

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

Email: office@patchwaytowncouncil.gov.uk

Phone: 01454 868 530



15th October 2020

Dear Councillor,

You are hereby summonsed to attend the Meeting of Patchway Town Council on **Tuesday 20th October 2020 at 7pm**. The meeting will be held by virtual link and the agenda is below.

Yours sincerely,

Town Clerk

AGENDA

[To participate in this meeting please click here](#) then enter access code 297-605-789 when prompted.

PUBLIC SESSION

1. To receive a presentation from Ternaya Cummings regarding 'The Community Spirit in Patchway' survey.
2. To receive questions from the members of the public present.
3. To receive the apologies for absence.
4. Declarations of Interest
5. To consider and approve the minutes of the Patchway Town Council held on 15th September 2020 and to note any issues.
6. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 22nd September 2020 and consider any recommendations:
 - a) To approve the recommendation that the Council approves the amended terms and conditions for hire of the 3G pitch.
 - b) To approve the recommendation that the Council approves the amended terms and conditions for the Cricket Net facility.
 - c) To approve the recommendation that the Council purchases, from Earmarked Reserves, three benches to commemorate VE Day, two to be installed in Scott Park and one in Charlton Hayes.
 - d) To approve the recommendation that the Council dissolves the Scott Park Advisory Committee and existing members are invited to quarterly meetings of the Parks, Open Spaces, Planning and Transport committee.

7. To note the minutes of the meeting of the Finance Committee held on 13th October 2020 and consider any recommendations:
 - a) To note the three-year budget framework and send any amendments or additions to the RFO via email by November 1st so that the budget setting process can be informed.
 - b) To approve the recommendation that the Council earmarks £20,000 into the 'New Projects' reserve code for future use on any Council projects.

8. Council Finance.
 - a) To note the current financial position of all three bank accounts
 - b) To note the Bank Reconciliation and Bank Statements for September
 - c) To note the income and expenditure reports for September
 - d) To note the monthly summary of accounts for September
 - e) To approve the expenditure report and authorise payments.
 - f) To review the 'Preferred Suppliers List' and agree any amendments.

9. Patchway Town Council's Strategic Plan – 2021-2023:
 - a) To consider any additions to the plan and agree any actions.
 - b) To consider any removals from the plan and agree any actions.
 - c) To consider putting the plan out for a period of online public consultation for one month until 23rd November and agree any actions.

10. To consider the report from the Grants Working Party and the following recommendations:
 - a) To approve the recommendation that Council defers all grants except one due to the ongoing COVID-19 situation as detailed in the report.
 - b) Evoking Standing Order 7a, the council approves the recommendation to revisit the earmarking of £2250 for ReACH and that the £2250 should no longer be earmarked and just taken from the 'General Grants' budget. ***(Minute reference: 16/06/2020--No 15 To consider the recommendation from the Grants Working Party as detailed in the Report on Grants 2020 document and agree any actions.)***

11. To consider the grant request from the Residents Association of Charlton Hayes and agree any actions.

12. To debate the motion from Councillor Roland Walker in relation to 'The Highwood Road Consultation' and agree any actions.

13. To consider the report on the funding for the new Pavilion at Scott Park and the relocation of the Council offices.

14. To consider the Professional Service Agreement for all professionals for the Patchway Community Centre Redevelopment project using 'NEC 4 Short Contract' and consider that Melrose administers the agreement for £373.50 plus delivery per agreement:
 - a) The Bush Consultancy (Architect)
 - b) Watt Design (Mechanical and Engineering)
 - c) Pro Structures (Structural)

15. To consider the report from the Clerk and Deputy Clerk regarding the challenges in ensuring deadlines were met with respect to insurances and the bond for the Patchway Community Centre Redevelopment project.

16. To consider the nominations for Patchway Town Council 'Community Awards' and agree any actions.
17. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
- a) South Gloucestershire Councillors report on items related to Patchway.
 - b) Patchway Community Centre Redevelopment Project.
 - c) 3G and Cricket Nets Project.
 - d) The Pavilion Project.
 - e) Coniston Community Association
 - f) Rodway Road Community Planting Day on 27th October.
 - g) Charlton Hayes Steering Group – 1st October Minutes.
 - h) Patchway 'Love Where You Live' Meeting.
 - i) An update on Patchway events happening at Halloween.
 - j) Virtual Diwali Festival.
 - k) Community Led Housing report from Jenny Vernon.
18. To note that the next meeting will be on the 17th November 2020 at 7pm.

CLOSED SESSION

19. To consider any recommendations from the Personnel Committee and agree any actions:
- a) To approve the recommendation that the Council agrees the NJC pay and holiday award for 2020/2021 for all staff on the NJC scale.
 - b) To approve the recommendation that the Council agrees to move the Deputy Clerk and RFO from SCP 27 to SCP 29 in accordance with the line management duties.
 - c) To approve the recommendation that the Council pays for an Occupational Health referral for a former employee.
 - d) To approve the recommendation that the Council enters into a three-year agreement with 'People Safe' for the 'Man-Down' devices at a cost of £1176 per year.
 - e) To approve the recommendation that the Council sends the 4 permanent grounds staff on the hedge cutting and 2 permanent grounds staff on the strimmer and brush cutter training course at a cost of £2,085
 - f) To approve the recommendation that the Council adopts the 'Training Statement of Intent for Staff and Members'.
 - g) To approve the recommendation that the Council adopts the new 'Absence Management policy'.
 - h) To approve the recommendation that the Council adopts the following new policies for Debit Card usage
 - i) To approve the recommendation that the Council re-adopts the following unchanged policies.
 - i. Member/Officer Protocol
 - ii. Code of Conduct for Employees
 - iii. Time Off in Lieu Policy
 - iv. Use of Council Equipment Policy
 - v. Home Working Policy
 - vi. Bereavement Leave Allowance
 - vii. PPE Policy
 - viii. COSHH Policy

- ix. Manual Handling Policy
- x. Fire Policy
- xi. Health and Safety Policy
- xii. Stress Policy
- xiii. Bullying and Harassment Policy
- xiv. Communications for Employees Policy

21. To receive an update on the pending issues on the lease agreement.