

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 11th October 2022 at 19:00 at Callicroft House, Patchway.

Councillors: S Scott (Chairman), R Walker, I Walker, K Dando, D Lawrence and B Hopkinson (19:04).
In attendance: Cllr P Cottrell and J Turner (Town Clerk and RFO).
Members of the Public: None.
Absent: None.

As the time was 19:00, the Chair, Cllr S Scott called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

11/10/2022-No 1. To receive any questions from members of the public present.

None received.

11/10/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllr Eric Gordon.

11/10/2022-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

Cllr K Dando declared his interest in Patchway Sports and Social Club.

11/10/2022-No 4. To approve the minutes of the Finance committee on Tuesday 6th September 2022 and to receive the Clerk/RFO's report for this committee.

RESOLVED: It was unanimously agreed to approve the minutes and note the report.

11/10/2022-No 5. To receive and consider the Financial Reports for September 2022.

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income and Expenditure Report

The committee noted the income and expenditure report.

c) Monthly Summary of Accounts

The committee reviewed the summary and was noted.

RESOLVED: The committee unanimously agreed to approve the financial reports.

11/10/2022-No 6. To review the Financial Forecast for the financial year ending 31st March 2023.

a) To consider the effect of the rising price of utilities for the Council's premises.

b) To consider the effect of rising fuel costs for the Council's machinery.

RESOLVED: It was unanimously agreed to note this item. The RFO stated that the Council was projecting an overspend in this financial year.

11/10/2022-No 7. To review the five year rolling budget plan with specific attention to the 2023/2024 financial year:

a) Centre 100 – Income

The committee agreed to raise the income for interest received to £6000.



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- b) **Centre 110 – Establishment**
The committee noted that standard costs would need to be reflected by RPI and reflected in each year, rather than just the next financial year.
- c) **Centre 120 – Civic/Democratic**
No changes were made on this cost centre.
- d) **Centre 200 – Callicroft House**
No changes were made on this cost centre.
- e) **Centre 210 - Casson Centre**
No changes were made on this cost centre.
- f) **Centre 220 – Burials**
No changes were made on this cost centre.
- g) **Centre 300 – Patchway Community Centre**
No changes were made on this cost centre.
- h) **Centre 310 – Coniston Community Centre**
No changes were made on this cost centre.
- i) **Centre 320 – Rodway Road**
No changes were made on this cost centre.
- j) **Centre 330 – Charlton Hayes**
No changes were made on this cost centre.
- k) **Centre 340 – The Parade**
No changes were made on this cost centre.
- l) **Centre 400 – Youth & Community**
No changes were made on this cost centre.
- m) **Centre 410 – Grants**
No changes were made on this cost centre.
- n) **Centre 500 – Scott Park**
The committee agreed that too much focus had been given on expenditure in this area of Patchway and Councillors commented that residents have raised this as an issue with them directly as well as with the Clerk. The committee noted that the sports income did not even cover the maintenance on the facilities and this needed to change.
- The Clerk will look into getting prices for a new skip contract due to the excessive rising costs. It was agreed to look at the purchase of ‘dog waste’ specific bins.
- o) **Centre 510 – Sports and Social Club**
No changes were made on this cost centre.
- p) **Centre 600 – Allotments**
No changes were made on this cost centre.
- q) **Centre 700 – Tumps**
No changes were made on this cost centre.



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- r) **Centre 710 – Play Areas**
No changes were made on this cost centre.
- s) **Centre 720 – Open Spaces**
No changes were made on this cost centre.
- t) **Centre 800 – Street Furniture**
No changes were made on this cost centre.
- u) **Centre 900 – Capital and Projects**
No changes were made on this cost centre.

RESOLVED: It was unanimously agreed to progress to the next stage of the budget setting process.

11/10/2022-No 8. To review the Hire Charges for Patchway Town Council’s Facilities for the 2022/2023 Financial Year and the 2023/2024 Financial Year.

The committee commented that it was unfair for the residents to subsidise the sporting facilities within the precept and that the facilities should be self-sufficient. The Vice-Chairman suggested that the fees for room hire should be variable depending on the facility rather than the blanket £10 per hour for Patchway residents and £12 per hour for all other hires.

