



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

Saturday 11th November 2023

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 Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott, Cllr Isobel Walker and Cllr Roland Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 21st November 2023 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

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

AGENDA

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 10th October 2023 and to receive the Clerk/RFO's report for this meeting.
5. To note any decisions made under the scheme of delegation or delegated authority, under Financial Regulations for September 2023.
6. Patchway Town Council Finance.
 - a) To approve the expenditure report for November 2023.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for October and November 2023.
 - c) To note that a donation of £500 has been received towards Civic Regalia.
 - d) To note that a donation of £227.50 has been made to the Royal British Legion.
 - e) To note the costs of the Local Election in May 2023.

Patchway is Twinned with Clermont l'Herault and Gauting.





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7. To consider the public consultation results to Patchway Town Council's Three-Year Plan and to approve the plan that has been derived from the consultation.
8. To consider the change of scope of a grant award to Mama's Bristol.
9. To elect a Councillor to replace Cllr Roland Walker on the Almondsbury Joint Burial Committee.
10. To consider the proposal from Cllr Daniel Fry on creating a 'Mental health awareness' evening at The Casson Centre.
11. To note the assets that have been formally handed over to Charlton Hayes Parish Council.
12. To consider Patchway Town Council's response to the following South Gloucestershire Council's consultations (Click the link to view the consultation)
 - a) [A38, Alveston Hill and Bradley Stoke Way active travel improvements.](#)
 - b) [Library Savings Consultation.](#)
 - c) [South Gloucestershire Council Budget 2024/2025.](#)
 - d) [Changes to late night street-lighting to cut our carbon emissions and reduce our spend on energy.](#)
 - e) [Waste less, recycle more consultation.](#)
13. 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) Patchway Community Hub – Monthly review.
 - e) Almondsbury Joint Burial Committee.
 - f) Alderman Scott Awards.
 - g) The Parade Underpass update.
 - h) South Gloucestershire Playscheme.
 - i) Coniston Community Association.
 - j) Patchway Library Summer Reading Challenge review.
 - k) The reduction in grants available from South Gloucestershire Council.
 - l) Highwood Ward Community Neighbourhood Watch.
 - m) Avon Local Council's Association 2023 AGM Minutes.

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14. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16th January 2024 at 7pm at Callicroft House.
15. **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.**
16. To consider the revised Licence Agreement for the Norman Scott Park Pavilion Café.
17. To consider the recommendations from the Personnel Committee meeting held on Thursday 16th November 2023.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 10th October 2023 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr D Lawrence (Chairman), Cllr J James, Cllr P Knight, Cllr R Loveridge, Cllr E Gordon, Cllr E Martin, Cllr P Cottrell, Cllr A Morey and Cllr K Dando (19:04).
In attendance:	J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk and RFO)
Absent:	None.
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.

10/10/2023 - No 1. To receive questions from members of the public present.

None received.

10/10/2023 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr R Walker (holiday), Cllr I Walker (holiday), Cllr N Field (other commitments), Cllr S Scott (holiday), Cllr T Scott (holiday) and Cllr D Fry (personal issue).

10/10/2023 - 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.

10/10/2023 - No 4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 19th September 2023 and to receive the Clerk/RFO's report for this meeting.

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes as a true and accurate record. The report and its content were also unanimously agreed.

Cllr K Dando entered the meeting (19:04).

10/10/2023 - No 5. To note any decisions made under the scheme of delegation or delegated authority, under Financial Regulations for September 2023.

None received for September 2023.

10/10/2023 - No 6. To note the minutes of the Finance Committee Meeting held on Tuesday 3rd October 2023 and to approve the following recommendations:

- a) To approve that Patchway Town Council moves to the next stage of the formal budget setting process for the 2024/2025 financial year.

RESOLVED: It was unanimously agreed to approve the recommendation. The minutes were noted.

10/10/2023 - No 7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee Meeting held on Tuesday 3rd October 2023.

The minutes were noted.

10/10/2023 - No 8. Patchway Town Council Finance.

a) To approve the expenditure report for October 2023.

RESOLVED: It was unanimously agreed to approve the expenditure report for 2023 and to authorise the payments as below.

Lucy Hartland-Mann	Outdoor performers for Music to Fireworks event on 4 November	£	600.00	£	-	£	600.00	10-23-009
GB Sport & Leisure Ltd	Supply & install Madeira Combi Unit for Scott Park Play Area	£	28,046.70	£	5,609.34	£	33,656.04	10-23-010
National Association of Local Councils	Town Clerk vacancy advertisement	£	100.00	£	20.00	£	120.00	10-23-011
Avoncrop Amenity Products	Loam and grass seed for cricket pitch post season maintenance	£	542.00	£	84.80	£	626.80	10-23-012
DCK Accounting Solutions Ltd	Accounting assistance and posting - September 2023	£	292.50	£	58.50	£	351.00	10-23-013
Limitless Security Ltd	6 x security guards for Music to Fireworks event on 4 November 2023	£	610.50	£	122.10	£	732.60	10-23-014
Amazon Business	Hi viz tee shirts for groundstaff	£	32.58	£	6.52	£	39.10	10-23-015
Jon Watkins	Expenses for postage and Play Area software credits	£	88.50	£	17.60	£	106.10	10-23-016
Murray Hire Centres Ltd	Chainsaw equipment	£	79.00	£	15.80	£	94.80	10-23-017
Prolific Solutions South West Ltd	Photocopier printing - September 2023	£	102.06	£	20.41	£	122.47	10-23-018
BDO LLP	Limited assurance review for y/e 31/3/2023 (external audit)	£	2,520.00	£	504.00	£	3,024.00	10-23-019
ADTXtremeClean Ltd	NSP Pavilion cleaning - September 2023	£	180.00	£	-	£	180.00	10-23-020
JoJo Sparkles Childrens Parties	Balloon Making & Magic at Music to Fireworks event on 4 November 2023	£	185.00	£	-	£	185.00	10-23-021
Avon Local Councils Association	Budgeting for Clerks and Finance Staff training	£	30.00	£	-	£	30.00	10-23-022
Avon Local Councils Association	Year End & Audit training for Deputy Clerk	£	30.00	£	-	£	30.00	10-23-023
Avon Local Councils Association	Year End & Audit training for Clerk	£	30.00	£	-	£	30.00	10-23-024
Avon Local Councils Association	The Role of Internal Audit training for Deputy Clerk	£	30.00	£	-	£	30.00	10-23-025
Amazon Business	4 x recycling bins for Callicroft House and Casson Centre	£	67.45	£	13.50	£	80.95	10-23-026
Cordell Health Ltd	Staff support training sessions	£	360.00	£	-	£	360.00	10-23-027
Origin Amenity Solutions	Nozzles for pitch line markers	£	9.20	£	1.84	£	11.04	10-23-028
Steve Sollars	Medic cover for Fireworks to Music on 4 November	£	165.00	£	-	£	165.00	10-23-029
Amazon Business	60 x loo rolls for Callicroft House and Casson Centre	£	15.82	£	3.17	£	18.99	10-23-030
Amazon Business	10 x reams of paper	£	33.50	£	6.70	£	40.20	10-23-031
Kadine Sutherland	Cleaning at Casson Centre and Callicroft House - September	£	240.00	£	-	£	240.00	10-23-032
		£	-	£	-	£	-	
	Total for October Council		£34,389.81		£6,484.28		£40,874.09	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for July, August and September 2023.

RESOLVED: It was unanimously agreed to note the reports. It was noted that any issues can be referred to the RFO or the Finance Committee.

c) To note the outline budget for the 2024/2025 Financial Year.

The budget document was noted.

d) To consider the hire charges for the 2024/2025 Financial Year for all Patchway Town Council facilities.

The RFO spoke on this item. The report from the officers outlined a small 5% increase on grass pitch hire as well as hire of The Casson Centre for the forthcoming next financial year. The reason for the increase would be to offset growing fuel costs.

RESOLVED: It was unanimously agreed to approve the hire charges for the next financial year as below:

APPROVED Hire Charges for 2024/2025 – Only showing changed facilities.

Facility	Proposed 2024/2025 rate
The Casson Centre	£17.30 per hour community rate. £23.20 per hour standard rate.
Football Pitch	£105 per adult game £47.50 per youth game
Cricket Pitch	£1984.50 per season

10/10/2023 - No 9. To note the External Auditor’s report for the financial year ending March 2023 and to action any recommendations from this report.

The Council noted that the report which had no recommendations arising from the External Audit and was completely clear for this the previous financial year.

CLr A Morey proposed a vote of thanks to all Councillors and Officers who have helped to achieve this position. This was seconded and taken to a vote.

RESOLVED: It was unanimously agreed to thank all Officers and members for their assistance within the previous financial year.

10/10/2023 – No 10. To consider the quotation report in relation to payroll services for Patchway Town Council.

The Council received the quotation report, which detailed the three quotations.

RESOLVED: It was unanimously agreed to award the contract to South Gloucestershire Council for a one-year period for the annual fee of £503.20 for the first year and a fee of £403.20 thereafter.

10/10/2023 – No 11. To consider the quotation report in relation to electric monitoring devices at Norman Scott Park Pavilion.

The Council received the quotation report which outlined quotations for electric monitoring devices as well as one quote from preferred supplier, J & Sons Electrical Services, for a sub-meter for the back room of the café. Quotes for electric monitoring devices would be revisited at a future date.

RESOLVED: It was unanimously agreed to go back out to get quotes from the companies for a sub-meter with a limit of 7 days (to 18th October 2023) and to delegate authority to the RFO to incur expenditure on this matter. All quotes will be sent to all Councillors for transparency.

10/10/2023 – No 12. To consider the recommendation report from the Grants Working Party.

The RFO presented the report to the Councillors and the grants that had been applied for were presented to the Council.

RESOLVED: It was unanimously agreed to approve the recommendations, with conditions, as set out below:

<u>Organisation</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Southern Brooks Community Partnerships	Diwali Workshop Funding	£500	RECOMMENDED FOR £250 subject to confirmation of adequate total project funding from other parties including South Gloucestershire Council, Charlton Hayes PC, Stoke Lane PC, Bradley Stoke TC, District Councillor MAF funding, Avon Indian Community Association.
2. Mama’s Bristol CIC	Stay and Play Lunchboxes. Due to timing of application, this has changed to free winter warmer goodie bags for families.	£500	RECOMMENDED FOR £250 subject to a 1-2 day Council supported residency at the Casson Centre in winter 2023 to ensure direct delivery and local access for Patchway residents.

10/10/2023 – No 13. To adopt the following unchanged policies:

- a) **Statement of Training Intent.**
- b) **Staff Appraisal Scheme.**

RESOLVED: It was unanimously agreed to adopt the policies.

10/10/2023 – No 14. To consider a proposal from local community artist, Katie Hanning, in relation to any Patchway Town Council land that could be used as an ‘Creative Arts Space’.

The Council considered the proposal from the community artist. The proposal was praised and the consensus was that it would be a great thing for Patchway.

It was agreed to refer this to the Parks, Open Spaces, Planning and Transport committee and agreed to invite Katie Hanning into the January meeting the Parks, Open Spaces, Planning and Transport meeting for further discussion.

10/10/2023 – No 15. To consider a proposal from YPB Events LTD for a half marathon and 10k in Patchway and the surrounding areas in 2024.

The Council noted the proposal. It was agreed that it was a good proposal and Cllr P Knight raised that he wanted to ensure that Patchway Town Council are covered on all liabilities and ensure that the company have measures in place for the event. It was noted that South Gloucestershire Council as well as neighbouring Council’s would need to give permission for the event to go ahead. The Chairman commented that there would be a good income stream for this event for Patchway Town Council.

RESOLVED: It was unanimously agreed to approve the permission in principle subject to the correct insurance, risk assessments and safety measures being demonstrated by the company.

10/10/2023 – No 16. To consider Patchway Town Council’s response to South Gloucestershire Council’s consultation on ‘One Stop Shops’.

The Council considered the proposal. The proposal would be changing the opening times from 08:45 to 09:00 each day, where the One Stop Shop is open. It was noted that the consultation had been shared by Patchway Town Council.

RESOLVED: It was unanimously agreed to respond with no objections to this consultation.

10/10/2023 – No 17. To consider Patchway Town Council’s response to South Gloucestershire Council’s consultation on ‘Polling districts and polling places’

The Council considered the proposal.

RESOLVED: It was agreed by a majority with two abstentions, that individual Councillors should respond and the residents should be encouraged to respond rather than the Town Council responding.

10/10/2023 – No 18. To note the outcome of the consultation from South Gloucestershire Council on a ‘Waiting Restriction Review for Patchway’.

The Council noted the outcome of the review.

10/10/2023 - No 19. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

The Council noted the email report from Cllr I Walker on the progress on the underpass at The Parade.

- b) **Patchway Town Council Events.**

The Council noted the report. The Firework event was going to be a successful event with income now exceeding £3000.

c) Patchway Remembrance Day Parade and Service.

The Council noted that the parade will muster at The Parade and walk down to Scott Park around 10:30am for the service on Sunday 19th November 2023.

d) Patchway Town Council's Three-Year Plan.

The Council noted that the consultation closes at the end of October and a report will be issued for approval at the next meeting of the Town Council.

e) Friends of Patchway Twinning Group.

