



Dodington Parish Council

MINUTES of the Meeting of the **Finance and General Purposes Committee (F&GP)** held in the Council Chamber at Dodington Parish Hall on **Monday 12th August 2024** at **7.30pm**.

PRESENT: Councillors David Fitt (Chair), Adrian Hutton, Paul Hulbert, Christine Howard, Laura Pearson-Tong, Sandra Jee and Bob Graham.

Also present: Clerk for the meeting, Pip Tymon Deputy Clerk to the Council and 1 member of the public.

1. Apologies for absence and request for approval

Apologies for absence were received and approved from Cllrs Chris Zapata and Richard Evans.

2. Declarations of Interests Under Localism Act 2011 and Requests for Dispensations

Cllr Christine Howard declared an interest in Item 5 Appendix 5; Shopmobility grant application.

3. Public participation

There was one member of the public in attendance. The Chair confirmed that if there was something that they didn't understand during the meeting to raise their hand and a question could be asked.

4. Approval of Minutes and matters arising from the previous meeting on 15th July 2024

It was **RESOLVED** that the minutes from the meeting on Monday 15th July 2024, as printed and circulated, be confirmed as a true record. Cllr David Fitt signed a copy of the minutes.

Matters arising – not covered off during course of agenda: -

Council Chamber and Foxall Powell room hire charges now being advertised along with hall hire charges on Dodington Parish Councils website.

Hire charges brochure at printers – proof available at meeting for members to view.

Damage to hall floor now repaired.

5. Grants to review / Approve

Cllr Christine Howard left the room at 19.34pm

Members reviewed the grant application for Shopmobility South Gloucestershire and following a full discussion **APPROVED** £300 towards the cost of scooter servicing and parts.

Cllr Christine Howard returned to the room at 19.39pm.

Members then reviewed the remaining grant applications and following a full discussion on each application **APPROVED** the following: -

St John the Baptist Church Chipping Sodbury £200 towards the cost of Sodbury Vale Benefice Crib Festival.

The Willow Tree Centre £500 towards the cost of their 20th anniversary celebration event in November 2024.

Members also reviewed and noted year to date grant expenditure against budget document and confirmed they would like this document updated and shown at all meetings where grant funding is to be discussed. Member of the public asked a question regarding time periods / receipt of completed grant applications, Clerk confirmed they can be received from 1st April to the 31st December in any one financial year and Members had the discretion to review any late applications received to the end of March in any one financial year.

6. Review of all hire agreements and ad-hoc booking documentation

Members were informed that progress had been made, just with the volume of paperwork to review extra time was required. Item deferred to the next F&GP meeting on Monday 23rd September 2024.

7. Council Chamber Hire Fees

Members reviewed the request from a regular not for profit user of the old council chamber room to review their hire charges for the refurbished Council Chamber. They asked if the Council would consider matching the current pricing paid elsewhere for one of their group sessions. Following discussion, Members unanimously agreed that the hire charges for a not-for-profit group had already been discounted and no further deductions could be made. Deputy Clerk to report back to hirer.

8. Reinstatement Valuations for Dodington Parish Hall and QEII changing room

As a member of the public was present, this item was deferred to a confidential session.

9. Fire System Monitoring & Installation

As a member of the public was present, this item was deferred to a confidential session.

10. Quarterly Checks

Cllr Sandra Jee undertook a check on 23rd July 2024 on the bank reconciliation for May 2024, all in order. At the time of the meeting the check due to be completed by Cllr Laura Pearson-Tong was outstanding. Clerk thanked Cllr Sandra Jee for completing this check.

It was agreed that Cllrs Christine Howard and Adrian Hutton would undertake the next checks due in October 2024. Deputy Clerk to liaise with Councillors by email to organise suitable date/time.

PMN Cllr Laura Pearson-Tong completed a check on April 2024 bank reconciliation on 15th August 2024.

11. NatWest Bankline Authorised Signatories

Members reviewed the current Bankline users and were informed that Cllrs Louise Harris would like to be reinstated and would be available to authorise payments going forward. Members confirmed 1 further user was required and following a discussion on what was expected Cllr Adrian Hutton volunteered. Deputy Clerk to arrange amendments.

Members confirmed they would also like to review the bank mandate for the NatWest Business Accounts – to be added as a future agenda item.

PMN Cllr Louise Harris has confirmed that she is now unable to commit to being a Bankline user.

12. Policies

Cllrs Laura Pearson-Tong and David Fitt volunteered to review the Local Government Transparency Code and Protocol on the filming and recording of Local Council and Committee Meetings. Deputy Clerk to liaise with them by email to arrange suitable date/time.

Members noted that the Hire Hall Policy is currently being reviewed along with all the hire documentation.

13. Finance Matters

Members reviewed the income and expenditure figures as at 31st July 2024, confirmed all in order.

Members were also shown an Ear Marked Reserves report prepared by the Clerk to the Council / RFO and taken through in detail the expected movements to end of December 2024.

Members noted a BACS payment to be made on 15th August 2024 of £2,265 to Wards Solicitors for professional fees in relation to the lease of the Tern Inn Car Park.

14. Items To Report.

Deputy Clerk gave an update and showed a video of the water leak at Dodington Allotments. Following a visit to the site by Bristol Water with Chris Belcher and Cllrs Chris Zapata and Richard Evans the leak was found, repaired and the water put back on. Clerk to the Council is in the process of completing a claims form to send to Water 2 Business.

Cllr David Fitt reminded members that he was attending a budget meeting with Cllr Adrian Hutton on Friday with The Clerk to the Council / RFO.

The member of public then left the meeting at 20.25pm

The Meeting went Into Closed Session where the following matters were discussed and details were minuted confidentially.

Reinstatement Valuations for Dodington Parish Hall and QEII changing room and Fire System Monitoring & Installation

The meeting went back into open session.

The next meeting for the F&GP Committee is Monday 23rd September 2024.

As there was no further business – the meeting was closed at 8.47 pm.

SignedCommittee Chair

Date