



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Tuesday 13<sup>th</sup> May 2025**

**Dear Cllr Dayley Lawrence, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry, Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Steve Rummels, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.**

You are summoned to attend the Annual Meeting of Patchway Town Council on Tuesday 20<sup>th</sup> May 2025 at 7pm at The Lewis Gray Boardroom, Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Suzanne Howard** Cert., CILCA, MSLCC.  
**Town Clerk**

---

### **AGENDA**

1. To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office and to be made 'The Mayor'.
2. To elect a Vice-Chairman to Patchway Town Council for the ensuing Year and to be made 'The Deputy Mayor'.
3. To receive questions from the members of the public present.
4. To receive any apologies for absence.
5. To receive any Declarations of Interest.
6. To consider and approve any dispensations for this meeting.
7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 15<sup>th</sup> April 2025, to receive the Clerk/RFO's report for this meeting and to note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

8. To review the Terms of Reference for the Standing Committees of Patchway Town Council.
  - a) Finance Committee.
  - b) Parks, Open Spaces, Planning and Transport Committee.
  - c) Personnel Committee.
9. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2025.
  - a) To elect **six** members of the Council to the Finance Committee.
  - b) To elect **six** members of the Council to the Parks, Open Spaces, Planning and Transport Committee.
  - c) To elect **five** members of the Council to the Personnel Committee.
10. To appoint council representatives for the following organisations or internal roles:
  - a) Almondsbury Joint Burial Committee (5)
  - b) Avon Local Councils Association (2)
  - c) Bromford Housing Representative (1)
  - d) Coniston Community Association (1)
  - e) Community Engagement Forum (2)
  - f) Patchway Town Council Events Working Group (4)
  - g) Patchway Community Association (2)
  - h) Patchway and Charlton Hayes Community Sports Association (1)
  - i) Patchway Partnership Meeting (Formerly PN Group) (1)
  - j) Friends of Patchway Twinning Group (5)
  - k) The Grants Working Party (5)
  - l) Youth Work Working Party (5)
  - m) Quarterly Internal Controls Check (2)
  - n) Almondsbury Charity (1) (Elected in 2023)
  - o) Patchway Town Council Media Officers (3)
  - p) NatWest Bankline Payment Authorisers (4)
  - q) Community Cohesion Action Group (2)
  - r) Avon Pension Fund (1)
  - s) Town and Parish Council Forum (2)
11. To consider the re-adoption of the following policies and strategies:
  - a) Standing Orders
  - b) Financial Regulations
  - c) Mayoral Charity Policy
  - d) Play Area Inspection Policy
  - e) Business Continuity and Disaster Recovery Policy
  - f) Document Management and Archive Policy

*Patchway is Twinned with Clermont l'Herault and Gauting.*





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

- g) Management of Contractors Policy
- h) Debit Card Policy
- i) Honorary Freeman Procedure
- j) Reserves Policy
- k) Code of Conduct for Members
- l) Risk Management Policy
- m) Publication Scheme
- n) Media and Publicity Policy
- o) Investment Strategy
- p) Equality and Diversity Policy
- q) Use of Trade Card Policy
- r) Use of Fuel Card Policy
- s) Social Media Policy
- t) Payment and Receipts Policy
- u) Freedom of Information Policy
- v) Recording of Meetings Protocol
- w) Community Award Protocol
- x) CCTV Policy
- y) Modern Slavery Charter
- z) Communications Policy
- aa) Complaints Policy
- bb) Volunteering Policy
- cc) Fair Use Policy
- dd) Planning Applications Procedure
- ee) Employers Pension Discretions
- ff) Grievance Policy
- gg) Disciplinary Policy
- hh) Redundancy Policy
- ii) Communications for Employees Policy
- jj) Time Off in Lieu Policy
- kk) Absence Management Policy
- ll) Use of Council Equipment Policy
- mm) Home Working Policy
- nn) Bereavement Leave Allowance
- oo) Lone Working and Staff Safeguarding
- pp) Whistleblowing Policy
- qq) Member/Officer Protocol
- rr) Code of Conduct for Employees
- ss) Personal Protective Equipment Policy
- tt) COSHH Policy
- uu) Manual Handling Policy

*Patchway is Twinned with Clermont l'Herault and Gauting.*



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

- vv) Fire Policy
  - ww) Health and Safety Policy
  - xx) Stress Policy
  - yy) Bullying and Harassment Policy
  - zz) GDPR Policy
  - aaa) Risk Register
  - bbb) Safeguarding Policy
  - ccc) Financial Procedures
  - ddd) Grant Awarding Policy
  - eee) Scheme of Delegation
  - fff) Statement of Training Intent
12. To consider the Internal Audit Report for the financial year ending March 2025.
13. To consider and approve annual accounts and annual procedures:
- a) To note the Internal Auditor's report section of the AGAR 2024/2025.
  - b) To receive and approve the Annual Governance Statement 2024/2025.
  - c) To receive and approve the Accounting Statements for 2024/2025 and to receive the explanations of variances.
  - d) To note the period of public rights and publication of the Annual Governance and Accountability return.
  - e) To review Patchway Town Council's earmarked reserves.
14. To re-confirm that Patchway Town Council meets criteria for the General Power of Competence and resolves to adopt this power.
15. To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31<sup>st</sup> March 2026.
16. To confirm insurance arrangements for the 2025/2026 Financial Year:
- a) Main Insurance Policy.
  - b) Fleet Insurance Policy.
17. To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.
18. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.
19. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.

*Patchway is Twinned with Clermont l'Herault and Gauting.*







**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

20. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.
21. Patchway Town Council Finance.
  - a) To approve the expenditure report for May 2025.
  - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for April 2025.
  - c) To note the year end accounts to 31 March 2025.
22. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
  - a) South Gloucestershire Councillors report on items relating to Patchway.
  - b) Patchway Town Council Events.
  - c) Friends of Patchway Twinning Group.
  - d) Almondsbury Joint Burial Committee.
  - e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).
  - f) Improving the Parade (Strategic Plan Outcome).
  - g) Improving CCTV in the local area (Strategic Plan Outcome).
  - h) Communication with all households (Strategic Plan Outcome).
  - i) Youth provision and safety (Strategic Plan Outcome).
  - j) Community Sponsorship Scheme.
23. To approve that Patchway Town Council meets at 7pm on the following dates:  
Tuesday 17<sup>th</sup> June 2025 at 7pm.  
Tuesday 15<sup>th</sup> July 2025 at 7pm.  
Tuesday 16<sup>th</sup> September 2025 at 7pm.  
Tuesday 14<sup>th</sup> October 2025 at 7pm.  
Tuesday 18<sup>th</sup> November 2025 at 7pm.  
Tuesday 20<sup>th</sup> January 2026 at 7pm.  
Tuesday 17<sup>th</sup> February 2026 at 7pm.  
Tuesday 17<sup>th</sup> March 2026 at 7pm.  
Tuesday 14<sup>th</sup> April 2026 at 7pm.  
Tuesday 19<sup>th</sup> May 2026 at 7pm.
24. To approve the 3<sup>rd</sup> Brabazon Half Marathon and 10k event at Norman Scott Park on 5<sup>th</sup> April 2026.
25. To note the minutes of the Youth Working Group meeting held on 24<sup>th</sup> April 2025.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

26. 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.
27. To receive and discuss the former Patchway Sports & Social Club building survey report

*Patchway is Twinned with Clermont l'Herault and Gauting.*



## PATCHWAY TOWN COUNCIL

### **Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 15<sup>th</sup> April 2025 at 19:00 at Callicroft House, Patchway.**

<b>Councillors:</b>	Cllr D Lawrence (Chair), Cllr K Dando, Cllr N Field, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr R Loveridge, Cllr S Scott, Cllr T Scott, Cllr S Rummels & Cllr K Walker.
<b>In attendance:</b>	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).
<b>Absent:</b>	None
<b>Members of the Public:</b>	None present

As the time was 19:00, the Chair, Cllr D Lawrence 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.

#### **15/4/2025 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

There were no questions from the public.

#### **15/4/2025 – No. 2. To receive any apologies for absence.**

The Council noted apologies from Cllr D Fry (personal commitment), Cllr E Gordon (personal commitment), Cllr E Martin (personal commitment) & Cllr A Morey (personal commitment).

#### **15/4/2025 – No. 3. To receive any Declarations of Interest and to approve any 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 K Dando declared an interest in agenda item 10c as he was a member of the former Patchway Sports and Social Club.

Cllr S Scott declared a potential interest in agenda item 9c and stated that he would leave the meeting when the item was discussed.

#### **15/4/2025 – No. 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> March 2025 and to receive the Clerk/RFO's report for this meeting.**

Cllr Rummels wished to comment on minute no. 18/3/2025 11 c) whereby the Council had agreed to form a Steering Group to help support the Tendering process for the former Patchway Sports & Social Club and stated that this had not happened. Instead, the Council has gone out to tender and arranged a Public Meeting which is not what the Council agreed.

Cllr Rummels proposed, seconded by Cllr Loveridge, that the tender process is halted allowing for a Steering Group of Patchway residents to meet at the Council offices to give their views on the future of the club.

Cllr Lansdown also stated that it was also agreed in the March Council meeting that all Councillors would look at the tenders received.



Cllr Field suggested that the Council obtains further clarity of the process and look for a Terms of Reference to support the Steering Group.

Cllr S Scott proposed that the tender process is extended by a further month to allow for Steering Group meeting(s) to be held, and this was supported by Cllr Lansdown who stated that the Council needs to engage speak to residents.

The two proposals were presented for consideration.

Proposal One – The tender process is halted allowing for a Steering Group of Patchway residents to meet and give their views on the future of the former Sports & Social Club building. This proposal was put to the vote and did not carry. Proposal One received five votes.

Proposal Two – The tender process is extended by a further month to allow for Steering Group meeting(s) for the residents of Patchway to be held. This proposal was put to the vote and carried. Proposal Two received six votes.

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

**15/4/2025 – No. 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

**RESOLVED:** that the Council noted there were no items to report under the Scheme of Delegation.

**15/4/2025 – No. 6. To note the minutes of the meeting of the Finance Committee held on Tuesday 8<sup>th</sup> April 2025.**

**RESOLVED:** to note the minutes of the Finance Committee meeting held on Tuesday 8<sup>th</sup> April 2025.

**15/4/25 – No. 7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 8<sup>th</sup> April 2025.**

Cllr Loveridge commented on minute no. 08/04/2025 – No. 8 concerning the proposed football pitch changes. Cllr Loveridge has spoken with the football coach and confirmed that there isn't an issue with the hump on the goal line and the current pitch size is correct and therefore there should be no changes made to the size of the pitch.

The Deputy Clerk stated that the football teams were tending to want to use the main pitch only for most of their matches, which is creating more wear and tear to the playing area. The Estates Team are aiming to create a balance between the two pitches for match play.

**RESOLVED:** that the Deputy Clerk will speak with the football team to agree to a solution.

**RESOLVED:** to note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 8<sup>th</sup> April 2025.

**15/4/25 – No. 8. To note the minutes of the Events Working Group meeting held on Monday 14<sup>th</sup> April 2025.**

**RESOLVED:** to note the minutes of the Events Working Group meeting held on Monday 14<sup>th</sup> April 2025.

**15/4/2025 – No. 9. Patchway Town Council Finance.**

- a) To approve the expenditure report for April 2025

**RESOLVED:** It was agreed by a majority to approve the expenditure report for April 2025 with one abstention.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
South Gloucestershire Council	Business rates - Casson Centre 2025/2026	£ 1,097.80	£ -	£ 1,097.80	04-25-010
Zurich Insurance	Annual premium for vehicle insurance	£ 2,542.14	£ -	£ 2,542.14	04-25-011
Soltech IT Ltd	Microsoft Basic Business licences x 9 - May 2025	£ 103.40	£ 20.68	£ 124.08	04-25-012
Soltech IT Ltd	Microsoft Exchange kiosk licences x 13 - May 2025	£ 23.01	£ 4.60	£ 27.61	04-25-013
Soltech IT Ltd	SaaS Backup for Microsoft 365	£ 16.00	£ 3.20	£ 19.20	04-25-014
SWAP Internal Audit Services	External report fee	£ 5,450.83	£ 1,090.17	£ 6,541.00	04-25-015
Davies & Partners Ltd	Legal advice & services re former club building	£ 442.50	£ 88.50	£ 531.00	04-25-016
HMC Patchway	New tyre for Council Vauxhall Combo van	£ 52.00	£ 10.40	£ 62.40	04-25-017
Avon Local Councils Association	Annual subscription to ALCA / NALC	£ 1,237.87	£ -	£ 1,237.87	04-25-018
Simply Washrooms	Sanitary units for Council premises	£ 177.63	£ 35.53	£ 213.16	04-25-019
Prolific South West Ltd	Photocopying charges - March 2025	£ 66.96	£ 13.39	£ 80.35	04-25-020
Rialtas Business Solutions Ltd	Omega Cashbook Annual Support & Licence	£ 824.00	£ 164.80	£ 988.80	04-25-021
Rialtas Business Solutions Ltd	Making Tax Digital for VAT Submission annual subscription	£ 116.00	£ 23.20	£ 139.20	04-25-022
Lucy Hartland-Mann	Fire entertainers for Fireworks to Music - 1/11/2025	£ 600.00	£ -	£ 600.00	04-25-023
AJ Mowers	Engineer oil pressure sensor - HR300	£ 136.28	£ 27.26	£ 163.54	04-25-024
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Total for April 2025	£12,886.42	£1,481.73	£14,368.15	

- b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports from March 2025.

The Council noted the financial reports for March 2025.

- c) To confirm that Patchway Town Council has no conflicts of interest with the External Auditor, BDO LLP.

Cllr S Scott left the meeting.

**RESOLVED:** that there were no conflicts of interest with the External Auditor, BDO LLP. The Chair and Clerk signed the declaration to be submitted to BDO LLP.

Cllr S Scott returned to the meeting.

15/4/2025 – No. 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

- a) Friends of Patchway Twinning Group.

The Deputy Clerk confirmed that final details are being arranged to support the Gauting to Patchway visit in May 2025.

- b) Almondsbury Joint Burial Committee.

Cllr Dando advised that a member of the Groundstaff team will be away on sick leave for a period of time and that both the Burial Committee and Patchway Town Council would need to work together to support the salary of the remaining part time team member to support additional hours needed to cover the work required. The Chair enquired whether other Councils may have expertise to support Almondsbury during this period.

The Deputy Clerk confirmed that an extra £2,000 to £2,500, to be split between AJBC and Patchway Town Council is required to support the 8-week period of sick leave.

The Deputy Clerk also confirmed that the report from DCK Accounting is still awaited and is being chased actively. It is currently DCK's busiest period with the end of year reporting for Councils.



**c) Former social club building.**

The Clerk confirmed that the Office and Estates Teams have supported a tidy up of the former Sports & Social Club, so that the building is ready for viewings by those submitting a tender.

Cllr Knight enquired about the existing reports concerning the club, including the asbestos assessment, fire safety etc., to ensure that there are clear instructions given to interested parties.

