

# PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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Phone: 01454 868 530



9<sup>th</sup> May 2019

Dear Councillor,

You are summonsed to attend the Annual Meeting of the Town Council to be held on Tuesday 14<sup>th</sup> May 2019 at 7.30p.m. at Callicroft House, Rodway Road, Patchway. The agenda is provided below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. S. G. W. I. N. G.', is written over a light grey rectangular background.

Town Clerk

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## AGENDA

**Welcome to any guests and members of the public, ensure visitors book has been completed and advice provided on fire exits and mustering location.**

1. To elect a Chairman of the Council for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman of the Council for the ensuing year.
3. To receive and accept any Apologies for absence
4. Applications for Dispensations by Councillors.
5. Declarations of interest- to enable members to declare the existence and nature of any interests under the Local Government Act 1972.
6. Public question time
7. To approve Standing Committees of Council and appoint Members of Council to service on the Standing Committees
  - a) Finance
  - b) Parks and Open Spaces
  - c) Planning and Transport
- 8 To consider and approve time, days and frequency of Standing Committees with reference to the information for Councillors.
9. To appoint Representatives for the following:-
  - a) Almondsbury Joint Burial Committee

- b) Coniston Community Association
- c) Patchway Community Association
- d) Avon Local Councils Association ( South Glos Group)
- e) Patchway Twinning Association
- f) Community Plan/Priority Neighbourhood group
- g) Patchway, Filton & the Stoke Volunteer Centre
- h) Patchway, Filton & the Stokes Communities Against Hate Crime group
- i) Patchway Community Sports Association
- j) Almondsbury Charity
- k) Patchway Community Centre redevelopment & MUGA project group

10. To consider the Electronic service of summons consent form

11. To approve the minutes of the meeting of the Town Council meeting held on the 9<sup>th</sup> April 2019 and to note any issues.

12. To approve the minutes of the Extraordinary Council meeting held on the 25<sup>th</sup> April 2019 and to note any issues.

13. To note the contents of the following Committee:

- a. Joint Parks & Open Spaces & Planning & Transport Committee minutes held on 16<sup>th</sup> April 2019

14. To review and agree the revised :-

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct

15. To consider and agree the following Policies/strategies:-

- a) Social Media
- b) Communication strategy
- c) Grant awarding policy
- d) Trade card Policy
- e) Fuel card Policy

16. To consider the installation of the new ability slide at Scott Park

17. Reports from Local Organisations

- Gypsy patch stakeholder holder group
- Priority neighbourhood group
- Twinning

18. Correspondence

- a) Letter sent to Clermont expressing the Council's sympathies following the Notre Dame disaster<sup>1</sup>
- b) Invite to the Four Towns Transport 20<sup>th</sup> Anniversary on the 2<sup>nd</sup> August 2019  
12 noon, response required by 3<sup>rd</sup> June 2019.

- c) Invite for a tour of the Brabazon hangars, YTL arena for Councillors and Town Council staff
- d) Pretoria Allotments break in
- e) Patchway Festival grant request
- f) Resident request to plant wild flowers on a verge close to Gorse Covert
- f) Any other correspondence

#### 19.Planning Applications

#### 20.Finance

- a) To receive an update on the current financial position
- b) To receive and consider the Monthly summary of income, expenditure and bank reconciliation.
- c) to approve payments for the month of May
- d) to authorise and sign direct debit payments
- e) to consider the request to purchase a laptop for the Deputy Clerk in line with the Personnel Committee recommendations.

21.To note that the next meeting of the Town Council, which will be determined at the meeting.