

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on 9th June 2020 at via virtual meeting link at 19:00.

Councillors: S Scott (chairman), P Cottrell, R Walker, R Loveridge, K Dando, J Buddharaju and E Gordon (19:12).
In attendance: Cllrs I Walker, B Hopkinson (19:46) and J Turner (Deputy Clerk and RFO)
Members of the Public: Two

09/06/2020-No 1. To elect a Chairman for the Finance Committee for the ensuing year.

Cllr S Scott was proposed, and this was seconded. A query was raised over whether the Chairman of the Council should be the Chair of Finance. The RFO stated that although best practice would be to have a separate chair for scrutiny purposes, if no one else was forthcoming then the vote should go ahead with the current proposal.

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

09/06/2020-No 2. To elect a Vice-Chairman for the Finance Committee for the ensuing year.

Cllr K Dando was proposed, and this was seconded.

RESOLVED: It was agreed with one abstention to elect Cllr K Dando as the Vice-Chairman for the ensuing year.

09/06/2020-No 3. To receive and decide whether to accept the apologies for absence.

No apologies were received.

09/06/2020-No 4. 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. There were no requests for dispensations.

09/06/2020-No 5. To review the Terms of Reference for the Finance Committee.

The RFO stated that the composition would need to be changed to seven which would give a quoracy of three. Cllr S Scott also asked if the committee would be in favour in changing the spending power of the Finance Committee from £5000 to £7500.

RESOLVED: It was unanimously agreed to recommend to Council to change the composition to reflect the new committee. It was **further resolved** to recommend to Council to alter the delegated power to spend from £5000 to £7500. This would also need to be reflected in the Council's Financial Regulations.

09/06/2020-No 6. To approve the minutes of the Finance committee on 12th May 2020 and to note any issues.

RESOLVED: The committee agreed to approve the minutes with one abstention.

09/06/2020-No 7. To receive and consider the Financial Reports for May 2020

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income Report

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

c) Expenditure Report

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

d) Monthly Summary of Accounts

The committee approved the report. It was suggested that the RFO looked into getting quotations for work on our planters through an external contractor due to safety issues, this would then be brought to the Parks, Open Spaces, Planning and Transport committee.

RESOLVED: The committee unanimously agreed the financial reports.

09/06/2020-No 8. To consider the budget monitoring document and agree to review it monthly as a working document.

The RFO talked the committee through the new document which contains the Council's 'anticipated' expenditure and income based on spending trends and work to be carried out this year. It is a new way for the Council to track their budget and provides an efficient report on the budget detail.

RESOLVED: It was unanimously agreed to review this item every month as a working document.

09/06/2020-No 9. To consider the 3-year budget plan and agree any actions.

The RFO talked the committee through the document. It was agreed that a column stating 2019/2020 budget should be included. The RFO stated that the income budgets were slightly decreased as the situation after COVID-19 is uncertain for many of the groups who use the facilities. The RFO stated that the document should be considered by every committee and then Full Council for ratification after the Strategic Plan had gone for public consultation and been adopted.

a) Centre 110 – Establishment

The committee made no comment on this centre and will look to review further next month.

b) Centre 120 – Civic/Democratic

The RFO explained that the Council need to Earmark money each year for election costs due to high cost in 2019/2020. The committee noted that the September election invoice had not been received. The election budget would be reviewed to ensure adequate monies were allocated in the event of a by-election.

c) Centre 200 – Callicroft House

A query was raised over 'Property Security/Caretaking' and the RFO confirmed that the Council pay a company to effectively act as a caretaker for all premises.

d) Centre 210 – Casson Centre

The committee made no comment on this centre and will look to review further next month.

e) Centre 220 – Burials

The committee agreed to raise each year by £100 in the document due to ongoing changes with AJBC.

f) Centre 300 – Patchway Community Centre

The RFO talked the committee through the reduction in grant monies over three years. This had been suggested due to the new space that the community centre are getting through the development. The community centre interior will also be upgraded to include a new fire alarm system and new entrance hall. The committee agreed to maintain the grant but will look at this for further review. The RFO would ask the Centre Manager for a breakdown in additional income the centre will generate due to the new hall and the freeing up of space in the existing main hall.

g) Centre 310 – Coniston Community Centre

The committee made no comment on this centre and will look to review further next month.

h) Centre 320 – Rodway Road

The RFO had received requests from residents to improve the street scene on Rodway Road. It was agreed to add columns in for enhancements to the street scene at Rodway Road, The Parade and Charlton Hayes. This would be discussed by the Parks, Open Spaces, Planning and Transport committee. It was also agreed that new budget lines would be added for signage for Patchway Greenway Walk and signage for all outside areas.

i) Centre 400 – Youth & Community

A query was raised over whether the Council should be funding Patchway Library and this item would be added as an item on the Council agenda under closed session. The committee were fully in support of an online community newsletter and it would be issued via a mailing list on a monthly basis. The councillors would feed the information to the Deputy Clerk who would draft up a standard template for the newsletter. The committee will still maintain the grant to Patchway People and would look to include their news in the publication as it is now.

j) Centre 410 – Grants

The committee made no comment on this centre and will look to review further next month.

k) Centre 900 – Capital and Projects

The committee noted that S106 costs had not been included in this budget at this stage. The budget for the Pavilion project would need to be increased.

l) Centre 910 – Professional Fees

The committee made no comment on this centre and will look to review further next month.

09/06/2020-No 10. To note that the date of the next meeting will be on Tuesday 14th July at 7pm.

Noted.

The meeting was closed at 19:57