The Council noted the update report as below.

Although there hasn't been a Friends of Patchway Twinning meeting recently there was a tri-national zoom meeting held and plans for 2024 were discussed. Patchway Town Council are now the active partner in the Civic function of Twinning and the Friends of Patchway Twinning Group are there to assist the Town Council. The exchange in 2023 was hugely positive for all involved with regards to the young people who attended however the programme of events was put together to welcome them after 5 years of no-one attending due to COVID. This doesn't need to be replicated each visit. Please note that there are NO Civic exchanges planned for 2024 due to the large celebrations held in 2023. There is a big focus on youth within 2024.

1. 22/04/2024 - 28/04/2024 visit from Clermont to Patchway: 24 students aged 13-14 and three teachers.

From discussions held with our counterparty in Clermont, they have made plans to explore Bristol and surrounding areas. They will spend one day at Patchway Community School and are in dialogue with the school directly.

PTC Involvement: *Civic welcome at Callicroft House with Mayor, Town Councillors, Chair of South Gloucestershire Council, Freeman of Patchway and Friends of Patchway Twinning. A lunch provided for all and maybe a talk given about Patchway. Budget of around £300 required.*

2. 29/04/2024 - 06/05/2024 Visit from Patchway to Gauting: 10 students and two teachers.

The officers of Patchway Town Council have secured a grant for £1500 from Almondsbury Charity for this exchange. The students will take part in work experience in different sectors. The school is liaising with Town Council staff over dates and who will take part.

PTC Involvement: *Apart from the initial booking and linking the schools, no direct involvement.*

3. Spring 2024 - Visit from Gauting to Patchway: 10 students and two teachers from Gauting.

The dates are yet to be confirmed but likely to be in May/June 2024.

PTC Involvement: *Civic welcome at Callicroft House with Mayor, Town Councillors, Chair of South Gloucestershire Council, Freeman of Patchway and Friends of Patchway Twinning. A lunch provided for all and maybe a talk given about Patchway. Budget of around £300 required.*

4. Spring 2024 – Presentation of Patchway Town Council Twinning Award

The Patchway Twinning Trophy is awarded for achievement within the Modern Foreign Languages at our local Primary and Secondary schools. The award celebrates high levels of performance and progress when learning a new language.

PTC Involvement: Mayor to present award with £20 gift card as a token prize.

RESOLVED: It was unanimously agreed to increase the amount of the gift card for the Twinning Trophy from £20 to £50.

f) Monthly Town Council Newsletter delivery scheme.

The Council noted an update and Councillors were requested to assist with this scheme, wherever possible. There have been around 15 residents in the last month who have taken up the offer. It was agreed to put a note in all noticeboards informing residents about the Town Council scheme. Cllr R Loveridge and Cllr D Lawrence offered to assist with the deliveries.

g) Patchway Community Hub – Monthly Review.

No update was given as the provision remains closed.

h) Almondsbury Joint Burial Committee.

Cllr K Dando provided an update on the change of solicitors and talks are still ongoing.

i) Youth Work Working Group.

The Council noted the minutes of the meeting.

j) Patchway PN Meeting.

The Council noted the minutes of the meeting.

k) Town and Parish Council Forum.

The Council noted the date of the next meeting as Tuesday 14th November at 5:30pm.

l) South Gloucestershire Council's autumn engagement programme.

The Council noted the update from South Gloucestershire Council.

m) Changes to local bus services in Patchway.

Cllr E Gordon raised some issues of local residents about the decline of the bus services in Patchway. Cllr E Gordon proposed that the Town Council write to the lead member for transport on South Gloucestershire Council as well as a person of authority from the relevant bus companies. Cllr E Martin commented that residents have complained to her about the changes in these bus services and how they are negatively impacting our residents. Cllr P Knight commented that the Parks, Open Spaces, Planning and Transport committee were setting up a working group to investigate the funding for community transport from WECA.

RESOLVED: It was unanimously agreed for the Deputy Town Clerk to write to South Gloucestershire Council's Lead Member for Transport on this matter and to invite them to a future meeting as well as any other interested parties.

n) **Alderman Scott Awards.**

The Council noted that the replacement trophy had arrived and a date will be worked on with Patchway Community School for an award evening in the summer term.

10/10/2023 - No 20. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 21st November 2023 at 7pm at Callicroft House

The next meeting date was noted.

10/10/2023 - No 21. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

RESOLVED: It was unanimously agreed to exclude the public and the press for the below items.

10/10/2023 - No 22. To consider if Patchway Town Council wishes to review the License Agreement for the Norman Scott Park Café and if yes, the steps required to achieve this.

The Council noted that Snack Attacks had attended the October Finance Committee to present their accounts and current financial position of the café at the Norman Scott Park Pavilion. It was noted that café was a great community asset for Patchway and that a small increase would be affordable as well as the full rebate of all electric used.

It was proposed that the rent would be increased by 5% for new license year and this was seconded.

RESOLVED: Upon being taken to the vote, it was agreed by a majority of four to break the license agreement to re-negotiate the rent at an 5% inflationary increase with Snack Attacks for the forthcoming license period. It was further unanimously agreed that any electric rebate could be repaid over a number of months, for electric used in previous periods. This would be billed as an estimate once the sub-meter is in. The Council noted that the utilities were dealt with under the services agreement, which forms a separate part of the license agreement.

10/10/2023 - No 23. To receive the Locum Clerk's notice to end contract from January 2024.

The notice was noted with the end of December being the end of the period.

Cllr P Knight raised concerns over finding a new permanent or even a Locum Clerk in the short-term period due to the competitiveness of the current sector.

Cllr P Knight proposed to approach the current Locum Clerk to assist the Council on the same terms currently (10 hours per week at £30p/h) on a rolling one-month contract with an agenda item each month to review the current position. Cllr D Lawrence commented that the Locum Clerk was a contractor and was answerable to Full Council as a whole and not the Personnel Committee. The RFO stated that all invoices will come to a Full Council meeting for approval on the above terms.

Cllr R Loveridge stated that there had been previous issues with transparency and the above measures would circumvent this situation in the future.

RESOLVED: It was unanimously agreed to approach J Turner to assist on a rolling month by month by basis from January 2023 and this would be reviewed each month by Full Council thereafter.

10/10/2023 - No 24. To receive an update on the recruitment of a permanent Town Clerk.

The Council received an update. There had been no applications to date with the closing date on Friday.

10/10/2023 - No 25. To consider the recommendation, from the Personnel Committee meeting held on Thursday 14th September 2023, that an advert for an Assistant Clerk be placed following a review of Town Clerk applications in a months' time.

The Deputy Clerk spoke on this item and requested it to be deferred to the next Council meeting for the Personnel Committee to decide what this role is and what it entails at their next meeting.

The Councillors were asked for their thoughts on what the new officer would do and a focus around administration was raised such as invoicing, bookings and assisting with the general administration tasks of the Council.

10/10/2023 - No 26. To receive a nomination for the role of Honorary Freeman of Patchway and any actions required with regards to the presentation of this award.

Cllr D Lawrence nominated JT for his outstanding work to the community of Patchway. This was seconded. *As the minutes have been redacted, please ask the Town Clerk for more information in line with Patchway Town Council's Honorary Freeman policy.*

Cllr K Dando nominated Brian Hopkinson however this was not seconded.

RESOLVED: It was unanimously agreed to nominate JT for the role of Honorary Freeman of Patchway.

The Meeting was closed 20:48.

DRAFT



PATCHWAY TOWN COUNCIL
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Town Clerk and Deputy Clerk & Responsible Finance Officer's Report

Actions from the Meeting of Patchway Town Council on Tuesday 10th October 2023.

10/10/2023 - No 6. To note the minutes of the Finance Committee Meeting held on Tuesday 3rd October 2023 and to approve the following recommendations:

- a) To approve that Patchway Town Council moves to the next stage of the formal budget setting process for the 2024/2025 financial year.**

Derek Kemp of DCK Accounting has been in to discuss the budget and work on the formal budget for presentation in December 2023. The officers do have some questions and amendments on the budget however it is looking likely to be a small decrease in the Council Tax Precept for an Band 'D' average household.

10/10/2023 – No 10. To consider the quotation report in relation to payroll services for Patchway Town Council.

South Gloucestershire Council will be commencing this service from December 2023.

10/10/2023 – No 11. To consider the quotation report in relation to electric monitoring devices at Norman Scott Park Pavilion.

The RFO contacted three companies for quotes, that had originally quoted, and the quotes that were received are below for a simple sub-meter to be installed to monitor the electrics in the additional room in the cafe:

ND Metering Solutions - £1014.68

J & Sons Electrical Services - £700

The quote from J & Sons Electrical Services was approved and the sub-meter will be installed on 13th November 2023.

10/10/2023 – No 15. To consider a proposal from YPB Events LTD for a half marathon and 10k in Patchway and the surrounding areas in 2024.

YPB have confirmed that they have all the correct documents in place and will forward these to the Town Council in the near future.

10/10/2023 - No 19. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

m) Changes to local bus services in Patchway.

The Deputy Town Clerk has arranged a meeting at Callicroft House on 20th November 2023 for Cllr Chris Willmore, Cabinet member for planning, regeneration, and infrastructure at South Gloucestershire, Cllr Elaine Martin and Cllr Eric Gordon to discuss immediate issues with bus services in Patchway.

10/10/2023 - No 23. To receive the Locum Clerk's notice to end contract from January 2024.

The Locum Clerk has responded stating he is happy to accept the offer.

Date: 09/11/2023

Patchway Town Council

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Time: 12:56

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current Bank A/c

User: AEB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	31/10/2023		1,000.00
Reserve A/c	31/10/2023		18,750.85
	31/10/2023		0.00
			<hr/> 19,750.85
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			19,750.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			19,750.85
		Balance per Cash Book is :-	19,750.85
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Swatkins

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 60271.39		

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 31st of October 2023.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			18,750.85
31-Oct-2023		TO 01321218	-4,181.42		18,750.85
31-Oct-2023	INT	31OCT GRS 08631638		141.09	22,932.27
30-Oct-2023		FROM 01321218		356.48	22,791.18
27-Oct-2023		TO 01321218	-1,614.08		22,434.70
26-Oct-2023		FROM 01321218		148.49	24,048.78
25-Oct-2023		FROM 01321218		48.69	23,900.29
24-Oct-2023		TO 01321218	-37,166.55		23,851.60
23-Oct-2023		TO 01321218	-9,626.37		61,018.15
20-Oct-2023		TO 01321218	-5,780.83		70,644.52
19-Oct-2023		TO 01321218	-83.73		76,425.35
18-Oct-2023		TO 01321218	-853.01		76,509.08
17-Oct-2023		TO 01321218	-35,300.04		77,362.09
16-Oct-2023		TO 01321218	-80.85		112,662.13
13-Oct-2023		TO 01321218	-6.98		112,742.98
12-Oct-2023		FROM 01321218		156.92	112,749.96
11-Oct-2023		FROM 01321218		32,133.30	112,593.04
10-Oct-2023		FROM 01321218		142.00	80,459.74
09-Oct-2023		TO 01321218	-87.77		80,317.74
06-Oct-2023		TO 01321218	-70,000.00		80,405.51
05-Oct-2023		TO 01321218	-68,467.78		150,405.51
04-Oct-2023		TO 01321218	-70,476.09		218,873.29
03-Oct-2023		FROM 01321218		2,425.53	289,349.38
02-Oct-2023		TO 01321218	-648.76		286,923.85
		Opening balance			287,572.61
			Totals	-304,374.26	35,552.50

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 961.60		

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
31-Oct-2023	EBP	HMRC, 10-23-007, FP 31/10/23 40, 48024059981358000N	-2,810.68		1,000.00
31-Oct-2023	EBP	AVON PENSION FUND, 10-23-008, FP 31/10 /23 40, 44024101267558000N	-1,350.44		3,810.68
31-Oct-2023	CHG	29SEP A/C 01321218	-20.30		5,161.12
31-Oct-2023		FROM 08631638		4,181.42	5,181.42
30-Oct-2023		TO 08631638	-356.48		1,000.00
30-Oct-2023	D/D	STRIPE, STRIPE-IL7LOCREVF	-49.65		1,356.48
30-Oct-2023	POS	0936 27OCT23 C, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-36.00		1,406.13
30-Oct-2023	POS	0936 27OCT23, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-103.87		1,442.13
30-Oct-2023	BAC	CRAWSHAW A J, 2023 24 115 U8 SL, FP 30 /10/23 0914, 683267054190030101		420.00	1,546.00
30-Oct-2023	BAC	BRAD STK YFC, 2023-24-126, FP 30/10/23 1110, 587449430111030101		126.00	1,126.00
27-Oct-2023	D/D	TOTALENERGIES G&P, 1058913	-34.33		1,000.00
27-Oct-2023	EBP	JON WATKINS, 10-23-016, FP 27/10/23 40, 48024400517893000N	-106.10		1,034.33
27-Oct-2023	EBP	AVON LOCAL COUNCIL, 10-23-022, FP 27 /10/23 40, 16024351963751000N	-30.00		1,140.43
27-Oct-2023	EBP	LUCY HARTLAND-MANN, 10-23-009, FP 27 /10/23 40, 21024344106952000N	-600.00		1,170.43
27-Oct-2023	EBP	AMAZON PAYMENTS UK, 10-23-030, FP 27 /10/23 40, 41024350159111000N	-18.99		1,770.43
27-Oct-2023	EBP	CORDELL HEALTH LTD, 10-23-027, FP 27/10 /23 40, 32024407667564000N	-360.00		1,789.42
27-Oct-2023	EBP	AMAZON PAYMENTS UK, 10-23-026, FP 27 /10/23 40, 37024403644070000N	-80.95		2,149.42
27-Oct-2023	EBP	AVON LOCAL COUNCIL, 10-23-023, FP 27 /10/23 40, 01024408699094000N	-30.00		2,230.37
27-Oct-2023	EBP	NATIONAL ASSOCIATI, 10-23-011, FP 27/10 /23 40, 06024404108029000N	-120.00		2,260.37
27-Oct-2023	EBP	PROLIFIC SOLUTIONS, 10-23-018, FP 27/10 /23 40, 05024352465854000N	-122.47		2,380.37

