

PATCHWAY TOWN COUNCIL

Minutes of the Finance Committee held on 6 September 2012 at Callicroft House, Rodway Road, Patchway

Present: Cllr. M. Grotzke (in the Chair)
K. Walker
J. Moore
E. Gordon
P. Cottrell
D. Tiley

In attendance: Mrs L. Hamid
Mr. M. Winter

1. Apologies

Apologies for absence were received from Cllr. Mills, Alsop and Scott.
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 meeting held on 3 July were agreed as a correct record, proposed Cllr. Cottrell, seconded Cllr. Walker, and signed by the Chairman.

4. Matters arising from the Minutes

a) Patchway Community Centre

It was noted that the Major Sites Team of SGC had reported that the discussions with Bovis over the provision of community centre space for Charlton Hayes and contributions towards it were ongoing and that no agreement has yet been reached.

The fee notice for the Quantity Surveyor had now been received as well as fees for a survey of Patchway Community Centre and these were agreed as follows, proposed Cllr. Moore, seconded Cllr. Walker:

Stowe Associates: Quantity Surveying: £20,600;
Contract Administration: £10,000

Lansdowne Surveys Ltd: £1,560

b) Skateboard Park

The Committee was pleased to note that the application to the Big Lottery had been successful and a grant of £10,000 had been agreed for refurbishment. It was agreed that this matter would be discussed further at the Parks & Open Spaces Committee with the aim of commencing the work as soon as possible. It was noted that the income secured was £10,000 HRA fund; £10,000 Big Lottery; Merlin Housing Society £3,000. Responses were still awaited from two local companies.

It was agreed that a report on this project should be featured in the next issue of Patchway People and on the website.

c) Visit to Stoke Gifford Parish Council

It was noted that the visit by the Chairman, Clerk and Deputy to see the new accounting software purchased by Stoke had been postponed due to the Chairman's illness.

5. Current financial position

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

Business Reserve a/c	£57,036.58
Current a/c	£1,000.00
New deposit a/c	£25,000.00

It was noted that the second half of the Precept would be received in October.

6. Monthly summary of expenditure

The Committee noted the summary of expenditure for the months of July and August and also the income and expenditure accounts for the same period.

7. Grant applications

a) Applications discussed at the last meeting

North Bristol Advice Centre

The Committee considered the additional information received and noted that 54% of the residents advised were Patchway residents. It was, therefore, agreed to make a grant of half the amount requested, i.e. £2,300 for this financial year.

Work with children aged 8-12 years

This application from Southern Brooks Community Partnership had been considered and agreed at the June meeting with funding for a three months pilot project. Councillors were impressed with a report on the work being carried out at Patchway Common and Coniston Community Centre and agreed a further grant of £2,700 to cover six months additional work after which time another report would be requested and the balance of £1,300 considered for payment. Cllr. Cottrell had visited the project at Patchway Common and commended it to the Council.

b) New applications

The following applications were agreed:

Patchway Community Sports Association: £300

Patchway Art & Craft Club: £300

All the above grants were agreed unanimously on the proposal of Cllr. Tiley, seconded by Cllr. Walker.

Cllr. Grotzke declared that he was Vice-Chairman of Patchway Community Sports Association and took no part in the voting.

8. New Code of Conduct & Register of Interests

The Committee noted that a Code of Conduct had been produced by NALC which may be more appropriate for Town and Parish Councillors. The Clerk had circulated this information to all Councillors the previous day and, after discussion, it was agreed that this should be considered at a special meeting of the Finance Committee held one hour before the next meeting to give all Members the opportunity to review all the information.

9. Other financial & urgent matters

a) Management of financial risks

It had been agreed to set up a small group of Cllrs. Mills, Grotzke, Orpen, Scott and Alsop to look at guidance notes and draw up a document for the Council to adopt as required by the Audit Commission. The Clerk would now contact these Councillors to arrange a meeting.

b) Patchway Cricket Club

The Club had requested a reduction in the rent for this season as

so few games had been played due to the wet summer. This matter was referred to the Parks & Open Spaces Committee.

c) Community Governance Review

The Committee noted that a response from the Town Council was requested on the review being carried out by SGC on the proposal to create a separate Parish Council for Stoke Lodge and The Common. The review was open until 12 November.

d) Honorary Freeman

The Committee agreed to defer the special council meeting to agree the appointment of the three Freeman agreed at the last meeting until October.

e) Rodway Road

The Committee noted that the estimated cost for creating additional Parking Spaces in Rodway Road in place of the loading bay and marking out 3 Disabled Bays would be £6,000 and agreed unanimously on the proposal of Cllr. Walker seconded Cllr. Tiley, to make this amount available from contingencies on this scheme which had been requested by the Town Council for a number of years and to which SGC had finally agreed.

f) SGC Internal Audit Review

The Council had queried a higher cost for the Review than estimated by SGC and a response had been received noting that the auditor had taken more time reading minutes and holding discussions with colleagues than anticipated. The Committee agreed that the cost of £2,500 should be paid although they expressed surprise that the estimate was so much lower than the final cost.

10. Date of next meeting

It was noted that the next meeting would be held on Tuesday 2 October at 7.30 p.m. with a pre-meeting at 6.30 p.m. to discuss the new Code of Conduct.