

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

MEETING HELD ON  
3 August 2023, 9.30am via Zoom

**Present:**

**Committee members:** - Councillors Phil Abbott, Janet Biggin 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**

Cllr Matt Pitts was not present.

**2. Requests for dispensations**

Received from Cllr Raj Sood; South Gloucestershire Councillor.  
Also from Cllr Phil Abbott; website.

**3. Confirmation of Minutes of Meeting held 17 July 2023**

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

**4. Matters Arising**

Clerk will set up a meeting with Lloyds Bank once she returns to the Parish Office to work.

**5. Sports Pavilion – Legals**

Clerk has made contact with Thrings to confirm their fees to bring all legal implications in connection with the King George V pavilion to a close.

Until the Football Foundation confirms the changes, if any, to the lease and/or licence to enable the grant of the funding there is nothing further Thrings can do. If a deed of variation of the lease is required Thrings will need to apply to SGC to prepare a deed of variation. Anticipated fees in dealing with the deed of variation and registering the same at the Land Registry will be in the region of £1,500 to £2,000 + VAT and disbursements. If a new licence is required, their fees for this part will be in the region of £1,000-£1,500.

In terms of the break clauses removal of these is Council's decision and Thrings will not advise on the suitability of this.

**AGREED to recommend to Full Council that the break clauses are removed, in line with the request from the Football Foundation.**

Once more information is heard from the FF and their solicitors as to exactly what is required, Thrings can be formally appointed.

**AGREED to accept the costs provided by Thrings, as detailed.**

**6. Costings for Tennis Courts, Bromley Heath**

Information received and circulated in respect of the different options for gate systems. The report identified additional costs due to lighting being installed. After discussion,

**AGREED that Cllr Abbott will arrange to speak to members of the working group and Bill Crocker from the Bromley Heath Neighbourhood Watch as to the most suitable option for this project.**

**7. Christmas Lighting – Twinkly Lights**

The additional Twinkly Lights required for the Christmas trees have been quoted in excess of the original cost anticipated by approximately £440. However, the costs will still fall within the budgets available.

**AGREED to proceed with the ordering of the Twinkly lights.**

**NOTED that some of the festoon lighting has bulbs not working. This can be rectified once the cherry picker is on site for the installation of the Christmas trees.**

**8. Payments for authorisation**

Clerk requested authorisation from members to settle all invoice due for payment during August.

**AGREED to authorise invoices for payment during August.**

**9. Any Other Business**

WEBSITE – Cllr Abbott advised that the website platform needs to be updated. Costs are anticipated to be in the region of £70. **AGREED & NOTED.**

PARISH COUNCILLOR VACANCIES – Cllr Sood has tried to recruit volunteers for the vacancies available. Clerk confirmed that several enquiries have been received.

MAF FUNDING – Cllr Biggin confirmed £600 Member Award Funding has been secured towards works at the Westerleigh Road Public Conveniences. Additional funding may also be available from the Downend Partnership group, which is being explored.

DEFIBRILLATOR – Someone experienced a heart attack at St Augustine’s and the paramedic was surprised there was no defibrillator nearby.

**AGREED that St Augustine’s complete and return a formal grant application form to the Parish Council requesting funds towards a new defibrillator.**

DAMAGED BUS SHELTER - Quotation received from SGC to make repairs to one of the bus shelters on Cleeve Hill. The perch seat is broken, and new brackets will be required. Total labour and materials £251.67 exc VAT.

**AGREED to proceed with the bus shelter repairs.**

PENSION INFORMATION - Email to Scheme Employers from the Avon Pension Fund relating to death in service captive insurance. Key facts arising from this are:

- The effective commencement date is 1 April 2023
- Avon Pension Fund will internally insure
- There is no change to employer contributions already agreed until April 2023
- All employers will be included in the arrangement
- The premium payable by employers will be reviewed at each valuation and adjusted to reflect actual experience.

**DULY NOTED.**

**10. Date and time of next F&GP Committee meeting**

7 September 2023, 9.30am. Venue to be confirmed.

**Chairman:**

**Date:**