DOWNEND AND BROMLEY HEATH PARISH COUNCIL
MINUTES: FINANCE & GENERAL PURPOSES COMMITTEE

MEETING HELD ON
2nd May 2024, 11am in the Parish Office

Present:
Committee members: - Councillors Phil Abbott, Janet Biggin, Raj Sood and Matt Pitts.
Officers: - Kevin Spratt

***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. Requests for Dispensations

Received from Cllr Phil Abbott (website); Cllr Raj Sood (SGC)

3. Confirmation of Minutes of Meeting held 4th April 2024

The minutes were agreed as a true and accurate record and signed by the Chair.

4. Matters Arising

None.

5. Banking Arrangements – Update

In respect of the Lloyds accounts, still ongoing issues new paperwork being sent again on the 2/5/2024.

Move £200,000 from Treasurers Account to Account 2 for higher interest rate.

ACTION – Agreed to move funds.

6. Budget Breakdown – Appendix 1

Clerk circulated summary of accounts to members.
Clerk noted a number of personal trainers using the fields for their business hadn't request permits.

ACTION – Add to Downend voice regarding permits for playing fields.

7. Cricket Fees

Request has been received for 20/20 cricket matches, currently not an option on system, council to agree Fee. Committee discussed.

ACTION - Set up new 20/20 option on Scribe fee of £65. Check with Groundsman impact to fields and possible increase impact to maintenance cost.

8. **Admin Assistant –** As discussed at full council on 18th April 2024 Minute 222.15.1, recruitment of assistant. NALC bench marking D&BH Parish Council is deemed a Large Parish / Small town. Committee discussed.
Source information

1. Job Evaluation Scheme SLCC
2. NALC 2022/23 National Salary award.
3. NALC Template contact 2023
4. Clerk Assistant template
5. ALCA Benchmarking

ACTION - Agreed with salary banding SCP 17 and contract of 12 hours per week. Agreed to Clerks proposed advert and job description. Also noted Clerks banding SCP 37-41, currently SCP 31.

9. **Training**

Recommended training course for Clerk from SLCC.

1.	ILCA	£144.00
2.	FILCA	£144.00
3.	Level 1 Safeguarding	£36.00
4.	GDPR eLearning	£36.00

ACTION – Clerk to register for training courses. Councillors who haven't yet completed the 'New Councillor' training to sign up and complete.

10. **Audit Recommendations – Appendix 2**

- From the audit it is recommended we have annual inspections on the Playing Fields and Tennis Courts.
- Recommended to have a transparency page on web site. Showing all Parish spend over £100.00
- Public insurance for Mangotsfield still outstanding.
- Parish to have an investment strategy, current Business Plan 7 years old.

ACTION – Clerk to arrange for inspections and web site changes. Cllr Abbott to remove the Business plan from the web site. Investment strategy to be reviewed at a later date.

11. **Payments for Authorisation – Appendix 3**

List of payments was circulated to members.

ACTION - Agree to make payments as detailed.

12. Any other Business

- Planning permission is being processed for the container at the library – Question raised regarding if we should have given a comment due to conflict of interest.

  ACTION - Clerk to confirm with SGC.

- Reviewing and updating standing orders and financial regulations.

- CIL payment £1,511.58 to be paid 30.04.2024 - Not yet received.

- Precept payment received from SGC.

- Received £72,129.12 S106 towards the new Pavilion.

- PAT testing has been completed.

- Asbestos has been cleared from Bromley Heath Pavilion; DB Properties have been booked to assess utilities.

- Bromley Heath Park Pavilion, committee discussed.
  Agreed - That councillors need to be aligned with what they share with the public. Agreed that the Parish has ring fenced funds, however there may be a delay.

- Article published in Downend Voice regarding water leak at King George V Playing Fields. Clerk provided update that the Parish is still waiting on a quote from Prestige Grounds.

- Saturday 11th May CHAP history walk around the Parish.

- Raised concern regarding climate emergency. Committee had a discussion.

  ACTION – Agreed to take to full council meeting for a vote.

- Bleed Kits proposal **(Appendix 4)** from Cllr Dockerty to purchase four kits for the Parish, committee discussed.

  ACTION - Committee reviewed and suggested to purchase 2 and then purchase more as required (due to use by date).

13. Date and time of future F&GP Committee Meeting

Thursday 6th June 2024, 11am in the Parish Office and Thursday 4th July 2024 11am.

