



# Locking Parish Council

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The Parish Hall, Grenville Avenue,  
Locking, North Somerset BS24 8AR

## Minutes of a Meeting of Locking Parish Council's Assets & Amenities Committee held on Thursday 15 January 2026

Meeting opened: 7:30pm

Meeting closed: 7:50pm

**Present:** Councillors: Cllr W Ashdown, Cllr Jones, Cllr M Tremlett, Cllr P Schofield, Cllr Hilder,  
Cllr Poynton, Cllr Bearsby, Cllr Prosser

**Also, in attendance:** The Clerk

### PUBLIC PARTICIPATION

To receive and hear any person who wishes to address the Council, upon prior notice being received  
(The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 3  
minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion. **None received.**

### AGENDA

#### MATTERS FOR DECISION

**54) To receive any Members' apologies for absence and to approve reasons where appropriate:**  
None received

**55) To receive Declarations of Interest by Cllrs and to consider any written applications for  
dispensations:** None received.

**56) Minutes of the Meeting:**

To receive and confirm the Minutes of the Assets & Amenities Committee meeting held 18  
December 2025.

**RESOLVED:** That the Minutes of the Committee meeting held on 18 December 2025 (previously  
circulated), be taken as read, agreed as being a true and correct record and as a consequence,  
signed as such by the Chairman of this meeting.

**57) Financial Reports:**

a) To retrospectively receive and approve receipts and payments for Assets & Amenities Committee  
from 18 December 2025 to 14 January 2026. (Appendix 1)

**RESOLVED:** The payments were approved and signed by Cllr Schofield

b) To authorise bills for payment. (Appendix 2)

**RESOLVED** that the payments were approved for payment and signed by Cllr Schofield

c) To receive the Budgetary control report (01/04/2025 – 14/01/2026)

**Noted** and signed by Cllr Schofield.

**58) Annual health and safety inspection**

a) To receive the annual health and safety inspection and fire risk assessment report and consider any  
actions.

b) Cllr Schofield give a verbal report – the following actions were **AGREED** and most had been  
implemented.

- PAT testing equipment at Changing Rooms – To be included in Fire Risk, H&S review. PAT testing to be carried out by Principal Electricals around 27 January and then annually thereafter.
- Archived boxed documents – Clerk reported that this had been moved and are now stored in locked cabinets under the stage.
- Window curtains flame retardant certificate had expired. VHIS37 Fire Safety in Village Halls document page 17 states:

"Stage curtains are a significant risk and should be fire retardant. This can be done by volunteers or when curtains are cleaned. Smaller, window curtains are less of a risk." It was **AGREED** that the window curtains be cleaned by vacuuming and resprayed with the appropriate flame-retardant spray and this be recorded on the Fire risk assessment sheet and signed by the Cllr carrying out the inspection and the Clerk. This to be carried when hall available during February half term.

c) To consider safety of stage curtains:

Flame retardant certificate had expired. The Clerk requested quotations for the clean, fire-retardant spray of the stage curtains.

Flame Protect – fire retardant spray only and completion certificate £500 plus VAT

Fire Proofing Limited – Clean, fire-retardant spray, certificate, travel expenses £715 plus VAT

MRM – cleaning with vacuum, fire retardant spray £20 per hour. No certificate issued.

**AGREED** to accept quotation from Fire Proofing Limited for £715 plus VAT. Works to be carried out during February half term.

**59) Multi Security Alarms and CCTV – renewal of maintenance contract.**

Members reviewed the contract and **RESOLVED** to accept and Clerk to sign the agreement.

**60) a) Clerk's Report:**

- Litter bin in Locking Village Park had been vandalised.
- Metal bin lid for dog bin had been fitted – Clerk confirmed that the other 3 had been ordered.

**b) Correspondence: None**

**There being no further business the meeting Chairman closed the meeting at 7:50pm.**

Signed (Chairman).....Date.....