27-Oct-2023	EBP	AMAZON PAYMENTS UK, 10-23-031, FP 27 /10/23 40, 10024409933898000N	-40.20	2,502.84
27-Oct-2023	EBP	ORIGIN AMENITY SOL, 10-23-028, FP 27/10 /23 40, 50024353632568000N	-11.04	2,543.04
27-Oct-2023	EBP	AVON LOCAL COUNCIL, 10-23-025, FP 27 /10/23 40, 57024352143862000N	-30.00	2,554.08
27-Oct-2023	EBP	AVON LOCAL COUNCIL, 10-23-024, FP 27 /10/23 40, 38024400430846000N	-30.00	2,584.08
27-Oct-2023		FROM 08631638		1,614.08
26-Oct-2023		TO 08631638	-148.49	1,000.00
26-Oct-2023	BAC	WEST COA LTD SW F, 2023-24-120, FP 26/10 /23 1653, MF00183FF53D9FE400		100.00
26-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 26/10/23 0843, PH737VTI1HM80Z8O00		48.49
25-Oct-2023		TO 08631638	-48.69	1,000.00
25-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 25/10/23 0850, PH737VTI1HM7W6FG00		48.69
24-Oct-2023	D/D	TOTALENERGIES G&P, 1237631	-1,774.69	1,000.00
24-Oct-2023	D/D	TOTALENERGIES G&P, 1058915	-141.86	2,774.69
24-Oct-2023	EBP	SOUTHERN BROOKS CO, COMMUNITY GRANT, FP 24/10/23 40, 60023358330026000N	-250.00	2,916.55
24-Oct-2023	EBP	HSBC AS DEPOSITARY, PTC DEP 24/10, FP 24/10/23 40, 57023351341623000N	-35,000.00	3,166.55
24-Oct-2023		FROM 08631638		37,166.55
23-Oct-2023	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-15.91	1,000.00
23-Oct-2023	POS	0936 20OCT23, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-151.93	1,015.91
23-Oct-2023	EBP	23/10/23 40,	-2,011.05	1,167.84
23-Oct-2023	EBP	23-005, FP 23/10/23 40, 00000N	-905.16	3,178.89
23-Oct-2023	EBP	23-004, FP 23/10/23 0000N	-1,345.31	4,084.05
23-Oct-2023	EBP	002, FP 23/10/23 40, 00N	-1,799.97	5,429.36
23-Oct-2023	EBP	001, FP 23/10/23 40, 000000N	-1,913.38	7,229.33
23-Oct-2023	EBP	003, FP 23/10/23 40, 00000N	-1,567.66	9,142.71
23-Oct-2023		FROM 08631638		9,626.37
23-Oct-2023	BAC	BUDDING S, SCOTTBUDD OS FEES, FP 23/10 /23 0833, 720479833380320101		84.00
20-Oct-2023	D/D	TOTALENERGIES G&P, 1134410	-18.90	1,000.00
20-Oct-2023	D/D	TOTALENERGIES G&P, 1051476	-123.63	1,018.90

20-Oct-2023	EBP	STEVEN SOLLARS, 10-23-029, FP 20/10/23 40, 01024032694972000N	-165.00	1,142.53
20-Oct-2023	EBP	ATD XTREMECLEAN LT, 10-23-0202, FP 20 /10/23 40, 47024021452841000N	-180.00	1,307.53
20-Oct-2023	EBP	MURRAY HIRE CENTRE, 10-23-017, FP 20/10 /23 40, 55024028514182000N	-94.80	1,487.53
20-Oct-2023	EBP	AMAZON PAYMENTS UK, 10-23-015, FP 20 /10/23 40, 45024021392785000N	-39.10	1,582.33
20-Oct-2023	EBP	LIMITLESS SECURITY, 10-23-014, FP 20/10 /23 40, 43024036362458000N	-732.60	1,621.43
20-Oct-2023	EBP	KADINE SUTHERLAND, 10-23-032, FP 20/10 /23 40, 56024019018248000N	-240.00	2,354.03
20-Oct-2023	EBP	AVONCROP AMENITY P, 10-23-012, FP 20 /10/23 40, 02024006023039000N	-626.80	2,594.03
20-Oct-2023	EBP	DCK ACCOUNTING SOL, 10-23-013, FP 20 /10/23 40, 53024024694423000N	-351.00	3,220.83
20-Oct-2023	EBP	J M MEREDITH, 10-23-021, FP 20/10/23 40, 54024026891118000N	-185.00	3,571.83
20-Oct-2023	EBP	BDO LLP, 10-23-019, FP 20/10/23 40, 13024028791999000N	-3,024.00	3,756.83
20-Oct-2023		FROM 08631638	5,780.83	6,780.83
19-Oct-2023	POS	0936 18OCT23, TOOLSTATION LTD -, BRIS, BRADLEY STOKE GB	-35.98	1,000.00
19-Oct-2023	POS	0936 18OCT23 C, B&M 530 - CRIBBS, BRISTOL GB	-47.75	1,035.98
19-Oct-2023		FROM 08631638	83.73	1,083.73
18-Oct-2023	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	1,000.00
18-Oct-2023		FROM 08631638	853.01	1,998.88
18-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 18/10/23 0849, PH737VTI1HM71PIQ00	145.87	1,145.87
17-Oct-2023	D/D	SMITHS GLOUCESTER, P570SGL	-1,644.00	1,000.00
17-Oct-2023	EBP	G B SPORT AND LEIS, 10-23-010, FP 17/10 /23 40, 08023411921193000N	-33,656.04	2,644.00
17-Oct-2023		FROM 08631638	35,300.04	36,300.04
16-Oct-2023	D/D	EE LIMITED, Q16509023461336134	-138.43	1,000.00
16-Oct-2023	BLN	BANKLINE	-39.80	1,138.43
16-Oct-2023		FROM 08631638	80.85	1,178.23
16-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/10/23 0854, PH737VTI1HM6LP5B00	97.38	1,097.38
13-Oct-2023	POS	0936 12OCT23 C, TOOLSTATION LTD, FILTON GB	-6.98	1,000.00
13-Oct-2023		FROM 08631638	6.98	1,006.98
12-Oct-2023		TO 08631638	-156.92	1,000.00
12-Oct-2023	D/D	TOTALENERGIES G&P, 1058913	-53.08	1,156.92

12-Oct-2023	BAC	SELECT SECURITY SO, 2023-24-121, FP 12 /10/23 1400, 200000001215143337	90.00	1,210.00
12-Oct-2023	BAC	PATCHWAY SPORTS &, 2023-24-116, FP 12 /10/23 1156, 200000001215077147	20.00	1,120.00
12-Oct-2023	BAC	PATCHWAY SPORTS &, 2023-24-105, FP 12 /10/23 1156, 200000001215076739	100.00	1,100.00
11-Oct-2023		TO 08631638	-32,133.30	1,000.00
11-Oct-2023	D/D	VIRGIN MEDIA PYMTS, 757943901001	-38.40	33,133.30
11-Oct-2023	BAC	HMRC VAT, 338442787	32,074.52	33,171.70
11-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/10/23 0846, PH737VTI1HM61RPG00	97.18	1,097.18
10-Oct-2023		TO 08631638	-142.00	1,000.00
10-Oct-2023	D/D	TOTALENERGIES G&P, 1058913	-58.00	1,142.00
09-Oct-2023	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,200.00
09-Oct-2023	D/D	INTY LTD, 3MQFKS7	-134.40	1,254.43
09-Oct-2023	D/D	ALLSTAR, 299091	-298.94	1,388.83
09-Oct-2023		FROM 08631638	87.77	1,687.77
09-Oct-2023	BGC	100856 605114	200.00	1,600.00
09-Oct-2023	BAC	PATCHWAY SPORTS &, 2023-24-112, FP 07 /10/23 1008, 600000001216115295	400.00	1,400.00
06-Oct-2023	EBP	HSBC AS DEPOSITARY, PRECEPT DEPOSIT 3, FP 06/10/23 40, 54023956749056000N	-70,000.00	1,000.00
06-Oct-2023		FROM 08631638	70,000.00	71,000.00
05-Oct-2023	EBP	HSBC AS DEPOSITARY, PRECEPT DEPOSIT 2, FP 05/10/23 40, 54023438686848000N	-70,000.00	1,000.00
05-Oct-2023		FROM 08631638	68,467.78	71,000.00
05-Oct-2023	BAC	SOUTHGLOS-GENERAL, 0419138	1,262.22	2,532.22
05-Oct-2023	BAC	THOMAS MAUNDER, 2023-24-103 - BSG, FP 05/10/23 1656, PVOP5QZH52HU7WI30V	270.00	1,270.00
04-Oct-2023	D/D	GRENKELEASING LIM, 1130014011	-484.78	1,000.00
04-Oct-2023	D/D	SOUTHGLOS-GENERAL, 000233	-250.00	1,484.78
04-Oct-2023	EBP	HSBC AS DEPOSITARY, PRECEPT DEPOSIT, FP 04/10/23 40, 48071616200154000N	-70,000.00	1,734.78
04-Oct-2023		FROM 08631638	70,476.09	71,734.78
04-Oct-2023	BAC	DADSV DADS LTD, 2023-24-085 DVD, FP 04 /10/23 1044, 00152242632BJWRJRR	210.00	1,258.69
04-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 04/10/23 0849, PH737VTI1HM570NA00	48.69	1,048.69
03-Oct-2023		TO 08631638	-2,425.53	1,000.00
03-Oct-2023	POS	0936 02OCT23, BRISTOL CRIBBS, SPORTS, 03439093230 GB	-79.98	3,425.53
03-Oct-2023	BAC	SOUTHGLOS-GENERAL, 0419138	33.00	3,505.51

03-Oct-2023	BAC	PUBLIC SECTOR DEPO, 0134870001PI	404.34	3,472.51
03-Oct-2023	BAC	PATCHWAY SPORTS &, 2023-24-009, FP 03 /10/23 1413, 600000001213839015	986.38	3,068.17
03-Oct-2023	BAC	PATCHWAY SPORTS &, 2022-23-249, FP 03 /10/23 1021, 600000001213703231	986.38	2,081.79
03-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/10/23 0846, PH737VTI1HM50RKX00	95.41	1,095.41
02-Oct-2023	D/D	SCREWFIX DIRECT LT, 6331640020677746	-75.21	1,000.00
02-Oct-2023	D/D	INVESTEC ASSET FIN, 22351565619351618	-789.29	1,075.21
02-Oct-2023	D/D	TOTALENERGIES G&P, 1237631	-1,402.77	1,864.50
02-Oct-2023	D/D	TOTALENERGIES G&P, 1134410	-15.12	3,267.27
02-Oct-2023	D/D	TOTALENERGIES G&P, 1058913	-268.79	3,282.39
02-Oct-2023	D/D	TOTALENERGIES G&P, 1051476	-112.48	3,551.18
02-Oct-2023	POS	0936 29SEP23, VESTA VODAFONE, TOPUP, 08082810848 GB	-15.00	3,663.66
02-Oct-2023		FROM 08631638	648.76	3,678.66
02-Oct-2023	BAC	FACE, FACE 086/102, FP 02/10/23 1411, 000000000284629563	60.00	3,029.90
02-Oct-2023	BAC	STOKE LANE AFC TIG, 2023-24-113, FP 02 /10/23 1815, 400000001218435449	420.00	2,969.90
02-Oct-2023	BAC	SNACK ATTACKS, 2023-24-092, FP 01/10/23 0951, P1FDN1Z8EX09A5386U	630.21	2,549.90
02-Oct-2023	BAC	SNACK ATTACKS, RENT, FP 01/10/23 0949, PXOTMMQ5FQNKYQHQLI	700.00	1,919.69
02-Oct-2023	BAC	BUDDING S, SCOTTBUDD OS FEES, FP 02/10 /23 1743, 299872313471200101	126.00	1,219.69
02-Oct-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 02/10/23 0853, PH737VTI1HM4TS5G00	48.69	1,093.69
02-Oct-2023	BAC	STOKE LANE AFC, 2023-24-106, FP 01/10 /23 1928, 500000001212545075	45.00	1,045.00
		Opening balance		1,000.00
Totals			-344,752.71	344,752.71

