

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 20<sup>th</sup> April 2021 via virtual meeting link at 19:00.

<b>Councillors:</b>	S Scott (chairman), P Cottrell, R Walker, R Loveridge, K Dando.
<b>In attendance:</b>	L Squire (Clerk), J Turner (Deputy Clerk and RFO), Cllr J Butler and Kathy Hemmings (Patchway People Editorial Committee – Left at 19:24)
<b>Members of the Public:</b>	Two
<b>Absent:</b>	Cllr E Gordon.

Cllr S Scott reminded all participants that the meeting will be recorded in line with Patchway Town Council's Protocol on the Filming and Recording of Town Council, Committee and Sub-Committee Meetings.

The Chairman stated that as this was the first civic meeting of Patchway Town Council, a two minute silence would be held in memory of His Royal Highness, The Prince Phillip, Duke of Edinburgh.

#### **20/04/2021-No 1. To receive the apologies for absence.**

Apologies were received from Cllr J Buddharaju (Personal Reason).

#### **20/04/2021-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.

#### **20/04/2021-No 3. To consider and approve and dispensations for this meeting.**

None received. The Chairman advised that dispensations for the closed session, would be discussed in the closed session.

#### **20/04/2021-No 4. To approve the minutes of the Finance committee March 2021 and to note any issues.**

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

#### **20/04/2021-No 5. To receive and consider the Financial Reports for February 2021.**

##### **a) Bank Reconciliation and Bank Statements**

The committee approved the reconciliation and statements.

##### **b) Income and Expenditure Report**

The committee noted the income report and no queries were raised.

##### **c) Monthly Summary of Accounts**

The committee reviewed the summary and was noted.

##### **d) RFO's Q4 Balance Sheet**

This item was noted.

**RESOLVED:** The committee unanimously agreed the financial reports.

#### **20/04/2021-No 6. To review the financial forecast for 2020/2021.**

**RESOLVED:** It was unanimously agreed to note the forecast. The RFO stated that there was only a £3000 difference between projections and actual which highlighted the Council's good financial management. Thanks was given to the RFO for this work throughout the financial year.

#### **20/04/2021-No 7. To consider the 'Financing the Pavilion' document:**

##### **a) To receive the amount of the budget Patchway Town Council has already for this project.**

The committee were advised of the budget and monies received for this project by the RFO. The committee noted that £176,814 was budgeted for in this financial year. It was further noted that £700,000 was available in approved funds from S106 monies, the Council's reserves and successful grant monies. The committee noted that a Public Works Loan would need to be obtained to complete the project which has the estimated cost of £1,273,606.20.

##### **b) To consider an amount of money to be funded by the Public Works Loan Board towards this project and agree to recommend this amount to Full Council.**

**c) To consider the term of loan from the Public Works Loan Board and agree to recommend this duration to Full Council.**

The RFO discussed the report on potential loan options. The Council needed a minimum of £400,000 to finish the project and the RFO advised the Council that the repayment term on a loan this size could be up to 5 years, which would have no detrimental impact on the residents through the precept due to savings made across the council's functions. The RFO advised that if the Council should choose to go with a higher amount of loan, the use of Council's reserves could be less.

**RESOLVED:** It was unanimously agreed to recommend to Full Council, that Patchway Town Council applies for a £425,000 Public Works Loan over a period of four years at an estimated repayment of £97,084.62 per annum.

**20/04/2021-No 8. To consider the outline plan for Patchway Town Council to fund their own youth work initiative to recommend to Full Council.**

The committee discussed options that they would like to see included. There was a desire for a Duke of Edinburgh Award scheme to be set up as well as sporting opportunities for young people. There were also a focus on life skills and working collaboratively with the schools, to help the under privileged children.

**RESOLVED:** It was unanimously agreed to recommend to Full Council, that a working group consisting of Cllrs R Loveridge, K Dando, S Scott and J Butler as well as any other Councillors meet to discuss the initial outline plan and feedback through the Finance committee meeting.

**20/04/2021-No 9. To consider allowing a Councillor to make a donation to the Council for their surplus equipment.**

The RFO discussed this item. The RFO advised the committee that none of the other larger Town Council's wanted the surplus equipment due to the age and condition. A Councillor would like to make a donation for these items but as they do not know what work is needed on the equipment, they would not be prepared to offer full price.

**RESOLVED:** It was unanimously agreed to approve any donation that the Councillor was willing to give, whether that be monetary or in kind.

**20/04/2021-No 10. To consider reducing the Adults Football Pitch Hire Fee due to the changing facilities not being used (Request from Patchway Town Football Club)**

**RESOLVED:** It was unanimously agreed to reject the request due to the changing rooms being out of bounds due to COVID-19 restrictions which was out of the Council's hands and that all maintenance was still being carried out on the pitches which justified the match fee.

**20/04/2021-No 11. To consider Scott Park being used for outdoor exercise classes, the implications and hire fees to be charged.**

The RFO provided some context stating that a group were meeting at Scott Park, as a commercial fitness business, however due to them being told to stop, they have found a space elsewhere.

**RESOLVED:** It was unanimously agreed to recommend to Full Council to not have any commercial entities use Scott Park aside from the usual football and cricket hires and to consider all applicants on a case by case basis. It was further resolved unanimously, to ask the Parks, Open Spaces, Planning and Transport Committee to look into signage for Scott Park.

**20/04/2021-No 12. To note that the date of the next Finance Committee meeting will be after the annual meeting of Patchway Town Council.**

Noted.

**CLOSED SESSION**

**20/04/2021-No 13. To ask questions to Patchway People Editorial Committee around their use of funding and any other items members wish to raise.**

Cllrs R Walker and R Loveridge applied for a dispensation for this item and this was granted.

The RFO advised the committee that the answers to the questions raised had been circulated in advance of the meeting. The Clerk stated that members of the committee were on the call but have dropped off during the meeting.

**RESOLVED:** It was unanimously agreed for the RFO to circulate online links for neighbouring publication and to wait to hold meeting until other matters were resolved at Full Council, the following week.

**20/04/2021-No 14. To consider the further deferral of rent payments from Patchway Sports and Social Club until July 2021.**

Cllrs R Loveridge, K Dando and P Cottrell declared their interest. The RFO advised the committee they were now inquorate and this item should not be discussed. The Clerk advised that this would be added to the Full Council agenda for the following week.

**The meeting was closed at 20:04.**