

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL
MONDAY 16 DECEMBER 2019**

Present:

Members: Councillors Mike Baker, Janet Biggin (Chair), Ben Burton, James Griffiths, Sharon Herniman, Colin Ogden, Sheila Ottewell, Matt Pitts, Raj Sood and Anita Woodburn.

Officer: Angela Hocking.

One member of the public.

179.1 WELCOME

Cllr Biggin welcomed everyone to the meeting.

179.2 APOLOGIES

Received from Cllr Phil Abbott, Cllr Jon Hunt and the Police.

179.3 DECLARATIONS OF INTEREST

Cllr Ogden in relation to matters at Bromley Heath Park.

179.4 ITEMS FROM THE PUBLIC

No report.

179.5 ITEMS FROM THE POLICE

No report.

179.6 APPROVE MINUTES OF MEETING HELD ON 17 OCTOBER 2019

RESOLVED that the Minutes of the meeting held on 17 October be approved and signed as a true and accurate record.

179.7 MATTERS ARISING AND ONGOING ISSUES

Page 2 – Christmas Lighting – South Gloucestershire Council has confirmed that it is acceptable for the cabling to the lighting columns in Downend High Street to remain in place for 2019. However, in January 2020 the catenary wires should be taken off the lighting columns and coiled in the trees for future use. Clerk has made contact with the Thornbury Christmas Lights Association and will be meeting with them

in Thornbury on 31 January, 10am, in an attempt to find an alternative solution for powering the lights. Members were invited to attend. **Noted.**

AGREED - Clerk will contact SGC to ascertain the costs for providing individual electrical supplies for each tree with Christmas lighting through the High Street.

Page 3 – Business Rates – Goodman Nash have concluded that they will be unable to obtain a refund at this time. The King George V/Badminton Road pavilion is due to be brought into the list by the Valuation Office shortly and once the second pavilion is introduced relief will no longer apply. **NOTED.**

Page 3 – Gates to King George V / Badminton Road pavilion – SIS Pitches have ordered upgraded gates to the facility.

Page 5 – The log carver is ready to start to carve two of the logs at King George V. Logs that need to be moved will have to be carried moved in the spring as the ground is currently too wet to action this.

Page 6 – Website Accessibility Regulations – D&BH PCs website provider has now stated that this is something she may be able to help with and a formal quotation for the works required is awaited.

Page 7 – Clerk has met with SGC to investigate issues with the pond at Bromley Heath Playing Fields, which it transpires is not on their maintenance schedule. The pond will now be tidied up and hopefully a new bench installed. SGC will keep the Clerk updated. **Noted.**

In addition:

- D&BH in Bloom have been awarded £8,026.79 funding from the Co-op.
- The footpath at the junction of Quakers Road/Oakdale Road is now complete and daffodils have been planted along the boundary of the path.
- CCTV – D&BH PC agreed to fund the initial installation of a CCTV system in Downend currently valued at £29,145.32 (Minute 177.9iv refers). SGC are now able to confirm that it has been agreed they will incorporate the ongoing costs associated with the monitoring, maintenance and repairs as part of their wider community safety network. To ensure the council remain compliant, SGC will commence a 12 week public consultation phase in the New Year and no work will commence until this stage is concluded and evaluated. **NOTED.**

Clerk confirmed that Prestige Grounds had received the 1st place award in their recent contest.

AGREED to place an article in Downend Voice in 2020.

NOTED that a quotation is awaited from Prestige to install posts in the central fencing area of King George V car park to replace the broken fencing.

179.8 URGENT ACTIONS

- i. Reinstatement of playing fields following Downend Round Table firework event – With the considerable amount of money that has been spent on the playing fields over the past year, it is disappointing to note the amount of reinstatement work now required to get the playing fields back to an acceptable level. As such, and after receiving complaints from residents about the repairs, Council discussed the future of event.

AGREED - Councillor James Griffiths will represent the Parish Council at future meetings of the Downend Round Table Firework Committee.

- ii. Water leak at King George V Playing Fields – Clerk is once again corresponding with SGC about this ongoing issue as liability is not with the water companies. Various site meetings have been held with SG Officers. It is hoped that SGC will agree to excavate this area to establish the underlying problem.