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS1	Banked 02/10/2023	45.00						
BACS1	Stoke Lane F C 3G Pitch Hire	45.00			1510	500	45.00	Stoke Lane F C 3G Pitch
BACS2	Banked 02/10/2023	48.69						
BACS2	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BACS3	Banked 02/10/2023	126.00						
BACS3	Scott Budding - 3g Pitch hire	126.00			1520	500	126.00	Scott Budding - 3g Pitch
BACS4	Banked 02/10/2023	700.00						
BACS4	Snack Attack Cafe Rent	700.00			1530	500	700.00	Snack Attack Cafe Rent
BAC5	Banked 02/10/2023	630.21						
BAC5	Snack Attack	630.21		105.04	1990	500	525.17	Electric Recharge Snack
BAC6	Banked 02/10/2023	420.00						
BAC6	Stoke Lane F C 3G Pitch Hire	420.00			1520	500	420.00	Stoke Lane F C 3G Pitch
BAC7	Banked 02/10/2023	60.00						
BAC7	Face Rm Hire	60.00			1410	210	60.00	Face Rm Hire
BAC15	Banked 03/10/2023	95.41						
BAC15	Stripe - 3G Pitch Hire	95.41			4991	500	-6.84	Stripe - 3G Pitch Hire
					1520	500	102.25	Stripe - 3G Pitch Hire
BAC16	Banked 03/10/2023	986.38						
BAC16	Patchway Sports Social Cl Rent	986.38			1500	510	986.38	Patchway Sports Social
BAC17	Banked 03/10/2023	986.38						
BAC17	Patchway Sports Social Cl Rent	986.38			1500	510	986.38	Patchway Sports Social
BAC18	Banked 03/10/2023	404.34						
BAC18	CCLA Int	404.34			1090	100	404.34	CCLA Int
BAC19	Banked 03/10/2023	33.00						
BAC19	South Gloucestershire Council	33.00			1410	210	33.00	Casson
BAC21	Banked 04/10/2023	48.69						
BAC21	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC22	Banked 04/10/2023	210.00						
BAC22	DadsvDads	210.00			1520	500	210.00	DadsvDads
BAC26	Banked 05/10/2023	270.00						
BAC26	Thomas Maunder	270.00			1510	500	270.00	Thomas Maunder
BAC27	Banked 05/10/2023	1,262.22						
BAC27	South Gloucestershire Council	1,262.22			1700	900	1,262.22	South Gloucestershire
BAC30	Banked 09/10/2023	400.00						
BAC30	Patchway Sports Social	400.00			1510	500	400.00	Patchway Sports Social
Subtotal Carried Forward:		6,726.32	0.00	105.04			6,621.28	

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
100856	Banked 09/10/2023	200.00						
100856	Paying In Slip	200.00			1410	210	200.00	Paying In Slip
BAC36	Banked 11/10/2023	97.18						
BAC36	Stripe - 3G Pitch Hire	97.18			4991	500	-3.62	Stripe - 3G Pitch Hire
					1520	500	100.80	Stripe - 3G Pitch Hire
BAC37	Banked 11/10/2023	32,074.52						
BAC37	HMRC VAT Refund	32,074.52			105		32,074.52	HMRC VAT Refund
BAC39	Banked 12/10/2023	100.00						
BAC39	Patchway Sports Social	100.00			1510	500	100.00	Patchway Sports Social
AC40	Banked 12/10/2023	20.00						
BAC40	Patchway Sports Social	20.00			1450	500	20.00	Patchway Sports Social
BAC41	Banked 12/10/2023	90.00						
BAC41	Select Security	90.00			1450	500	90.00	Select Security
BAC44	Banked 16/10/2023	97.38						
BAC44	Stripe - 3G Pitch Hire	97.38			4991	500	-3.42	Stripe - 3G Pitch Hire
					1520	500	100.80	Stripe - 3G Pitch Hire
BAC49	Banked 18/10/2023	145.87						
BAC49	Stripe - 3G Pitch Hire	145.87			4991	500	-5.33	Stripe - 3G Pitch Hire
					1520	500	151.20	Stripe - 3G Pitch Hire
BAC65	Banked 23/10/2023	84.00						
BAC65	Scott Budding - 3g Pitch hire	84.00			1520	500	84.00	Scott Budding - 3g Pitch
BAC78	Banked 25/10/2023	48.69						
BAC78	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC79	Banked 26/10/2023	48.69						
BAC79	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC80	Banked 26/10/2023	100.00						
BAC80	West Coa Ltd	100.00			1450	500	100.00	West Coa Ltd
BAC79	Banked 26/10/2023	-0.20						
BAC79	Stripe - 3G Pitch Hire	-0.20			4991	500	-0.20	Stripe - 3G Pitch Hire
BAC95	Banked 30/10/2023	126.00						
BAC95	Bradley Stoke YFC	126.00			1520	500	126.00	Bradley Stoke YFC
BAC96	Banked 30/10/2023	420.00						
BAC96	AJ Crawshaw	420.00			1520	500	420.00	AJ Crawshaw
DD99	Banked 30/10/2023	-49.65						
DD99	Stripe refund	-49.65			4991	500	0.75	Stripe refund
					1520	500	-50.40	Stripe refund
Subtotal Carried Forward:		40,328.80	0.00	105.04			40,223.76	

09/11/2023

Patchway Town Council

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Cashbook 1

User: AEB

Current Bank A/c

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked 31/10/2023	141.09						
INT	Natwest interest	141.09			1090	100	141.09	Natwest interest
Total Receipts:		40,469.89	0.00	105.04			40,364.85	

List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2023	Investec Asset Finance	Std Ord	789.29		Zero Turn Mower
02/10/2023	Top Up Payment	POS8	15.00		Top Up Payment
02/10/2023	TRADE UK	DD14	75.21		Wood Preserver
02/10/2023	Total Gas and Power	DD10	268.79		Electric July 23
02/10/2023	Total Gas and Power	DD9	112.48		Gas July 23
02/10/2023	Total Gas and Power	DD11	15.12		Gas July 23
02/10/2023	Total Gas and Power	DD12	1,402.77		Purchase Ledger Payment
03/10/2023	Sports Direct	POS20	79.98		Work Boots
04/10/2023	South Gloucestershire Council	DD24	250.00		Lease Rent Conniston Centre
04/10/2023	CCLA	EBP23	70,000.00		CCLA
05/10/2023	Grenke Leasing	Std Ord	484.78		Printer/Copier Lease
05/10/2023	CCLA	EBP28	70,000.00		CCLA
10/2023	CCLA	EBP29	70,000.00		CCLA
09/10/2023	ALLSTAR	DD32	298.94		Diesel
09/10/2023	INTY LTD	DD33	134.40		Microsoft 18/09-17/10
09/10/2023	Virgin Media Business	DD34	54.43		Broadband 09/10 - 08/11
10/10/2023	Total Gas and Power	DD35	58.00		Purchase Ledger Payment
11/10/2023	Virgin Media Business	DD38	38.40		Braodband Charges
12/10/2023	Total Gas and Power	DD42	53.08		Purchase Ledger Payment
13/10/2023	Toolstation	POS43	6.98		Toolstation
16/10/2023	EE Limited	DD46	138.43		V02154548029/2726/EE Limited
16/10/2023	Natwest	DD45	39.80		Bankline charges
17/10/2023	De Lage Landen Leasing Ltd	DD	998.88		HP Installments
17/10/2023	Smith's Gloucester Ltd	DD48	1,644.00		Purchase Ledger Payment
17/10/2023	GB Sports & Leisure	EBP47	33,656.04		Madea Combi Unit & Installatio
19/10/2023	Toolstation	POS52	35.98		Orange Fencing
19/10/2023	B&M	POS51	47.75		Cable Ties
20/10/2023	BDO LLP	EBP53	3,024.00		Assurance Review 03/23
10/2023	JoJo Sparkles Christmas Partie	EBP54	185.00		Firework Balloon Modelling
20/10/2023	DCK Accounting Solutions Ltd	EBP55	351.00		Sept Accounting Assistance
20/10/2023	Avoncrop Amenity Products Limi	EBP56	626.80		Tennis Loam
20/10/2023	Kadine A Sutherland	EBP57	240.00		Cleaning
20/10/2023	Limitless Security Ltd	EBP58	732.60		6 Guards Fireworks
20/10/2023	Amazon	EBP59	39.10		Hi-Viz Shirts
20/10/2023	Murray Hire Centres LTD	EBP60	94.80		Chain Saw Parts
20/10/2023	ATDXtreme Clean Ltd	EBP61	180.00		Scotts Park Cleaning
20/10/2023	Steven Solars	EBP62	165.00		Medic Cover Fireworks
20/10/2023	Total Gas and Power	DD64	18.90		Purchase Ledger Payment
20/10/2023	Total Gas and Power	DD63	123.63		Purchase Ledger Payment
23/10/2023	Almondsbury Garden Centre	POS72	151.93		Outdoor Lights
23/10/2023	IRIS	DD73	15.91		Payroll Sept 23
24/10/2023	Total Gas and Power	DD77	1,774.69		Electric Sept 23
24/10/2023	Total Gas and Power	DD76	141.86		Electric Sept 23
24/10/2023	CCLA	EBP74	35,000.00		CCLA
24/10/2023	Aouthern Brooks Community	EBP75	250.00		Aouthern Brooks Community
27/10/2023	Origin Amenity Solutions	EBP84	11.04		Origin Amenity Solutions
27/10/2023	Jon Watkins Expenses	EBP93	96.00		Inspection Credits

