

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 19th September 2023 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr S Scott (Chairman), Cllr J James, Cllr P Knight, Cllr R Loveridge, Cllr D Fry, Cllr I Walker, Cllr R Walker, Cllr N Field, Cllr A Morey and Cllr K Dando.
In attendance:	J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk and RFO)
Absent:	Cllr P Cottrell.
Members of the Public:	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.

19/09/2023 - No 1. To receive questions from members of the public present.

None received.

19/09/2023 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr D Lawrence (holiday), Cllr E Martin (sickness), Cllr E Gordon (sickness) and Cllr T Scott (sickness).

19/09/2023 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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 8.

Cllrs K Dando and D Fry declared their interest in item

19/09/2023 - No 4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 18th July 2023 and to receive the Clerk/RFO's report for this meeting.

RESOLVED: It was agreed by a majority, with two abstentions, to approve the minutes as a true and accurate record.

19/09/2023 - No 5. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 22nd August 2023.

Cllr R Walker stated that item 3 was inaccurate as no vote had taken place. This was proposed and seconded as an amendment.

RESOLVED: It was agreed by a majority with two abstentions to redact the minutes in line with good practice.

19/09/2023 - No 6. To approve the expenditure report for September and authorise payments.

Councillors noted that there was no payment schedule for August as payments had been made under delegated authority, under Financial Regulations. The members noted the report, which the RFO showed to the meeting. The Deputy Clerk would make the amendment on the 'Locum Clerk's invoice to remove the word additional. The Council will review the issue with advance payment to the Locum



Clerk and members would seek to remove the full approval of these delegated matters. It was proposed to review at the next meeting.

RESOLVED: It was unanimously agreed to review this situation at the next meeting.

RESOLVED: It was agreed by a majority, with one abstention, to approve the expenditure report and authorise the payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
ATDXtremeClean Ltd	Scott Park Pavilion cleaning - August 2023	£ 240.00	£ -	£ 240.00	09-23-010
Prolific Solutions (South West) Ltd	Photocopier copy charges - August 2023	£ 40.76	£ 8.15	£ 48.91	09-23-011
EDF Energy	Electricity at Blakeney Road Allotments - May - August 2023	£ 211.17	£ 9.06	£ 220.23	09-23-012
Brosch Direct	Heavy Duty Refuse Sacks x 4000	£ 330.00	£ 66.00	£ 396.00	09-23-013
Fleet Line Markers Ltd	Pitch marker for sports pitches	£ 389.80	£ 77.96	£ 467.76	09-23-014
Amazon Business	Mobile phone case and screen cover	£ 9.31	£ 1.87	£ 11.18	09-23-015
GB Leisure & Sport Ltd	Play equipment maintenance tools	£ 224.40	£ 44.88	£ 269.28	09-23-016
Soltech IT Ltd	ICT business support 2/9/23 - 1/12/2023	£ 250.00	£ 50.00	£ 300.00	09-23-017
Select Security Solutions	Annual maintenance of 4G router and CCTV	£ 889.70	£ 177.94	£ 1,067.64	09-23-018
Amazon Business	Floor squeegees for NSP Pavilion changing rooms	£ 32.96	£ 6.60	£ 39.56	09-23-019
DCK Accounting Solutions Ltd	Rialtas Accounting Software training for Deputy Clerk	£ 496.00	£ 99.20	£ 595.20	09-23-020
J&Sons Electrical Services	2 x new lights in Casson Centre (back room)	£ 198.15	£ -	£ 198.15	09-23-021
J&Sons Electrical Services	New RCD fuseboard and cooker installation at Casson Centre	£ 600.00	£ -	£ 600.00	09-23-022
Kadine Sutherland	Cleaning of Casson Centre and Callicroft House - August 2023	£ 300.00	£ -	£ 300.00	09-23-023
Amazon Business	Docking station (refurbished) for Deputy Clerk workstation	£ 49.57	£ 9.92	£ 59.49	09-23-024
GB Leisure & Sport Ltd	Zip Wire Pendulum Seat and Chain replacement	£ 97.00	£ 19.40	£ 116.40	09-23-025
P Fitzsimmons (Dyno Rod) Ltd	Unblocking of Social Club toilets	£ 194.17	£ 38.83	£ 233.00	09-23-026
Amazon Business	Keyboard for Deputy Clerk workstation	£ 15.68	£ 3.14	£ 18.82	09-23-027
Amazon Business	HP monitor (refurbished) for Deputy Clerk workstation	£ 74.99	£ 15.00	£ 89.99	09-23-028
Amazon Business	Post-It Notes x 4 Packs	£ 11.92	£ 2.40	£ 14.32	09-23-029
Amazon Business	Cable ties	£ 5.73	£ 1.15	£ 6.88	09-23-030
Amazon Business	A5 paper x 2 reams	£ 21.58	£ 4.32	£ 25.90	09-23-031
CIA Fire & Security Ltd	3G facilities Annual Security System Contract renewal	£ 1,144.00	£ 228.80	£ 1,372.80	09-23-032
Avon Local Councils Association	Essential Councillor Training for Cllr Dan Fry	£ 40.00	£ -	£ 40.00	09-23-033
Amazon Business	HDMI cable for Deputy Clerk workstation	£ 4.87	£ 0.97	£ 5.84	09-23-034
Total for September Council		£5,871.76	£865.59	£6,737.35	