RESOLVED: It was unanimously agreed to recommend to Full Council that the room hire charges are changed as below for the current and the next financial year.

		ALL CHARGES INCLUDE 20% VAT - ALL HIRES ARE FOR A MINIMUM OF TWO HOURS			
		2022-2023	2022-2023	2023 - 2024	2023 - 2024
Site	Room	Patchway Community Rate (Proof of a Patchway Street Name)	Standard Rate	Patchway Community Rate (Proof of a Patchway Street Name)	Standard Rate
The Casson Centre	The Casson Centre Hall - Large room including commercial kitchen and fully accessible toilets.	£15 per hour.	£20 per hour.	£16.50 per hour.	£22 per hour.
Callicroft House	The Boardroom	£12 per hour.	£16 per hour.	£13.20 per hour.	£17.60 per hour.
	Meeting Room	£10 per hour	£12 per hour	£11 per hour.	£13.20 per hour.

RESOLVED: It was unanimously agreed to recommend to the Parks, Open Spaces, Planning and Transport Committee to increase the hire charges for sports facilities as below for the current and next financial year.

PATCHWAY TOWN COUNCIL - SPORTS HIRE CHARGES		Current	Current	Proposed 2022-2023		Proposed 2023-2024	
Facility	Hire Terms	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements
Football Pitches	Adult block bookers - 20 games		£1,224.00		£1,530.00		£1,683.00
Football Pitches	Adult block bookers - 15 games		£1,008.00		£1,260.00		£1,386.00
Football Pitches	Adult block bookers - 10 games		£648.00		£810.00		£891.00
Football Pitches	Youth (under 18s) block bookers - 20 games		£703.00		£878.75		£966.63
Football Pitches	Youth (under 18s) block bookers - 15 games		£518.00		£647.50		£712.25
Football Pitches	Youth (under 18s) block bookers - 10 games		£333.00		£416.25		£457.88
	Hirers booking 1 - 9 games per season						
Football Pitches	Adult - Regular hirers per game	£86.40		£108.00		£118.80	
Football Pitches	Youth (under 18s) - regular hirers per game	£44.40		£55.50		£61.05	
Cricket Pitches	All block bookers - Up To 20 games		£1,350.00		£1,687.50		£1,856.25
3G Facility	1 Hour Hire	£36.00	£30.00	£45.00	£37.50	£49.50	£41.25
Cricket Net Facility	1 Hour Hire	£36.00	£30.00	£45.00	£37.50	£49.50	£41.25



11/10/2022-No 9. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.

11/10/2022-No 10. To consider the financial proposals relating to Charlton Hayes Parish Council.

The committee considered the report and the RFO explained the proposals. Patchway Town Council were looking at a 44% reduction in their Council Tax Base. The RFO recommended that financial liabilities are shared with the new Parish Council.

RESOLVED: It was agreed by a majority with two abstentions to recommend that Patchway Town Council send this request to South Gloucestershire Council as below.

Total Split Liabilities – Asset Value (Divided over number of financial years) = CHPC Adjusted Split

Financial Year	Amount Payable	CHPC Split (44%)	Asset Value	CHPC Adjusted Split
2023-2024	£82,369.09	£36,242.41	£1503.40	£34,739.01
2024-2025	£51,175.24	£22,693.10	£1503.40	£21,135.70
2025-2026	£50,756.18	£22,332.72	£1503.40	£20,829.32
2026-2027	£34,236.76	£15,064.18	£1503.40	£13,560.78
2027-2028	£17,715.06	£7,794.62	£1503.40	£6,291.22
2028-2029	£16,911.49	£7,441.05	£1503.40	£5,937.65
Totals:	£253,563.82	£111,568.08	£9020.40	£102,547.68

11/10/2022-No 11. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:

a) Finance, Democracy and Governance.

The RFO provided an update on the progress as below.

	Finance, Democracy and Governance
Timescale for Implementation	Finance Committee
2022/2023	
	Local Council Award Scheme
	Review of all Governance Documents

11/10/2022-No 12. To note that the next meeting of the Finance Committee will be held on Tuesday 8th November 2022 at 7pm.

Noted.

The meeting was closed at 19:56.



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