

PATCHWAY TOWN COUNCIL

**Minutes of the Finance Committee held on 2 October 2018 at  
Callicroft House, Rodway Road, Patchway**

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

In attendance: Cllrs. Cottrell and Messenger  
Mrs L. Hamid, Mr. J. Turner

**1. Apologies**

Apologies for absence were received from Cllrs. Walker and Martin.

**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 matter, the person would be asked to leave the meeting during discussion and voting.

**3. Minutes**

The Minutes of the meeting held on 4 September were approved as a correct record and signed by the Chairman, proposed Cllr. Bathe-Taylor, seconded Cllr. Dando.

**4. Matters arising from the minutes**

a) Defibrillator

It was noted that an officer from SGC Property Services would be meeting the Clerk to discuss the location of a defibrillator on the wall of the Hub building. A response from Coniston Medical Practice was awaited. The offer of locating a unit in Charlton Hayes would be raised at a forthcoming meeting of the Stakeholders Group.

- b) Scott Park War Memorial  
The Committee was pleased to note that the funding from MAF and CIL had been agreed and that the engineer was working on producing the panels in time for the November Remembrance Parade in the Park.
- c) High netting for bottom football pitch  
It was noted that this work had been completed.

## **5. Current financial position**

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

Current a/c	-£8,654.75
Business Reserve a/c	£628,499.14
Capital Reserve a/c	£50,157.88

It was noted that the second half of the Precept had been received as well as the VAT claims for 2016-17 and 2017-18.

The Clerk was asked to update the figures at the Council meeting when the automatic transfer system would have restored the current account to credit

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

The Committee noted and agreed the summary of expenditure for the month of September and also the income and expenditure accounts for the same period, which had been circulated. Some changes were agreed in the analysis of the expenditure and the sheets would be amended.

The Deputy Clerk informed the Committee that the agreed financial package from RBS had been ordered and would be installed later in October. At the next Finance Committee meeting, Councillors would be able to see the operation of the package.

## **7. Grant applications**

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

- a) Patchway Community Association  
Cllr. Orpen left the room during discussion of this application.  
After discussion, it was agreed to make a grant of £9,000.

- b) Coniston Community Association  
Cllrs. Scott, Gordon and the Clerk left the room during discussion of this application. It was agreed to defer this application to the next meeting so that additional information could be obtained on the income and expenditure and a presentation made by the Manager.  
This decision also applied to Patchway Watercolour Group and the Patchway Friendship & Exercise Group, which both met at Coniston Community Centre.
- c) Patchway People Newsletter  
A grant of £3,000 was agreed.
- d) Four Towns & Vale Link Community Transport  
A grant of £6,000 was agreed.

**8. Revision of Financial Procedure Policy as requested by District Auditor**

The Committee noted this policy, which had been adopted by the Council in 2012 and agreed the change to paragraph 8) to reflect the fact that the Council currently had only one CCTV system. It was agreed unanimously to adopt the revised policy as a working document but that to continue to look at each section and agree action points and to take advice from the accountant on whether any of the policies needed altering. It was also agreed that this policy would be reviewed annually by the Council.

Cllr. Scott proposed that, to signify the importance which the Council was giving to resolving outstanding financial issues, all Councillors should attend Finance Committee meetings for the remainder of the year as it was important that everyone took responsibility for financial matters. This was unanimously agreed.

**9. Upgrading security systems at Scott Park and Callicroft House**

The Committee noted that two quotations had been received but that one was from the company which currently supplied burglar alarms to the Council's premises. In view of the problem at Scott Park when this company had removed part of the alarm system for repair and the same night a burglary had occurred, it was agreed not to ask this company to quote for the work.

Before obtaining two further quotations, it was agreed that a small group of councillors (Cllrs Loveridge, Dando, Butler and Cottrell) would meet to draw up detailed terms of reference to ensure the quotations adequately met the Council's requirements. This group would report back to the Committee in due course.

**10. Other financial or urgent matters**

a) Patchway Community Centre

An email from the Chairman of Patchway Community Association asking for an update was noted. The Clerk was asked to request a response from Kit Stokes as soon as possible so that progress could be made on the redevelopment of the Community Centre.

**11. Date of next meeting**

It was noted that the next meeting would be held on Tuesday 6 November 2018.