

PATCHWAY TOWN COUNCIL

**Minutes of the Finance committee meeting held on Tuesday 6<sup>th</sup> December 2022 at 19:00 at Callicroft House, Patchway.**

**Councillors:** S Scott (Chairman), R Walker, I Walker, D Lawrence and K Dando (19:06).  
**In attendance:** Cllr R Loveridge, Cllr P Knight, J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk) and Derek Kemp (Accountant).  
**Members of the Public:** None.  
**Absent:** Cllr E Gordon.

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.

**06/12/2022-No 1. To receive any questions from members of the public present.**

None received.

**06/12/2022-No 2. To receive the apologies for absence.**

The committee noted apologies from Cllr B Hopkinson (unwell).

**06/12/2022-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

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.

**06/12/2022-No 4. To approve the minutes of the Finance committee on Tuesday 8<sup>th</sup> November 2022 and to receive the Clerk/RFO's report for this committee.**

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

**06/12/2022-No 5. To carry out a progress review of Patchway Town Council's Three-Year Plan, focusing on 2022/2023:**

**a) Finance, Democracy and Governance.**

The Council noted the progress as below. All items were fully complete for 2022/2023. This item will now be removed from future agenda's.

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

**06/12/2022-No 6. To note that the next meeting of the Finance Committee will be held on Tuesday 10th January 2023 at 7pm.**

Noted.

**06/12/2022-No 7. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following agenda items.**

**RESOLVED:** It was unanimously agreed to exclude the public and press for the following items.



**06/12/2022-No 8. To receive advice from Derek Kemp of DCK Accounting in relation to Patchway Town Council's budget for 2023-2024.**

The Chairman welcomed Derek Kemp to the meeting.

Derek advised the committee that next year's actuarial valuation had been received today and it would give the Council a saving of £308. The committee noted that the confirmed tax base had now been received and Patchway Town Council's tax base would now be reduced by 44.52% to 2232. This means that the Council will have less households to split the Council Tax Precept over.

Derek advised the committee, that based on current projections, he and the RFO were estimating the Council having £10,494 in general reserves at 31<sup>st</sup> March 2023. The committee noted that this would not cover the salary or insurance costs due in April 2023.

Derek presented three budget options to the committee. Option one was a balanced budget, with no scope for any building back up of reserves. Option two gave the Council the opportunity to build back up their reserves over two years. Option three gave the Council the opportunity to build up their general reserve over one year, which would correct their general reserve by 31<sup>st</sup> March 2024.

Derek advised the committee that option three was the preferable option and the RFO stated that would be his preference too however the detail of the budget would need to be considered again.

The committee noted that neither of these three options allowed for any projects to be undertaken and it was a baseline budget on contractual and revenue spending. The committee noted that there was scope for justifying an increase in Council Tax Precept due to the formation of Charlton Hayes Parish Council.

Derek advised the Council that a PWLB loan to cover revenue costs could not be done and only a short-term loan, whereby the money in full was budgeted for in the precept for 2023/2024, would be permissible. The committee noted that a loan in the region of £50,000 should be sought for and this should be built into the budget for next year. The committee noted they could approach South Gloucestershire Council as well as any neighbouring Town and Parish Council's.

The committee noted that this increase could be a one-off with the £75,000 in capital costs either being taken off of the precept in the following year or by slowly reducing the amount over a number of years.

It was proposed that the Finance Committee recommends to Full Council that they use option three as a starter for budget setting purposes and that Patchway Town Council seek to take a short term loan of £50,000 to cover revenue expenditure until April 2023.

**RESOLVED:** It was unanimously agreed to approve the proposal as stated above. Cllrs R Loveridge and P Knight gave their full support to this proposal even though they are not sitting members of the Finance Committee.

**06/12/2022-No 9. To consider the recommendation from the Personnel Committee that Patchway Town Council considers a one-off costing living payment.**

**RESOLVED:** It was agreed by a majority, with one abstention, to reject the recommendation.

**06/12/2022-No 10. To carry out a review of the Norman Scott Park Pavilion estimated final account.**

**RESOLVED:** It was unanimously agreed to note the final account and update from the RFO.

The meeting was closed at 19:41.



10/01/2023