

**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
5 March 2020, 1pm

Present:

Committee members:- Councillors Janet Biggin, Colin Ogden, Sheila Ottewell, Matt Pitts 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 Downend Men in Sheds.

3. Confirmation of Minutes of Meeting held 5 February 2020

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

- Page 1 – The documentation towards the Local Council Award Scheme has been submitted by the Clerk.
- Page 1 – The new website has been authorised and Clerk/Cllr Abbott are in liaison with WA Designs to take this forward.
- Page 2 – Clerk asked if Downend Men in Sheds had been able to look at the possibility of installing a guard over the lock on the inside of the new gates to the pavilion.

NOTED that this modification to the gates can be achieved. The guard will be bolted on and painted black. Cost of the project is awaited.

5. Analysis of Reserves

The current reserves were **noted** as:

Election expenses:		£8,512.81
Projects:		
CIL (earmarked for CCTV)	£28,492.78	
Sports Pitches	<u>£388,865.00</u>	
		£417,357.78
Disaster Recovery:		<u>£79,702.93</u>
TOTAL		£505,573.52

6. Grant application – C in the Park 2020

The event for 2020 will be held on 28 June. A donation is requested for £600 and a budget for the event was shown to members.

AGREED to recommend to full Council that a donation of £500 is made to C in the Park.

7. Insurance renewal

Documentation awaited from Came & Company. **Noted.**

8. Binding of Minutes

A fourth volume should now be bound for the Parish Council's records. Shaw & Sons charge £112 + £18 to collect and return, totalling £130 + VAT.

AGREED to make arrangements for the binding of the Parish Council Minutes.

9. Annual Assembly Awards

Instead of a Certificate, Full Council recommend a prize is given to Parish Champion recipients. D&BH Parish Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, has agreed to incur this expenditure as detailed under Class 5 - ceremonial and entertainment.

AGREED to purchase 4 x Dartington Crystal Vases from John Lewis at £30 each and to continue in the same vein for future years.

10. Localism / Sports Pitches

10.1 VAT – The Parkinson Partnership has produced a report, outlining VAT advice and recommendations in relation to the potential implications of the pavilion project. It is highlighted that the Council needs to consider its income and running costs before considering whether an option to tax is appropriate.

Clerk clarified that the £80,000 of developers' Section 106 contributions (point 3 refers) relates to the S106 funding applied for in 2018 (£57,708.74 capital / £22,434.73 revenue). D&BH PC is yet to complete a project management plan, following which a finance agreement will be written which sets up when the allocated funds can be drawn down.

Members discussed the VAT report and other matters relating to the pavilion project.

AGREED to take the VAT report forward at the next meeting of the Full Council to be deliberated by members and to agree next steps.

AGREED to secure a date for the next meeting of the Sports Pitches Working Group at Full Council on 19 March. Subsequent meetings will then be held on a monthly basis moving forward.

AGREED to display A3 sized plans for the pavilion at the Annual Assembly.

NOTED that Planning Permission will need to be put in hand to progress the funding application to the Football Foundation.

11. Christmas Sing-Along 2020

Cllr Woodburn has been in contact with Martyn Poole and both agree that they would like to hold a Christmas Sing-Along in 2020, potentially on 11 December at Christ Church, Downend. In order to progress this, additional members will need to become involved and a clear budget agreed.

AGREED to form a working group at Full Council in March, if enough members are interested to progress the event.

Christmas Lighting - South Glos Council report that they are not keeping up with demand at the moment but explain that they will endeavour to do what they can to progress designs and drawings for the feeder pillars throughout Downend High Street. However, they confirm that the timescales for December completion are already extremely tight.

AGREED, subject to ratification at Full Council, to ask Chris Boulton to contact the shop keepers to investigate if they would be interested in having simple decorations for their shop fronts supplied by D&BH PC for Christmas 2020.

12. Any other business

12.1 VE Day - Cllr Biggin explained arrangements for the event and the proposed fly past.

VE Day Community Bunting – The Royal British Legion are asking local groups to participate in a community bunting project, aiming to bring the community together with one long piece of bunting, similar to what would have been created for street parties in 1945. **Noted.**

Clerk sought authorisation to make a deposit payment to WA Designs in order that they may start building the new website.

AGREED that the payment to WA Designs is made in the sum of £725.

Clerk sought authorisation to make a payment to AED Locator for new accessories for the defibrillator at Michael Nicholas, which has been opened.

AGREED that the payment to AED is made in the sum of £24.24.

Clerk has asked T Webb Window Cleaning for a quotation to spring clean the bus shelters, notice boards and information boards. The same price as 2019, ie, £939 has been quoted and the work will be carried out during May if authorised.

AGREED to proceed with the spring clean, all as detailed.

Clerk circulated the design of the displays being made by D&BH in Bloom to celebrate Victory in Europe. Further information is awaited regarding the number of displays and their locations.

F&GP recommend that the displays are restricted to either side of the Tommy silhouette and at the War Memorial only.

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

Wednesday 1 April 2020, 1.30 pm, Parish Office.

Chairman:

Date:

DRAFT