

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 5 June 2012 at Callicroft House, Rodway Road, Patchway**

Present: Cllr. M. Grotzke (in the Chair)  
Mrs E. Orpen  
P. Cottrell  
S. Scott  
D. Tiley  
K. Walker  
A. Alsop  
B. Hopkinson

In attendance: Mrs L. Hamid

**1. Apologies**

Apologies for absence were received from Cllrs. Mills and Moore.  
It was agreed that apologies should only be recorded from committee members.

**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 meetings held on 1 May were agreed as a correct record and signed by the Chairman.

**4. Matters arising from the Minutes**

a) CYP Review

The Committee noted that comments which had been agreed at the Emergency Council meeting had been submitted to South Gloucestershire Council.

b) Bank Mandate

It was noted that the bank manager would attend at the beginning of the next Council meeting to obtain additional signatures for the Mandate.

c) Patchway Community Centre

A report on the meeting held on 9 May was circulated to the Committee and noted.

d) Skateboard Park

A verbal report on the meeting held on 24 May was given to the Committee. It was noted that additional funds were anticipated from two private companies as well as a housing society. The Chairman asked if an update could be given to the next meeting of the Parks & Open Spaces Committee which would be held in the Park on 28 June and which would include a site visit, so that an early start could be made on improvement work. All Councillors were invited to attend this meeting. Cllr. Grotzke had noted that some of the tarmac needed repair and some metal sheets were coming loose.

**5. Current financial position**

The Committee noted the financial position at today's date:

Business Reserve a/c	£215,350.72
Current a/c	£946.80
New deposit a/c	£25,000.00

**6. Monthly summary of expenditure**

The Committee noted the summary of expenditure for the month of May and also the income and expenditure accounts for the same period.

It was noted that the rent of the Sports & Social Club had now been paid and the audited accounts for the year ended 2010 had been received.

**7. South Gloucestershire Audit Review**

The Committee noted the Review, which had been circulated prior to the meeting, and accepted the recommendations. The Committee was pleased that the Review had not found any on-going problems and that most of the recommendations had already been decided upon by the Council. One recommendation for the Council to agree a five year plan was supported by the Committee. It was suggested that the Financial Regulations should be on the website for easy reference. The Clerk stated that the monthly bank



reconciliation and the statement of the loan to the Public Works Loan Board were available.

## **8. Grant applications**

### **a) Applications discussed at the last meeting**

#### Patchway Community Association

It was noted that the last audited accounts had been received but that a copy of the minutes of the last two meetings of the Executive Committee were still awaited.

#### Little Rainbows Pre-School

As the audited accounts had been received, it was agreed to pay the agreed grant of £300 towards the cost of garden parasols to protect the children from the sun.

#### Patchway Cricket Club

It was noted that the last audited accounts had been received but that further information from the Club on the cost of building a scoreboard and scorers' hut was awaited.

### **b) New applications**

#### Southern Brooks Community Partnership

The Committee noted that the Council had referred back a request for an additional grant of £5446 for youth work with children aged 8-12 years, one evening at Patchway Common Pavilion and one evening at Coniston Community Centre. It was noted that the Council had already budgeted for two grants to SBCP, which were agreed, £18,400 for detached youth work and £18,500 for community development. After discussion, the Committee decided that it could not agree to this additional request as there was only £4,000 in the youth work budget. It was agreed by 5-1, proposed Cllr. Tiley, seconded Cllr. Orpen, to make a grant of £1,300 towards this work and review the request after three months when it was known what progress had been made.

#### Patchway Conservation Group

A grant of £900 was agreed towards the request for £1,000 to run a family activity day during the Festival, a workshop in Coniston Primary School and the cost of plants for the pond at Pretoria Road Allotments.

#### North Bristol Advice Centre

NBAC had lost its funding from South Gloucestershire Council to operate an advice drop-in session at Coniston Community Centre. The cost to send an



adviser plus rent for 46 weeks a year would be £4,600. The Committee agreed that it was unable to help this organisation.

Freespace

The Committee agreed a grant of £1,000 to run activities for teenagers in Patchway during the summer holidays.

Four Towns Play Association

The Committee agreed a grant of £5,000 to run activities for primary aged children for 4 weeks in Patchway during the summer holidays.

Vitalise

The Committee agreed a grant of £544.50 towards respite care for local disabled residents.

A&A Fitness Studios

The Committee was unable to make a grant to this new business but suggested that they applied to the Princes Trust or for a business support loan from their bank.

9. **Other financial & urgent matters**

a) Audit Commission

The Committee noted that the Audit Commission was proposing to appoint a new accountant, Grant Thornton, as from September 2012, to audit the accounts of the Town Council in place of Mazars.

b) Honorary Freemen

From information from the National Association of Local Councils it was noted that, due to recent changes to the Local Government Act, Town Councils now had the power to appoint Honorary Freemen. It was agreed to recommend to Council that this matter should be discussed in confidential session.

c) Reference Book

The Committee agreed that the office should order the new edition of the Arnold-Baker: Local Council Administration when it was published at the cost of £75.

d) Letter from resident

The Committee challenged the comments made by a resident that the Council had not supported Jubilee events in Patchway and asked the Clerk to reply appropriately.



10. Date of next meeting

It was noted that the next meeting would be held on Tuesday 3 July at 7.30 p.m.

*Chas*  
3-July 2012