**The next meeting of Locking Parish Council's Assets and Amenities Committee will be held on 19<sup>th</sup> February 2026 7.30pm.**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

**Locking Parish Council**  
**Listing of Payments for Cost Centre 2**  
 (Between 19-12-2025 and 14-01-2026)

Cost Centre		Assets & Amenities	
<b>Code Number</b>	<b>19 Parish Orderly/Dog Bin Salary</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
330	19/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		UTB 152262479	salary
		Supplier	
		M Millies	
		Subtotal for Code:	Parish Orderly/Dog Bin Salary
		Vat Type	E
		Net	██████████
		Vat	██████████
		Total	██████████
<b>Code Number</b>	<b>24 Park/Green Groundsman</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
343	30/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		S/O	Groundsman
		Supplier	
		Shrimons Tree Care	
		Subtotal for Code:	Park/Green Groundsman
		Vat Type	S
		Net	585.83
		Vat	117.17
		Total	703.00
<b>Code Number</b>	<b>27 Park/Green Repairs/Maintenance</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
336	19/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		UTB 820146862	Materials
		Supplier	
		B&Q	
		Subtotal for Code:	Park/Green Repairs/Maintenance
		Vat Type	S
		Net	8.62
		Vat	1.72
		Total	10.34
<b>Code Number</b>	<b>28 Park/Green Misc</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
337	19/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		UTB 820146882	Materials
		Supplier	
		Proper Job	
		Subtotal for Code:	Park/Green Misc
		Vat Type	S
		Net	8.12
		Vat	1.62
		Total	9.74
<b>Code Number</b>	<b>31 Parish Hall Water Utilities</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
327	19/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		DD	Water
		Supplier	
		Everflow Water	
		Subtotal for Code:	Parish Hall Water Utilities
		Vat Type	E
		Net	43.97
		Vat	
		Total	43.97
<b>Code Number</b>	<b>32 Parish Hall Waste Disposal</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
344	30/12/2025	Unity Trust Bank	
344	30/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		DD	waste
		DD	waste
		Supplier	
		SUEZ	
		Subtotal for Code:	Parish Hall Waste Disposal
		Vat Type	S
		Net	44.16
		Vat	8.83
		Total	52.99
		Net	106.04
		Vat	21.21
		Total	127.25
		Net	£150.20
		Vat	£30.04
		Total	£180.24
<b>Code Number</b>	<b>33 Parish Hall Building Maintenance</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
356	14/01/2026	Unity Trust Bank	
		Cheq. No.	Description
		UTB 81058013	Building Maintenance
		Supplier	
		Principal Elect Services	
		Subtotal for Code:	Parish Hall Building Maintenance
		Vat Type	S
		Net	185.00
		Vat	37.00
		Total	222.00
		Net	£185.00
		Vat	£37.00
		Total	£222.00
<b>Code Number</b>	<b>34 Parish Hall Cleaning</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
335	19/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		UTB 318291908	Cleaning
		Supplier	
		Bakezgia Ndebele	
		Subtotal for Code:	Parish Hall Cleaning
		Vat Type	E
		Net	604.80
		Vat	
		Total	604.80
		Net	£604.80
		Vat	
		Total	£604.80
<b>Code Number</b>	<b>43 OBR Playing Field Groundsman</b>	<b>Invoice No</b>	<b>Minute</b>
Vchr.	Date	Bank	
339	22/12/2025	Unity Trust Bank	
		Cheq. No.	Description
		UTB 913767408	Groundsman
		Supplier	
		Countrywide Grounds Maintenance	
		Subtotal for Code:	OBR Playing Field Groundsman
		Vat Type	S
		Net	685.00
		Vat	137.00
		Total	822.00
		Net	£685.00
		Vat	£137.00
		Total	£822.00

