



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 19th 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			
Code Number	19 Parish Orderly/Dog Bin Salary			
Vchr.	Date	Invoice No	Minute	Bank
330	19/12/2025		Dec 25	Unity Trust Bank
				UTB 152202479 salary
				Supplier
				M Miles
Code Number	24 Park/Green Groundsman			
Vchr.	Date	Invoice No	Minute	Bank
343	30/12/2025	201523		Unity Trust Bank
				Cheq. No.
				S/O
				Description
				Groundcare
Code Number	27 Park/Green Repairs/Maintenance			
Vchr.	Date	Invoice No	Minute	Bank
336	19/12/2025	Reim 34		Unity Trust Bank
				UTB 820146882 Materials
				Supplier
				B&Q
Code Number	28 Park/Green Misc			
Vchr.	Date	Invoice No	Minute	Bank
337	19/12/2025	Reim 35		Unity Trust Bank
				UTB 820146882 Materials
				Supplier
				Proper Job
Code Number	31 Parish Hall Water Utilities			
Vchr.	Date	Invoice No	Minute	Bank
327	19/12/2025	4990728		Unity Trust Bank
				Cheq. No.
				Description
				Water
				Supplier
				Overflow Water
Code Number	32 Parish Hall Waste Disposal			
Vchr.	Date	Invoice No	Minute	Bank
344	30/12/2025	3384423/422		Unity Trust Bank
344	30/12/2025	3384423/422		Unity Trust Bank
				Cheq. No.
				Description
				DD
				Supplier
				SUEZ
				SUEZ
Code Number	33 Parish Hall Building Maintenance			
Vchr.	Date	Invoice No	Minute	Bank
356	14/01/2026	011528		Unity Trust Bank
				UTB 81058013
				Description
				Building Maintenance
				Supplier
				Principal Elect Services
Code Number	34 Parish Hall Cleaning			
Vchr.	Date	Invoice No	Minute	Bank
335	19/12/2025	060-61		Unity Trust Bank
				UTB 318291909
				Cleaning
				Supplier
				Bekeszinga Nobele
				Parish Hall Cleaning
Code Number	43 OBR Playing Field Groundsman			
Vchr.	Date	Invoice No	Minute	Bank
339	22/12/2025	6855524		Unity Trust Bank
				UTB 913767408
				Groundscare
				Supplier
				Countrywide Grounds Maintenance
				S
				Subtotal for Code:
				OBR Playing Field Groundsman

Locking Parish Council

15 January 2026 (2025-2026)

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

Code Number	46 OBR PF Tree Maintenance				Supplier	Vat Type	Net	Vat	Total	
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	S	462.50	92.50	555.00
Code Number	53 FP/OS Misc				J Goodall & Sons					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
334	19/12/2025	777096		Unity Trust Bank	UTB 837848322	Materials				
Code Number	54 OBR Changing Rooms Utilities				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
341	23/12/2025	3822189		Unity Trust Bank	DD	Electricity				
Code Number	55 OBR Changing Rooms Cleaning				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
335	19/12/2025	660-61		Unity Trust Bank	UTB 318291909	Cleaning				
Code Number	60 Allotment Maintenance				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
331	19/12/2025	201424		Unity Trust Bank	S/O					
357	14/01/2026	Fix leak at allot		Unity Trust Bank	UTB 912555949	Repairs				
Code Number	61 Allotment Water Utility				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
327	19/12/2025	4990728		Unity Trust Bank	DD	Water				
Code Number	89 TV Licence				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
348	02/01/2026	4137060806		Unity Trust Bank	DD	TV Licence				
Code Number	93 Dog Waste Removal				Supplier					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description				
332	19/12/2025	4665		Unity Trust Bank	UTB 727537868	waste				
Subtotal for Cost Centre: Assets & Amenities										
TOTALS										
										£508.82
										£5,055.07

