

## PATCHWAY TOWN COUNCIL

### Minutes of the meeting of the Extraordinary Town Council held on 5<sup>th</sup> March 2019 incorporating the Finance Committee at Callicroft House, Rodway Road, Patchway.

**Councillors:** Mrs E Martin (in the Chair), E Bathe-Taylor, Mrs M Bathe-Taylor, J Butler, P Cottrell (7.55pm), K Dando, E Gordon, R Loveridge

**In attendance:** L Squire- Clerk, D Dunning- Responsible Finance Officer (RFO)

**Members of the Public:** 6

#### **5/3/19-No 1 Apologies for Absence**

Apologies were received from Cllr. M Grotzke (long-term sick), Cllr. K Walker (holiday), Cllr. R Messenger (working), Cllr E Orpen (illness)

#### **5/3/19-No 2. 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.

#### **5/3/19- No 3. To confirm the minutes of the Finance Meeting held on the 5<sup>th</sup> February 2019 and to note any issues**

The minutes of the meeting held on the 5<sup>th</sup> February 2019 were agreed as an accurate record and the minutes were duly signed by the Chair.

A Councillor asked if the garage door had been fitted at Scott Park and the council were advised it had been ordered and should be fitted in the next few weeks.

- 5/3/19-No 4. To approve the financial protocols for existing processes, namely: -**
- a) Risk management policy and strategy**
  - b) To note the developing of a risk assessment framework**
  - c) Investment strategy**
  - d) Payment protocol**

**RESOLVED:** - unanimously to agree to adopt all the financial protocols and policies.

#### **5/3/19-No 5 To agree the proposals to South Gloucestershire for enhancing the Rodway Road shopping area**

Council were advised that there are 10 lighting columns to be replaced with LED and the proposals had been sent to South Glos as it was required by the end of February 2019, although they could be altered.

**RESOLVED:** - unanimously to agree the proposals to enhance Rodway Road which reflected the consultation that has taken place with residents and local businesses.

**5/3/19- No 6            To update the bank account signatories to note the removal of the former clerk and to authorise the new officers to have administration rights.**

Council noted this requirement and it was agreed, 3 councillors signed the bank mandate to authorise the clerk, the responsible finance officer and the deputy clerk to be account signatories to have administration rights.

**5/3/19- No 7            To note South Gloucestershire internal audit are revisiting on the 7<sup>th</sup> and 8<sup>th</sup> March 2019.**

The Clerk and the Responsible Finance Officer confirmed that the office staff are prepared for this visit, although some things are work in progress and some areas such as the bank account and credit card cannot be finalised until the new Council is in place in May.

A Councillor asked the cost of the audit, advised this will be identified.

ACTION: -RFO will update all councillors of the cost of the audit.

**5/3/19- No 8            To consider the funding for Southern Brooks in accordance with the 2019/20 budget and the implications for funding.**

Council agreed that the funding for Southern Brooks would be awarded in accordance with the budget agreed for 2019/20, which retained the previous budget for the detached youth worker and that the community development was reduced.

RESOLVED: - Clerk to write to Southern Brooks advising them of the grant for 2019/20 and explaining that budget cuts had to be made across all budgets to minimise any increase in the precept.

**5/3/19-No 9            Current Financial Position**

Balances as at 28<sup>th</sup> February 2019

- Current Account £1,000
- Business Reserve Account £360,706.55
- Fixed Deposit Account £50,199.32

**5/3/19- No 10            Monthly summary of income, expenditure and bank reconciliation for February 2019**

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

A query was raised regarding one payment and the production of receipts and the Clerk advised that guidance has been obtained from SGlos internal audit, which has been followed and the expenditure has been investigated and payment can be justified as correct and payable.

Cllr Cottrell joined the meeting at 7.55pm

Clarification was required on some items of expenditure and information was provided by the Clerk and the RFO. A request was made for the breakdown between maintenance and damage on the maintenance- machinery budget for Parks and playing fields.

