

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

MEETING HELD ON  
12 October 2023, 9.30am in the Parish Office

**Present:**

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

None received.

**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 7 September 2023**

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

**4. Matters Arising**

Page 1 – Notices advertising the conclusion of the External Audit have been published.  
Page 5 – Resident is liaising with the Clerk about an advert in Downend Voice in the New Year about possible refurbishment of the skate park.

Clerk confirmed that Lilly Cole had resigned from the Parish Council. Once noted by Full Council, appropriate notices will be displayed about the potential election process.

**5. Skate Park repairs required following inspection by SGC**

Quotation received from SGC to undertake repairs to the tarmac, as this has been highlighted in the latest safety report. The quote amounts to £539.99.

**AGREED to proceed with the works required as soon as possible.**

**6. Grant applications:**

- a) **Cleeve Hill Tennis Club** - Members were circulated with a grant application requesting financial support towards a defibrillator at the tennis club.

**AGREED to award £500 to Cleeve Hill Tennis Club towards a defibrillator.**

- b) **Warm Space Café** – Financial support is requested to help fund resources for the increasingly popular Warm Space Café.

**AGREED to award £200 to the group which should be used specifically towards food and drink at the Café.**

**7. Downend Men in Sheds request**

DMIS wish to pursue the installation of the shipping container at Bromley Heath Playing Fields as soon as possible. Chris Belcher is expected to complete the groundwork by the end of October. DMIS propose to contribute £2500 towards the cost of the new container and will undertake the work of cladding the new unit. To complete the project, they believe they should budget for an additional £1500 over and above the cost of installation, the figure dependent somewhat on the condition and internal fittings including in the container purchased.

The request to D&BH PC is to cover any shortfall. DMIS propose to pay their contribution of £2500 as a donation to the Parish Council.

**AGREED to support Downend Men in Sheds with the purchase of a container, and to provide up to £2,500 towards any associated costs.**

**RESOLVED that the container will be listed on the Parish Council's Asset Register.**

**8. Scribe Health Check report**

There was one transaction that had been queried which was subsequently addressed and confirmed as being correct following a review by the Internal Auditor. **NOTED.**

**9. Internal Audit, October 2023**

Report circulated providing findings from the Scribe health check and information on the examination carried out on 11 October 2023. **NOTED.**

**10. Application for borrowing approval: Department for Levelling Up, Housing & Communities – Update**

Clerk confirmed that she had met with the Chief Officer of the Avon Local Councils Association and all documentation in respect of the submission was checked and validated. It is anticipated that a decision will be made within the next four weeks. **NOTED.**

**11. Members to consider future staffing of D&BH Parish Council**

Cllr Biggin read a letter that had been received from the Parish Clerk advising of her intention to resign from Downend & Bromley Heath Parish Council with effect from 31 March 2024 to take early retirement. This notice period will ensure sufficient time for the role to be re-evaluated and possibly restructured to include any additional members of staff, whilst allowing adequate time for an effective handover.

**AGREED to form a Staff Recruitment Group to meet on Monday 13 November 2023, 9.30am in the Parish Office to discuss initial steps in the recruitment process.**

**NOTED that Councillor Janet Biggin and Councillor Matt Pitts would like to join the group.**

**12. Payments for authorisation**

A list of payments was circulated and it was

**AGREED that all payments are met, as listed, which will be reported to the next Full Council meeting.**

**13. Any other business**

Clerk confirmed that the Downend Round Table had the necessary keys to prepare for the fireworks event. Chris Belcher will also be completing the groundworks for the third container at King George V / Badminton Road Playing Fields in the coming days. It is hoped that delivery of the container can be made before the matting is taken up on site, which is required for the event.

Clerk read the accompanying letter to the report from the Internal Auditor which confirmed her intention to retire and suggesting that ALCA can provide help in sourcing a replacement.

**AGREED that the new Clerk, once appointed, would look to source a new Internal Auditor in 2024.**

**AGREED to send a letter of thanks to Fiona Thornton.**

Cllr Biggin confirmed that she would be collecting the cup for the Best Dressed Christmas Window competition from Bride at Home in readiness for the 2023 competition. Jay from Kip McGrath will be circulating information about the competition to local shop keepers.

Cllr Biggin updated members on the recent Town & Parish Council Forum and advised that Andy O'Neill, the wood carver, had been mentioned in a recent publication of Downend Voice.

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

Thursday 16 November 2023, 9.30am in the Parish Office.

**Chairman:**

**Date:**