

## PATCHWAY TOWN COUNCIL

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

<b>Councillors:</b>	Cllr D Lawrence (Chairman), P Cottrell, N Field, J James and E Gordon.
<b>In attendance:</b>	Cllr R Loveridge, Cllr P Knight, J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk & RFO)
<b>Members of the Public:</b>	None.
<b>Absent:</b>	None.

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

**09/04/2024-No 1. 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.

**09/04/2024- No 2. To receive any apologies for absence.**

The committee noted apologies from Cllr S Scott (unwell).

**09/04/2024-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.

**09/04/2024-No 4. To approve the minutes of the Finance Committee held on 9th January 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 one abstention to approve the minutes and to note the report.

**09/04/2024-No 5. To receive and consider the Financial Reports for December 2023 and Quarter 4 of the current financial year.**

**RESOLVED:** It was unanimously agreed to note the Financial Reports for December 2023, January 2024 and February 2024. The reports for March 2024 will be considered at the next meeting.

**09/04/2024-No 6. To consider the proposed five-year budget plan and agree to recommend this to Full Council as the basis for budgeting for the next five years to ensure a stable precept for residents and the Town Council.**

The Committee considered the strategic plan, drafted by Officers, keeping a consistent Council Tax Precept for all residents. The plan is a basis for the Council's financial planning and has been populated by Officer's in line with estimated projects and income/expenditure.

**RESOLVED:** It was unanimously agreed to recommend the adoption of this strategic plan to Full Council.

**09/04/2024-No 7. To note the report on Patchway Town Council's Income Streams for the current financial year.**

The report highlighting the growth in income streams was noted and reported good progress across all income cost centres.

**09/04/2024-No 8. 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.

  
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**09/04/2024-No 9. To consider the quotation report for the works at Norman Scott Park Pavilion as delegated by Full Council in March 2024.**

**RESOLVED:** It was unanimously agreed to defer this quotation to the Full Council meeting in 7 days' time as the quotations had not been forthcoming. Cllr R Loveridge asked that if there had been consideration given to installing a roller shutter door across the lift to secure the unit.

**09/04/2024-No 10. To consider the rates for Community Sponsorship for the 2024/2025 financial year.**

**RESOLVED:** It was unanimously agreed to approve the rates for the 2024/2025 financial year.

**09/04/2024-No 11. To consider the requests for funding for the 2024/2025 financial year.**

**a) Patchway Community Association.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was agreed by a majority, with one abstention, to award a grant of £5000 to Patchway Community Association towards costs associated with maintaining the building.

**b) FACE Charity.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was unanimously agreed to recommend to Full Council, that the Town Council would provide funding for youth work, if the bid to the National Lottery was unsuccessful with the finer details being brought to the Youth Working group for a further recommendation to Full Council. The funding would be provided by savings on the Admin Staff Salary budget, as per the Clerk's report in March 2024.

**c) South Gloucestershire Playscheme.**

The RFO spoke on this item and discussed the contents of the letter within the agenda pack.

**RESOLVED:** It was agreed by a majority, with one abstention, to award South Gloucestershire Playscheme £2500 towards the cost of running their Summer Playscheme.

**09/04/2024-No 12. To note that the date of the next Finance Committee meeting will be determined at the Annual Meeting of Patchway Town Council.**

Noted.

**The meeting was closed at 19:30.**

  
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