



# Locking Parish Council

01934 820786

clerk@lockingparishcouncil.co.uk

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.*

Appendix 1

15 January 2026 (2025-2026)

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

Cost Centre Assets & Amenities									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
330	19/12/2025	Dec 25		Unity Trust Bank	UTB 152262479	salary	M Miles	E	Net 1,018.70 Total 1,018.70
Subtotal for Code: Parish Orderly/Dog Bin Salary									
							Net		1,018.70
							Vat		£1,018.70
Code Number 24 Park/Green Groundsman									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
343	30/12/2025	201523		Unity Trust Bank	S/O	Groundscare	Simmons Tree Care	S	Net 586.83 Total 703.00
							Vat		117.17
							Total		£703.00
Subtotal for Code: Park/Green Groundsman									
							Net		£586.83
							Vat		£117.17
							Total		£703.00
Code Number 27 Park/Green Repairs/Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
336	19/12/2025	Reim 34		Unity Trust Bank	UTB 820146882	Materials	B&Q	S	Net 8.62 Total 10.34
							Vat		1.72
							Total		£10.34
Subtotal for Code: Park/Green Repairs/Maintenance									
							Net		£8.62
							Vat		£1.72
							Total		£10.34
Code Number 28 Park/Green Misc									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
337	19/12/2025	Reim 35		Unity Trust Bank	UTB 820146882	Materials	Proper Job	S	Net 8.12 Total 9.74
							Vat		1.62
							Total		£9.74
Subtotal for Code: Park/Green Misc									
							Net		£8.12
							Vat		£1.62
							Total		£9.74
Code Number 31 Parish Hall Water Utilities									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
327	19/12/2025	4990728		Unity Trust Bank	DD	Water	Everflow Water	E	Net 43.97 Total 43.97
							Vat		
							Total		£43.97
Subtotal for Code: Parish Hall Water Utilities									
							Net		£43.97
							Vat		
							Total		£43.97
Code Number 32 Parish Hall Waste Disposal									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
344	30/12/2025	3384423422		Unity Trust Bank	DD	waste	SUEZ	S	Net 44.16 Total 52.99
344	30/12/2025	3384423422		Unity Trust Bank	DD	waste	SUEZ	S	Net 106.04 Total 127.25
							Vat		8.83
							Total		£127.25
Subtotal for Code: Parish Hall Waste Disposal									
							Net		£150.20
							Vat		£30.04
							Total		£180.24
Code Number 33 Parish Hall Building Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
356	14/01/2026	011528		Unity Trust Bank	UTB 81058013	Building Maintenance	Principal Elect Services	S	Net 185.00 Total 222.00
							Vat		37.00
							Total		£222.00
Subtotal for Code: Parish Hall Building Maintenance									
							Net		£185.00
							Vat		£37.00
							Total		£222.00
Code Number 34 Parish Hall Cleaning									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
335	19/12/2025	060-61		Unity Trust Bank	UTB 318291908	Cleaning	Bekzegla Ndebele	E	Net 604.80 Total 604.80
							Vat		
							Total		£604.80
Subtotal for Code: Parish Hall Cleaning									
							Net		£604.80
							Vat		
							Total		£604.80
Code Number 43 OBR Playing Field Groundsman									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
339	22/12/2025	6655524		Unity Trust Bank	UTB 913767408	Groundscare	Countrywide Grounds Maintenance	S	Net 685.00 Total 822.00
							Vat		137.00
							Total		£822.00
Subtotal for Code: OBR Playing Field Groundsman									
							Net		£685.00
							Vat		£137.00
							Total		£822.00

