

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on 11th February 2020 at Callicroft House, Rodway Road, Patchway at 19:00

Councillors: S Scott (chairman), E Martin, P Cottrell, R Walker, T Scott, R Loveridge, K Dando and S Shambhu
In attendance: Cllrs J Butler and I Walker, and J Turner (Deputy Clerk and RFO)
Members of the Public: One

The Chairman advised every one of the fire-exits and the mustering location at the far end of the side car park.

11/02/2020-No 1. To receive and decide whether to accept the apologies for absence.

Apologies were received from Cllr B Hopkinson (Charlton Hayes Meeting)

RESOLVED: It was unanimously agreed to accept this apology.

11/02/2020-No 2. 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. There were no requests for dispensations.

11/02/2020-No 3. To approve the minutes of the Finance committee on 14th January 2020 and to note any issues.

RESOLVED: Unanimously agreed to approve the minutes and these were duly signed by the chairman.

11/02/2020-No 4. To consider the 3-year budget plan and make amendments where necessary and to also recommend to council to adopt it as a working document subject to quarterly reviews.

RESOLVED: Unanimously agreed to recommend it as a working document to Full Council.

RESOLVED FURTHER: To reinstate the finance working group to look at this document. The working group will be Cllrs S Scott, R Walker, E Martin and P Cottrell.

11/02/2020-No 5. To consider the report of Earmarked Reserves and to consider whether to add more this financial year.

RESOLVED: Unanimously agreed to recommend to Full Council that £1000 be earmarked for VE Day.

This item will be considered in the March meeting of the Finance Committee.

11/02/2020-No 10. To consider the reserves policy and consider recommending to Full Council

The Chairman moved this item as it related to item 5 which was accepted by all members.

RESOLVED: The majority agreed to recommend this policy with Cllr S Shambhu voting against the motion.

11/02/2020-No 6. To receive and consider the monthly summary of income, expenditure and bank reconciliation for January.

RESOLVED: Unanimously agreed the documents.

11/02/2020-No 7. To receive and consider the monthly summary of accounts for January

RESOLVED: Unanimously agreed the accounts. To move the monies for the tree work at the Allotments to the Pretoria Road Allotment heading ahead of the next meeting.

11/02/2020-No 8. To consider the report on investments and agree any actions

RESOLVED: To defer this item to Finance Committee on 10th March 2020 to consider including Premium Bonds.

11/02/2020-No 9. To consider the room hire charges for council buildings and agree to recommend to Full Council.

The committee considered the proposed increase which included VAT. Cllr S Shambhu proposed a motion to reduce rates to £10 in 'off-peak hours' and to keep the rates the same in 'peak hours', which was not carried with only two votes in favour.

PATCHWAY TOWN COUNCIL - 2020/21 ROOM HIRE CHARGES			ALL CHARGES INCLUDE 20% VAT - ALL CHARGES ARE FOR 4 HOUR SESSIONS
Site	Room	Capacity	Standard Rate*
The Casson Centre	The Casson Centre Hall - Large room including commercial kitchen and fully accessible toilets.	Up to 60 people. Tables and chairs are provided as well as full use of the commercial kitchen.	£30 FOR 4 hours
Callicroft House	The Boardroom	Up to 30 people - Display Screen and Hearing Loop available	£30 for 4 hours
	Meeting Room	Up to 15 people	£20 for 4 hours
	Small Office	A singular office with storage space	£10 for 4 hours

RESOLVED: The majority agreed to recommend these room hire charges as compiled by the RFO to Full Council, with two votes against.

11/02/2020-No 11. To consider the payment and receipts policy and to consider recommending to Full Council.

RESOLVED: Unanimously agreed to recommend the policy.

11/02/2020-No 12. To consider the financial procedure document and consider recommending to Full Council.

RESOLVED: Unanimously agreed to recommend to Full Council with the addendum on page five to include the word 'signed' to describe the payment schedule.

11/02/2020-No 13. To note the date of the next Finance Committee meeting will be on Tuesday 10th March at 7pm.

Noted.

CLOSED SESSION

11/02/2020-No 14. To receive the response regarding the Annual IT support agreement and agree any actions.

RESOLVED: It was unanimously agreed to reduce the organisations grant by the amount claimed.

The meeting was closed at 19:35