

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Town Council held on the 18th February 2020 at 19:00 at Callicroft House, Rodway Road, Patchway.

Councillors: E Martin (in the chair), R Loveridge, T Scott, R Walker, I Walker, P Cottrell, T Bathe-Taylor, S Shambhu, J Buddharaju, J Butler, K Dando, E Gordon (19:23)

In attendance: L Squire (Clerk), J Turner (Deputy Clerk)

Absent: None

Members of the Public: 2

18/02/2020- No 1 To receive a presentation from Southern Brooks Community Partnerships Youth Work Team and Young People.

Ternaya Cummings of Southern Brooks spoke about 'The Patch' youth centre and had two young people with her to discuss what they have got out of the youth centre and the benefits of it to them personally. Patchway Town Council fund the Thursday afternoon junior sessions as well as part-funding the detached youth work on a Thursday evening. A lot of positive projects were discussed, such as teaching the young people life skills and awareness sessions around bullying and friendships. The junior sessions are attended by 30/40 young people with the school years 6-8 session having 30 young people per session. The youth centre charges 50p for entrance to a session as they want to encourage all young people to use the centre. The following week 9 young people are going to London for the day visiting sites the young people have suggested. In April, there will be a community open day where the Youth Centre will ask the community to come in and help refresh the building. Cllr Shambhu has offered to organise a visit to Westminster internally and Ternaya confirmed the young people would be interested. Cllr Loveridge offered to go down to the Youth Centre and talk through what is happening around Patchway with regards to sporting facilities and Ternaya will arrange this through the Town Clerk.

18/02/2020--No 2 To consider amending Standing Orders to reflect that the public questions will be answered at the Chairman's discretion or by a formal response from the Proper Officers in writing as recommended by the Personnel committee.

RESOLVED: Unanimously agreed that the Standing Orders should be changed to reflect more clearly that all of the questions should go through the Chairman and it is the Chairman who will decide which councillor can respond to that question, if necessary.

18/02/2020--No 3 To receive questions from the members of the public present.

The Chairman of Patchway Community Association raised concerns over the amount of users for the Casson Centre who are using the Patchway Community Centre Car Park. Patchway Town Council will now specify that parking is to be only at the rear of the council offices on the booking form and reaffirm this in person with all hirers.

18/02/2020--No 4 To receive and consider apologies for absence and decide whether to accept them.

Cllr S Scott (working away), G Pykov (holiday) and B Hopkinson (meeting with Patchway residents)

RESOLVED: It was agreed with 7 in favour to accept the apologies for all councillors

18/02/2020--No 5 Declarations of Interest

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

18/02/2020--No 6 To consider and approve the minutes of the meeting of the Town Council meeting held on the 21st January 2020 and to note any issues.

On item 2 on the minutes, the word 'responses' should be changed to 'questions'.

Cllr Shambhu raised concerns over the pre-ambule to the minutes, asking the Clerk to include the full verbatim statement of what was said by Cllr E Martin and not to make any redactions. He was advised that it was not appropriate to include verbatim statements in the minutes.

Cllr Shambhu also raised concerns over item 7, where the motion from Cllr Shambhu, an alternative budget, is omitted from the minutes. Cllr J Buddharaju concurred this. Cllr E Martin thought that the minutes were accurate which is why she allowed them to be sent to all councillors.

Cllr K Dando proposed that an addendum to the minutes be included to give the reason behind why Cllr Shambhu's motion was not included due to the time it was received. This was not carried with 8 voting against and 4 voting in favour of the motion.

RESOLVED: That the minutes were agreed with the amendment of item 2, by the majority and signed by the chair as an accurate representation of the meeting.

18/02/2020--No 7 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on 27th January 2020 and to note any issues.

RESOLVED: The minutes were unanimously agreed and signed by the chair as an accurate representation of the meeting.

18/02/2020--No 8 To note the contents and recommendations of the following committees:

a. Finance committee held on 11th February 2020.

The council noted the minutes.

i) To adopt the 3-year rolling budget plan as a working document which will be reviewed by the Finance Committee working group.

RESOLVED: Unanimously agreed adopt the 3-year budget as a working document.

ii) To approve earmarking £1000 from general reserves for the VE Day Celebrations.

RESOLVED: Unanimously agreed to earmark £1000 for the VE 75 Celebrations.

It was noted that South Glos have launched a grant for VE celebrations. It was further **resolved** that the grant request will be submitted and this will be copied to Cllr Shambhu and Cllr Buddharaju.

iii) To adopt the Reserves Policy

A query was raised over the statement 'Uneven cash flow' which the RFO explained as the council do not have a steady reliable monthly income but receive payments of the precept bi-yearly as well as ad-hoc income.

