



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Saturday 9th March 2024

Dear Cllr Dayley Lawrence, Cllr Patrick Cottrell, 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 Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 19th March 2024 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Locum Town Clerk

A G E N D A

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
2. To receive any apologies for absence.
3. To receive any Declarations of Interest and to approve any dispensations for this meeting.
4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 20th February 2024 and to note there is no Clerk/RFO's report for this meeting.
5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.
6. Patchway Town Council Finance.
 - a) To approve the expenditure report for March 2024.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for February 2024.
 - c) To consider the quotation report for groundworks for the Pollinator Project.
 - d) To consider the quotation report on the emergency call out service.

Patchway is Twinned with Clermont l'Herault and Gauting.





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- e) To consider the quotation report for the upholstering of chairs at Callicroft House.
 - f) To consider the quotation report for the purchase of Mayoral Robes.
 - g) To consider the report on 'Youth Working Financing' and agree any actions in relation to this report.
7. To approve the terms and conditions of hire for 2024/2025:
- a) The Casson Centre.
 - b) The Jason Franklin 3G Facility.
 - c) The Cricket Pitch.
 - d) Grass Pitch Hire.
 - e) Twin-Lane Cricket Facility.
8. To receive the results of the community consultation on the Norman Scott Park Pavilion lift and any actions required as a result of this consultation.
9. 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) Live Labs 2 (Greenprint) Project.
10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16th April 2024 at 7pm at Callicroft House.
11. **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.**
12. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.

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LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 20th February 2024 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr D Lawrence (Chairman), Cllr S Scott, Cllr R Loveridge, Cllr J James, Cllr K Dando, Cllr N Field (left at 19.17), Cllr A Morey, Cllr P Cotterell, Cllr P Knight, Cllr T Scott, Cllr D Lansdown, Cllr K Walker

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

Absent: Cllr E Gordon.

Members of the Public: None.

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.

20/02/2024 - No 1. To receive questions from members of the public present.
None received.

20/02/2024 - No 2. To receive any apologies for absence.
The Council noted apologies from Cllr E Martin (personal reasons), Cllr D Fry (other commitment).

20/02/2024 - No 3. To receive any declarations of interest and to consider any requests for 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 Lansdown declared an interest in Item 6/a due to Snack Attacks business being listed in the expenditure report.

Cllr Walker declared an interest in Item 9/j due to being chair of Coniston Community Centre

RESOLVED: It was unanimously agreed to grant Cllr Lansdown and Cllr Walker dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on these items.

20/02/2024 - No 4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 16th January 2024 and to receive the Clerk/RFO's report for this meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

The Council noted the below decisions made under the scheme of delegation:

A payment to Almondsbury Joint Buria Committee (AJBC) for £700 was made for legal fees relating to the land sale due to these fees being required quickly to ensure progression of the legal process.

Following the Fire Risk Assessment for Callicott House and Casson Centre, a number of Medium Risk items were identified requiring electrical works that should be carried as soon as practicable. This included works to Fire Exit signs, additional plug sockets for the main office, and additional sockets for the back room being rented from 1 February 2024 by Mini Concerts.

Expenditure of £1,220.50 + Vat have been authorised for urgent safety works to the showers at the Patchway Sports & Social Club to isolate the main water supply, remove a faulty blender valve, to alter the 28mm and 22mm hot and cold supplies to suit the new shower valve, to supply and fit a new valve, to flush pipework then run and commission the new blender and set to approximate temperature of 38c which is the recommended water temperature.

The showers had been closed by the Council on health & safety grounds due to the significant risk of users being scalded through the faulty blender valve which regulates safe temperature of the water. Closure of the showers would limit grass pitch hire availability from the Council to users leading to risk to income.

a) To approve the expenditure report for February 2024.

RESOLVED: It was agreed by a majority with one abstention to approve the expenditure report and authorise payments as below.

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for December 2023 and January 2024.

The Council noted the financial statements for December 2023 and January 2024.

20/02/2024 - No 7. To consider the report on the Accessible Lift at the Norman Scott Park Pavilion and to agree an outcome for the future use of the lift.

Councillors discussed the officers options report and how residents could be given a say in the future of the lift due to it being part of the inclusive access for the building for the community.

RESOLVED: It was resolved by eight for and four against to consider a further option of a short public consultation on the future of the Accessible lift at Scott Park.

RESOLVED: It was resolved by a majority with 1 abstention to hold a short public consultation on the Accessible lift at Scott Park before making a final decision on its future.

20/02/2024 - No 8. To note the Fire Risk Assessments carried out Callicroft House and The Casson Centre.

The Council noted the Fire Risk Assessment for Callicroft House and the Casson Centre and the actions being progressed to address issues raised.

20/02/2024 - No 9. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

District Cllr S Scott provided a verbal update which included:

Major investments from the South Gloucestershire 2024/2025 budget include:

- An extra £1,055,000 for Children's Services for 2024/25 to continue progress since the Improvement Notice from Ofsted was lifted
- Free School Meal vouchers for a week at Easter and a week of Summer, helping roughly 6,500 children
- Debt and benefits advice to an additional 680 complex cases, expected to secure an additional £2.5m in financial outcomes for residents
- A pilot scheme to help landlords reach current the Minimum Energy Efficiency Standard (MEES) for their properties
- A pilot scheme to expand youth services
- Energy efficiency measures such as radiator panels, draught proofing, LED lightbulbs, kettles, and slow cookers for eligible residents
- Support for Community Welcome Spaces, food banks, and community pantries will continue
- 1,000 warm packs to help people through Winter

Last year's budget, put together by the previous Conservative administration, set an income generation target of £5m over three years to help balance the books. This can be found on Page 113, row XC9, of the reports pack published for February 2023 Full Council.

It is only after taking office that we found out this £5m figure was based largely on introducing some level of parking charges in South Gloucestershire. The Conservatives did not make this clear at the time, despite us asking for detail on what the £5m income generation could entail.

Details on what parking charges might be implemented are currently being worked up in consultation with residents however it will include some element of free parking across the district and will be phased to start with Council-owned car parks before reviewing on-street parking later.

Councillors received a written update in advance from District Cllr I Walker in advance of the meeting:

Recent MAF Grants awarded to The Memory Café, 2nd Patchway Scouts, Unique Voice for their work in Coniston Primary School, North Bristol Rugby Club and the Brightwell Centre.

A resident that I have been involved with who was living in a flat with black mould, has finally been transferred to a 3-bedroom property, after long negotiations with Bromford and Homechoice. Kudos to Bromford for their unwavering support.

A house in Stroud Road has cleared the waste from its garden after I reported it to Enforcement. I am very pleased with the exceptionally quick turnaround on this matter. The massive hole in Cranborne Road has finally been filled, taking a week less than anticipated. This has taken us almost a year to achieve due to the complexity of the damage and the liabilities involved due to it having been damaged by a 3rd Party.

b) Patchway Town Council Events.

i. To consider the recommendation from the Events Working Group to approve the event schedule and related quotations as per the RFO's report.

Councillors had a broad discussion on the proposed Events Programme for 2024 including costs, profit-making events, resource and type of events.

Cllr R Loveridge requested it minuted he considered the Council had not adequately budgeted for youth work through the budget approved on 16th January 2024.

RESOLVED: It was resolved by a majority of nine for and three against to approve the Council Events Programme for 2024.

c) Friends of Patchway Twinning Group.

The Deputy Clerk updated Councillors on approaching plans for the visit of Clermont students to Patchway on 27th March, and from Gauting in May 2024.

d) Almondsbury Joint Burial Committee.

Cllr Dando reported that a new gardener was being recruited and the land acquisition was progressing smoothly.

e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

No update was received.

f) Improving the Parade (Strategic Plan Outcome).

The Council noted the recent report circulated and received a verbal update from the Deputy Clerk regarding redevelopment of The Parade following the completion of the Coniston Road Underpass works by South Gloucestershire Council in April.

g) Improving CCTV in the local area (Strategic Plan Outcome).

The Deputy Clerk updated Councillors on plans for the replacement of the ageing CCTV system at the Fire Station overlooking Rodway Road on 26th and 27th February 2024 by Advanced Security Systems Ltd.

h) Communication with all households (Strategic Plan Outcome).

The Deputy Clerk reminded Councillors that communications are available in online and offline formats with the Town News now being regularly delivered by hand across the town by officers and Councillors.

i) Youth provision and safety (Strategic Plan Outcome).

The Council noted the minutes of the Youth Working Group on 25th January 2024.

Councillors discussed future youth work funding, and future action on knife crime awareness with local partners. The Deputy Clerk distributed recent Guidance for Parents & Carers on Knife Crime from South Gloucestershire Council which is being promoted across Council communications channels.

j) Patchway Town Council Community Grant review 2023/2024

The Council noted the Community Grant Review and the positive impact the Community Grants programme has had for many people and groups across the town.

20/02/2024 - No 10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 19th March 2024 at 7pm at Callicroft House
The next meeting date was noted.

The Meeting was closed at 20.01

DRAFT

Payments for March

	Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
	Murray Hire Centres	Clearing saws and equipment for Pretoria Allotments clearance (WECA project)	£ 168.00	£ 33.60	£ 201.60	03-24-009
	Murray Hire Centres	Saw chains for clearing saws (WECA project)	£ 38.32	£ 7.68	£ 46.00	03-24-010
	Murray Hire Centres	Safety boots / Safety Gloves for groundstaff	£ 58.99	£ 1.80	£ 60.79	03-24-011
	Raycox Turf Ltd	Bark for play areas & topsoil	£ 350.00	£ 70.00	£ 420.00	03-24-012
	Murray Hire Centres	Safety boots / gloves / shoes for groundstaff	£ 117.48	£ 1.50	£ 118.98	03-24-013
	Murray Hire Centres	Equipment / cat detector for Callicroft Courtyard fencing	£ 81.80	£ 16.36	£ 98.16	03-24-014
	St John Ambulance	Emergency First Aid training for Assistant Groundsperson	£ 185.00	£ 37.00	£ 222.00	03-24-015
	Living Wage Foundation	Annual employer accreditation	£ 66.00	£ 13.20	£ 79.20	03-24-016
	Advanced Plumbing & Heating	Inspection, supply and installation of heating valve to Social Club showers	£ 1,360.50	£ 272.10	£ 1,632.60	03-24-017
	Advanced Plumbing & Heating	Annual servicing of Callicroft / Casson Centre boilers	£ 154.81	£ 30.96	£ 185.77	03-24-018
	Lister Wilder	Maintenance of mower	£ 185.00	£ 37.00	£ 222.00	03-24-019
	Anthony Buckley & Company	Fire extinguisher servicing at Callicroft / Casson / Pavilion / Garage	£ 325.20	£ 63.04	£ 388.24	03-24-020
	Amazon Business	Intumescent firestop for Casson Centre	£ 23.74	£ 4.75	£ 28.49	03-24-021
	Amazon Business	Primer & undercoat for Casson Centre gas meter box	£ 6.46	£ 1.29	£ 7.75	03-24-022
	Amazon Business	Heat proof paint for Casson Centre gas meter box	£ 14.24	£ 2.85	£ 17.09	03-24-023
	J&Sons Electrical Services	Replacement light (PIR) in Callicroft House toilet	£ 113.00	£ -	£ 113.00	03-24-024
	Prolific Solutions (SW) Ltd	Photocopying charges - February 2024	£ 53.42	£ 10.68	£ 64.10	03-24-025
	Advanced Security Systems Ltd	Replacement of 4 x smoke detectors to heat detectors at NSP Pavilion	£ 196.00	£ 39.20	£ 235.20	03-24-026
	Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at NSP Pavilion	£ 573.00	£ 114.60	£ 687.60	03-24-027
	Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at Callicroft House	£ 315.00	£ 63.00	£ 378.00	03-24-028
	Simply Washrooms Ltd	Sanitary bins / bambina unit at Callicroft / Casson / Pavilion	£ 880.00	£ 176.00	£ 1,056.00	03-24-029
	SafetyMatters Ltd	Fire risk assessments for NSP Pavilion and Garage	£ 285.00	£ -	£ 285.00	03-24-030
	Amazon Business	Easter eggs funded through Blakemore Foundation donation	£ 26.66	£ 5.34	£ 32.00	03-24-031
	Society of Local Council Clerks	Annual membership fee for Deputy Clerk	£ 288.00	£ -	£ 288.00	03-24-032
	Society of Local Council Clerks	Job vacancy advertising (June 2022 invoice)	£ 335.00	£ 67.00	£ 402.00	03-24-033
	Society of Local Council Clerks	Job vacancy advertising (May 2022 invoice)	£ 498.00	£ 99.60	£ 597.60	03-24-034
	Society of Local Council Clerks	Job vacancy advertising (October 2023 invoice)	£ 324.00	£ 64.80	£ 388.80	03-24-035
	Amazon Business	Fire safety signs (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.41	£ 1.49	£ 8.90	03-24-036
	Amazon Business	Fire safety sign (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.04	£ 1.41	£ 8.45	03-24-037
	Soltech IT Ltd	ICT Business support - 2/3/24 - 1/6/24	£ 262.50	£ 52.50	£ 315.00	03-24-038
	Soltech IT Ltd	Microsoft 365 business licenses / online kiosks	£ 189.36	£ 37.87	£ 227.23	03-24-039
	DCK Accounting Solutions Ltd	Accounting support - February 2024/5	£ 292.50	£ 58.50	£ 351.00	03-24-040
	Amazon Business	Paper for office	£ 29.96	£ 6.00	£ 35.96	03-24-041
	Net World Sports	Football pitch ground sockets & lids x 2	£ 265.80	£ 53.16	£ 318.96	03-24-042
	Rob Hainey Signs	Updated signs for CCTV at Rodway Rd and Scott Park	£ 244.00	£ -	£ 244.00	03-24-043
	Jon Watkins	Deputy clerk expenses for eye test / office supplies	£ 39.23	£ 0.85	£ 40.08	03-24-044
	Avon Local Councils Association	Year End and Audit training	£ 30.00	£ -	£ 30.00	03-24-045
	Amazon Business	High pressure hose cleaning kit for Scott Park drains	£ 33.32	£ 6.67	£ 39.99	03-24-046
	Amazon Business	Lawn levelling rake for Scott Park pitch maintenance	£ 58.32	£ 11.67	£ 69.99	03-24-047
	GB Sport & Leisure	Repair of head casting and making good of Blakeney Rd Play Area swing	£ 449.00	£ 89.80	£ 538.80	03-24-048
	GB Sport & Leisure	Play Area spare parts inc shackles, bushes, chains, seat and paint	£ 1,205.30	£ 241.06	£ 1,446.36	03-24-049
	Thornbury Autocentre	MOT for Council truck	£ 70.50	£ -	£ 70.50	03-24-050
	Concord Homecare Ltd	Initial deep clean of Casson Centre	£ 150.00	£ 30.00	£ 180.00	03-24-051
	Concord Homecare Ltd	Initial deep clean of Callicroft House	£ 120.00	£ 24.00	£ 144.00	03-24-052
	Jack Turner	Locum clerk services - March 2024 + additional hours w/c 18/2/24 - 11/3/24	£ 3,870.00	£ -	£ 3,870.00	03-24-053
	Advanced Plumbing & Heating	Servicing of 2 x commercial boilers at NSP Pavilion	£ 190.00	£ 38.00	£ 228.00	03-24-054
			£ -	£ -	£ -	-
			£ -	£ -	£ -	-
			£ -	£ -	£ -	-
		Total for March	£14,536.86	£1,886.33	£16,423.19	

