

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 13th July 2021 at 19:00 at Callicroft House, Patchway.

Councillors: S Scott (chairman), P Cottrell , K Dando and B Hopkinson.
In attendance: Cllr D Lawrence and J Turner (Deputy 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.

13/07/2021-No 1. To elect a Chairman to the Finance Committee for the ensuing year.

Cllr S Scott was proposed and seconded.

Cllr B Hopkinson was proposed but withdrew from the election.

RESOLVED: It was unanimously agreed to elect Cllr S Scott as Chairman to the Finance Committee for the ensuing year.

13/07/2021-No 2. To elect a Vice-Chairman to the Finance Committee for the ensuing year.

Cllr R Walker was proposed and seconded. The RFO confirmed Cllr R Walker had expressed an interest in taking on the role and could be proposed, in his absence.

Cllr B Hopkinson was proposed and seconded.

RESOLVED: It was agreed with a majority in favour to elect Cllr R Walker as Vice-Chairman to the Finance Committee for the ensuing year.

13/07/2021-No 3. To receive any questions from members of the public present.

None received.

13/07/2021-No 4. To receive the apologies for absence.

Apologies were received from Cllrs I Walker (Holiday), R Walker (Holiday) and R Loveridge (Isolating).

13/07/2021-No 5. 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.

13/07/2021-No 6. 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.

14/07/2021-No 7. To consider the terms of reference for the Finance Committee and agree to recommend to Full Council for adoption.

RESOLVED: It was unanimously agreed to recommend the terms of reference to Full Council for adoption.

13/07/2021-No 8. To approve the minutes of the Finance committee on Tuesday 20th April and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes. It was further **unanimously agreed** for the RFO to look into the possibility of paying off the PWLB loan on Coniston Community Centre, in this current year and bring it back to the next committee meeting.

13/07/2021-No 9. To receive and consider the Financial Reports for April 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

13/07/2021-No 10. To receive and consider the Financial Reports for May 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

13/07/2021-No 11. To receive and consider the Financial Reports for June 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.

13/07/2021-No 12. 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.

13/07/2021-No 13. To review the rolling three year budget plan.

The RFO talked this item through with the committee. The committee considered the proposed budgets, based on the three-year strategic plan, and considered them as below.

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.

It was agreed to remove the £6000 grant provision 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 every month. The committee noted this would be going to other committees for comment and review. The current budget, based on the three year rolling plan, matches the Precept each year providing a balanced budget, which is best practice. The calculation for Precept difference is below.

| Precept Variance | | | | |
|------------------------------|---------------|------------------|-----------------|--------------|
| ACTUAL | ACTUAL | DRAFT | DRAFT | DRAFT |
| 20/21 | 21/22 | 22/23 | 23/24 | 24/25 |
| £ 730,655.00 | £ - | -£ 167,767.96 | -£ 28,905.00 | -£ 606.35 |
| Precept Change as a % | 0.000% | -23% | -5% | 0% |

| | | | | |
|--|-------------|-------------|-------------|-------------|
| Council Tax Base (Estimated) | 3993 | 4050 | 4130 | 4213 |
| Precept per Band D Equivalent (£/annum) | £ 182.98 | £ 138.98 | £ 129.29 | £ 126.60 |
| Difference (£/annum) | -6.31 | -£ 44.00 | -£ 9.69 | -£ 2.69 |
| As a percentage (£/annum) | 3.3% | -24% | -7% | -2% |

13/07/2021-No 14. To consider Earmarking the CIL monies of £49,479.62.

The committee discussed options that they could use the money for. The general agreement was that it should be used towards an existing project.

RESOLVED: It was unanimously agreed, as delegated from Full Council, to earmark the CIL monies towards the Norman Scott Park Pavilion project. It was **further resolved** that the same amount from the Norman Scott Pavilion Project EMR should be moved to the New Projects EMR.

13/07/2021-No 15. To receives the RFO's report for Quarter One of the 2021/2022 Financial Year.

RESOLVED: It was unanimously agreed to note the report.

13/07/2021-No 16. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:


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

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

13/07/2021-No 17. To note that the date of the next Finance Committee meeting will be on Tuesday 14th September 2021 at 7pm.

Noted.

The meeting was closed at 19:53.

A handwritten signature in black ink, consisting of stylized, cursive letters, likely representing the name of the meeting chair or a committee member.