

PATCHWAY TOWN COUNCIL

Minutes of the Finance Committee held on 2 October 2012 at Callicroft House, Rodway Road, Patchway

Present: Cllr. C. Mills (in the Chair)
M. Grotzke (left after item 4)
J. Moore
S. Scott
E. Gordon
P. Cottrell
Mrs E. Orpen

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

1. **Apologies**

Apologies for absence were received from Cllrs. Walker, Alsop and Tiley.
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.
Cllr. Scott declared his interest in the funding of the Skatepark.
Cllr. Orpen declared her interest in Patchway Community Centre.

3. **Minutes**

The minutes of the meeting held on 6 September were agreed as a correct record, proposed Cllr. Moore, seconded Cllr. Orpen, and signed by the Chairman.

4. **Code of Conduct**

The Committee discussed the most appropriate Code of Conduct for Patchway Town Council. Two models had been circulated and, after discussion, the Committee agreed unanimously to recommend to Council that the Code should be based on the model prepared by the National Association of Local Councils but with the addition of two sections for clarification from the South

Gloucestershire model. These sections were headed "Application" and "Principles".

The document would be circulated to all Members for adoption at the Council meeting on 9 October. It was noted that it was necessary for all Councillors to complete a new Declaration of Interest based on the new Code. It was agreed that it would also be helpful for Councillors to be provided with a copy of "A guide for Councillors on Openness and Transparency on Personal Interests" produced by the government.

It was noted that all interests are now described as Disclosable Personal Interests (DPIs) and these are listed in Appendix A and B of the Code. Also that the Town Council can now issue Dispensations to Councillors in certain circumstances.

5. Matters arising from the Minutes

a) Patchway Community Centre

It was noted that the pre-school group would shortly be meeting with Early Years Advisers from SGC and it was agreed that a represent of the Council should attend this meeting.

b) Skateboard Park

The Committee noted that the Parks & Open Spaces Committee had agreed to proceed with the resurfacing of the area and was awaiting new quotations taking into consideration the preferences on equipment of the young people who had been consulted.

c) Financial Risks

It was agreed that the sub-group to look at a financial risk management policy would meet on 15 October at 2 pm. in the office.

d) Rodway Road

The Committee noted with pleasure that SGC had agreed to fund the scheme for creating additional Parking Spaces in Rodway Road in place of the loading bay and marking out 3 Disabled Bays and to carry out this work during this financial year. This would be a saving for the Town Council of £6,000.

6. Current financial position

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

Business Reserve a/c	£322,757.24
Current a/c	£1,000.00
New deposit a/c	£25,000.00

It was noted that the second half of the Precept had been received.

7. Monthly summary of expenditure

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

8. Grant applications

The following applications were agreed on the proposal of Cllr.Scott, seconded by Cllr Orpen:

Victim Support £300
Coniston Toddler Group £350
(review in 3 months on receipt of a report. Total requested £700)
Patchway Twinning Association £500
Patchway People Newsletter £2,500
(Suggested that an application could be made to SGC through small grants)
Patchway Day Centre for the Elderly £650
Patchway Watercolourists £500
Patchway Senior Citizens Club £500
North Patchway Hall £5,000
(Ask for a report on the plans for this year)
South Glos. Citizens Advice Bureau £320

An application by Five Stokes and Patchway Churches was not supported due to the religious content of the event.

9. Other financial & urgent matters

a) Annual Return

The Committee was pleased to see the External Auditor's Report on the accounts of the Council for the year ended March 2012 which stated "the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

b) Responsible Dog Owners

Cllr. Gordon suggested a scheme for encouraging responsible dog ownership and it was agreed to arrange a meeting with the SGC Dog Warden to discuss this.

- c) Honorary Freeman
The Clerk was asked to research appropriate presentation addresses for the ceremony to be arranged for the Honorary Freeman.
- d) Poppy Appeal
The Chairman said that he would like a contribution of £200 to the Poppy Appeal from the Council to be taken from the Chairman's Allowance for this year.
- e) Car park at Scott Park
Cllr. Cottrell stated that, in his opinion, the condition of the car park did not require resurfacing. It was noted that the Parks & Open Spaces Committee had not recommended resurfacing this year but had agreed to proceed with urgent patching to deal with dangerous potholes. The Clerk would check the Club's Lease for confirmation of which body was responsible for the cost of these repairs. It was agreed that Four Towns & Vale Link Community Transport should be asked for a contribution towards the repair costs.
- f) Keep Patchway Tidy signs
The Clerk was asked to ascertain the cost of such signs.
- g) Street Lighting
The Clerk was asked to check with SGC whether street lights were to be turned off after midnight in Patchway and if so, what would the cost implications be of the Town Council paying to keep some of them on all night.
- h) Budgeting for 2013-14
The Chairman reminded the Committee that the time was approaching for drawing up a budget for the next financial year and that the Finance Committee would have to look at what projects needed funding and the creating of a workable reserve. It was agreed that information should be obtained from SGC on any items which would be devolved to the Council in the next financial year.
- i) Traveling expenses
It was agreed that the change in regulations for the payment of Councillors' expenses should be discussed in the Personnel Committee.

10. Date of next meeting

It was noted that the next meeting would be held on Tuesday 6 November at 7.30 p.m.


6 - Nov. 2012