179.9 FINANCE & GENERAL PURPOSES

- (i) **Internal Auditor's report** – Report circulated to members which contained recommendations as follows:
 - Training for the Clerk in Xero to make full use of budget manager facility.
 - To accept specialist advice regarding the VAT implications of the pavilion project.
 - Council may wish to source short term temporary staffing assistance on a casual basis.
- (ii) **Payment of accounts** – Accounts for payment, as detailed in Appendix 1, were unanimously **AGREED**. Clerk pointed out that she had queried the quarterly localism invoice. SGC confirm that the removal of the 10 dog waste bins has moved charges in to a higher incremental band. However, having considered this SGC agree it seems nonsensical that given our urban location and the standard SGC bin stocks being managed alongside the dog bins that our costs should rise to this extent. The point in removing the bins in the park was to increase our own efficiency and improve the park, so charges have been adjusted back to the increment previously enjoyed.
- (iii) **Account balances** – The total balance of all accounts as at 22 November 2019 amounts to £827,854.12.
- (iv) **Recommendations from Committee meeting held on 13 November**
 - **REPLACEMENT 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.

- REVIEW OF 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 accept and ratify all Risk Management documentation.

- REVIEW OF COUNCIL GOVERNANCE –
Insurance arrangements – The Asset Register was reviewed by Finance & General Purposes Committee. 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 – See 179.15 below.

Standing Orders / Financial Regulations / Council Policy Documents – In accordance with the General Data Protection Regulations (GDPR), 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.

- PENSIONS REGULATOR - 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.
- VAT – THE PARKINSON PARTNERSHIP - As requested by full Council, Clerk has questioned the internal auditor about the VAT advice from The Parkinson Partnership (see Minute number 179.9j).

AGREED to accept the quotation from the Parkinson Partnership to ensure that VAT is accounted for correctly in respect of the pavilion project.

- 2019 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.

- 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.

- 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. 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 modifications considered necessary.

- OUTSTANDING INVOICE FOR PAYMENT - Clerk issued invoices to the cricket clubs at the end of the season. Despite constant chasing, one invoice remained outstanding. It was agreed by F&GP Committee that failure of settlement of the invoice by the end of November will result in the loss of the facility for this team. Fortunately, payment has been settled (28.11.19).

- (v) **Avon Pension Fund Actuarial Valuation 2019 – to agree options in relation to future service contribution rates and deficit recovery payments with effect from 1 April 2020**
Information from the Avon Pension Fund (APF) showing calculated revised contribution rates for employers in the Avon Pension Fund, future service rates and deficit recovery amounts were circulated. The APF offer employers options in relation to (1) short term pay restraint (2) McCloud and (3) early payment discount.

AGREED:

(1) Short term pay restraint to be set at 2%

(2) to pay additional contributions in respect of the potential McCloud costs - Yes

(3) to prepay deficit contributions in April each year, as at present

179.10 PLANNING COMMITTEE

Decisions made at the committee meetings on 22 October, 5 & 9 November and 3 December were duly noted and **AGREED**.

AGREED that the Clerk will contact SGC Planning Department to request that they mark on Decision Notices that house owners are responsible for ensuring that pavements adjoining their properties are left in a satisfactory condition on completion of work. This request is

made in view of the number of Health & Safety issues raised by debris on roads and pavements which are hazardous.

179.11 WORKING GROUP REPORTS & PROPOSALS:

- i. **Sports Pitches Working Group** – Meeting held with Clerk, Cllr Ottewell, Cllr Burton and the key partner club, Downend Saints to get feedback on the initial drawing from Portable Building Sales. Since that time, Clerk has also circulated the drawing to all user groups and affected parties for comment.

Feedback received to date has all been very positive, noting that:

- it is proposed to change the orientation of the building to align the boundary of the site
- it is proposed to have electrically operated roller shutters to all windows and doors for added security
- storage will be in the form of shipping containers, which will be clad, at 2 or 3 locations on site
- additional parking is being explored

Kevin Wilkinson, Design Officer with Avon & Somerset Police has spoken to the Clerk about the proposals. His concern at this stage is to ensure that no canopy is provided for within the scheme. A canopy will simply be used as a shelter and if included within the design, the Police would formally make an objection as a consultee within the Planning process.

Simon Wood, who is processing our application for funding with the Football Foundation (FF), has come back once again with the FF querying why we are proposing 4 changing rooms as opposed to 2. Clerk has explained that this was originally discussed with SGC who endorsed such proposals. In addition, the pitches have multiple use with three senior pitches available on site. With the potential for three matches going on at any one time, four changing rooms would be a minimum requirement. The current facility has six changing rooms and the groundsman reports that all are used on the weekend when a full set of fixtures has been held.

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).