19/09/2023 - No 7. To note the External Auditor's report for the financial year ending March 2023 and to action any recommendations from this report.

The Council noted that the report had not been received and this would be deferred to a future meeting.

19/09/2023 – No 8. To approve the quotation from preferred supplier, DCK accounting, to carry out payroll services for Patchway Town Council.

Cllr Sam Scott declared his interest and left the room. Cllr Natalie Field assumed the Chair, with no objections.

The Deputy Clerk and RFO reminded Councillors that it was bad practice that he was running the payroll and also responsible for checking the payroll, in lieu of a permanent Town Clerk. The Council were reminded that they needed to have an internal control check for this issue and this was a potential solution.

RESOLVED: It was unanimously agreed to defer this item until more investigation work has been done.

19/09/2023 – No 9. To consider the motion from Cllr Peter Knight for obtaining quotes on equipment that can monitor electric usage within Norman Scott Park.

The Chairman invited Cllr P Knight to speak on this matter. Cllr P Knight spoke of a need for analysis on the electric being used and the need to get quotes for this service.

The Deputy Clerk stated that some measures had been made to reduce electric usage in the Norman Scott Park Pavilion and have noticed a decrease of a third in cost (estimated). A quote had been raised by preferred supplier by J & Sons Electrical Services to install a meter in the back-room of the café.

RESOLVED: It was unanimously agreed to seek quotes for electricity monitoring devices.

19/09/2023 – No 10. To consider the motion from Cllr Sam Scott on the proposed changes to Patchway Town Council meeting dates (Full Council only).

Cllr Sam Scott introduced this item. Currently Charlton Hayes Parish Council hold their meetings on the same day as Patchway Town Council and this was a request to change one or two meeting dates. It

was noted that the October and December meetings at Patchway had already been changed or cancelled due to holiday.

RESOLVED: It agreed with five for, one against and four abstentions, to keep to the current meeting calendar.

19/09/2023 - No 11. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) **South Gloucestershire Councillors report on items relating to Patchway.**

The Council noted reports from Cllr S Scott and Cllr Isobel Walker on MAF Funding, bicycle repair kits, an update on the active travel grant, the COVID-19 vaccine re-rollout, the home update grant and an update on CIL funding.

b) **Patchway Town Council Events.**

The Deputy Clerk provided an update. The Council are nearly at the end of their event cycle for 2023. The Firework event was selling well and on budget. Christmas events will be hosted by Patchway Sports and Social Club and Snack Attacks, with the Council assisting in promoting these. The Scarecrow trail will be run through FACE at the Patchway Youth Centre. Any events for 2024 will be considered when a permanent Clerk is in place.

c) **Friends of Patchway Twinning Group.**

The Council noted the update and the successful funding bid to send eight, year 10 students to Gauting for work experience in 2024. Cllr P Knight raised a question about budgeting for Twinning moving forwards and how future exchanges would be funded. The Councillors commented that it was vital that a fair process was taken on the selection of students and the Deputy Clerk would request an email regarding this process to forward onto all Councillors.