Appendix 2

Assets & Amenities Bills for Payment – January 2026

Paul Schmid
15.11.2026

15/01/2026
13/01/2026

Code Title	Receipts	Payments	Net Position
Budgeted	Actual	Variance	+/- Under/over spent
19 Parish Duty/Dog Bin Salaries			
20 PO Tax/NI	15,896.76	9,167.50	6,729.26
21 Performing Rights	3,600.00	775.40	2,824.60
22 Insurance	1,100.00	992.56	107.44 (99%)
23 Admin M/s	3,200.00	2,785.65	414.35 (12%)
24 Park/Green Groundsmen	8,000.00	5,272.47	2,727.53 (34%)
25 Park/Play Equipment Tree Works	120.00	108.00	12.00 (10%)
26 Park/Green Repairs/Maintenance	1,000.00	950.00	50.00 (5%)
27 Park/Green Tree Works	6,000.00	896.72	5,103.28 (85%)
28 Park/Green M/s	1,000.00	102.13	91.88 (91%)
29 Park/Hall Gas Utilities	100.00	8.12	91.88 (91%)
30 Park/Hall Electricity Utilities	2,500.00	1,286.00	1,214.00 (48%)
31 Park/Hall Water Utilities	500.00	461.43	38.57 (7%)
32 Park/Hall Waste Disposal	2,100.00	1,775.70	324.30 (15%)
33 Park/Hall Building Maintenance	5,000.00	1,060.00	3,940.00 (78%)
34 Park/Hall Cleaning Materials	6,000.00	6,084.00	-84.00 (-1%)
35 Park/Hall Cleaning Materials	300.00	230.89	69.11 (23%)
36 Park/Hall Grounds/Fenc/Tubs	300.00	100.00	300.00 (100%)
37 Park/Hall Breakages/Repairs	400.00	909.38	-509.38 (-127%)
38 Park/Hall Gas Appliances Repairs	300.00	90.38	300.00 (100%)
39 Park/Hall Annual Safety Inspe	500.00	457.88	2,542.12 (84%)
40 Park/Hall Furniture/Decorations	3,000.00	900.00	3,000.00 (100%)
41 Park/Hall Annual Safety Inspe	600.00	900.00	500.00 (50%)
42 Parish Hall M/s	120.00	47.88	2,542.12 (84%)
43 Park/Hall Playing Field Groundsman	8,300.00	12.50	107.50 (99%)
44 Park/Hall Playing Field Groundsman	6,165.00	2,135.00	2,135.00 (25%)
45 Park/Hall Playing Field Materials	120.00	12.50	107.50 (99%)
46 Park/Hall Playing Field Materials	800.00	900.00	500.00 (50%)
47 Park/Hall Playing Field Materials	300.00	36.63	263.37 (87%)
48 Park/Hall Playing Field Materials	1,000.00	168.24	831.76 (83%)
49 Park/Hall Playing Field Materials	1,000.00	831.76	263.37 (87%)
50 F/P/O/S Bus Shelter	120.00	108.00	12.00 (10%)
51 F/P/O/S Drainage/Gully Cleaning	120.00	59.833	401.67 (40%)
52 F/P/O/S F/Power Tubs/Beds	120.00	108.00	12.00 (10%)
53 F/P/O/S M/s	50.00	50.00	50.00 (100%)
54 DBR Changing Rooms Utilities	2,500.00	2,500.00	2,500.00 (100%)
55 DBR Changing Rooms Cleaning	50.00	50.00	50.00 (100%)
56 DBR Changing Rooms Materials	500.00	500.00	500.00 (100%)
57 DBR Changing Rooms Annual In	320.00	320.00	320.00 (100%)
58 DBR Changing Rooms Materials	83.54	83.54	83.54 (100%)
59 DBR Changing Rooms M/s	320.00	320.00	320.00 (100%)
60 Allotment Maintenance	500.00	500.00	500.00 (100%)
61 Allotment Water Utility	50.00	50.00	50.00 (100%)
62 OBR Pitch Hire	3,000.00	2,407.00	-593.00 (-19%)
63 Allotment Rents	629.00	608.45	-20.55 (-3%)
64 Triangle Rent	1.00	1.00	(0%)
65 PH NTR	410.00	987.31	577.31 (140%)
66 Parish Hall Hire	8,578.00	9,193.87	615.87 (7%)
67 VAT Refund	615.87 (7%)		
68 Hall Hire refundable security dep			

Summary of Receipts and Payments

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

Assets & Amenities

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86 VAT Refund

87 Allotment Maintenance

88 DBR Changing Rooms Materials

89 DBR Changing Rooms Annual In

90 DBR Changing Rooms Materials

91 DBR Changing Rooms M/s

92 DBR Changing Rooms Cleaning

93 DBR Changing Rooms Materials

94 DBR Changing Rooms M/s

95 DBR Changing Rooms Utilities

96 DBR Changing Rooms Materials

97 DBR Changing Rooms M/s

98 DBR Changing Rooms Cleaning

99 DBR Changing Rooms Materials

100 DBR Changing Rooms M/s

101 DBR Changing Rooms Utilities

102 DBR Changing Rooms Materials

103 DBR Changing Rooms M/s

104 DBR Changing Rooms Cleaning

105 DBR Changing Rooms Materials

106 DBR Changing Rooms M/s

107 DBR Changing Rooms Utilities

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202 DBR Changing Rooms M/s

203 DBR Changing Rooms Utilities

204 DBR Changing Rooms Materials

205 DBR Changing Rooms M/s

206 DBR Changing Rooms Cleaning

207 DBR Changing Rooms Materials

208 DBR Changing Rooms M/s

209 DBR Changing Rooms Utilities

210 DBR Changing Rooms Materials

211 DBR Changing Rooms M/s

212 DBR Changing Rooms Cleaning

213 DBR Changing Rooms Materials

Summary of receipts and payments

Locking Parish Council

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

14 january 2026 (2025-2026)

SUMMARY							
NET TOTAL	12,618.00	13,674.17	1,056.17	84,386.76	51,276.93	33,109.83	34,166.00
V.A.T.	1,278.87	1,056.17	84,386.76	51,276.93	33,109.83	34,166.00	34,166.00
GROSS TOTAL	14,953.04	14,953.04	56,500.68	56,500.68	56,500.68	56,500.68	56,500.68