

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 8th October 2024 at 19:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllr K Walker (Chairman), Cllr E Gordon, Cllr J James, Cllr D Lawrence, Cllr S Scott, Cllr T Scott.

In attendance: S Howard (Town Clerk), J Watkins (Deputy Town Clerk & RFO), J Turner (Locum Clerk), Patsy To (South Gloucestershire Council), Andrew Birch (South Gloucestershire Council).

Members of the Public: None

Absent: None

As the time was 19:00, the Chairman, Cllr K Walker 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.

08/10/2024-No 1. 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.

08/10/2024- No 2. To receive any apologies for absence.

None received.

08/10/2024-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.

Cllr S Scott declared his interest in item 5.

Cllr K Walker declared his interest in item 8 (line 310).

RESOLVED: It was unanimously agreed to grant Cllr S Scott and Cllr K Walker a dispensation for the items to stay in the room.

08/10/2024-No 4. To approve the minutes of the Finance Committee held on 9th July 2024 and to note there is no Clerk/RFO's report for this committee meeting as all actions are covered within the agenda.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes.

08/10/2024-No 5. To consider the funding request from South Gloucestershire Council in relation to staffing at Patchway Library discuss what the money would be spent on and what the risks are of not providing this funding.

Patsy To (South Gloucestershire Council) presented a request for an annual spend of £3901.02 from Patchway Town Council to ensure the opening of Patchway Library between 3-5.00pm on Wednesdays from April 2025. Patsy outlined that 7 out of 12 town and parish councils in the area had agreed to fund sustaining current opening hours and related activities.

The funding would be solely for staff resource for 2 hours per week as South Gloucestershire Council seek to make £273,000 savings in the library services.

Patsy explained that as a priority neighbourhood, Patchway library has fewer users than other areas, though the need is different with users requiring more time of staff for complex reasons.

Councillors stated concerns that requesting funding through a town council is essentially secondary taxation for residents.

The Deputy Clerk asked if Charlton Hayes Parish Council had been approached as Patchway library also serves residents in that parish. It was confirmed an approach had been made to CHPC though no response received.

Councillors thanked Patsy and Andrew for stating the case for the Committee.

RESOLVED: It was agreed by a majority with one abstention to recommend to Full Council to approve funding of £3901.02 to retain the Wednesday 3 – 5.00pm opening hours for one year for 2025/2026 and to include this in the budgeting process for 2025/2026.

08/10/2024-No 6. To receive the quarterly summary of accounts, bank statements and bank reconciliations for Quarter 2 of the 2024/2025 financial year.

RESOLVED: It was unanimously agreed to approve all of the reports.

08/10/2024-No 7. To note the event report for all of Patchway Town Council's events within the current financial year.

The committee noted the report

08/10/2024-No 8. To review the Five Year Budget Plan focusing on the 2025 – 2026 financial year.

a) Centre 100 – Income

No changes were made on this cost centre.

b) Centre 110 – Establishment

The Committee noted the below amendments had been made.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
110	Admin Staff Salaries	£126,967	£131,186	Estimated 5% rise in 24/25 and 5% rise in 25/26. Subject to national agreement.
110	Ground Staff Salaries	£153,300	£156,934	Estimated 5% rise in 24/25 and 5% rise in 25/26. Subject to national agreement.

c) Centre 120 – Civic/Democratic

The committee noted the below amendments had been made. It was recommended to amend the budget for 2026/2027 to £9,500 to off-set the predicted £441.00 increase in the precept figure for that year. It was noted by Councillors that setting a budget is not a commitment to spend.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
120	Twinning	£1,500	£10,000	As of 2023/2024, Patchway Town Council are now solely responsible for funding and carrying out Twinning activities. The budget increases each year of proposed hosting and decreases for years in which Patchway won't play host. Twinning has some real benefits for young people and the Town Council can really make a difference through this scheme.

d) Centre 200 – Callicroft House

The committee noted the below amendments had been made.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
200	Callicroft House Utilities	£6,000	£6,250	Reflect new contract agreed in May 2024.

e) Centre 210 - Casson Centre

The committee noted the below amendments had been made.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
210	Casson Centre Utilities	£2,500	£2,400	Reflect new contract agreed in May 2024.

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.

k) Centre 410 – Grants

No changes were made on this cost centre.

l) Centre 500 – Scott Park

The committee noted the below amendments had been made.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
500	3G Income	£30,975	£35,000	Reflects current hire schedule on 24/25 rates and 25/26 proposed rates. May increase with use.
500	Café Income	£9,261	£8,820	Reduced to reflect Officer's recommendation of no rental increase until end of 2027 due to substantial increase in 23/24.

500	NSP Utilities	£18,500	£23,500	Reflect new contract agreed in May 2024.
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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.

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

The committee noted the below amendments had been made.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
900	New Projects	£30,000	£10,000	Reduced to offset other budget rises.
900	Council Vehicles	£15,000	£7,500	Reduced to offset other budget rises.

RESOLVED: It was unanimously agreed to recommend the revised five-year budget plan to Full Council for approval which include the above amendments.

08/10/2024-No 9. To note that the meeting dates of the Finance Committee 2024 – 2025 will be held on:

Tuesday 12th November 2024 at 7.00pm

Tuesday 14th January 2025 at 7.00pm

Tuesday 8th April 2025 at 7.00pm

The meeting was closed by the Chairman at 19.42.