List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2023	Jon Watkins Expenses	EBP93	10.20		Parcellforce
27/10/2023	October Salaries	EBP66/71	9,542.53		October Salaries
27/10/2023	Avon Local Council's Associati	EBP81	30.00		Budgeting
27/10/2023	Avon Local Council's Associati	EBP82	30.00		Role of Internal Audit
27/10/2023	Amazon	EBP84	40.20		Copier paper
27/10/2023	Prolific Solutions South West	EBP85	122.47		Click Charges & Support
27/10/2023	National Association of Local	EBP86	120.00		Ad for Clerk
27/10/2023	Avon Local Council's Associati	EBP87	30.00		Year End & Audit
27/10/2023	Amazon	EBP88	80.95		Recycling Bin
27/10/2023	Cordell Health	EBP89	360.00		Emotional Resilience
27/10/2023	Amazon	EBP90	18.99		Toilet Rolls
27/10/2023	Lucy Hartland-Mann	EBP91	600.00		Fire & Stilts Performer
10/2023	Avon Local Council's Associati	EBP92	30.00		Year End & Audit
27/10/2023	Jon Watkins Exp	EBP93	-0.10		To clear underpayment
27/10/2023	Total Gas and Power	DD94	34.33		Purchase Ledger Payment
30/10/2023	Almondsbury Garden Centre	POS98	36.00		Compost
30/10/2023	Almondsbury Gardent Centre	POS97	103.87		Plants
31/10/2023	Natwest	CHG100	20.30		Bank Charges
31/10/2023	Avon Pension Fund	EBP101	1,350.44		Avon Pension Fund
31/10/2023	HMRC PAYE	EBP102	2,810.68		HMRC PAYE
Total Payments			309,291.65		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%	
1076 Precept	816,643	540,271	540,271	0			100.0%	
1090 Interest Received	5,834	5,543	7,000	1,457			79.2%	
1100 CIL Payment	0	18,697	0	(18,697)			0.0%	
Income :- Income	<u>822,477</u>	<u>567,011</u>	<u>547,271</u>	<u>(19,740)</u>			103.6%	0
4220 IT Services & Software	0	100	0	(100)		(100)	0.0%	
4230 Equipment	0	75	0	(75)		(75)	0.0%	
5900 Transfer to EMR	0	18,697	0	(18,697)		(18,697)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>18,872</u>	<u>0</u>	<u>(18,872)</u>	<u>0</u>	<u>(18,872)</u>		<u>0</u>
Net Income over Expenditure	<u>822,477</u>	<u>648,139</u>	<u>547,271</u>	<u>(868)</u>				
<u>110 Establishment</u>								
4001 Admin Salary Costs	109,605	56,298	113,008	56,710		56,710	49.8%	
4002 Groundstaff Salary Costs	142,291	74,756	168,021	93,265		93,265	44.5%	
4031 Pension Lump Sum	(10,600)	(3,850)	(6,600)	(2,750)		(2,750)	58.3%	
4040 Staff Travel	101	0	0	0		0	0.0%	
4060 Staff other Expenses	459	459	200	(259)		(259)	229.7%	
4090 Staff Training	3,277	2,004	2,000	(4)		(4)	100.2%	
4091 Recruitment Advertising	0	1,290	0	(1,290)		(1,290)	0.0%	
4110 Bank Charges	1,064	467	800	333		333	58.3%	
4120 Audit Fees	3,540	(60)	2,220	2,280		2,280	(2.7%)	
4121 Accountancy Support fees	6,196	2,340	6,000	3,660		3,660	39.0%	
4130 Professional Fees	325	100	0	(100)		(100)	0.0%	
4140 Legal Fees	968	0	0	0		0	0.0%	
4150 Subscriptions & Memberships	2,670	2,409	2,500	91		91	96.4%	
4160 Insurance	7,782	3,837	5,827	1,990		1,990	65.8%	
4170 Stationery & Printing	2,582	1,157	1,000	(157)		(157)	115.7%	
4180 Postage	72	29	50	21		21	57.8%	
4200 Broadband	824	544	900	356		356	60.5%	
4210 Mobile Telephone	767	1,116	850	(266)		(266)	131.3%	
4220 IT Services & Software	5,009	3,162	4,500	1,338		1,338	70.3%	
4230 Equipment	2,325	1,282	2,500	1,218		1,218	51.3%	
Establishment :- Indirect Expenditure	<u>279,255</u>	<u>147,339</u>	<u>303,776</u>	<u>156,437</u>	<u>0</u>	<u>156,437</u>	48.5%	<u>0</u>
Net Expenditure	<u>(279,255)</u>	<u>(147,339)</u>	<u>(303,776)</u>	<u>(156,437)</u>				
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	750	1,412	0	(1,412)			0.0%	
Civic/Democratic :- Income	<u>750</u>	<u>1,412</u>	<u>0</u>	<u>(1,412)</u>				<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Mayoral Allowance	0	250	500	250		250	50.0%	
4310 Councillor's Training	150	96	1,000	904		904	9.6%	
4330 Civic Regalia	0	1,354	0	(1,354)		(1,354)	0.0%	
4340 Civic Fund	3,496	5,080	1,500	(3,580)		(3,580)	338.7%	
4341 Queens Platinum Jubilee	14,694	0	0	0		0	0.0%	
4350 Elections	0	0	7,250	7,250		7,250	0.0%	
5910 Transfer from EMR	(6,154)	(750)	0	750		750	0.0%	
Civic/Democratic :- Indirect Expenditure	12,185	6,031	10,250	4,219	0	4,219	58.8%	0
Net Income over Expenditure	(11,435)	(4,619)	(10,250)	(5,631)				
200 Callicroft House								
1400 Callicroft House Income	120	44	500	456			8.8%	
Callicroft House :- Income	120	44	500	456			8.8%	0
4240 Property Maintenance	6,521	2,161	3,500	1,339		1,339	61.8%	
4245 Janitorial	175	0	0	0		0	0.0%	
4410 Rates	8,209	7,610	8,800	1,190		1,190	86.5%	
4430 Utilities	5,786	2,390	4,500	2,110		2,110	53.1%	
Callicroft House :- Indirect Expenditure	20,690	12,161	16,800	4,639	0	4,639	72.4%	0
Net Income over Expenditure	(20,570)	(12,117)	(16,300)	(4,183)				
210 Casson Centre								
1410 Casson Centre Income	792	1,332	2,000	668			66.6%	
1700 Grants & Donation Received	0	500	0	(500)			0.0%	
Casson Centre :- Income	792	1,832	2,000	168			91.6%	0
4220 IT Services & Software	0	159	0	(159)		(159)	0.0%	
4240 Property Maintenance	6,180	2,644	3,500	856		856	75.5%	
4410 Rates	1,522	1,098	1,700	602		602	64.6%	
4430 Utilities	801	998	1,500	502		502	66.5%	
4991 Stripe charge	3	2	0	(2)		(2)	0.0%	
5910 Transfer from EMR	0	(1,017)	0	1,017		1,017	0.0%	
Casson Centre :- Indirect Expenditure	8,507	3,884	6,700	2,816	0	2,816	58.0%	0
Net Income over Expenditure	(7,714)	(2,052)	(4,700)	(2,648)				
220 Burials								
1031 AJBC Income (50%)	23,178	0	20,828	20,828			0.0%	
Burials :- Income	23,178	0	20,828	20,828			0.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4501 AJBC Staff Costs (50%)	22,684	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	9,975	3,325	9,148	5,823		5,823	36.3%	
5900 Transfer to EMR	2,927	0	3,326	3,326		3,326	0.0%	
5910 Transfer from EMR	(9,482)	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	26,105	3,325	24,154	20,829	0	20,829	13.8%	0
Net Income over Expenditure	(2,927)	(3,325)	(3,326)	(1)				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	2	2	2	0			100.0%	
Patchway :- Income	2	2	2	0			100.0%	0
4240 Property Maintenance	113	0	0	0		0	0.0%	
Patchway :- Indirect Expenditure	113	0	0	0	0	0		0
Net Income over Expenditure	(111)	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	1	1	1	0			100.0%	
Coniston :- Income	1	1	1	0			100.0%	0
4610 Ground Rent	750	750	1,000	250		250	75.0%	
4620 PWLB Repayment	21,151	8,604	20,939	12,335		12,335	41.1%	
Coniston :- Indirect Expenditure	21,901	9,354	21,939	12,585	0	12,585	42.6%	0
Net Income over Expenditure	(21,900)	(9,353)	(21,938)	(12,585)				
<u>320 Rodway Road</u>								
4650 CCTV	576	445	1,000	555		555	44.5%	
5320 Christmas Decoration	3,000	0	0	0		0	0.0%	
5330 Planter and Tree Maintenance	229	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	3,805	445	1,500	1,055	0	1,055	29.7%	0
Net Expenditure	(3,805)	(445)	(1,500)	(1,055)				
<u>340 The Parade</u>								
5320 Christmas Decoration	2,000	0	0	0		0	0.0%	
The Parade :- Indirect Expenditure	2,000	0	0	0	0	0		0
Net Expenditure	(2,000)	0	0	0				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Youth & Community								
1700 Grants & Donation Received	5,704	8,280	0	(8,280)			0.0%	
Youth & Community :- Income	5,704	8,280	0	(8,280)				0
4240 Property Maintenance	0	181	0	(181)		(181)	0.0%	
4270 Grants, Donations & S 137	1,159	0	0	0		0	0.0%	
4752 Warm Space Project	2,015	4,064	0	(4,064)		(4,064)	0.0%	
4867 Community Events/Engagement	10,570	20,462	7,500	(12,962)		(12,962)	272.8%	
4869 Youth Development	10,538	960	0	(960)		(960)	0.0%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5900 Transfer to EMR	5,670	0	0	0		0	0.0%	
5910 Transfer from EMR	(1,350)	(3,903)	0	3,903		3,903	0.0%	
Youth & Community :- Indirect Expenditure	28,602	21,764	7,500	(14,264)	0	(14,264)	290.2%	0
Net Income over Expenditure	(22,898)	(13,484)	(7,500)	5,984				
410 GRANTS								
4600 Youth and Community Grants	3,236	3,950	7,500	3,550		3,550	52.7%	
GRANTS :- Indirect Expenditure	3,236	3,950	7,500	3,550	0	3,550	52.7%	0
Net Expenditure	(3,236)	(3,950)	(7,500)	(3,550)				
500 Scott Park								
1450 Vendor/Events Income	7,464	3,549	15,000	11,451			23.7%	
1500 Social Club Income	30	0	0	0			0.0%	
1510 Sports Income	10,973	4,589	8,500	3,911			54.0%	
1520 3G Sports Facility Income	25,669	16,974	22,000	5,026			77.2%	
1530 Cafe Income	3,500	4,900	8,400	3,500			58.3%	
1700 Grants & Donation Received	1,600	(600)	0	600			0.0%	
1990 Other Income	0	5,007	0	(5,007)			0.0%	
Scott Park :- Income	49,236	34,419	53,900	19,481			63.9%	0
4140 Legal Fees	2,000	0	0	0		0	0.0%	
4160 Insurance	1,844	2,132	2,000	(132)		(132)	106.6%	
4220 IT Services & Software	1,800	0	2,000	2,000		2,000	0.0%	
4230 Equipment	487	(244)	0	244		244	0.0%	
4235 Property Security\Caretaking	660	(6)	0	6		6	0.0%	
4240 Property Maintenance	8,605	10,055	3,500	(6,555)		(6,555)	287.3%	
4410 Rates	2,595	3,105	2,850	(255)		(255)	109.0%	
4430 Utilities	2,412	21,008	5,250	(15,758)		(15,758)	400.1%	
4650 CCTV	847	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	4,210	2,450	3,000	550		550	81.7%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4935 Machinery Repair	960	0	0	0		0	0.0%	
4940 Machinery Maintenance/Repair	4,588	2,690	3,000	310		310	89.7%	
4945 Maintenance - Sports Facilitie	4,615	4,285	7,500	3,215		3,215	57.1%	
4950 Machinery & Tools	2,536	1,522	600	(922)		(922)	253.7%	
4960 Tree Planting & Landscaping	65	0	0	0		0	0.0%	
4965 Maintenance - Play Equipment	888	0	1,000	1,000		1,000	0.0%	
4970 Fencing	2,914	288	1,500	1,212		1,212	19.2%	
4975 Skip	18,520	0	0	0		0	0.0%	
4990 Lighting	500	0	0	0		0	0.0%	
4991 Stripe charge	347	309	0	(309)		(309)	0.0%	
4992 Scott Park Tree Maintenance	1,290	0	500	500		500	0.0%	
4995 Staff Uniform	1,555	693	1,500	807		807	46.2%	
4997 Sports Equipment	419	145	500	355		355	28.9%	
4998 Access Gates	2,960	0	0	0		0	0.0%	
4999 Portable Changing Rooms	1,757	0	0	0		0	0.0%	
5300 Litter Bins	612	0	0	0		0	0.0%	
5330 Planter and Tree Maintenance	0	798	0	(798)		(798)	0.0%	
5333 Signage Repair/Replace	123	30	0	(30)		(30)	0.0%	
Scott Park :- Indirect Expenditure	70,111	49,261	35,700	(13,561)	0	(13,561)	138.0%	0
Net Income over Expenditure	(20,875)	(14,842)	18,200	33,042				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	11,837	5,918	11,840	5,922			50.0%	
Sports and Social Club :- Income	11,837	5,918	11,840	5,922			50.0%	0
Net Income	11,837	5,918	11,840	5,922				
<u>600 Allotments</u>								
1440 Allotment Rents	2,395	0	2,500	2,500			0.0%	
1990 Other Income	0	98	0	(98)			0.0%	
Allotments :- Income	2,395	98	2,500	2,402			3.9%	0
4430 Utilities	447	433	500	67		67	86.5%	
5000 Pretoria Road	0	260	0	(260)		(260)	0.0%	
5010 Blakeney Road	140	394	0	(394)		(394)	0.0%	
Allotments :- Indirect Expenditure	587	1,086	500	(586)	0	(586)	217.2%	0
Net Income over Expenditure	1,808	(988)	2,000	2,988				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	152	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	190	213	250	37		37	85.2%	
5334 Improvement Fund	4,846	0	0	0		0	0.0%	
Tumps and BMX Track :- Indirect Expenditure	5,188	213	750	537	0	537	28.4%	0
Net Income over Expenditure	(5,188)	(183)	(720)	(537)				
<u>710 Play Area</u>								
4420 Maintenance	121	0	0	0		0	0.0%	
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	50	50	50	0		0	100.0%	
5200 Repairs and Maintenance	11,024	1,887	3,000	1,113		1,113	62.9%	
5334 Improvement Fund	2,912	0	0	0		0	0.0%	
Play Area :- Indirect Expenditure	14,106	1,937	3,100	1,163	0	1,163	62.5%	0
Net Expenditure	(14,106)	(1,937)	(3,100)	(1,163)				
<u>720 Open Spaces Administration</u>								
1250 Xmas Light Donation	30	0	0	0			0.0%	
1700 Grants & Donation Received	150	0	0	0			0.0%	
Open Spaces Administration :- Income	180	0	0	0				0
4230 Equipment	0	658	0	(658)		(658)	0.0%	
4975 Skip	0	9,029	13,130	4,101		4,101	68.8%	
5300 Litter Bins	0	1,112	0	(1,112)		(1,112)	0.0%	
5320 Christmas Decoration	19,716	127	12,500	12,373		12,373	1.0%	
5330 Planter and Tree Maintenance	330	341	1,000	659		659	34.1%	
5340 Outside Area Maintenance/Biodi	5,169	2,158	0	(2,158)		(2,158)	0.0%	
Open Spaces Administration :- Indirect Expenditure	25,214	13,425	26,630	13,205	0	13,205	50.4%	0
Net Income over Expenditure	(25,034)	(13,425)	(26,630)	(13,205)				
<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
5333 Signage Repair/Replace	0	288	0	(288)		(288)	0.0%	
5420 Road Signs & Repairs	182	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5450 Street Cleaning Supplies	880	321	500	179		179	64.2%	
Street Furniture & transport :- Indirect Expenditure	1,062	609	500	(109)	0	(109)	121.7%	0
Net Income over Expenditure	(1,062)	684	(500)	(1,184)				
900 Capital and Projects								
1099 PWLB Loan Received	118,000	50,000	0	(50,000)			0.0%	
1100 CIL Payment	13,384	0	0	0			0.0%	
1700 Grants & Donation Received	492,021	112,622	100,000	(12,622)			112.6%	
Capital and Projects :- Income	623,404	162,622	100,000	(62,622)			162.6%	0
9010 Casson Centre Roof	32,737	0	0	0		0	0.0%	
Capital and Projects :- Direct Expenditure	32,737	0	0	0	0	0		0
4231 Equipment on HP	2,531	7,873	19,500	11,627		11,627	40.4%	
4232 Equipment HP Charges	556	1,487	0	(1,487)		(1,487)	0.0%	
4620 PWLB Repayment	15,711	15,711	31,500	15,789		15,789	49.9%	
4621 PWLB Loan Charges AJBC	0	0	7,800	7,800		7,800	0.0%	
5900 Transfer to EMR	1,340,511	50,000	0	(50,000)		(50,000)	0.0%	
5910 Transfer from EMR	(1,757,212)	(69,234)	0	69,234		69,234	0.0%	
9001 3G and Cricket Nets Redevelopm	12,649	0	0	0		0	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%	
9008 NSP Pavilion	1,312,331	0	0	0		0	0.0%	
9009 Patchway CC Redevelopment	199,057	62,055	0	(62,055)		(62,055)	0.0%	
9014 Major Projects	31,478	1,500	135,100	133,600		133,600	1.1%	
Capital and Projects :- Indirect Expenditure	1,157,613	124,325	196,573	72,248	0	72,248	63.2%	0
Net Income over Expenditure	(566,945)	38,297	(96,573)	(134,870)				
Grand Totals:- Income	1,540,076	782,962	738,872	(44,090)			106.0%	
Expenditure	1,713,015	417,981	663,872	245,891	0	245,891	63.0%	
Net Income over Expenditure	(172,940)	364,981	75,000	(289,981)				
Movement to/(from) Gen Reserve	(172,940)	364,981						