RESOLVED: It was unanimously agreed to proceed with the above actions.

d) **Patchway Community Hub.**

i. **To consider the scope of this project from September 2023 onwards.**

The Deputy Clerk raised the fact that Coniston Community Centre are going to keep their 'Warm Space' open through the Autumn and Winter. There was a general consensus to support Coniston Community Centre with their room and to support this for the residents.

Cllr Roland Walker raised the fact that no financial reports had come to Council. The Deputy Clerk stated this was due to the Finance Committee meeting quarterly.

RESOLVED: It was unanimously agreed to have monthly finance papers available at each Council meetings. It was further resolved by a majority, with two abstentions, to support Coniston with their 'warm space' and to keep the Council's community hub under review on a month by month basis.

e) **Blakeney Road Allotment Society.**

The Council noted that the new committee had been formed and the office staff had been assisting with the change of leadership on the site. It was agreed to ask for a written update from the new committee for the next meeting.

f) **Concorde Community Engagement Forum.**

The Council noted the minutes.



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g) Almondsbury Joint Burial Committee.

Cllr K Dando provided an update. He confirmed that he had been elected as Chairman of the AJBC. A future agenda item will be raised on the inclusion of Charlton Hayes Parish, as requested by the Clerk of the Cemetery. Cllr K Dando requested that an Extraordinary Meeting will be had to discuss this.

Cllr R Walker proposed that Standing Orders would be suspended to consider this new information and move this to closed session.

RESOLVED: It was unanimously agreed to suspend Standing Orders to consider this item and the item would be moved into closed session.

19/09/2023 - No 12. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 10th October 2023 at 7pm at Callicroft House

The next meeting date of Tuesday 10th October 2023 at 7pm was noted.

19/09/2023 - No 13. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

RESOLVED: It was unanimously agreed to exclude the public and the press for the below items.

19/09/2023 - No 11 G. Almondsbury Joint Burial Committee.

RESOLVED: It was unanimously agreed to confirm that the Council's position would be to class Charlton Hayes as 'out of parish' meaning that residents of Charlton Hayes could not be buried there unless there was a pre-purchased grave available and there was no waiting list for those that were classed as 'in Parish'.

19/09/2023 - No 14. To consider the request from a resident to install a secure access gate within the boundary of Norman Scott Park.

RESOLVED: It was unanimously agreed to refer this to a site visit to ascertain what works need to be done and how they could be done, subject to the resident granting permission.

19/09/2023 - No 15. To consider if Patchway Town Council wishes to review the License Agreement for the Norman Scott Park Café and if yes, the steps required to achieve this.

RESOLVED: It was unanimously agreed to defer this to the next meeting to have an overview of the accounts for Quarter 1 and Quarter 2 to make an informed decision. It was noted the importance of making a decision in October, due the timescales involved with the license agreement.

19/09/2023 - No 16. To carry out the six-monthly review of the situation with Patchway Sports and Social Club.

The report was noted.

RESOLVED: It was agreed by a majority, with two abstentions, that no further action was required due to the new committee turning things around and making it back into an asset for the community.

19/09/2023 - No 17. To approve the recommendations from the Personnel Committee meeting held on Thursday 14th September 2023.

- a) **To recommend to Council that an advert for an Assistant Clerk be placed following a review of Town Clerk applications in a months' time.**

RESOLVED: It was unanimously agreed to defer this until the next meeting.

- b) **To recommend to Council that Deputy Clerk Jon Watkins probation period as the Council's Responsible Finance Officer is extended for three months.**

J Watkins left the room for this item.



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RESOLVED: It was unanimously agreed to approve this recommendation after discussion with J Watkins. The Council noted they were happy to pass Jon based on performance, unanimously, however after consultation with Jon it was agreed to approve the recommendation.

The Meeting was closed 20:35.

A handwritten signature in black ink, appearing to be 'J. Watkins', written in a cursive style.

10/10/2023