

## PATCHWAY TOWN COUNCIL

### Draft Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 16<sup>th</sup> May 2023 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr Dayley Lawrence (Chair), Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry, Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott, Cllr Isobel Walker and Cllr Roland Walker

**In attendance:** J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk)

**Members of the Public:** Three

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.

#### **16/05/2023 - No 1 To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office.**

Councillors proposed Cllr D Lawrence to fulfil the role of Chairman/Mayor for the ensuing year and this was seconded.

**RESOLVED:** It was unanimously agreed by a majority to elect Cllr D Lawrence as Chairman to Patchway Town Council for the ensuing year.

Upon being elected, Cllr D Lawrence signed the Chairman's declaration of acceptance of office and this was duly signed by the Town Clerk.

Cllr D Lawrence assumed the Chair for the meeting.

#### **16/05/2023 - No 2 To elect a Vice-Chairman to Patchway Town Council for the ensuing Year.**

Councillors proposed Cllr S Scott to fulfil the role of Vice-Chairman for the ensuing year and this was seconded.

**RESOLVED:** It was unanimously agreed by a majority to elect Cllr S Scott as Vice Chairman to Patchway Town Council for the ensuing year.

#### **16/05/2023 – No 3 To receive the applications for Co-Option to the Callicroft Ward of Patchway Town Council.**

- a) **To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.**

Pete Knight presented himself to the Council with case for being co-opted onto Council. Question from Cllr Gordon on the length of charity status of Pete Knight's co-founder charity Aura Ion Foundation.

- b) **To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.**

Daniel Fry presented himself to the Council with case for being co-opted onto Council. Questions from Cllr Gordon asked if Daniel Fry has ever been banned from public office, or any criminal offences or convictions to declare.



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c) **To resolve to co-opt two candidates to Patchway Town Council.**

**RESOLVED:** It was unanimously agreed to co-opt Pete Knight onto Patchway Town Council for the ensuing year.

**RESOLVED:** Council unanimously agreed to co-opt Daniel Fry onto Council for the ensuing year.

d) **To receive the co-opted Councillors Declaration of Acceptance of Office.**

Cllrs Knight and Fry signed the Councillors Declaration of Acceptance of Office in the presence of the Town Clerk

**16/05/2023 - No 4 To receive questions from the members of the public present.**

A member of the public asked if the Council was working in conjunction with and supporting Snack Attacks and the Patchway Sports & Social Club through the Super Slide Inflatables event on 12 May, and why support was not afforded other businesses across the town.

The Town Clerk responded that Snack Attacks and PSSC lease buildings from the Council and it was in the interest of residents that both businesses thrive in order that fair rental can be charged leading to Council income and reducing the precept.

A member of the public asked if the temporary structure at the back of Clermont Close would be removed as per planning appeal

The Town Clerk responded that the Parks, Open Spaces, Transport & Planning Committee will add this item to their next agenda to decide if the unit is still required. Planning advice will be sought.

**16/05/2023 - No 5 To receive any apologies for absence.**

None received.

**16/05/2023 - No 6 To receive any 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.

Cllr S Scott declared potential interest in Insurance items due to working for an insurance broker. Cllr K Dando declared interest as a member of the Patchway Sports and Social Club. Cllr Loveridge declared interest as member of the Patchway & Charlton Hayes Sports Association and Chairman of the Patchway Partnership Meetings.

**16/05/2023 - No 7 To consider and approve any dispensations for this meeting.**

**RESOLVED:** Council unanimously agreed to approve dispensations for this meeting with one abstention. Cllr S Scott to leave the room on Items 16, 17 and 19.

**16/05/2023 - No 8 To approve the minutes of the Patchway Town Council meeting held on Tuesday 21st March 2023 and to receive the Clerk/RFO's report for this meeting.**

The Town Clerk stated that current telephone line would be disconnected due to South Gloucestershire Council moving to a VOIP system. Patchway Town Council would move to a mobile based solution for an interim period.

**RESOLVED:** It was agreed by a majority with four abstentions to approve the minutes as a true and accurate record. The action report was noted.

**16/05/2023 – No 9 To review the Terms of Reference for the Standing Committees of Patchway Town Council.**

a) **Finance Committee.**

Councillors debated this item in depth. There was a proposal to change the Terms of Reference to accommodate Monthly Finance Committee meetings, which was seconded.



