

**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
27 September 2019, 1pm

Present:

Committee members:- Councillors Janet Biggin, Matt Pitts and Colin Ogden.

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 Raj Sood and Cllr Sheila Ottewell.
2. **Request for Dispensations** - Cllr Colin Ogden in relation to Bromley Heath Park.
3. **Confirmation of Minutes of Meeting held 30 August 2019**

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

4. **Matters Arising**

Page 2 - Christmas Lighting in the trees - Further information is awaited from SGC in regards to the response from Blachere Illuminations following their site visit. However, Cllr Ogden proposed that D&BH Parish Council provide a written undertaking/disclaimer stating that the Parish Council assumes full liability should anything happen in relation to the lighting in the trees or the lighting columns whilst the Christmas lighting is connected.

F&GP recommend to Full Council that a disclaimer, as detailed above, is made in respect of the Christmas lighting in the trees.

Page 4 - Litter Bins - Cllr Ogden proposed that a larger bin (taken from King George V) replaces the current bin on the open space at the junction of Oakdale Road/Quakers Road. Also, to install a second litter bin around the Quakers Road shopping area as the bin at this site is always very full. Cost to remove and replace each bin is £85.

AGREED to recommend to full Council that two bins (from those removed at King George V) are installed, as detailed above.

Page 6 - It appears that part of the link structure between the two pavilions, as used by D&BH in Bloom, has not been removed as agreed by Full Council on 19 September. As such, Clerk phoned the Chair of In Bloom during the meeting to request that this is carried out immediately. A subsequent visit by a member of In Bloom within minutes of the telephone call confirmed that this had been done.

Post meeting note - Councillors have visited the site and provided photographic evidence that part of the structure is still in place. Clerk has emailed and telephoned the Chair of In Bloom to ensure that the Parish Council's request is completed without delay.

5. Risk Management Review

Matter deferred from August's meeting. Clerk reiterated the need for the Parish Council to be continually addressing risk. In addition to the usual risks, this would include matters in connection with the proposed new pavilions, ie, VAT, Health & Safety requirements. Furthermore, Council should look at whether to open a new account to safeguard reserves unless the funds are intended to be used in the very near future. All such matters must be taken into consideration.

AGREED to further discuss after the meetings of both Pavilion working groups. Any decisions should be ratified by Full Council in November.

6. Verification of bank reconciliation for all on-line bank accounts

No further verifications carried out by Councillors. Internal Auditor booked for October.

7. Reappointment of Internal Auditor

Members discussed the internal audit function of D&BH PC and

AGREED to continue with the services of Fiona Thornton moving forward.

8. CCTV in Downend

Full Council has resolved to use Community Infrastructure Levy Funds to put towards CCTV in Downend. The current CIL balance stands at £28,492.78. **NOTED & AGREED.** Clerk has informed Paul Worsley, SGC, who will speak to his Manager and the Head of Division regarding this and the next steps.

9. Localism / Sports Pitches

- (i) Pavilion Projects update** – Drawing for the pavilion at King George V / Badminton Road has been sent to Simon Wood to take forward with the Football Foundation. In respect of storage, Clerk explained that a cheaper and more viable option was to have three containers on site in different locations which could be clad, as per the Bromley Heath container.

10. Grant applications:

(i) Christians Against Poverty (CAP) ask for a grant of £1,200 to be used towards the cost of starting a CAP café and paying costs associated with two additional part-time voluntary Debt Coaches which will double the number of new clients they are able to see each month. Clerk clarified the legalities of funding for churches in that local councils are prohibited from giving any financial support for the maintenance or improvement of church buildings or land. This does not therefore apply in this instance.

AGREED to provide a donation of £1,200 to Christians Against Poverty

(ii) Mud Pie Explorers CIC need £1,000 to enable ten children to attend ten Family Forest School sessions with an adult. The project is based at Lincombe Barn Woods.

AGREED to provide a donation of £1,000 to Mud Pie Explorers.

(iii) Downend Flyers GFC / Downend Flyers U11s are requesting a donation to continue to provide a safe and fun environment with adequate equipment for girls to train and develop their skills.

AGREED to provide a donation of £500 to this football team.

(iv) Crafty Cuppas are requesting £250 to purchase paints, brushes, wool, card, paper, glue, beads, wires and various crafting materials. The group has been active for 3-4 years and welcome community members to come along and meet socially and craft. Some crafts are used to help in charity fundraising activities. The group regularly meet at St Augustine's, who have agreed to hold any donation on the group's behalf to ensure that the purchases are made, all as detailed.

AGREED to provide a donation of £250 to Crafty Cuppas.

11. Any other business

Two payments agreed at full Council were signed off for payment, being:

- Downend & Staple Hill Allotments donation of £1500
- Cleeve Wood Road Shops donation of £1000.

Clerk has attended training on the new Website Accessibility Regulations for Town and Parish Council websites. Much work is required to the Council's website in order to be fully compliant and discussions are ongoing with other councils as to how this can be achieved.

Budgets - Clerk discussed with members the precept for 2020/21. It was **noted** that budgets should be set aside for Website Accessibility, as detailed above. Members hoped that the precept could remain unaltered for the forthcoming year.

Clerk explained to members that SGC is promoting tree planting during National Tree Week, 23 November - 1 December. 1,000 free trees are available. Clerk has circulated this information to the Friends Groups.

Christmas Singalong event - As agreed at Full Council, a budget of £2,000 has been set for the event. The largest cost will be for the stage, sound and lighting which is £1,075 + VAT. The working group are happy to proceed.

AGREED to book the services of Spirolux for the Christmas Singalong event on 13 December at Badminton Road Methodist Church.

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

13 November 2019, 1.30pm in the Parish Office.

Chairman:

Date: