

LONG ASHTON PARISH COUNCIL

Minutes of the Finance & General Purposes committee meeting held at the Jubilee Pavilion, Keedwell Hill, Long Ashton on Thursday 21st October 2021 at 4.00pm



Present: Councillors Fagg, Hardingham, Harris, Jackson and James.

In attendance – Jo Swift (Locum Clerk), Councillors Andrews, D'Alesio and Tarsey.

F21.080 Apologies for absence

Resolved – that the reason given for apologies from Councillor R McAllister were accepted (work).

Apologies were noted from Councillors Anderson, Cave and Wilkinson.

F21.081 Declarations of Interests and Grant of Dispensations

Councillor P Jackson – agenda item 16 as a member of the Covid Support Network. Councillor Jackson advised he would not vote on the item.

F21.082 Confirmation of minutes

Councillor Cave mentioned that he had given his apologies for the meeting on 19th August 2021 but that they had not been recorded.

Resolved – that with the amendment above the minutes of the meeting held on 19th August 2021 were approved as a true record and signed by the Chairman.

F21.083 Finances – months 5 and month 6 (August and September)

Resolved – the following finances for months 5 and 6 were received and noted.

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

F21.084 Bi-monthly statement and Bank reconciliation

That Councilor M Harris will sign the bank statements and bank reconciliations for months 5 and 6 (August and September 2021).

F21.085 Hampshire Trust Bank Bond

Resolved – to renew the bond for 12 months. The amount presently in the bond is £79,416.39 (interest paid over the term of the bond is £794.16).

F21.086 Remembrance Day

Resolved – that 3 wreaths at a cost of a cost of £30 each for two Remembrance Day services and the Polish Remembrance Service were approved.

Councillors were invited to join the Chairman of the Council at the Remembrance Day services.

F21.087 Taylor Wimpey Areas

Transfer of the Taylor Wimpey areas and lease to LACA – no update.

Public Art – it was noted that £24,000 has been received. This will now be discussed at the next Environment Committee meeting in respect of the next stage which is to go out to public consultation

F21.088 Update on matters from the last meeting held on 19th August 2021

Online banking – it was reported that the new bank account with Unity Trust is now open and online banking will be operated. £100,000 has been transferred into the bank account so it can now be used.

Internal Audit – an internal check was done, some of the checks were required by an internal audit, however an internal checking process will be investigated.

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

Policy review – this has been started and is on-going.

Risk Assessment – this will be looked into as to whether the Parish Council has the correct assessment.

F21.089 Section 3 of the AGAR – Interim External Auditor Report and Certificate 2020/21

The notes in the document from the external auditor were noted.

F21.90 Staffing - recruitment

The new Admin and Committee Officer started on 11th October and is settling in well. Due to the lack of applicants recruitment for the new Clerk will be reviewed by the staffing sub-committee in the next few weeks.

F21.91 Skatepark Working Group report

A report was previously circulated.

Preplanning advice will be sought, the view is that the application will be minor given the type of application, but the size (skatepark area) will be such that it likely goes off their scale and is assessed on a case-by-case basis. A written and considered response from NSC planning will be no lower than £1000, and likely without commitment to be in the region of £1000 to £1500.

Using lower service levels will provide less reliable information, e.g., service level 1 is telephone call and not written. Should follow up discussions be needed after the pre-planning advice is received, these are charged at £200 per meeting.

Resolved –to proceed to obtain pre-planning advice . £1500 to £2,000 is approved for the cost of the planning advice.

Resolved – that the Clerk, Councillors Jackson and Tarsey have delegated authority to proceed with the pre-planning advice

F21.92 Youth Grants

There is £500 in the budget to be allocated for youth groups such as the Scouts, Brownies etc. The grant requests will be taken to the February Finance and General Purposes committee in February, and they are to be paid out during this financial year.

F21.93 Christmas Tree and Lights

Standing Orders were suspended to let Councillor Andrews speak.

There is £750 in the budget and £1917 in earmarked reserves for Christmas tree and lights.

Resolved – that £2667 is approved for the purchase and installation of Christmas trees and lights. Delegation to proceed is given to Clerk and Councillor Andrews. An additional £400 is approved for the expenditure of 16 x 5ft trees for local businesses and it is expected that this will be refunded by these businesses.

F21.94 CIL payments update

It was noted that information has been received from North Somerset Council CIL team informing the Parish Council that £18,659.16 is due for the period of 1st April 2021 to 30th September 2021.

F21.95 Covid Support network

Resolved – request the balance of the float from the network of £1,000 originally paid to Waitrose

Resolved – NS grant £1785.68 should be passed onto the network as per the terms of the grant.

F21.96 LACA sub-committee update

A report was previously circulated and discussed further. The report will go on the Parish Council website, the LACA website and to the LACA trustees. Councillor Wilkinson has taken a sabbatical from the Council for 5 months, so a replacement is needed on the sub-committee.

Resolved – that Councillor Jackson is appointed to the LACA sub-committee.

F21.97 Date of the next meeting

The date of the next Finance and General Purposes meeting is to be held on Thursday 16th December 2021 at 4pm.

F21.98 Exclusion of Press and Public

Resolved – 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.

F21.99 Internal Auditor

Resolved – that it is recommended to the full Council to engage an Internal Auditor that has experience of working with Town and Parish Councils and that quote 2 is approved as the Internal Auditor for Long Ashton Parish Council.

Meeting closed at 17.34

Chairman.....Date.....