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**RESOLVED:** It was agreed by a majority, with seven votes in favour to retain. The proposal to have monthly meetings had six votes in favour.

b) **Parks, Open Spaces, Planning and Transport Committee.**

**RESOLVED:** It was agreed by a majority to retain quarterly meetings as per Terms of Reference.

c) **Personnel Committee.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the Terms of Reference.

**16/05/2023 - No 10 To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2023.**

a) **To elect members of the Council to the Finance Committee.**

**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence, Cllr S Scott, Cllr N Field, Cllr P Cottrell, Cllr J James and Cllr E Gordon onto Finance Committee

b) **To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee.**

**RESOLVED:** It was unanimously agreed to appoint Cllr P Knight, Cllr N Field, Cllr E Martin, Cllr R Loveridge, Cllr J James and Cllr P Cottrell onto Parks, Open Spaces, Planning and Transport Committee

c) **To elect members of the Council to the Personnel Committee.**

**RESOLVED:** It was unanimously agreed to appoint Cllr N Field, Cllr E Martin, Cllr T Scott, Cllr J James and Cllr R Loveridge onto Personnel Committee

**16/05/2023 - No 11 To appoint council representatives for the following organisations or internal roles:**

a) **Almondsbury Joint Burial Committee (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Martin, Cllr R Walker, Cllr James, Cllr K Dando, Cllr P Cottrell onto Almondsbury Joint Burial Committee

b) **Avon Local Councils Association (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllr E Gordon and Cllr N Field onto Avon Local Councils Association

c) **Bromford Housing Representative (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence and Cllr I Walker onto Bromford Housing Representative

d) **Coniston Community Association (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence onto Coniston Community Association

e) **Community Engagement Forum (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllr N Field and Cllr D Lawrence onto the Community Engagement Forum

f) **Patchway Town Council Events Working Group (4)**

**RESOLVED:** It was unanimously agreed to appoint Cllr T Scott, Cllr D Lawrence, Cllr A Morey and Cllr D Fry onto Patchway Town Council Events Working Group



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- g) **Patchway Community Association (2)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Dando and Cllr Cottrell onto Patchway Community Association
- h) **Patchway and Charlton Hayes Community Sports Association (1)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr J James onto Patchway and Charlton Hayes Community Sports Association
- i) **Patchway Partnership Meeting (Formerly PN Group) (1)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr E Martin onto Patchway Partnership Meeting
- j) **Friends of Patchway Twinning Group (3)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr E Martin, Cllr N Field and Cllr A Morey onto Friends of Patchway Twinning Group
- k) **The Grants Working Party (5)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr S Scott, Cllr J James, Cllr R Loveridge, Cllr A Morey and Cllr K Dando onto the Grants Working Party
- l) **Youth Work Working Party (5)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr D Fry, Cllr R Loveridge, Cllr A Morey, Cllr P Cottrell and Cllr J James onto Youth Work Working Party
- m) **Quarterly Internal Controls Check (1)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr E Martin for Quarterly Internal Controls Check
- n) **Almondsbury Charity (1) (Elected in 2022)**  
This position was elected in 2022 with Lew Grey being the Council's representative
- o) **Patchway Town Council Media Officers (3)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence, Cllr N Field and Cllr S Scott as Patchway Town Council Media Officers
- p) **NatWest Bankline Payment Authorisers (4)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence, Cllr K Dando, Cllr A Morey, Cllr R Walker and Cllr E Gordon as NatWest Bankline Payment Authorisers
- q) **Community Cohesion Action Group (2)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr J James and Cllr E Gordon onto Community Cohesion Action Group
- r) **Avon Pension Fund (1)**  
No interest was shown.

**16/05/2023 - No 12 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



- 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) PPE Policy
- tt) COSHH Policy
- uu) Manual Handling Policy
- 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

**RESOLVED:** It was unanimously agreed to adopt all of the policies above.



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**16/05/2023 - No 13 To consider the Internal Audit Report for the financial year ending March 2023.**

The Council noted the Internal Audit Report with no recommendations arising from the report. The Chairman passed on the thanks to the Town Council staff and Councillors for their hard work on achieving this.

**16/05/2023 – No 14 To consider and approve annual accounts and annual procedures:**

- a) To note the Internal Auditor’s report section of the AGAR 2022/2023.
- b) To receive and approve the Annual Governance Statement 2022/2023.
- c) To receive and approve the Accounting Statements for 2022/2023 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.

This item is deferred to next Council Meeting due to awaiting the financial reports from Almondsbury Joint Burial Committee.

