

**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  
8 January 2020, 1.30pm

**Present:**

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

**Officer:-** Angela Hocking

2 members of the public in relation to item 6

***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 13 November 2019**

Having already been taken to Full Council, the Minutes were **AGREED** as a true and accurate record, and signed by the Chair.

4. **Matters Arising**

Clerk confirmed that the bins requested at Quakers Road have been ordered via SGC.

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

Cllr Sheila Ottewell performed a reconciliation on 6 December 2019. **NOTED.**

6. **To review the accounts / income & expenditure of local groups**

Accounts from both Downend Men in Sheds and Downend & Bromley Heath in Bloom were viewed and **NOTED.**

Members of Downend & Bromley Heath in Bloom answered questions put to the group. They confirmed that:

- They are now at capacity with the planting scheme in Downend
- They are working towards being as environmentally friendly as possible with projects undertaken, and will be putting an article in Downend Voice to this effect
- They agree that they will have to wait until the new pavilion is under construction before a dedicated electricity supply can be installed to the containers
- The link structure is not an option between the two containers due to the comments received from both the Police and local residents. Other options will need to be explored by the group, ie, pop-up gazebo.

The cladding to the containers was discussed and a photograph showing what the group had intended was circulated. This is recycled wood, 50mm thick, with the facing surface planned

prior to fitment. It is proposed to treat this with a good quality wood preserver. Members considered this to be a good and sustainable method for the use of this recycled wood.

**RESOLVED to recommend to full Council to accept this cladding as the preferred option for the containers, rather than the feather board originally specified.**

#### **7. Application for donation – JIGSAW Thornbury**

Grant application circulated asking for a donation to deliver a mental health and resilience programme in two Downend schools, being Christ Church and St Augustine of Canterbury. The full cost of the project is £3,700 and a breakdown of costs was evaluated.

**AGREED to award £500 to JIGSAW.**

An application has also been received from Badminton Road Methodist Church towards the cost of an electric cooker recently installed in the rear kitchen of the church. The cooker cost £369 and the installation £120, total £489.

**AGREED to contribute £189 to the cost of the cooker which will be used by many local groups and organisations.**

#### **8. Clerk's appraisal held on 06.12.19 and proposal for salary review**

The annual review was held with Chair, Vice Chair and Clerk and the written report was made available for members to view. Members discussed the pay scales as laid out by the National Joint Council for Local Government Services (NJC) against the appropriate budget. Clerk is currently on SCP 38.

**AGREED to recommend to full Council that the Clerk is assigned to SCP 40 effective from 1 April 2020.**

#### **9. HSBC – Change of signatories and online banking**

The signatories on the HSBC account need to be updated to include Cllr Herniman and Cllr Ogden. However, the Xero system can now also be linked to HSBC to receive a direct feed. Clerk has visited HSBC at Cabot Circus to ensure the account is set up correctly moving forward.

**AGREED to make the necessary amendments to the HSBC account and a direct feed to Xero for online banking.**

**Signatories as per Lloyds accounts - Cllrs Mike Baker, Janet Biggin, Ben Burton, Sharon Herniman, Colin Ogden & Sheila Ottewell in addition to the Clerk, Angela Hocking.**

**HSBC require the following:-**

- **That the account be continued and the Bank is authorised to act on any instructions provided they have been given by those persons named - HSBC to accept instructions signed by 3 signatories, of which one must always be Angela Hocking**
- **That any debt incurred to the Bank shall be repayable on demand**

- That the secretary is authorised to supply the Bank with a list of all persons who are authorised to give instructions and that the Bank may rely on such lists
- That the parish council accepts the account and banking relationship with the bank will be governed by and subject to the Business Banking Terms and Conditions

**RESOLVED, all as above.**

**10. Localism / Sports Pitches**

Clerk brought to the attention of members the idea of having dog bag dispensers at the playing fields. Costs were discussed being £79 for one dispenser and approximately 3p for each bag.

Friends of Page Park also confirm that the most common complaint they receive is the amount of dog faeces lying around. A possible solution would be to report deposits on the 'Pooper Scooper App'.

**AGREED that the Sports Pitches Working Group further explore the idea of dog bag dispensers.**

**AGREED that Clerk will circulate details of the App to the Friends groups.**

**11. Area Wide Grant application made by the Town & Parish Council Forum**

It was noted at a recent T&PC Forum that each Council that was signed up to the Charter could pay a small amount towards a designated website for the Town & Parish Council Forum, if no funding is received to the application. This could potentially be at around £10 per member Council per year.

**AGREED and NOTED.**

**12. Room hire charge – Badminton Road Methodist Church**

The room hire charges are increasing from January 2020. Smaller rooms are rising from £10 to £11 per hour and for the larger room or the church space this will increase from £20/hour to £22/hour. **NOTED.**

**13. Payments for authorisation**

The following payments were authorised for immediate payment:-

Julia Lettey	£10.79 re Christmas Sing-Along expenses
Spirolux	£1290.00 re staging for Christmas Sing-Along
Juvenile Diabetes Research Foundation	£419.35 re takings from Sing-Along to go to charity
Wednesday Café	£270 donation already agreed by Council
AED Locator (EU) Ltd	£130.68 for new battery in defib (North Street)
West Mercia Energy	£7.28 electricity charges Bromley Heath pavilion
West Mercia Energy	£53.21 electricity charges Badminton Road pavilion

**14. Any other business**

Cllr Biggin reported that the Lincombe Barn Management Committee are being quoted extremely high costs to insure the defibrillator on site.

Cyber Package Insurance Policy renewal has been received totalling £319.20. The package includes training in GDPR which was outlined to members.

**AGREED to accept the policy renewal price of £319.20.**

Clerk advised that an error was made on a payment to Andy Summerhill for payment for gate repairs, which has been rectified. **NOTED.**

Local Council Award Scheme – the Foundation award for D&BH PC is due for re accreditation in March. Council may seek re-accreditation at the same level. If it does not achieve a new accreditation or reaccreditation before the four year end date, it loses its award. Clerk outlined the applicable charges.

**AGREED to continue with re-accreditation at Foundation level.**

Christmas Singalong - Members were asked to consider whether or not to hold a Singalong or similar event in 2020, which will require a dedicated team to arrange. Costs of the 2019 event were outlined.

**AGREED to further discuss at Full Council.**

Christmas lighting - Clerk has received various compliments once again about the lighting in the living trees throughout Downend. However, the same cannot be said for the solar lights which parishioners seem to not particularly enjoy. Chris Boulton has contacted the Parish Clerk to offer help when liaising with the street traders about connections for the living trees in 2020.

**AGREED to liaise with Chris Boulton on this project moving forward.**

**AGREED to review the solar lights for Christmas 2020.**

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

Wednesday 5 February 2020 at 1.30pm in the Parish Office.

**Chairman:**

**Date:**