ACTION: - RFO to provide breakdown.

The RFO advised the Asset Register was being reviewed for completion by the end of the year and this register will be available on the website.

In response to a query Council were advised tick sheets have been introduced as requested, for all groundsman equipment and tools to confirm all checks have been carried out before use and who is using the equipment. Scaff safety tags have been ordered, which will be attached to all grounds staff equipment and will require each individual to sign when they use the equipment/tools. Overseeing of the process will be taking place.

**5/3/19-No 11. To consider and approve previous Councillor requests for expenditure for enhanced security at Scott Park and the Tumps**

- a) CCTV for Scott Park
- b) Barriers for Scott Park and the Tumps

A table with anonymised quotations had been circulated with the agenda for Councillors consideration. The overall view was that Councillors were not happy with making a decision on only this information and wanted to see the full quote/s so they could assess the full information and identify if anything was missing from the requirements.

Future requests for expenditure will require Councillors to provide specific detailed requirements to enable accurate quotations to be obtained.

RESOLVED: - that future quotations would be circulated with the names and addresses of the companies blacked out for Councillors to consider prior to the meeting.

The actual quotes were circulated at the meeting and for: -

- a) CCTV – after discussion, it was: -  
RESOLVED: -
  - that the 3 companies should be asked to include an internet dongle in their quotes;
  - that the Clerk to research the purchase and installation of the equipment and monitoring of the system.
- b) Barriers- after discussion it was: -  
RESOLVED: -
  - That the existing barriers should remain and that the new barriers will be additional
  - That subject to clarification on the type of padlock, number of keys supplied and cost of additional keys that the quotation from Company B is accepted.

**5/3/19- No 12 To authorise payments by direct debit**

Explanation provided of the requirements for direct debits to be set up for the Water company, Skip hire company (which was a correction of a previous mandate) and the new Trade Card. Advised that invoices will still be received, and reports will still be provided to councillors.

RESOLVED: - for 3 Councillors to sign the 3 direct debit mandates, which were then signed.

A query was raised regarding obtaining a credit card, advised that research has commenced and hopefully this will be agreed and introduced in May/June 2019.

**5/3/19- No 13            To consider and approve the Patchway Community Centre redevelopment revised plans and the intended consultation with the public.**

Council were advised that the structural survey has been received and that substantial additional building work will be required to continue with the original plans which would be far in excess of the section 106 funding allocated to this redevelopment. Cllr Loveridge and John Thomas the Community Centre Manager identified an alternative solution that will still provide the increased capacity required and hopefully will be within the section 106 funding allocated which would mean that a public works board loan would not be required (final costings still need to be identified).

This was considered by the project group last week and the revised basic plans were considered, which were also circulated at the Council meeting. The revised proposal is to make the pre-school two storey and make it slightly wider, this will still result in replacing the original community centre roof and some changes to internal layout and refurbishment within the existing centre. If Council agree with these plans, then these can be submitted to preplanning advice to South Glos the following day.

The intention is to consult with the public by holding a consultation workshop on the 18<sup>th</sup> March 2019 from 4pm-7pm at the Community Centre, this will be advertised via a leaflet to all Patchway and Charlton Hayes residents and a potential draft leaflet was circulated at the meeting. This workshop will provide more detailed revised drawings and provide the community the opportunity to provide their views and suggestions. Councillor volunteers will be required at this event. Another project meeting is arranged for next week to plan the event in more detail

RESOLVED: -

- unanimously to agree the revised plans.
- The leaflet design and leaflet were agreed.
- Councillor volunteers will be considered at the Council meeting on the 12<sup>th</sup> March 2019.

**12/2/19-No 19.            Date of next meeting**

The Council noted that the next Finance Committee would be held on Tuesday 2<sup>nd</sup> April 2019 and the next Council meeting would be held on the 12<sup>th</sup> March 2019.

The meeting was closed at 9pm