**16/05/2023 – No 15 To confirm that Patchway Town Council meets criteria for the General Power of Competence and resolves to adopt this power.**

Cllr R Walker asked if the Council would still be eligible when current Town Clerk leaves in June. Clerk confirmed that GPOC is in place at the time of the new Council until end of Council Term being April 2027.

**RESOLVED:** It was unanimously agreed to resolve to adopt this power

Prior to the next item, Cllr S Scott left the meeting.

**16/05/2023 – No 16 To appoint an Internal Auditor for the financial year ending 31<sup>st</sup> March 2024.**

**RESOLVED:** It was unanimously agreed to re-appoint Auditing Solutions Ltd as Internal Auditor

**16/05/2023 – No 17 To confirm insurance arrangements for the 2023/2024 Financial Year:**

- a) Main Insurance Policy.  
The Council noted that the main policy was due for renewal in July 2023 and quotes have been obtained for the June meeting. The Council noted that the fleet insurance policy was in a long term agreement until April 2026.
- b) Fleet Insurance Policy.

**RESOLVED:** It was agreed by a majority with one abstention to confirm Zurich Insurance

Cllr S Scott returned to the meeting.

**16/05/2023 – No 18 To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.**

The Town Council noted the Review. Cllr R Walker pointed out the TV Licence needs to be included in Subscriptions Held.

Prior to the next item, Cllr S Scott left the meeting.

**16/05/2023 – No 19 To carry out the Annual Review of Patchway Town Council’s Preferred Suppliers List.**

**RESOLVED:** It was agreed by a majority with one abstention to retain the Preferred Suppliers List.

Cllr S Scott returned to the meeting



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**16/05/2023 – No 28 To review the terms and conditions for 2023/2024 for the following facilities:**

- a) Football Pitch Hire.
- b) The Jason Franklin 3G Facility.
- c) The Twin-Lane Cricket Net Facility.
- d) Patchway Town Council Room Hire.

**RESOLVED:** It was unanimously agreed to approve the terms and conditions

Cllr E Gordon left the meeting at 8.35pm.

**16/05/2023 – No 29 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

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

Cllr S Scott provided an update that the Council is yet to form but would be meeting next week, with a fuller update to follow next month.

- b) **Three Year Plan review.**

The Town Clerk reported final year of Plan with the majority of items completed.

Strategic Three Year Plan Summary		Key			
		Pending	Implemented		
		Fully Complete			
This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the budget document.					
<b>Priority Projects</b>	<b>Outside Areas</b>	<b>Planning in Patchway</b>	<b>Community Engagement</b>	<b>Finance, Democracy and Governance</b>	<b>Human Resource and Management</b>
<b>Responsible Committee</b>	<b>Parks and Planning</b>	<b>Parks and Planning</b>	<b>Full Council</b>	<b>Finance Committee</b>	<b>Personnel Committee</b>
Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
	Compound Container		Social Media		Development of Policies
	Charlton Hayes		Live Streaming Meetings		Staff Capacity
	The Parade		Community Events		
	Rodway Road		Flyers and Leaflets.		
	Tree Survey				
	Play Area Strategy				
	The Town's Planters				
	Allotment Container				
	Tree giveaway project.				
	Local Nature Action Plan				
	Wildflower Meadows				
<b>Priority Projects</b>	<b>Outside Areas</b>	<b>Planning in Patchway</b>	<b>Community Engagement</b>	<b>Finance, Democracy and Governance</b>	<b>Human Resource and Management</b>
<b>Responsible Committee</b>	<b>Parks and Planning</b>	<b>Parks and Planning</b>	<b>Full Council</b>	<b>Finance Committee</b>	<b>Personnel Committee</b>
Redevelopment of Patchway Community Centre	Tree Planting	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
Scott Park Pavilion Project	Wildflower Meadows	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
	Tree Pruning in Patchway	Road Surfacing	Social Media		Development of Policies
	Open Area (MAP)	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
	Tree Survey for all areas		Community Events		
	Tree giveaway project.		Flyers and Leaflets.		
	Local Nature Action Plan		Housing.		
<b>Priority Projects</b>	<b>Outside Areas</b>	<b>Planning in Patchway</b>	<b>Community Engagement</b>	<b>Finance, Democracy and Governance</b>	<b>Human Resource and Management</b>
<b>Responsible Committee</b>	<b>Parks and Planning</b>	<b>Parks and Planning</b>	<b>Full Council</b>	<b>Finance Committee</b>	<b>Personnel Committee</b>
	Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
	Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
	Tree give away project.		Social Media		Development of Policies
	Local Nature Action Plan		Live Streaming Meetings		Staff Capacity
			Community Events		
			Flyers and Leaflets.		

