

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 7 February 2017 at  
Callicroft House, Rodway Road, Patchway**

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

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

**1. Apologies**

There were no apologies for absence.

**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.

**3. Minutes**

The Minutes of the meeting held on 3 & 5 January were approved as a correct record and signed by the Chairman, proposed Cllr. Gordon, seconded Cllr. Scott with the following amendments:  
Item 7, line 4. Change “but” to “budget”  
Item 8, last paragraph on page 3, line 2, should read “Phase One/the MUGA”.

**4. Matters arising from the minutes**

- a) Reduction of Local Council Tax Reduction Support Grant from SGC  
In response to a question by Cllr. Scott, Cllr. Dando stated that he was

still awaiting a response from SGC on the loss of grant to Patchway for the next financial year.

b) Solar Lights in Scott Park

In response to a question by Cllr. Dando, the Clerk stated that this item would be on the next Parks & Open Spaces agenda.

**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	£273,622.12
Capital Reserve a/c	£50,131.66

**6. Monthly summary of expenditure**

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

**7. Other financial or urgent matters**

a) Final Budget 2017-18

Copies of the final budget adopted by the Council at the January meeting (on peach paper) were circulated to those Councillors who had not received one at that meeting.

b) Council Tax referendum principles

The Clerk had circulated for information a letter from the Local Government Minister confirming the government's decision not to extend council tax referendum principles to parish and town councils.

c) Internal Audit Plan 2016-17 for Almondsbury Joint Burial Committee

It was agreed that this item should be on the agenda for the next meeting and that copies should be circulated in advance.

d) Southern Brooks Community Partnerships

The information requested on how the Town Council's grant had been spent during this financial year would be circulated for information.

e) Public Sector Deposit Fund

The Clerk reported on a meeting she and the Deputy Clerk had held with the CCLA (Churches, Charities & Local Authorities) group at which it had been explained that any council with an income over £500,000 was advised to diversify its cash holdings by using the Public Sector Deposit Fund as amounts over this limit were not covered by the Financial Services Compensation Scheme. It was agreed that this item should be on the agenda for the next meeting and that information should be circulated in advance.

f) Cllr. Butler

Cllr. Butler raised the following items:

1. Whether agendas and minutes had to be sent out by post rather than electronically
2. Suggestion that time sheets should be completed by Council staff
3. Request that a discussion should be held on how the profit from the hire of facilities in Scott Park should be used
4. Request for a discussion on the Revision of Standing Orders concerning political balance

The Chairman suggested that item 2 should be referred to the Personnel Meeting and this was agreed with a proposal that this meeting should be open to all Councillors.

The Clerk would take advice on items 1 and 4 and report back.

Item 3 was agreed for future discussion.

g) Cllr. Cottrell

Cllr. Cottrell asked whether the Council had received the audited accounts for Patchway Sports & Social Club for the year ended December 2015. The Clerk stated that these had been received and could be copied to any Council requesting them. Cllr. Cottrell asked for a copy.

**8. Date of next meeting**

It was noted that the next meeting would be held on Tuesday 7 March 2017.