Cllr Loveridge suggested that all Councillors read the survey report that the Council has obtained concerning the club building. The Clerk reminded Councillors that anyone wishing to view the document must make an appointment in the first instance.

**d) South Gloucestershire Council partnership working.**

No updates to report.

**e) Improving The Parade.**

No updates to report.

**f) Public Safety updates.**

No updates to report.

**g) Residents' communications.**

Cllr Knight gave a note of thanks and remarked on the outstanding reports in the April issue of the Town News. The Clerk to provide feedback to the Office Administrator for the work completed.

**h) Youth provision.**

The Deputy Clerk stated that the Gloucestershire Cricket Foundation are running a one-day cricket event on the 12<sup>th</sup> August 2025, as last year, which was very successful. The Clerk has checked with the Estates Team that the wickets can be arranged, and this was confirmed.

**RESOLVED:** that the Council approved the Cricket Foundation event in August 2025.

**i) Patchway Community Larder.**

Cllr Lansdown thanked the Clerk for doing some shopping that restocked the larder. The larder has been used quite heavily over the last couple of weeks and this could be because of the Easter holidays. Cllr Lansdown is very thankful of the donations received too.

**j) S106 Monies awarded for Pretoria Road Allotments.**

The Clerk confirmed that there are no further updates concerning the second tranche of S106 monies that have been awarded.

**15/4/2025 – No 11. To note the date of the Annual Assembly Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> April 2025 at 6.30pm at Callicroft House.**

The date of the next Council meeting was noted.

**15/4/2025 – No. 12. To note the date of the Annual Statutory Meeting of Patchway Town Council will be held on Tuesday 20<sup>th</sup> May 2025 at 7.00pm at Callicroft House.**

The date of the Annual Statutory Meeting was noted.



**15/4/2025 – 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 item.

The Town Clerk left the meeting.

**15/4/2025 – No. 14.** To consider the conclusion of the probationary period for the Town Clerk.

**RESOLVED:** It was agreed by a majority to approve the recommendation.

The meeting was closed by the Chairman at 8.08pm



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Report of any decisions made under the scheme of delegation  
or delegated authority, under Financial Regulations**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

**Item 7 – 20-05-2025 – Time sensitive payments required to be settled between April and May Full Council meetings**

Under Financial Regulations 5.5 and 6.2, 3 x payments have been approved by two Councillors and paid using Natwest Bankline for:

- Net World Sports - £88.79 – football post sockets for main pitch
- South West Councils - £630.00 – Associate Membership subscription 2025/2026
- South Gloucestershire Council – £1340.88 - May 2025 rates for the former club building



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Terms of Reference - Finance Committee**

**Composition:** Six (6) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

**Meetings:** Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April. A budget meeting may be arranged for November and/or December, if necessary.

**Timing:** 7pm

**Venue:** The Lewis Gray Board Room, Callicroft House, Rodway Road, Patchway.

**Reports to:** Full Council

**Administration:** The Responsible Finance Officer/Deputy Clerk/Town Clerk

**Legal Status:** General Data Protection Regulations, Governance & Accountability for Local Councils 2018, VAT regulations, Adopted Code of Conduct, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, and Public Bodies (Admissions to meetings) Act 1960

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals prepared by Council Committees and make recommendations that reflect strategic plans to Council on the estimates for the following 5 years in line with financial regulations and the precept set.
3. Pursuant to Standing Order 11 A xi, Councillors who are not elected to the committee, may only speak at a meeting of the committee if the presiding Chairman allows for this to happen. Councillors who are not elected to the committee cannot propose, amend, or put forward any resolutions to the committee members.
4. To review and make recommendations to Council on the provision of appropriate general and earmarked reserves.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



**Adopted:** 20<sup>th</sup> May 2025.  
**Review:** May 2026.





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

5. Regularly monitor reports of income and expenditure against the approved budgets.
6. Responsible for monitoring and undertaking regular risk assessment with regard to Council's accounting procedure.
7. To make recommendations to the Council on the use of financial reserves.
8. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Finance Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the budget to meet such expenditure).
9. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Finance Committee.
10. Pursuant to Standing Order 5 D v, any member who confirms to the Proper Officer that they're unable to attend a meeting, by 12 noon on the meeting date, may appoint a substitute Councillor. This Councillor will have the same rights as the Councillor that they're temporarily replacing.
11. To review Council fees and charges submitting recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
12. To undertake regular internal control checks and to report to Council together with any actions taken as a result of the check.
13. To review from time to time policy objectives within the committees Terms of Reference for consideration by Full Council.
14. Make recommendations to the Council on all matters not within existing policy.
15. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Town Council's financial affairs and is responsible for the maintenance of any documents and records.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



2



Adopted: 20<sup>th</sup> May 2025.  
Review: May 2026.



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Terms of Reference - Parks, Open Spaces, Planning and Transport Committee**

**Composition:** Six (6) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

**Meetings:** Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April.

**Timing:** 8pm

**Venue:** The Lewis Gray Board Room, Callicroft House, Rodway Road, Patchway.

**Reports to:** Full Council

**Administration:** Clerk/ Deputy Clerk/RFO

**Legal Status:** General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

### **Terms of Reference & Matters Delegated to the Committee**

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the five-year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



1



**Adopted:** 20<sup>th</sup> May 2025.  
**Review:** May 2026.



## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

(The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).

8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.

9. Pursuant to Standing Order 11 A xi, Councillors who are not elected to the committee, may only speak at a meeting of the committee if the presiding Chairman allows for this to happen. Councillors who are not elected to the committee cannot propose, amend, or put forward any resolutions to the committee members.

10. Pursuant to Standing Order 5 D v, any member who confirms to the Proper Officer that they're unable to attend a meeting, by 12 noon on the meeting date, may appoint a substitute Councillor. This Councillor will have the same rights as the Councillor that they're temporarily replacing.

11. To review all strategies and plans developed under the remit of the committee and report to Council.

12. Make recommendations to the Council on all matters not within existing policy.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



2



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Adopted: 20<sup>th</sup> May 2025.

Review: May 2026.





**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Personnel Committee - Terms of Reference**

**Composition:** Five (5) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman and Vice-Chairman to be elected by the members of the committee on an annual basis.

**Meetings:** As and when required.

**Timing:** To be determined by the Chairman in conjunction with the Officers.

**Venue:** Callicroft House.

**Reports to:** Full Council on all staffing and policy related matters.

**Administration:** Town Clerk/Deputy Clerk/RFO.

**Term of Committee Appointment:** Annually, with the exception of resignations. In the event of a resignation, a secure handover must take place.

**Legal Status:** General Data Protection Regulations, Adopted Code of Conduct 2021, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003 Local Government Act 1972, Public Bodies (Admissions to meetings) Act 1960, All Employment related legislation.

### **Terms of Reference & Matters Delegated to the Committee.**

#### **1. Proper Officer appointments**

- The Proper Officer (Town Clerk) of the council are recruited, shortlisted and appointed by an Interview Panel from the Personnel Committee and the Chairman of the Council.
- A recommendation from the Personnel Committee will be submitted to Full Council to ratify the appointment of the Proper Officer.

#### **2. All other staff appointments**

- All other staff will be recruited and shortlisted by The Clerk.
- The successful shortlisted applicants will be interviewed and appointed by an Interview Panel from the Personnel Committee and the Clerk.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



1



**Adopted: 20<sup>th</sup> May 2025**

**Review: May 2026.**



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

3. Deal with staff disciplinary and grievance matters relating to the Proper Officers of the council and report to Full Council on the matters.
4. Deal with all staff disciplinary and grievance appeals in accordance with the Council's Disciplinary and Grievance procedures.
5. To oversee any process leading to dismissal of all staff (including redundancy)
6. Review contracts, staffing policies and procedures and to recommend to Full Council for approval.
7. Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
8. Town Clerk to draft job descriptions, person specifications, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.
9. Consider and recommend pay awards and payroll management.
10. Review staff pension arrangements, usually by October.
11. Review staff sickness on a monthly basis and manage long term sickness and incidents at work in the lines with the Council's Absence Management Policy.
12. Work to determine the staffing levels necessary to efficiently discharge the work required by the Council, review the workloads periodically and to make any necessary recommendations in respect thereof to the Full Council.
13. Review the policy for the use of Council equipment and any incidents that have occurred.
14. Ensure that all staff have an annual appraisal, usually by October.
15. Ensure that the Clerk has everything required for managing other staff.
16. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



2



Adopted: 20<sup>th</sup> May 2025  
Review: May 2026.



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

17. Undertake training identified from time to time to support their role as the Council's Employment Committee
18. Manage any issues referred to the Committee by the Full Council.
19. Make recommendations to the Council on all matters identified as not included in an existing policy.
20. To review from time-to-time policy objectives within the committees Terms of Reference for consideration by Full Council.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



Adopted: 20<sup>th</sup> May 2025  
Review: May 2026.



---

## **Patchway Town Council**

*Internal Audit Report: Final update 2024-25*

---

*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*

## Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). This report sets out the work undertaken in relation to the 2024-25 financial year both at our offices and during our two onsite visits which took place on 5<sup>th</sup> November 2024 and 13<sup>th</sup> May 2025.

## Internal Audit Approach

In conducting our review for 2024-25 and in accordance with the requirements of the IA Certificate in the AGAR and the latest edition of The Practitioner's Guide, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrepresentation in the Accounts / AGAR, together with examining the overall governance framework.

We have previously discussed the financial procedures in place for recording and authorising various transactions with the Clerk / RFO which has assisted us in determining an appropriate review and testing strategy, whilst also having regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is also designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## Overall Conclusion

We are pleased to again acknowledge the effectiveness of the existing accounting arrangements with support from an external contractor (DCK Accounting), the quality of retained documentation and overall approach to governance matters. One relatively minor matter was identified during our interim review, detail of which we discussed with the Deputy Clerk who has ensured that it has been addressed accordingly. No further issues have been identified at this final review warranting formal comment or recommendation: we will, however, on receipt of the detailed Statement of Accounts from DCK Accounting, review their content and, if appropriate issue an addendum to this report at that time.

We thank the Clerk and Deputy for their assistance during our visits and are again pleased to acknowledge the actions taken to address recommendations recorded in our prior year reports.

Based on the satisfactory conclusions drawn from this year's work programme we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.



## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

The Council's accounting records are maintained using Rialtas Omega software with Current and Deposit accounts in place with NatWest, transaction detail being recorded in a single cashbook in the Omega accounts with a daily automatic sweep to keep the Current account balance at £1,000. A separate account holding surplus finds is also in place with the CCLA Public Sector Deposit Fund (PSDF).

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To meet that objective, we have: -

- Verified the accurate carry forward of balances as recorded in the 2023-24 closing Trial Balance / AGAR to the current year's Omega records;
- Verified that the financial ledger remains "in balance" at the financial year-end;
- Verified detail in the Council's combined Current & Deposit a/c cashbooks for April & September 2024, plus January and March 2025 to the relevant bank statements, including the daily inter-account transfers;
- Similarly checked and agreed detail of the CCLA account transactions for the full financial year;
- Verified the accuracy of detail in bank reconciliations as at 30<sup>th</sup> April and September 2024, plus 31<sup>st</sup> January and March 2025 on the accounts; and
- Will ensure the accurate disclosure of the combined account balances in the year's AGAR at Section 2, Box 8 once the accountants have completed preparation of the formal Statement of Accounts and AGAR detail to be presented to the Council for approval and adoption.

We are also pleased to note that all transactions appearing on bank statements are now being allocated unique sequential numbers, which numbers are then also recorded in the "Reference" column on the monthly cashbooks, which provides a quick means of verifying / cross-referencing the entries in both records.

#### Conclusions

*We are pleased to record that no issues have been identified in this review area this year warranting formal comment or recommendation.*

### Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's SOs and FRs were reviewed and re-adopted in May 2024, the latter being based on the recent revision to the NALC model FRs: we have reviewed their content with no issues arising. We have, however, during the course of this final review visit drawn the Clerk's attention to the very recent publication by NALC of further amended SOs and FRs and suggest that when



considering re-adoption of the documents in the near future these latest model documents be applied subject to tailoring their content to take account of local requirements.

We have continued our review of minutes reading all those for the full Council and Standing Committees as posted on the website for the financial year to ensure that the Council has neither considered nor is taking any actions that may result in ultra vires expenditure being incurred and are pleased to report that no such issues arise.

We note that the external auditors signed off the 2023-24 AGAR with no qualifications or significant comments arising. We also note the appropriate posting of the 2023-24 Notice of Public Rights on the Council's website for the requisite 30 working days.

### **Conclusions**

*We are pleased to record that no concerns have been identified in this review area this year. We will continue to consider the Council's approach to governance at future visits ensuring the review and adoption of updated FRs and, if appropriate, the extant SOs, also extending our review of minutes for the remainder of the financial year.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously discussed the procedures in place for the processing, certification and release of funds with virtually all payments paid online and payments set up by the RFO. Members are then provided with scanned copies of the purchase invoices and, following review, they release the funds online to the respective payees. Members subsequently sign-off the original hard copy invoices which are retained on file. We consider these controls to be appropriate and in line with sound financial control practice.

We have selected a further sample of payments processed during the financial year reviewing the files of hard copy documents to ensure compliance with the above criteria: our total test sample for the year includes 44 individual payments and totals £199,545 equating to 46% by value of non-pay related payments with all the above criteria appropriately met.

In reviewing the files of payments processed in the year, we have experienced some difficulties in tracing the relevant supporting documentation in each month's section of processed payments. We have discussed a possible approach to filing of paid invoices with the Deputy Clerk suggesting that, rather than record the purchase ledger transaction reference on the invoices, the sequential numbers recorded in the Omega cashbook and on bank statements be recorded at the top of the individual



invoices and the invoices be filed in sequential order: this would help officers to quickly find an invoice in the event of any query.

We note that the 2023-24 year-end and quarterly VAT reclaims for 2024-25 have been appropriately prepared, submitted with all repaid by HMRC, detail of which we have agreed to the Omega nominal control account.

### **Conclusions and recommendation**

*We are pleased to record that no significant concerns have been identified from work undertaken in this area. We have, as indicated above, discussed the position re cross-referencing and filing of invoices with the Deputy Clerk suggesting that, to help simplify the tracking / identification of individual invoices, the sequential reference numbers allocated in the Omega cashbooks and recorded on bank statements, be used as a cross-reference with those numbers recorded at the top of individual invoices with the documents then filed in sequential order to simplify the tracing of individual invoices.*

*R1. To ease the process of tracing invoices, both for staff and us, all invoices should record the sequential reference number used for cross-referencing between bank statements and the Omega cashbooks: the invoices should then ideally be filed sequentially by those reference numbers.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We have noted previously the existence of a comprehensive “Risk Management Policy and Strategy” document, which was reviewed and re-adopted by the Council in May 2024, together with a comprehensive Financial Risk Register. We also note the existence of a raft of venue specific risk assessments. We have reviewed the resultant documents and consider them appropriate for the Council’s present requirements.