Finance & General Purposes Committee RESOLVED unanimously that they are satisfied with the costs put forward.

AGREED - next steps:-

- **To seek clarification about timescales for our application to the Football Foundation.**
- **Once received, to set up a Sports Pitches Working Group meeting to discuss all the feedback received and decide whether or not any changes should be applied.**

Clerk has met with SGC on site to discuss gravelling an area at the pinch point and adjacent to the original pathway which has not recovered following the firework event / Downend School works. SGC have also been asked to investigate what can be done to the side of the childrens play area which may be used as a car park when the pavilion plans are finalised. Clerk has asked that SGC contribute to any proposed schemes as part of the 'Doing more Together' initiative. Information awaited.

- ii. **Bromley Heath Pavilion Refurbishment sub group** – Meeting has been arranged with the LTA SW Region rep. to discuss ideas for Bromley Heath. **Noted.**
- iii. **Co-op Car Park Consultation** – Clerk has now made contact with the new Asset Manager and Associate Director of the Bristol office of London & Cambridge Properties. Adam Martin MRICS has agreed to arrange a catch-up meeting in the new year with SGC and the Parish Council to move this project forward once again. **Noted.**
- iv. **Christmas Sing-along** – The sing-along was held on 13 December and proved to be a tremendous success with £419.35 being raised, which will be passed on to The Juvenile Diabetes Research Foundation.
- v. **Community History & Art Project (CHAP)** – Cllr Biggin explained that in order to promote this group, it would be advantageous to have a page within the Parish website.

AGREED – CHAP to pass information to the Clerk to set up a page on the parish website.

NOTED that VE Day celebrations will be held at King George V during May.

179.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing** – None.
- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the clerk** – None.

179.13 SOUTH GLOUCESTERSHIRE COUNCIL

- Works are ongoing at Scantleberry Close open space.
- SGC have been giving out free trees. Clerk confirmed that the Friends of King George V had planted some at the site.
- SGC Budget consultations will be held in the new year.

179.14 TO APPROVE THE BUDGET 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.

179.15 TO REVIEW THE CODE OF CONDUCT FOR D&BH PARISH COUNCIL IN LIGHT OF THE CHANGES MADE TO THE SOUTH GLOUCESTERSHIRE COUNCIL CODE

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 that D&BH PC adopts the amended SGC Code with immediate effect.

179.16 PROPOSAL RECEIVED FROM DOWNEND & BROMLEY HEATH IN BLOOM

- To seek permission from D&BH PC for the installation of a link structure between the two containers adjacent to the Badminton Road pavilion**
- To request that power is provided to the containers to enable the group to work in safety and under cover**

The above proposals were discussed.

AGREED that the Clerk arranges a meeting with the Chair of D&H in Bloom to outline:

- **No decisions can be made on projects without sight of the groups audited accounts.**
- **D&BH PC is unable to agree to the installation of a link structure. As advised by the Police (179.11i above), this will undoubtedly attract anti-social behaviour.**
- **Cladding to the containers should mirror the cladding installed by Downend Men in Sheds at Bromley Heath, ie, featherboard fencing.**

- **Power to the new pavilion is agreed in principle. However, this will be put on hold until the invasive works are being undertaken in the car park as part of the pavilion project.**

On another matter, an email has been received from a member of the public who is concerned about the sustainability of the flowers for the summer displays. The resident explains that the plants on the roundabout are drought tolerant and in their opinion very practical and beautiful without the need for lots of watering and replacing each year. The resident goes on to say that we should be keen to be as environmentally friendly as possible. Bedding plants in pots and containers are water intensive and probably transported in single use, non-recyclable plastic pots and trays. The question is asked if there are any plans in place for a more environmentally conscious alternative, ie, perennial planting would save money and use less water.

AGREED that the Clerk will bring the above forward with D&BH in Bloom.

179.17 NOMINATIONS FOR PARISH CHAMPIONS 2020

To be placed on January's Council agenda.

179.18 CORRESPONDENCE – All correspondence received was made available for members to view, including the Draft Alcohol Strategy public consultation. **Noted.**

179.19 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

Cllr Burton will raise issues around drug use at the Horseshoe, Downend, with the Police.

Cllr Ottewell raised concerns about the footway around Heath Road/Heath Walk/Cleeve Hill. Photos will be sent to the Clerk for action.

Cllr Sood advised of a snatching incident in his shop and the problems subsequently experienced as no action has been forthcoming by the Police.

Cllr Sood has missed several planning meetings but will be able to attend moving forward.

