

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 14th September 2021 at 19:00 at Callicroft House, Patchway.

Councillors: R Walker (chairman), P Cottrell , K Dando and R Loveridge.
In attendance: J Turner (Town Clerk and RFO).
Members of the Public: None
Absent: None.

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

14/09/2021-No 1. To receive any questions from members of the public present.

None received.

14/09/2021-No 2. To receive the apologies for absence.

Apologies were received from Cllrs S Scott (Work) and B Hopkinson (Holiday). The committee noted that Cllr I Walker had resigned from the committee.

14/09/2021-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.

14/09/2021-No 4. To consider and approve and dispensations for this meeting.

None received.

14/09/2021-No 5. To approve the minutes of the Finance committee on Tuesday 13th July and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes.

14/09/2021-No 6. To receive and consider the Financial Reports for July 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

14/09/2021-No 7. To receive and consider the Financial Reports for August 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

14/09/2021-No 8. To consider the budget monitoring document for the current financial year.

The RFO talked the committee through the document. The purpose was to track the current and anticipated position of the Council's finances.



14/09/2021-No 9. 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.**
No changes were made on this centre.
- d) **Centre 200 – Callicroft House.**
No changes were made on this centre.
- e) **Centre 210 - Casson Centre.**
No changes were made on this centre.
- f) **Centre 220 – Burials.**
No changes were made on this centre.
- 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.**
No changes were made on this centre.
- o) **Centre 510 – Sports and Social Club.**
No changes were made on this centre.
- 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.

14/09/2021-No 10. To review the matters relating to the financial aspect of the Norman Scott Park Pavilion Redevelopment Project:

a) **To consider the outline cost of the revised project.**

The Clerk provided an update. A meeting had been held to revise the plans and these would be put forward to Full Council. The project manager was aware that the project could not exceed what the Council had originally budgeted for.

b) **To consider the proposed revised budget for the project.**

The RFO talked through the proposed budget. The Council's budget was set on a build cost of £1.25 million, a 10% contingency as well as £10,000 for utility infrastructure.

c) **To consider the scope of the project.**

The Clerk provided an overview of the scope. The building would now be a single storey building with four changing rooms, two umpire rooms, a café with outdoor seating area as well as Town Council offices.

14/09/2021-No 11. To consider the quotation from The Shine Group LTD to clean all of the Council's facilities (10.5 hours per week) for a fee of £9288.72 per annum.

RESOLVED: It was unanimously agreed to approve the quotation for a contract of six months, with a trial period.

14/09/2021-No 12. 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. The Local Council Award Scheme had been researched and this would be added to the Full Council agenda.

RESOLVED: It was unanimously agreed to note the progress of the review of governance documents.

14/09/2021-No 13. To note that the date of the next Finance Committee meeting will be on Tuesday 12th October 2021 at 7pm.

Noted.

CLOSED SESSION

14/09/2021-No 14. To consider the financial duties for the post of Assistant Clerk/Facilities Manager and recommend these duties to Full Council.

RESOLVED: It was unanimously agreed to recommend to the Personnel Committee and Full Council, that the new Assistant Clerk would be responsible for the day to day running of the Council's finances, similar to what J Turner did in the Deputy Clerk role. The Clerk/RFO would then oversee the accounts and check them in line with best practice.

The meeting was closed at 19:50.