Date: 06/03/2024

Patchway Town Council 2023/24

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Time: 13:34

User: AEB

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	29/02/2024		1,000.00
Reserve A/c	29/02/2024		10,789.58
	29/02/2024		0.00
			<u>11,789.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,789.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,789.58
		Balance per Cash Book is :-	11,789.58
		Difference is :-	0.00

Signatory 1:

Name Jon Watkins Signed Jon Watkins Date 11/3/24

Signatory 2:

Name Signed Date

Account name or alias PATCHWAY TOWN C BR	Account number 08631638	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 10789.58		

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.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 29th of February 2024.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					10,789.58
29-Feb-2024		TO 01321218	-22,224.00		10,789.58
29-Feb-2024	INT	29FEB GRS 08631638		30.81	33,013.58
28-Feb-2024		FROM 01321218		130.99	32,982.77
27-Feb-2024		FROM 01321218		87.58	32,851.78
26-Feb-2024		FROM 01321218		393.69	32,764.20
23-Feb-2024		TO 01321218	-15,785.75		32,370.51
22-Feb-2024		TO 01321218	-93.43		48,156.26
21-Feb-2024		FROM 01321218		547.29	48,249.69
20-Feb-2024		TO 01321218	-2,508.30		47,702.40
19-Feb-2024		TO 01321218	-998.88		50,210.70
16-Feb-2024		FROM 01321218		38,713.09	51,209.58
15-Feb-2024		TO 01321218	-76.75		12,496.49
14-Feb-2024		TO 01321218	-64.19		12,573.24
13-Feb-2024		FROM 01321218		1,011.61	12,637.43
12-Feb-2024		FROM 01321218		430.09	11,625.82
09-Feb-2024		TO 01321218	-1,116.00		11,195.73
08-Feb-2024		TO 01321218	-51.45		12,311.73
07-Feb-2024		TO 01321218	-208.22		12,363.18
06-Feb-2024		TO 01321218	-7,254.87		12,571.40
05-Feb-2024		FROM 01321218		400.00	19,826.27
02-Feb-2024		FROM 01321218		2,377.23	19,426.27
01-Feb-2024		FROM 01321218		359.24	17,049.04
Opening balance					16,689.80
Totals			-50,381.84	44,481.62	

Account name or alias PATCHWAY TOWN CO ATF	Account number 01321218	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 219.59		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
29-Feb-2024	POS	0936 28FEB24, EASYJETK6JQPJC, WWW.EASYJET.C GB	-250.00		1,000.00
29-Feb-2024	POS	0936 28FEB24, ASDA SUPERSTORE, PATCHWAY GB	-45.00		1,250.00
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-043, FP 29/02/24 40, 50024215515780000N	-19.99		1,295.00
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-028, FP 29/02/24 40, 02024157221678000N	-58.70		1,314.99
29-Feb-2024	EBP	ADVANCED PLUMBING, 02-24-027, FP 29/02/24 40, 23024200174891000N	-180.00		1,373.69
29-Feb-2024	EBP	KEYMASTER BRISTOL, 02/24/025, FP 29/02/24 40, 05024241080000000N	-18.00		1,553.69
29-Feb-2024	EBP	SOUTH GLOUCESTERSH, 02-24-026, FP 29/02/24 40, 61024215616304000N	-12,589.20		1,571.69
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-045, FP 29/02/24 40, 37024210965658000N	-15.94		14,160.89
29-Feb-2024	EBP	NETWORK RAIL INFRA, 02-24-017, FP 29/02/24 40, 25024209267454000N	-255.54		14,176.83
29-Feb-2024	EBP	PRETORIA ROAD ALLO, 02-24-034, FP 29/02/24 40, 04024153613029000N	-800.00		14,432.37
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-029, FP 29/02/24 40, 38024155037907000N	-24.99		15,232.37
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-048, FP 29/02/24 40, 05024157298468000N	-23.97		15,257.36
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-047, FP 29/02/24 40, 19024241237612000N	-57.53		15,281.33
29-Feb-2024	EBP	GARY MILLARD, 02-24-038, FP 29/02/24 40, 19024214026704000N	-37.00		15,338.86
29-Feb-2024	EBP	ADVANCED PLUMBING, 02-24-036, FP 29/02/24 40, 62024151456095000N	-219.85		15,375.86
29-Feb-2024	EBP	NET WORLD SPORTS L, 02-24-033, FP 29/02/24 40, 02024210152061000N	-529.81		15,595.71
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-016, FP 29/02/24 40, 37024212800763000N	-20.46		16,125.52
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-049, FP 29/02/24 40, 15024152720193000N	-107.94		16,145.98
29-Feb-2024	EBP	RAYCOX TURF LTD, 02-24-046, FP 29/02/24 40, 28024150829779000N	-245.38		16,253.92

29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-044, FP 29 /02/24 40, 27024210880530000N	-21.48	16,499.30
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-042, FP 29 /02/24 40, 55024151338844000N	-26.98	16,520.78
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-040, FP 29 /02/24 40, 01024152461893000N	-13.65	16,547.76
29-Feb-2024	EBP	HMRC, 02-24-008, FP 29/02/24 40, 04024213197854000N	-2,995.83	16,561.41
29-Feb-2024	EBP	AVON PENSION FUND, 02-24-007, FP 29/02 /24 40, 36024154960466000N	-2,662.36	19,557.24
29-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-041, FP 29 /02/24 40, 29024210903641000N	-16.51	22,219.60
29-Feb-2024	EBP	KADINE SUTHERLAND, 02-24-039, FP 29/02 /24 40, 64024153533155000N	-320.00	22,236.11
29-Feb-2024	EBP	DENISE LANSDOWN TR, 02-24-035, FP 29/02 /24 40, 33024149658649000N	-286.20	22,556.11
29-Feb-2024	EBP	DCK ACCOUNTING SOL, 02-24-037, FP 29 /02/24 40, 60024213815721000N	-351.00	22,842.31
29-Feb-2024	EBP	PROLIFIC SOLUTIONS, 02-24-032, FP 29/02 /24 40, 18024209766892000N	-203.29	23,193.31
29-Feb-2024	CHG	UNPAID ITEM FEE, 02FEB A/C 01321218	-12.00	23,396.60
29-Feb-2024	CHG	02FEB A/C 01321218	-34.09	23,408.60
29-Feb-2024		FROM 08631638	22,224.00	23,442.69
29-Feb-2024	BAC	MCGLINCHEY LAURA, LAURA MCGLINCHEY, FP 29/02/24 0658, FP24060003757005	170.00	1,218.69
29-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/02/24 0837, PH737VTI1HMO0LZH00	48.69	1,048.69
28-Feb-2024		TO 08631638	-130.99	1,000.00
28-Feb-2024	POS	0936 27FEB24, TESCO STORES 2136, BRISTOL 1 GB	-60.00	1,130.99
28-Feb-2024	POS	0936 27FEB24, ASDA SUPERSTORE, PATCHWAY GB	-37.50	1,190.99
28-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 28/02/24 0853, PH737VTI1HMNWDXDM00	48.49	1,228.49
28-Feb-2024	BAC	THOMAS MAUNDER, 2023-24-188 - BSG, FP 28/02/24 0808, PSC9MPEVZVRUD4VZBI	180.00	1,180.00
27-Feb-2024		TO 08631638	-87.58	1,000.00
27-Feb-2024	POS	0936 26FEB24, ASDA SUPERSTORE, PATCHWAY GB	-36.25	1,087.58
27-Feb-2024	POS	0936 26FEB24, ASDA SUPERSTORE, PATCHWAY GB	-7.50	1,123.83
27-Feb-2024	POS	0936 26FEB24, TESCO STORES 3088, REDFIELD GB	-15.00	1,131.33
27-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 27/02/24 0853, PH737VTI1HMNQY7Z00	146.33	1,146.33
26-Feb-2024		TO 08631638	-393.69	1,000.00

26-Feb-2024	BAC	PATCHWAY TOWN FOOT, 2023-24-183, FP 26/02/24 1229, 400000001304754006	250.00	1,393.69
26-Feb-2024	BAC	PATCHWAY TOWN FOOT, 2023-24-182, FP 26/02/24 1236, 300000001303375286	45.00	1,143.69
26-Feb-2024	BAC	HMC PATCHWAY, HMC PATCHWAY, FP 24 /02/24 1607, 500000001299085674	50.00	1,098.69
26-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 26/02/24 0900, PH737VTI1HMNG0T800	48.69	1,048.69
23-Feb-2024	EBP	J&SONS ELECTRICAL, 02-24-030, FP 23/02 /24 40, 27023959914364000N	-80.00	1,000.00
23-Feb-2024	EBP		-2,068.12	1,080.00
23-Feb-2024	EBP		-2,147.41	3,148.12
23-Feb-2024	EBP	J TURNER, 02-24-050, FP 23/02/24 40, 30024007886514000N	-3,145.08	5,295.53
23-Feb-2024	EBP	ROBERT HAINEY, 02-24-023, FP 23/02/24 40, 40024000190440000N	-75.00	8,440.61
23-Feb-2024	EBP	THE COMMUNITY HEAR, 02-24-022, FP 23 /02/24 40, 58024019841937000N	-151.20	8,515.61
23-Feb-2024	EBP	KEYMASTER BRISTOL, 02-24-020, FP 23/02 /24 40, 60023959214804000N	-29.40	8,666.81
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-019, FP 23 /02/24 40, 05023959359202000N	-6.06	8,696.21
23-Feb-2024	EBP	DCK ACCOUNTING SOL, 02-24-011, FP 23 /02/24 40, 29024013607947000N	-182.40	8,702.27
23-Feb-2024	EBP	ATD XTREMECLEAN LT, 02-24-024, FP 23/02 /24 40, 27024021453132000N	-270.00	8,884.67
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-014, FP 23 /02/24 40, 38024013083531000N	-10.98	9,154.67
23-Feb-2024	EBP	AIRMEC H20 LIMITED, 02-24-010, FP 23/02 /24 40, 10024015493791000N	-486.00	9,165.65
23-Feb-2024	EBP		-1,446.80	9,651.65
23-Feb-2024	EBP		-1,943.39	11,098.45
23-Feb-2024	EBP		-1,729.26	13,041.84
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-021, FP 23 /02/24 40, 42023954621365000N	-8.49	14,771.10
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-018, FP 23 /02/24 40, 40023954500377000N	-7.99	14,779.59
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-013, FP 23 /02/24 40, 02024016485094000N	-17.97	14,787.58
23-Feb-2024	EBP	AVON LOCAL COUNCIL, 02-24-012, FP 23 /02/24 40, 11024009416198000N	-40.00	14,805.55
23-Feb-2024	EBP	G B SPORT & LEISUR, 02-24-009, FP 23/02 /24 40, 09023956558629000N	-1,266.00	14,845.55

