

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 9th February 2021 via virtual meeting link at 19:00.

Councillors:	S Scott (chairman), P Cottrell, R Walker, R Loveridge, K Dando, and J Buddharaju
In attendance:	J Turner (Deputy Clerk and RFO), Doug Coles, Ray Abrahams and Robert White (Patchway Sports and Social Club)
Members of the Public:	Two
Absent:	Cllr E Gordon

09/02/2021-No 1. To receive the apologies for absence.

None received.

09/02/2021-No 2. 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.

Cllrs R Loveridge and K Dando declared an interest in item 11.

09/02/2021-No 3. To consider and approve and dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant Cllrs R Loveridge and K Dando dispensations for item 11 and they would remain in the room to discuss the matter but not vote.

09/02/2021-No 4. To approve the minutes of the Finance committee 12th January 2021 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes.

09/02/2021-No 5. To receive and consider the Financial Reports for January 2021.

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income and Expenditure Report

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

c) Monthly Summary of Accounts

RESOLVED: The committee unanimously agreed the financial reports.

09/02/2021-No 6. To review the financial forecast for 2020/2021.

The RFO discussed this item. He explained that the Council was in a healthy financial position approaching the end of the financial year. At present, the Council's wishes to earmark some monies towards the Norman Scott Park Pavilion project.

RESOLVED: It was unanimously agreed to note the forecast.

09/02/2021-No 7. To review the hire charges for Patchway Town Council's Room Hire now that comparisons have been made.

The RFO discussed this report with the committee. Comparisons were drawn from four other local councils and a good rate was suggested for Patchway Town Council in line with the comparisons.

RESOLVED: It was unanimously agreed to recommend that Full Council adopts the below pricing structure and that all bookings are a minimum of two hours, with the option for extra hours on top:

		ALL CHARGES INCLUDE 20% VAT	
Site	Room	Patchway Community Rate (Proof of a Patchway Postcode)	Standard Rate
The Casson Centre	The Casson Centre Hall - Large room including commerical kitchen and fully accesible toilets.	£10 per hour	£12 per hour
Callicroft House	The Boardroom	£10 per hour	£12 per hour
	Meeting Room	£10 per hour	£12 per hour

09/02/2021-No 8. To consider the correspondence from Southern Brooks Community Partnerships relating to funding for the financial year 2021/2022.

The RFO provided some context for the committee. There was a general consensus that it would be a shame to lose the youth provision for Patchway but there was agreeance that more information needed to be obtained.

RESOLVED: It was unanimously agreed to defer this item and to ask Southern Brooks to apply for an emergency grant, in which they would need to detail their accounts and bank statements so the Council can understand their financial position. It was **further resolved** that the RFO and Cllr J Buddharaju would ask South Gloucestershire Council for details around their funding to Southern Brooks for youth work in Patchway.

09/02/2021-No 9. To consider the quotation from preferred supplier JEFF electrical in relation to the electrical testing at Callicroft House and The Casson Centre.

RESOLVED: It was agreed with one abstention to approve the quotation of £150 for the emergency light test and the £1 per item for PAT Testing.

09/02/2021-No 10. To note the date of the next Finance Committee meeting will be on Tuesday 9th March 2021 at 7pm.

Noted.

CLOSED SESSION

09/02/2021-No 11. To receive the information from Patchway Sports and Social Club relating to their financial position.

The Chairman welcomed the three members of Patchway Sports and Social Club to the meeting. The RFO provided some context to the situation and then handed over to the representatives. The representatives presented their financial situation to the Council with bank statements and explanations for hire agreements and loans. The committee noted that grants had been applied for and thanks were given to the RFO for forwarding some grants onto the representatives. The representatives were very optimistic about the future of the club and had plans in place for a re-opening once restrictions are lifted. Cllr J Buddharaju stated that she would try and use some of the MAF monies to help the club if she could.

RESOLVED: It was agreed with two abstentions to recommend to Council to defer the ground rent payments until the new financial year. It was **further resolved** that a review should take place in the new financial year to ascertain whether to clear the debt from the club's statement or to offer further assistance.

The meeting was closed at 19:45.