*Paul Johnson*  
 15/01/2026

Locking Parish Council

**Listing of Payments for Cost Centre 2**  
(Between 19-12-2025 and 14-01-2026)

15 January 2026 (2025-2026)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
46	19/12/2025	6049		Unity Trust Bank	UTB 94210350	Trees	J Goodall & Sons	S	462.50	92.50	555.00
Subtotal for Code: OBR PF Tree Maintenance									2462.50	392.50	555.00
53	19/12/2025	777096		Unity Trust Bank	UTB 837848322	Materials	Rapide System Supplies Ltd	S	29.98	6.00	35.98
Subtotal for Code: FP/OS Misc									229.98	6.00	35.98
54	23/12/2025	3822189		Unity Trust Bank	DD	Electricity	SSE Energy Solutions	L	37.34	1.87	39.21
Subtotal for Code: OBR Changing Rooms Utilities									337.34	1.87	39.21
55	19/12/2025	060-61		Unity Trust Bank	UTB 318291909	Cleaning	Bekegzila Ndebele	E	36.00		36.00
Subtotal for Code: OBR Changing Rooms Cleanln									336.00		36.00
60	19/12/2025	201424		Unity Trust Bank	S/O	Trees	Simmons Tree Care	S	400.00	80.00	480.00
Subtotal for Code: Fik leak at allot									75.00		75.00
Subtotal for Code: Allotment Maintenance									6475.00	80.00	555.00
61	19/12/2025	4990728		Unity Trust Bank	DD	Water	Everflow Water	E	21.19		21.19
Subtotal for Code: Allotment Water Utility									221.19		21.19
89	02/01/2026	4137060806		Unity Trust Bank	DD	T V Licence	TV Licensing	E	174.50		174.50
Subtotal for Code: T V Licence									1774.50		174.50
93	19/12/2025	4665		Unity Trust Bank	UTB 727537868	waste	North Somerset Environment Ltd	S	19.50	3.90	23.40
Subtotal for Code: Dog Waste Removal									119.50	3.90	23.40
Subtotal for Cost Centre: Assets & Amenities									4,546.25	508.82	5,055.07

**TOTALS** ..... £4,946.25 ..... £508.82 ..... £5,055.07

*Handwritten signature and date:*  
15/01/2026

Assets & Amenities Bills for Payment – January 2026

Method To Pay	Payee	Details	Gross Amount	Comments	Minute Agreed
BACS	Countrywide	Playing Field Groundsman	£ 822.00		
BACS	North Somerset Environment	Dog Waste Removal	£ 23.40		
BACS	Multi Security	Annual Servicing contract – CCTV, Intruder, Fire Alarm	£ 318.00		
BACS	M Miles	Reimbursement lock and hasp	£ 5.98		
BACS	K Harvey	Reimbursement: milk and cleaning	£ 4.50		
DD	SSE Energy	Electricity - Changing Rooms	£ 40.53		

*Paul Sedford*  
15/11/2025

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Cost Centre 2 (Between 01/04/2025 and 31/12/2025)