Chairman: **Date:**

Downend & Bromley Heath Parish Council

25 April 2024 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
YMENTS															
ertising															
vnend Voice	2,500.00	176.00												176.00	2,324.00
er bulletins															
it and Accountanc															
rnal Audit Fees	1,000.00														1,000.00
rnal Audit Fees	1,000.00														1,000.00
sultancy															
minton Road Playi															
of Pitches - Footba															
of Pitches - Cricket															
urity Deposit - refun															
k Fees															
s HSBC	20.00														20.00
s: Lloyds	20.00														20.00
nley Heath Playing															
of Pitches - Footba															
of Court - Tennis															
urity Deposit - refun															
te Park	1,000.00														1,000.00
dings															
ning		216.50												216.50	-216.50
stmas Funding															
chase of lights	5,000.00														5,000.00
nts	5,000.00														5,000.00

Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Community Events															
Fireworks															
Churches in the Park															
Heathfest															
Unicornfest															
Community Funding															
Children and Young Pec	1,000.00														1,000.00
Active Seniors	1,000.00														1,000.00
Defibrillator															
Purchase of New Equip															
Purchase of Spares	2,000.00														2,000.00
Disaster Recovery Fur															
Expenditure															
Donations															
Donations	6,000.00	1,695.00												1,695.00	4,305.00
Elections															
Contested															
Uncontested															
General Expenses															
Travel - Clerk	500.00	8.73												8.73	491.27
Travel - Councillors	250.00														250.00
Postage	50.00														50.00
Printing and Stationery	2,000.00	90.35												90.35	1,909.65
Subscriptions	2,500.00	1,754.78												1,754.78	745.22
Grants and Donations															
S106 - Badminton Road															
SGC funding - Badmintc															
SGC - roof funding Bror															
Insurance															
Annual Premium	11,000.00														11,000.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Interest Income															
Bank Interest															
IT Software & Consum															
Software	2,500.00	1,255.20												1,255.20	1,244.80
Computer and printer co	2,000.00														2,000.00
Telephone and Broadba	2,000.00	165.49												165.49	1,834.51
King George V Playing															
Hire of Pitches - football															
Hire of Pitches - Cricket															
Security Deposit - refun															
Personal Training															
Gate Security	10,000.00	999.19												999.19	9,000.81
Office Equipment															
Equipment		178.91												178.91	-178.91
Parish Appearance an															
SGC Localism Contract	15,000.00														15,000.00
In Bloom	10,000.00	2,187.30												2,187.30	7,812.70
Playing Field Recurring	50,000.00														50,000.00
Open Spaces	8,000.00														8,000.00
Pavilion - Badminton F															
Utilities	1,000.00														1,000.00
Football Foundation bid															
PWLB loan															
Pavilion - Bromley Hea															
Utilities	800.00														800.00
Pavilion Capital - Bad															
Demolition of old buildin	30,000.00	650.00												650.00	29,350.00
Building of new pavilion															
Landscaping															
Container storage															
Grants Received															

Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Hire Equipment		36.12												36.12	-36.12
Pavilion Capital - Bron															
Refurbishment of pavilic															
Landscaping	50,000.00														50,000.00
Grants Received															
Precept															
Precept Received															
Public Transport															
Service 462	12,000.00														12,000.00
PWLB															
PWLB loan repayment	41,000.00														41,000.00
Rents															
Office Accommodation	4,000.00														4,000.00
Room Hire	1,000.00														1,000.00
S137															
Donations	4,000.00														4,000.00
Other	4,000.00														4,000.00
Staff Costs															
Salaries and Wages	80,000.00	2,409.64												2,409.64	77,590.36
Employers NI	15,000.00														15,000.00
Employers pension	25,000.00	4,860.26												4,860.26	20,139.74
DBS check															
Uniform		118.06												118.06	-118.06
Street Furniture															
Cleaning	6,000.00	1,045.00												1,045.00	4,955.00
Repairs and Maintenan	4,000.00	470.00												470.00	3,530.00
New furniture															
Training															
Staff training	500.00														500.00
Councillor Training	250.00														250.00

Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
VAT															
VAT receivable															
Website															
Hosting fees	500.00	124.40												124.40	375.60
Support Costs and Devt	1,659.36	52.99												52.99	1,606.37
	425,549.36	**18,493.92**													

Total: **18,493.92**

Variance: **407,055.44**

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Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Advertising															
Downend Voice															
Other bulletins															
Audit and Accountanc															
Internal Audit Fees															
External Audit Fees															
Consultancy															
Badminton Road Playi															
Hire of Pitches - Footba	6,000.00	1,274.20												1,274.20	-4,725.80
Hire of Pitches - Cricket	5,000.00														-5,000.00
Security Deposit - refun															
Bank Fees															
Fees HSBC															
Fees: Lloyds															
Bromley Heath Playing															
Hire of Pitches - Footba	3,000.00	206.40												206.40	-2,793.60
Hire of Court - Tennis															
Security Deposit - refun															
Skate Park															
Buildings															
planning															
Christmas Funding															
Purchase of lights															
Events	4,000.00														-4,000.00
Purchase of trees to inc															
Lighting maintenance															
CIL - community infras															
Projects	2,000.00														-2,000.00

