

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 8th November 2022 at 19:00 at Callicroft House, Patchway.

Councillors: R Walker (Chairman), I Walker, K Dando, S Scott (19:08) and D Lawrence (19:09).
In attendance: J Turner (Town Clerk and RFO) and J Watkins (Deputy Town Clerk).
Members of the Public: None.
Absent: Cllr B Hopkinson.

As the time was 19:00, the Chair, Cllr R 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.

08/11/2022-No 1. To receive any questions from members of the public present.

None received.

08/11/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllr Eric Gordon. The committee noted that Cllrs S Scott (work) and D Lawrence (civic engagement) were going to be late.

08/11/2022-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.

08/11/2022-No 4. To approve the minutes of the Finance committee on Tuesday 11th October 2022 and to receive the Clerk/RFO's report for this committee.

RESOLVED: It was unanimously agreed to approve the minutes and note the report which included the detail on the skip contract.

08/11/2022-No 5. To receive and consider the Financial Reports for October 2022.

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income and Expenditure Report

The committee noted the income and expenditure report.

c) Monthly Summary of Accounts

The committee reviewed the summary and was noted.

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

08/11/2022-No 6. To review the five-year rolling budget plan with specific attention to the 2023/2024 financial year:

a) Centre 100 – Income

The committee agreed to raise the income for vendors and events to £15,000. The committee noted that the firework event went well and had an income of just over £2700. The committee mooted that for future years, these events may only be able to be put on if they are self-sufficient.

RESOLVED: It was unanimously agreed to recommend to Full Council, that a firework event is held next year but tickets are charged at £5 per person, which should cover the costs of the event.



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b) Centre 110 – Establishment

The committee noted that standard costs would need to be reflected by RPI and reflected in each year, rather than just the next financial year. The committee spoke about the salary costs of the proposed staffing structure, and it was agreed that now would not be the right time to employ an additional environmental operative.

RESOLVED: It was unanimously agreed to recommend that Full Council deletes the vacancy for an additional Environmental Operative.

The Council noted the rising costs of stationery and printing, where were now considerably higher than previous years. It was noted that 14 Councillors had signed a consent form to receive an electronic summons and that this should be adhered to.

The committee noted that the Clerk was only willing to print the agenda for the meeting due to rising costs. However, one pack was produced for the Chairman of the meeting.

RESOLVED: It was unanimously agreed to recommend to Full Council, due to rising costs, that the Council goes completely paperless for those who had signed the consent form for electronic summons, with immediate effect.

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.

The Clerk stated that after a conversation with the Cemetery Clerk, that a purchase of land will be going ahead which will cost £100,000. Under the AJBC, Patchway is liable to some of the costs to enable their residents to have the same burial rights as they have always had. The committee noted that a full report would be going to Full Council in December.

RESOLVED: It was unanimously agreed to recommend to Full Council that the Council goes out to public consultation, after the December Council meeting, to ascertain whether the residents want this and whether a PWLB loan should be used to fund this.

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 330 – Charlton Hayes

No changes were made on this cost centre.

k) Centre 340 – The Parade

No changes were made on this cost centre.

l) Centre 400 – Youth & Community

It was agreed to reduce the community events budget to £12,000. The Clerk stated that he was confident that the 70th anniversary could be brought in around this figure.



m) **Centre 410 – Grants**

No changes were made on this cost centre.

n) **Centre 500 – Scott Park**

The committee agreed to move the budget for the skip to the centre 720, open spaces administration.

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

No changes were made on this cost centre.

p) **Centre 600 – Allotments**

No changes were made on this cost centre.

q) **Centre 700 – Tumps**

No changes were made on this cost centre.

r) **Centre 710 – Play Areas**

No changes were made on this cost centre.

s) **Centre 720 – Open Spaces**

No changes were made on this cost centre.

t) **Centre 800 – Street Furniture**

No changes were made on this cost centre.

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

The Clerk stated that the Council would only have on current spending, around £23,000 in their general reserve which falls considerably short of the recommended three – six months of revenue expenditure. The committee noted that the Council would need to consider upping the rolling capital fund considerably over the next few years, to build up a healthy general reserve. The committee noted that they run the risk of not being able to afford any emergency expenditure and any potential overspends on projects, will make the estimated figure even less. The Clerk warned the committee that they would need to investigate borrowing options for everyday expenditure if the outstanding projects overrun by much longer. The committee agreed that this should be on the agenda at next week's Full Council meeting to ensure all Councillors are aware of this situation.

08/11/2022-No 7. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed defer this item.

08/11/2022-No 8. To carry out a progress review of Patchway Town Council's Three-Year Plan, focusing on 2022/2023:

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

RESOLVED: It was unanimously agreed to defer this item.

08/11/2022-No 9. To note that the next meeting of the Finance Committee will be held on Tuesday 6th December 2022 at 7pm.

Noted.

The meeting was closed at 19:58.



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