

PATCHWAY TOWN COUNCIL

**Minutes of The Finance Committee held on 8<sup>th</sup> January 2019 at  
Callicroft House, Rodway Road, Patchway**

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

In attendance: Mrs L. Squire (Clerk), Mr J. Turner (Deputy Clerk) and Mrs D. Dunning (Responsible Financial Officer)

**2019/01 – 1. Apologises for Absence**

Apologies for absence were received from Cllrs Walker, Greensword, Butler and Mrs Messenger.

**2019/01 -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.

**2019/01 – 3. To approve the minutes of the previous meeting**

The minutes of the previous meeting of the committee on 5<sup>th</sup> December 2018 were signed as an accurate and true record and reflected the course of the meeting.

**2019/01 – 4. Matters Arising**

Security upgrades for Scott Park and Callicroft House were to be looked at and the quotations taken the meeting of Patchway Town Council on 15<sup>th</sup> January 2019.

Visitors book for Callicroft House has been ordered and should arrive on the 11<sup>th</sup> January 2019.

#### **2019/01 - 5. To consider the budget for 2019/20**

The proposed budget was given in full to all committee members for discussion. Upon the advice of the RFO, the members were asked to consider the priorities for the 2019/2020 financial year, as these will influence the budget, which will be considered at full Council on the 15<sup>th</sup> January 2019. Members noted the impact of the reduction in council tax benefit on the costs to local residents. Suggestions were made on changes to the draft budget.

Cllr. Dando agreed he would consider allocating £500 of his MAF allocation towards the improvements in play equipment for Scott Park, most notably the wheelchair swing.

Members noted that until the new Clerk has obtained the CILCA qualification, the council will not have the General Power of Competence.

#### **Actions: -**

- a) Cllr Dando to provide the Clerk with a copy of his letter to the Leader of South Gloucestershire Council regarding the impact of the reduction of council tax benefit for her to circulate to all councillors.
- b) Clerk to send a letter regarding the reduction of council tax benefit to Central Government, the Local MP and South Gloucestershire Council raising the Town Council's concerns about the adverse impact on residents and requesting the MP to attend a future Council meeting.
- c) RFO to prepare a revised budget for 2019/20 with any increase in budget to be limited to £650,000.
- d) RFO/Deputy Clerk to complete an application form to Cllr Dando to apply for the MAF allocation.

#### **2019/01 - 6. Current Financial Position**

Current Account £1000

Business Reserve Account £442,405.96

Fixed Deposit Account £50,183.10

#### **2019/01 - 7. Monthly Summary of income, expenditure and bank reconciliation**

The members noted reconciliation to bank statement which were duly signed as accurate.

**Action:** -from February 2019, the blanked out name on the summary sheets will specify whether it relates to an organisation or an individual.

**2019/01 - 8. Requests for expenditure to be considered**

- a) Two quotes for the new boiler were obtained, with a third in progress.
- b) One quote had been obtained for the roof repairs on Callicroft House, with another in progress.
- c) Two quotes were considered for the painting of Callicroft House. The members voted unanimously in favour of the lower quotation.

**2019/01 - 9. Patchway Community Centre**

The members noted that there was a meeting on Wednesday 9<sup>th</sup> January between Patchway Town Council and Patchway Community Association.

**2019/01 - 10. Other financial or urgent matters.**

There were no other financial or urgent matters.

**2019/01 - 11. Date of next meeting**

The date of the next meeting of the finance committee will be Tuesday 5<sup>th</sup> February 2019.