RESOLVED: Unanimously agreed the policy.

iiii) To adopt the hire charges for Room Hire in the Council's premises

RESOLVED: Unanimously agreed the hire charges for 2020/2021 to assist in covering some of the costs for running the facilities.

v) To adopt the Payment and Receipts Policy

RESOLVED: Unanimously agreed the policy.

vi) To adopt the Financial Procedure Document

RESOLVED: Unanimously agreed the document with the addendum of the word 'signed' when describing the payment schedule.

b. Parks and Open Spaces Committee held on 28th January 2020

The council noted the minutes.

i) To adopt the hire charges for Scott Park Sports Facilities

RESOLVED: Unanimously agreed the hire charges for 2020/2021.

ii) To approve the quotation of £12,499.70 for lighting from the Pavilion to the gate at Windermere Road from South Gloucestershire Council and to allocate monies from general reserves to the Scott Park Lighting Budget from 2019/20 accordingly.

RESOLVED: Unanimously agreed the quotation and subsequent actions.

c. Planning and Transport Committee held on 28th January 2020

The council noted the minutes.

18/02/2020--No 9 To consider the agreement from Patchway Library and agree any actions in relation to the financial year 2020/21.

The council deferred this item until the Full Council meeting on 17th March 2020.

18/02/2020--No 10 Preferred Suppliers List

a) To consider a limit of spend for the list and agree any actions

RESOLVED: Unanimously agreed to set the limit of £1500 for sole traders and partnerships and £3000 for limited companies.

b) To consider a review date of the list and agree any actions

RESOLVED: Unanimously agreed to review the list every May. Further resolved to allow other people to bid to be included on the list ahead of May as long as they have carried out 2 big jobs or 3 smaller jobs. If it is identified that there is anything wrong with the work carried out, they will be removed from the list.

c) To consider the Preferred Suppliers List and agree any actions.

RESOLVED: Unanimously agreed the list

d) To amend Financial Regulations to incorporate the preferred suppliers list.

RESOLVED: Unanimously agreed to amend Financial Regulations to specify the amounts and the use of the preferred suppliers list. **Resolved Further** to delegate £1500 of expenditure to Clerk with authorisation of the Chairman (changed from £750) and a limit of £5000 to the Clerk with the authorisation of the Chairman, where possible, in a an absolute emergency situation.

18/02/2020--No 11 Fire Risk Assessment

a) To receive an update on the Electrical Reports for Callicroft House and Scott Park and agree any actions.

RESOLVED: To agree the costs for Callicroft House with the exception of the Portacabin.

Resolved Further to not agree the costs for the Pavilion as a new building will be replacing the old building.

b) To receive an update on the Fire Risk Assessment carried out in March 2019.

The council noted the report and were pleased with the progress and asked for an emergency evacuation to be arranged and logged.

18/02/2020--No 12 To consider the motion from Jo Buddharaju: Revisit the attendees for committees.

Cllr J Buddharaju has resigned from the Parks and Open Spaces Committee, Planning and Transport Committee and the Patchway Community Centre Redevelopment Working Group.

Cllr S Shambhu has resigned from the Finance Committee.

18/02/2020--No 13 Council Finance

a. To note the current financial position of all three bank accounts

Current Account - £1000

Business Reserve Account - £428,772.21

Fixed Deposit Account - £50,292.11

b. To note the income and expenditure for January

The council noted this item. In future, to reduce expenditure those councillors who have agreed to electronic papers will only receive paper copies of the agenda and associated papers if they ask for this prior to the meeting. Copies will not be provided at the meeting and the screen will be used.

c. To note the monthly accounts for January

The council noted this item.

d. To approve the expenditure report and authorise payments

RESOLVED: Unanimously agreed the report and authorise payments. *

e. To consider opening a Lloyds Treasurers Account to move £75,000 in to and agree any actions.

RESOLVED: Unanimously agreed to open the account and move the money.

On further advice taken from DCK Accounting, with particular reference to NALC Financial Topic Note 'Financial Services Compensation Scheme', this bank account will not be opened as organisations with a budget in excess of 500,000 euros are not covered by the scheme.

f. To consider transferring the Earmarked Reserves Total of £82,583.51 from Natwest to the Council's Unity Trust Bank Account.

RESOLVED: Unanimously agreed to move the money.

18/02/2020--No 14 To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area.

The council noted reports from Cllr S Scott and Cllr S Shambhu.

18/02/2020--No 15 To receive any reports from Local Organisations or Working Groups

a) Patchway and Charlton Hayes Community Centre Redevelopment Project

The Clerk read out a progress report from the Architect. The project is around 50% complete against the current timeline. Roof costings and the mechanical and engineering report were needed immediately, and this will be chased up.

b) 3G Working Group

Cllr R Loveridge said that the Council are waiting for authorisation to allow the tender to be uploaded onto contract finder.

c) VE Celebrations working group.