23-Feb-2024	EBP		-978.87	16,111.55
23-Feb-2024	EBP	J&SONS ELECTRICAL, 02-24-031, FP 23/02/24 40, 17023954233444000N	-412.00	17,090.42
23-Feb-2024	EBP	AMAZON PAYMENTS UK, 02-24-015, FP 23/02/24 40, 30024009688484000N	-17.02	17,502.42
23-Feb-2024		FROM 08631638	15,785.75	17,519.44
23-Feb-2024	BAC	SOUTHGLOS-GENERAL, 0419138	600.00	1,733.69
23-Feb-2024	BAC	LIPPIATT A, MONDAY 8TIL9, FP 23/02/24 1317, RP4679964050455200	84.00	1,133.69
23-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 23/02/24 0842, PH737VTI1HMN98S400	48.69	1,049.69
23-Feb-2024	BAC	PATCHWAY CENTRE PR, 2023-24-196, FP 23/02/24 1041, 200000001294247794	1.00	1,001.00
22-Feb-2024	D/D	TOTALENERGIES G&P, 1058915	-182.86	1,000.00
22-Feb-2024	D/D	TOTALENERGIES G&P, 1058913	-79.04	1,182.86
22-Feb-2024	D/D	TOTALENERGIES G&P, 1051476	-617.53	1,261.90
22-Feb-2024		FROM 08631638	93.43	1,879.43
22-Feb-2024	BAC	BRAD STK YFC, 2023-24-193, FP 22/02/24 1523, 900296033251222001	252.00	1,786.00
22-Feb-2024	BAC	STOKE LANE AFC 96/, 2023-24-195, FP 22/02/24 1458, 400000001302493889	252.00	1,534.00
22-Feb-2024	BAC	BRAD STK YFC, 2023-24-194, FP 22/02/24 1525, 976423315251222001	252.00	1,282.00
22-Feb-2024	BAC	BURGER BUS SOUTH W, BURGER BUS, FP 21/02/24 2232, 00151158632BBWJXVF	30.00	1,030.00
21-Feb-2024		TO 08631638	-547.29	1,000.00
21-Feb-2024	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-17.14	1,547.29
21-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 21/02/24 0849, PH737VTI1HMMY5EC00	146.13	1,564.43
21-Feb-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 21/02/24 0843, PH737VTI1HMMWXC00, RE	418.30	1,418.30
20-Feb-2024	D/D	TOTALENERGIES G&P, 1237631	-2,193.94	1,000.00
20-Feb-2024	D/D	TOTALENERGIES G&P, 1134410	-230.74	3,193.94
20-Feb-2024	D/D	TOTALENERGIES G&P, 1051475	-267.64	3,424.68
20-Feb-2024		FROM 08631638	2,508.30	3,692.32
20-Feb-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 20/02/24 0840, PH737VTI1HMMRXJ600, RE	135.33	1,184.02
20-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 20/02/24 0850, PH737VTI1HMMTXA800	48.69	1,048.69
19-Feb-2024	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	1,000.00
19-Feb-2024		FROM 08631638	998.88	1,998.88

16-Feb-2024		TO 08631638	-38,713.09		1,000.00
16-Feb-2024	D/D	SMITHS GLOUCESTER, P570SGL	-1,419.60		39,713.09
16-Feb-2024	BAC	LIPPIATT A, MONDAY 8TIL9, FP 16/02/24 0653, RP4679962970482200		84.00	41,132.69
16-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/02/24 0845, PH737VTI1HMMCXAD00		48.69	41,048.69
16-Feb-2024	BAC	CCLA INVESTMENT MA, 967302, FP 16/02 /24 1415, 0525011251416125FU, PS3078755, PATCHWA		40,000.00	41,000.00
15-Feb-2024	D/D	EE LIMITED, Q16509023494397236	-88.34		1,000.00
15-Feb-2024	BLN	BANKLINE	-36.90		1,088.34
15-Feb-2024		FROM 08631638		76.75	1,125.24
15-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 15/02/24 0840, PH737VTI1HMM6BH400		48.49	1,048.49
14-Feb-2024	POS	0936 13FEB24, WEB*WYBONE, WYBONE.CO. UK GB	-64.19		1,000.00
14-Feb-2024		FROM 08631638		64.19	1,064.19
13-Feb-2024		TO 08631638	-1,011.61		1,000.00
13-Feb-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 13/02/24 0846, PH737VTI1HMLV81V00, RE		836.61	2,011.61
12-Feb-2024		TO 08631638	-430.09		1,175.00
12-Feb-2024	D/D	VIRGIN MEDIA PYMTS, 757943901001	-38.40		1,605.09
12-Feb-2024	BGC	100871 605114		175.00	1,643.49
12-Feb-2024	BAC	TAYLOR S O P, 2023-24-191, FP 12/02/24 1719, 047248219171212001		420.00	1,468.49
12-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 12/02/24 0857, PH737VTI1HML0ACG00		48.49	1,048.49
09-Feb-2024	D/D	GREAT WESTERN RECY, REE11551443- PTC01, INITIAL PAYMENT	-1,116.00		1,000.00
09-Feb-2024		FROM 08631638		1,116.00	2,116.00
08-Feb-2024	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43		1,000.00
08-Feb-2024	D/D	INTY LTD, 3MQFKS7	-140.30		1,054.43
08-Feb-2024		FROM 08631638		51.45	1,194.73
08-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/02/24 0851, PH737VTI1HMLBKVG00		143.28	1,143.28
07-Feb-2024	D/D	ALLSTAR, 299091	-208.22		1,000.00
07-Feb-2024		FROM 08631638		208.22	1,208.22
06-Feb-2024	D/D	PUBLIC WORKS LOANS, PATCHWAY	-7,099.82		1,000.00
06-Feb-2024	POS	0936 05FEB24, INTERNATIONAL, ALWOMENSDAY, LONDON GB	-226.79		8,099.82
06-Feb-2024		FROM 08631638		7,254.87	8,326.61

06-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 06/02/24 0846, PH737VTI1HML0S3400	71.74	1,071.74
05-Feb-2024		TO 08631638	-400.00	1,000.00
05-Feb-2024	BAC	STOKE LANE AFC, 2023-24-184, FP 04/02 /24 2038, 200000001283836198	100.00	1,400.00
05-Feb-2024	BAC	PATCHWAY TOWN FOOT, 2023-24-169, FP 02/02/24 2011, 200000001282943931	300.00	1,300.00
02-Feb-2024		TO 08631638	-2,377.23	1,000.00
02-Feb-2024	BAC	LIDL GREAT BRITAIN, 0080133665 KRED002	110.00	3,377.23
02-Feb-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 02/02/24 0841, PH737VTI1HMKK3JW00, RE	415.90	3,267.23
02-Feb-2024	BAC	MCGLINCHEY LAURA, LAURA MCGLINCHEY, FP 02/02/24 0901, FP24033O11892389	170.00	2,851.33
02-Feb-2024	BAC	BRAD STK YFC, 2023-24-179, FP 02/02/24 1513, 806367633151202001	450.00	2,681.33
02-Feb-2024	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 02/02/24 1617, 6164507371612048FU, PS3078755, PATCHWA	1,182.64	2,231.33
02-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 02/02/24 0849, PH737VTI1HMKLS0S00	48.69	1,048.69
01-Feb-2024		TO 08631638	-359.24	1,000.00
01-Feb-2024	D/D	SCREWFIX DIRECT LT, 6331640020677746	-152.00	1,359.24
01-Feb-2024	D/D	INVESTEC ASSET FIN, 22351565619687547	-789.29	1,511.24
01-Feb-2024	BAC	SNACK ATTACKS, RENT, FP 01/02/24 1007, P7M19PVX85R46S7G00	735.00	2,300.53
01-Feb-2024	BAC	SNACK ATTACKS, 2023-24-170, FP 01/02/24 1008, PEBXSI6SXO8S07PTYH	470.94	1,565.53
01-Feb-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 01/02/24 0846, PH737VTI1HMKFZMA00	94.59	1,094.59
Opening balance				1,000.00
Totals			-99,591.24	99,591.24

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Current Bank A/c

Payments made between 01/02/2024 and 29/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction	
01/02/2024	TRADE UK	EBP5	152.00	152.00		500		Maintenance Materials	
01/02/2024	Investec Asset Finance	Std Ord	789.29			4231 900	655.84	Zero Turn Mower	
						4232 900	133.45	Zero Turn Mower	
06/02/2024	PWLB	DD20	7,099.82			4621 900	7,099.82	PWLB Loan Repayment	
06/02/2024	Aurora Ventures (Europe) Ltd	POS19	226.79	226.79		500		Int'l Womans day event pack	
07/02/2024	ALLSTAR	DD22	208.22	208.22		500		Diesel / Fuel	
08/02/2024	INTY LTD	DD25	140.30	140.30		500		Microsoft 365 18/02	
08/02/2024	Virgin Media Business	DD26	54.43	54.43		500		Broadband - 09/08/03	
09/02/2024	Great Western Recycling Ltd	DD8	1,116.00	1,116.00		500		Skip Hire 30/01-19/02	
12/02/2024	Virgin Media Business	DD32	38.40	38.40		500		Broadband 11/02-10/03	
14/02/2024	Wybone LTD	POS37	64.19	64.19		500		Dog poop bags x800	
15/02/2024	Nalwest	BLN40	36.90			4110 110	36.90	Bankline charges	
15/02/2024	EE Limited	DD41	88.34	88.34		500		Mobile monthly charge Feb 24	
16/02/2024	Smith's Gloucester Ltd	DD45	1,419.60	1,419.60		500		Purchase Ledger	
19/02/2024	De Lage Landen Leasing Ltd	DD	998.88			4231 900	843.65	HP Installments	
						4232 900	155.23	HP Installments	
20/02/2024	Total Gas and Power	DD52	267.64	267.64		500		Gas - Sports Pavilion	
20/02/2024	Total Gas and Power	DD53	230.74	230.74		500		Gas - Casson Centre	
20/02/2024	Total Gas and Power	DD54	2,193.94	2,193.94		500		Electricity - Sports Pavilion	
21/02/2024	IRIS	DD57	17.14	17.14		500		IRIS Monthly usage Jan 24	
22/02/2024	Total Gas and Power	DD64	617.53	617.53		500		Gas - Callicroft House	
22/02/2024	Total Gas and Power	DD65	79.04	79.04		500		Electricity - Rodway Road	
22/02/2024	Total Gas and Power	DD66	182.86	182.86		500		Electricity - Callicroft House	
23/02/2024	Amazon	EBP72	17.02	17.02		500		Safety fire exit arrow signage	
23/02/2024	J and Sons Electrical Services	EBP73	412.00	412.00		500		Extra sockets as per quote	
23/02/2024	Salaries	EBP74	10,313.85			515	10,313.85	Salaries	
23/02/2024	GB Sports & Leisure	EBP75	1,266.00	1,266.00		500		Playground inspection course	
23/02/2024	Avon Local Council's Association	EBP76	40.00	40.00		500		Essential C'llr Event D Lansdowne	
23/02/2024	Amazon	EBP77	17.97	17.97		500		Copier paper re	
Subtotal Carried Forward:			28,088.89	8,850.15	0.00		19,238.74		

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Current Bank A/c

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
								x1
23/02/2024	Amazon	EBP78	7.99	7.99		500		Glow in the dark safety signs
23/02/2024	Amazon	EBP79	8.49	8.49		500		Pack of fire exit signs
23/02/2024	Airmec Essential Services	EBP83	486.00	486.00		500		Legionella Sampling
23/02/2024	Amazon	EBP84	10.98	10.98		500		Dalton manor A4 coloured card
23/02/2024	ATDXtreme Clean Ltd	EBP85	270.00	270.00		500		ATD Cleaning Jan 24
23/02/2024	DCK Accounting Solutions Ltd	EBP86	182.40	182.40		500		Budget 24/25 - Additional Hrs
23/02/2024	Amazon	EBP87	6.06	6.06		500		No access safety sign
23/02/2024	Keymaster Bristol	EBP88	29.40	29.40		500		Attend/cut Eagle key / Yale key
23/02/2024	The Community Heartbeat Trust	EBP89	151.20	151.20		500		Annual Support Cost 01/02/24
23/02/2024	Rob Hainey Signs and Graphics	EBP90	75.00	75.00		500		Supply/fit frosted vinyl film
23/02/2024	Jack Turner	EBP91	3,145.08	3,145.08		500		JT Locum Clerk PS Fees
23/02/2024	J and Sons Electrical Services	EBP94	80.00	80.00		500		Call out - loss of power
27/02/2024	Tescos	POS101	15.00			4600 410	15.00	Chocolates / Easter Eggs
27/02/2024	Asda Stores Ltd	POS102	7.50		1.25	4340 120	6.25	3 x Photo frames
27/02/2024	Asda Stores Ltd	POS103	36.25		6.04	4600 410	30.21	Chocolates - Asda
27/02/2024	Asda Stores Ltd	POS107	37.50		6.25	4600 410	31.25	Chocolates - Asda
28/02/2024	Tescos	POS108	60.00		10.00	4600 410	50.00	Easter Eggs - Tescos
29/02/2024	Natwest	CHG113	34.09			4110 110	34.09	Service charges
29/02/2024	Natwest	CHQ114	12.00			4110 110	12.00	Unpaid item fee - Natwest
29/02/2024	Prolific Solutions South West	EBP115	203.29	203.29		500		Copier charges
29/02/2024	DCK Accounting Solutions Ltd	EBP116	351.00	351.00		500		January Accountancy Support
29/02/2024	Snack Attacks	EBP117	286.20	286.20		500		Graze table 30 hrs
29/02/2024	Kadine A Sutherland	EBP118	320.00	320.00		500		Cleaning
29/02/2024	Amazon	EBP119	16.51	16.51		500		4pcs Flagpole
29/02/2024	Avon Pension Fund	EBP120	2,662.36			525	2,662.36	Avon Pension Fund
29/02/2024	HMRC	EBP121	2,995.83			520	2,995.83	HMRC PAYE/NI
29/02/2024	Amazon	EBP122	13.65	13.65		500		30m Nylon rope
29/02/2024	Amazon	EBP123	26.98	26.98		500		2 x Funeng neck warmers
29/02/2024	Amazon	EBP124	21.48	21.48		500		Waterproof socks
29/02/2024	Raycox Turf LTD	EBP125	245.38	245.38		500		Fence slats / posts
Subtotal Carried Forward:			39,886.51	14,787.24	23.54		25,075.73	

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Current Bank A/c

Payments made between 01/02/2024 and 29/02/2024

							Nominal Ledger Analysis	
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
								/ rails
29/02/2024	Amazon	EBP126	107.94	107.94		500		6 x Hi Viz mens trousers
29/02/2024	Amazon	EBP127	20.46	20.46		500		Solid fire door se 5m
29/02/2024	Net World Sports Ltd	EBP128	529.81	529.81		500		Hardcourt Sports Equipment
29/02/2024	Advanced Plumbing and Heating	EBP129	219.85	219.85		500		Repair of burst water pipe
29/02/2024	Gary Millard	EBP130	37.00	37.00		500		Photograph FOP Presentation
29/02/2024	Amazon	EBP131	57.53	57.53		500		5 x Hi-viz shirts / tube caps
29/02/2024	Amazon	EBP132	23.97	23.97		500		1x Hi-viz mens hoodie
29/02/2024	Amazon	EBP133	24.99	24.99		500		Hand was liquid soap
29/02/2024	Pretoria Road Allotments	EBP134	800.00			5000 600	800.00	Hut Roof Repair Contribution
29/02/2024	Network Rail	EBP135	255.54	255.54		500		Land over tunnel 25/03/24 1Yr
29/02/2024	Amazon	EBP136	15.94	15.94		500		Lamellar plugs ei caps x1
29/02/2024	South Gloucestershire Council	EBP137	12,589.20	12,589.20		500		Christmas Lights 2023/24
29/02/2024	Keymaster Bristol	EBP138	18.00	18.00		500		Attend / cut 2 x TX3D Keys
29/02/2024	Advanced Plumbing and Heating	EBP139	180.00	180.00		500		Check / reset wa heater
29/02/2024	Amazon	EBP140	58.70	58.70		500		Centrefeed Toilet Tissue
29/02/2024	Amazon	EBP141	19.99	19.99		500		Hi-viz mens trousers x1
29/02/2024	Asda Stores Ltd	POS142	45.00		7.50	4600 410	37.50	Chocolates - Asc
29/02/2024	Easyjet	POS143	250.00			4340 120	250.00	Easyjet London - Munich
Total Payments:			55,140.43	28,946.16	31.04		26,163.23	

Current Bank A/c

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 29/02/2024	48,608.40						
BAC1	Stripe - 3G Pitch Hire	94.59			1520	500	98.40	Stripe - 3G Pitch Hire
					4991	500	-3.81	Stripe - 3G Pitch Hire
BAC7	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC2	Snack Attack Cafe Rent	470.94		78.49	1990	500	392.45	Snack Attack Elec
BAC3	Snack Attack Cafe Rent	735.00			1530	500	735.00	Snack Attack Cafe Rent
BAC8	CCLA	1,182.64			1090	100	1,182.64	CCLA Interest
BAC9	Brad STK YFC	450.00			1520	500	450.00	Brad STK YFC 3G Hire
BAC10	Laura McGlinchey	170.00			1410	210	170.00	Casson Hire
BAC12	Lidl GB	110.00			1410	210	110.00	Casson Hire
BAC14	Patchway Town FC	300.00			1510	500	300.00	Patchway Town FC Pitch
BAC15	Stoke Lane F C 3G Pitch Hire	100.00			1510	500	100.00	Stoke Lane F C 3G Pitch
BAC30	Taylors OP	420.00			1520	500	420.00	Taylors OP Pitch Hire
BGC31	Casson Hire	175.00			1410	210	175.00	Casson Hire
BAC42	CCLA	40,000.00			230		40,000.00	CCLA Investment
BAC44	Lippiatt A	84.00			1520	500	84.00	Lippiatt 3G Pitch Hire
BAC59	Burger Bus South W	30.00			1450	500	30.00	Burger Bus South W
BAC60	Brad Stk YFC	252.00			1520	500	252.00	Brad Stk YFC 3G Pitch
BAC61	Stoke Lane F C 3G Pitch Hire	252.00			1520	500	252.00	Stoke Lane F C 3G Pitch
BAC62	Brad Stk YFC	252.00			1520	500	252.00	Brad Stk YFC 3G Pitch
BAC69	Lippiatt A	84.00			1520	500	84.00	Lippiatt A 3G Pitch Hire
BAC96	HMC Patchway	50.00			1450	500	50.00	HMC Patchway donation
BAC97	Patchway Town FC	45.00			1510	500	45.00	Patchway Town FC Pitch
BAC98	Patchway Town FC	250.00			1510	500	250.00	Patchway Town FC Pitch
BAC105	Thomas Maunder	180.00			1510	500	180.00	Thomas Maunder Ptch
BAC111	Laura McGlinchey	170.00			1410	210	170.00	Casson Hire
BAC17	Stripe - 3G Pitch Hire	71.74			1520	500	74.40	Stripe - 3G Pitch Hire
					4991	500	-2.66	Stripe - 3G Pitch Hire
BAC23	Stripe - 3G Pitch Hire	143.28			1520	500	148.80	Stripe - 3G Pitch Hire
					4991	500	-5.52	Stripe - 3G Pitch Hire
BAC29	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire
BAC38	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire
BAC43	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC49	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
	Stripe - 3G Pitch Hire	146.13			1520	500	151.20	Stripe - 3G Pitch Hire
					4991	500	-5.07	Stripe - 3G Pitch Hire
BAC68	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC95	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC100	Stripe - 3G Pitch Hire	146.33			1520	500	151.20	Stripe - 3G Pitch Hire
					4991	500	-4.87	Stripe - 3G Pitch Hire
BAC106	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire

Subtotal Carried Forward:

48,608.40

0.00

78.49

46,675.08

06/03/2024

Patchway Town Council 2023/24

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User: AEE

Current Bank A/c

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BAC110	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC55	Stripe - 3G Pitch Hire	418.30			1520	500	420.00	Stripe - 3G Pitch Hire
					4991	500	-1.70	Stripe - 3G Pitch Hire
BAC50	Stripe - 3G Pitch Hire	69.66			1520	500	70.00	Stripe - 3G Pitch Hire
					4991	500	-0.34	Stripe - 3G Pitch Hire
BAC50	Casson Hire	65.67			1410	210	66.00	Casson Hire
					4991	210	-0.33	Casson Hire
BAC34	Stripe - 3G Pitch Hire	836.61			1520	500	840.00	Stripe - 3G Pitch Hire
					4991	500	-3.39	Stripe - 3G Pitch Hire
BAC11	Stripe - 3G Pitch Hire	415.90			1520	500	420.00	Stripe - 3G Pitch Hire
					4991	500	-4.10	Stripe - 3G Pitch Hire
	Banked 29/02/2024	601.00						
BAC67	Patchway Centre	1.00			1418	350	1.00	Preschool Ground Rent
BAC70	South Gloucestershire Council	600.00			1700	710	600.00	SCC Grant
	Banked 29/02/2024	30.81						
INT1	Natwest Bank	30.81			1090	100	30.81	Interest Received
Total Receipts:		49,240.21	0.00	78.49			49,161.72	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%	
1076 Precept	0	540,271	540,271	0			100.0%	
1090 Interest Received	1,213	10,593	7,000	(3,593)			151.3%	
1100 CIL Payment	0	18,697	0	(18,697)			0.0%	
Income :- Income	1,213	572,061	547,271	(24,790)			104.5%	0
4230 Equipment	0	(0)	0	0		0	0.0%	
5900 Transfer to EMR	0	18,697	0	(18,697)		(18,697)	0.0%	
Income :- Indirect Expenditure	0	18,697	0	(18,697)	0	(18,697)		0
Net Income over Expenditure	1,213	553,364	547,271	(6,093)				
110 Establishment								
4001 Admin Salary Costs	4,900	73,262	113,008	39,746		39,746	64.8%	
4002 Groundstaff Salary Costs	11,622	126,796	168,021	41,225		41,225	75.5%	
4008 Payroll	0	225	0	(225)		(225)	0.0%	
4031 Pension Lump Sum	(550)	(6,050)	(6,600)	(550)		(550)	91.7%	
4060 Staff other Expenses	0	748	200	(548)		(548)	374.0%	
4090 Staff Training	1,055	3,338	2,000	(1,338)		(1,338)	166.9%	
4091 Recruitment Advertising	0	2,267	0	(2,267)		(2,267)	0.0%	
4110 Bank Charges	83	756	800	44		44	94.5%	
4120 Audit Fees	0	440	2,220	1,780		1,780	19.8%	
4121 Accountancy Support fees	445	5,409	6,000	591		591	90.1%	
4130 Professional Fees	0	575	0	(575)		(575)	0.0%	
4131 Locum Clerk - PS Fees	3,145	17,383	0	(17,383)		(17,383)	0.0%	
4150 Subscriptions & Memberships	0	2,409	2,500	91		91	96.4%	
4160 Insurance	0	3,837	5,827	1,990		1,990	65.8%	
4170 Stationery & Printing	194	2,277	1,000	(1,277)		(1,277)	227.7%	
4180 Postage	0	443	50	(393)		(393)	885.2%	
4200 Broadband	77	854	900	46		46	94.8%	
4210 Mobile Telephone	74	1,676	850	(826)		(826)	197.2%	
4220 IT Services & Software	131	4,063	4,500	437		437	90.3%	
4230 Equipment	0	1,357	2,500	1,143		1,143	54.3%	
4240 Property Maintenance	0	18	0	(18)		(18)	0.0%	
Establishment :- Indirect Expenditure	21,175	242,082	303,776	61,694	0	61,694	79.7%	0
Net Expenditure	(21,175)	(242,082)	(303,776)	(61,694)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	0	1,971	0	(1,971)			0.0%	
Civic/Democratic :- Income	0	1,971	0	(1,971)				0
4300 Mayoral Allowance	0	250	500	250		250	50.0%	
4310 Councillor's Training	40	136	1,000	864		864	13.6%	
4330 Civic Regalia	0	1,387	0	(1,387)	(1,387)		0.0%	
4340 Civic Fund	557	7,907	1,500	(6,407)	(6,407)		527.1%	
4350 Elections	0	8,293	7,250	(1,043)	(1,043)		114.4%	
5900 Transfer to EMR	0	500	0	(500)	(500)		0.0%	
5910 Transfer from EMR	0	(750)	0	750		750	0.0%	
Civic/Democratic :- Indirect Expenditure	597	17,722	10,250	(7,472)	0	(7,472)	172.9%	0
Net Income over Expenditure	(597)	(15,751)	(10,250)	5,501				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	0	336	500	164			67.3%	
Callicroft House :- Income	0	336	500	164			67.3%	0
4240 Property Maintenance	990	4,817	3,500	(1,317)	(1,317)		137.6%	
4410 Rates	0	7,610	8,800	1,190		1,190	86.5%	
4430 Utilities	762	5,214	4,500	(714)		(714)	115.9%	
Callicroft House :- Indirect Expenditure	1,753	17,640	16,800	(840)	0	(840)	105.0%	0
Net Income over Expenditure	(1,753)	(17,303)	(16,300)	1,003				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	691	3,243	2,000	(1,243)			162.1%	
1700 Grants & Donation Received	0	500	0	(500)			0.0%	
Casson Centre :- Income	691	3,743	2,000	(1,743)			187.1%	0
4220 IT Services & Software	0	159	0	(159)	(159)		0.0%	
4240 Property Maintenance	180	3,215	3,500	285		285	91.8%	
4410 Rates	0	1,098	1,700	602		602	64.6%	
4430 Utilities	295	1,628	1,500	(128)	(128)		108.6%	
4991 Stripe charge	0	3	0	(3)	(3)		0.0%	
5900 Transfer to EMR	0	500	0	(500)	(500)		0.0%	
5910 Transfer from EMR	0	(1,017)	0	1,017		1,017	0.0%	
Casson Centre :- Indirect Expenditure	476	5,586	6,700	1,114	0	1,114	83.4%	0
Net Income over Expenditure	215	(1,843)	(4,700)	(2,857)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,828	20,828			0.0%	
Burials :- Income	0	0	20,828	20,828			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	0	4,025	9,148	5,123		5,123	44.0%	
5900 Transfer to EMR	0	0	3,326	3,326		3,326	0.0%	
5910 Transfer from EMR	0	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	0	4,025	24,154	20,129	0	20,129	16.7%	0
Net Income over Expenditure	0	(4,025)	(3,326)	699				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	0	2	2	0			100.0%	0
Net Income	0	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	0	1,000	1,000	0		0	100.0%	
4620 PWLB Repayment	0	18,826	20,939	2,113		2,113	89.9%	
Coniston :- Indirect Expenditure	0	19,826	21,939	2,113	0	2,113	90.4%	0
Net Income over Expenditure	0	(19,825)	(21,938)	(2,113)				
<u>320 Rodway Road</u>								
4650 CCTV	0	898	1,000	102		102	89.8%	
5330 Planter and Tree Maintenance	0	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	0	898	1,500	602	0	602	59.9%	0
Net Expenditure	0	(898)	(1,500)	(602)				
<u>350 Patchway Preschool</u>								
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)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Youth & Community								
1700 Grants & Donation Received	0	8,530	0	(8,530)			0.0%	
Youth & Community :- Income	0	8,530	0	(8,530)				0
4240 Property Maintenance	0	181	0	(181)		(181)	0.0%	
4752 Warm Space Project	0	4,064	0	(4,064)		(4,064)	0.0%	
4867 Community Events/Engagement	0	21,496	7,500	(13,996)		(13,996)	286.6%	
4869 Youth Development	0	960	0	(960)		(960)	0.0%	
4870 International Womans Day	189	189	0	(189)		(189)	0.0%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5900 Transfer to EMR	0	250	0	(250)		(250)	0.0%	
910 Transfer from EMR	(189)	(4,092)	0	4,092		4,092	0.0%	
Youth & Community :- Indirect Expenditure	0	23,048	7,500	(15,548)	0	(15,548)	307.3%	0
Net Income over Expenditure	0	(14,518)	(7,500)	7,018				
410 GRANTS								
4600 Youth and Community Grants	164	4,364	7,500	3,136		3,136	58.2%	
GRANTS :- Indirect Expenditure	164	4,364	7,500	3,136	0	3,136	58.2%	0
Net Expenditure	(164)	(4,364)	(7,500)	(3,136)				
500 Scott Park								
1450 Vendor/Events Income	80	14,707	15,000	293			98.0%	
1510 Sports Income	875	6,039	8,500	2,461			71.0%	
1520 3G Sports Facility Income	4,622	32,378	22,000	(10,378)			147.2%	
1530 Cafe Income	735	7,770	8,400	630			92.5%	
1700 Grants & Donation Received	0	400	0	(400)			0.0%	
1990 Other Income	392	6,690	0	(6,690)			0.0%	
Scott Park :- Income	6,704	67,983	53,900	(14,083)			126.1%	0
4160 Insurance	0	2,132	2,000	(132)		(132)	106.6%	
4220 IT Services & Software	0	0	2,000	2,000		2,000	0.0%	
4230 Equipment	126	(118)	0	118		118	0.0%	
4235 Property Security/Caretaking	0	(6)	0	6		6	0.0%	
4240 Property Maintenance	785	12,293	3,500	(8,793)		(8,793)	351.2%	
4410 Rates	0	3,105	2,850	(255)		(255)	109.0%	
4430 Utilities	2,083	27,744	5,250	(22,494)		(22,494)	528.5%	
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	174	3,361	3,000	(361)		(361)	112.0%	
4940 Machinery Maintenance/Repair	0	3,652	3,000	(652)		(652)	121.7%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4945 Maintenance - Sports Facilitie	63	5,988	7,500	1,512		1,512	79.8%	
4950 Machinery & Tools	0	2,168	600	(1,568)		(1,568)	361.3%	
4965 Maintenance - Play Equipment	0	0	1,000	1,000		1,000	0.0%	
4970 Fencing	204	621	1,500	879		879	41.4%	
4991 Stripe charge	47	465	0	(465)		(465)	0.0%	
4992 Scott Park Tree Maintenance	0	986	500	(486)		(486)	197.2%	
4995 Staff Uniform	236	1,006	1,500	494		494	67.1%	
4997 Sports Equipment	442	586	500	(86)		(86)	117.2%	
5330 Planter and Tree Maintenance	0	798	0	(798)		(798)	0.0%	
5333 Signage Repair/Replace	0	30	0	(30)		(30)	0.0%	
5900 Transfer to EMR	0	1,000	0	(1,000)		(1,000)	0.0%	
910 Transfer from EMR	(442)	(442)	0	442		442	0.0%	
Scott Park :- Indirect Expenditure	3,720	65,371	35,700	(29,671)	0	(29,671)	183.1%	0
Net Income over Expenditure	2,985	2,613	18,200	15,587				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	0	8,711	11,840	3,129			73.6%	
Sports and Social Club :- Income	0	8,711	11,840	3,129			73.6%	0
Net Income	0	8,711	11,840	3,129				
<u>600 Allotments</u>								
1440 Allotment Rents	0	2,454	2,500	46			98.2%	
1990 Other Income	0	98	0	(98)			0.0%	
Allotments :- Income	0	2,552	2,500	(52)			102.1%	0
4430 Utilities	0	611	500	(111)		(111)	122.2%	
5000 Pretoria Road	800	1,060	0	(1,060)		(1,060)	0.0%	
5010 Blakeney Road	183	900	0	(900)		(900)	0.0%	
Allotments :- Indirect Expenditure	983	2,571	500	(2,071)	0	(2,071)	514.3%	0
Net Income over Expenditure	(983)	(20)	2,000	2,020				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	0	30	30	0			100.0%	0
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	213	426	250	(176)		(176)	170.4%	
Tumps and BMX Track :- Indirect Expenditure	213	426	750	324	0	324	56.8%	0
Net Income over Expenditure	(213)	(396)	(720)	(324)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>710 Play Area</u>								
1700 Grants & Donation Received	600	600	0	(600)			0.0%	
Play Area :- Income	600	600	0	(600)				0
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	16	2,518	3,000	482		482	83.9%	
5900 Transfer to EMR	600	600	0	(600)		(600)	0.0%	
Play Area :- Indirect Expenditure	616	3,168	3,100	(68)	0	(68)	102.2%	0
Net Income over Expenditure	(16)	(2,568)	(3,100)	(532)				
<u>720 Open Spaces Administration</u>								
4230 Equipment	0	1,561	0	(1,561)		(1,561)	0.0%	
4975 Skip	2,113	15,937	13,130	(2,807)		(2,807)	121.4%	
5300 Litter Bins	0	1,112	0	(1,112)		(1,112)	0.0%	
5320 Christmas Decoration	10,491	11,447	12,500	1,053		1,053	91.6%	
5330 Planter and Tree Maintenance	0	464	1,000	536		536	46.4%	
5340 Outside Area Maintenance/Biodi	0	2,158	0	(2,158)		(2,158)	0.0%	
Open Spaces Administration :- Indirect Expenditure	12,604	32,679	26,630	(6,049)	0	(6,049)	122.7%	0
Net Expenditure	(12,604)	(32,679)	(26,630)	6,049				
<u>800 Street Furniture & transport</u>								
1900 Insurance Claims Refund	0	1,293	0	(1,293)			0.0%	
Street Furniture & transport :- Income	0	1,293	0	(1,293)				0
333 Signage Repair/Replace	0	288	0	(288)		(288)	0.0%	
5450 Street Cleaning Supplies	53	428	500	72		72	85.6%	
Street Furniture & transport :- Indirect Expenditure	53	716	500	(216)	0	(216)	143.1%	0
Net Income over Expenditure	(53)	577	(500)	(1,077)				
<u>900 Capital and Projects</u>								
1099 PWLB Loan Received	0	50,000	0	(50,000)			0.0%	
1700 Grants & Donation Received	0	112,622	100,000	(12,622)			112.6%	
1708 Pollinator Project Grant	0	6,300	0	(6,300)			0.0%	
Capital and Projects :- Income	0	168,922	100,000	(68,922)			168.9%	0
4231 Equipment on HP	1,499	13,504	19,500	5,996		5,996	69.3%	
4232 Equipment HP Charges	289	2,220	0	(2,220)		(2,220)	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 PWLB Repayment	0	31,423	31,500	77		77	99.8%	
4621 PWLB Loan Charges AJBC	7,100	7,100	7,800	700		700	91.0%	
5900 Transfer to EMR	0	56,300	0	(56,300)		(56,300)	0.0%	
5910 Transfer from EMR	0	(70,734)	0	70,734		70,734	0.0%	
9004 New Play Equipment	0	40,869	2,673	(38,196)		(38,196)	1528.9%	
9005 New Hard Court	0	14,065	0	(14,065)		(14,065)	0.0%	
9009 Patchway CC Redevelopment	0	62,055	0	(62,055)		(62,055)	0.0%	
9014 Major Projects	0	1,690	135,100	133,410		133,410	1.3%	
9017 Pollinator Project	48	48	0	(48)		(48)	0.0%	
9018 Burial Grounds Land Purchase	0	1,500	0	(1,500)		(1,500)	0.0%	
Capital and Projects :- Indirect Expenditure	8,936	160,038	196,573	36,535	0	36,535	81.4%	0
Net Income over Expenditure	(8,936)	8,884	(96,573)	(105,457)				
Grand Totals:- Income	9,210	836,735	738,872	(97,863)			113.2%	
Expenditure	51,290	618,857	663,872	45,015	0	45,015	93.2%	
Net Income over Expenditure	(42,081)	217,877	75,000	(142,877)				
Movement to/(from) Gen Reserve	(42,081)	217,877						



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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Quotation for groundworks at Pretoria Road Allotments for WECA Pollinator Project

Patchway Town Council officers have secured a Pollinator Grant from West of England Combined Authority (WECA) for £31,500 to create pollinator habitats on the Pretoria Road Allotment site working with the Allotment Society.

The project has been split into three phases:

1. Groundworks (earth moving, new pond, trenches, paths)
Estimated costs £5000
2. Polytunnel installation (two polytunnels with associated works)
Estimated costs £16,000
3. Pond, planting and completion (new pond, wildflowers, shrubs, trees, fences, benches)
Estimated costs £10,000

The first stages of the project include clearance of the site and groundwork preparation for the planting areas, new polytunnels, paths and drainage trenches. In order to use the grant monies efficiently, we will be using our fully-trained and insured staff for the smaller tasks.

Council officers have invited three quotes for the heavier groundworks across the larger area including the removal of compost heap, perimeter works, digging of new pond and infilling of former pond. Quotes have been received from:

1. SJ Ward Agricultural Contractor
2. Channel Plant Hire
3. Smiths Gloucester

1. SJ Ward Agricultural Contractor

- 1 x day groundworks to remove green waste pile = £480.00
- Up to 4 x days further groundworks as required (2-3 may be adequate) = £1920.00
- Day rates include full plant
- Patchway Town Council plant hire costs for lighter groundworks (1 week) = £600.00
- All prices are subject to VAT

Total = £3000.00 + Vat

2. Channel Plant Hire

- 4 x days 3 tonne excavator inc fuel £41 p/hr (9 hrs min per day) = £1476.00
- 4 x days 3 tonne dumper inc fuel £35 p/hr (9hrs min per day) = £1260.00
- Haulage £150 each way for two plant hire = £300.00
- Patchway Town Council to source Hire In Plant Insurance - £500.00 (estimated)
- Patchway Town Council plant hire costs for lighter groundworks (1 week) = £600.00
- All prices are subject to VAT

Total = £4136.00 + Vat



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3. Smiths Gloucester

- 4 x days 8 tonne excavator with fuel and driver £407.25 = £1629.00
- 4 x days 3 tonne dumper with fuel and driver £95 plant for wk / £1078 driver = £1173.00
- Haulage £175 each way for plant hire = £350.00
- Patchway Town Council plant hire costs for lighter groundworks (1 week) = £600.00
- All prices are subject to VAT

Total = £3752.00 + Vat

The officers recommendation is for the SJ Ward Agricultural Contractor quote as it provides the best financial value at its daily maximum usage, and may deliver further savings across the full works.

SJ Ward are familiar with the site and the make-up of the ground. They are also flexible to weekend and ad hoc working as required to mitigate against weather delays in order to keep the project on track timewise.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.



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Quotation for External Emergency Call Out Services for Council Premises

Patchway Town Council's 24 hour emergency call-out is currently provided by the Lead Groundsperson holding the Emergency Call Out Phone and being on call for the hours 5pm – 8am Monday to Friday and 24hrs across the weekend. The Call Out Phone is occasionally transferred to other locally based groundstaff when the Lead Groundsperson is on leave.

The current system was introduced due to the termination of the contract with the former external Emergency Call Out company due to high costs associated with high numbers of call-outs.

Due to diligent work by the officers to reduce the numbers of call outs by identifying reasons and addressing each issue individually, the numbers of call outs have reduced significantly across 2023 – 2024. This has included:

- Communicating to residents and facility users that the call out number is purely for emergencies (alarm, intruder, fire, injury).
- Introducing a charge for non-emergency call-outs (lost balls, lost clothing, lost keys etc).
- Ensuring all alarms are fully functional with no common faults.
- Installing the Masterlock keylock system for all sports facility users.
- Officers populate a call-out log to monitor reason, date/time, resolution, action.

However the Council is still reliant on one officer holding the Call Out Phone for the majority of the time which impacts on personal time and mental wellbeing; requires use of a personal vehicle for Council call outs; and the prospect of facing an intruder when attending an alarm call-out. The Council has not provided training for emergency call-out responsibility. Since January 2024, individual call-outs are paid for the actual hours, though no payment is made for holding the call-out responsibility.

After consultation with staff, in order to provide a safe, working environment for all staff, and in recognition of the reduced number of emergency call outs through officer actions, the officers have invited quotes for provision of external emergency call-out services including key-holding for Council buildings. For clarity, quotes are based on a KPI of 15 call-outs per annum.

1. Limitless Security

- Key holding service for Callicroft House, Casson Centre and Norman Scott Park Pavilion = £450.00 plus Vat
- Alarm response call out (per call out) = £50 + Vat (£750 + vat for 15 call-outs)
- **Total = £1200.00 + Vat**

2. Relyon Services

- Key holding service for Callicroft House, Casson Centre and Norman Scott Park Pavilion = £450.00 plus Vat
- Alarm response call out (per hour) = £40 + Vat (£600 + vat for 15 x 1hr call-outs)
(Public holidays charged at £80 p/hour)
- **Total = £1050.00 + Vat (based on 1hr call outs / none on public holidays)**



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A third quote from Red Dog Security has been requested though no response has been received.

The officers recommendation is the Council approves the Limitless Security quote on an annual basis starting April 2024 and reviewed in April 2025. Limitless offer a more defined offer and have local knowledge of the area, having been used by Patchway Town Council for all events and one-off security services since 2022.

The budget could be shared across the £10,700 Property Maintenance budget allocation in 200 (Callicroft / £2850), 210 (Casson / £2850) and 500 (Scott Park / £5000) with ongoing costs built into a 5 year financial plan reviewed by Finance committee in April each year.



PATCHWAY TOWN COUNCIL
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Quotation for Upholstery of Callicroft House Boardroom Chairs

Patchway Town Council's boardroom chairs have been in use since the early 2000's and could do with some life being brought back into them, to ensure they are suitable for Full Council meeting's but also for external hirers.

The Officers have gathered three quotations based on the below specification:

- Re-cover 16 chairs in ILIV Burghley FOREST Vinyl.
- 1.5" block of foam across the inner back.
- Hollowfibre float across inner and outerback.
- 2.5" foam across the base.

The following companies have quoted for this work and the prices can be seen below.

1. Phoenix Upholstery Services - £1,239.45
2. South West Upholstery – £3,373.45
3. Bristol Upholstery - £1,984.00

Financing the project:

If Councillors were to agree any quotations, the officer recommendation would be to go for the lowest price option as all companies had been sent the same specification.

The budget for this project will come from the 'Major Projects' budget heading where there is currently a surplus of £58,400 (after adjusting for the restricted funds of £75,000).



PATCHWAY TOWN COUNCIL
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Quotation for the Purchase of Mayoral Robes

Patchway Town Council has had an elected Mayor since 1997, when it became a 'Town Council'. Since then each person to hold the title has brought their own style and flair to the proceedings.

The current Mayor since 2022, Cllr Dayley Lawrence, has brought a certain 'character' to the public facing role of Mayor and the public have been captivated by seeing such a presence (and outfit!) in public. The robes that are currently worn by the Mayor of Patchway have been borrowed specifically from a personal friend and have not cost the Council any money. These robes now need to be returned and to carry on the expectation that has been set, we have gathered quotations for a new set of Robes.

In 2022, Patchway Town Council were gifted £500 towards Civic Regalia, including the purchase of robes.

Mayoral Robes are a bespoke item and there are only a few companies that specialise in them across the country. We have liaised with the Society of Local Council Clerks and the National Association of Local Council's to ensure that all companies that have been invited to quote are reputable. We have based all quotations off of the current robes that are worn.

The following companies have quoted for this work and the prices can be seen below.

1. Walters-Oxford – £1,125
2. Ede & Ravenscroft - £3,400
3. Michaels Civic Robes - £1,850 to include embroidered coat of arms.

Financing the project:

If Councillors were to agree any quotations, the officer recommendation would be to go for the lowest price option as all companies had been sent the same specification.

The budget for this project will come from the 2024/2025 financial year as below:

- EMR Civic Regalia - **£500**
- Civic Fund - **£625**



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Financing Youth Work in 2024/2025

At the previous meeting of Patchway Town Council in February 2024, it was raised that there were concerns over the current level of budget for youth work in the 2024/2025 financial year. These concerns were raised after the unanimous approval of the budget for the 2024/2025 financial year in January 2024.

During the budget setting process for 2024/2025, Patchway Town Councillors split the 'Community Grants' budget into two sections; 'Youth and Community Grants' and 'Youth Development'. This effectively meant that instead of one pot of funding, there would be two eligible pots, where one was more focused than the other on the development of Patchway's young people.

The current budget's for the 2024/2025 financial year are below:

1. Youth and Community - £5000.
2. Youth Development - £5000.

Up until 2019, Patchway Town Council budgeted separately for 'Youth Work Provision' by way of a grant that was pre-determined and awarded as soon as a budget was set, this was to Southern Brooks Community Partnerships, who delivered youth work at the time.

Upon advice from the Avon Local Council's association and Derek Kemp of DCK accounting, it was agreed that this was generally bad practice and set budgets should not be set for specific providers but a budget could be set that providers could bid on. This is when the Youth Development budget heading had been created. This has only been used by two providers since, FACE and South Glos Playscheme. Patchway Town Council have stringent Financial Regulations to adhere to and no budget can be made exclusively available for only one organisation. However, requests for funding can be accepted by the Town Council subject to meeting the satisfaction of the Town Council.

The Officers of the Town Council, have looked at all budget's in detail and are recommending the below action is taken. This is based on Patchway Town Council not recruiting before the 01/05/2024, which seems like this will be the case.

In 2024/2025, Patchway Town Council have budgeted the following:

- £66,347 per annum for a Town Clerk
- £17,402 per annum for a RFO

Whilst the roles remain vacant, Patchway Town Council are saving:

- Town Clerk - £5,528.91 per month
- RFO - £1450.16 per month

Total saving of £6979.07 per month minus Locum Clerk Fees at an average of £1500 per month.

Adjusted saving is £5479.07

Whilst the Town Council are trying to recruit, from the 01/04/2024, it would be financially prudent to carry out a budget virement, monthly, from Admin Staff Salary to Youth Development to increase that budget back to the levels it was retained at in 2022/2023 financial year of £15,000.



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This would take just over two months to achieve and by the 31/05/2024, the Council would have raised an extra £10,950, thus taking the Youth Development Budget to £15,958 for the 2024/2025 Financial year.

There is also case to argue for taking it from 'Major Projects' which is the unreserved capital fund however we don't think taking a chunk out of this budget is necessary, where savings can be made elsewhere to compensate. This funding is a rolling capital fund and will be used to move to earmarked reserves for projects etc at the end of the new financial year. However, if the need for more monies further in the year needed to be made available, they could be released from this heading.

Councillors can move monies however they please to meet the needs of the Town but the Officers are recommending the above as a one-off movement. The five year budget plan will be updated to reflect the needs of the Town.



PATCHWAY TOWN COUNCIL
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**PATCHWAY TOWN COUNCIL
ROOM HIRE BOOKING FORM**

Please complete all sections and e-mail to: office@patchwaytowncouncil.gov.uk to confirm your booking

Contact name:

Company:

Address:

Invoice address and contact name:
(if different from above)

Telephone Number:

E-mail address:

Date of event:

Room Required:

- ☐ Casson Centre
- ☐ Callicroft House Board Room
- ☐ Callicroft House Meeting Room

Time of event - from: to:

Number of delegates:

Purchase Order or Reference Number:

For Office use only:

- ☐ Booking in diary.
- ☐ Client details updated in spreadsheet.
- ☐ Completed form received from client.
- ☐ Invoice raised.

Patchway Town Council
Callicroft House 150 Rodway Road, Patchway, Bristol, BS34 5DQ.
VAT Registration No: 338 4427 87



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**PATCHWAY TOWN COUNCIL
ROOM HIRE BOOKING FORM**

Terms and Conditions of Use

I wish to hire the room(s) stated and agree to the conditions of hire which are:

1. *To pay the hire within 30 days of the date of hire.*
2. *To provide as much notice as possible should the booking need to be cancelled.*
3. *To leave the room in the same condition in which it was found e.g. all rubbish to be cleared away, tables to be wiped clean, crockery and cutlery to be washed and kitchen to be left clean and tidy.*
4. *To adhere to all appropriate fire safety measures by switching off and unplugging electrical appliances, not wedging open any identified fire doors or blocking any fire exits.*

The Hirer is liable for all damages which must be reported immediately to the Town Council. The Council will not tolerate any violent or abusive behaviour towards any of its staff. In order to obtain access to the building outside of office hours, the hirer will be given a set of keys or let in by the council. Patchway Town Council reserve the right to charge any hirer for any damages incurred during the hire period. Patchway Town Council agrees to provide a clean and safe environment in accordance with the health and safety regulations and to the hirer's requirements.

I hereby agree to the Terms and conditions as set out above.

X

On Behalf of Patchway Town Council
Name:

X

On Behalf of Hirer
Name:

For Office use only:

- ☐ Booking in diary.
- ☐ Client details updated in spreadsheet.
- ☐ Completed form received from client.
- ☐ Invoice raised.

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PATCHWAY TOWN COUNCIL

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Terms and Conditions for The Jason Franklin 3G Facility

1. No bookings may be made by any person under the age of 18 years and every session of hire and/or use **MUST** be supervised by a responsible adult who is either the hirer or an authorised representative of the hirer.
2. The hire charges are defined by Patchway Town Council and are reviewed annually.
3. All hirers are provided a copy of the Terms and Conditions of hire and for completeness, a copy is available via the website.
4. Patchway Town Council does not provide changing facilities for the use of the 3G pitch and hirers are advised to make their own provisions for changing.
5. The use of floodlights is included in the price and these will be turned on at the start of your booking period.
6. Car parking is available in Scott Park.
7. Users should only walk on the path which has been fitted with streetlights to access the 3G pitch and users should not walk across the grass to get to the facility.
8. This facility has been provided for all of the community to use so please be courteous when using the surface.
9. There will be no food or chewing gum allowed on the 3G pitch at all. Any hirer found to be in breach of this will forgo all future hirers.
10. The facility is managed by Patchway Town Council and issues should be report instantly to office@patchwaytowncouncil.gov.uk.
11. All Hirers (whether present or via telephone/email) must provide sufficient information to constitute a Hire Agreement and must confirm that they have agree to the terms and conditions of hire as made available.
12. All bookings will be made by an online booking system, administered by Patchway Town Council.
13. All hire fees are payable before use and no use of the pitch will be granted until a payment has been received.
14. If you are unable to fulfil your booking, Patchway Town Council will credit a new session for you rather than refunding the monies owed.



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Terms and Conditions for The Jason Franklin 3G Facility

15. All organisations will be expected to have Public Liability Insurance; evidence of the insurance may be required.
16. Smoking is not permitted, and no alcohol is permitted on the 3G surface at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
17. No food or drink (other than water intended for normal refreshment of players) is allowed on the 3G area. All water must be contained in plastic water bottles may be taken onto pitch and disposable bottles should be disposed of in the waste containers.
18. The 3G facility has equipment that is available for use for differing types of configuration of pitch and the Hirer should identify at the time of booking the configuration required. All equipment provided will be maintained and regularly checked for defects by Patchway Town Council. Any problems should be reported to the Patchway Town Council office.
19. Any dispute relating to the hire of the facility will be referred to the Town Council.
20. Users are expected to respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.
21. Those admitted to the facility must observe the conditions and regulations. The contract of hire will be deemed in force upon receipt of payment and/or use of the facility be signed by at least one adult who must remain on the premises during the contract of hire.
22. All bookings must be paid within 30 days of the invoice or in advance, if paying online. Payments made are non-refundable within 48 hours of the booking unless agreed. The payment method should be agreed at the time of booking.
23. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings.
24. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
25. Patchway Town Council will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Scott Park. Anyone entering or using the facility does so at his or



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Terms and Conditions for The Jason Franklin 3G Facility

her own risk, and Patchway Town Council accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake any risk assessment of their activities and provide to Patchway Town Council.

26. Players should wear appropriate footwear. No metal studs.

27. Users are responsible for locking the gate after them when they leave and not letting others in. Failure to adhere to this condition may result in the user not being able to use the facility in the future.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer



An agreement between Patchway Town Council and Patchway Cricket Club.

This agreement was made on the 29th of March 2023 between Patchway Town Council and Patchway Cricket Club. The terms of the agreement is set out below, which upon signature of both parties, will be effective from the date above for a term of 5 years.

Patchway Town Council Will:

1. Mow and mark the cricket outfield during the season.
2. Supply a groundsman for the mowing and marking.
3. Supply all machinery and fuel needed for the aforementioned tasks.
4. Give training to two representatives of Patchway Cricket Club in the use of the mower.
5. Allow Patchway Cricket Club representatives to mow and mark the cricket outfield if the following applies:
 - i. Patchway Town Council cannot provide a member of staff.
 - ii. If there is any dissatisfaction with the playing surface, raised to the Town Clerk.
6. Insure all volunteers accordingly in line with the aforementioned tasks.
7. Invoice, seasonally, Patchway Cricket Club for the sum of £1350.

Patchway Cricket Club Will:

1. Cut and maintain the cricket square.
2. Ask permission for use of the Council's fuel.
3. Maintain their own machinery to a good standard.
4. Nominate three representatives to be trained in the use of a ride-on mower.
5. To ensure adequate insurance cover is obtained for their activities.
6. Be available to mow and mark the outfield with the minimum of two days' notice.
7. Pay the seasonal fee in accordance with the designated terms.

This agreement, upon being signed, will represent a contract between Patchway Town Council and Patchway Cricket Club whereby both parties retain responsibility for the aforementioned activities.

X

On Behalf of Patchway Town Council
Town Clerk

X

On Behalf of Patchway Cricket Club
Chairman



PATCHWAY TOWN COUNCIL

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Terms and Conditions for the use of Grass Pitches

1. Match fees will be payable, one month in arrears, payable in 30 days. No VAT will be charged. You may not be able to partake in the match if your pitch fees become overdue.
2. All bookings must go through the Patchway Town Council office and not via any of the Ground Staff or Councillors. Any games which have not been booked through the Patchway Town Council office will not go ahead and if the game is played, will be charged at the standard rate.
3. Alternative dates will be allocated by the Council to a team for matches cancelled due to weather conditions only. Matches can be re-arranged through the council office, if the pitch required is available. If a game is cancelled by the Council, this will be reflected on your invoice. No monies will be refunded unless in exceptional circumstances.
4. A nominated person by the Council will be the sole judge as to the fitness of the pitch for play and his decision shall be final and irrevocable. For Gloucester County League matches, the referees can request to inspect the pitch and make the judgement. This for GCL games is the best possible route and the council will allow the referee to make the decision in most cases. On the weekends, a representative of the Council may be available to assess the condition of pitches prior to kick off.
5. Teams will obtain adequate indemnity from a reputable insurance company for any claims that may arise out of their use of the ground or buildings, which are not attributable to negligence on the Council or any of its employees. The Council considers that £2m public liability insurance would be adequate. A copy of your policy must be provided before the season commences.
6. The football season will commence on the main pitch in August and on the top and bottom pitch in September. The season will finish at the end of April or as notified. Regular summer training use of the grass pitches from April to August is strictly by prior permission from the Council at the agreed fees.
7. Goalposts need to be removed from the compound and erected in sockets provided. At the end of each match goalposts are to be removed, redeposited in the compound and locked into position unless you have been informed to the contrary (i.e. another team is waiting to use the pitch). All borrowed equipment, i.e. corner flags, nets will be returned at the conclusion of your game. It is the hirer's responsibility to ensure all equipment is put back correctly at the end of a game. If any equipment is damaged or is lost, the team who used it will be held responsible for replacing the items.
8. Teams will be responsible for unlocking and locking changing rooms where applicable and responsible for any damage or costs incurred by the Council by failing to do so.



