

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 5th April 2022 at 19:00 at Callicroft House, Patchway.

Councillors: R Loveridge (Chairman), P Cottrell, B Hopkinson, D Lawrence, and K Dando.
In attendance: J Turner (Town Clerk and RFO).
Members of the Public: None.
Absent: None.

As the Chairman and Vice-Chairman of the Finance Committee had given their apologies, it was proposed and seconded that Cllr R Loveridge assume the Chair for this meeting.

RESOLVED: It was unanimously agreed for Cllr R Loveridge to assume the Chair for this meeting.

As the time was 19:00, the Chair, Cllr R Loveridge 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.

05/04/2022-No 1. To receive any questions from members of the public present.

None received.

05/04/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllrs S Scott (Working) and R Walker (Working).

05/04/2022-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.

05/04/2022-No 4. To consider and approve and dispensations for this meeting.

None received.

05/04/2022-No 5. To approve the minutes of the Finance committee on Tuesday 15th March 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 two abstentions, to approve the minutes and note the report.

05/04/2022-No 6. To receive and consider the Financial Reports for March 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 RFO stated that the position as of 31st March 2022 was an overspend of £25,808, which will be funded from the Council's general reserve.

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

05/04/2022-No 7. To carry out a review of Patchway Town Council's Earmarked Reserves.

RESOLVED: It was unanimously agreed to defer this item to the next meeting.

05/04/2022-No 8. To approve any budget virements for the 2022/2023 financial year.

RESOLVED: It was unanimously agreed to defer this item to the next meeting.

05/04/2022-No 9. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.



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05/04/2022-No 10. To review the sponsorship rates for the 2022/2023 financial year.

RESOLVED: It was unanimously agreed to recommend to Full Council to approve the sponsorship rates.

05/04/2022-No 11. To consider Patchway Town Council's income streams and identify any opportunities to increase income.

The committee considered the report. It was agreed that the Council needed to raise its income.

RESOLVED: It was unanimously agreed to recommend to Full Council that car boot sales are held between 9am and 12pm at The Tumps. It was further agreed unanimously for the RFO to look into getting vendor's into Scott Park and recommending that Full Council enters into agreement with commercial vendors, until the café is up and running.

05/04/2022-No 12. To review any outstanding debtors for the current financial year.

RESOLVED: It was unanimously agreed to note the report.

05/04/2022-No 13. 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 implemented and the review of all governance documents will be continued throughout the year.

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

05/04/2022-No 14. To note that the date of the next Finance Committee meeting be determined at the Annual Meeting of Patchway Town Council.

Noted.

The meeting was closed at 19:29.



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