

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 9th January 2024 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr S Scott (Chairman), D Lawrence, P Cottrell, N Field and J James.
In attendance:	Cllr R Loveridge, Cllr P Knight, J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk & RFO)
Members of the Public:	One.
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.

09/01/2024-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.

09/01/2024- No 2. To receive any apologies for absence.

None received.

09/01/2024-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 agenda item 6.

RESOLVED: It was unanimously agreed to grant a dispensation for this item.

Cllr D Lawrence declared his interest in agenda item 6.

RESOLVED: It was unanimously agreed to grant a dispensation for this item.

09/01/2024-No 4. To approve the minutes of the Finance committee on Tuesday 12th December 2023 and to note 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.

09/01/2024-No 5. To receive and consider the Financial Reports for September 2023 and Quarter 3 of the current financial year.

RESOLVED: It was unanimously agreed to note the Financial Reports for September 2023, October 2023 and November 2023. December 2023 would be considered at the next meeting.

Cllr R Loveridge raised a query on the November Financial Report on the income for Patchway Sports and Social Club and the RFO clarified that this was football pitch hire and sponsorship. Cllr Loveridge asked if this could be made clearer going forward.

Cllr P Knight raised a query on the purchase of a Christmas tree in November, which the RFO was stated was accurate however the sponsorship monies offered were not forthcoming and the expenditure was taken from the budget saving on the Christmas Lights.

Cllr R Loveridge raised a query on the £350 paid to Mini Concerts in November and the RFO confirmed this was for entertainment at the Firework's event.

09/01/2024-No 6. To consider the quotation report on Patchway Town Council's Skip Hire contract.

The Committee considered the report and the two quotations that had been presented as per below. There were 2 companies not available to provide a quotation.

*'It is the recommendation of this report that Patchway Town Council approves the quotation from Great Western Recycling for £11,160 per annum. **The Finance Committee can approve quotations of up to £20,000 per transaction as per Financial Regulations.***

It is also the officer's recommendation that the SKIP budget heading is renamed to 'Waste and Recycling' and for this budget to encompass the recycling of office and Casson Centre waste as approved by the Parks, Open Spaces, Planning and Transport committee for the cost of £510 per year, based on a weekly collection.

It is also the officer's recommendation that Patchway Town Council budgets £3000 per year for green waste recycling. In previous years, the Town Council have had the luxury of using the 'wood pile' at Pretoria Road Allotments for their wood and green waste. Due to the Allotment expansion, thanks to the Pollinator project, this is no longer an option and the Town Council will need to start recycling their green waste in other ways. This can be through a method of 'cut and collecting', log piles and habitat holes for the wild animals. We estimate the cost for the first year being £3000 with this either being reduced or grants being sought for a permanent solution.

*Overall, the recommendation is to rename the 'SKIP' budget to 'Waste and Recycling' and to attribute this with a budget of **£14,750** thus reducing the budget from £16,500 producing a saving of £1750 on the overall budget.'*

RESOLVED: It was unanimously agreed to support the Officer's recommendations as above.

09/01/2024-No 7. To consider the revised Financial Risk Register and agree to recommend this for adoption to Full Council.

RESOLVED: It was unanimously agreed to recommend the revised Risk Register to Full Council for adoption.

09/01/2024-No 8. To note the report on Patchway Town Council's Income Streams for the current financial year.

The committee noted the report that stated income was at higher levels than anticipated for all income streams except for the license and lease agreements. There will be a further update at the end of the financial year.

RESOLVED: It was unanimously agreed to note the report and to thank the officers for their hard work on boosting income streams for the Town Council.

09/01/2024-No 9. To consider the budget for the 2024-2025 Financial Year.

The committee considered the two budget options that were presented to them.

- 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.
- 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.
- 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.

RESOLVED: It was unanimously agreed to recommend to Full Council that Patchway Town Council adopt budget option two with a Precept of £501,638 for the 2024/2025 financial year. The budget ensured that Patchway Town Council meet their general reserve requirement as well as maintaining a high level of capital funding for any unforeseen expenditure during the year. The effect on an average Band D household can be seen below, compared with the 2023/2024 financial year.

			23/24	24/25
Council Tax Base (Estimated)			2333	2282
(£/annum)			£ 237.24	£ 219.82
Difference (£/annum)			£ 237.24	-£ 17.42
Difference (£/month)			£ 19.77	-£ 1.45

**09/01/2024-No 10. To note that the meeting dates of the Finance Committee 2023 – 2024 will be held on:
Tuesday 9th April 2024 at 7.00pm.**

Noted.

09/01/2024-No 11. 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 the press for the below items.

09/01/2024-No 12. To note the report on financial implications for Patchway Town Council regarding lieu time accrued by Patchway Town Council employees.

The report was noted.

The meeting was closed at 19:28.