

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 9<sup>th</sup> July 2024 at 19:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

**Councillors:** Cllr E Gordon, Cllr J James, Cllr D Lansdown, Cllr D Lawrence, Cllr K Walker (Chairman) and Cllr S Scott (19:03).

**In attendance:** Cllr T Scott, J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk & RFO)

**Members of the Public:** None.

**Absent:** None.

As the time was 19:00, the outgoing Vice-Chairman, Cllr D Lawrence 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.

#### **09/07/2024-No 1. To elect a Chairman to this Committee for the ensuing year.**

Cllr K Walker was proposed and this was seconded. No other nominations were received.

**RESOLVED:** It was unanimously agreed to elect Cllr K Walker as Chairman to the committee for the ensuing year.

#### **09/07/2024-No 2. To elect a Vice Chairman to this Committee for the ensuing year.**

Cllr S Scott was proposed and this was seconded. No other nominations were received.

**RESOLVED:** It was unanimously agreed to elect Cllr S Scott as Vice Chairman to the committee for the ensuing year.

#### **09/07/2024-No 3. 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.

#### **09/07/2024- No 4. To receive any apologies for absence.**

None received.

#### **09/07/2024-No 5. 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 D Lansdown declared her interest in item 8.

**RESOLVED:** It was unanimously agreed to grant Cllr D Lansdown a dispensation for the item to stay in the room.

#### **09/07/2024-No 6. To note the Terms of Reference for this committee.**

The committee noted the terms of reference which had been approved by Full Council in May 2024.

#### **09/07/2024-No 7. To approve the minutes of the Finance Committee held on 9th April 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 two abstentions to approve the minutes and to note the report.

#### **09/07/2024-No 8. To receive and consider the Financial Reports.**

- a) Bank Reconciliation and Bank Statements for Quarter 1 and Income/Expenditure Reports for Quarter 1.
- b) Quarterly summary of Accounts

**RESOLVED:** It was agreed by a majority with one abstention to approve all of the reports.

**09/07/2024-No 9. To consider use of the Community Infrastructure Levy (CIL) of £23,742.74 for the 2024/2025 financial year.**

The RFO and the Locum Clerk provided an update on the CIL monies that had been received for this financial year. Cllr S Scott stated this should be added as a quarterly agenda item to ensure that the monies are spent.

**RESOLVED:** It was unanimously agreed to recommend to Full Council that the CIL monies of £23,742.74 is held in earmarked reserves for asset maintenance and drawn down for large renewal or maintenance of assets.

**09/07/2024-No 10. To note the event report for all of Patchway Town Council’s events within the current financial year.**

The committee noted the report and noted this would be a standing item across these committee meetings. The report gave the estimated, quoted and actual positions for all large Council run events. The current financial position was in line with the estimated position agreed by Full Council at the start of the year.

The RFO provided an update on the £350 purchase of a 10m X 4m marquee which has been purchased under delegated authority under Financial Regulations. This will mean a long term saving on hire costs in the future. The RFO will add this item to the asset register.

**09/07/2024-No 11. 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. The RFO and Locum Clerk explained that due to the decline of host families as well as the renewed interest of all local schools a higher budget would be needed. The importance of Twinning was highlighted and the committee agreed that this was an important Civic activity.

Cost Centre	Budget Heading	Previous Budget	Amended Budget	Narrative
120	Twinning	£1,500	£20,000	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.

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Previous Budget</b>	<b>Amended Budget</b>	<b>Narrative</b>
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.

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Previous Budget</b>	<b>Amended Budget</b>	<b>Narrative</b>
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.

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Previous Budget</b>	<b>Amended Budget</b>	<b>Narrative</b>
500	3G Income	£30,975	£35,000	Reflects current hire schedule on 24/25 rates. May increase with use.
500	Café Income	£9,261	£8,820	Reduced to reflect Officer's recommendation of no rental increase due to substantial increase in 23/24.
500	NSP Utilities	£18,500	£23,500	Reflect new contract agreed in May 2024.

**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.

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Previous Budget</b>	<b>Amended Budget</b>	<b>Narrative</b>
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 included the above amendments.

**09/07/2024-No 12. To note that the meeting dates of the Finance Committee 2024 – 2025 will be held on:**  
**Tuesday 8th October 2024 at 7.00pm**  
**Tuesday 14th January 2025 at 7.00pm**  
**Tuesday 8th April 2025 at 7.00pm.**

Councillors held a discussion around the meetings times and the positives and negatives for both earlier or later meetings. The Locum Clerk explained that as these meeting dates had been agreed at the Annual Meeting of Patchway Town Council and any change could not be considered until November 2024 under Standing Orders.

**The meeting was closed by the Chairman at 19:25.**