

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 1 March 2011 at Callicroft House, Rodway Road, Patchway**

Present: Cllr. J. Thomas (in the Chair)  
L. Gray  
Mrs E. Martin  
P. Cottrell  
M. Grotzke

**1. Apologies**

Apologies were received from Cllrs. Gordon, Dando and Hopkinson.

**2. Declarations of Interest**

There were no declarations of interest not already recorded

**3. Minutes**

The minutes of the meeting held on 1 February were agreed as a correct record and signed by the Chairman, with a correction to item 4a), point 6: it was agreed to delete "If anything could not be agreed, it" and substitute it with "Any proposal".

**4. Matters arising from the Minutes**

a) Meeting with Sports & Social Club

It was agreed to propose to the Sports & Social Club that a meeting should be held on whichever of the following dates was most convenient to them: Wednesday 16 March, Thursday 17 March or Thursday 24 March, all in the afternoon.

b) Public Conveniences at Coniston Parade

It was noted that, despite SGC informing the Council that the WCs had been transferred to Merlin and Merlin denying this, the Clerk had given notice to SGC that the Council would no longer maintain these WCs after 31.3.11. as facilities would be available to the public at Coniston Community Centre.

c) Patchway Community Centre

It was agreed to arrange a date for a second meeting with the Centre's

committee at the Council meeting.

d) Budget

It was noted that the Council had agreed the budget for 2011-12 drawn up by the Committee at its last meeting.

e) Closing date for grant applications

Cllr. Cottrell had proposed that the date for local organisations to submit their usual grant applications should be brought forward to the end of July, but the Committee agreed to make no change to the decision made in June 2010 that the date for grant applications should be the end of October as groups had already been notified of this date. The Committee agreed that emergency or new applications would continue to be considered at any stage of the financial year.

## 5. Current financial position

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

Current account:	£1,040.70
Business Reserve account:	£60,746.95

## 6. Monthly summary of expenditure

The Committee noted the summary of expenditure for the month of February.

Budget adjustments were agreed to cover various overspends under certain headings.

It was noted that substantial work was being carried out in the Scott Park play area which would be invoiced before the end of the financial year.

It was hoped that the surface would be dry enough to complete the work to move two containers and extend the car park in Pretoria Road allotments before the opening of the refurbished shed on 23 April.

## 7. Grant applications

The Committee agreed the following grants:

*South Gloucestershire Law Services: £769.*

(This was to cover the cost of insurance. It was agreed to ask for information on the number of clients seen during the past year)

*Seed Co.: £540.*

(This was 10% of the grant made by South Gloucestershire Environmental Body for the cost of the community café kitchen at Coniston Community

Centre. It was required to offset some of the costs of the landfill operator in participating in the grant scheme.)

The Committee noted that the cheque for £500 for the Arena Arts Development Group towards the cost of a music festival for children had not been sent as responses from other local councils had not yet been received. It was agreed to review this matter again at the next meeting.

It was noted that the audited accounts of North Patchway Hall were still awaited and the Secretary of the Committee would be reminded to send these.

## **8. Other Financial Matters**

### a) Play Days Pre-School

The Committee noted that a new pre-school had opened the previous day in Patchway Common Pavilion and it was agreed that the group should continue to pay rent weekly as they had been doing when they were operating as a daily toddler group. The pre-school had been registered by OFSTED and SGC.

The previous pre-school, Flying Start, was still under police investigation for fraud and it was noted that they owed Patchway Town Council £3,000 in rent payments. It was agreed that the Council should claim the value of the equipment owned by Flying Start in lieu of rent and that this could be made available to the new pre-school rather than them having to purchase new equipment. SGC had valued the equipment and information on this was being sought from them.

### b) Internal Audit

The Committee noted that it was legally required that the Council appoint an internal auditor who was independent of the Council and that it was not acceptable to use Bill Davies as he prepared the annual accounts. It was agreed that the Clerk should seek information from other neighbouring Councils on a suitable person to approach. It was noted that this appointment would be a paid post and that the list of tasks was specified by the Audit Commission.

### c) Pension Fund deficit recovery

Information had been received from the administrators of the Local Government Pension fund that, in common with all sections of local government due to declining payrolls, there was a deficit of £13,200 for the Council. The Pension Fund was requesting this to be repaid over the next three years as follows: 2011-12 £5,600, 2012-13 £5,900, 2013-14 £6,200. The Committee agreed that these payments should be made in the next financial year using the contingency fund and that they should be added to the Pension budget in future years. It was also

agreed that all staff would pay 6% of salaries from 1 April and the Council would pay £12%.

d) Unexpected maintenance costs

The Clerk informed the Committee of unexpected maintenance work currently in progress:

- Casson Centre roof: corrugated plastic panel smashed due to vandalism required replacement – water coming in through ceiling
- Drain blocked in Casson Centre: severe blockage in sewers leading from Casson Centre, Callicroft House and Community Centre caused by paper towels in toilets and cooking fat being poured down sink waste. The drains had been rodded right out to Worthing Road. The Clerk had written to the Community Centre about the cause of the problem.
- Drain blocked in Scott Park. This was a rainwater soakaway blocked, probably by tree roots in two places – behind the pavilion and on the corner of the access road into the car park. Both areas were being investigated.

e) Rodway Road and Grass Cutting

The Clerk reported on a meeting with SG officers attended by the Chairman and two District Councillors the previous week. This had been called to discuss whether the Town Council could lease an area of *Rodway Road* pavement opposite the old library site to locate benches, bins, noticeboards and landscaping. The Street Care officer had taken photographs of the area and would respond to the Council in due course. It had been suggested that spring animals could be located on the grassed corner outside the Fire Station rather than in this position for safety reasons. The Committee agreed that safety considerations were paramount in this area due to the increased amount of traffic which would be generated by the present building development.

The second part of the meeting had concerned *grass cutting* of various areas in Coniston Road which SGC would consider leasing to Patchway Town Council if they would take over maintenance. The Committee was concerned that this would be duplication of effort if SGC would be cutting adjoining areas, but it was pointed out that SGC was moving towards passing all amenity grass cutting in Patchway to the Town Council next year. The Committee agreed to refer this matter to the Council for consideration in view of the financial and personnel implications.

9. Date of next meeting

It was noted that the next meeting would be held on Tuesday 5 April at 7.30 p.m.