice from The Parkinson Partnership (see Minute number 5).

**AGREED to recommend to full Council that the quotation for VAT advice is accepted.**

**11. 2019 edition of ‘The Clerk’s Manual’**

The 2019 edition of the above manual can be purchased from the SLCC for £47.50.

**AGREED to purchase the above publication.**

**12. Grant Application**

Wednesday Café are requesting a grant of £270 for keep fit sessions at Badminton Road Methodist Church in support of Active Seniors.

**AGREED to provide a donation of £270 to the group.**

**13. Financial Regulations – matter for consideration**

At the ‘Doing More together’ event with South Gloucestershire Council, Mark King suggested that Parish and Town Councils would not need to get the stipulated three quotations if South Glos Council were estimating for the same contract, as SGC would have already carried out a procurement exercise. Members discussed this scenario.

**AGREED to request costings from South Gloucestershire Council for the next five projects requiring quotations to be sought. After this time, details of all costs should be taken to F&GP for review. If SGC’s figures prove to be competitive, it may be prudent at that time to amend Council’s Financial Regulations to reflect any changes considered necessary.**

**14. Any other business**

**14.1 To arrange date for annual appraisal of the Clerk –**

**AGREED that the Clerk’s Appraisal will take place on Thursday 5 December.**

- As Full Council in November has been cancelled due to Purdah, Clerk provided members with a list of payments to be authorised, which were **AGREED**.
- Clerk showed members photos of a bus shelter on Badminton Road which has had graffiti removed. Clerk called T Webb Window Cleaning to site but the graffiti had already been cleared without special chemicals, which has subsequently damaged the polycarbonate. **NOTED**.
- Clerk issued invoices to the cricket clubs at the end of the season. Despite constant chasing, invoice reference 779333 totalling £1,152 to Downend Cricket Club is still outstanding. Clerk has spoken to the Vice Chair of the club who has explained their situation and will keep the Parish Council in the loop of developments over the coming days.

**AGREED that failure of settlement of the invoice by the end of November will result in the loss of the facility for all Downend Cricket Club's teams.**

- Cllr Biggin reported a very successful Remembrance Sunday at Page Park. Other matters to note: Chris Boulton has stepped down from D&BH in Bloom; Tui in Downend have cleared the adverts in their window and the door is being kept locked, for added security.

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

Wednesday 8th January at 1.30pm in the Parish Office.

**Chairman:**

**Date:**