Parish Poll Recharges

Coniston Ward of Patchway Town

Date of Poll Thursday 5th May 2023

Items of Expenditure £

1	Polling Stations and count location rental	LG103	303.00
2	Polling station staff	LG103	1059.00
3	Counting Staff	LG103	627.12
4	Poll Card Printing	LG103	76.88
5	Poll card postage (usually 2nd class @ franking rate)	LD230	788.02
6	Polling screen delivery and collection	LG103	61.26
7	Ballot Paper Printing (for Polling Station)	LG103	871.59
8	Postal Vote Pack Printing	LG103	577.20
9	Postal Vote Pack Postage (out)	LD230	421.80
10	Postal Vote Pack Postage (return)	LD230	309.96
11	Postal Vote Opening Staff	LG103	294.84
12	Presiding Officer Sundries	LG103	12.66
	Administration of Election (33% of LG103)	LG103	1306.94
	Total		£6710.27

Parish Poll Recharges

Highwood Ward of Patchway Town

Date of Poll Thursday 5th May 2023

Items of Expenditure £

1	Polling Stations and count location rental	LG103	0.00
2	Polling station staff	LG103	297.00
3	Counting Staff	LG103	135.34
4	Poll Card Printing	LG103	13.92
5	Poll card postage (usually 2nd class @ franking rate)	LD230	142.68
6	Polling screen delivery and collection	LG103	30.63
7	Ballot Paper Printing (for Polling Station)	LG103	149.73
8	Postal Vote Pack Printing	LG103	136.24
9	Postal Vote Pack Postage (out)	LD230	99.56
10	Postal Vote Pack Postage (return)	LD230	60.68
11	Postal Vote Opening Staff	LG103	57.72
12	Presiding Officer Sundries	LG103	6.33
	Administration of Election (33% of LG103)	LG103	277.47
	Total		£1407.30



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

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

Three Year Plan Consultation.

In 2020, Patchway Town Council adopted a comprehensive three year plan, running until 2023, to improve Patchway's infrastructure as well as the processes and procedures of the Town Council. This plan was derived to give the Town Council direction in the recovery period of a structural re-organisation, a damning Internal Audit report and to ensure that the Town Council listened to needs of their residents.

This plan was very successful with the below showing what had been achieved in those three years:

Patchway Town Council Yearly Summary	Strategic Three Year Plan		Key			
	Priority Projects	Outside Areas	Pending	Implemented	Fully Complete	
Timescale for Implementation 2021/2022	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Compound Container		Social Media		Development of Policies
		Charlton Hayes		Live Streaming Meetings		Staff Capacity
		The Parade		Community Events		
		Rodway Road		Flyers and Leaflets		
		Tree Survey				
		Play Area Strategy				
		The Town's Planters				
		Allotment Container				
		Tree giveaway project.				
		Local Nature Action Plan				
		Wildflower Meadows				
Timescale for Implementation 2022/2023	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
	Redevelopment of Patchway Community Centre	Tree Planting	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Wildflower Meadows	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Tree Pruning in Patchway	Road Surfacing	Social Media		Development of Policies
		Open Area (MAP)	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
		Tree Survey for all areas		Community Events		
		Tree giveaway project.		Flyers and Leaflets		
		Local Nature Action Plan		Housing		
Timescale for Implementation 2023/2024	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
		Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
		Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
		Tree give away project.		Social Media		Development of Policies
		Local Nature Action Plan		Live Streaming Meetings		Staff Capacity
				Community Events		
				Flyers and Leaflets		

The Town Council is now at the end of this first iteration of a strategic plan and is now in a very different place to where it had started. The Town Council are now seen as the bedrock of community engagement in Patchway with financial records and procedures being correct and re-affirmed by Internal and External Auditors. The Town Council has achieved a lot in a small space of time but the biggest turning point was demonstrating to the residents that their views will always be valued, respected and acted upon. A lot of these items that have been completed are current standing agenda items for constant review.



PATCHWAY TOWN COUNCIL

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The current consultation opened on 31st July 2023 and closed on 31st October 2023, with promotional material being displayed online, in the Town Newsletter, posters in noticeboards and leaflets in local shops and the hub. During this period, we have had 29 responses in online and paper format. These responses and comments be seen in appendix one but a summary can be seen below.

Below are the common themes that have been mentioned, in order of how many times they were mentioned with the most popular themes at number 1.

What does Patchway Town Council do well?

1. Events
2. Community Engagement
3. Open Spaces and Facilities
4. Litter Management
5. Biodiversity
6. Grant Funding
7. Councillor Engagement
8. Community Infrastructure

As you can see from the above, Patchway Town Council are impressing residents through their range of services, which are all measured by committees, sub-committees and agenda items. This makes all of the above easy to continue and are considered at the forefront of Patchway Town Council's agenda as they are being covered other monthly or quarterly by the Council and their committees. The management of Open Spaces as well as Community Engagement are carried out by the staff of the Town Council with the oversight of the Town Council.

What can Patchway Town Council Improve on?

1. Holding South Gloucestershire Council to account on:
 - a) Planning.
 - b) Road surfacing.
 - c) Parking.
 - d) Fly Tipping.
 - e) Transport Services.
 - f) Outdoor Area Maintenance.
2. Youth provision and safety.
3. Upgrade CCTV.
4. Communication with all households – Bridging the accessibility gap.
5. Improving the Parade.

Two other questions were asked about improvements to the Town and any other comments, but all of these are encompassed in the above themes.



PATCHWAY TOWN COUNCIL

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The officer recommendation of this consultation would be work on for the period 2024 – 2027, a plan based on all of themes above. These can be measured through the having agenda items as dedicated updates on every meeting of the Full Council, so that residents are able to see and track progress clearly and that officers can have clear and defined actions. Obviously, the Council cannot act on every single comment received but can act upon the most common themes raised by residents.

The proposed items for each agenda, under the update item, would be:

- a) **South Gloucestershire Council issues to report or issues for action.**
- b) **Safety in Patchway.**
- c) **Town Council Community Engagement.**
- d) **The development of the Parade, including the underpass.**

List three things that Patchway Town Council does well:	List three things that you believe Patchway Town Council can improve on:	If you could change one thing about Patchway, what would it be?:	Any other comments:
Engaging events Quick to respond to queries Accessibility for meetings	Following up on enquires Holding SGC to account Upgrading play areas	The potholes	Would love to be back involved in the community with helping out with surplus food However it's been made very clear by a counsellor she would rather listen to rumours and some part of the truth and ban me from warm room and giving surplus food to the community
Sports facilities Parks/open spaces Look after elderly	More for teenagers/youth hubs-gaming centres. Music hubs were that can learn to mix/ make short films /social media. Youth club is outdated for today's kids Have a community gym say £15.00 membership where you can go lift weights. Make health of residents better at affordable prices. NO cheap gyms here at all. Hubs on weekends for people to use.	Make it safer, more police walking about. Cure the drug problem/stop the dealing. So I guess More cctv in our open spaces and play areas.	Have yoh thought of ladies sports at Scott's Park. Netball leagues could potentially bring income in. Farmers market once every 3 months. Fresh stalls veg, meat, ciders etc. Use roof of community centre for bees - sell the honey. Need to think about electric charging points in areas like arlingham who's residence can't have driveways due to no layout of houses. Stop the speeding on coniston and new roads Charlton Hayes. Have things on after normal working hours to help working families also. They are struggling also. More wild flowers going up coniston to increase bees, butterfly's. Make it clear to people what patchway council are responsible for and what south gloucester are as many are confused on local office roles. Invite more into meetings. .lot of councillors out of touch with today's youngsters, money woes and progressive thinking. Stuck in old ways.
Family events Organising things that bring residents together Improving the green areas for everyone to enjoy	Sorting bushes around pathways as they overgrow a lot. Making pathways more even as there is a lot of holes in them Resurfacing the roads and less bumps as they break cars	Open highwood road	
Puts a lot of things on for the community Try's to keep things within a reasonable budget	Communication - I think it's poor that work on the park has started on week 2 of the summer holidays rather than before the holidays started.	Rentals in the area	

<p>Streetcare including parks. Events for the Community that cater for everyone on one level or another. Library facilities, giving IT access and assistance to those who may not be able to afford this themselves; Childrens stories; Somewhere for people to go who may be alone or cold, or simply want to be around other people, but don't want to mix or join in.</p>	<p>Good quality CCTV to catch the individuals who vandalise community and peoples property, parks/cars/homes etc and get them prosecuted. Get a Dog Warden to stop people taking theirs into Scott Park. There are other areas that cater for them. Repair street/park lights as soon as they break/stop working and get timers right as they're on during daylight hours, wasting taxpayers money, especially on 3g pitch and cricket nets.</p>	<p>Open Highwood Road</p>	<p>Get the police to do significantly more visible patrols of the area and not just in the daytime, they're needed during dark evenings and nights as this is when trouble occurs. Dont disclose my personal information</p>
<p>1. Events to bring the community together (warm room/ festival/fireworks) 2. Litter picking and keeping the area free from litter</p>	<p>1. Improve the area of the parade 2. Show a United front by all counsellors 3. Youth safety for my child to visit Scott's park and more to do at the youth club, tried it once and found it awful experience</p>	<p>Cars speeding down Coniston road</p>	<p>Re-open Highwood Lane to all traffic or if not, remove the unnecessary traffic lights on Patchway roundabout.</p>
<p>Consults its residents Uses social media to keep some people informed. Strives to provide goid service and entertainment for the community.</p>	<p>Working with highways agency to fix road surfaces permently and not just give them a quick fix. Provide a better household waste disposal service. Remember that not all residents are on the internet or drive. Communication with every household needs addressing.</p>	<p>Scott Park to be dog friendly. So many families have a dog and Scott Park is the only space where there is a kids section and café. Goose Corbet not attractive</p>	<p>Consider a pay as you system on none essential services, ie people who do not use the library or schools etc should not have to pay for them via rates.</p>
<p>Keeps council tax low enough that I can afford it.</p>	<p>1. How our council tax is spent 2. Young People-youth clubs not a hit anymore. Nowhere for them to go which leading to rise in ASBO crimes. 3. A decent pub would be nice.</p>	<p>Remove the charge for police and fire services that are not used but go up every year.</p>	<p>Open up Highwood Road. What do you guys actually do on a daily basis? Genuinely have no clue.</p>
<p>Not deal with cancelled school bus services. Ignore fly tipping.</p>	<p>They doing a great job but; Keeping tax low and stopping/reducing wasteful programs. Make environment pretty for all with flowers. Fly tipping in cul de sacs</p>	<p>I'd like to be able to vote for PATCHWAY counsellors, because Sanjay is useless and wont touch anything in my road or area even though i am forced to vote for him.</p>	<p>I like the flowers and attempt to improve the environment (no graffiti) which has positive impact.</p>
			<p>Wake up, the area is turning to s^a*E, and everyone passes the buck. My kid now sits on a public bus stop in the rain as PTC and SGC couldnt bother sorting the bus, while the "mayor" goes on holidays at our expense.. while we live in a crackden and police cha to leave their million pound headquarters for fear of having to do paperwork</p>

<p>The services at the library are excellent The park refurbis have been well needed The streets are cleaned well Seems to be more events going on these days.</p>	<p>The are around the spar needs better traffic and social management. It's the centre of Patchway and looks terrible.</p>	<p>Traffic management around spar and better shops. It needs to represent a town centre.</p>	<p>Stop wasting money on useless project and concentrate on things that are needed such as MORE trees I know a lot have been planted but in places you could get double the number of trees instead of just 1 or 2 - Do not participate in silly games such as Pride Month this just makes you look Woke and not in touch with a wider audience Install cameras at the allotments to deter theft - Perhaps a patchway carnival similar to W-s-M carnival Allow dogs into scott park better management of the nature reserve at Hawthorne, its not very looked after and at times very overgrown</p>
<p>I can't think of anything</p>	<p>Lighting particularly in the lane towards asda by hawthorne close Less Speed Humps/Bumps not good for Buses Better community intergration - more allotments , better facilities, ALLOW DOGS INTO SCOTT PARK</p>	<p>The mostly empty parade and the stupid amount of money being spent</p>	<p>Disband the council and re elect only from residents. i am fed up of watching the meetings and seeing people who have are not invested in patchway voting on things that affect me. I don't care about the views of people who don't live in our streets. Listen to the people and bring in referendums on important decisions. LISTEN TO THE PEOPLE. we are the ones that put our trust in you all. Don't destroy or waste that trust by ignoring us. Local councils have historically been run by narcissists. Be the exception to that rule and give some power back to the people.</p>
<p>1. Planted some trees 2. the warm room. 3. Events for patchway</p>	<p>1. Listen to it's constituents example- planning application in my road over 30 objections with only 2 for it and yet it was passed within seconds. Subway closure, i know of no one that supports this yet it is happening. 2. Local policing involvement - with the rise of anti social behaviour the generic response seems to be report it to the police to defer it away from the council. 3. Parking and roads - we as a community have lost over 50 % of residential parking. Again the people have not been listened since day one when highwood lane was closed.</p>	<p>Re-align the boundaries to bring the top end of patchway back into patchway. It was only ever done to enable charlton hayes to have enough population to force getting it's own council. my neighbour is in a different ward to me and never sees any councillors or responses from them if messaged. it's a kick in the teeth for people who have lived here their whole lives.</p>	<p>Disband the council and re elect only from residents. i am fed up of watching the meetings and seeing people who have are not invested in patchway voting on things that affect me. I don't care about the views of people who don't live in our streets. Listen to the people and bring in referendums on important decisions. LISTEN TO THE PEOPLE. we are the ones that put our trust in you all. Don't destroy or waste that trust by ignoring us. Local councils have historically been run by narcissists. Be the exception to that rule and give some power back to the people.</p>
<p>The parks and open spaces are always kept well. Does great things with the community centre Interactions with local community (and getting out and about, getting things done)</p>	<p>Some pavements are in a state of disrepair with cracks/weeds and in some places overgrowing hedges are blocking the pavement making it difficult to walk along the pavement (Bradley Road is particularly bad. At one part have to walk on uneven grass/mud to move past a hedge) Remove 20mph speed limit on Coniston Road (keep it on side roads) Do something about increasing number of illegal electric bikes and</p>	<p>Re-open Highwood Road - would reduce volume of traffic and be easier to move around Patchway for residents</p>	<p></p>

Allocation of funds to various causes within the Patchway boundary. Keeping the streets and back lanes free of rubbish after council bin lorries have been round. Financing various events held in Scott Park and other venues.	scooters in the area (being ridden irresponsibly and dangerously)	Prevention of fly tipping in the back lanes, finding out who is doing it and prosecute them. Have talks with Bromford to get them to improve the areas they are supposed to be looking after, because they don't take any notice of complaints raised by residents. Help to re-open Highwood road to alleviate some of the traffic using Coniston road. There is no reason Highwood road should be buses, taxis and cycles only.	If you could change one thing about Patchway, what would it be?: Reduce the amount of petty crime in the area, mainly caused by the bored younger generation unfortunately.	
1) Communication with residents - I feel like that Council is very good at ensuring minutes of meetings or other plans are released promptly and posted in local Facebook groups. They may not get much response from the residents, but I think this "push" method should be continued, instead of making residents go looking for it if they are interested. I also am very impressed with Cllr I Walker in particular for her community communications. I have messaged her about several issues and always get a prompt reply that is taken seriously. She in particular is an asset to Patchway that I believe all other councillors should strive to be. In honesty, even though I read the minutes of various meetings, I could probably only name one or two other councillors from memory.	1) Stand up against SGC more. I understand the structure of the governance, but it feels like we have things forced upon us by SGC that the residents are opposed to (Highwood Road is a longstanding example). 2) All councillors should be more visible and accessible to the residents they serve. Linked with my "does well" item 1, I could probably only name 2 or 3 of our current councillors, even though I read meeting minutes semi-regularly.	Better green spaces. The Turnps in particular is a brilliant area for biodiversity but doesn't really appear that attractive and doesn't seem to be celebrated enough. Although maybe it is surviving as well as it is because not too many people know about it..? The council should continue to work with local nature groups to understand this area and it's needs better. A meeting was held there maybe 18-24 months ago now, which seemed positive from the council about things that could be done there, but I honestly don't think anything has happened since.	Keep up the good work, compared to other town councils in the area, I believe Patchway is actually very well run. The fact that I couldn't even come up with three things that the council needed to improve on is a good thing in my opinion.	
The Council keeps the estate clean and tidy, with regular grass cutting. It supports local businesses and charities. It keeps residents up to date with plans for the area	More liaison needed with South Glos. Council. Most Patchway residents feel we are forgotten by them and our needs and wishes are overlooked or even ignored.	I'm quite happy with life in Patchway as it is.		
Children's areas	Community spirit Vandalism Feeling safe	More green space and public transport through local areas like little stoke, Stoke Gifford etc		
Keep the green spaces well maintained. Keep the community informed.	Can't think of anything	Re-open Highwood Road	No	
Warm room Events in Scott's park Events in library	Fighting South Gloucestershire over road infrastructure and improvements Keeping Patchway as patchway not Cherton Hayes	Roads. We need to organise to fight for more funding.		

Maintain the parks. Community events Litter picking	Antisocial behaviour Fly tipping A secure dog park	Get rid of South Glos Council. Our Councillors on it care but the rest of them have no interest in the area and do not listen to the community.	
Firework Display Improved Scott Park Christmas Lights	Road Surfacing Tumps Playing Field Improve Parade shops	Open up Highwood Road to stop using Coniston Road as a rat run	Waste of money closing an underpass by the parade to put a zebra pedestrian crossing could of improve the shops and area
1. Supports local businesses and charities 2. Installs and maintains the parks 3. Tries to support residents	1. Cutting trees back on a more regular basis 2. Bring Patchway summer festival back to what it was, not just rides which are expensive 3. Communicate with older residents as many don't have access to the internet	Support youth work to be open later and be available on weekends as would make the area safer for young people	No
Southsea Rd grass verge has been kept well.	On your list it says cutting the grass at Pretoria Road.. My mother has lived there for 44 years, it's the worse I've ever seen it! Huge brambles and nettles all down the lane, before it had the big metal fence put around the allotment it was kept clearer. She is disabled and has mobility issues, the lane is terribly littered too.	More for youths , it really has lost its community feel, I've lived in patchway over 40 years.. shame really.	
Spends money! Keeps Scott Park well maintained Considers all socio-economic groups when planning events	Communication to Patchway residents about the work of the Town Council. Encouraging Patchway residents to become involved in Town Council meetings and allowing them to have their say on important issues. More information to residents about expenditure so we can see where OUR money is going to be spent and where it has been spent.	Reinststate Highwood Road! ... And Encourage the young of Patchway to become involved in meaningful activities that promote and enhance a healthy and active lifestyle. (Not events sponsored by local eateries that serve high calorie food and drinks to vulnerable members of our community.) Patchway has an amazing resource in Scott Park and I feel it could be used so much more. What about a Patchway park run for children only?	Other things I would change ... Encourage greater collective responsibility for taking care of local environment. Eg. Keep area around house/garden free of ugly piles litter, pick up when you bin blows over, maintain front garden etc
Spending money Not considering all residents for all activities Spending money	Fixing the roads Not filling potholes instead filling in subways Traffic control by opening highwood road	Less take aways Fill pot holes	As above
1. Public events 2. Street planters/Memorial garden 3. Sports facilities	1. Fly tipping/litter 2. Upkeep of play equipment in Scott Park 3. Be more inclusive of non-internet users. This consultation didn't give an alternative means of response. Large number of older people in the community who might not have/use internet.	Would like to see more music/drama/theatre performances. Many other interests are well catered for, but this is sadly lacking.	1. I would like to see some 'dog free' areas for football or general use for children (perhaps an area in field near Gorse Covert). This area is well used by dog walkers and free running dogs, so, despite having a zip wire and goal posts, it is not safe for play even if dog excrement is picked up. It's a long way to Scott Park dog-free zone! 2. I would like to have a communal, planted garden nearer my area. Highwood Road was stated as

<p>Area is quiet and feels safe in most areas. Not much litter in the area. Good amount of community spaces.</p>	<p>The area could do with modernising, looks out of date in places which isn't helped with Charlton Haynes across the road. Allow a family pub to be built, first place I've lived without one and feel it's something that could be wanted. Road conditions on some sections are very bad.</p>	<p>Local foodie pub and beer garden</p>	<p>having a 'linear park' when the road was closed to private cars. what happened there? no benches, no flowers, lots of litter. 3. Good to see the Town Council Newsletter is once again able to be delivered to people on request. a useful source of information. Only lived here for just over a year, but so far I haven't got any major complaints</p>
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Clerk

From: Mamas Bristol <MamasBristol@outlook.com>
Sent: 15 October 2023 09:00
To: Clerk
Cc: Deputy Clerk
Subject: Re: Grant Application Outcome

Hi Jack!

We are aiming for the 1st/2nd week of December and we still have to talk with Denise about a final date who went immediately on holiday after our discussion about what we wanted to achieve.

But we all want to make this happen.

Intergenerational.

Feeding.

Patchway at Christmas.

All has a pretty awesome ring to it.

And we LOVE Christmas as you know.

We wouldn't have a deadline but without knowing funding, we wouldn't know what would be achievable. Which in turns make it difficult to approach groups telling them what they could expect.

Not impossible, just awkward.

So all I can really say is ASAP as you'll have your own processes to go through.

Thank you,

Sent from [Outlook for Android](#)

From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: Sunday, October 15, 2023 8:50:55 AM
To: Mamas Bristol <MamasBristol@outlook.com>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Re: Grant Application Outcome

Thanks Kelsey, when do you aim to do this and when would be your final deadline for hearing about the award?

Thanks

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: Mamas Bristol <MamasBristol@outlook.com>
Sent: 13 October 2023 12:40
To: Clerk <clerk@patchwaytowncouncil.gov.uk>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Re: Grant Application Outcome

Hi Jack & Jon

Okay!
So...

Last year we worked with the Marmalade Trust to provide cards to the elderly and this year, we would like to host an intergenerational event ourselves after meeting the little stoke ladies last year.

We had a team meeting about this whilst in Snack Attacks cafe after a session, and Denise overheard. She kindly offered her support and cafe for the event.

We want to reach out to Patchway local elderly groups, and Patchway local Mama members and invite on a 50/50 split the old and the young.

We want to provide afternoon, cream tea or small lunch for participants whilst we exchange small token gifts and create Christmas cards for the Older group and sing along to some Christmas carols.

Not only will this meet the requirements of remaining in Patchway serving Patchway residents, but it supports intergenerational endeavours.

The demands placed upon us, expecting 2 days at the Casson Centre where we would have to move a vast amount of equipment, we cannot meet. So we thought this was a much better idea to partnership with Snack Attacks locally.

Thank you

Sent from [Outlook for Android](#)

From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: Friday, October 13, 2023 12:26:27 PM
To: Mamas Bristol <MamasBristol@outlook.com>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Re: Grant Application Outcome

Good afternoon,

Please could we have an outline of your proposal.

Under our Standing Orders, we are unable to change a resolution for 6 months unless a special motion by Councillors is served to Jon or myself.

We may be able to change the scope of the grant within what was agreed, for us to do this we will need an outline proposal.

The amount won't be changed sadly for this financial year as we have a certain budget to be within.

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: Mamas Bristol <MamasBristol@outlook.com>
Sent: 12 October 2023 23:06
To: Clerk <clerk@patchwaytowncouncil.gov.uk>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Re: Grant Application Outcome

Hi Jon

Thank you for this update.

Respectfully, we will have to decline the offer.

We cannot meet the unfair expectations placed on us - as a group of volunteers with young families and a lowered budget.

However, I would like to request a meeting with yourself and Dayley?

Our team has an idea for grant funding and we wouldn't want to accept this grant when we would struggle to meet it PLUS we have a better idea that WILL meet the needs of the Town Council when issuing a grant.

I'd like to discuss this in person to gauge support from PTC and the Mayor.

Please do let me know if and when this would be possible.

Sent from [Outlook for Android](#)

From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: Tuesday, October 10, 2023 9:05:14 PM
To: Mama's Army <MamasBristol@outlook.com>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Grant Application Outcome

Dear Team,

Patchway Town Council have decided to award you with £250 towards your project of Winter Warmer goodie bags. Please can you confirm acceptance of this grant and we will remit payment within 14 days to the account specified on your application form.

The grant is conditioned as below:

£250 subject to a 1-2 day Council supported residency at the Casson Centre in winter 2023 to ensure direct delivery and local access for Patchway residents.

An end of project report.

Best Wishes,

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

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

Patchway Town Council Office: 01454 868530
Clerk@Patchwaytowncouncil.gov.uk



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Clerk

From: Roland Walker
Sent: 31 October 2023 16:29
To: Cemetery; marion.stooke; drew@racster.co.uk; Ken Dando; Elaine Martin; Jenny James; Patrick Cottrell
Cc: Clerk; Deputy Clerk
Subject: RE: Items for November AJBC meeting

Hi Stephen

I hope this finds you well.

