



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Thursday 9th September 2021

Dear **Cllr Sam Scott, Cllr Roland Walker, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Brian Hopkinson and Cllr Isobel Walker.**

You are summonsed to attend the meeting of Patchway Town Council's Finance Committee on Tuesday 14th September 2021 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Linda Squire
Town Clerk

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Town Clerk and RFO

AGENDA

OPEN SESSION

1. To receive any questions from members of the public present.
2. To receive any apologies for absence.
3. Declarations of Interest.
4. To consider and approve and dispensations for this meeting.
5. To approve the minutes of the Finance Committee held on Tuesday 13th July 2021.
 - a) To receive the Clerk/RFO's report for this committee.
6. To receive and consider the Financial Reports for July 2021:
 - a) Bank Reconciliation and Bank Statements.
 - b) Income and Expenditure Reports.
 - c) Monthly Summary of Accounts.
7. To receive and consider the Financial Reports for August 2021:
 - a) Bank Reconciliation and Bank Statements.
 - b) Income and Expenditure Reports.
 - c) Monthly Summary of Accounts.
8. To consider the budget monitoring document for the current financial year.
9. To review the rolling three year budget plan.
 - a) Centre 100 – Income
 - b) Centre 110 – Establishment



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- c) Centre 120 – Civic/Democratic
 - d) Centre 200 – Callicroft House
 - e) Centre 210 - Casson Centre
 - f) Centre 220 – Burials
 - g) Centre 300 – Patchway Community Centre
 - h) Centre 310 – Coniston Community Centre
 - i) Centre 320 – Rodway Road
 - j) Centre 330 – Charlton Hayes
 - k) Centre 340 – The Parade
 - l) Centre 400 – Youth & Community
 - m) Centre 410 – Grants
 - n) Centre 500 – Scott Park
 - o) Centre 510 – Sports and Social Club
 - p) Centre 600 – Allotments
 - q) Centre 700 – Tumps
 - r) Centre 710 – Play Area's
 - s) Centre 720 – Open Spaces
 - t) Centre 800 – Street Furniture
 - u) Centre 900 – Capital and Projects
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.
 - b) To consider the proposed revised budget for the project.
 - c) To consider the scope of the project.
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.
12. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
- a) Finance, Democracy and Governance.
13. To note that the next meeting of the Finance Committee will be held on Tuesday 12th October 2021.

CLOSED SESSION

14. To consider the financial duties for the post of Assistant Clerk/Facilities Manager and recommend these duties to Full Council.