We have also examined the Council’s 2024-25 insurance policy with Zurich Municipal with cover in place for Council premises, property and equipment, together with Public and Employer’s Liability cover set at £15 million and £10 million respectively and Fidelity Guarantee (FG) cover set at £2 million all of which we consider appropriate to the Council’s present requirements. We note that Business Interruption – Loss of Revenue cover is also in place at £10,000 which we also consider appropriate based on current income levels.

### **Conclusions**

*We are pleased to record that no issues arise in this area this year.*

## **Budgetary Control and Reserves**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from South Gloucester Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its



ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following detailed consideration of its budgetary requirements, the Council formally approved the budget and precept for 2025-26 at the January 2025 full Council meeting setting the precept at £541,549 minuting the approval accordingly.

We are also pleased to note that members continue to receive routine budget reports throughout the year based on the accounting software and have examined the final Omega outturn report, also examining the detailed transaction reports for the year where any significant variances are apparent. Overall, at the year-end, income equated to 106% of the approved budget, whilst expenditure was also marginally over the approved budget standing at 107% neither of which give cause for concern.

As last year, we have undertaken this review after closedown of the Omega accounts by the Council's contract accountants who will be producing, as last year and in due course, a detailed Statement of Accounts. Rather than delay issue of this report pending receipt and review of the accountant's more detailed Statement of Accounts for the year, we are issuing the report as a holding measure and will, if appropriate, issue an update in relation to the financial standing of the Council at the financial year-end once the detailed Accounts are available for our examination.

We are pleased to note that, as per the closed-down Omega accounts, the Council's total reserves have increased marginally to £214,136 at 31<sup>st</sup> March 2025 (£206,169 at the prior year-end). Of that total, £100,928 is held in earmarked reserves, leaving a General Fund balance of £113,719 which equates to just under 3 months' revenue spending at the 2024-25 level. In acknowledging the improved General Fund balance position at the 2024-25 year-end, generally accepted guidance indicates that this balance should be maintained at between 3- and 12-months' revenue spending.

### **Conclusions**

*Whilst no issues arise in this area warranting formal comment or recommendation this year, we again urge that the Council remains vigilant in ensuring that the General Fund balance is further strengthened during 2025-26 and is maintained at a minimum of 3 months' revenue spending.*

## **Review of Income**

Our objective in this area is to ensure that the Council identifies all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of areas in addition to the annual precept, primarily by way of hall and sports field hire, together with various grants, donations, recoverable rents, VAT and other miscellaneous events, etc.

At our interim visit we examined the controls in place over the recovery of fees for hire of the Casson Centre for September 2024 ensuring that appropriate invoices were raised and that income due to the Council was received in a timely manner: we were pleased to record that no issues arose in that respect, although we noted the existence of a few, at that time, unpaid invoices, which we are pleased to note and record that all but one for the whole financial year have now been settled with the RFO actively pursuing recovery of that residual debt.

We have also examined the football pitch booking diary for September 2024 ensuring that appropriate invoices have been raised. Finally in this area, we discussed the controls in place over bookings of the 3G sports facility noting that detail is recorded on a whiteboard by the RFOs desk with monthly invoices raised based on that detail. WE also checked a small sample of these bookings ensuring appropriate recovery of the fees due.



## Conclusions

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation this year.*

## Petty Cash Account

*The Council does not operate a petty cash account, any out-of-pocket expenses incurred by officers being reimbursed through the normal trader payment process.*

## Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions to HMRC together with contributions to the LG Pension Fund.

The Council uses an external agent to prepare the monthly payroll together with copy payslips and all other relevant documentation to facilitate payments to individuals, HMRC and the Pension Fund Administrators produced and retained. To meet the above objective, we have:

- Agreed the gross salaries paid to all staff in post in October and December 2024 by reference to the Council's approved spinal points on the nationally agreed salary scales, with the national 2024-25 pay award applied, with arrears backdated to 1<sup>st</sup> April 2024 with the December payroll;
- In checking the detail of each staff member's salary, we noted at our interim review one instance where the gross amount paid in October exceeded the approved spinal point on the NJC scale; we have drawn this to the attention of the RFO who agreed and has followed it up with the payroll provider ensuring appropriate adjustment;
- Checked and agreed, by reference to the relevant HMRC tax and NI tables, that deductions have been made appropriately in accordance with the individuals' tax codes and NI Tables in October 2024; and
- Checked to ensure that the appropriate pension deductions / contributions have also been calculated for that month.

## Conclusions

*We are pleased to report that no residual matters arise in this following our further work in this area at the final visit warranting formal comment or recommendation.*

## Fixed Asset Registers

The Practitioner's Guide requires all councils to develop and maintain a register of its stock of assets with detail updated annually to reflect the purchase cost, net of VAT, of any new acquisitions less any disposals at the previously recorded value.

We are pleased to note that an appropriate Fixed Asset Register is being maintained and that it is updated routinely each year to reflect the cost of any new acquisitions (net of VAT) with the value of any disposals also removed from the register with appropriate narrative recorded.

## **Conclusions**

*Once we have received the contract accountants detailed year-end Statement of Accounts, we will ensure that the value of assets recorded therein is consistent with the Council's own asset register and, if appropriate / necessary, highlight any identified anomalies in an addendum to this report.*

## **Investments and Loans**

We aim here to ensure that the Council is maximising its interest earning potential through the "investment / deposit" of surplus funds in appropriate banking institutions. As recorded earlier in this report, the Council has placed surplus funds with the CCLA Deposit Fund having closed the Cambridge & Counties Building Society account in May 2023. We have also noted previously that a formal Investment Strategy / Policy is in place which has been subjected to further review and re-adoption by the Council in May 2024.

We have checked and agreed the half-yearly PWLB loan repayment instalments made during the financial year as part of our previously referenced payment review, by reference to the relevant PWLB demand notices.

We have also, at this final review visit, obtained a copy of the UK Debt Agency statement confirming the value of residual loan liability at 31<sup>st</sup> March 2025 and will, on receipt of the accountants detailed Statement of Accounts and detail to be reported in the year's AGAR, ensure the accuracy of the assigned loan liability value at Section 2, Box 10 of the latter by reference to that advice note.

## **Conclusions**

*No issues arise in this area warranting formal comment or recommendation.*

## **Statement of Accounts and AGAR**

The AGAR now forms the statutory Accounts of the Council, subject to external audit scrutiny and certification. The Council uses the services of DCK Accounting to undertake the year-end closedown of the Omega accounts and to prepare a detailed Statement of Accounts for presentation to and adoption by the Council in addition to the detail to be reported in the year's AGAR at Section 2.

As a courtesy to the Council, we will, on receipt of the documentation (it was not available at the time of this final review visit), review the content of the detailed Statement of Accounts and AGAR financial information by reference to the year's closing Omega Trial Balance and DCKs working papers used to produce the detailed Statement of Accounts and, hence, the AGAR financial detail for Section 2. We will advise confirmation of the detail once the relevant documentation has been received from DCKs and, if appropriate, issue an addendum to this report.

## **Conclusions**

*We are pleased to record that currently no issues arise in this area: as indicated above, we will confirm the accuracy of the DCK detailed Statement of Accounts and financial AGAR values once received and checked also, if appropriate, issuing an addendum to this report.*

*We remind the Clerk and Deputy Clerk of the need to ensure full disclosure in the Council's website of the detail as set out in the preface to the year's AGAR, together with ensuring adherence to the timing requirements of adopting the AGAR and posting the Notice of Public Rights for 2024-25.*



*We have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area on the basis that, should the need arise, appropriate amendment will be made to the detailed Statement of Accounts and AGAR values following our final review.*



Rec. No	Recommendation	Response
<b>Review of Payments and VAT</b>		
R1	To ease the process of tracing invoices, both for staff and us, all invoices should record the sequential reference number used for cross-referencing between bank statements and the Omega cashbooks: the invoices should then ideally be filed sequentially by those reference numbers.	

Name of Smaller authority: Patchway Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement: 24<sup>th</sup> June 2025 (a)</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Jon Watkins Deputy Clerk and RFO <a href="mailto:deputyclerk@patchwaytowncouncil.gov.uk">deputyclerk@patchwaytowncouncil.gov.uk</a> / 07903 628422</p> <p>commencing on (c) 25<sup>th</sup> June 2025</p> <p>and ending on (d) 5<sup>th</sup> August 2025</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>BDO LLP</b> Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ <a href="mailto:councilaudits@bdo.co.uk">councilaudits@bdo.co.uk</a></p> <p><b>5. This announcement is made by (e) Jon Watkins, Deputy Clerk &amp; RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.



Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
311 Reserve AJBC	20,958.18		20,958.18
312 EMR - AJBC Burial Land Purchas	50,000.00		50,000.00
320 EMR - CIL	0.00	7,656.16	7,656.16
324 EMR - New Play Equipment	600.00		600.00
328 EMR - New Projects	20,111.00		20,111.00
347 EMR - Hardcourt Equipment	558.49		558.49
352 EMR - Asset Management	2,302.91		2,302.91
353 EMR - Community Larder	1,500.00	-150.12	1,349.88
354 EMR - Library Staffing	1,950.00		1,950.00
355 EMR - S106 Pretoria Rd Allotme	697.66		697.66
356 EMR - VE Day Event	250.00		250.00
357 EMR - Elections	2,000.00		2,000.00
	<u>100,928.24</u>	<u>7,506.04</u>	<u>108,434.28</u>

# Certificate of Motor Insurance

Certificate number: YLL-2720863113

1. Description of vehicle: Any motor vehicle the property of or in the custody or control of the Policyholder

2. Name of policyholder: Patchway Town Council

3. Effective date of the commencement of insurance for the purpose of the relevant law: 08/04/2025

4. Date of expiry of insurance: 07/04/2026

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

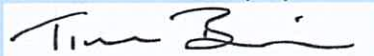
6. Limitations as to use:

Use for social domestic and pleasure purposes.  
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.
5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.

For Zurich Insurance Company Ltd. Authorised Insurers



Tim Bailey  
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch



We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

**Advice to Third Parties:** Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione automobilistica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

#### Instructions in the event of an accident

##### You should

1. take names and addresses of all witnesses;
2. report the accident to us quoting the Certificate number;

3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

#### IMPORTANT

##### The Law requires:

1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

##### You should not

1. admit any liability;
2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

ZMCSCUA02

## To Whom It May Concern

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

**Name of Insured:** Patchway Town Council

This is to confirm that Patchway Town Council have in force with this Company until the policy expiry on 7th July 2025 insurance incorporating the following essential features:

**Policy Number:** YLL-2720864463

**Renewal Date:** 8th July 2025

<b>Limits of Indemnity:</b> Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Employers' Liability:	£10,000,000 any one event inclusive of costs
Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

### Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

### Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

### Full Policy

The policy documents should be referred to for details of full cover.





**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **Town Clerk and Responsible Finance Officer's Report**

#### **Standing Order 5 X – Review of Arrangements.**

As set out under Standing Order 5 x, Patchway Town Council are responsible for reviewing arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

The below table documents all of the Council's current arrangements.

#### **The Town Council as Landlord:**

<b>Organisation</b>	<b>Property</b>	<b>Rent P.A</b>	<b>Lease Start</b>	<b>Lease expiry</b>
Patchway Community Association	Patchway Community Centre	£1.00	1 <sup>st</sup> April 1995	March 2095
Patchway Centre Pre-School & Tots	Courtyard	£1.00	July 2023	July 2033
Coniston Community Association	Coniston Community Centre	£1.00	1 <sup>st</sup> September 2004	August 2034
Bristol BMX Club	The BMX Track	£30.00	20 <sup>th</sup> August 2020	August 2040
Snack Attacks at The Park	Norman Scott Park Café.	Set as per license agreement.	4 <sup>th</sup> December 2024	December 2028
Blakeney Road Allotment Association	Blakeney Road Allotments.	Set as per lease agreement.	9 <sup>th</sup> March 1982	March 1992 (holding over)
Pretoria Road Allotment Association.	Pretoria Road Allotments.	Set as per lease agreement.	7 <sup>th</sup> August 2012	August 2037

#### **The Town Council as Tenant:**

<b>Organisation</b>	<b>Property</b>	<b>Rent P.A</b>	<b>Lease Start</b>	<b>Lease expiry</b>
Network Rail	The Tumps	£300.00	15 <sup>th</sup> April 1983	No end date on lease
South Gloucestershire Council	Blakeney Road Path	£50.00 (£120.00)	18 <sup>th</sup> April 1994	April 2015 (holding over)
South Gloucestershire Council	Land at Coniston Community Centre	£1000.00	5 <sup>th</sup> April 2004	April 2103 (holding over)



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

South Gloucestershire Council	Blakeney Road Allotments, Play Area, Turners Pond woods	No rent requested (£500)	21 <sup>st</sup> June 1992	20/06/2007 (holding over)
South Gloucestershire Council	Land at Bevington Walk	No rent requested (peppercorn)	1 <sup>st</sup> March 2006	28/02/2016 (holding over)

**Rates Payable:**

Organisation	Property
South Gloucestershire Council	Callicroft House
South Gloucestershire Council	The Casson Centre
South Gloucestershire Council	Norman Scott Park
South Gloucestershire Council	Norman Scott Park Lighting
South Gloucestershire Council	Former club building

**Leases or Hire purchases held:**

Organisation	Property	Term
GRENKE Leasing	Photocopier	Expires 2029
Lister Wilder	Kubota Tractor and attachments.	Expires 2027
Scollick Business Finance LTD	Toro Z Master Mower	Expires 2026

**Licenses held:**

Organisation	Property	Term
South Gloucestershire Council	Lottery Licence	Expires 31/12/2025

**Public Works Loan Board Loans Held:**

Loan For	Term Remaining
Coniston Community Centre	Expires 2029
Norman Scott Park Pavilion	Expires 2026
Almondsbury Joint Burial Committee	Expires 2027

**Contracts and Subscriptions Held:**

Organisation	Contract For
Virgin Media Broadband	Callicroft House and The Casson Centre Broadband.
Virgin Media Broadband	Norman Scott Park Pavilion Broadband.
EE Telephone	Mobile Telephone for all staff and office
Octopus - Electric	Callicroft House.
Octopus – Electric	The Casson Centre.



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Total Energies - Electric	Norman Scott Park.
Octopus – Gas	Callicroft House.
Octopus – Gas	Casson Centre
EDF – Gas	Norman Scott Park
Water 2 Business	Callicroft House.
Water 2 Business	The Casson Centre.
Water 2 Business	Norman Scott Park.
South Gloucestershire Council	Payroll provider
Soltech IT Ltd	IT Support and Security.
Canva Software	Promotional images, posters and newsletter software.
Simply Washrooms	Sanitary Bin – Callicroft House.
Simply Washrooms	Sanitary Bin – Norman Scott Park Pavilion.
Concord Homecare	Cleaning all premises – Pay as you go.
Avon Local Council's Association	Yearly subscription for legal advice, online training and references.
South West Councils	HR Support.
Society of Local Council Clerks	Clerk support, training and legal advice.
DCK Accountancy	Financial support.
Great Western Recycling	Skip exchanges.
South Gloucestershire Council	Recycling collection for Callicroft House.
EDF Energy	Electric at Blakeney Road Allotments (Subsidised by £96 p.a from Men in Sheds and £96 p.a from Blakeney Road Allotments)
TV Licensing	TV license for Casson Centre
Pretoria Road Allotment Society	15 year loan of Zipper Scythe Mower (to 01/05/2038)
Advanced Security Ltd	CCTV at Patchway Fire Station
Select Security Ltd	CCTV at Norman Scott Park Pavilion and 3G MUGA





## Patchway Town Council

### Preferred Suppliers List

The Preferred Supplier List is the document which Patchway Town Council will use to contact businesses, in the first instance, to carry out work for the Council. Through having this supplier list and a limit £10,000 per supplier, which is reflected in the Financial Regulations, it reduces the need for officers to obtain three quotations for works to be carried out.

