

PATCHWAY TOWN COUNCIL

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

Present: Cllrs. Mrs E. Orpen (in the Chair)
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

Apologies for absence were received from Cllrs. Martin, Greensword, Grotzke and Walker.

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 7 February were approved as a correct record and signed by the Chairman, proposed Cllr. Dando, seconded Cllr. Bathe-Taylor with the following amendment:
Item 7g line 6, replace Council with Councillor.

4. Matters arising from the minutes

a) Items raised by Cllr. Butler

The Chairman responded to the questions raised at the last meeting:

- i) It would not be appropriate for papers to be sent out

electronically rather than by post unless the Council had provided the necessary equipment for Councillors to download and print this. When the minutes had been approved, they were listed on the Council's website.

ii) All the Council staff, excepting cleaners and the caretaker were on contracted hours and their tasks were supervised by the Clerk. According to the Council's Protocol Agreement, any councillor having a problem with a member of staff should contact the Clerk. Cllr. Butler commented that timesheets for groundstaff would be useful in determining the additional workload caused by the MUGA and whether the Council would require more staff. It was suggested that this could be incorporated in a future business plan for sports development in the Park.

iii) A discussion on how the profit from the hire facilities in Scott Park should be used was referred to the Parks Committee.

iv) A response from ALCA on the question of political balance on the Council was discussed and it was agreed that any changes to Standing Orders should be put forward at a Council meeting and voted on at the following meeting.

b) Southern Brooks Community Partnerships

The Chairman asked that the information on how the Town Council's grant had been spent during this financial year should be circulated for information.

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	£238,401.252
Capital Reserve a/c	£50,132.04

6. Monthly summary of expenditure

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

7. Almondsbury Joint Burial Committee

Cllrs. Dando and Cottrell had attended the meeting the previous week and reported on the discussions. The cemetery remained closed to those living outside the two parishes until issues concerning the purchase of more land had been resolved.

The Internal Audit Plan for 2016-17 had been circulated to the Committee and was discussed. The Committee noted that the third paragraph of 2.5 stated: "The Committee are not trustees but own the cemetery building and assets outright. However, if the Joint Committee ever ceases to exist, all assets should be apportioned between the two Councils."

It was agreed to contact the Committee Clerk and request that this statement should be documented and also that, in the light of the statement and the parity of financial contributions made, both councils should have equality of representation on the committee.

8. Hire charges for Council facilities

The current hire charges were circulated for information.

It was agreed that there should be no change for the financial year 2017-18.

It was agreed that the Parks Committee should discuss preparation of a business plan for the Park in discussion with the sports users which would be useful for future grant applications. Information on costs of providing sports facilities would assist in setting future hire charges.

9. Public Sector Deposit Fund

A paper had been circulated for consideration of a proposal to transfer some of the Council's balances to this fund. After discussion, it was proposed by Cllr. Scott, seconded by Cllr. Butler and agreed by the Committee that in view of uncertainty in the financial market, it would not give the Council added security in protecting its funds by transferring some of the balances to this fund and that no action should be taken at the present time. It was further agreed to reconsider the matter after twelve months.

10. Other financial or urgent matters

a) Committee Membership

Cllr. Loveridge gave notice that he would raise the question at the Council meeting on whether a member of the Patchway Community

Sports Association could attend meetings of the Parks & Open Spaces Committee without the power to vote.

b) Sports & Social Club

Cllr. Cottrell asked whether the correct use of the agreed formula had been applied in calculating the amount of ground rent payable to the Council in the year 2015. The Clerk would check this information with the Club.

c) Planning application for upgraded sports facilities

Cllr. Butler was concerned at the negative comments to the Council's planning application on the SGC planning portal by Sport England and Wessex Water. The Clerk said that she had already spoken to the planning officer who had agreed to a month's extension to enable the Council to answer the queries raised by these two bodies. She had also spoken to the sports development officer at SGC and was awaiting an email with further information which would help the Town Council. It was agreed by 5 votes to 0 with 1 abstention that it would be helpful to consult a planning consultant for clarification of the planning application and the Clerk was asked to make enquiries into a suitable person and report back.

d) SGC Community Awards

The Committee was very pleased that Men in Sheds, which had been nominated by the Council, had been granted a Community Award for 2017 and the presentation would be the following week.

e) Filton Town Council

The Committee agreed with the following suggestions made by Filton:

- That a joint letter should be sent to the Education Minister expressing concern over the financial problems at local secondary schools – Abbeywood and Patchway
- That a Joint Meeting of the 5 local councils in the North Fringe should be held as soon as possible and to suggest that topics for the agenda should include boundary changes, development on the airfield and bus services.

11. Date of next meeting

It was noted that the next meeting would be held on Tuesday 4 April 2017.