Downend & Bromley Heath Parish Council

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All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Community Events															
Fireworks	1,000.00														-1,000.00
Churches in the Park															
Heathfest															
Unicornfest															
Community Funding															
Children and Young Pec															
Active Seniors															
Defibrillator															
Purchase of New Equip															
Purchase of Spares															
Disaster Recovery Fur															
Expenditure															
Donations															
Donations	3,000.00														-3,000.00
Elections															
Contested															
Uncontested															
General Expenses															
Travel - Clerk															
Travel - Councillors															
Postage															
Printing and Stationery															
Subscriptions															
Grants and Donations															
S106 - Badminton Road	80,143.00														-80,143.00
SGC funding - Badmintc	27,000.00														-27,000.00
SGC - roof funding Bror	10,000.00														-10,000.00
Insurance															
Annual Premium															

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Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Interest Income															
Bank Interest	3,000.00	923.21												923.21	-2,076.79
IT Software & Consum															
Software															
Computer and printer co															
Telephone and Broadba															
King George V Playing															
Hire of Pitches - football	4,000.00	598.20												598.20	-3,401.80
Hire of Pitches - Cricket	4,000.00														-4,000.00
Security Deposit - refun		150.00												150.00	150.00
Personal Training	1,000.00	170.22												170.22	-829.78
Gate Security															
Office Equipment															
Equipment															
Parish Appearance an															
SGC Localism Contract															
In Bloom															
Playing Field Recurring															
Open Spaces															
Pavilion - Badminton F															
Utilities															
Football Foundation bid															
PWLB loan															
Pavilion - Bromley Hea															
Utilities															
Pavilion Capital - Bad															
Demolition of old buildin															
Building of new pavilion															
Landscaping															
Container storage															
Grants Received															

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Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Hire Equipment															
Pavilion Capital - Bron															
Refurbishment of pavilic															
Landscaping															
Grants Received															
Precept															
Precept Received	304,500.00														-304,500.00
Public Transport															
Service 462															
PWLB															
PWLB loan repayment															
Rents															
Office Accommodation															
Room Hire															
S137															
Donations															
Other															
Staff Costs															
Salaries and Wages															
Employers NI															
Employers pension															
DBS check															
Uniform															
Street Furniture															
Cleaning															
Repairs and Maintenan															
New furniture		1,444.80												1,444.80	1,444.80
Training															
Staff training															
Councillor Training															

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Downend & Bromley Heath Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
VAT															
VAT receivable		153,895.84												153,895.84	153,895.84
Website															
Hosting fees															
Support Costs and Dev															
	457,643.00	**158,662.87**													

