

PATCHWAY TOWN COUNCIL

Minutes of the Finance Committee held on 26 July 2011 at Callicroft House, Rodway Road, Patchway

Present: Cllr. C. Mills (in the Chair)
P. Cottrell
D. Tiley
Miss R. Thorne

1. Introduction & Apologies

In the absence of Cllrs. Gordon and Grotzke, it was agreed that Cllr. Mills should take the Chair.

The Chairman explained that this was a special meeting to cover any matters outstanding before the summer recess.

Apologies for absence were received from Cllrs. Gordon, Grotzke, Moore, Walker and Scott.

2. Declarations of Interest

The Chairman asked any members having an interest in a matter to be discussed in the meeting to declare it at the appropriate time.

3. Minutes

The minutes of the meeting held on 5 July were agreed as a correct record and signed by the Chairman.

4. Matters arising from the Minutes

a) Patchway Community Centre

The Committee noted that the Council had asked for legal advice to be obtained on the request that the new building's footprint should include the grass at the rear of Callicroft House and the Casson Centre and that the Council's solicitor, Mr. Brice, would be attending a meeting with the Finance Committee on 29 July at 3 p.m.

The Clerk read a letter from Mogford Prescott apologising that the work to repair the Community Centre guttering and valley gutters had been

8. To confirm acceptance of the Council's Standing Orders and Financial Regulations and to confirm the appointment of the Internal Auditor

The Committee confirmed the Council's Standing Orders and Financial Regulations, copies of which were included in the Councillors Information pack circulated after the election in May.

The Committee also confirmed the appointment of Bill Davies as Internal Auditor for the Council for the forthcoming year.

9. Other financial matters

a) At the request of Cllr. Cottrell, there was a discussion on the situation of **Flying Start Pre-School Group** which had closed. It was noted that a member of the committee had been convicted of fraud by using the group's funds to pay his own debts. South Gloucestershire Council had suggested that the Town Council should take control of the group's assets in lieu of outstanding rent and these items had been donated to the new pre-school group recently formed, Play Days. The Committee agreed to draw a line under this matter which had been discussed on several occasions.

b) Cllr. Cottrell asked if any other groups using **Patchway Common Pavilion** currently owed rent. The Deputy Clerk had provided information that Play Days owed nothing and Wheatpatch owed £400 but that an invoice had been issued to cover this amount. Information on the charges made would be provided at the next meeting.

c) **Boiler servicing:** It was agreed to look into taking out insurance cover for all the Council's boilers which included annual service. This service was available to domestic customers and the Clerk would ascertain whether companies offered this for commercial customers.

d) **Mogford Prescott:** It was agreed that, following concerns expressed by Councillors at the poor service on the Community Centre roof from this company and queries on whether the company had become complacent, alternative quotations should be sought for work before any contracts were given to the company. As a first step it was agreed to ask Mogford Prescott to quote for two jobs at Patchway Sports & Social Club, installing supplementary gas and electricity meters for the changing rooms where prices from two other companies had already been obtained.

e) **CCTV:** The Committee agreed to accept the recommendation from

South Gloucestershire Council that annual contracts to maintain the CCTV equipment at both sites should be accepted from Select Security Solutions as follows:

Coniston Parade: £500

Rodway Road: £100 for this year and £350 from next year (as the existing contract had still some months to run)

10. Date of next meeting

It was noted that the next meeting would be held on Tuesday 6 September.