

## PATCHWAY TOWN COUNCIL

### **Minutes of the Finance committee meeting held on Tuesday 3<sup>rd</sup> October 2023 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr S Scott (Chairman), P Cottrell, N Field, J James

**In attendance:** Cllr T Scott, Cllr R Loveridge, Cllr P Knight, J Watkins (Deputy Town Clerk & RFO)

**Members of the Public:** Denise Lansdown, Mike Lansdown (both Snack Attacks)

**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.

**02/10/2023-No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

None received.

**02/10/2023-No 2. To receive any apologies for absence.**

The committee noted apologies from Cllr Dayley Lawrence (work commitments).

**02/10/2023-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.

**02/10/2023-No 4. To approve the minutes of the Finance committee on Tuesday 11<sup>th</sup> July 2023.**

**RESOLVED:** It was agreed to approve the minutes and note the Clerk's report with one abstention.

**02/10/2023-No 5. To receive and consider the Financial Reports for Quarter 2 of the current financial year**

The Committee noted the Financial Reports for July 2023 and August 2023, noting that September would be considered at the next meeting.

**02/10/2023-No 6. To review the budget for the 2024-2025 Financial Year.**

a) **Centre 100 – Income**

No changes were made on this cost centre.

b) **Centre 110 – Establishment**

No changes were made on this cost centre.

c) **Centre 120 – Civic/Democratic**

The Committee commented that the Mayor's Allowance should sit in the 410 Grants cost centre. The Committee also commented that a separate expenditure code for Twinning should be introduced with a £1000 budget.

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 400 – Youth & Community**  
No changes were made on this cost centre.
- k) **Centre 410 – Grants**  
No changes were made on this cost centre.
- l) **Centre 500 – Scott Park**  
No changes were made on this cost centre.
- m) **Centre 510 – Sports and Social Club**  
No changes were made on this cost centre.
- n) **Centre 600 – Allotments**  
No changes were made on this cost centre.
- o) **Centre 700 – Tumps**  
No changes were made on this cost centre.
- p) **Centre 710 – Play Areas**  
No changes were made on this cost centre.
- q) **Centre 720 – Open Spaces**  
No changes were made on this cost centre.
- r) **Centre 800 – Street Furniture**  
No changes were made on this cost centre.
- s) **Centre 900 – Capital and Projects**  
No changes were made on this cost centre.

**RESOLVED:** It was unanimously agreed to recommend to Full Council that Patchway Town Council move forward to the next stage of the 2024-2025 budgeting process.

**02/10/2023 -No 7. To note the report on income received from Patchway Town Council's facilities.**

The Committee noted the report on income particularly the increase in sports facilities income and forward projections.

**02/10/2023 -No 8. note that the meeting dates of the Finance Committee 2023 – 2024 will be held on:**

Tuesday 14<sup>th</sup> November 2023 at 7.00pm (if there is sufficient business)

Tuesday 12<sup>th</sup> December 2023 at 7.00pm (if there is sufficient business)

Tuesday 9<sup>th</sup> January 2024 at 7.00pm

Tuesday 9<sup>th</sup> April 2024 at 7.00pm

The Committee noted the meeting dates of the Finance Committee 2023 – 24.

**02/10/2023 -No 9. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.**

**RESOLVED:** It was unanimously agreed to exclude the public and the press for the below items.

**02/10/2023 -No 10. To receive Snack Attacks' (Norman Scott Park Café License Holder) quarterly accounts for both quarters of the current financial year.**

Proprietor of Snack Attacks in the Park café, Denise Lansdown, presented the business accounts for Q4 2022/2023 and Q1 and Q2 2023/2024 to the Committee.

The Committee thanked Mrs Lansdown for attending the meeting and presenting the accounts. The Committee noted the tightly balanced position of the accounts.

The Council noted feedback from Mrs Lansdown on negative comments made about her business in the open session of the Full Council Meeting on 19 September 2023. Councillors apologised to Mrs Lansdown.

**The meeting was closed at 19.58**