

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 12<sup>th</sup> January 2021 at via virtual meeting link at 19:00.

<b>Councillors:</b>	S Scott (chairman), P Cottrell, R Walker, R Loveridge, K Dando, E Gordon and J Buddharaju
<b>In attendance:</b>	J Turner (Deputy Clerk and RFO)
<b>Members of the Public:</b>	One
<b>Absent:</b>	None

#### **12/01/2021-No 1. To receive the apologies for absence.**

None received.

#### **12/01/2021-No 2. Declarations of Interest**

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 S Scott declared his interest on item 6 and stated that he would leave the room.

#### **12/01/2021-No 3. To consider and approve and dispensations for this meeting.**

None received.

#### **12/01/2021-No 4. To approve the minutes of the Finance committee on 8<sup>th</sup> December 2020 and to note any issues.**

**RESOLVED:** It was unanimously agreed to approve the minutes.

#### **12/01/2021-No 5. To receive and consider the Financial Reports for December 2020.**

##### **a) Bank Reconciliation and Bank Statements**

The committee approved the reconciliation and statements.

##### **b) Income and Expenditure Report**

The committee noted the income report and no queries were raised.

##### **c) Monthly Summary of Accounts**

A query was raised about what was included in the expenditure for staff training, the RFO confirmed that this was for courses for the office staff.

**RESOLVED:** The committee unanimously agreed the financial reports.

#### **12/01/2021-No 6. To consider the costs of raising Patchway Town Council's Fidelity Insurance Cover, on a temporary basis, from £1m to £2m for the cost of £100.76 per year for one year and pro rata for the current financial year for the cost of £54.36 and agree to recommend to Full Council that they opt for the higher cover.**

Cllr Scott declared an interest and left the room. Cllr K Dando assumed the Chair.

**RESOLVED:** The majority agreed to recommend to Full Council that Patchway Town Council opts for the higher cover on a temporary basis.

#### **12/01/2021-No 7. To review the Financial Forecast for 2020/2021.**

The RFO discussed this document with the committee. This document would be used to track the Council's current budget against year to date inputs as well as tracking for future plans such as the redevelopment of the Pavilion. The committee expressed their appreciation to the RFO for this detailed report.

**RESOLVED:** It was unanimously agreed to note the forecast.

#### **12/01/2021-No 8. To receive the RFO's Quarterly Finance Report for Quarter Three.**

**RESOLVED:** It was unanimously agreed to note the report.

#### **12/01/2021-No 9. To review the Hire Charges for Patchway Town Council's Room Hire.**

The RFO talked the committee through the report. Some concerns were raised over an increase in hire fees across all premises and the committee wanted to check they were comparable with other local organisations.

**RESOLVED:** It was unanimously agreed to defer this item to the next meeting to allow the RFO to gather comparative rates for similar sized rooms from other local organisations.

**12/01/2021-No 10. To review the Hire Charges for Patchway Town Council's Sports Hire.**

The RFO talked the committee through the report which detailed the proposed hire charges for 2021/2022. The hire charges showed a small increase. It was suggested to maintain the 'Youth' pricing bracket for the 3G Pitch and Cricket Nets but remove the 'Senior' pricing bracket. It was agreed by the RFO that the Council's contact details would be prominent on the booking system for the new facilities.

**RESOLVED:** It was unanimously agreed to include a 'Youth' pricing bracket of £25 for block bookers and £30 inclusive of VAT for one-off hires for the 3G Pitch and the Cricket Nets. It was further resolved, unanimously, to recommend that Patchway Town Council adopts the below pricing structure for Sports Hire for the financial year 2021/2022.

Facility	Hire Terms	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
Football Pitches	Adult block bookers - 15 games		£1,008.00
Football Pitches	Adult block bookers - 10 games		£648.00
Football Pitches	Youth (under 18s) block bookers - 20 games		£703.00
Football Pitches	Youth (under 18s) block bookers - 15 games		£518.00
Football Pitches	Youth (under 18s) block bookers - 10 games		£333.00
	<b>Hirers booking 1 - 9 games per season</b>		
Football Pitches	Adult - Regular hirers per game	£86.40	
Football Pitches	Youth (under 18s) - regular hirers per game	£44.40	
Cricket Pitches	All block bookers - Up To 20 games		£1,350.00
Cricket Pitches	Regular Hirer's Per Game	£81.00	
3G Facility	Adult Hire Per Hour	£36.00	£30.00
	Youth Hire Per Hour	£30.00	£25.00
Cricket Net Facility	Adult Hire Per Hour	£36.00	£30.00
	Youth Hire Per Hour	£30.00	£25.00

**12/01/2021-No 11. To note that the date of the next Finance Committee meeting will be on Tuesday 9<sup>th</sup> February 2021 at 7pm.**

Noted.

The meeting was closed at 19:24.