

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 8<sup>th</sup> February 2022 at 19:00 at Callicroft House, Patchway.

**Councillors:** S Scott (Chairman), R Walker, P Cottrell, R Loveridge, D Lawrence and K Dando.  
**In attendance:** Cllr E Gordon 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.

#### **08/02/2022-No 1. To receive any questions from members of the public present.**

None received.

#### **08/02/2022-No 2. To receive the apologies for absence.**

The committee noted apologies from Cllr B Hopkinson.

#### **08/02/2022-No 3. 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.

#### **08/02/2022-No 4. To consider and approve and dispensations for this meeting.**

None received.

#### **08/02/2022-No 5. To approve the minutes of the Finance committee on Tuesday 11<sup>th</sup> January 2022 and to note any issues.**

##### **a) To receive the Clerk/RFO's report for this committee.**

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

#### **08/02/2022-No 6. To receive and consider the Financial Reports for January 2022.**

##### **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**

The committee reviewed the summary and was noted. The Clerk will provide an update at the next meeting on the situation with Patchway Sports and Social Club and skip hire costs.

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

#### **08/02/2022-No 7. To review Patchway Town Council's Hire Charges for 2022/2023.**

##### **a) Sports Hire.**

##### **b) Room Hire.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council to maintain the current scale of fees.

#### **08/02/2022-No 8. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:**

##### **c) Finance, Democracy and Governance.**

The Clerk provided an update. All items for this committee had been actioned as below and one was completed as below.



	Finance, Democracy and Governance
Timescale for Implementation	Finance Committee
2021/2022	
	Local Council Award Scheme
	Review of all Governance Documents

**08/02/2022-No 9. To note that the date of the next Finance Committee meeting will be on Tuesday 8<sup>th</sup> March 2022 at 7pm.**

Noted.

The meeting was closed at 19:08.

