

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Finance Committee held on the 8th October 2019 at 7pm at The Casson Centre, Patchway.

Councillors: S Scott (in the Chair), K Dando, B Hopkinson (19:04), R Loveridge, T Scott, E Martin, R Walker, S Shambhu (19:35)

In attendance: Cllrs T Bathe-Taylor, J Butler (19:50) and J Turner- Deputy Clerk

1. To receive the quarterly report from Southern Brooks Community Partnerships.

The committee welcomed Catherine Coleman (Volunteer Manager) and Jane Anstis (Community Development worker) to the meeting to update the committee on what they have achieved for youth work and community development. The committee were pleased to note that the youth club had been renamed 'The Patch' and 223 young people now attend the monthly sessions. Cllr Hopkinson asked if councillors could visit the youth centre and it was noted they could if they had made an appointment. Catherine will arrange with Ternaya Cummins. Cllr S Scott asked what the community development targets were for the year ahead and what the new community development worker, Jane Anstis, was hoping to achieve. Catherine said that a focus around finding and helping to set up new community groups would be their next biggest priority. The chairman thanked them for attending the meeting and they subsequently left.

2. To receive and accept the apologies for absence.

Apologies were received by Cllr P Cottrell (Holiday) and was duly accepted.

3. Declarations of Interest.

The Chairman stated that 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 an interest in item 9

Cllr R Loveridge and J Turner declared an interest in item 10.

4. To approve the minutes of the Finance Committee on 10th September 2019 and to note any issues.

RESOLVED: To unanimously approve the minutes with the amendment of the spelling 'amd' to 'and'.

5. To receive an update from the finance committee working group and updates on the strategic plan.

6. To receive an update on budget setting for the financial year 2020/21.

Items 5 and 6 were considered together and will in future be one agenda item. Cllr S Scott gave an update whereby himself, Cllr Hopkinson and Cllr Loveridge met to discuss the strategic plan and budgeting process for the year 2020/21.

RESOLVED: Cllr S Scott to meet with the Clerk and Deputy Clerk to discuss revenue and capital income breakdown and then to arrange the next meeting with officer's present.

7. To consider the proposal for individual councillor email addresses and decide whether to agree the proposal.

The committee noted the proposal as recommended by the personnel committee. Questions were asked around GDPR compliance and the storage space. The committee noted that quote A's system was the same one in place for officers now.

RESOLVED: Unanimously agreed to recommend quotation A, option 1 to full council for approval.

- 8. To consider and decide whether to approve requests for expenditure relating to the fire risk assessment costs now that further clarification has been sought.**

RESOLVED: To defer this item until the price difference is explained and to ask whether the companies can provide a discount if they provide all of the services.

- 9. To consider the appointment of an internal auditor and agree any actions.**

RESOLVED: To ask companies to provide a quotation for one-year services to ensure a thorough a check is carried out. Defer until quotations have been obtained.

- 10. To consider an decide whether to approve new costs for the broadband solution at Scott Park.**

RESOLVED: To defer until the post box has been installed and addressed confirmed with the post office a South Gloucestershire Council.

- 11. To consider the letter from Patchway Festival Committee and agree any actions.**

RESOLVED: To consider the figure of £7000 during the budgeting process and invite the committee to do a presentation in November to discuss what the plans for the money are.

- 12. To consider the financial risk register and agree any actions.**

The committee considered all the financial risks with a scoring of 6 or more. The Chairman commented that we should be adhering to this register in all our business and ensure we are meeting the requirements.

RESOLVED: To let other committees comment on their risks and then produce it for full council.

- 13. To receive an update on the current financial position.**

- 14. To receive and consider the monthly summary of income, expenditure and bank reconciliation for September.**

The committee considered both items together as the bank balance was on the bank reconciliation. Concerns were raised on the following:

- PAYE and Pension budgets seem to be going for an overspend – Review for next year's budget
- Patchway People's money for 'Town Council News' should be put into their grant for next year's budgeting process.

RESOLVED: The Deputy Clerk to review all budget codes ensure the correct items are under the correct heading before the November meeting.

RESOLVED: To not sign the bank statements until a clear copy has been obtained.

- 15. To note the completion of audit.**

Noted.

- 16. To note the update from the Public Works Loan Board.**

The committee noted that this should be looked at when looking at the budget setting process to ensure adequate monies are supplied.

- 17. To note that the date of the next Finance Committee meeting will be on Tuesday 12th November at 7pm.**

Noted.

Meeting closed at 20:07