

PATCHWAY TOWN COUNCIL

**Minutes of the Finance committee meeting held on Tuesday 6<sup>th</sup> September 2022 at 19:00 at Callicroft House, Patchway.**

**Councillors:** S Scott (Chairman), R Walker, I Walker, K Dando, D Lawrence, E Gordon and B Hopkinson (19:14).  
**In attendance:** J Turner (Town Clerk and RFO).  
**Members of the Public:** None.  
**Absent:** None.

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.

**06/09/2022-No 1. To receive any questions from members of the public present.**

None received.

**06/09/2022-No 2. To receive the apologies for absence.**

None received.

**06/09/2022-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.

No dispensations received.

**06/09/2022-No 4. To approve the minutes of the Finance committee on Tuesday 12<sup>th</sup> July 2022.**

**a) To receive the Clerk/RFO's report for this committee.**

**RESOLVED:** It was unanimously agreed to approve the minutes and note the report.

**06/09/2022-No 5. To receive and consider the Financial Reports for July and August 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. The committee further resolved to recommend that the Personnel Committee look into the future staffing expenses for Council events.

**06/09/2022-No 6. To review the Financial Forecast for the financial year ending 31st March 2023.**

**a) To consider the effect of the rising price of utilities for the Council's premises.**

**b) To consider the effect of rising fuel costs for the Council's machinery.**

**RESOLVED:** It was unanimously agreed to defer this item to the next meeting.

**06/09/2022-No 7. To review the five year rolling budget plan with specific attention to the 2023/2024 financial year.**

The committee noted that this document would be used to guide the Council with their budget setting and all members were encouraged to send any ideas with costings to the RFO.

**06/09/2022-No 8. To carry out a review of the Norman Scott Park Pavilion Project Account.**

**RESOLVED:** It was unanimously agreed to defer this item to the next meeting.



**06/09/2022-No 9. To consider the quotation of £1200 from preferred supplier, The Print Design Distribution Group, for the printing of 500 A3 calendars for 2023.**

**RESOLVED:** It was agreed by a majority with one abstention to approve this quotation.

**06/09/2022-No 10. To consider a budget virement of £3000 from the new projects budget to set up a budget for Patchway Town Council's Christmas Light Switch on event and to agree to delegate authority to the Town Clerk/RFO for any expenditure within this budget.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council to approve the budget virement.

**06/09/2022-No 11. To consider moving £20,000 from general reserves to fund Patchway Town Council's 70th Anniversary celebrations and to agree to delegate authority to the working party for any expenditure within this budget.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council that £20,000 is moved to create an earmarked reserve and to delegate authority to the working party for any expenditure within this budget.

**06/09/2022-No 12. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:**

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

The RFO provided an update on the progress as below.

	Finance, Democracy and Governance
Timescale for Implementation	Finance Committee
2022/2023	
	Local Council Award Scheme
	Review of all Governance Documents

**06/09/2022-No 13. To note that the next meeting of the Finance Committee will be held on Tuesday 11<sup>th</sup> October 2022 at 7pm.**

Noted.

**06/09/2022-No 14. 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.**

**06/09/2022-No 15. To consider the recommendation from the Personnel Committee.**

The Clerk advised the committee that the Personnel Committee were going to look into ways in which they can support Patchway Town Council staff through the cost of living crisis. This came before the Finance Committee to see if it would be affordable for the Council to do so.

**RESOLVED:** It was unanimously agreed to defer this item to the October meeting whilst more information was gathered.

**The meeting was closed at 19:55.**



**11/10/2022**