Cllr Ogden asked if the speed camera will be installed at Quakers Road. Clerk will chase.

Cllr Biggin explained that TUI in Downend has been burgled. Their posters have subsequently been removed from the windows to ensure better visibility.

Chairman:

Date:

Meeting closed at 8.15pm.

Payable Invoice Detail

Downend & Bromley Heath Parish Council

For the period 1 November 2019 to 31 December 2019

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|--|----------|-----------------|--------------|-----------------|
| AED Locator (EU) Ltd | | | | |
| Heartsafe Smart Tag Monitoring Service - Michael Nicholas Defib, Downend | 1 | 12.2500 | 2.45 | 14.70 |
| Total AED Locator (EU) Ltd | 1 | | 2.45 | 14.70 |
| Alide Hire Services | | | | |
| Delivery and hire of 8 x crowd control barriers for Christmas tree, 18 Nov. - 30 Nov. 2019 | 1 | 78.6000 | 15.72 | 94.32 |
| Total Alide Hire Services | 1 | | 15.72 | 94.32 |
| Amazon | | | | |
| Purchase of Christmas lighting to illuminate area at Christmas Sing-Along event | 1 | 24.9800 | 5.00 | 29.98 |
| Total Amazon | 1 | | 5.00 | 29.98 |
| Andy Summerill | | | | |
| Preparation works for gates to King George V / Badminton Road Playing Fields | 1 | 70 | - | 70.00 |
| Total Andy Summerill | 1 | | - | 70.00 |
| Angela Hocking | | | | |
| Monthly travel expenses claim | 1 | 12.3000 | - | 12.30 |
| Monthly travel expenses for Clerk | 1 | 10.6200 | - | 10.62 |
| Total Angela Hocking | 2 | | - | 22.92 |
| Avon Local Councils' Association | | | | |
| 'At Your Place' training - 'Planning in Plain English' held 21 October 2019 | 1 | 200 | - | 200.00 |
| Total Avon Local Councils' Association | 1 | | - | 200.00 |
| Avon Pension Fund | | | | |
| Monthly employee/employer pension charges | 1 | 801.6100 | - | 801.61 |
| Monthly employees and employers pension contributions | 1 | 801.6100 | - | 801.61 |
| Total Avon Pension Fund | 2 | | - | 1,603.22 |
| Badminton Road Methodist Church | | | | |
| Room hire for Planning Committee meetings, June - December 2019 | 1 | 140 | - | 140.00 |
| Total Badminton Road Methodist Church | 1 | | - | 140.00 |
| Banner | | | | |
| Stationery purchases | 1 | 26.2100 | 5.24 | 31.45 |
| Total Banner | 1 | | 5.24 | 31.45 |
| Bristol Pan Sonic Steel Band | | | | |
| Band to perform at Downend Methodist Church for Christmas Sing-Along event on 13.12.19 | 1 | 160 | - | 160.00 |
| Total Bristol Pan Sonic Steel Band | 1 | | - | 160.00 |

