



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Saturday 23rd September 2023.

Dear Cllr Sam Scott, Cllr Dayley Lawrence Cllr Patrick Cottrell, Cllr Natalie Field, Cllr Eric Gordon and Cllr Jenny James

You are summoned to attend the meeting of Patchway Town Council's Finance Committee on Tuesday 3rd October 2023 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Locum Clerk

AGENDA

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
2. To receive any apologies for absence.
3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
4. To approve the minutes of the Finance Committee held on Tuesday 11th July 2023.
5. To receive and consider the Financial Reports for Quarter 2 of the current financial year.
6. To review the budget for the 2024-2025 Financial Year.
 - a) Centre 100 – Income
 - b) Centre 110 – Establishment
 - c) Centre 120 – Civic/Democratic
 - d) Centre 200 – Callicroft House
 - e) Centre 210 - Casson Centre
 - f) Centre 220 – Burials
 - g) Centre 300 – Patchway Community Centre
 - h) Centre 310 – Coniston Community Centre

Patchway is Twinned with Clermont l'Herault and Gauting.





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- i) Centre 320 – Rodway Road
 - j) Centre 400 – Youth & Community
 - k) Centre 410 – Grants
 - l) Centre 500 – Scott Park
 - m) Centre 510 – Sports and Social Club
 - n) Centre 600 – Allotments
 - o) Centre 700 – Tumps
 - p) Centre 710 – Play Areas
 - q) Centre 720 – Open Spaces
 - r) Centre 800 – Street Furniture
 - s) Centre 900 – Capital and Projects
7. To note the report on income received from Patchway Town Council’s facilities.
8. To note that the meeting dates of the Finance Committee 2023 – 2024 will be held on:
Tuesday 14th November 2023 at 7.00pm (if there is sufficient business)
Tuesday 12th December 2023 at 7.00pm (if there is sufficient business)
Tuesday 9th January 2024 at 7.00pm
Tuesday 9th April 2024 at 7.00pm
9. 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.
10. To receive Snack Attacks’ (Norman Scott Park Café License Holder) quarterly accounts for both quarters of the current financial year.

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PATCHWAY TOWN COUNCIL

Minutes of the Finance Committee meeting held on Tuesday 11th July 2023 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr S Scott (Chairman), Cllr P Cottrell, Cllr N Field, Cllr J James and Cllr D Lawrence.
In attendance:	Cllr R Loveridge, Cllr P Knight, and J Watkins-(Deputy Town Clerk/RFO)
Members of the Public:	None.
Absent:	None.

As the time was 19:00, the outgoing 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.

11/07/2023-No 1. To elect a Chairman to this Committee for the ensuing year.

Cllr Sam Scott was proposed and seconded. There were no other nominations.

RESOLVED: It was unanimously agreed to elect Cllr Sam Scott as Chairman to the Finance Committee.

11/07/2023-No 2. To elect a Vice-Chairman to this Committee for the ensuing year.

Cllr Dayley Lawrence was proposed and seconded. There were no other nominations.

RESOLVED: It was unanimously agreed to elect Cllr Dayley Lawrence as Vice-Chairman to the Finance Committee.

11/07/2023-No 3. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

None received.

11/07/2023-No 4. To receive the apologies for absence.

The committee noted apologies from Cllr E Gordon (unwell).

11/07/2023-No 5. 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.

11/07/2023-No 6. To approve the minutes of the Finance Committee held on Tuesday 14th March 2023 and 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 to note the report.

11/07/2023-No 7. To receive and consider the Financial Reports for Quarter 1 of the current financial year.

a) Bank Reconciliation and Bank Statements for Quarter 1.

The committee approved the reconciliation and statements.

b) Income and Expenditure Report for Quarter 1.

The committee noted the income and expenditure report.

c) Quarterly Summary of Accounts.

The committee reviewed the summary and was noted. No queries or questions were raised.

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

11/07/2023-No 8. To note the report on Patchway Town Council's Income Streams for the current financial year

The Council noted the report and the positive action taken to improve the Town Council's income streams. The Chairman outlined the income increases that the Town Council were expecting to see. Cllr N Field raised a query about the estimated year end position of vendors/events and youth/community budget codes and whether these would be reflected in the rolling budget plan, to which the Chairman stated that it would be reflected.

