



Locum Clerk: Jo Swift
Telephone: (01275)
393551
Email: clerk@longashtonparishcouncil.gov.uk
Long Ashton Parish Council, Keedwell Hill, Long Ashton, Bristol, BS41 9DP
www.longashtonparishcouncil.gov.uk

Due to Covid restrictions, any member of the public wishing to attend this meeting please book a space clerk@longashtonparishcouncil.gov.uk

To members of the Finance and General Purposes Committee: Councillors, Cartman, Cave, Fagg, Hardingham, Harris, Jackson, James, McAllister and Wilkinson.

You are summoned to a Finance and General Purposes committee to be held on Thursday 21st October 2021 at 4pm at the Jubilee Pavilion, Keedwell Hill, Long Ashton, BS41 9DP.

Jo Swift
14th October 2021

BACK GROUNDS PAPERS AVAILABLE ON REQUEST

A period of Public Participation up to a maximum of 30 minutes will be made available before the formal meeting starts. This will be limited to 5 minutes per speaker and must relate to items shown on the agenda. Participation should be requested in advance by contacting the Clerk to ensure appropriate time is made available.

AGENDA

1) Apologies for absence

To receive any apologies for absence and to approve the reasons given.

2) Declarations of Interests and Grant of Dispensations.

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). *(NB this does not preclude any later declarations).*

3) Minutes of previous meetings

To confirm and sign the minutes of the meetings of the Finance and General Purposes Committee held on 19th August 2021.

4) Finances – months 4 and month 5 (August and September)

- (a) Bank reconciliations
- (b) Payments
- (c) Receipts
- (d) Expenditure against budget

5) Bi-monthly statement and Bank reconciliation

Appointment of Councillor to review the bank reconciliation for month 6 (September).

6) Hampshire Trust Bank Bond

To consider the renewal of the bond which expires on 18th November 2021. The amount invested is £79,416.39 (interest paid over the term of the bond is £794.16).

7) Remembrance Day

To approve the purchase of 3 wreaths at a cost of £30 each for two Remembrance Day services and the Polish Remembrance Service.

8) Taylor Wimpey Areas

- Transfer of the Taylor Wimpey areas and lease to LACA - £24,000 has been received.
- Public Art – update from Taylor Wimpey.

9) Update on matters from the last meeting held on 19th August 2021

(i) Banking – an update will be provided in respect of online banking.

(ii) Internal Audit - it was agreed that Councillors James and Fagg to go through the checklist with the Clerk, it was agreed that some of the items should be part of the Internal Audit check which is not presently being done therefore it was agreed to review the Councils Internal Audit (agenda item 20)

(iii) Annual Grounds Maintenance Contract – a list of the council's current GM Contracts to begin a process of establishing a policy for their review – this is outstanding and will be done when a new Clerk has been recruited.

(iv) Policy review - an overview of the policies that the council need to update and on what frequency – see attached list of policies, it is recommended that the following are removed from the list as not Council policies - Model Publication Scheme and Document Retention and Disposal

The Risk Assessment will be updated in due course.

10) Section 3 of the AGAR – Interim External Auditor Report and Certificate 2020/21

To note the reasons why the review cannot yet be completed.

11) Staffing - recruitment

An update to be provided in respect of both job vacancies.

12) Skatepark Working Group report

Recommendation – to receive a report from the working group, agree any actions and to approve expenditure to obtain pre-planning advice.

13) Youth Grants

To discuss and agree the process and timeline.

14) Christmas Tree and Lights

(i) To approve the purchase of a Christmas tree and lighting. There is £750 in the budget and £1917 in earmarked reserves.

15) CIL payments update

To note the information received from North Somerset Council CIL team - that £18,659.16 is due for the period of 1st April 2021 to 30th September 2021.

16) Covid Support network

To receive reports from working group and to agree any actions.

17) LACA sub-committee update

- (i) An update to be provided.
- (ii) To approve a change in membership to the LACA sub-committee.

18) Date of the next meeting

The date of the next Finance and General Purposes meeting is to be held on Thursday 16th December 2021. Date to be agreed.

19) Exclusion of Press and Public

Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercially sensitive matters.

20) Internal Auditor

To consider the recommendations in the report.