Area of Work	Business Details	Contact Details
Accountancy	DCK accounting	<a href="mailto:admin@dckaccountingsolutions.co.uk">admin@dckaccountingsolutions.co.uk</a>   01793 739110
Acoustic Survey	Red Twin LTD	01454 203777
CCTV Maintenance	Select Security Solutions	01179664881
Cleaning (Including chemical)	Simply Washrooms	01992 575563
	Concorde Homecare	07860 930576   <a href="mailto:daiva.price@concordhomecare.co.uk">daiva.price@concordhomecare.co.uk</a>
Cleaning Products	The Consortium	<a href="mailto:hello@consortiumeducation.com">hello@consortiumeducation.com</a>   0800 042 2222
	Brosch	<a href="mailto:sales@broschdirect.com">sales@broschdirect.com</a>   01733 230 230
Councillor/Officer Training	ALCA	<a href="mailto:avoncalc@gmail.com">avoncalc@gmail.com</a>   07496 514035
	SLCC	<a href="mailto:qualifications@slcc.co.uk">qualifications@slcc.co.uk</a>   01823 253646
Electrical Works	JEFF Electrical	<a href="mailto:jeff@jmhazellelectrical.co.uk">jeff@jmhazellelectrical.co.uk</a>   0117 953 2838
	J & Sons Electrical	<a href="mailto:jason.electricalservices@googlemail.com">jason.electricalservices@googlemail.com</a>   07900924658
Financial Software	RBS Rialtas	01793 731296
Fire Risk Assessment	Safety Matters LTD	0800 288 9521

Gates and Security	Chew Valley Gates	<a href="mailto:lan@chewvalleygates.co.uk">lan@chewvalleygates.co.uk</a>   01275 331333
	Select Security Solutions	<a href="mailto:jason.paskey@selectsecuritysolutions.com">jason.paskey@selectsecuritysolutions.com</a>   0117 966 4881
	Advanced Security Systems Ltd	<a href="mailto:thomas.jbyrne@btinternet.com">thomas.jbyrne@btinternet.com</a>
	KT Properties LTD	<a href="mailto:km2010@hotmail.co.uk">km2010@hotmail.co.uk</a>
Grounds Maintenance	Avoncrop Amenities	01344 891730
	Ecosolve	<a href="mailto:Tina.hull@ecosolve.co.uk">Tina.hull@ecosolve.co.uk</a>   01666 861250
	CR Fencing	<a href="mailto:jack@crfencing.co.uk">jack@crfencing.co.uk</a>   0117 9465323
	Origin Amenities Solutions	07774 943629   <a href="mailto:david.carvey@originamenity.com">david.carvey@originamenity.com</a>
	Raycox Turf	<a href="mailto:info@raycoxturf.co.uk">info@raycoxturf.co.uk</a>
	Murray Hire	01454 310 606
HR Support	South West Councils	01823 425222
Internal Auditing	Auditing Solutions LTD	<a href="mailto:stuart@councilaudit.co.uk">stuart@councilaudit.co.uk</a>   01380 850 588
Installation of Equipment	KT Properties LTD	<a href="mailto:km2010@hotmail.co.uk">km2010@hotmail.co.uk</a>
IT Solutions	Soltech	<a href="mailto:helpdesk@soltechit.co.uk">helpdesk@soltechit.co.uk</a>   0117 214 0299
	Prolific Solutions	<a href="mailto:accounts@prolific-solutions.co.uk">accounts@prolific-solutions.co.uk</a>   0117 905 9274
Leaflet Printing and Distribution	The Design Print Distribution Group	<a href="mailto:info@hengroveprinting.co.uk">info@hengroveprinting.co.uk</a>
Legal Advice	ALCA	<a href="mailto:avoncalc@gmail.com">avoncalc@gmail.com</a>   07496 514035
Locksmith	Keymaster Bristol	0117 957 0011
Machinery Maintenance	South Gloucestershire Council	<a href="mailto:Ron.Dovey@southglos.gov.uk">Ron.Dovey@southglos.gov.uk</a>   01454 863918
	AJ Mowers	<a href="mailto:ashley@ajmowers.co.uk">ashley@ajmowers.co.uk</a>
	Lister Wilder	<a href="mailto:lan@listerwilder.co.uk">lan@listerwilder.co.uk</a>



Medicals for Staff/Occupational Health	Cordell Health	<a href="mailto:admin@cordellhealth.co.uk">admin@cordellhealth.co.uk</a>
Mower Tyre Repair	HI-Q (Goodyear Dunlop)	0121 378 7000
Outside Staff Uniform	SAFPRO	<a href="mailto:salesledger@safpro.co.uk">salesledger@safpro.co.uk</a>   01452529050
	Total Workwear	<a href="https://www.totalworkwear.co.uk/">https://www.totalworkwear.co.uk/</a>
Payroll Software	IRIS	0344 815 5656
Payroll	South Gloucestershire Council	<a href="mailto:payroll.services@southglos.gov.uk">payroll.services@southglos.gov.uk</a>
Pitch Marking Supplies	Bowcom	<a href="mailto:sales@bowcom.com">sales@bowcom.com</a>   029 2038 8349
	Origin Amenities Solutions	07774 943629   <a href="mailto:david.carvey@originamenity.com">david.carvey@originamenity.com</a>
Play Area Maintenance Equipment	GB Sports and Leisure	<a href="mailto:sales@gbssportsandleisure.co.uk">sales@gbssportsandleisure.co.uk</a>   01934 628 620
Play Area Small Items	GB Sports and Leisure	<a href="mailto:sales@gbssportsandleisure.co.uk">sales@gbssportsandleisure.co.uk</a>   01934 628 620
	Dragon Play and Sports	<a href="mailto:leon@dragonplay.co.uk">leon@dragonplay.co.uk</a>
Play Area Inspection	Louisa Hill	<a href="mailto:lhill@pssltd.co.uk">lhill@pssltd.co.uk</a>   07818 426651
Planning Consultant	Stokes Morgan Planning	<a href="mailto:kit.stokes@stokesmorgan.co.uk">kit.stokes@stokesmorgan.co.uk</a>   01275 390648
Plumbing and Heating	Advanced Plumbing and Heating	01454 414 809
	West Country Electrical and Plumbing	<a href="mailto:info@westcountryph.com">info@westcountryph.com</a>
Property Alarms	Advanced Security Solutions	<a href="mailto:thomas.lbyrne@btinternet.com">thomas.lbyrne@btinternet.com</a>   0117 969 6500
Signage	Rob Hainey	<a href="mailto:rob@robhainey.com">rob@robhainey.com</a>
Scrap Metal	Ironman Metal Recycling	<a href="mailto:carl@ironmanmetalrecycling.co.uk">carl@ironmanmetalrecycling.co.uk</a>   01454 501080

Skip Hire	GWR Recycling	<a href="mailto:info@greatwesternrecycling.co.uk">info@greatwesternrecycling.co.uk</a>   0300 303 4856
Solicitor	Davies and Partners	01454 619619
Street Lighting	South Gloucestershire Council	<a href="mailto:Mark.Williams1@southglos.gov.uk">Mark.Williams1@southglos.gov.uk</a>
	W & N Adams LTD	<a href="mailto:info@wnadams.co.uk">info@wnadams.co.uk</a>
Street Furniture	Wybone	<a href="https://wybone.co.uk/">https://wybone.co.uk/</a>
	Broxap	<a href="https://www.broxap.com/">https://www.broxap.com/</a>
	XL Displays	<a href="https://www.xldisplays.co.uk/">https://www.xldisplays.co.uk/</a>
	Glasdon	<a href="https://uk.glasdon.com">https://uk.glasdon.com</a>
Truck and Van Maintenance	HMC Garage	<a href="mailto:info@hmcpatchway.co.uk">info@hmcpatchway.co.uk</a>   0117 969 5409
	Thornbury Autocentre	<a href="mailto:thornburyautocentre@gmail.com">thornburyautocentre@gmail.com</a>   01454 419985
Tree Works	N Brock	<a href="mailto:Nickbrock76@hotmail.com">Nickbrock76@hotmail.com</a>
Town Council Events	Mini Concerts – Live Music	<a href="mailto:info@miniconcerts.org">info@miniconcerts.org</a>
	PR Production Services – Stage and PA	<a href="mailto:contact@pr-productionservices.co.uk">contact@pr-productionservices.co.uk</a>
	Dynamite Fireworks	<a href="mailto:tim@dynamitefireworks.co.uk">tim@dynamitefireworks.co.uk</a>
	DLB Party Services – Marquee hire	<a href="mailto:Davebradley76@hotmail.co.uk">Davebradley76@hotmail.co.uk</a>
	Steve Sollars – First Aid Response	<a href="mailto:stevesollars@hotmail.com">stevesollars@hotmail.com</a>
	Gary Millard - Photography	07935 079123
	Signature Sports Coaching	<a href="mailto:signaturesports@outlook.com">signaturesports@outlook.com</a>
	Lucy Hartland Mann – Event performers	<a href="mailto:lucyhartland-mann@hotmail.co.uk">lucyhartland-mann@hotmail.co.uk</a>
	Bristol Fun for Hire - Inflatables	<a href="mailto:info@bristolfunforhire.co.uk">info@bristolfunforhire.co.uk</a>



### Payments for May 2025

Payments for May 2023		Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
		South Gloucestershire Council	Business rates - Former social club building - May 2025	£ 1,340.88	£ -	£ 1,340.88	05-25-010
		Concord Homeware Ltd	Cleaning at Callicroft / Casson / Pavilion - March 2025	£ 417.08	£ 83.42	£ 500.50	05-25-011
		Avon Local Councils Association	Essential Councillor training - Cllr S Rummels	£ 45.00	£ -	£ 45.00	05-25-012
		PR Production Services Ltd	Staging, AV & production for Patchway Festival 2025	£ 2,902.50	£ 580.50	£ 3,483.00	05-25-013
		Raycox Turf Ltd	Topsoil for football pitch repairs	£ 280.00	£ 56.00	£ 336.00	05-25-014
		Limitless Security Ltd	Key Holding services for Callicroft / Casson / Pavilion - 11/4/25 - 10/4/26	£ 475.00	£ 95.00	£ 570.00	05-25-015
		DCK Accounting Services Ltd	Accounting support - March 2025 / Year End Closedown 31/3/25	£ 532.37	£ 106.47	£ 638.84	05-25-016
		Jon Watkins	Expenses for keys cut for Callicroft House	£ 20.00	£ -	£ 20.00	05-25-017
		AJ Mowers	HR300 mower servicing & repairs	£ 554.33	£ 110.87	£ 665.20	05-25-018
		Prolific South West Ltd	Photocopying charges - April 2025	£ 72.20	£ 14.44	£ 86.64	05-25-019
		HMC Patchway	MoT advisory repairs to Council Combo van	£ 240.00	£ 48.00	£ 288.00	05-25-020
		Soltech IT Ltd	Annual Business Support - 2/6/25 - 1/9/25	£ 270.38	£ 54.08	£ 324.46	05-25-021
		Soltech IT Ltd	Microsoft Basic Business licences x 9 - June 2025	£ 103.40	£ 20.68	£ 124.08	05-25-022
		Soltech IT Ltd	Microsoft Exchange kiosk licences x 13 - June 2025	£ 23.01	£ 4.60	£ 27.61	05-25-023
		Soltech IT Ltd	SaaS Backup for Microsoft 365	£ 16.00	£ 3.20	£ 19.20	05-25-024
		South Gloucestershire Council	Rent of land at Coniston Primary School	£ 50.00	£ -	£ 50.00	05-25-025
		South Gloucestershire Council	Contribution to staffing costs at Patchway Library - 1/4/25 - 31/3/26	£ 1,950.00	£ -	£ 1,950.00	05-25-026
		Origin Amenity Solutions	Grass seed for end of season pitch repairs	£ 213.00	£ 1.80	£ 214.80	05-25-027
		DCK Accounting Services Ltd	Accounting support - April 2025	£ 328.60	£ 65.72	£ 394.32	05-25-028
				£ -	£ -	£ -	
				£ -	£ -	£ -	
				£ -	£ -	£ -	
			Total for May 2025	£9,833.75	£1,244.78	£11,078.53	

Date: 06/05/2025

Patchway Town Council 2025/26

Page 1

Time: 11:28

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 1 - Current Bank A/c

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	30/04/2025		1,000.00
Reserve A/c	30/04/2025		294,354.00
	30/04/2025		0.00
			<u>295,354.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			295,354.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			295,354.00
		Balance per Cash Book is :-	295,354.00
		Difference is :-	0.00

Signatory 1:

Name Jon Watkins Signed Jwa Date 6/5/25

Signatory 2:

Name ..... Signed ..... Date .....



