

# PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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28<sup>th</sup> April 2021

Dear Councillor,

You are hereby summonsed to attend the Annual Meeting of Patchway Town Council on **Tuesday 4<sup>th</sup> May 2021** at **7pm**. The meeting will be held by virtual link and the agenda is below.

Yours sincerely,

Chairman

Town Clerk

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## AGENDA

[To participate in this meeting please click here.](#)

1. To elect a Chairman to Patchway Town Council for the Ensuing Year and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice-Chairman to Patchway Town Council for the Ensuing Year.
3. To receive questions from the members of the public present.
4. To receive any apologies for absence.
5. Declarations of Interest.
6. To consider and approve any dispensations for this meeting.
7. To consider and approve the minutes of the Extraordinary Meeting of Patchway Town Council held on 8<sup>th</sup> March 2021, now that the amendments have been made.
8. To consider and approve the minutes of the meeting of Patchway Town Council held on 26<sup>th</sup> April 2021 and to note any issues.
9. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 27<sup>th</sup> April 2021.
10. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from June 2021.
  - a) To elect members of the Council to the Finance Committee (7) and to meet on the 2<sup>nd</sup> Tuesday of the month (excluding August).

- b) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee (7) and to meet on the 4<sup>th</sup> Tuesday of the month (excluding August)
- c) To elect members of the Council to the Personnel Committee (6) and to meet as and when required.

**11. To appoint council representatives for the following outside organisations:**

- a) Almondsbury Joint Burial Committee (5)
- b) Avon Local Councils Association (2)
- c) Bromford Housing Representative (1)
- d) Charlton Hayes Steering Group (1)
- e) Coniston Community Association (1)
- f) Patchway Community Association (2)
- g) Patchway Community Centre Redevelopment Project Group (3)
- h) Patchway and Charlton Hayes Community Sports Association (1)
- i) Patchway, Filton & The Stokes Volunteer Centre (1)
- j) Patchway: Love Where You Live Steering Group (1)
- k) Patchway Twinning Association (2)
- l) The Scott Park Pavilion Project Group (3)
- m) The Grants Working Party (6)

**12. To review the Preferred Suppliers List:**

- a) To review all suppliers and agree the list.
- b) To consider changing the quotation limit to be £10,000 for all suppliers (Noting that any quote over £10,000 would be subject to three quotes).

**13. To consider the re-adoption of the following policies and strategies:**

- a) Standing Orders
    - i. To consider whether to allow public participation at meetings of Council Committee's other than the Personnel Committee.
  - b) Financial Regulations
    - i. To approve the amendment to Financial Regulations to allow committees of the Council to spend £10,000 (previously £7,500)
    - ii. To approve the amendment to Financial Regulations to raise the quotation limit of the preferred suppliers list to £10,000.
  - c) Councillor Code of Conduct for Members (using the Local Government Association Model 2020)
  - d) Publication Scheme
  - e) Risk Management Policy
  - f) Reserves Policy
  - g) Media and Publicity Policy
  - h) Investment Strategy
  - i) Equality and Diversity Policy
  - j) Use of Trade Card Policy
  - k) Use of Fuel Card Policy
  - l) Social Media Policy
  - m) Payment and Receipts Policy
  - n) Freedom of Information Policy
- Please note no changes to the policies for items 13d-n***
- o) Recording of Meetings Protocol

14. To consider earmarking the CIL monies of £49,479.62 which are due to be received late April 2021.
15. To review and agree the Risk Assessment for returning to face to face meetings at Callicroft House.
16. [To consider the purchase of land on Hayes Way \(Click to view property\) – Auction to be held on 19<sup>th</sup> May 2021 at 6pm.](#)
17. To consider allowing Circus Ginnett to use Patchway Town Council Land in July 2021, now that more information had been obtained.
18. To approve the end of project report for the 3G and Cricket Nets Project.
19. To consider the Annual Report 2021 and agree to publish for the public to view on the Patchway Town Council website.
20. To receive the internal controls check carried out by Cllr E Martin and to note the findings.
21. To receive an update from South Gloucestershire Councillors on items relating to Patchway.
22. To note the next Town Council meeting will be held on Tuesday 15<sup>th</sup> June 2021 at 7pm (the usual third Tuesday of the month).