- c) **Coniston Community Association.**

The Annual Report and Accounts were circulated to all members.



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- d) **Patchway Community Association.**  
No update provided.
- e) **Avon Local Council's Association.**  
Chief Executive Officer Deborah White planning to retire soon. New CEO being sought.
- f) **Community Engagement Forum.**  
No update provided.
- g) **Patchway Partnership Meeting.**  
No update provided.
- h) **Youth Work Working Party.**  
FACE Charity submitted funding proposals to Council.  
**RESOLVED:** It was unanimously agreed to defer decision to Youth Work Working Party to consider and report back to next Full Council
- i) **Patchway Town Council Events.**  
The Town Clerk Jack Turner reported on successful inflatables events at Scott Park in May, and Platinum Party in the Park programme being finalised for 8 July 2023.
- j) **Patchway Community Hub.**  
i. To consider the future of this project.  
Cllr I Walker stated that due to her election to South Gloucestershire Council she would have limited time at present to oversee the running of the room and this would now be down to the trusted volunteers for the time being. Discussion included value of the Hub for residents across the town, particularly the food larder. Increasing the hire out opportunity and maximising Council income through not re-opening the Hub was also discussed.  
**RESOLVED:** It was agreed by a majority with two abstentions the Community Hub would re-open for 2 days a week staffed by a team of volunteers with a review at September Council meeting.
- k) **Friends of Patchway Twinning Group.**  
The Town Clerk reported on the Gaunting delegation of 8 students and 2 teachers currently in Patchway with a week long programme including work experience in two primary schools.
- l) **Almondsbury Joint Burial Committee.**  
No update provided.
- m) **Almondsbury Charity.**  
No update provided.
- n) **Avon and Somerset Police**  
None
- o) **Bromford Housing Association – The Parade.**  
Works on The Parade are expected to be completed by the end of September
- p) **The merger of the Council's IT supplier. T**  
i. To consider the quotation from Soltech IT regarding Councillor devices.  
The Council noted the update and were happy to remain with Soltech IT



**RESOLVED:** It was unanimously agreed to reject the quotation for Council provided devices, and for Councillors to continue to utilise personal devices

q) **Patchway Town Council's Capital Projects.**

Patchway Community Centre project nearly completed subject to final snagging including render on front elevation.

Scott Park Pavilion snagging completed and 50% retention paid back

r) **Patchway Remembrance Day Event 2023.**

March takes place on 19 November at 10am from the Parade to Scott Park.

**16/05/2023 – No 30 To approve that Patchway Town Council meets at 7pm on the following dates:**

Tuesday 20<sup>th</sup> June 2023 at 7pm.

Tuesday 18<sup>th</sup> July 2023 at 7pm.

Tuesday 19<sup>th</sup> September 2023 at 7pm.

Tuesday 10<sup>th</sup> October 2023 at 7pm.

Tuesday 21<sup>st</sup> November 2023 at 7pm.

Tuesday 16<sup>th</sup> January 2024 at 7pm.

Tuesday 20<sup>th</sup> February 2024 at 7pm.

Tuesday 19<sup>th</sup> March 2024 at 7pm.

Tuesday 16<sup>th</sup> April 2024 at 7pm.

Tuesday 21<sup>st</sup> May 2024 at 7pm.

**16/05/2023 – No 31 To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.**

**RESOLVED:** It was unanimously agreed to exclude the public and press for the following item.

**16/05/2023 – No 32 To receive the Town Clerk/RFO's resignation and to action any next steps in the recruitment process.**

The Council received the Town Clerk/RFO's resignation letter. It was agreed that the Deputy Clerk would need to act as interim Clerk until a new Town Clerk is appointed.

**RESOLVED:** It was unanimously agreed to re-advertise the job role as the Town Clerk role only and to look for CiLCA qualified applicants only. It was further agreed unanimously that the RFO role would be assumed by the Deputy Town Clerk and this would be a matter for the Personnel Committee to discuss. It was further agreed unanimously that the Personnel Committee would meet to look at a potential uplift in pay for the interim period as well as a consultancy approach from the outgoing Clerk to ease the transition.

**The meeting was closed at 21:23.**



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