11/07/2023 -No 9. To review the Five-Year Budget Plan focusing on the 2024 – 2025 financial year:

- a) **Centre 100 – Income.**
No changes were made on this cost centre.
- b) **Centre 110 – Establishment.**
No changes were made on this cost centre.
- c) **Centre 120 – Civic/Democratic.**
No changes were made on this cost centre.
- d) **Centre 200 – Callicroft House.**
No changes were made on this cost centre.
- e) **Centre 210 - Casson Centre.**
No changes were made on this cost centre.
- f) **Centre 220 – Burials.**
No changes were made on this cost centre.
- g) **Centre 300 – Patchway Community Centre.**
No changes were made on this cost centre.
- h) **Centre 310 – Coniston Community Centre.**
No changes were made on this cost centre.
- i) **Centre 320 – Rodway Road.**
No changes were made on this cost centre.
- j) **Centre 400 – Youth & Community.**
No changes were made on this cost centre. The committee noted the re-introduction of the Youth Development budget which is specifically for funding youth projects.
- k) **Centre 410 – Grants.**
No changes were made on this cost centre.
- l) **Centre 500 – Scott Park.**
No changes were made on this cost centre.
- m) **Centre 510 – Sports and Social Club.**
No changes were made on this cost centre.
- n) **Centre 600 – Allotments.**
No changes were made on this cost centre.
- o) **Centre 700 – Tumps.**
No changes were made on this cost centre.
- p) **Centre 710 – Play Areas.**
No changes were made on this cost centre. Cllr P Knight raised a query on the repairs/maintenance budget under this centre and asked whether there was a maintenance code for the Scott Park centre. The RFO responded stating that there was a sufficient budget line for Scott Park.
- q) **Centre 720 – Open Spaces.**
No changes were made on this cost centre.
- r) **Centre 800 – Street Furniture.**
No changes were made on this cost centre.

s) Centre 900 – Capital and Projects.

No changes were made on this cost centre. Cllr P Knight raised a query whether budgets on this centre could be used for other purposes. The Vice-Chairman responded stating that it would have to be on a case-by-case basis, hence why there is loose capital included.

The committee looked through each cost centre during the meeting. The Chairman outlined the initial budget setting process to all members and how the five-year plan would work for this current year's budget setting process.

11/07/2023 -No 10. To note that the meeting dates of the Finance Committee 2023 – 2024 will be held on:

Tuesday 3rd October 2023 at 7.00pm

Tuesday 9th January 2024 at 7.00pm

Tuesday 9th April 2024 at 7.00pm

The committee noted the dates above.

It was proposed to hold further Finance Committee meetings in November and December to look at setting the budget in detail.

RESOLVED: It was unanimously agreed to hold meetings as above.

The meeting was closed at 19:27.



Patchway Town Council
Strategic Five Year Budget Plan

Precept Variance		ACTUAL	ACTUAL	ACTUAL	DRAFT	DRAFT	DRAFT
ACTUAL		21/22	22/23	23/24	24/25	25/26	26/27
£	723,155.00	£ 809,143.00	£ 530,271.00	£ 485,012.34	£ 493,195.78	£ 489,612.93	
£	723,155.00	£ 85,988.00	£ 278,872.00	£ 45,258.66	£ 8,183.44	£ 3,582.85	
Variance as a Percentage			12%	-34%	-9%	2%	-1%

Amount of Precept Required

Council Tax Base (Estimated) (£/annum)	3993	4203	2333	2333	2333	2333	2333
	£ 181.11	£ 192.52	£ 227.29	£ 207.89	£ 211.40	£ 209.86	
Difference (£/annum)		£ 11.41	£ 34.77	£ 19.40	£ 3.51	£ 1.54	
Difference (£/month)		£ 0.53	£ 2.90	£ 1.62	£ 0.29	£ 0.13	
As a percentage (£/annum)		3.3%	6%	18%	-9%	2%	-1%