Locking Parish Council  
Summary of Receipts and Payments

Assets & Amenities

Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Net Position
19 Parish Orderly/Dog Bin Salary		15,696.76	9,167.50	6,729.26	6,729.26	(42%)	
20 PO Tax/NI		3,600.00	775.40	2,824.60	2,824.60	(78%)	
21 Performing Rights		1,100.00	992.56	107.44	107.44	(9%)	
22 Insurance		3,200.00	2,785.65	414.35	414.35	(12%)	
23 Admin Misc						(N/A)	
24 Park/Green Groundsman	8,000.00	5,272.47	2,727.53	2,727.53	2,727.53	(34%)	
25 Park Play Equipment Safety Insp	120.00	108.00	12.00	12.00	12.00	(10%)	
26 Park/Green Tree Works	1,000.00	950.00	50.00	50.00	50.00	(5%)	
27 Park/Green Repairs/Maintenanc	6,000.00	896.72	5,103.28	5,103.28	5,103.28	(85%)	
28 Park/Green Misc	100.00	8.12	91.88	91.88	91.88	(91%)	
29 Parish Hall Gas Utilities	3,600.00	1,072.13	2,527.87	2,527.87	2,527.87	(70%)	
30 Parish Hall Electricity Utilities	2,500.00	1,286.00	1,214.00	1,214.00	1,214.00	(48%)	
31 Parish Hall Water Utilities	500.00	461.43	38.57	38.57	38.57	(7%)	
32 Parish Hall Waste Disposal	2,100.00	1,775.70	324.30	324.30	324.30	(15%)	
33 Parish Hall Building Maintenance	5,000.00	1,060.00	3,940.00	3,940.00	3,940.00	(78%)	
34 Parish Hall Cleaning	6,000.00	6,084.00	-84.00	-84.00	-84.00	(-1%)	
35 Parish Hall cleaning Materials	300.00	230.89	69.11	69.11	69.11	(23%)	
36 Parish Hall Grounds/Fence/Tubs	300.00		300.00	300.00	300.00	(100%)	
37 Parish Hall Breakages/Repairs	400.00	909.38	-509.38	-509.38	-509.38	(-127%)	
38 Parish Hall Gas Appliances Repr	500.00		500.00	500.00	500.00	(100%)	
39 Parish Hall Electricity Appliances	500.00		500.00	500.00	500.00	(100%)	
40 Parish Hall Furniture/Decoration*	500.00		500.00	500.00	500.00	(100%)	
41 Parish Hall Annual Safety Inspe	3,000.00	457.88	2,542.12	2,542.12	2,542.12	(84%)	
42 Parish Hall Misc	600.00	900.00	-300.00	-300.00	-300.00	(-50%)	
43 OBR Playing Field Groundsman	120.00	12.50	107.50	107.50	107.50	(89%)	
44 OBR PF Materials	8,300.00	6,165.00	2,135.00	2,135.00	2,135.00	(25%)	
45 OBR PF Pitch Maintenance	300.00	36.63	263.37	263.37	263.37	(87%)	
46 OBR PF Tree Maintenance	1,000.00	168.24	831.76	831.76	831.76	(83%)	
47 OBR PF Equipment Safety Insp	1,000.00	598.33	401.67	401.67	401.67	(40%)	
48 OBR Car Park Maintenance	120.00	108.00	12.00	12.00	12.00	(10%)	
49 OBR General Maintenance	500.00	192.40	307.60	307.60	307.60	(78%)	
50 FP/OS Bus Shelter	500.00	3,216.29	-2,716.29	-2,716.29	-2,716.29	(-479%)	
51 FP/OS Drainage/Gully cleaning	50.00		50.00	50.00	50.00	(100%)	
52 FP/OS Flower Tubs/Beds	2,500.00	172.12	3,27.88	2,500.00	2,500.00	(100%)	
53 FP/OS Misc	500.00	73.00	427.00	73.00	73.00	(65%)	
54 OBR Changing Rooms Utilities	1,400.00	639.31	1,044.00	760.69	760.69	(54%)	
55 OBR Changing Rooms Cleaning	1,300.00	1,044.00	256.00	256.00	256.00	(19%)	
56 OBR changing Rooms Materials	100.00		100.00	100.00	100.00	(100%)	
57 OBR changing Rooms Annual In	300.00	165.00	135.00	135.00	135.00	(45%)	
58 OBR Changing Rooms Maintene	700.00	1,471.27	-771.27	-771.27	-771.27	(-110%)	
59 OBR Changing Rooms Misc	100.00		100.00	100.00	100.00	(100%)	
60 Allotment Maintenance	700.00	436.58	263.42	263.42	263.42	(37%)	
61 Allotment Water Utility	260.00	201.24	58.76	58.76	58.76	(22%)	
62 OBR Pitch Hire	2,407.00	2,407.00	-593.00	-593.00	-593.00	(-19%)	
63 Allotment Rents	629.00	608.45	-20.55	-20.55	-20.55	(-3%)	
64 Triangle Rent	1.00	1.00				(0%)	
65 PH NTR	410.00	987.31	577.31	577.31	577.31	(140%)	
66 Parish Hall Hire	8,578.00	9,193.87	615.87	615.87	615.87	(7%)	
78 VAT Refund						(N/A)	
85 Hall Hire refundable security dep						(N/A)	

*Revised 15/01/2026*