*Paul Sedgwick*  
15/01/2026

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

<b>Code Number</b>	<b>Date</b>	<b>46 OBR PF Tree Maintenance</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 333	19/12/2025		6049		Unity Trust Bank	UTB 94210350	Trees	J Goodall & Sons	S	462.50	92.50	555.00
<b>Code Number</b>	<b>Date</b>	<b>53 FP/OS Misc</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 334	19/12/2025		777096		Unity Trust Bank	UTB 837848322	Materials	OBR PF Tree Maintenance	S	£462.50	£92.50	£555.00
<b>Code Number</b>	<b>Date</b>	<b>54 OBR Changing Rooms Utilities</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 341	23/12/2025		3822189		Unity Trust Bank	DD	Electricity	Rapide System Supplies Ltd	S	29.98	6.00	35.98
<b>Code Number</b>	<b>Date</b>	<b>55 OBR Changing Rooms Cleaning</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 335	19/12/2025		060-61		Unity Trust Bank	UTB 318291909	Cleaning	SSE Energy Solutions	L	37.34	1.87	39.21
<b>Code Number</b>	<b>Date</b>	<b>60 Allotment Maintenance</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 331	19/12/2025		201424		Unity Trust Bank	S/O	Trees	Bekezagla Ndebele	E	36.00		36.00
Vchr. 357	14/01/2026		Fix leak at allot		Unity Trust Bank	UTB 912555949	Repairs	OBR Changing Rooms Cleanin	E	£36.00		£36.00
<b>Code Number</b>	<b>Date</b>	<b>61 Allotment Water Utility</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 327	19/12/2025		4990728		Unity Trust Bank	DD	Water	Simmons Tree Care	S	400.00	80.00	480.00
<b>Code Number</b>	<b>Date</b>	<b>89 T V Licence</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 348	02/01/2026		4137060806		Unity Trust Bank	DD	T V Licence	S. Hedges	E	75.00		75.00
<b>Code Number</b>	<b>Date</b>	<b>93 Dog Waste Removal</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
Vchr. 332	19/12/2025		4665		Unity Trust Bank	UTB 727537968	waste	Allotment Maintenance	E	£475.00	£80.00	£555.00
Subtotal for Code: Everflow Water										21.19		21.19
Subtotal for Code: Allotment Water Utility										£21.19		£21.19
Subtotal for Code: TV Licensing										174.50		174.50
Subtotal for Code: T V Licence										£174.50		£174.50
Subtotal for Code: North Somerset Environment Ltd										19.50	3.90	23.40
Subtotal for Code: Dog Waste Removal										£19.50	£3.90	£23.40
Subtotal for Cost Centre: Assets & Amenities										4,546.25	508.82	5,055.07
<b>TOTALS .....</b>										<b>£4,546.25</b>	<b>£508.82</b>	<b>£5,055.07</b>

*Sam Schofield*  
15/01/2026

## Assets &amp; Amenities Bills for Payment – January 2026

Method	Payee	Details	Gross Amount	Comments	Minute Agreed
To Pay					
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 Sedgwick*  
15/11/2025

Appendix 3

14 January 2026 (2025-2026)

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

## Summary of Receipts and Payments

### Locking Parish Council

## Assets & Amenities

Code Title	Receipts				Payments				Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Budgeted	Variance	
19 Parish Orderly/Dog Bin Salary									
20 PO Tax/NI									
21 Performing Rights									
22 Insurance									
23 Admin Misc									
24 Park/Green Groundsman									
25 Park Play Equipment Safety Insp									
26 Park/Green Tree Works									
27 Park/Green Repairs/Maintenance									
28 Park/Green Misc									
29 Parish Hall Gas Utilities									
30 Parish Hall Electricity Utilities									
31 Parish Hall Water Utilities									
32 Parish Hall Waste Disposal									
33 Parish Hall Building Maintenance									
34 Parish Hall Cleaning									
35 Parish Hall cleaning Materials									
36 Parish Hall Grounds/Fence/Tubs									
37 Parish Hall Breakages/Repairs									
38 Parish Hall Gas Appliances Reps									
39 Parish Hall Electricity Appliances									
40 Parish Hall Furniture/Decoration*									
41 Parish Hall Annual Safety Inspect									
42 Parish Hall Misc									
43 OBR Playing Field Groundsman									
44 OBR PF Materials									
45 OBR PF Pitch Maintenance									
46 OBR PF Tree Maintenance									
47 OBR PF Equipment Safety Insp									
48 OBR Car Park Maintenance									
49 OBR General Maintenance									
50 FF/OS Bus Shelter									
51 FF/OS Drainage/Gully clearing									
52 FF/OS Flower Tubs/Beds									
53 FF/OS Misc									
54 OBR Changing Rooms Utilities									
55 OBR Changing Rooms Cleaning									
56 OBR changing Rooms Materials									
57 OBR changing Rooms Annual In									
58 OBR Changing Rooms Maintene									
59 OBR Changing Rooms Misc									
60 Allotment Maintenance									
61 Allotment Water Utility									
62 OBR Pitch Hire									
63 Allotment Rents									
64 Triangle Rent									
65 PH NTR									
66 Parish Hall Hire									
78 VAT Refund									
85 Hall Hire refundable security dep									

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15/01/2026

Locking Parish Council  
Summary of Receipts and Payments

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

87	Parish Orderly Mileage	100.00	335.04	-235.04	-235.04 (-235%)	(N/A)
88	Annual Service					(N/A)
89	T V Licence					(N/A)
90	Fuel for Machinery	120.00	63.14	56.86	56.86 (47%)	(N/A)
91	Repairs to Machinery		515.18	-515.18	-515.18 (N/A)	(N/A)
93	Dog Waste Removal		175.50	-175.50	-175.50 (N/A)	(N/A)
94	Additional Labour to assist/cover		265.80	-265.80	-265.80 (N/A)	(N/A)
SUB TOTAL		12,618.00	13,674.17	1,056.17	84,386.76	51,276.93
Summary						
NET TOTAL		12,618.00	13,674.17	1,056.17	84,386.76	51,276.93
V.A.T.			1,278.87			5,223.75
GROSS TOTAL			14,953.04			56,500.68
						33,109.83
						34,166.00

Paul Schofield  
15/01/2026