Centre Code	Centre Name	21/22	22/23	23/24	24/25	25/26	26/27
		ACTUAL	ACTUAL	ACTUAL	DRAFT	DRAFT	DRAFT
100	Income	-£ 200.00	-£ 500.00	-£ 7,000.00	-£ 10,000.00	-£ 10,000.00	-£ 10,000.00
110	Establishment	£ 321,614.00	£ 246,334.00	£ 306,449.00	£ 277,124.00	£ 285,153.00	£ 292,207.30
120	Civic and Democratic	£ 7,650.00	£ 10,075.00	£ 10,250.00	£ 3,700.00	£ 3,700.00	£ 5,200.00
200	Callioft House	£ 15,340.00	£ 18,050.00	£ 16,300.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
210	The Casson Centre	£ 1,699.00	£ 6,350.00	£ 4,700.00	£ 450.00	£ 450.00	£ 450.00
220	Burials	£ 3,000.00	£ 1,800.00	£ 3,326.00	£ 3,326.00	£ 3,326.00	£ 3,326.00
300	Patchway Community Centre	£ 2.00	£ 2.00	£ 2.00	£ 2.00	£ 2.00	£ 2.00
310	Coniston Community Centre	£ 41,395.00	£ 22,756.00	£ 21,938.00	£ 21,151.34	£ 20,332.28	£ 19,524.28
320	Rodway Road	£ 4,100.00	£ 4,750.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
400	Youth and Community	£ 25,240.00	£ 21,400.00	£ 7,500.00	£ 22,500.00	£ 22,500.00	£ 22,500.00
410	Grants	£ 24,500.00	£ 16,000.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00
500	Scott Park	£ 27,450.00	£ 23,025.00	£ 11,300.00	£ 19,935.00	£ 21,908.50	£ 24,079.35
510	Sports and Social Club	£ 11,840.00	£ 11,840.00	£ 11,840.00	£ 11,840.00	£ 11,840.00	£ 11,840.00
600	Allotments	£ 1,250.00	£ 2,250.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
700	Tumps and BMX Track	£ 4,720.00	£ 3,720.00	£ 720.00	£ 720.00	£ 720.00	£ 720.00
710	Play Area	£ 9,550.00	£ 10,600.00	£ 3,100.00	£ 3,100.00	£ 3,100.00	£ 3,100.00
720	Open Spaces Administration	£ 25,125.00	£ 27,875.00	£ 26,630.00	£ 37,500.00	£ 38,000.00	£ 38,500.00
800	Street Furniture and Transport	£ 750.00	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
900	Capital and Projects	£ 224,314.00	£ 410,000.00	£ 149,400.00	£ 97,500.00	£ 96,000.00	£ 82,000.00
	RBS Tolerance	0	0	5,252.00			
	Precept Required	£ 723,155.00	£ 809,143.00	£ 530,271.00	£ 485,012.34	£ 493,195.78	£ 489,612.93



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Locum Clerk's Report

Patchway Town Council's Income Streams

In this current financial year, Patchway Town Council has lost 44% of their Council Tax Base which means that there have been cuts to certain budgets to allow the Council to adjust to the new tax base. This means that it is imperative that all of Patchway Town Council's income streams are driven during this year, not only to match the budget set but to exceed it.

It is important that Councillors do not get too caught up in individual codes. Members should be reading across the whole committee section and total balance of each cost centre to get an accurate representation of the financial position of the Council. Some codes, for VAT purposes, are on other cost centres but are shared income streams.

For example, vendors/events on centre 500 has income for all Council events whereas the expenditure is split between different cost centres. This report aims to set out, at the end of Quarter two of the Financial Year, where the Council currently is and where the officers believe the Council will be. This will be updated and reviewed each quarter. Some of the headings don't have budgets attributed to them as they are either grants or donations, which are not guaranteed.

Budget Heading	Budget Set	Current Position (Month 5)	Estimated YE Position as of July 23	Estimated YE Position as of Sept 23
Precept	£540,271	£270,136	£540,272	£540,272
Interest Received	£7000	£4,416	£9500	£10,598
CIL Payment	£0	£18,697	£18,697	£18,697
Callicroft House Income	£500	£44	£150	£150
Casson Centre Income	£2000	£979	£5520	£5520
Capital Income	£100,000	£111,360	£100,000	£111,360
Patchway CC Ground Rent	£2	£2	£2	£2
Coniston CC Ground Rent	£1	£1	£1	£1
Youth/Community	£0	£8,280	£6840	£8,280
Vendor/Events	£15,000	£3,309	£9000	£5500
Sports Income	£8500	£3,237	£10,535	£10,535
3G Income	£22,000	£10,199	£23,039	£24,000
Café Income	£8400	£3500	£8400	£8,400
Other Grants/Donations	£0	£8,043	£1400	£8,043
PSSC Income	£11,840	£3945	£11,840	£11,840
Allotment Rents	£2000	0	£2000	£2000
Tumps Ground Rent	£30	£30	£30	£30
Totals	£715,744	£446,178	£747,226	£765,228
Variance to Annual Budget		-£269,556	+£31,482	+£49,484