

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 9<sup>th</sup> November 2021 at 19:00 at Callicroft House, Patchway.

**Councillors:** S Scott (Chairman), R Walker, P Cottrell, J Butler (Sub for R Loveridge), B Hopkinson and K Dando (19:08)  
**In attendance:** J Turner (Town Clerk and RFO).  
**Members of the Public:** One.  
**Absent:** Cllr D Lawrence.

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.

#### **09/11/2021-No 1. To receive any questions from members of the public present.**

None received.

#### **09/11/2021-No 2. To receive the apologies for absence.**

The committee noted apologies from Cllr R Loveridge.

#### **09/11/2021-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.

Cllr S Scott declared his interest in items 9 and 14.

#### **09/11/2021-No 4. To consider and approve and dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to grant Cllr S Scott a dispensation to stay in the room and discuss items 9 and 14.

#### **09/11/2021-No 5. To approve the minutes of the Finance committee on Tuesday 12<sup>th</sup> October 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 and note the action report from the Clerk.

#### **09/11/2021-No 6. To receive and consider the Financial Reports for October 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 agreed by a majority, with one abstention to approve the financial reports.

#### **09/11/2021-No 7. To consider the financial forecast for 2021/2022.**

The document was noted.

#### **09/11/2021-No 8. To review the rolling three year budget plan.**

Prior to discussing this item, Cllr S Scott stated that the budget in it's current format, reflects a 0% increase in the Council Tax Precept for all residents.



- 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.**  
The committee noted that the grants heading were included on Centre 410.
- h) **Centre 310 – Coniston Community Centre.**  
The committee noted that the grants heading were included on Centre 410.
- 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 raise the Youth Development budget to £20,000.
- m) **Centre 410 – Grants.**  
No changes were made on this centre.
- n) **Centre 500 – Scott Park.**  
No changes were made on this centre.
- 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 allocate £4000 for improvements to the land at the rear of the track. It was also agreed to raise the improvement fund to £3000.
- r) **Centre 710 – Play Areas.**  
It was agreed to raise the maintenance budget to £2500.
- s) **Centre 720 – Open Spaces.**



No changes were made on this centre.

t) **Centre 800 – Street Furniture.**

No changes were made on this centre.

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

**RESOLVED:** It was unanimously agreed to move this item into the closed session part of the agenda, if the committee agree to move into closed session.

**RESOLVED:** It was unanimously agreed to recommend that Full Council notes the budget and the position of the Council Tax Precept.

**09/11/2021-No 9. To consider the quotation from preferred supplier, DCK Accountancy, to provide financial assistance with preparation of the monthly finances now that more information has been obtained.**

Cllr S Scott declared his interest and Cllr R Walker assumed the Chair.

**RESOLVED:** It agreed by a majority with two abstentions to appoint DCK Accountancy to provide financial assistance.

**09/11/2021-No 10. To receive the report from the Internal Controls review carried out by Cllr R Loveridge.**

The committee noted the report. There was some invoices missing signatures in the month of August, which the Clerk and bank signatories would rectify.

**09/11/2021-No 11. 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.

	<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

**09/11/2021-No 12. To note that the date of the next Finance Committee meeting will be on Tuesday 14<sup>th</sup> December 2021 at 7pm.**

Noted.

**09/11/2021-No 13. 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 that the public and press be excluded during the following agenda items.

**09/11/2021-No 8. To review the rolling three year budget plan.**

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

The committee noted the current capital budget costs for major projects. The RFO updated the Council on the future plans for project expenditure. It was agreed that the Norman Scott Park Pavilion project would need to be financed over two financial years.

**RESOLVED:** It was unanimously agreed to recommend that the Council note the budget.



**09/11/2021-No 14. To consider the appointment of a Quantity Surveyor.**

Cllr S Scott declared his interest and Cllr R Walker assumed the Chair.

**RESOLVED:** It was agreed by a majority, with one abstention, to appoint the Quantity Surveyor.

**09/11/2021-No 15. To review the combination of the Town Clerk and Responsible Finance Officer Role as agreed at the meeting of Patchway Town Council on 31st August 2021.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council to keep the combined roles.

The meeting was closed at 19:44.

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