<b>Account name or alias</b> PATCHWAY TOWN C BR	<b>Account number</b> 08631638	<b>Sort code</b> 52-10-05	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 292856.36		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 1.10% gross 1.11% AER.  
This is based on the balance of 30th of April 2025.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					294,354.00
30-Apr-2025		FROM 01321218		258,590.84	294,354.00
30-Apr-2025	INT	30APR GRS 08631638		33.70	35,763.16
29-Apr-2025		FROM 01321218		315.00	35,729.46
28-Apr-2025		FROM 01321218		37.00	35,414.46
25-Apr-2025		TO 01321218	-2,393.68		35,377.46
24-Apr-2025		TO 01321218	-20.00		37,771.14
23-Apr-2025		TO 01321218	-13,681.23		37,791.14
22-Apr-2025		FROM 01321218		636.42	51,472.37
17-Apr-2025		TO 01321218	-1,433.12		50,835.95
16-Apr-2025		FROM 01321218		8,859.63	52,269.07
15-Apr-2025		TO 01321218	-641.98		43,409.44
14-Apr-2025		FROM 01321218		25,433.69	44,051.42
11-Apr-2025		FROM 01321218		102.64	18,617.73
10-Apr-2025		TO 01321218	-1,205.28		18,515.09
08-Apr-2025		FROM 01321218		93.02	19,720.37
07-Apr-2025		TO 01321218	-483.49		19,627.35
04-Apr-2025		TO 01321218	-7,648.85		20,110.84
03-Apr-2025		TO 01321218	-421.56		27,759.69
02-Apr-2025		TO 01321218	-3,200.66		28,181.25
01-Apr-2025		FROM 01321218		764.83	31,381.91
Opening balance					30,617.08
Totals			-31,129.85	294,866.77	

Account name or alias      Account number      Sort code      Account currency  
PATCHWAY TOWN CO ATF      01321218      52-10-05      GBP

Debit or credit      Current cleared balance  
Any      -79000.00

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					1,000.00
30-Apr-2025		TO 08631638	-258,590.84		1,000.00
30-Apr-2025	D/D	STRIPE, STRIPE-IL7LOCREVFG	-52.75		259,590.84
30-Apr-2025	EBP	LUCY HARTLAND-MANN, 04-25-023, FP 30/04/25 40, 50024155906267000N	-600.00		259,643.59
30-Apr-2025	EBP	DAVIES & PARTNERS, 04-25-016, FP 30/04/25 40, 53024132258240000N	-531.00		260,243.59
30-Apr-2025	EBP	RIALTAS BUSINESS S, 04-25-022, FP 30/04/25 40, 18024148392396000N	-139.20		260,774.59
30-Apr-2025	EBP	SOUTH GLOUCESTERSH, DD REPLACEMENT, FP 30/04/25 40, 45024120849340000N	-70.56		260,913.79
30-Apr-2025	EBP	AVON PENSION FUND, 04-25-008, FP 30/04/25 40, 50024157565308000N	-3,762.71		260,984.35
30-Apr-2025	EBP	PROLIFIC SOLUTIONS, 04-25-020, FP 30/04/25 40, 63024209941221000N	-80.35		264,747.06
30-Apr-2025	EBP	NET WORLD SPORTS L, 04-25-025, FP 30/04/25 40, 08024157685378000N	-88.79		264,827.41
30-Apr-2025	EBP	HMRC, 04-25-009, FP 30/04/25 40, 32024206543449000N	-4,827.90		264,916.20
30-Apr-2025	EBP	SIMPLY WASHROOMS L, 04-25-019, FP 30/04/25 40, 40024210875917000N	-213.16		269,744.10
30-Apr-2025	EBP	SOUTH WEST COUNCIL, 04-25-026, FP 30/04/25 40, 06024123888958000N	-630.00		269,957.26
30-Apr-2025	EBP	RIALTAS BUSINESS S, 04-25-021, FP 30/04/25 40, 58024202788541000N	-988.80		270,587.26
30-Apr-2025	EBP	AVON LOCAL COUNCIL, 04-25-018, FP 30/04/25 40, 41024120772969000N	-1,237.87		271,576.06
30-Apr-2025	EBP	SOUTH WEST AUDIT P, 04-25-015, FP 30/04/25 40, 37024200535498000N	-6,541.00		272,813.93
30-Apr-2025	CHG	04APR A/C 01321218	-30.73		279,354.93
30-Apr-2025	BAC	SOUTH GLOC COUNCIL, 0419138-28042025		278,385.66	279,385.66
29-Apr-2025		TO 08631638	-315.00		1,000.00
29-Apr-2025	BAC	PATCHWAY TOWN FOOT, 2025-26-012, FP 29/04/25 1207, 500000001550589617		315.00	1,315.00
28-Apr-2025		TO 08631638	-37.00		1,000.00



28-Apr-2025	DPC	MINI CONCERTS C.I., MINI CONCERTS CIC, VIA MOBILE - PYMT	37.00	1,037.00
25-Apr-2025	D/D	TOTALENERGIES G&P, 1237631	-1,748.85	1,000.00
25-Apr-2025	D/D	SOUTH GLOUCESTERSH, DDM00000363	-250.00	2,748.85
25-Apr-2025	EBP	SOLTECH IT LTD, 04-25-012, FP 25/04/25 40, 42023916621330000N	-124.08	2,998.85
25-Apr-2025	EBP	SOLTECH IT LTD, 04-25-013, FP 25/04/25 40, 54023916901983000N	-27.61	3,122.93
25-Apr-2025	EBP	AJ MOWERS LTD, 04-25-024, FP 25/04/25 40, 40023934776080000N	-163.54	3,150.54
25-Apr-2025	EBP	HMC PATCHWAY, 04-25-017, FP 25/04/25 40, 48023917851370000N	-62.40	3,314.08
25-Apr-2025	EBP	SOLTECH IT LTD, 04-25-014, FP 25/04/25 40, 59023921930166000N	-19.20	3,376.48
25-Apr-2025		FROM 08631638	2,393.68	3,395.68
25-Apr-2025	BAC	PATCHWAY CA, ANNUAL RENT, FP 25/04 /25 0948, 817013358490524001	2.00	1,002.00
24-Apr-2025	POS	7614 23APR25 C, BRISTOL BLUE GLASS, LIM, BRISTOL GB	-20.00	1,000.00
24-Apr-2025		FROM 08631638	20.00	1,020.00
23-Apr-2025	EBP	25 40,	-2,347.78	1,000.00
23-Apr-2025	EBP	23	-2,874.54	3,347.78
23-Apr-2025	EBP	J,	-1,022.31	6,222.32
23-Apr-2025	EBP	25 40,	-2,150.97	7,244.63
23-Apr-2025	EBP		-1,519.09	9,395.60
23-Apr-2025	EBP	Unr.234482017000000N	-2,043.97	10,914.69
23-Apr-2025	EBP	510200073/12020001	-1,824.27	12,958.66
23-Apr-2025		FROM 08631638	13,681.23	14,782.93
23-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 23/04/25 0904, XP7405017723383321	101.70	1,101.70
22-Apr-2025		TO 08631638	-636.42	1,000.00
22-Apr-2025	D/D	BRITISH GAS BUSINE, 604128196210125000	-39.31	1,636.42
22-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 22/04/25 0827, XP4412768744234571	50.73	1,675.73
22-Apr-2025	BAC	YPB EVENTS LIMITED, SCOTT PARK HIRE, FP 22/04/25 1354, C752B5FDC23A4EFEAD	625.00	1,625.00
17-Apr-2025	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	1,000.00
17-Apr-2025	D/D	EDF ENERGY, A-81F6FF1D-001	-73.67	1,998.88

17-Apr-2025	D/D	E.ON NEXT LTD, A-C132F263-001	-512.79	2,072.55
17-Apr-2025		FROM 08631638	1,433.12	2,585.34
17-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 17/04/25 0939, XP6660557574232455	152.22	1,152.22
16-Apr-2025		TO 08631638	-8,859.63	1,000.00
16-Apr-2025	D/D	EDF ENERGY, A-805521B0-001	-132.13	9,859.63
16-Apr-2025	BAC	HMRC VAT, 338442787	8,826.24	9,991.76
16-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/04/25 0912, XP3404873144435904	50.52	1,165.52
15-Apr-2025	D/D	EE LIMITED, Q16509023611786123	-121.73	1,115.00
15-Apr-2025	POS	7614 14APR25, CLR*WWW.EVE, RGREEN- SHR, BRISTOL GB	-76.80	1,236.73
15-Apr-2025	POS	7614 14APR25, BATEMAN SKIPS LTD, BRISTOL GB	-408.00	1,313.53
15-Apr-2025	BLN	BANKLINE	-36.65	1,721.53
15-Apr-2025		FROM 08631638	641.98	1,758.18
15-Apr-2025	BGC	100899 605114	115.20	1,116.20
15-Apr-2025	BAC	CONISTON COMMUNITY, CONISTON, FP 15 /04/25 1519, 300000001546347566	1.00	1,001.00
14-Apr-2025		TO 08631638	-25,433.69	1,000.00
14-Apr-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 14/04/25 0900, XP3281732095450735	172.27	26,433.69
14-Apr-2025	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 14/04/25 1403, 4994035030414181FU, PS3078755, PATCHWA	25,000.00	26,261.42
14-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/04/25 0836, XP1556221382841911	23.92	1,261.42
14-Apr-2025	BAC	STOKE LANE AFC, 2024-25-277, FP 13/04 /25 1021, 300000001545120626	237.50	1,237.50
11-Apr-2025		TO 08631638	-102.64	1,000.00
11-Apr-2025	D/D	VIRGIN MEDIA PYMTS, 757943901001	-50.40	1,102.64
11-Apr-2025	BAC	CORINTHIAN ATHLETI, REF 2024-25-252, FP 10/04/25 2017, 600000001540159801	105.00	1,153.04
11-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/04/25 0841, XP1872677774063416	48.04	1,048.04
10-Apr-2025	D/D	GREAT WESTERN RECY, REE11551443	-1,205.28	1,000.00
10-Apr-2025		FROM 08631638	1,205.28	2,205.28
08-Apr-2025		TO 08631638	-93.02	1,000.00
08-Apr-2025	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,093.02
08-Apr-2025	POS	7614 07APR25, CLR*WWW.EVE, RGREEN- SHR, BRISTOL GB	-76.80	1,147.45
08-Apr-2025	POS	7614 07APR25, WWW.JRBENTE, RPRISES, COM, STOCKPORT GB	-36.48	1,224.25



08-Apr-2025	BAC	PATCHWAY TOWN FOOT, 2024-25-274, FP 08/04/25 0912, 400000001543814502	210.00	1,260.73
08-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/04/25 0945, XP5637660888970457	50.73	1,050.73
07-Apr-2025	D/D	ALLSTAR, 299091	-483.49	1,000.00
07-Apr-2025		FROM 08631638	483.49	1,483.49
04-Apr-2025	D/D	SGC, 67208229	-240.10	1,000.00
04-Apr-2025	D/D	SGC, 61906704	-7,609.75	1,240.10
04-Apr-2025		FROM 08631638	7,648.85	8,849.85
04-Apr-2025	BAC	MINI CONCERTS C.I., MINI CONCERTS CIC	200.00	1,201.00
04-Apr-2025	BAC	PATCHWAY CENTRE PR, 2025-26-007, FP 04 /04/25 1517, 100000001527860778	1.00	1,001.00
03-Apr-2025	D/D	GRENKELEASING LIM, 1130022961	-398.41	1,000.00
03-Apr-2025	POS	7100 02APR25 C, TESCO STORES 2288, CLEVEDON GB	-49.28	1,398.41
03-Apr-2025	POS	7100 02APR25, TESCO STORES 2288, CLEVEDON GB	-100.84	1,447.69
03-Apr-2025		FROM 08631638	421.56	1,548.53
03-Apr-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/04/25 0954, XP3887382891666946	97.16	1,126.97
03-Apr-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 03/04/25 0812, XP1235228974232628	29.81	1,029.81
02-Apr-2025	D/D	DVLA-EO18ENY, 000000000038877500	-335.00	1,000.00
02-Apr-2025	EBP	ZURICH TOWN & PARI, 04-25-011, FP 02/04 /25 40, 64023425165685000N	-2,542.14	1,335.00
02-Apr-2025	EBP	SOUTH GLOUCESTERSH, 04-25-010, FP 02 /04/25 40, 08023423964895000N	-1,097.80	3,877.14
02-Apr-2025		FROM 08631638	3,200.66	4,974.94
02-Apr-2025	DPC	BARTLETT M CD, 2024-25-273, VIA MOBILE - PYMT	47.50	1,774.28
02-Apr-2025	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 02/04/25 1549, 1026055294512081FU, PS3078755, PATCHWA	726.78	1,726.78
01-Apr-2025		TO 08631638	-764.83	1,000.00
01-Apr-2025	D/D	SCREWFIX DIRECT LT, 6331640020677746	-326.78	1,764.83
01-Apr-2025	D/D	INVESTEC ASSET FIN, 22351565620912846	-789.29	2,091.61
01-Apr-2025	BAC	PATCHWAY MENS SHED, ELECTRIC 25-26-001, FP 01/04/25 0839, 600000001534512315	115.20	2,880.90
01-Apr-2025	BAC	SNACK ATTACKS, ELECTRIC SNACK ATT, FP 01/04/25 0718, P9GGJB07GGZ9ONN63D	400.70	2,765.70
01-Apr-2025	BAC	SNACK ATTACKS, SNACK ATTACKS RENT, FP 01/04/25 0716, P8ERSV9PU1YG9AQSV1	735.00	2,365.00

01-Apr-2025	BAC	A LAWRENCE, ALMONDSBURY YOUTH, FP 01/04/25 0813, 500000001534757210	480.00	1,630.00
-------------	-----	--	--------	----------

		Opening balance		1,150.00
--	--	-----------------	--	----------

		Totals	-348,622.73	348,472.73
--	--	--------	-------------	------------



Date: 06/05/2025

Patchway Town Council 2025/26

Page 1

Time: 11:47

Cashbook 1

User: DJM

Current Bank A/c

Payments made between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis							Transaction
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	
01/04/2025	TRADE UK	6	326.78	326.78		500	Evo Stik Carpet Adhesive x2
01/04/2025	Investec Asset Finance	Std Ord	789.29			4231 900	655.84 Zero Turn Mower
						4232 900	133.45 Zero Turn Mower
02/04/2025	South Gloucestershire Council	11	1,097.80	1,097.80		500	Casson Centre Rates 25/26
02/04/2025	Zurich Municipal	12	2,542.14	2,542.14		500	Zurich Insurance 08/04-07/04/2
02/04/2025	DVLA	13	335.00			4940 500	335.00 EO18ENY - Road Tax
03/04/2025	Tesco	17	100.84			9019 900	100.84 Supplies for Larder
03/04/2025	Tescos	18	49.28			9019 900	49.28 Supplies for Larder
03/04/2025	Grenke Leasing Ltd	19	398.41	398.41		500	Grenke Leasing Apr-Jun 25
04/04/2025	South Gloucestershire Council	23	7,609.75	7,609.75		500	Callicroft House Rates 25/26
04/04/2025	South Gloucestershire Council	24	240.10	240.10		500	Pavilion Rates Apr 25
07/04/2025	ALLSTAR	26	483.49	483.49		500	Fuel HX17UMJ / EO18ENY
08/04/2025	JRB Enterprise Ltd	29	36.48	36.48		500	Economy Dispenser Bag
08/04/2025	Perrys Recycling Limited	30	76.80	76.80		500	10x Sack Home Shred Offsite
08/04/2025	Virgin Media Business	31	54.43	54.43		500	Broadband 09/11-08/05
10/04/2025	Great Western Recycling Ltd	34	1,205.28	1,205.28		500	General Waste 03/04-17/04
11/04/2025	Virgin Media Business	37	50.40	50.40		500	Broadband 11/04-10/05
15/04/2025	Natwest	47	36.65			4110 110	36.65 Natwest - Bankline Charge
15/04/2025	Bateman Skips Ltd	48	408.00	408.00		500	12 Yard Skip 16/04/25
15/04/2025	Perrys Recycling Limited	49	76.80	76.80		500	10x Sack Home Shred Offsite
15/04/2025	EE Limited	50	121.73	121.73		500	EE Monthly Charge Apr 25
16/04/2025	EDF Energy	53	132.13	132.13		500	Gas Pavilion Mar 25
17/04/2025	E.ON	57	512.79	512.79		500	Elec Former Club Mar 25
17/04/2025	EDF Energy	58	73.67	73.67		500	Elec Allotments Feb-Mar 25
19/04/2025	De Lage Landen Leasing Ltd	DD	998.88			4231 900	843.65 HP Installments
						4232 900	155.23 HP Installments
22/04/2025	British Gas	62	39.31	39.31		500	Gas Former CLub Mar 25
23/04/2025	Salaries	66-72	13,782.93			515	13,782.93 Salaries
Subtotal Carried Forward:			31,579.16	15,486.29	0.00		16,092.87