Payable Invoice Detail

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|--|-----------|-----------------|-----------------|-----------------|
| BT | | | | |
| Telephone line, phone calls and broadband quarterly charges | 1 | 331.0200 | 66.20 | 397.22 |
| Total BT | 1 | | 66.20 | 397.22 |
| Downend & Bromley Heath Parish Council | | | | |
| Monthly salary costs, November 2019 | 1 | 2,419.5800 | - | 2,419.58 |
| Monthly salaries, December 2019 | 1 | 2,419.7800 | - | 2,419.78 |
| Total Downend & Bromley Heath Parish Council | 2 | | - | 4,839.36 |
| Fiona J Thornton | | | | |
| Internal audit charges | 1 | 150 | - | 150.00 |
| Total Fiona J Thornton | 1 | | - | 150.00 |
| Google | | | | |
| Monthly subscription to Google Play - 1 TB Google Drive | 1 | 6.6600 | 1.33 | 7.99 |
| Google Cloud - GSuite monthly subscription | 1 | 57.9600 | - | 57.96 |
| Monthly subscription - Google Play | 1 | 6.6600 | 1.33 | 7.99 |
| Google Cloud - GSuite subscription | 1 | 57.9600 | - | 57.96 |
| Total Google | 4 | | 2.66 | 131.90 |
| HMRC | | | | |
| Tax and NI contributions payable, quarter 3 | 1 | 3,346.5200 | - | 3,346.52 |
| Total HMRC | 1 | | - | 3,346.52 |
| J Lettey | | | | |
| Reimbursement for food/refreshments - Christmas Sing-Along 13.12.19 | 1 | 39.6800 | - | 39.68 |
| Total J Lettey | 1 | | - | 39.68 |
| McColls | | | | |
| Purchase of stamps | 1 | 18.8400 | - | 18.84 |
| Total McColls | 1 | | - | 18.84 |
| Mrs S B Fenton | | | | |
| Reimbursement re. Christmas Sing-Along event 13.12.19 - Purchase of cups via Nisbets | 1 | 48.9900 | 9.79 | 58.78 |
| Total Mrs S B Fenton | 1 | | 9.79 | 58.78 |
| Plantscape | | | | |
| Supply and installation of Solar powered Christmas trees | 52 | 95 | 988.00 | 5,928.00 |
| Delivery charges | 1 | 350 | 70.00 | 420.00 |
| Total Plantscape | 53 | | 1,058.00 | 6,348.00 |
| Prestige Grounds Ltd | | | | |
| Grounds maintenance duties | 1 | 1,887.5900 | 377.52 | 2,265.11 |
| Winter fertiiser, shockwave aeration and vertidrain | 1 | 1930 | 386.00 | 2,316.00 |
| High security chains for football goals | 2 | 20 | 8.00 | 48.00 |
| Reinstatement works following Downend Round Table firework event | 1 | 800 | 160.00 | 960.00 |
| Total Prestige Grounds Ltd | 5 | | 931.52 | 5,589.11 |
| SLCC Enterprises | | | | |
| Purchase of The Clerk's Manual 2019 | 1 | 47.5000 | - | 47.50 |
| Delivery | 1 | 4 | 0.80 | 4.80 |
| Annual membership - Society of Local Council Clerks | 1 | 308 | - | 308.00 |
| Total SLCC Enterprises | 3 | | 0.80 | 360.30 |

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|---|------------|-----------------|-----------------|------------------|
| South Gloucestershire Bus & Coach Company Ltd | | | | |
| Concessionary fares for October 2019, service 462 | 1 | 238.0300 | - | 238.03 |
| Total South Gloucestershire Bus & Coach Company Ltd | 1 | | - | 238.03 |
| South Gloucestershire Council | | | | |
| Temporary Event Notice for Christmas Sing-Along event | 1 | 21 | - | 21.00 |
| Localism service charges for dog waste in collections October - December 2019 | 1 | 1,055.8800 | 211.18 | 1,267.06 |
| Localism service charges for grass cutting October - December 2019 | 1 | 1,711.3500 | 342.27 | 2,053.62 |
| Localism service charges for dog waste bin collections October - December 2019 | 1 | 738.6300 | 147.73 | 886.36 |
| Localism service charges for grass cutting, October - December 2019 | 1 | 1,711.3500 | 342.27 | 2,053.62 |
| Total South Gloucestershire Council | 5 | | 1,043.45 | 6,281.66 |
| T Webb Window Cleaning | | | | |
| Monthly cleaning of bus shelters and notice boards | 1 | 317 | - | 317.00 |
| Monthly cleaning of bus shelters and notice boards | 1 | 317 | - | 317.00 |
| Total T Webb Window Cleaning | 2 | | - | 634.00 |
| Voice News & Media Limited | | | | |
| Full page advertisement in Downend Voice, November edition | 1 | 160 | 32.00 | 192.00 |
| Monthly advertisement in Downend Voice, December edition | 1 | 160 | 32.00 | 192.00 |
| Total Voice News & Media Limited | 2 | | 64.00 | 384.00 |
| West Mercia Energy | | | | |
| Bromley Heath Sports Pavilion - electricity charges September 2019 | 1 | 6.7900 | 0.34 | 7.13 |
| Badminton Road Sports Pavilion - electricity charges September 2019 | 1 | 25.8600 | 1.29 | 27.15 |
| Bromley Heath Sports Pavilion electricity charges | 1 | 7.1300 | 0.36 | 7.49 |
| Charges for electricity supply, October 2019, at Badminton Road Sports Pavilion | 1 | 27.8800 | 1.39 | 29.27 |
| Total West Mercia Energy | 4 | | 3.38 | 71.04 |
| Xero | | | | |
| Monthly subscription to accounting software | 1 | 24 | 4.80 | 28.80 |
| Monthly accounting subscription | 1 | 24 | 4.80 | 28.80 |
| Total Xero | 2 | | 9.60 | 57.60 |
| Total | 101 | | 3,217.81 | 31,312.63 |