

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 12th July 2022 at 19:00 at Callicroft House, Patchway.

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

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.

12/07/2022-No 1. To receive any questions from members of the public present.

None received.

12/07/2022-No 2. To receive the apologies for absence.

None received.

12/07/2022-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.

12/07/2022-No 4. To consider and approve and dispensations for this meeting.

None received.

12/07/2022-No 5. To approve the minutes of the Finance committee on Tuesday 14th June 2022 and to note any issues.

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

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

12/07/2022-No 6. To receive and consider the Financial Reports for June 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. The committee noted that the salary codes need to be adjusted to reflect actual costs for June (the codes had been applied incorrectly), this was also the case for the grant to South Gloucestershire Playscheme.

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

12/07/2022-No 7. 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.

The committee considered these items together. The RFO explained that the Council were heading for a large overspend on utilities and fuel due to the rising costs. It was noted that the RFO was looking into a banded area for fuel, so that it can be delivered to site at a cost saving. The committee noted that although the budget heading had an overspend the overall cost centre was projecting to be an underspend.

The RFO explained that a sub-meter would be installed in the café area and utility costs will form a part of contract negotiations with a contractor.

RESOLVED: It was unanimously agreed to note the forecast.



12/07/2022-No 8. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.

12/07/2022-No 9. 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

12/07/2022-No 10. To note that the next meeting of the Finance Committee will be held on Tuesday 13th September 2022 at 7pm.

Noted.

The meeting was closed at 19:17.



06/09/2022