

PATCHWAY TOWN COUNCIL

**Minutes of the meeting of the Finance Committee held on 2 November  
2010 at Callicroft House, Rodway Road, Patchway**

Present: Cllr. E. Gordon (in the Chair)  
L. Gray  
P. Cottrell  
Mrs L. Hodder  
K. Dando  
B. Hopkinson  
M. Grotzke

**1. APOLOGIES**

Apologies for absence were received from Cllr. Mrs E. Martin.

**2. DECLARATIONS OF INTEREST**

The Chairman asked members to declare their interest in any matter raised during the meeting. It was noted that the Clerk must also declare her interest in any matter discussed.

**3. MINUTES**

The Minutes of the meeting held on 5 October, which had been circulated, were agreed as a correct record.

**4. MATTERS ARISING FROM THE MINUTES**

a) Patchway Community Association

The Committee noted that a copy of the audited accounts for the year 2008-09, which the Council had paid for, had been received. The Chairman of the Association had pointed out that instructions had been given to the accountant to carry out an audit for the two previous years as requested by the Council (2006-07 and 2007-08). It was estimated that the cost of this could be £1,700. It was noted that there was an outstanding query about the 2005-06 accounts but that there were insufficient financial papers available for an audit to be carried out for this year.

The Association had also sent a copy of the revised Constitution, taking into account the comments of the Town Council.

The Committee also noted that during recent heavy rain the gutters on the Community Centre had overflowed and water had penetrated the outside wall of room 3. As the Chairman of the Association was not available, the Clerk had arranged for an emergency plumber to clear the downpipes. A quotation had now been received to repair and line all the guttering in the sum of £3,186.

The Committee discussed the above issues and the following was agreed unanimously:

- a) If the audited accounts for 09-10 were circulated to all Councillors, the Council could take a decision at the next meeting to release the £3,000 retained from the annual maintenance grant;
- b) In view of the expected cost of auditing past years' accounts, it would be recommended to Council that the accountants should complete the year they were working on but should not carry out work on earlier years;
- c) The Council would continue to insist that the accounts for future years should be audited by a qualified accountant.
- d) A recommendation would be made to Council to carry out the guttering repairs referred to above.

Cllr. Gray declared his interest as a Life Member of the Community Association and took no part in the vote.

b) Patchway Sports & Social Club

A letter from the Chairman of the Sports & Social Club was read to the Committee. Following a statement by Cllr. Grotzke as Chairman of the Parks & Open Spaces Committee on the background the grant application made by the Club in July 2009, Cllrs. Gray and Grotzke declared their interest in the Club and withdrew from the meeting. Members examined the minutes of the various meetings held to discuss this matter and agreed that it was in the interests of the Council and the community that it was resolved as soon as possible. It was agreed that a meeting should be held with the Trustees and Officers of the Club at 6.30 p.m. before the next meeting of the Finance Committee on 7 December. Cllrs Gray and Grotzke then re-joined the meeting.

- c) Civic Reception for presentation of Alderman Scott Awards  
The Committee noted that Patchway Community Centre was available on Tuesday 4 January (the date of the Finance Committee) and it was agreed to book the event for this night and re-arrange the date of the January Finance meeting.

## **5. CURRENT FINANCIAL POSITION**

The Committee noted that the bank balances at today's date were:

Current account:	£1,000.00
Business Reserve account:	£371,660.33
Capital Reserve account:	£127,583.37

The Committee noted that in view of the low level of interest, National Westminster Bank would shortly be withdrawing Capital Reserve accounts and proposed transferring any balance to the Business Reserve account. It was noted that the amount in the Capital Reserve account was earmarked for the Coniston project and would shortly be required for this. The bank had recommended that the Council should consider a 30 Day Notice Account which would achieve a higher rate of interest and it was agreed to look at this possibility when the Coniston project was completed.

## **6. MONTHLY SUMMARY OF EXPENDITURE**

The Committee noted the summary of expenditure for the month of October. It was agreed to make a transfer from contingencies to cover an overspend on maintenance of community buildings.

## **7. GRANT APPLICATIONS**

The Committee considered applications from the following organisations and agreed the following grants:

Patchway People Community Newsletter:	£2,500
Pensioners Club (N. Patchway Hall)	£500
Stoke Lodge Neighbourhood Watch	£300
Patchway, Filton & the Stokes	
Volunteer Bureau	£1,000
Patchway Minibus Committee	£600
Patchway Watercolourists	£300

(Cllr. Grotzke declared his interest in this group and took no part in the discussion or voting)

## **8. OTHER FINANCIAL MATTERS**

### a) Budgeting

It was noted that the next meeting would discuss a budget for the next financial year.

### b) Annual Audit for 2009-10

The Committee was pleased that the Audit Commission had agreed the Council's accounts and had raised no matters of concern. This would be reported to full Council.

### c) Members Allowances

The Committee agreed unanimously to propose to Council that a recommendation should be made to the SGC Members Remuneration Panel that Allowances for Councillors from 2011 should be £1,500 for Members and £2,000 for the Chair. It was noted that such a decision would give the new Council the option to pay allowances if it wished but would not bind them to do so. If a recommendation were not made to the Remuneration Panel, the new Council would be unable to pay allowances.

### d) Damaged Bus Shelter

The Committee noted that the Council's insurance company had agreed to pay the cost of removing the damaged shelter from Stoke Lane and replacing it with a new one, less the excess of £250.

### e) Maintenance of boilers

Cllr. Cottrell was concerned at the high cost of maintaining the boilers in various community buildings. It was agreed that next year the Clerk should obtain three quotations for boiler maintenance before agreeing a contractor to carry out the work.

### f) Green Energy

Cllr. Dando asked that the Clerk should investigate eco-friendly heating for Council buildings, such as solar panels.

### g) Dog Bins

Cllr. Hodder asked that the Clerk should investigate the cost of the Council providing and emptying additional dog bins on The Tumps.

### h) Mechanised Road Sweeper

Cllr. Dando asked that the Clerk should arrange a demonstration for Councillors of a mechanised road sweeper in the event that funds could be found for this equipment.

## **9. DATE OF NEXT MEETING**

It was noted that the next meeting of the Finance Committee would be held on Tuesday 7 December at 7.30 p.m. The meeting would be preceded by a meeting at 6.30 p.m. with Patchway Sports & Social Club.