Total:	**158,662.87**
Variance:	**-298,980.13**

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No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
Priority: High				
1	**Budget and Variance Reporting** There is no evidence from the meeting minutes reviewed that regular budget updates and details of any significant variances are being provided to Members.	There is a risk the budget could become overspent, and Members are unaware of the Council's financial position.	**Recommendation** Budget reports should be provided to Full Council / Finance Committee on a regular basis. This report should include appropriate commentary on any significant variances, for example any budget headings/codes likely to be over/underspent. The presentation of these reports should be documented within the meeting minutes including any comments/questions from Members.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024
2	**General Reserves** The current level of the Council's reserves is significantly lower than the recommended guidance set out by NALC. The Council's reserves only currently represent 1.08 months of council expenditure.	There is a risk that the Council's cashflow could be impacted if there is unforeseen expenditure and insufficient reserves.	**Recommendation** The Council should review their general reserves annually alongside its expected monthly expenditure. This should then inform the amount the Council should hold in general reserves. The NALC Practitioner's Guide 2023 references that reserves of between 3 and 12 months net revenue expenditure should be held.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
3	**Risk Assessments - Open Spaces, Pitches and Pavilions** No risk assessments have been completed for the Council's open spaces, pitches nor pavilions for which they are responsible for.	There is a risk the Council are not compliant with health and safety regulations.	**Recommendation** The Council should ensure that for any open spaces, pitches or pavilions they are responsible for, regular risk assessments are taking place. These risk assessments should be carried out by someone with the appropriate qualifications. The Council should look to complete the necessary risk assessments at the earliest opportunity.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024
Priority: Medium				
4	**Bank Reconciliations** Of the 3 bank reconciliations requested for review only March 2024 was available. January and February 2024 were not available. There is no evidence of bank reconciliations being presented for review and sign off by Members.	There is a risk the Council is not complying with its own financial regulations.	**Recommendation** Bank reconciliations should take place at least quarterly and be presented to Members for sign off in line with the Council's financial regulations. Evidence of the bank reconciliations being completed should be held and Member sign off at Council meetings should be evidenced within the relevant meeting minutes.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
5	**Payments Presented to Council** From a sample of 9 payments reviewed, 3 had not been presented to Council prior to approval and payment.	There is a risk that Members are not aware of all spend being conducted by the Parish Council.	**Recommendation** All payments to be completed by the Council should be presented to Members for clear and transparent oversight. The list of payments along with associated invoices should be presented to Members for review and scrutiny. Following presentation, they can be approved and paid as per the Council's current procedures.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024
6	**Investment Strategy** The Council does not currently have an investment strategy although it has balances in excess of £100,000.	There is a financial risk that investments are not properly managed and statutory guidance is not adhered too.	**Recommendation** For each financial year, a local authority should prepare at least one Investment Strategy. The Strategy should contain the disclosures and reporting requirements specified in the DLUHC's guidance. The Strategy should be approved by the full council and be publicly available on a local authority's website. **NALC Practitioners' Guide - March 2023** 1.11 Investments — Arrangements need to be in place to ensure that the authority's funds are managed	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
			properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified (currently £100,000) in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.	
7	**Public Liability Insurance for Hirers** For the sample of 3 hirers reviewed a copy of the hirers public liability insurance/cover is not held by the Parish Council for their records.	The Parish Council could be liable for the responsibility of risks from hirers.	**Recommendation** The Parish Council should look to obtain a copy of all hirer's insurance to review cover is in place. A copy of hirer's insurance should be obtained annually or as the hirer's insurance cover expires.	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council **Target Implementation Date** 10/06/2024
Priority: Low				
8	**Procurement Thresholds** The thresholds noted in the Financial Regulations, Section 23, Financial Controls and Procurement, reference 23.6 and 23.7 of	Incorrect thresholds for tendering could be used in error.	**Recommendation** The Parish Councils Standing Orders and Financial Regulations should be updated to reflect the correct and most up to date	**Responsible Officer** Clerk to Downend & Bromley Heath Parish Council

No.	Matter Arising	Associated Risk	Recommendation	Responsible Officer ; Proposed Timescale
	£181,302, £363,424 and £4,551,413 are out of date.		tendering thresholds and limits. As of 1st January 2024, this has now increased to £214,904 & Works £5,372,609. Awareness should be maintained of any future updates to thresholds, and these should be updated into the standing orders when required. Procurement Policy Note 11/23	**Target Implementation Date** 10/06/2024

Downend & Bromley Heath Parish Council

25 April 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	Hosting fees	16/04/2024		Lloyds Bank Treasury		Website	WADAEC	X	60.00		60.00
31	Donations	19/04/2024	222.10.3 C	Lloyds Bank Treasury		Donation	Great Western Air Ambular	X	300.00		300.00
32	Support Costs and Developmer	19/04/2024		Lloyds Bank Treasury		Website	WADAEC	X	40.00		40.00
33	Demolition of old building	22/04/2024		Lloyds Bank Treasury		Pavilion Building Control	DB Property Service	X	650.00		650.00
34	Donations	22/04/2024	222.10.3.b	Lloyds Bank Treasury		Donation	The Brightwell	X	200.00		200.00
35	Software	24/04/2024		Lloyds Bank Treasury		Subscription	Scribe	S	1,255.20	251.04	1,506.24
							Total		**2,505.20**	**251.04**	**2,756.24**

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Appendix 4

Bleed Kits			
Proposed by:	Cllr Jacky Dockerty	**Part of Business Plan:**	
Date:	26 04 2004	**Business Plan Objective Number:**	
Working Group:		**Community Benefit:**	Safety, preservation of life , community resilience in face of a medical emergency.

Background:

Following several incidents in Bristol relating to serious youth violence there was agreement to ensure resilience in the local area should first aid be required until emergency services could attend

Proposal:

To install a bleed kit alongside any AED IN our area and consider having one added to new build pavilions n the 2 local parks in time.

Financial Implication:

4 kits
2 for parks for a later date
2 for local areas where AED are set
If the council feel it's more appropriate I propose 1 to be in the high street area and 1 at the cleevewood area
Each kit is £189.99 ÷vat for a stand alone which can be fitted anywhere
Or
£199.99 ÷ vat which will sit onto an AED
If we had AED on new pavilions the second ones would be beneficial and the other ones offer flexibility

Attachments:

Please see poster

Finance Committee's Comments: