

PATCHWAY TOWN COUNCIL

**Minutes of the Finance committee meeting held on Tuesday 11<sup>th</sup> January 2022 at 19:00 at Callicroft House, Patchway.**

**Councillors:** S Scott (Chairman), P Cottrell, R Loveridge, B Hopkinson, D Lawrence and K Dando.  
**In attendance:** Cllr E Gordon, Cllr T Scott (19:27) and J Turner (Town Clerk and RFO).  
**Members of the Public:** None.  
**Absent:** None.

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.

**11/01/2022-No 1. To receive any questions from members of the public present.**

None received.

**11/01/2022-No 2. To receive the apologies for absence.**

The committee noted apologies from Cllr R Walker (Illness).

**11/01/2022-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.

**11/01/2022-No 4. To consider and approve and dispensations for this meeting.**

None received.

**11/01/2022-No 5. To approve the minutes of the Finance committee on Tuesday 9<sup>th</sup> November 2021 and to note any issues.**

**a) To receive the Clerk/RFO's report for this committee.**

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the minutes with the addendum that on item 8 Q the wording changes to 'land at the rear of the BMX track'.

**11/01/2022-No 6. To receive and consider the Financial Reports for November 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**

The committee reviewed the summary and was noted.

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

**11/01/2022-No 7. To receive and consider the Financial Reports for December 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**

The committee reviewed the summary and was noted.

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



**11/01/2022-No 8. To review Patchway Town Council’s actual financial position at the end of quarter three in comparison to the projected financial position.**

The RFO discussed the document and the document was noted by all members. The final financial position would be available for the April meeting. The RFO confirmed that he would circulate the Council’s current level of reserves.

**11/01/2022-No 9. To review the budget for 2022/2023.**

The Chairman opened this item. He informed the committee that himself and the RFO had looked at the budget in detail again and made some minor amendments.

Cllr B Hopkinson asked why an increase in precept had been proposed when the Council Tax Base had increased. The RFO confirmed this was due to the capital expenditure budget, which the Council needed to be able to fund the key projects and for any unforeseen expenditure. Cllr B Hopkinson stated that without the increase in houses, the proposed precept would be a bigger increase for the residents. The RFO and Chairman confirmed that only a 3.59% increase was proposed to be able to fund the capital projects and that the tax base had increased by 5.26%. The RFO also stated that the cost to the Council has risen significantly in the past year and to set a standstill or reduced budget could have very negative implications for Patchway Town Council’s future finances. Cllr B Hopkinson asked whether the committee would consider prudential borrowing rather than putting the capital amount into the budget. The RFO advised against any borrowing for the Council and that any monies that are unspent in the next financial year could be used to reduce the precept in the following year, subject to key projects being completed within time.

- a) **Centre 100 – Income.**  
No changes were made on this centre.
- b) **Centre 110 – Establishment.**  
No changes were made on this centre.
- c) **Centre 120 – Civic/Democratic.**  
No changes were made on this centre.
- d) **Centre 200 – Callicroft House.**  
No changes were made on this centre.
- e) **Centre 210 - Casson Centre.**  
No changes were made on this centre.
- f) **Centre 220 – Burials.**  
No changes were made on this centre.
- g) **Centre 300 – Patchway Community Centre.**  
No changes were made on this centre.
- h) **Centre 310 – Coniston Community Centre.**  
No changes were made on this centre.
- i) **Centre 320 – Rodway Road.**  
No changes were made on this centre.
- j) **Centre 330 – Charlton Hayes.**  
No changes were made on this centre.
- k) **Centre 340 – The Parade.**  
No changes were made on this centre.
- l) **Centre 400 – Youth & Community.**



It was agreed to reduce the youth development budget to £15,000.

**m) Centre 410 – Grants.**

It was agreed to reduce the general grants budget to £10,000.

**n) Centre 500 – Scott Park.**

It was agreed to reduce the property maintenance budget to £2500.

**o) Centre 510 – Sports and Social Club.**

No changes were made on this centre.

**p) Centre 600 – Allotments.**

No changes were made on this centre.

**q) Centre 700 – Tumps and BMX Track.**

It was agreed to remove the budget of £4000.

**r) Centre 710 – Play Areas.**

It was agreed to reduce the repairs and maintenance budget to £8000.

**s) Centre 720 – Open Spaces.**

No changes were made on this centre.

Cllr P Cottrell raised the issue over the state of Patchway’s back lanes and the land at the rear of the BMX track. The Clerk confirmed that this would be added to the Parks, Open Spaces, Planning and Transport meeting in January.

**t) Centre 800 – Street Furniture.**

No changes were made on this centre.

**u) Centre 900 – Capital and Projects.**

It was agreed to raise the major projects budget to £390,000.

The Chairman asked for a named vote on this matter.

**RESOLVED:** It was agreed by a majority (Cllrs S Scott, K Dando, B Hopkinson, R Loveridge, D Lawrence), with one abstention (Cllr P Cottrell), to recommend that Patchway Town Council sets it’s precept at £796,643 as per the budget document.

**11/01/2022-No 10. To carry out a progress review of Patchway Town Council’s Three Year Plan, focusing on 2021/2022:**

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

The Clerk provided an update. All items for this committee had been actioned as below and were in process of being completed. The Clerk reminded Cllr B Hopkinson to send his biography for the website across.

	<b>Finance, Democracy and Governance</b>
<b>Timescale for Implementation</b>	<b>Finance Committee</b>
<b>2021/2022</b>	
	Local Council Award Scheme
	Review of all Governance Documents



**11/01/2022-No 11. To note that the date of the next Finance Committee meeting will be on Tuesday 8<sup>th</sup> February 2022 at 7pm.**

Noted.

The meeting was closed at 19:46.

A handwritten signature in black ink, appearing to be 'S.H.' with a long horizontal stroke extending to the right.