

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 2 November 2016 at  
Callicroft House, Rodway Road, Patchway**

Present: Cllrs. Mrs E. Orpen (in the Chair)  
Mrs M. Bathe-Taylor  
S. Scott  
Mrs E. Martin  
J. Butler  
R. Loveridge  
E. Gordon (substitute for Cllr. Mills)  
P. Cottrell

In attendance: Mrs L. Hamid, Mr. M. Fortet

**1. Apologies**

Apologies for absence were received from Cllrs. Mills and Dando.

**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. When there was a conflict of interest in a meeting the person would be asked to leave the meeting during discussion and voting.

Cllrs. Orpen and Martin declared their interest in Patchway Twinning Association and said they would leave the room during discussion of their grant application.

**3. Minutes**

The Minutes of the meeting held on 4 October were approved as a correct record and signed by the Chairman, proposed Cllr. Bathe-Taylor, seconded Cllr. Martin, with the addition of Cllr. Scott's name to the attendees.

**4. Matters arising from the minutes**

a) Freeman Presentation

It was noted that this event would take place in January as Mrs Williams

was having surgery in November on her foot.

## **5. Current financial position**

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

Current a/c	£1,000.00
Business Reserve a/c	£392,001.74
Capital Reserve a/c	£50,130.01

## **6. Monthly summary of expenditure**

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

## **7. Grant applications**

The Committee agreed the following grant applications as listed on the agenda:

- a) Patchway Centre Pre-School and Tots Group  
As the additional information requested had now been supplied, the Committee agreed by 7-1 to make a grant of £1,000 towards the safety surfacing project.
- b) Patchway Day Centre for the Elderly  
A grant of £200 for the cost of Christmas celebrations for the members was proposed by Cllr. Gordon, seconded by Cllr. Scott and agreed by 7-1.
- c) Patchway Memory Café  
A grant of £600 towards activities for the group was proposed by Cllr. Loveridge, seconded by Cllr. Martin and agreed unanimously.
- d) Physically Handicapped and Able Bodied Club  
A grant of £300 towards activities for the group was proposed by Cllr. Bathe-Taylor, seconded by Cllr. Scott and agreed unanimously.
- e) Patchway Twinning Association  
A grant of £300 towards activities for the group was proposed by Cllr. Gordon, seconded by Cllr. Scott and agreed unanimously.

- f) Patchway Watercolourists  
It was agreed to return this application as the wrong form had been used. The application could be considered at the next meeting.
- g) Bristol BMX Club  
It was agreed to request a bank statement and 3 quotes for the work so that this application could be considered at the next meeting.

The Committee agreed that where small groups operated under the umbrella of a larger group and did not have a separate bank account, it would be acceptable for a financial statement to be submitted by the umbrella group. The Clerk was asked to ensure that all applicants used the current application form.

## **8. Replacement of photocopier**

The Committee noted that the current Canon photocopier was now 11 years old and spare parts could no longer be obtained. The Council currently made 66,000 copies per annum.

The Deputy Clerk presented quotations from two firms, Canon and Toshiba. After discussion, it was agreed to take out a 5 year contract for a black and white machine. The annual charge, including consumables, from Toshiba was £3,060, which was £560 cheaper than the Canon. It was proposed by Cllr. Butler, seconded by Cllr. Cottrell and unanimously agreed to take out a 5 year contract with Toshiba.

## **9. Other financial or urgent matters**

- a) Annual Audit  
It was noted that the Audit Commission had found no problems with the Council's accounts for the year ended 31.3.16. and that this item would be on the agenda for the Council meeting.
- b) Consultation on SG Budget  
It was noted that SGC were consulting on their budget for 2017-18 and that this would be set by the Councillors on 15 February.
- c) Land at Newnham Place  
SGC had notified the Council of its plans to sell the former community compost site in Newnham Place for affordable housing and were challenging the position of the boundary fence with Pretoria Road allotments. It was agreed to check the Council's records as the Committee believed the fence to be on the correct line. It was also

noted that access to the Wessex Water inspection chamber inside the allotment site would have to be maintained.

d) Precept consultation

The Committee noted the previously agreed comments which had been submitted to the government in the consultation on the possible capping of precepts of town councils. It was agreed that additional work carried out in clearing back lanes which was not done by SGC should also be listed and the point made that Patchway TC was a Quality Council.

e) Christmas Lights

The charge of £4,556 from SGC for erecting and removing the lights between 6 December and 6 January was noted and agreed.

**10. Date of next meeting**

It was noted that the next meeting would be held on Tuesday 6 December 2016 and that the draft budget would be on the agenda, following discussions by the Parks and Planning Committees in November.