

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Finance Committee held on 2nd April 2019 at Callicroft House, Rodway Road, Patchway at 19:30hrs

Councillors: Mrs E Martin (in the Chair), P Cottrell, Mrs M Bathe-Taylor, K Dando (19:35), Mrs E Orpen, R Loveridge, S Scott and J Butler

In attendance: D Dunning – Responsible Financial Officer

Members of the Public: 5

02/04/19-1 Members of the public were asked to sign the visitors' book and the RFO advised every one of the fire-exits and the mustering location at the far end of the side car park.

02/04/19-No 2 **Apologies for Absence**

Apologies were received from Cllrs. K Walker, E Gordon & E Bathe-Taylor.

02/04/19-No 3 **Declarations of Interest**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

02/04/19-No 4 **To consider and approve requests for expenditure, including any initial deposit on order:**

- a) Barrier at Scott Park and the Tumps, due to a previous inaccurate quote by a supplier. Concerns were raised over need for padlock to meet any insurance requirements. **Resolved** unanimously that subject to Company A's padlock meeting insurance company approval to accept quotation A for £3510.00 (gross)
- b) Replacement quote Zip wire Gorse Covert
Agreement that replacing the zip-wire was important for the community, but concerns raised over costs. Discussions followed on potential for commissioning a tailor-made option, but it was noted that all play equipment must comply with EN1176 & 1177. All three quotations made no mention of relevant standards. Council agreed need for proof test once equipment installed. Quotation A was agreed as preferred option but resolved to:
 - i) make enquiries of Almondsbury Forge.
 - ii) obtain clarification from Company A on standards and proof test.
 - iii) present information to full council for final decision.

02/04/19-No 5. **To receive and update on the current financial position**

The members agreed reconciliations to bank statement which were duly signed as accurate by the Chair.

Balances as at 29th March 2019

- Current Account £1000
- Business Reserve Account £281613.17
- Fixed Deposit Account £50,207.30

02/04/19-No 6 To receive and consider the Monthly summary of income, expenditure and bank reconciliation

Responsible Financial Officer confirmed she had commenced the annual financial analysis which will be a complex task. Actual costs per individual cost code are still subject to final review. The accountant and RFO will be working over Easter to close 2018/19 accounts on the RBS accounts package. This may impact presentation of month one accounts for 2019/20. A request for a detailed breakdown of maintenance costs will be available in due course.

Councillors, supported by members of the public, wished to record their thanks to all the office staff for the vast improvements to processes and procedures.

Month 12 reports were unanimously approved and signed by the chair.

02/04/19-No 7 To authorise and sign direct debit payments for regular recurring bills.

Mandates were approved and signed for Orange – mobile phones and South Gloucestershire Council - rates

02/04/19-No 8 To note that the date of the next Finance Committee meeting will be determined at the Council's annual meeting on the 14th May 2019.

Noted

The meeting was closed at 20:15