

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 14th June 2022 at 19:00 at Callicroft House, Patchway.

Councillors: S Scott (Chairman), R Walker, I Walker, K Dando, D Lawrence and E Gordon.
In attendance: 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.

14/06/2022-No 1. To elect a Chairman to the Finance Committee for the ensuing year.

Cllr S Scott was proposed and this was seconded. No other nominations had been made.

RESOLVED: It was unanimously agreed to elect Cllr S Scott as Chairman to the Finance Committee for the ensuing year.

14/06/2022-No 2. To elect a Vice-Chairman to the Finance Committee for the ensuing year.

Cllr R Walker was proposed and this was seconded. No other nominations had been made.

RESOLVED: It was unanimously agreed to elect Cllr R Walker as Vice-Chairman to the Finance Committee for the ensuing year

14/06/2022-No 3. To receive any questions from members of the public present.

None received.

14/06/2022-No 4. To receive the apologies for absence.

The committee noted apologies from Cllr B Hopkinson (prior engagement).

14/06/2022-No 5. 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.

14/06/2022-No 6. To consider and approve and dispensations for this meeting.

None received.

14/06/2022-No 7. To review the Terms of Reference for the Finance Committee

RESOLVED: It was unanimously agreed to recommend that Full Council adopts the terms of reference.

14/06/2022-No 8. To approve the minutes of the Finance committee on Tuesday 5th April 2022 and to note any issues.

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

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes and note the report.

14/06/2022-No 9. To receive and consider the Financial Reports for April 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.



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14/06/2022-No 10. To receive and consider the Financial Reports for May 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. It was further agreed unanimously to recommend to Full Council that members adhere to the electronic service for summons as previously agreed, unless a paper copy of the agenda pack is asked for in advance of the meeting. It was further unanimously agreed to look into monitors to be placed in the Council chamber to relay the documents that are on the screen.

The RFO would look into providing figures on whether the utility budgets set would be sufficient or whether a virement would need to be made.

14/06/2022-No 11. To review the Financial Forecast for the financial year ending 31st March 2023.

RESOLVED: It was unanimously agreed to note the forecast item to the next meeting.

14/06/2022-No 12. To carry out a review of Patchway Town Council's general and earmarked reserves.

RESOLVED: It was unanimously agreed to recommend to Full Council that the earmarked reserve of £21,566.86 is transferred to the Pavilion project. The committee were happy to maintain the current level of reserves.

14/06/2022-No 13. To carry out a review of the Patchway Community Centre project account.

RESOLVED: It was unanimously agreed to note the overspend of £132,403.14.

14/06/2022-No 14. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.

14/06/2022-No 15. 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. The committee noted that the Local Council Award Scheme had been awarded at the Quality Gold Status. Progress can be seen below.

RESOLVED: It was unanimously agreed to formally thank the Clerk for his work on obtaining this award.

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

14/06/2022-No 16. To note that the next meeting of the Finance Committee will be held on Tuesday 12th July 2022 at 7pm.

Noted.

The meeting was closed at 19:40.



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