

PATCHWAY TOWN COUNCIL
Minutes of the Finance committee meeting held on Tuesday 8th July 2025 at 19:00
at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllrs J James, P Knight, D Lawrence (substitute for Cllr E Gordon), S Scott, K Walker,
In attendance: S Howard (Town Clerk) & J Watkins (Deputy Clerk & RFO)

Members of the Public: None

Absent: None

As the time was 19:00, the Chairman, Cllr K 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.

08/07/2025 – No.1. To elect a Chair to this Committee for the ensuing year.

Cllr P Knight was proposed and this was seconded. No other nominations were received.

RESOLVED: It was unanimously agreed to elect Cllr P Knight as Chair to the committee for the ensuing year.

08/07/2025 – No. 2. To elect a Vice Chair 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 Vice Chairman to the committee for the ensuing year.

08-07-2025-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.

08-07-2025- No 4. To receive any apologies for absence.

Cllr S Rummels (personal commitments), Cllr E Gordon (personal reasons)

08-07-2025-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.

None received.

08-07-2025-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 2025.

08/07/2025-No. 7. To approve the minutes of the Finance Committee held on 8th April 2025 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 unanimously agreed to approve the minutes.

08-07-2025-No 8. To approve the early repayment of the Public Works Loan Board loan (£50,000) taken out in August 2023 to fund 50% of the land purchase for the proposed Almondsbury Cemetery extension.

RESOLVED: It was agreed by a majority with one abstention to approve the early repayment of the Loan.

08/07/2025-No. 9. To receive and consider the Financial Reports.

a) Bank Reconciliation and Bank Statements for Quarter 1.

b) Quarterly summary of accounts

RESOLVED: It was unanimously agreed to approve the Financial Reports. 

08/07/2025-No.10. To consider use of the Community Infrastructure Levy (CIL) of £7,656 for the 2025/2026 financial year.

The Deputy Clerk outlined the proposal to invest the CIL of £7,656 into a Bin Reimagination Strategy to improve the Council's litter bin provision and location through a programme of investigation, consultation and replacement. The officers have met with the South Gloucestershire Council Streetcare team to ensure this is a joined-up exercise across both Councils who both provide litter bins across Patchway.

Cllr Lawrence suggested that Patchway Town Council litter bins could be branded with the Council logo and include a message about no fly-tipping.

RESOLVED: It was unanimously agreed to allocate the CIL of £7,656 into the Bin Reimagination Programme across the 2025 – 2026 Council year.

08/07/2025-No.11. To review the budget plan focusing on the 2026-2027 financial year

- a) Centre 100 – Income
- b) Centre 110 – Establishment
- c) Centre 120 – Civic/Democratic
- d) Centre 200 – Callicroft House
- e) Centre 210 - Casson Centre
- f) Centre 220 – Burials
- g) Centre 300 – Patchway Community Centre
- h) Centre 310 – Coniston Community Centre
- i) Centre 320 – Rodway Road
- j) Centre 400 – Youth & Community
- k) Centre 410 – Grants
- l) Centre 500 – Scott Park
- m) Centre 510 – Former club building
- n) Centre 600 – Allotments
- o) Centre 700 – Tumps
- p) Centre 710 – Play Areas
- q) Centre 720 – Open Spaces
- r) Centre 800 – Street Furniture
- s) Centre 810 - Devolution
- t) Centre 900 – Capital and Projects

RESOLVED: It was unanimously agreed to approve the Draft Budget 2025 – 2026 on bulk and recommend the budget is progressed to the next stage at Full Council on 22 July 2025.

08/07/2025-No.12. To note that the meeting dates of the Finance Committee 2025/2026 will be held on:

Tuesday 7th October 2025 at 7.00pm

Tuesday 11th November 2025 at 7.00pm if required for 26/27 budget process

Tuesday 13th January 2026 at 7.00pm

Tuesday 7th April 2026 at 7.00pm

The meeting was closed by the Chair at 19.12.


07/10/2025