



**LONG ASHTON PARISH COUNCIL**

Minutes of the Finance & General Purposes Committee  
meeting held at the Jubilee Pavilion, Keedwell Hill, Long Ashton  
on Monday 29<sup>th</sup> April 2024 at 6.30pm

**Present:** Councillors F Chaudhuri, C Davis (Chair), D Andrews, C James, D Smith and A Trozzo.

**In Attendance:** H Harwood (Clerk & RFO) and one member of the public

**F24.017 Apologies for Absence**

**To note** – There were none.

**Absent** – Councillor D Bolton.

**F24.018 Declarations of Interests and Grant of Dispensations**

**Resolved** – That the following declarations of interest were received, and dispensations were approved:

1. C Davis item 9 – other interest - that approval was granted to speak but not vote.
2. Cllr D Smith item 9 – pecuniary interest – that approval was granted to speak but not vote.

**F24.019 Minutes of Previous Meetings**

**Resolved** – That the minutes of the meeting held on 26<sup>th</sup> February 2024 were accepted, with minor amendments, as an accurate record and signed by the Chair.

**F24.020 Finances – Months 11 and 12 (February and March)**

**Resolved** - To approve the following reports for months 11 and 12:

- a) Bank reconciliations
- b) Payments
- c) Receipts
- d) Expenditure against budget
- e) EMR Report
- f) Trial Balance

**F24.021 Community Infrastructure Levy (CIL)**

To note receipt of £28,460.70 of CIL from North Somerset Council for local developments at Cambridge Batch Garage and Church Farm.

**F24.022 Standing Orders**

**Resolved** - Standing Orders were reviewed and agreed for approval at the May Annual Parish Council meeting.

**To note** – Cllr James joined the meeting.

**F24.023 Financial Regulations**

**Resolved** - Financial Regulations were reviewed and agreed for approval at the May Annual Parish Council meeting.

**F24.024 Earmarked Reserves Review**

**Resolved** - As part of a continuous review of Earmarked Reserves, it was agreed to review five earmarked reserves at each F&GP meeting. As part of this review, the council evaluated the

following five EMRs and resolve to either keep, move, dissolve into general reserves, reduce, increase or investigate further:

- a) 320 – Admin Cover £16,000 – No change
- b) 327 – Office Equipment £2,500 – No change
- c) 328 – Training £2,700 – No change
- d) 341 – Parish Council Office £3,124 – No change
- e) 353 – Professional Fees £6,735 – No change

**F24.025 Long Ashton Community Association Grant Policy**

**Resolved** – The new grant policy for the maintenance grant awarded to Long Ashton Community Centre for repairs and maintenance was discussed in detail. It was agreed that the payments will be made in two stages, one in May and one in November. The internal auditor will be asked to review the document and provide reassurance that it is suitable. The policy will be subject to change by resolution of Full Council.

**F24.026 Infrastructure Delivery Plan**

**Resolved** – A working group was formed to review and update the infrastructure delivery plan for further consideration at a future meeting. Cllr James, Chaudhuri and Trozzo will report back in due course.

**To note** – Cllr James left the meeting.

**F24.027 Investment Strategy**

**Resolved** – The Investment Strategy was reviewed and approved.

**F24.028 Terms of Reference**

**Resolved** - The terms of reference was reviewed and agreed for approval at the May Full Council meeting.

**F24.029 Taylor Wimpey Areas**

**To note** – An update was received on the transfer of the Taylor Wimpey areas and lease. The Parish Council solicitor is awaiting replies to queries from Taylor Wimpey.

**F24.030 Communications Budget**

**Resolved** - That a budget of £500 for communications including boosted Facebook posts to be taken out of general reserves was approved.

**F24.031 Date Of the Next Meeting**

The date of the next Finance and General Purposes meeting is to be held on Monday 24<sup>th</sup> June 2024 at 6.30pm.

**F24.032 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.

**F24.033 Annual NJC pay scale increase**

**To note** - The annual incremental increase in NJC pay scale point for relevant staff effective from the 1st April 2024.

**F24.034 Newsletter Delivery**

**Resolved** - To approve a quote for the delivery of the Parish Council Newsletter £400 three times a year.

**F24.035 Communications Role**

- a) **To note** – The successful recruitment of Ruth McAllister Kemp for the communications role on 15 hours a week at SCP 13-17.

- b) **Resolved** – That the purchase of a laptop for the Communication Officer and associated software of up to £750 was agreed.

Meeting closed 8.05pm