

## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 12<sup>th</sup> October 2021 at 19:00 at Callicroft House, Patchway.

**Councillors:** S Scott (Chairman), R Walker, P Cottrell , K Dando, R Loveridge, B Hopkinson (19:06) and D Lawrence (19:08).  
**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.

#### **12/10/2021-No 1. To receive any questions from members of the public present.**

None received.

#### **12/10/2021-No 2. To receive the apologies for absence.**

No apologies received.

#### **12/10/2021-No 3. 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.

Cllr S Scott declared his interest in item 9.

#### **12/10/2021-No 4. To consider and approve and dispensations for this meeting.**

None received.

#### **12/10/2021-No 5. To approve the minutes of the Finance committee on Tuesday 14<sup>th</sup> September 2021 and to note any issues.**

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

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the minutes and note the action report from the Clerk.

#### **12/10/2021-No 6. To receive and consider the Financial Reports for September 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.

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

#### **12/10/2021-No 7. To consider the financial forecast for 2021/2022.**

The RFO talked the committee through the document. The purpose was to forecast the Council expected financial position at the end of the current financial year. The committee considered the document and will further review it at the next meeting.

#### **12/10/2021-No 8. To review the rolling three year budget plan.**

##### **a) Centre 100 – Income.**

No changes were made on this centre.



- b) **Centre 110 – Establishment.**  
No changes were made on this centre.
- c) **Centre 120 – Civic/Democratic.**  
It was agreed to raise the Civic Fund to £1500 in light of the Twinning event in 2022.
- d) **Centre 200 – Callicroft House.**  
It was agreed to lower the income for Callicroft House to £260 as per this financial year due to the office still needing to be used by the Council.
- e) **Centre 210 - Casson Centre.**  
No changes were made on this centre.
- f) **Centre 220 – Burials.**  
The Council noted that the Joint Burial Committee will need to purchase some land in the near future. It was agreed to note this on the budget plan for the next couple of years. It was agreed to raise the costs by 3% each year in line with what is projected by the Joint Burial Committee.
- g) **Centre 300 – Patchway Community Centre.**  
No changes were made on this centre.
- h) **Centre 310 – Coniston Community Centre.**  
No changes were made on this centre.
- i) **Centre 320 – Rodway Road.**  
No changes were made on this centre.
- j) **Centre 330 – Charlton Hayes.**  
No changes were made on this centre.
- k) **Centre 340 – The Parade.**  
No changes were made on this centre.
- l) **Centre 400 – Youth & Community.**  
No changes were made on this centre.
- m) **Centre 410 – Grants.**  
No changes were made on this centre.
- n) **Centre 500 – Scott Park.**  
It was agreed to remove the cricket net income.
- o) **Centre 510 – Sports and Social Club.**  
It was agreed to add in an expenditure line for the work to be done to the changing rooms.
- p) **Centre 600 – Allotments.**  
No changes were made on this centre.
- q) **Centre 700 – Tumps.**  
No changes were made on this centre.
- r) **Centre 710 – Play Areas.**  
No changes were made on this centre.
- s) **Centre 720 – Open Spaces.**  
No changes were made on this centre.



- t) **Centre 800 – Street Furniture.**  
No changes were made on this centre.
- u) **Centre 900 – Capital and Projects.**  
No changes were made on this centre.

**RESOLVED:** It was unanimously agreed to review this at the next meeting. The committee noted that this would be sent around and considered by all committees.

**12/10/2021-No 9. To consider the quotation from preferred supplier, DCK Accountancy, to provide financial assistance with preparation of the monthly finances.**

Cllr S Scott declared his interest and Cllr R Walker assumed the Chair.  
Cllr R Walker proposed that Cllr S Scott be given a dispensation for this item.

**RESOLVED:** It unanimously agreed to allow Cllr S Scott a dispensation to be allowed to discuss this item.

The committee noted that the RFO should not continue to input the monthly accounting data as this would not be good practice and means that there isn't any internal control for the Council. The committee considered the costs of the contract and would like further information before making a decision.

**RESOLVED:** It was agreed by a majority, with one abstention, to write to DCK Accountancy to ask them for the professional indemnity insurance as well as clarifying what qualifications the staff held. It was noted that once the information had been obtained, then this would quote would be re-considered.

**12/10/2021-No 10. To consider the sponsorship options available to Patchway Town Council and agree to recommend these options to Full Council.**

**RESOLVED:** It was unanimously agreed to recommend to Full Council for the sponsorship options to be adopted but allowing the Town Clerk some degree of flexibility when negotiating the best deals for the Council.

**12/10.2021-No 11. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:**

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

The Clerk provided an update. All items for this committee had been actioned as below and were in process of being completed.

	<b>Finance, Democracy and Governance</b>
<b>Timescale for Implementation</b>	<b>Finance Committee</b>
<b>2021/2022</b>	
	Local Council Award Scheme
	Review of all Governance Documents

**12/10/2021-No 12. To note that the date of the next Finance Committee meeting will be on Tuesday 9<sup>th</sup> November 2021 at 7pm.**

Noted.

The meeting was closed at 19:41.