Cllr T Scott gave an update on that a venue has been sorted and a jazz band has been sourced. There will be a variety of bakes for sale as well as a fully stocked bar. The council were presented with a flyer produced by the Deputy Clerk which they were very pleased with.

18/02/2020--No 16 To consider any correspondence received

- a) Letter from Almondsbury Charity regarding room hire**
- b) Letter from the Link Club regarding their grant**
- d) Letter from Patchway Community Association regarding their grant**
- f) Letter from Four Towns Transport regarding their grant.**

The council received and noted the above correspondence.

c) Letter from Patchway Community Association on their succession plan

The council noted that Tina Brice will take over the centre manager role from John Thomas.

RESOLVED: The Chairman to write Mr Thomas a letter to thank him for his service. Resolved Further for Tina Brice to be invited to a future council meeting so the councillors can get to know her.

d) Letter from Wednesday Lunch Club

RESOLVED: To send Mr Lane the rejection letter for their grant.

g) Email from Stoke Lane FC regarding the pitch

The council noted that a repair had taken place.

18/02/2020--No 17 To consider any planning applications received.

Applications will be considered at the next meeting.

18/02/2020--No 18 To note the next meeting will be on 17th March 2020 at 7pm.

Noted.

CLOSED SESSION

The council unanimously agreed to suspend Standing Orders at 9:30pm to carry on the business.

18/02/2020--No 19 To consider the information relating to Coniston Community Centre

RESOLVED: To look into the contractual matter immediately and that a update regarding Coniston Community Centre will be added to future council agendas.

18/02/2020--No 20 To consider the adoption of the following policies:

- a) Grievance Policy**
- b) Disciplinary Policy**
- c) Monitoring and Surveillance policy**

RESOLVED: Unanimously agreed to adopt these policies.

d) Acceptable Use Policy

RESOLVED: To defer this item to the meeting on March 17th, 2020.

The meeting was closed at 9:45pm.

***Item 13 d. To approve the expenditure report and authorise payments**

RESOLVED: Unanimously agree the report and authorise payments.

Company	Invoice	Net (cost to council)	VAT	Gross	Power
Advanced Plumbing and Heating	Heating and shower repair works at all premises	£ 766.80	£ 153.36	£ 920.16	LGA 1972, S144
Almondsbury Burial Committee	Precept for 2019/2020	£ 2,652.25	£ -	£ 2,652.25	Local Authorities Cemeteries Act Order 1977
AJ Products	Fireproof Filing Cabinet	£ 579.00	£ 115.80	£ 694.80	LGA 1972, S111
The Consortium	Stationary and Cleaning Materials	£ 153.76	£ 30.77	£ 184.53	LGA 1972, S111
GB Sports & Leisure	Swing Repair Equipment	£ 238.80	£ 47.76	£ 286.56	Open Spaces Act 1906. 9-10
Intelligent E-Learning	Fire Marshall Training Course for all staff	£ 529.00	£ 105.80	£ 634.80	LGA 1972, S111
IONET Systems LTD	Server Migration	£ 1,000.00	£ 200.00	£ 1,200.00	LGA 1972, S111
J M Hazell Electrical	EICR Report and PAT testing	£ 721.00	£ 144.20	£ 865.20	Open Spaces Act 1906. 2.15
Murray Hire Centres	Aerator Hire	£ 66.00	£ 13.20	£ 79.20	Open Spaces Act 1906. 2.115
Prolific Solutions	Printing Costs	£ 50.29	£ 10.06	£ 60.35	LGA 1972, S111
South Gloucestershire Council	Election Costs for MAY 2019 + Xmas Lights	£ 17,603.02	£ 808.00	£ 18,411.02	Localism Act 2011, ss81-86
	Total for February 2020	£24,359.92	£1,628.95	£25,988.87	

Company	Invoice	Net (cost to council)	VAT	Gross	Power
Avon Local Councils Association	Skills for Chairmen Training	£ 80.00	£ -	£ 80.00	LGA 1972, S144
Nicholas Morley Architects LTD	Prostructures Fee and CDM File for 3G	£ 2,800.00	£ 560.00	£ 3,360.00	LGA 1972 S111
Playdale Playgrounds LTD	Yellow Caps for Springers	£ 178.00	£ 35.60	£ 213.60	Open Spaces Act 1906, 9-10.
Thornbury Self Drive Hire LTD	February Tracker for Truck	£ 26.00	£ 5.20	£ 31.20	LGA 1972, S111
	Total for February 2020	£3,084.00	£600.80	£3,684.80	