Date: 06/05/2025

Patchway Town Council 2025/26

Page 2

Time: 11:47

Cashbook 1

User: DJM

Current Bank A/c

Payments made between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
24/04/2025	Bristol Blue Glass	74	20.00			4340 120	20.00	Freeman Trophy Remaining Balan
24/04/2025	Natwest	89	30.73			4110 110	30.73	Natwest - Service Charge
25/04/2025	Soltech IT Limited	77	19.20	19.20		500		Saas Backup 365 May 25
25/04/2025	HMC Garage Patchway	78	62.40	62.40		500		HX17UNJ - New Tyre & Fitting
25/04/2025	AJ Mowers LTD	79	163.54	163.54		500		Ransomes HR300 Oil Pressure Se
25/04/2025	Soltech IT Limited	80	27.61	27.61		500		Exchange Online May 25
25/04/2025	Soltech IT Limited	81	124.08	124.08		500		Microsoft 365 May 25
25/04/2025	South Gloucestershire Council	82	250.00	250.00		500		Lease Rent Phas 1 CCC
25/04/2025	Total Gas and Power	83	1,748.85	1,748.85		500		Elec Pavilion Mar 25
30/04/2025	Rialtas Business Solutions	100	139.20	139.20		500		MTD Subscription 25/26
30/04/2025	Davies & Partners Solicitors	101	531.00	531.00		500		Professional Services Nov-Mar
30/04/2025	Lucy Hartland-Mann	102	600.00	600.00		500		2x Performers 01/11/25
30/04/2025	Swap Internal Audit Services	90	6,541.00	6,541.00		500		PTC External Investigation
30/04/2025	Avon Local Council's Associati	91	1,237.87	1,237.87		500		Multiple
30/04/2025	Rialtas Business Solutions	92	988.80	988.80		500		Omega Licence - 5 Users
30/04/2025	South West Councils	93	630.00	630.00		500		SWC Subscription 25/26
30/04/2025	Simply Washrooms LTD	94	213.16	213.16		500		1x Sani Unit Grey
30/04/2025	HMRC	95	4,827.90			520	4,827.90	HMRC PAYE/NI
30/04/2025	Net World Sports Ltd	96	88.79	88.79		500		ALU110 Locking Socket (Pair)
30/04/2025	Prolific Solutions South West	97	80.35	80.35		500		Prolific Photocopier Charges
30/04/2025	Avon Pension Fund	98	3,762.71			525	3,762.71	Avon Pension Fund
30/04/2025	South Gloucestershire Council	99	70.56	70.56		500		Recycling Collect'n Apr-Jun 25
Total Payments:			53,736.91	29,002.70	0.00		24,734.21	



## Current Bank A/c

Receipts received between 01/04/2025 and 30/04/2025

## Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 01/04/2025	480.00						
1	Almondsbury Youth	480.00			1520	500	480.00	Almondsbury Youth
	Banked 01/04/2025	735.00						
2	Snack Attack Cafe Rent	735.00			1530	500	735.00	Snack Attack Cafe Rent
	Banked 01/04/2025	400.70						
3	Snack Attack Elec Recharge	400.70		66.78	1990	500	333.92	Snack Attack Elec
	Banked 01/04/2025	115.20						
4	Patchway Mens Shed	115.20		19.20	1990	600	96.00	Mens Shed Elec
	Banked 02/04/2025	726.78						
8	Interest Received - CCLA	726.78			1090	100	726.78	Interest Received - CCLA
	Banked 02/04/2025	47.50						
9	Bartlett M CD	47.50			1510	500	47.50	Bartlett M CD
	Banked 03/04/2025	29.81						
14	Rachel Ellwood	29.81			1435	700	30.00	Rachel Ellwood
					4991	700	-0.19	Rachel Ellwood
	Banked 04/04/2025	1.00						
20	Patchway Preschool Rent	1.00			1418	350	1.00	Patchway Preschool Rent
	Banked 04/04/2025	200.00						
21	Mini Concerts	200.00			1400	200	200.00	Mini Concerts
	Banked 08/04/2025	210.00						
28	Patchway Town Foot	210.00			1510	500	210.00	Patchway Town Foot
	Banked 11/04/2025	105.00						
36	Corinthian Athletic	105.00			1510	500	105.00	Corinthian Athletic
	Banked 14/04/2025	237.50						
39	Stoke Lane AFC	237.50			1510	500	237.50	Stoke Lane AFC
	Banked 14/04/2025	25,000.00						
41	CCLA	25,000.00			230		25,000.00	CCLA Transfer
	Banked 14/04/2025	172.27						
42	Anna Kowalska	172.27			1410	210	173.00	Anna Kowalska
					4991	210	-0.73	Anna Kowalska
	Banked 15/04/2025	1.00						
44	Coniston Ground Rent	1.00			1415	310	1.00	Coniston Ground Rent
	Banked 15/04/2025	115.20						
45	Blakeney Allotmentments	115.20		19.20	1990	600	96.00	Blakeney Allotmentments
	Banked 16/04/2025	8,826.24						
52	HMRC	8,826.24			105		8,826.24	HMRC VAT Refund Q4

Subtotal Carried Forward:

37,403.20

0.00

105.18

37,298.02

06/05/2025

Patchway Town Council 2025/26

Page 2

11:47

Cashbook 1

User: DJM

Current Bank A/c

Receipts received between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
	Banked 22/04/2025	625.00					
60	YPB Events Limited	625.00			1450	500	625.00 YPB Events Limited
	Banked 25/04/2025	2.00					
75	Patchway CC Rent	2.00			1416	300	2.00 Patchway CC Rent
	Banked 25/04/2025	37.00					
84	Mini Concerts	37.00			1410	210	37.00 Mini Concerts
	Banked 29/04/2025	315.00					
86	Patchway Town Foot	315.00			1510	500	315.00 Patchway Town Foot
	Banked 30/04/2025	278,385.66					
88	South Gloucestershire Council	278,385.66			1076	100	270,729.50 Precept Received
					1100	100	7,656.16 CIL 25/26
	Banked 30/04/2025	33.70					
105	Natwest	33.70			1090	100	33.70 Interest Received -
	Banked 30/04/2025	522.27					
103	Stripe Income	522.27			1520	500	544.82 Stripe Income
					4991	500	-22.55 Stripe Income
Total Receipts:		317,323.83	0.00	105.18			317,218.65



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	270,730	270,730	541,459	270,730			50.0%	
1090 Interest Received	34	34	10,000	9,966			0.3%	
1100 CIL Payment	7,656	7,656	0	(7,656)			0.0%	
Income :- Income	<b>278,419</b>	<b>278,419</b>	<b>551,459</b>	<b>273,040</b>			<b>50.5%</b>	<b>0</b>
5900 Transfer to EMR	7,656	7,656	0	(7,656)		(7,656)	0.0%	
Income :- Indirect Expenditure	<b>7,656</b>	<b>7,656</b>	<b>0</b>	<b>(7,656)</b>	<b>0</b>	<b>(7,656)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>270,763</b>	<b>270,763</b>	<b>551,459</b>	<b>280,696</b>				
<b>110 Establishment</b>								
4001 Admin Salary Costs	10,572	10,572	131,561	120,989		120,989	8.0%	
4002 Groundstaff Salary Costs	12,402	12,402	156,014	143,612		143,612	7.9%	
4031 Pension Lump Sum	(600)	(600)	(7,200)	(6,600)		(6,600)	8.3%	
4060 Staff other Expenses	0	0	200	200		200	0.0%	
4090 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4110 Bank Charges	67	67	968	901		901	7.0%	
4120 Audit Fees	(1,810)	(1,810)	3,000	4,810		4,810	(60.3%)	
4121 Accountancy Support fees	(532)	(532)	6,250	6,782		6,782	(8.5%)	
4150 Subscriptions & Memberships	1,763	1,763	2,805	1,042		1,042	62.8%	
4160 Insurance	0	0	5,460	5,460		5,460	0.0%	
4170 Stationery & Printing	399	399	1,500	1,101		1,101	26.6%	
4180 Postage	0	0	50	50		50	0.0%	
4200 Broadband	87	87	945	858		858	9.2%	
4210 Mobile Telephone	101	101	1,600	1,499		1,499	6.3%	
4220 IT Services & Software	1,730	1,730	4,635	2,905		2,905	37.3%	
4230 Equipment	0	0	2,000	2,000		2,000	0.0%	
Establishment :- Indirect Expenditure	<b>24,180</b>	<b>24,180</b>	<b>310,788</b>	<b>286,609</b>	<b>0</b>	<b>286,609</b>	<b>7.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,180)</b>	<b>(24,180)</b>	<b>(310,788)</b>	<b>(286,609)</b>				
<b>120 Civic/Democratic</b>								
4300 Mayoral Allowance	0	0	500	500		500	0.0%	
4310 Councillor's Training	0	0	500	500		500	0.0%	
4340 Civic Fund	20	20	1,500	1,480		1,480	1.3%	
4350 Elections	0	0	2,000	2,000		2,000	0.0%	
Civic/Democratic :- Indirect Expenditure	<b>20</b>	<b>20</b>	<b>4,500</b>	<b>4,480</b>	<b>0</b>	<b>4,480</b>	<b>0.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20)</b>	<b>(20)</b>	<b>(4,500)</b>	<b>(4,480)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Callicroft House</b>								
1400 Callicroft House Income	200	200	3,013	2,813			6.6%	
Callicroft House :- Income	200	200	3,013	2,813			6.6%	0
4240 Property Repairs / Maintenance	178	178	2,907	2,729		2,729	6.1%	
4410 Rates	7,610	7,610	7,800	190		190	97.6%	
4430 Utilities	(432)	(432)	6,250	6,682		6,682	(6.9%)	
Callicroft House :- Indirect Expenditure	7,356	7,356	16,957	9,601	0	9,601	43.4%	0
Net Income over Expenditure	(7,156)	(7,156)	(13,944)	(6,788)				
<b>210 Casson Centre</b>								
1410 Casson Centre Income	210	210	3,000	2,790			7.0%	
Casson Centre :- Income	210	210	3,000	2,790			7.0%	0
4240 Property Repairs / Maintenance	0	0	2,907	2,907		2,907	0.0%	
4410 Rates	1,098	1,098	1,125	27		27	97.6%	
4430 Utilities	(164)	(164)	2,400	2,564		2,564	(6.9%)	
4991 Stripe charge	1	1	5	4		4	14.6%	
Casson Centre :- Indirect Expenditure	934	934	6,437	5,503	0	5,503	14.5%	0
Net Income over Expenditure	(724)	(724)	(3,437)	(2,713)				
<b>220 Burials</b>								
1031 AJBC Income (50%)	0	0	26,080	26,080			0.0%	
Burials :- Income	0	0	26,080	26,080			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	23,557	23,557		23,557	0.0%	
4511 AJBC Other Costs (50%)	0	0	9,490	9,490		9,490	0.0%	
5910 Transfer from EMR	0	0	(6,967)	(6,967)		(6,967)	0.0%	
Burials :- Indirect Expenditure	0	0	26,080	26,080	0	26,080	0.0%	0
Net Income over Expenditure	0	0	0	0				
<b>300 Patchway</b>								
1416 Patchway CC Ground Rent	2	2	2	0			100.0%	
Patchway :- Income	2	2	2	0			100.0%	0
Net Income	2	2	2	0				

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Coniston</b>								
1415 Coniston Ground Rent	1	1	1	0			100.0%	
Coniston :- Income	1	1	1	0			100.0%	0
4610 Ground Rent	250	250	1,000	750		750	25.0%	
4620 PWLB Repayment	0	0	18,727	18,727		18,727	0.0%	
Coniston :- Indirect Expenditure	250	250	19,727	19,477	0	19,477	1.3%	0
Net Income over Expenditure	(249)	(249)	(19,726)	(19,477)				
<b>320 Rodway Road</b>								
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
5330 Planter and Tree Maintenance	0	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<b>350 Patchway Preschool</b>								
1418 Preschool C'yard Ground Rent	1	1	0	(1)			0.0%	
Patchway Preschool :- Income	1	1	0	(1)				0
Net Income	1	1	0	(1)				
<b>400 Youth &amp; Community</b>								
4867 Community Events/Engagement	600	600	10,000	9,400		9,400	6.0%	
4869 Youth Development	0	0	10,000	10,000		10,000	0.0%	
Youth & Community :- Indirect Expenditure	600	600	20,000	19,400	0	19,400	3.0%	0
Net Expenditure	(600)	(600)	(20,000)	(19,400)				
<b>410 GRANTS</b>								
4600 Youth and Community Grants	0	0	17,500	17,500		17,500	0.0%	
GRANTS :- Indirect Expenditure	0	0	17,500	17,500	0	17,500	0.0%	0
Net Expenditure	0	0	(17,500)	(17,500)				
<b>500 Scott Park</b>								
1450 Vendor/Events Income	625	625	10,000	9,375			6.3%	
1510 Sports Income	915	915	12,679	11,764			7.2%	
1520 3G Sports Facility Income	472	472	30,000	29,528			1.6%	
1530 Cafe Income	735	735	8,400	7,665			8.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1990 Other Income	56	56	5,500	5,445			1.0%	
Scott Park :- Income	2,803	2,803	66,579	63,776			4.2%	0
4160 Insurance	2,542	2,542	2,500	(42)		(42)	101.7%	
4240 Property Repairs / Maintenance	0	0	7,500	7,500		7,500	0.0%	
4410 Rates	240	240	2,505	2,265		2,265	9.6%	
4430 Utilities	0	0	30,000	30,000		30,000	0.0%	
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	0	0	3,570	3,570		3,570	0.0%	
4940 Machinery Maintenance/Repair	188	188	4,500	4,312		4,312	4.2%	
4945 Maintenance - Sports Facilitie	74	74	7,000	6,926		6,926	1.1%	
4950 Machinery & Tools	0	0	3,000	3,000		3,000	0.0%	
4965 Maintenance - Play Equipment	0	0	1,000	1,000		1,000	0.0%	
4991 Stripe charge	23	23	525	502		502	4.3%	
4992 Scott Park Tree Maintenance	0	0	500	500		500	0.0%	
4995 Staff Uniform	0	0	500	500		500	0.0%	
4997 Sports Equipment	0	0	500	500		500	0.0%	
Scott Park :- Indirect Expenditure	3,067	3,067	64,600	61,533	0	61,533	4.7%	0
Net Income over Expenditure	(264)	(264)	1,979	2,243				
<u>510 Former Club Building</u>								
4240 Property Repairs / Maintenance	468	468	10,000	9,532		9,532	4.7%	
Former Club Building :- Indirect Expenditure	468	468	10,000	9,532	0	9,532	4.7%	0
Net Expenditure	(468)	(468)	(10,000)	(9,532)				
<u>600 Allotments</u>								
1440 Allotment Rents	0	0	2,500	2,500			0.0%	
1990 Other Income	192	192	0	(192)			0.0%	
Allotments :- Income	192	192	2,500	2,308			7.7%	0
4430 Utilities	0	0	800	800		800	0.0%	
5000 Pretoria Road	0	0	500	500		500	0.0%	
5010 Blakeney Road	0	0	700	700		700	0.0%	
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	192	192	500	308				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	30	30	30	0			100.0%	
Tumps and BMX Track :- Income	30	30	30	0			100.0%	0