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Callicroft House, Patchway, Bristol, BS34 5DQ

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Terms and Conditions for the use of Grass Pitches

9. If no other team is waiting to use the facilities, ensure that all lights are turned off, electric power switched off, windows closed, and all doors locked.
10. Please leave the changing rooms and showers as you would wish to find them. A brush is provided for this purpose. Boots must **NOT** be cleaned in the showers.
11. Smoking is **NOT** permitted in the pavilion. Studded boots or shoes are **NOT** permitted and should be removed before entering any of the pavilions.
12. Teams using the pitches at Scott Park and their supporters must undertake to abide by the By-laws of the Park, particularly as they relate to ***no dogs in the Park*** (to safeguard the health of players) and ***no organised games or training without prior permission. Metal pegs are strictly forbidden and cannot be used under any circumstance. Plastic pegs shall be used for all matches.*** Any club found to be using metal pegs, will be subject to a fine due to the damages the pegs cause to machinery.
14. All hirers will be allowed to train on the football pitches. The weather must be dry, and permission must be obtained from the council in advance of the session.
15. Any changes to fixtures lists supplied must be notified to the Council office as soon as possible. If notification is not received by the Friday morning for weekend fixtures, the Club will be charged for the pitch.
16. In the case of matches called off due to the pitch being unfit, the Club will be informed on Friday and an alternative date for that match will be made at the end of the season unless another pitch is available that day. For Gloucester County League games, the referee can call off the match on the day and has to be subject to the referee's inspection. The referee is the sole person responsible for calling of a match on the day as a result on the inspection of the pitch.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer
Team Name



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Terms and Conditions for the use of The Cricket Nets

1. No bookings may be made by any person under the age of 18 years and every session of hire and/or use **MUST** be supervised by a responsible adult who is either the hirer or an authorised representative of the hirer.
2. The hire charges are defined by Patchway Town Council and are reviewed annually.
3. All hirers are provided a copy of the Booking Form including the Terms and Conditions of hire and for completeness, a copy is available via the website.
4. Patchway Town Council does not provide changing facilities for the use of the Cricket Nets and hirers are advised to make their own provisions for changing.
5. **Players should wear appropriate footwear. No spikes are to be worn at all.**
6. Car parking is available in Scott Park.
7. Users should only walk on the path which has been fitted with streetlights to access the facility and users should not walk across the grass to get to the facility.
8. This facility has been provided for all of the community to use so please be courteous when using the surface.
9. **There will be no food or chewing gum allowed in the facility at all. Any hirer found to be in breach of this will forgo all future hirers.**
10. **Smoking is not permitted, and no alcohol is permitted on the surface at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.**
11. **No food or drink (other than water intended for normal refreshment of players) is allowed in the facility. All water must be contained in plastic water bottles may be taken onto pitch and disposable bottles should be disposed of in the waste containers.**
12. The facility is managed by Patchway Town Council and issues should be reported instantly to office@patchwaytowncouncil.gov.uk.
13. All Hirers (whether present or via telephone/email) must provide sufficient information to constitute a Hire Agreement and must confirm that they have agree to the terms and conditions of hire as made available.



PATCHWAY TOWN COUNCIL

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Terms and Conditions for the use of The Cricket Nets

14. All bookings will be made by an online booking system, administered by Patchway Town Council.
15. All hire fees are payable before use and no use of the pitch will be granted until a payment has been received.
16. If you are unable to fulfil your booking, Patchway Town Council will credit a new session for you rather than refunding the monies owed.
17. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
18. Any dispute relating to the hire of the facility will be referred to the Town Council.
19. Users are expected to respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.
20. Those admitted to the facility must observe the conditions and regulations. The contract of hire will be deemed in force upon receipt of payment and/or use of the facility be signed by at least one adult who must remain on the premises during the contract of hire.
21. No young person, under the age of 16 years without adult supervision are allowed to use the facility.
22. Teams and or clubs making bookings on behalf of their team/club that is a member of a Club and/or League will be deemed to be CRB cleared as this is a requirement of membership of an affiliated Club and/or League.
23. All bookings must be paid for in advance. The payment method should be agreed at the time of booking.
24. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings.
25. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
26. Patchway Town Council will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Scott Park. Anyone entering or using the facility does so at his or



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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Terms and Conditions for the use of The Cricket Nets

her own risk, and Patchway Town Council accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake any risk assessment of their activities and provide to Patchway Town Council.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer
Team Name

CONSULTATION RESULTS

At the February meeting of Patchway Town Council, it was agreed to ask the public what they wanted as a means of access to the Norman Scott Park Pavilion. The consultation ran for three weeks both online and in paper form, with 26 responses received.

The pack has been put together to show Councillors what their residents want and to ensure that any needs are met.

If Patchway Town Council were to remove the lift and create an alternative means of access, the Council would need to submit a non-material amendment to the planning permission to South Gloucestershire Council .

The current 'ramp' does not meet accessibility requirements and would need to be modified. The Officers have contacted the contractors who worked on the building to see what would need to be done to modify the existing ramp.



CONSULTATION RESULTS



Advice from Tom Partridge – Architect of the Norman Scott Park Pavilion

"I would need to set it out accurately, but it appears as though three ramps at 1:15 gradient could meet the requirements of the building regulations to provide level access to the building – albeit to the terrace doors. There would be considerable disruption during the works, but it would enable the lift to be decommissioned."

"I'd suggest brick walls to separate each ramp. The walls could be built up to match the height of the brick work to the entrance platform (worst case for cost?), with tarmac flights and paving slab landings.

With respect to design fees, I would suggest a fee of £ 750.00 + VAT for the detailed design of the ramp and associated alterations with the removal of the platform lift."



ent

admin."

ht

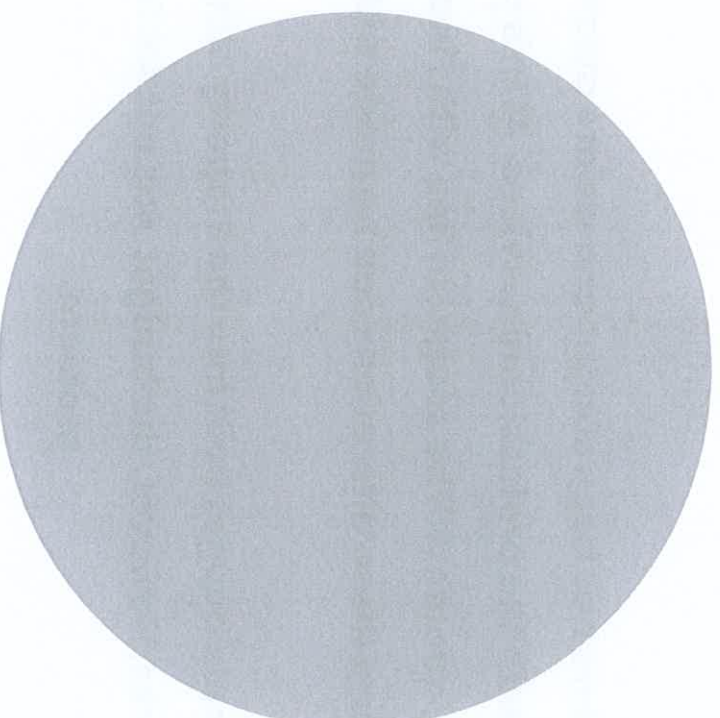
problem.



ARE YOU A RESIDENT OF PATCHWAY?

26 people responded to the consultation question.

We asked all respondent's if they live in the Patchway area.



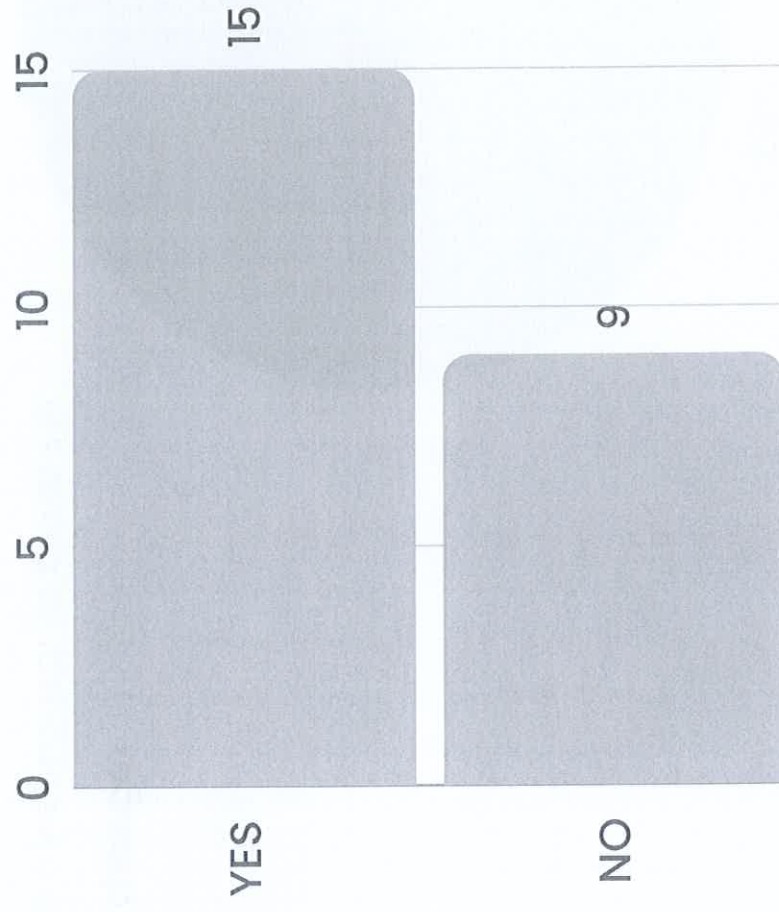
YES
100%



ARE YOU A REGULAR USER OF THE PAVILION?

26 people responded to the consultation question.

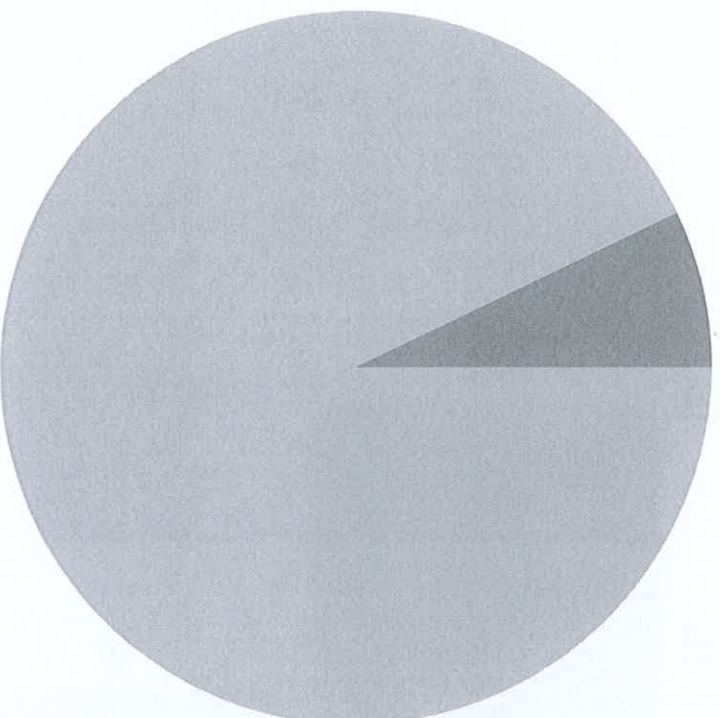
We asked all respondent's if they used the Pavilion, in any form, on a regular basis



ARE YOU A REGULAR VISITOR TO NORMAN SCOTT PARK?



