



**Minutes of the proceedings of the Siston Parish Council Finance Committee Meeting held at 12 Mitchell Walk, Warmley, Bristol, BS30 5XY, on Thursday 6<sup>th</sup> October 2022 commencing at 7.30pm**

**Present** – Parish Councillors Nathan Reed (Finance Committee Chair), Andrew Stacey (Chair), Mandy Dixon and Ros Mahoney.

**10. Apologies for Absence** N/A

**11. Declarations of Interests under the Code of Conduct adopted 19<sup>th</sup> May 2022**

Ros Mahoney – Secretary of Friends of Siston Commons (item 15)

**12. Banking Mandate**

The Clerk reported that HSBC has rejected the mandate for the account which was to include all the Councillors, to give more flexibility to making written amendments to the account. HSBC were unable to disclose why the rejection occurred and they had not scanned the mandate onto their system. £100 compensation was paid to Siston Parish Council as result of a complaint made by the Clerk, for the further errors made on the mandate.

Councillors approved a new mandate to be completed by members of the Finance Committee, so that there would be five Councillors with signing rights and the Clerk. Councillors Mandy Dixon, Nathan Reed and Ros Mahoney all duly signed the mandate, in the presence of Councillor Andrew Stacey and the Clerk.

**Resolved – All Agreed**

**13. Members to receive the External Auditor Report 21.22**

Councillors received the External Auditor Report and Certificate and noted the Except for Matters comment, regarding a typing error in Section 2, Box 7. The Clerk advised altered copy had been displayed during the required months once identified of the AGAR on notice boards and on the website. The External Auditor Report and Certificate had been displayed since the 16<sup>th</sup> September 2022, as required.

**Resolved – All Agreed**

**14. Members to review budget for 22.23**

Members had received a copy of the budget v actual ahead of the meeting for 22.23. Councillors reviewed the project expenditure to date.

- £2000 set aside for Warmley Community Centre towards their legal costs has not been utilised. Siston Parish Council paid Warmley Community Centre legal fees separately. A grant application is currently pending for approval by the Full Council. Councillors present felt this amount could be attributed to a grant application if agreed at Full Council.

**Resolved – All Agreed**

- £200 set aside for the Parish Plan would no longer been required, as Full Council had agreed to look at Neighbourhood Planning instead. Ros Mahoney reminded the group a scanned copy of the Parish Plan should be placed on the Siston Parish Council Website. All present agreed that this action is still required.

**Resolved – All Agreed**

- £2000 set aside for Friends of Siston Common had been paid out. The Clerk confirmed that the terms of the grant, that a list of expenditure was submitted each month is being received.
- An amount in excess of the £200 set aside for bench repairs has been used for the Memorial Garden refurbishment.
- £750 set aside for the Local Area Nature Plan has not yet been used. Councillor Ros Mahoney updated the group on her plans. The Councillors agreed that this project should still proceed before April 2023.

**Resolved – All Agreed**

- £10,000 was set aside for the renovation of the bus shelters. Around £4000 has currently been used for bus shelter renovations on Anchor Road. Councillors all agreed that it would be beneficial to the parish to renovate all five shelters from the remaining funds, subject to approval by Full Council. The Clerk will set an agenda item to seek approval for the remaining three shelters to be approved.

**Resolved – All Agreed**

- £50 set aside for allotment prizes has been used.
- An amount of £750 was set aside for the Clerk to purchase a laptop has not been spent. This needs to be done as soon as possible, as the laptop is not fully working.

**Resolved – All Agreed**

**15. Councillors to review project proposals 23.24**

Councillors reviewed the submitted project proposals for 2023.24

- £150 – Towards Allotment Awards 23.24 approved **Resolved – All Agreed**
- £350 – Towards replacement of the Oak Tree on Goldney Avenue, subject to agreement with residents approved **Resolved – All Agreed**
- £410 – Towards the establishment and running of a Warm Hub at Warmley Community Centre for Dec 2023 to April 2024 Approved. Councillors wished to start this project in 22.23 and it was agreed there was sufficient in current funds to take this forward. The Clerk will note this on the next agenda and take action to look into setting this up for the current year. **Resolved – All Agreed**
- £1659.09 – Was approved for Friends of Siston Commons. The original request for £2156.09 was reduced by £500 as the amount for small tools and fuel was not approved. **Resolved – All Agreed**
- £1000 – Was approved for Interpretation Boards at the new Wildflower Meadow. The original amount proposed of £2073.60 was reduced by the £600 already available and the VAT. **Resolved – All Agreed**
- £2083 – Approved for William Champion's Gardens. The original £3342 was declined as a reduction of £1260 was made which was proposed for hedge strimmer and brush cutter, batteries and charger. One has recently been purchased via the parish funds for Friends of Siston Commons and it was felt that this equipment could be shared by the two voluntary groups. **Resolved – All Agreed**
- A project proposed to renovate the toilets at Warmley Community Centre to the value of £7000 was not approved – **Resolved – All Agreed**
- A project proposed to have a new sign created to replace the Station Master Pub sign to the value of £1000 was not approved – **Resolved – All Agreed**
- £400 was proposed to place a bench in Chapel Lane Play Park. The Councillor proposed to use the accumulated CIL funds to pay for this bench from current funds in 22.23. – **Resolved – All Agreed**
- £1700 proposed for three benches in the new Wildflower Meadow was set aside for the time being, as the pathway is not currently established in the Meadow and the work is still underway. Councillors felt CIL funds could be used on this if agreed at full Council in the future. **Resolved – All Agreed**

#### **16. Councillors to Review the Draft Budget for 23.24**

A draft budget was sent in advance of the meeting.

The budget is to be altered to include:

The projects approved

£10,000 for Neighbourhood Planning

£5000 is to be set aside for Grants

The Clerk is to update the budget document with the revised figures for circulation to the Finance Committee.

**Resolved – All Agreed**

**Date of next meeting: TBC**

**Meeting closed at – 20:57**

**Confirmed and signed**

**Chairman..... Date .....**

*Sara Thomas*

**Clerk for Siston Parish Council**

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