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	243	243	250	7		7	97.1%	
4991 Stripe charge	0	0	0	(0)		(0)	0.0%	
Tumps and BMX Track :- Indirect Expenditure	243	243	750	507	0	507	32.4%	0
<b>Net Income over Expenditure</b>	<b>(213)</b>	<b>(213)</b>	<b>(720)</b>	<b>(507)</b>				
<b>710 Play Area</b>								
5100 Blakeney Road Path Rent	0	0	120	120		120	0.0%	
5101 Land at Coniston P Sch Rent	0	0	50	50		50	0.0%	
5200 Repairs and Maintenance	0	0	3,000	3,000		3,000	0.0%	
Play Area :- Indirect Expenditure	0	0	3,170	3,170	0	3,170	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,170)</b>	<b>(3,170)</b>				
<b>720 Open Spaces Administration</b>								
4975 Waste and Recycling	1,075	1,075	16,500	15,425		15,425	6.5%	
5320 Christmas Decoration	0	0	12,500	12,500		12,500	0.0%	
5330 Planter and Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
5340 Outside Area Maintenance/Biodi	0	0	1,000	1,000		1,000	0.0%	
Open Spaces Administration :- Indirect Expenditure	1,075	1,075	31,000	29,925	0	29,925	3.5%	0
<b>Net Expenditure</b>	<b>(1,075)</b>	<b>(1,075)</b>	<b>(31,000)</b>	<b>(29,925)</b>				
<b>800 Street Furniture &amp; transport</b>								
5450 Street Cleaning Supplies	30	30	525	495		495	5.8%	
Street Furniture & transport :- Indirect Expenditure	30	30	525	495	0	495	5.8%	0
<b>Net Expenditure</b>	<b>(30)</b>	<b>(30)</b>	<b>(525)</b>	<b>(495)</b>				
<b>900 Capital and Projects</b>								
4231 Equipment on HP	1,499	1,499	17,994	16,495		16,495	8.3%	
4232 Equipment HP Charges	289	289	3,464	3,175		3,175	8.3%	
4620 PWLB Repayment	0	0	31,423	31,423		31,423	0.0%	
4621 PWLB Loan Charges AJBC	0	0	14,249	14,249		14,249	0.0%	
5910 Transfer from EMR	(150)	(150)	0	150		150	0.0%	
9014 Major Projects	0	0	50,000	50,000		50,000	0.0%	
9019 Community Larder	150	150	0	(150)		(150)	0.0%	
Capital and Projects :- Indirect Expenditure	1,788	1,788	117,130	115,342	0	115,342	1.5%	0
<b>Net Expenditure</b>	<b>(1,788)</b>	<b>(1,788)</b>	<b>(117,130)</b>	<b>(115,342)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	281,858	281,858	652,664	370,806			43.2%	
Expenditure	47,667	47,667	652,664	604,997	0	604,997	7.3%	
Net Income over Expenditure	<u>234,191</u>	<u>234,191</u>	<u>0</u>	<u>(234,191)</u>				
Movement to/(from) Gen Reserve	<u>234,191</u>	<u>234,191</u>	<u>0</u>	<u>(234,191)</u>				



## Office

---

**From:** Cemetery <cemetery@almondsburyparishcouncil.gov.uk>  
**Sent:** 29 April 2025 13:02  
**To:** Clerk; Clerk  
**Cc:** Assistant; Deputy Clerk; Ken Dando; marion.stooke  
**Subject:** Funding of AJBC - Extra hours of work

Dear Lois and Suzanne,

The attached report I submitted to the AJBC on 15<sup>th</sup> April 2025 was unanimously agreed upon to support the proposals outlined in the same.

Please Note - This report was also sent to you, for your information and deliberation.

With regards to Cemetery Operations –

1. Mr Moss has had his pre operation assessment yesterday and now awaits a date (he his also on the cancelation list).
2. As a result, from 1<sup>st</sup> June 2025 the Cemetery will only function on a Tuesday and Thursday with regards to interments. All existing agreed interments will continue as planned throughout May.
3. The assistant gardener Mr Wilson returned today following his knee operation. He has been fully briefed and agrees to work an additional 8 hours a week as planed in the report. These 8 hours will be divided into to two 4-hour shifts on a Monday and Thursday (he contractually works 4 hours on a Tuesday and Wednesday). His hours on a Tuesday and Thursday will be flexible to cater for interments.
4. On a Tuesday and Thursday my hours, be will by necessity extended to cover and mentor Mr Wilson with regards to his duties and to maintain my own expected responsibilities.
5. **The AJBC has requested due to this unforeseen situation arising that the extra hours only occurred by both Mr Wilson and Mr Taylor be catered for on an equal 50% basis by both Almondsbury Parish Council and Patchway Town Council from the 1<sup>st</sup> May, allowing for the agreed interments to continue and begin the necessary preparation in terms of cemetery operational management. Failure to do so will impact on AJBC Finances and fall substantially below the threshold of operating funds in their account. Please refer to point 1 of report - AJBC Operational Account Status.**
6. Upon Mr Moss return this funding will cease and the RFO at Almondsbury who will submit a breakdown of costs that the APC have paid in relation to the extra hours worked and seek 50% contribution from Patchway Town Council either on monthly basis or at its conclusion which ever scenario works best for each council.

Thank you for your consideration in this matter.

Kind regards

Stephen Taylor  
Clerk AJBC

Dear Councillors,

I am writing to bring to your attention two critical matters requiring the immediate consideration of the Almondsbury Joint Burial Committee (AJBC). These issues pertain to the financial standing of our operational account and the impending temporary absence of our Head Gardener, Mr. Alan Moss. Both matters are interrelated and necessitate prompt and strategic action to ensure the continued effective management of our cemetery services.

## **1. AJBC Operational Account Status**

As at 31<sup>st</sup> March 2025 the AJBC operational account (Account 8084) holds a balance of £17,564.23, which is £2,564.23 above the minimum threshold of £15,000.00 established by the Committee during the meeting held on 27th February 2025. It is important to note that should the balance fall below this threshold; the Committee will be alerted as per the agreed protocol.

Over the past five years, despite challenges such as the COVID-19 pandemic and ongoing economic fluctuations, the AJBC has managed its finances effectively, avoiding any breach of the set threshold. However, with the continuous rise in operational costs and employer responsibilities, it is anticipated that the operational account may fall below the established threshold in the current financial year.

## **2. Impending Absence of Head Gardener**

Mr. Alan Moss, our Head Gardener, is scheduled to undergo a hernia operation within the next 6 to 8 weeks. His recovery period is expected to mirror this timeframe, resulting in a temporary absence from his duties. This situation necessitates immediate planning to ensure the uninterrupted maintenance and operation of the cemetery during his absence (note he will be in receipt of his normal monthly pay).

### **Proposed Actions:**

To address the aforementioned issues, I propose the following actions:

#### **a. Financial Consultation with DCK Accounting Ltd:**

I intend to consult with Mr. Derek of DCK Accounting Ltd at a future date to discuss the following:

- **Transfer of Funds:** Assess the feasibility of transferring funds from the AJBC savers account to the operational account to maintain the balance above the £15,000.00 threshold. However, I am currently hesitant to proceed with this transfer pending the decision from Patchway Town Council regarding the proposed land purchase for cemetery extension.
- **Staff Wage Payments:** Explore the possibility of having the wages of AJBC staff paid directly by Almondsbury Parish Council, their lawful employer. This change could positively impact the AJBC's financial position. The specifics of Patchway Town Council's financial commitment in this arrangement would need to be clarified and structured appropriately, ensuring legal compliance.
- **Additional Funding Request:** Consider an immediate request for additional funding from both Councils to cover the anticipated costs associated with Mr. Moss's absence.

#### **b. Interim Cemetery Operations:**



Upon confirmation of Mr. Moss's operation date, I propose the following interim measures:

- **Interment Scheduling:** Limit interments to Tuesdays and Thursdays between 10:00 AM and 3:00 PM during Mr. Moss's absence. This schedule aligns with standard practices observed by other councils.
- **Staffing Adjustments:** Increase Assistant Gardener Mr. Jamie Wilson's hours from 8 to 16 per week with his agreement and in accordance with his employment contract conditions. **His schedule would include 4 hours on Tuesday and Wednesday (as currently contracted), with additional hours primarily on Monday and Friday, and occasional coverage on Thursday as needed.** He would continue to maintain the required gardening at the cemetery and ensure interments are catered for by external contractors. Mr. Wilson is expected to return from post-operative recovery at the end of April, when his current sick note comes to end on 30<sup>th</sup> April 2025. This action will also ensure that Mr Moss receives the expected duty of care on his return.
- **Management Support:** I will provide additional support by working 8 hours on both Tuesday and Thursday to assist Mr. Wilson (again providing a duty of care upon his return to work and cater for his inexperience), manage ongoing cemetery matters (in addition to my current and additional work that is required to be undertaken), and address any unforeseen issues that may arise during this period (note – In November 2023 AJBC Meeting authorisation was given for the ability to work up to 20 hours overtime on a monthly basis thereafter, with additional hours above 20 permitted, with the consent of the Chairman and deputy Chairman of AJBC).

#### c. Financial Implications:

The additional staffing hours are projected to incur the following costs:

- Mr. Wilson: £12.85 per hour
- Myself: £18.77 per hour

Over an 8-week period, this equates to an **additional £2,023.68**, excluding the upcoming increases in National Insurance Contributions and statutory pension obligations effective from April 2025. **I propose that this amount be requested on a 50/50 basis from both Almondsbury and Patchway Councils due this unexpected development and would have a detriment effect on the AJBC bank (8084) balance without such an intervention request.**

Please note these hours may have to be increased via mutual agreement of the AJBC Staff/AJBC Committee/and both Councils should there be changes in operational requirements and that the total cost is presented to both Councils upon Mr Moss return. In the interim the costs will be covered by AJBC funds and if this results in the account (8084) falling below the threshold there would be no need for an extraordinary meeting in the knowledge the funds would be replenished by both Councils on Mr Moss return.

#### Conclusion:

Given the urgency of these matters, **I kindly request that the AJBC consider and approve these proposals without the necessity of convening an extraordinary meeting.** Prompt decision-making will enable us to implement the necessary measures in a timely manner, ensuring the continued effective operation of our cemetery services during this transitional period.

Should you require any further information or clarification, please do not hesitate to contact me.



Hi Jon

I have looked over this a few ways.

There isn't really an open market for social clubs of this nature. The majority, as is the case here, are owned by local authority organisations who rarely let such assets on the open market. Accordingly there is next to no available evidence to base an opinion of rental value on.

They are also often let at nominal or low base rents, sometimes with a top up based on turnover. Any examples I have found would appear to have been let on this basis. If you had equivalent contacts at other town councils or even Bristol / South Glos they may be able to offer more information on this basis.

If this were a more traditional public house then potentially you might ask for a rent of say £20,000 - £30,000 PA on the basis that it is large, has residential accommodation but is not in a "commercial" position and couldn't be run at the same turnover levels as more traditional pubs.

The Rateable Value is around £20,000 PA, which in theory is based on the rental value of similar assets, so this may be a guide, but my gut feeling is that you may end up at a lower base rent with some form of top up.

Do you have any occupier interest in the property presently?

Kind regards

 MRICS

RICS Registered Valuer

Partner, Sanderson Weatherall

[sw.co.uk](http://sw.co.uk)



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Town Clerk and Deputy Clerk & Responsible Finance Officer's Report**

**To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.**

In 2023, a Community Governance Review came into effect which split Charlton Hayes into a Parish of their own and reducing the electorate size of Patchway Town Council. With this review, also saw the implementation of three wards in Patchway, namely Coniston, Callicroft and Highwood.

Town Councillors have asked that this be reviewed each year in order to progress another review to reduce Patchway to one central ward with a reduction in Town Councillors, increasing accountability to the electorate.

It is the decision of Town Councillors, whether or not they wish to implement anything at the Annual Meeting of Patchway Town Council in May 2024.

**Update** – In May 2024 it was minuted at the Annual Statutory Meeting to note the report and that any action should be undertaken in the next Council year as per advice from South Gloucestershire Council.

---

Advice received in 2023:



Simon Banks <Simon.Banks@southglos.gov.uk>  
To Clerk  
Cc Deputy Clerk; John McCormack; Natalie Carr; SamW Scott

You replied to this message on 14/06/2023 10:43.



Wed 14/06/2023 09:43

Hi Jack

Sorry for the delay in coming back to you; my understanding is that we would not normally commence a CGR at the start of an electoral cycle and it would be more realistic to look at making changes from mid-2025 to align any revised boundaries with the 2027 District and Parish elections.

Kind regards

Simon

Simon Banks  
Deputy Monitoring Officer & Head of Legal Services  
(01454) 863039  
[simon.banks@southglos.gov.uk](mailto:simon.banks@southglos.gov.uk)





**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)



## Financial Procedures

Adopted: 20<sup>th</sup> May 2025  
Review: May 2026



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## CONTENTS

INTRODUCTION.....	3
1. PURCHASING	
a) Purchase Order Forms .....	3
b) Inputting the Invoice .....	3/4
c) Paying Invoices.....	4
d) Procedure Note for Financial Checks.....	5/6
e) Paying Invoices on the RBS System.....	6
f) Direct Debits and Standing Orders.....	6
2. INVOICING	
a) The Invoice.....	6
b) Inputting the receipts into the RBS software.....	6/7
c) Receipt Reporting.....	7
3. RBS Omega Software	
a) Journals.....	7
b) Bank Reconciliations.....	7
c) VAT Returns.....	8
d) Month End Processing.....	8
e) Backups.....	8
4. PAYROLL	
a) Payroll Input.....	8
b) Enter Variations.....	8
c) Calculate.....	9
d) Print Summaries.....	9
e) Finalising the Payroll .....	9
f) Alterations to the Payroll.....	9
g) Year End.....	10
h) Pension Deductions.....	10
i) HMRC Deductions.....	10
j) Payslips.....	10
k) P45s.....	10
l) P60s.....	10





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **INTRODUCTION**

Patchway Town Council has developed a raft of financial procedure documentation detailing the procedures to be followed in processing transactions on the various financial systems. This document is in line with best practice recommendations from our Internal Auditor and will protect the council and its employees in the event that any untoward activity occurs either wilfully or by accident. This document will act as a guide to councillors and staff on how to effectively manage and use the council's own financial procedures.

### **1. Purchasing**

#### **a) Purchase of supplies**

Patchway Town Council expenditure is authorised through the Financial Regulations and Standing Orders to ensure all expenditure is authorised. All suppliers will be asked to provide a VAT. The invoice will then be checked by the Responsible Financial Officer (RFO) for accuracy and signed accordingly. Once the goods have been received the invoice will also be signed as above.