NO
7.1%



YES
92.9%

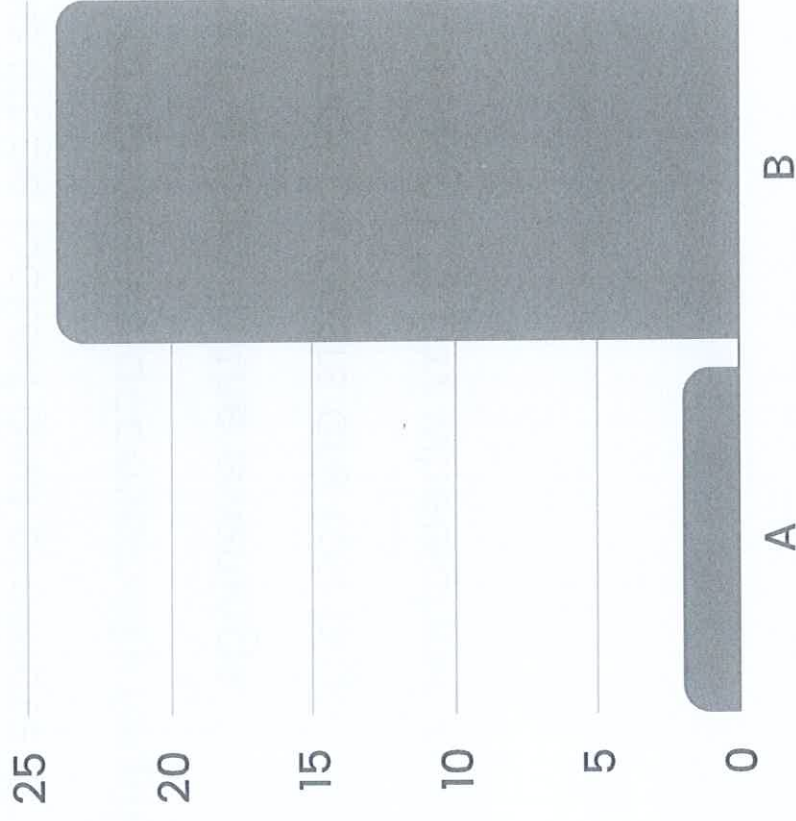
26 people responded to the consultation question.
We asked all respondent's if they visit Scott Park

regularly.



SHOULD THE ACCESSIBLE LIFT BE.....

- A – Repaired with an ongoing maintenance budget
- B – Removed and accessible access created via a ramp instead.



SUMMARY OF COMMENTS MADE



Do the CCTV cameras work?

Can the lift be locked and protected?

Ensure any new ramp meets accessibility requirements

Lock the park in the evenings.

Maintenance costs are too high.

The lift doesn't fit my wheelchair in.





FRIENDS OF PATCHWAY TWINNING
Callicroft House, Patchway, Bristol, BS34 5DQ

Friends of Patchway Twinning

The minutes of a meeting of the Patchway Twinning Association on Wednesday 28th February 2024 at 5.30pm at Callicroft House, Rodway Road, Patchway.

Present: Jon Watkins (Deputy Town Clerk), Cllr Elaine Martin, Paul Martin, Sylvaine Jestin, Alex Seaman

1. Welcome and Introductions.

Deputy Clerk welcomed everyone to the meeting.

2. Apologies for absence.

Lucy Hamid, Cllr Angela Morey

3. Clermont students / teachers visit to Patchway on 27th March update

Deputy Clerk updated on arrangements for the visit of 43 students and 3 teachers from College Du Salagou, Clermont-l'Hérault on 27th March 2024 with civic welcome breakfast at Callicroft House, a day at Patchway Community School, and a supper at Snack Attacks in the evening. Breakfast and supper to be attended by councillors and twinning representatives as confirmed with the Deputy Clerk.

4. Gauting students to Patchway – 12th – 17th May 2024

Deputy Clerk updated on the programme for week:

- Sunday – arrive in evening, welcome arrangements to be confirmed when arrival time confirmed by Gauting visitors.
- Mon – Thurs: Students undertake work experience at Callicroft Primary School, Coniston Primary School and Patchway Community School.
- Mon evening: Visitors at 3G pitch with FACE Charity Youth Group and supper at Snack Attacks
- Tues evening: Visitors at FACE Youth Club
- Weds evening: Sightseeing with hosts
- Thurs: Trip to Cribbs Causeway with dinner at Mulligans
- Fri: Visitors return to Gauting

Hosts for three boys from Gauting urgently required for 12th – 17th May.

Patchway is Twinned with Clermont l'Hérault and Gauting.





FRIENDS OF PATCHWAY TWINNING
Callicroft House, Patchway, Bristol, BS34 5DQ

5. Patchway Community School to Gauting – 3rd – 6th June 2024

Deputy Clerk updated that dates had been amended due to a change of date of a compulsory GCSE exam for PCS students on Friday 7th June.

Final arrangements are being made for the 8 PCS students with work experience at local Gauting schools, a hotel and the tourist information office. Hosts have been arranged for all students and the two teachers.

6. Friends of Patchway bank account / Almondsbury Charity rebate to Council for Gauting visit

A cheque for £1188.95 from Almondsbury Charity has been received by the Friends of Twinning for purchasing air fares to be banked asap and monies refunded to the Council before 22 March. A further application for £311.05 has been submitted to Almondsbury Charity to support the coach travel fares between Bristol and London Gatwick.

7. Date of the next meeting.

Wednesday 1st May at 6pm at Callicroft House

Patchway is Twinned with Clermont l'Herault and Gauting.



Deputy Clerk

From: Clerk
Sent: 05 March 2024 21:58
To: Angela Morey; Dan Fry; Dayley Lawrence; Denise Lansdown; Elaine Martin; Eric Gordon; Jenny James; Keith Walker; Ken Dando; Natalie Field; Perter Knight; Roger Loveridge; Sam Scott; Toni Scott
Cc: Deputy Clerk
Subject: Fw: Greenprint Livelabs Project / 14 March briefing (Teams)
Attachments: Greenprint Live Labs 2 FAQs December 2023.pdf; Patchway.xlsx

All,

For information.

Best Wishes,

Jack Turner B.A (Hons), Cert. CiLCA, PSLCC.
Locum Clerk

Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol
BS34 5DQ

01454 868530
Clerk@Patchwaytowncouncil.gov.uk

From: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Sent: 05 March 2024 10:46
To: Roger Loveridge <roger.loveridge@patchwaytowncouncil.gov.uk>; Perter Knight <peter.knight@patchwaytowncouncil.gov.uk>; Natalie Field <Natalie.Field@patchwaytowncouncil.gov.uk>; Elaine Martin <elaine.martin@patchwaytowncouncil.gov.uk>; Jenny James <Jenny.james@patchwaytowncouncil.gov.uk>; Patrick Cottrell <patrick.cottrell@patchwaytowncouncil.gov.uk>
Cc: Clerk <clerk@patchwaytowncouncil.gov.uk>
Subject: Greenprint Livelabs Project / 14 March briefing (Teams)

Dear Councillors,

South Gloucestershire Council is part of a national Greenprint innovation project to investigate potential new ways grass cuttings could be used, including producing biogas, biomethane fuel for vehicles and an additive for asphalt road surfacing material called biochar. See attached information sheet.

Following Year 1 of the 3 year project being run successfully in Yate, it is being rolled out to other council areas, including proposed for Patchway.

Main points:

- It is a 3 year innovation project testing 'cut & collect' of grass to increase biodiversity and using cut grass to feed into biochar / methane etc through the facility at Avonmouth, reduction of carbon.
- Decreases grass cutting on project plots from 8-10 cuts p/year to 4-5 p/year with longer grass in between cuts. SGC have new equipment for the 'cut & collect' process.
- Potential plots have been identified on the map at https://maps.southglos.gov.uk/Map2/Map.aspx?mapName=PC_VERGES_MAP_31. It is estimated the identified plots are 60% PTC, 40% SGC.
- The project team would provide residents communications to explain the project / why grass is being collected & not left including flyers with cutting teams, website, press release, social media.
- Outcome of the project could lead to wider national roll-out, or it doesn't continue, as is results dependent.

In this Year 2 of the project, the officers recommendation is for all the South Gloucestershire Council cutting areas identified to be used for the trial, and additionally the whole of Highwood Road (central reservation / Patchway verge side) which is currently cut by the PTC groundstaff. This would represent approximately half of Patchway and include all the larger green spaces being used for the project.

You are invited to a briefing from the project team over Teams on Thursday 14th March (12 – 1pm) which I will forward as a diary invite:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Best Wishes, Jon

Jon Watkins

Deputy Town Clerk and Responsible Finance Officer (RFO)

Patchway Town Council

Callicroft House

Rodway Road

Patchway

Bristol

BS34 5DQ

Patchway Town Council Office: 07903 628422

Deputyclerk@patchwaytowncouncil.gov.uk



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Please note that we may intercept, monitor and store emails for the purposes of ensuring compliance with law, our policies and for audit purposes.

What is Greenprint?

Greenprint is an innovation project which will investigate potential new ways grass cuttings could be used, including producing biogas, biomethane fuel for vehicles and an additive for asphalt road surfacing material called biochar.

It is hoped the Greenprint project will reduce the council's carbon footprint, encourage wildflowers, help insects to thrive and allow the soil to store more carbon.

We are working in partnership with West Sussex County Council on the project.

What is Live Labs 2?

Greenprint is part of ADEPT Live Labs 2: Decarbonising Local Roads in the UK, which is a three-year, UK-wide £30 million programme funded by the Department for Transport, (DfT), that aims to decarbonise the local highway network.

Visit the ADEPT Live Labs 2 website for more information. Go to <https://www.adeptnet.org.uk/livelabs2>.

How much is this project costing the council?

Greenprint has been awarded £4 million by ADEPT Live Labs 2.

Where is the funding coming from?

The funding is from the Department for Transport and does not impact on funds available in South Gloucestershire for other council services.

Why not spend the money on potholes?

The financial restrictions on public spending mean that capital funding from Government (this funding opportunity) cannot be used for funding bus services, filling potholes or other council areas such as social services, education or libraries.

Transport is responsible for over a quarter of carbon dioxide emissions in the UK. Innovation in transport decarbonisation has focused primarily on the tailpipe through promoting modal shift, behavioural change and technological advancement. Much more focus needs to be dedicated to decarbonising road construction and maintenance. Approximately £2 billion is spent every year on maintaining our local highway assets with additional spending on building new local infrastructure assets - all of which have a significant carbon impact. Live Labs 2 will address embedded and hidden carbon from specification and procurement, through construction, delivery and operation to decommissioning and reinstatement.

How will the project drive innovation?

Live Labs 2 has been designed to stimulate innovation amongst local government, commercial and academic partners, suppliers and specialists. Innovation can be risky for local highway authorities, which is why the DfT have agreed to fund the programme within the parameters set by ADEPT, ensuring robust monitoring of the outcomes.

How long will the project last?

The project will last three years.

How will the project work?

We will use new machinery to cut and collect grass from highway verges and other green spaces. The grass will be mixed with the council's food waste and taken to an energy-from-waste plant where the mixture will be subject to a process called anaerobic digestion.

Reducing the frequency of grass cuts is also a key element of the trial as this encourages greater biodiversity and increases the levels of carbon stored in the soil.

Where are you doing this?

During 2023 we carried out a pilot in selected areas of Yate.

Working with Yate Town Council we identified plots of grass that could be cut less often, and the grass removed.

What about other places?

We hope to be able to roll this new way of managing our grass areas out to other towns and villages next year. Before we do this, we would engage with town and parish councils.

Will I notice a difference?

Because we are cutting the grass less, the grass will grow more between cuts. We are also removing the grass after we've cut it. We will also be removing the clippings.

Why are you cutting the grass less often?

We are moving to a different way of managing some grass areas to reduce our carbon footprint.

Reducing the frequency of grass cuts encourages greater biodiversity and increases the levels of carbon stored in the soil.

Allowing the grass to grow longer between cuts means when we do cut, we will have more to send to the energy-from-waste plant for the production of biofuel.

How often will you be cutting the grass?

Areas of grass are usually cut eight to 10 times a year. Under this new way of managing our grass areas the number of cuts will be reduced to between four to five cuts a year.

Why are you removing the grass?

Collecting up the grass clippings after each cut will slowly reduce soil fertility. As the grass is weakened the wildflowers will have more of a chance to thrive increasing biodiversity.

Changes to plants and soil will take several years. Studies have shown that improvements continue year on year; and a great meadow can take 100 years to form. Many wildflowers are now very rare. Insects are under threat. Soil carbon is important. Our changes will help the environment.

Where will you be taking the grass?

The grass will be added to household food waste at a local Recycling Centre and then transported to the Geneco energy-from-waste plant at Avonmouth to produce biofuel.

Is this just to save money?

This new way of managing our grass areas is about finding new and innovative ways to reduce our carbon footprint and is part of our Climate and Nature Emergency action plan. The objectives of the project are:

- Achieve net zero
- Ensure an integrated 'ecosystem approach', knowledge sharing and scalability
- Deliver financial savings
- Collaborate across the sector
- Ensure customer satisfaction
- Increase biodiversity

Won't this use more petrol/diesel?

We believe this scheme will save energy. We are committed to phasing out fossil fuels and when electric mowers and lorries are available, we will swap to these. We already use some small electric battery mowers and trimmers. We already have an electric pool car fleet. Fuel usage will be monitored during the project and compared with existing consumption to determine any savings made.

Will you plant new wildflowers?

We will monitor this but, in many cases, we expect the wildflowers to arrive naturally or already be there. We are also working with other local authorities (like Dorset) and learning from their experiences in this area.

How will you know whether the project has been a success?

To help assess whether the project has been successful, the impacts will be measured within the following categories:

- Carbon
- Sector Impact
- Behavioural Change
- Customer Satisfaction
- Social Value
- Cost

- Biodiversity

Could this new trial become permanent?

The trial will last three years, and this will be followed by a further five years of monitoring of the environmental benefits, impact, and costs. This information, as well as feedback from the community, will be used to decide whether to make the changes permanent. No date has been set for this decision.

Will you be cutting the existing roadside nature reserves or existing wildflower meadows more often?

No, these will stay with a late summer cut.

How can I provide feedback?

If you have any questions or comments, you can email the team at climate.emergency@southglos.gov.uk or call 01454 868000.

Where can I get more information?

People wanting to know more can go online to www.southglos.gov.uk/greenprint.