#### **b) Inputting the Invoice**

The invoice will then be put into the RBS Omega financial software and carry out the following using the purchase ledger.

- This can be found by logging into the RBS Software and on the left-hand side menu there is an option which will say 'Omega', double click this then 'Purchase Ledger', and click on 'Enter Invoice'.
- You then enter the invoice into the boxes on the software lifting the information from the supplier's invoice. The software will display a reference number which will then need to be written onto the invoice and filed in that order.
- Once the invoice details have been inputted and the correct VAT code applied on the system, the person inputting has to code the NET figure (cost to the council) using centre and nominal code. (N.B: The centre is the place in which the payment relates to i.e. establishment, scott park etc) and the nominal code is the budget heading it relates too (i.e. janitorial, maintenance). Once these codes have been added, they should then be written onto the invoice in order to track the spend. The person inputting should click save and complete the process for all invoices that need to be input.
- Once all invoices have been input, the person inputting should click on the left-hand menu 'post invoices', this will then process the invoices that are due for payment. The report should be printed off and filed into the RBS trail file located in the Finance cupboard. That completes the purchasing procedure for all invoices that are to be paid.
- If the supplier you are inputting the invoice for doesn't appear on the supplier's list, you will have to create them a new code.

Adopted: 20<sup>th</sup> May 2025

Review: May 2026



## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

- Click the three dots next to 'supplier' and clicking the word 'create'. The code should be three letters followed by '001' which relates to the supplier, i.e. Patchway Town Council will be PTC001. The short name, long name, VAT number and company address should all be input as well on the same screen.

### c) Paying Invoices

When the invoices are due to be paid at the meeting of the Full Council, the RFO should produce a report of invoices to be paid. This can be found on the RBS Omega software under 'Omega' // 'Purchase Ledger' // 'Ledger Reports' // Unpaid Invoices. In this report, the RFO will find all of the items that are listed to be paid and how much is due. If Patchway Town Council has the General Power of Competence, the RFO can just use this report to authorise payments at the council meeting. However, if the council does not have the General Power of Competence, then the power to spend for each item will have to be added accurately. This report is then sent to councillors and is a standing item of the full council agenda to authorise the spend. If councillors authorise the spend, then the preferred payment method is by using NatWest Bankline for BACS.

The procedure note below documents how Patchway Town Council should be paying invoices and the authorisation required to do so. The reference for any BACS payment will be a number format which reflect the month and year in which the payment was made, i.e. a payment made in January 2024 will carry its own reference of '01-24-001'. The reference for the cheque payments should always be the cheque number on the payment list. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

### d) Procedure Notes for Financial Checks

Under *Accounts and Audit regulations 2015*, responsibility for financial governance lies with councillors. Patchway Town Council must demonstrate and carry out good practice measures to prevent and detect fraud and corruption.

#### Authorisation of Invoices

- **Check invoice for PAYEE name** – Does this agree with the BACS name?
- **Check the amount on the invoice** and check it **correlates with the BACS value?**

**When you are satisfied payee and amounts are correct:**

- **INITIAL** the **payment schedule**
- **INITIAL** the **invoice** by the '**Councillor Stamp**' and **date** the signature
- **SIGN** into NatWest Bankline to **authorise payments**

**In line with Patchway Town Council's standing orders, authorisation is as follows:**

- Any **BACS** payment needs **TWO members** to authorise
- Any **cheque** payment **below £1,000** needs **TWO members** to authorise
- Any **cheque** payment **above £1,000** needs **THREE members** to authorise





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### Online Payment Authorisation

Patchway Town Council make payment by BACS. This is helped by NatWest Bankline, where it lets two members sign in to **authorise payments**. Below is how members should be authorising BACS payment.

- Sign into NatWest Bankline
- Click on the **'Authorise Payments'** tab
- Read the **payment schedule** (emailed to members who are authorising)
- Check payments are the same on the **online payment portal** as they are on the **signed schedule**
- Click **'Authorise'** and follow the instructions on the screen
- You will need to sign the invoices in line with the signed payment schedule once these payments have been authorised.

### Authorisation of Salaries

As Patchway Town Council have a duty to pay their employees, this authorisation control differs from the payment authorisation. These payments will be made via BACS at least three clear working days before the employee's pay date. Below is how members should be authorising salary payments:

- Sign into NatWest Bankline
- Click on the **'Authorise Payments'** tab
- Make sure the total for the salary payments and other associated payments come to the total amount emailed to the members.
- Click **'Authorise'** and follow the instructions on the screen.
- You will need to sign the salary report, pension report and PAYE report, once the payments have been authorised.

### e) **Paying Invoices on the RBS System**

Once the payments have been agreed and sent via the preferred methods, the RFO will have to 'pay' the invoices on the RBS system. This is done by going to 'Omega' // 'Purchase Ledger' // 'Pay Invoices' // 'Enter Payments'. This portal will allow you to remit payment. The RFO will search for the supplier the payment is for and then enter the payment reference along with the amount and then pay these using the 'pay invoice' button. If the balance at the bottom of the screen is '0.00' then the payment has successfully matched the invoices, if it doesn't then double check the figures on the invoice and payment schedule. Once the payment run is complete, the RFO will then print off the report and file in the RBS trail file.

### f) **Direct Debits and Standing Orders**

For direct debits and any standing orders that Patchway Town Council have agreed too, these are usually input into the system using the purchase ledger as above. However, if it is a regular amount and will never change these can be input onto the system by clicking on 'cashbook' // 'standing orders' // 'standing order payments'.



## **PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **2. Invoicing**

#### **a) The Invoice**

Patchway Town Council invoices regular hirers of facilities in advance of their booking in line with good practice. Due to the small amounts of income that Patchway Town Council receives, the process for invoicing is very straightforward. The invoices are run on a financial year consecutive basis with reference starting from '2025-26-001' and running consecutively. There is a master controls spreadsheet which all the invoices should be input onto. The invoice template is saved in the financial year folder under 'invoices'. The template should be filled out in the highest detail with the VAT code being applied and the correct VAT amount being charged. These are then sent to the hirers for payment within 30 days in a PDF format.

#### **b) Inputting the Receipts into the RBS Software**

Once the invoice has been paid and is clearly shown on the bank statement, only then should the invoice be put into the system. It is bad practice to input the invoice when it has been created as if it is not paid, it will stay on the system until it is cancelled out. To input the invoice, the RFO will need to go to the 'cashbook' tab and click 'enter receipts'. This will take the RFO to the receipt portal where the screen is self-explanatory. After entering all the information, the RBS software will need to code that transaction. Similar to expenditure coding however, all income codes are '1000'. Once the correct code is supplied, the transaction should be saved by clicking 'save receipt' // 'save slip'. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

#### **c) Receipt Reporting**

After the receipts have been input using the 'cashbook' facility, the RFO should print off the report under 'cashbook reports' entitled 'receipt by name' and file this in the RBS trail folder.

### **3. RBS Omega Software**

#### **a) Journals**

If a transaction is entered incorrectly and the amount is coded to the wrong code, then the RFO must re-code the entry. This can be done via a 'Standard Journal' on the RBS Omega Software which can be found 'Omega' // 'Management Accounts' // 'Journal Entries' // 'Standard Journals'. To find where the transaction has been coded to, click 'view nominal' on the bottom of the page whereby you can see every transaction for every code. Once the incorrect code is known and the new code is found, then the RFO must create a journal to rectify this. The best way for this is to enter the wrong code and centre first and CREDIT that code with the amount you're moving. In the 'transaction description', the RFO must state the action that is being carried out in fine detail. The RFO will then put the correct code and centre in and DEBIT that code with the amount. At the bottom of the page, the narrative should be written to describe what has been moved and why. This journal should then be posted and printed and signed off by the Town Clerk or a member of the council for scrutiny.





## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### b) Bank Reconciliations

At the end of each month, the RFO must reconcile the council's cashbooks and ensure they balance with the bank statement. To do this click on 'Omega' // 'Cashbook' // 'Reconciliation' // 'Update Reconciliation' and enter the date the reconciliation is too. It is best practice to reconcile one page of the bank statement at a time to ensure nothing is missed and a thorough reconciliation is carried out. The RFO can search by reference number or payment amount and then should go through the bank statement and reconcile both receipts and payments. If a payment does not appear, check the 'unpaid invoices' tab to see if it appears as it may have been entered wrong. If not, then enter the payment through the purchase ledger. Once the reconciliation is complete, the RFO should print off both reconciliation reports and file in the RBS trail folder. If the reconciliation does not balance, the RFO must investigate and ensure the payments match each other, even if the reconciliation has to be started again.

### c) VAT Returns

Patchway Town Council submits VAT returns quarterly throughout the year. Each transaction on the RBS system (if applicable) should have the correct VAT amount entered with the transaction. To process the VAT return, the RFO should go to 'Omega' // 'Management Accounts' // 'VAT Return' // 'Current VAT Return'. This will then display the VAT report for the period entered. The RFO will thoroughly check through all the transactions to ensure the VAT is correct and the council are only claiming what they should be. The RFO should then print off and sign the report and send to HMRC. If the council are on the MTD version (Making Tax Digital), the return can be submitted online by pressing the submit button.

### d) Month End Processing

After the bank reconciliation is complete and all cashbooks have been reconciled and filed, the RFO needs to change the month on the RBS system. This is simply done by going to 'Omega' // 'Management Accounts' // 'Change Month'. Once a month is closed down, no information for that month can be entered or altered, therefore all essential procedures need to be followed before the month-end processing such as printing all reports and reconciling the cashbooks.

### e) Backups

The RFO is responsible for ensuring that all RBS data is successfully backed up onto the system. This is done by going to 'Manage' // 'Database'. The RFO would then need to put the superuser password in and backup the software to the server or if unavailable a local PC. It is good practice to do this every time the RFO works on the software.

## 4. Payroll Process – contracted out to South Gloucestershire Council

### a) Payroll Input

Patchway Town Council pays staff on or just before the 23rd of each month using BACS. Since December 2023, the council contracts out its Payroll function to South Gloucestershire Council though there are monthly procedures and checks that must be adhered to ensure correct payroll processing.



## **PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Patchway Town Council remains legally responsible for Real Time Information (RTI) being received by HMRC though this is submitted by South Gloucestershire Council on the Council's behalf. Patchway Town Council continues to make the BACS payments.

**b) Submit data to South Gloucestershire Council**

Around the 6<sup>th</sup> of each month, variations / timesheets should be submitted to South Gloucestershire Payroll to start the payroll process.

[payroll.services@southglos.gov.uk](mailto:payroll.services@southglos.gov.uk)

**c) Check draft figures and final data**

South Gloucestershire Council Payroll will send draft data to the RFO around 10<sup>th</sup> of the month to be checked for accuracy and signed off by 12<sup>th</sup> of the month.

South Gloucestershire Council send final data to the RFO around the 14<sup>th</sup> of the month who saves this information into the relevant Payroll online file and folder. The RFO sets up salary payments as per section 1/d of these Financial Procedures.

**d) Save / Print Summaries**

South Gloucestershire Council provide digital excel and PDF sheets in draft and Final formats which should be saved in the relevant Payroll folder in the Finance folder on the Council online drives.

The following are printed off for the paper Payroll and Expenditure folders:

- Payroll summary sheet
- Payroll Summary documents

**e) Alterations to the Payroll**

If there is any mistake or alterations to the payroll, these will be reported directly to South Gloucestershire Council Payroll by the RFO and any additions / deductions / corrections to be processed as soon as possible or through the next payroll period.

**f) Year End**

At the end of March and after the payroll run has been successfully completed for month 12, South Gloucestershire Council run the Year End processing.

**g) Pension Deductions**

Patchway Town Council and their employees are members of the Local Government Pension Scheme and Patchway Town Council is contractually obliged to pay this. The council's payment is worked out on the Avon Pension Fund website through a form called the LGPS50, which is a calculation of pensions, pension percentages and pensionable pay. South Gloucestershire Council submit pension data on behalf of the Council through the LGPS50 form and send a copy to the RFO for the Payroll file.

**h) HMRC Deductions**

The automatic deductions are submitted through the South Gloucestershire Council payroll process.

Adopted: 20<sup>th</sup> May 2025

Review: May 2026





**PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**i) Payslips**

Patchway Town Council employees receive their Payslips through the South Gloucestershire Council MyView web portal where they can be printed if required.

**j) P45s**

When an employee leaves Patchway Town Council, they should be given a P45. South Gloucestershire Council payroll will provide a P45.

**k) P60s**

Patchway Town Council's employees must receive a P60 at the end of each Tax Year. These are generated by South Gloucestershire Council payroll and are located in the employee's personal South Gloucestershire Council MyView web portal.



# MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)



**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

**© NALC 2025. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.**

**Permission is given to use NALC's logo in the presented format only.**

INTRODUCTION .....	4
1. RULES OF DEBATE AT MEETINGS.....	6
2. DISORDERLY CONDUCT AT MEETINGS.....	8
3. MEETINGS GENERALLY .....	8
4. COMMITTEES AND SUB-COMMITTEES .....	11
5. ORDINARY COUNCIL MEETINGS.....	12
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....	14
7. PREVIOUS RESOLUTIONS.....	14
8. VOTING ON APPOINTMENTS.....	15
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER .....	15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE .....	15
11. MANAGEMENT OF INFORMATION.....	16
12. DRAFT MINUTES .....	17
13. CODE OF CONDUCT AND DISPENSATIONS .....	17
14. CODE OF CONDUCT COMPLAINTS .....	19
15. PROPER OFFICER.....	20
16. RESPONSIBLE FINANCIAL OFFICER .....	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS .....	21
18. FINANCIAL CONTROLS AND PROCUREMENT.....	22
19. HANDLING STAFF MATTERS.....	23
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	24
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION .....	24
22. RELATIONS WITH THE PRESS/MEDIA.....	25
23. EXECUTION AND SEALING OF LEGAL DEEDS .....	25
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS .....	25
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES .....	25
26. STANDING ORDERS GENERALLY .....	25



## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



## INTRODUCTION

Meetings of the Council shall be held at Callicroft House, Rodway Road, Patchway on such dates and times as the Council may direct.

### 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.



- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under Standing Order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings



Committee meetings



Sub-committee meetings



- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.
- g Subject to Standing Order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response from the Proper Officer be given. All questions received should go through the Chair. The Chair will decide if a response is appropriate at the meeting and if appropriate, which Councillor can respond to the question.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**



- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he/she gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t **The minutes of a meeting shall include an accurate record of the following:**
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted,**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 2 ½ hours.

#### 4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of an evening meeting or noon the previous day in the case of a daytime meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;



- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chair of the Council has been elected. He/She may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;



- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda, and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;



- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.



- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

**14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**



15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council and the Chair of the Planning and Transport Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning and Transport Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;



ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel Committee, if he/she is not available, the vice-chair (if there is one) of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c. The chair of the Personnel Committee or in his/her absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.



- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chair of the Personnel Committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chair or vice-chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

## 21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. (For clarity any content in bold will meet the exception criteria).
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.



- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.