It is very doubtful that I will be able to make it to the November meeting as I have other personal commitments that will probably curtail me.

I am mindful that this will be the 2nd of the last 3 meetings that I will have missed and I am embarrassed to be proving so ineffective as a member of the AJBC.

With this in mind, I would like to tender my resignation from the committee to allow someone who is more able to commit properly to take my place. I have copied in the Clerks office at PTC so that they can arrange to add it to the next full council meeting.

I wish you, and the committee, all the very best in the coming years.

Kindest regards

Roland Walker
Councillor
07530 183676

----- Original message -----

From: Cemetery <cemetery@almondsburyparishcouncil.gov.uk>
Date: 31/10/2023 13:44 (GMT+00:00)
To: "marion.stooke" <marion.stooke@btinternet.com>, drew@racster.co.uk, Ken Dando <ken.dando@patchwaytowncouncil.gov.uk>, Elaine Martin <elaine.martin@patchwaytowncouncil.gov.uk>, Jenny James <Jenny.james@patchwaytowncouncil.gov.uk>, Patrick Cottrell <patrick.cottrell@patchwaytowncouncil.gov.uk>, Roland Walker <roland.walker@patchwaytowncouncil.gov.uk>
Subject: Items for November AJBC meeting

Dear Councillors,

I do hope that you are well..

Please if you have any item that you wished to be placed on the forthcoming AJBC Agenda please let me know by 7.11.23.

Please also confirm your attendance for the 16.11.23.

Thank you.

Kind regards



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Mental Health Awareness Sessions in Patchway

On 20th October 2023, Cllr Daniel Fry reached out to the officers of the Council to see if Patchway Town Council could set something up to assist with resident's mental health and as a mechanism of getting Patchway to talk again. The email came after two tragic suicides of Patchway residents, a week apart from each other. This sad news has shocked the community.

The Locum Clerk and Deputy Town Clerk along with Cllr Daniel Fry reached out to support agencies to see if any support could be offered and the response was overwhelmingly positive. The proposal from Cllr Daniel Fry is to set up fortnightly or monthly informal evenings where residents can stop by, have a chat over a beverage and gain access to local support. As a Council, we have a responsibility to assist our residents in every way possible.

Cllr Daniel Fry is a trained mental-health first aider and is fully equipped to run these sessions with support from other local agencies. This would be a great initiative for Patchway Town Council to be involved with and would open the door to wider partnership working with local agencies.

The Proposal is for Patchway Town Council to set up either a monthly or fortnightly drop-in evening designed to help 'Patchway Get Talking'. The session will run between 6:30pm and 8pm and will be hosted at The Casson Centre on Rodway Road in Patchway, on a Monday evening.

The Town Council have got initial support with this project from:

- Liz Evans – Community Development Worker – Southern Brooks.
- Miranda Thrift – Public Health Nurse – Sirona.
- Emily Lovell – Social Prescribing Worker – Southern Brooks.
- PC Chantel Knowlson – Avon and Somerset Police.
- Paul Voker – Specialist in Public Health – South Gloucestershire Council.
- Helen Bradley - Public Health Principal – South Gloucestershire Council.
- Dawn Young – Youth Leader – FACE.
- Sergeant Craig Doyle – Avon and Somerset Police.
- Mama's Bristol (also offered a space for this)

Clerk

From: Simon Banks <Simon.Banks@southglos.gov.uk>
Sent: 18 October 2023 09:18
To: Clerk
Cc: Deputy Clerk; Clerk; Sanjay Shambhu; Jo Buddharaju; Sam Scott; LegalSupport; John McCormack
Subject: RE: [EXTERNAL EMAIL] - RE: Charlton Hayes Parish Council

Dear Jack

My apologies for the delay – I am still catching up with emails from my annual leave.

The 2023 Order provided that all assets that move to a new council area should transfer to that area (Article 31 of the order). Where I was notified of specific assets I made specific provision in the schedule to the order for transfer as well. The main list that I had was from Patchway – and I have included this as follows:

SCHEDULE 1 - Article 31(1)

Specified land, rights, liabilities and property to be transferred

Column (1) Description of transferring land or right or property (chattel) or liability.	Column (2) Transferring (transferor) council	Column (3) Receiving (council
Noticeboards x 2: (1) Charlton Boulevard (2) Sparrowbill Park	Patchway Town Council	Charlton H: Council
Dog Bag Dispensers x 2: (1) The Crescent (2) Charlton Square	Patchway Town Council	Charlton H: Council
"VE Day" Bench x 2: (1) Charlton Square (2) Outside Hamilton House	Patchway Town Council	Charlton H: Council

I have included a link to the order [here](#). So no reason why the keys cannot be transferred and you can make arrangements between the two council's in respect of the ongoing insurance and record of assets going forward (and any required corrections since May 2023).

I hope that this is of some assistance.

Simon

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

From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: Tuesday, October 17, 2023 10:04 PM
To: Simon Banks <Simon.Banks@southglos.gov.uk>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>; Clerk <Charltonhayesparish@gmail.com>; Sanjay



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A38 & Alveston Hill improvements

Further information

Opening up Thornbury and surrounding villages to active travel opportunities

We want to invest in local transport to make it easier and safer for people walking, cycling, wheeling, and travelling by bus from Thornbury and the surrounding villages towards Bristol.

We have already completed two phases of engagement on this scheme. Our initial consultation showed overall support for new investment, with large numbers of people wanting to switch away from their cars for more journeys. We then, earlier this year, captured some initial feedback on the designs for the first stretches of proposed improvements, where concern was expressed about some aspects of the design.

We are now ready to present the designs for the full project. We have incorporated back into the scheme a new stretch of cycle lane between Thornbury and Alveston following the Alveston Hill road, although parts of this route are subject to planning considerations.

The proposals

We have sought funding from the West of England Combined Authority to be invested in improved facilities for cyclists, pedestrians and bus users. This is part of a strategy to make it easier, safer and more pleasant to use active and sustainable travel options and therefore make it more feasible for people to switch away from their cars (especially for short journeys).

Improvements have been prioritised across South Gloucestershire, Bristol and the wider West of England which have the greatest potential impact to deliver benefits for all.

What is proposed as part of this scheme?

The improvements proposed here are part of a wider scheme linking up Thornbury in the north with the Aztec West industrial area in the south and then onto Bradley Stoke following Bradley Stoke Way.

There is already a well-used shared use path for pedestrians and cyclists on Bradley Stoke Way; the proposals there involve creating a separate cycle lane to make it safer for pedestrians and cyclists. There isn't currently any such option for cyclists on the stretch up to Thornbury; if anyone wants to travel this way on a bike, they have to do so on the road alongside cars, vans and lorries. The plan is to create new segregated cycling and walking tracks to make this a more viable option. Both schemes would link up with other existing and proposed tracks and paths to create an integrated network, opening up more and more places to active travel options.

Bus stop improvements are planned across both schemes and there is also a proposal for a new bus priority lane to minimise delays for buses.

Improvements on A38/Alveston Hill

- A new, separate two-way cycleway alongside the footway between Almondsbury and Alveston. This will give cyclists a safe route where there currently is no option and free up more space for pedestrians, making it safer for everyone.
- A new bus lane southbound approaching Hortham Lane, to ease the current congestion at busy times.
- Improvements to bus stops along the route to make traveling by bus a more pleasant experience – especially when it is raining! All stops will be upgraded to have shelters and accessibility will be improved by raising kerb heights to reduce the step to the bus.
- Improved crossing facilities for pedestrians, wheelchair users and cyclists along the A38, to improve safety and provide access to bus stops.
- Reduction in speed limits at Almondsbury and Rudgeyway to make getting around safer for everyone.

Your concerns

We recognise there were concerns raised in our previous consultation about the design of the scheme, particularly from people who live directly on the route, worried about potential disruption.

These concerns are understandable, and the council is doing all it can to minimise and mitigate impact so that we can deliver the wider benefits, which so many local people have told us they want.

Previous opposition to the scheme has focused on the following issues:

Concern: Environmental damage due to loss of green verges.

Response: There will be some loss of verges, but the environmental impact will be more than offset through replacement higher biodiversity planting elsewhere. A Landscape and Ecological Management Plan (LEMP) will detail the immediate and long-term commitments to manage the planting, protection and enhancement of biodiversity in and around a new scheme, both during and following construction. The LEMP will consider specific measures to benefit biodiversity, by avoiding and mitigating damage and considering compensation measures such as (but not limited to):

- Landscape management and monitoring requirements,
- A management regime of retained grassland verges to improve their floristic diversity post-construction, thereby increasing the value of each scheme for invertebrates,
- Amphibian friendly drainage assets,
- Hedgerow and tree planting/screening in key areas to reduce road mortality to birds,
- Bird and bat box installation.

By identifying these specific measures, the design can be influenced to include these measures and provide opportunity for the scheme to improve landscape and biodiversity along and around the route.

Concern: High carbon footprint of building the cycle tracks

Response: A key element of the planning and designs of the scheme is a Carbon Management Plan, through which we are calculating the whole life carbon cost of the proposed infrastructure – the materials, transport, construction, replacement and the energy we use. At each stage, we are considering every opportunity to reduce our carbon footprint.

It is true that the initial build phase will be carbon intensive, but the most important metric is the full lifetime carbon cost/benefits of the improvements compared to the 'do nothing' option (which would see carbon emissions steadily increase over time). We are required to report on - and publish - the forecast transport carbon benefits of the scheme as part of the Full Business Case and this will be used to inform mitigation if required such as offsetting.

Results from similar projects and our initial projections show the initial costs will be offset as more people shift to more sustainable ways of getting around.

Concern: Safety when entering/exiting driveways

Response: Vehicles exiting driveways do not currently have priority over pedestrians and the same will be true for anyone cycling or wheeling on the cycle track. Therefore, drivers would need to check for passing cyclists in the same way they currently do for pedestrians and other vehicles. At times this will mean pedestrians and cyclists will need to accept vehicles may block the footway and/or cycle track in order to complete their entry/exit safely. The designs ensure maximum visibility for cyclists and drivers.

Similar schemes have been operating for many years in locations across the country and internationally without this causing issues.

Concern: Increased traffic delays due to narrowing of roads

Response: We continue to model likely impact on traffic movements. Modelling suggests that in the short term there could be some small increases to journey times, mostly at off-peak times but these are expected to be offset at peak times by the reduced delays provided by the junction improvements listed above. In the longer run, in taking more vehicles off the road - especially those making shorter journeys – there will be more space for those who need to drive and congestion will be reduced.

With projected population increases, we anticipate the 'do nothing' approach would lead to a 26% increase in trips on the road network by 2036, increasing average delays per vehicle by almost 40%.

Concern: I want my council tax money to be spent on other things.

Response: No council tax money is being spent on this scheme. Funding comes from Central Government on the pre-condition that money **must be spent on measures to encourage cycling and active travel.**

If we do not proceed with this scheme, money would be returned to Central Government so it could be spent on improvements elsewhere.

Concern: Narrower roads restrict access for emergency services vehicles

Response: Legislation directs minimum widths for roads to allow wide loads to pass and to ensure access for emergency service vehicles. The designs fully comply with these minimum widths. The aim of schemes like this one is to encourage more people to swap

their cars for active travel options, freeing up more space for those who need to drive – like emergency service vehicles.

Concern: There aren't enough cyclists to warrant this investment

Response: Road safety concerns are often one of the main barriers to active travel. This is a particular issue for the A38, where the only option open to cyclists currently is to ride on a busy A-road with no separation from cars, vans and lorries travelling at 40mph – only the most accomplished cyclist would consider this feasible.

Our initial survey identified lots of people who would choose to cycle if there was segregation from vehicles and better facilities, which is backed up by evidence from other similar areas where there has been a large uptake in cycling once facilities are provided.

The scheme design

We have produced updated visuals and maps to show the designs and how the scheme will work in greater detail. Please review these before commenting on the practicalities of the scheme.

Background: The need for savings within our library services

Our libraries deliver an important service for the residents of South Gloucestershire, helping people of all ages and from all walks of life learn, develop new skills, make friends, and connect with their communities.

However, with the financial pressures the council faces, we must look at opportunities to reduce what we spend to minimise council tax increases. We continue to prioritise saving money and increasing what we earn in ways which do not impact on services, but with the money local authorities receive from central government having been cut every year since 2010, this now increasingly means considering how we can provide the most valued aspects of services as cost-effectively as possible. Included in the consultation on our council budget and finances conducted at the end of 2022, was a proposal to reduce the annual budget for our library service by £473,000.

Faced with similar financial pressures, from 2017 we introduced Open Access technology across all our libraries to allow people to continue to use their local library to borrow books, access computers and the internet and meet with friends outside of staffed hours. This helped us achieve financial savings by reducing the number of hours when libraries are staffed.

Staffing costs make up the highest proportion of the cost of delivering the library service. Therefore, to ensure we can maintain our current local library presence, we are again looking to save money by reducing the number of hours when libraries will be staffed. Under the proposals, those over the age of 16, and younger library users accompanied by an adult will continue to be able to access libraries outside of staffed hours by using swipe cards.

This consultation considers the best ways to deliver the reductions we need to, whilst minimising the impact on service delivery.

Why does the council need to save money?

Like councils up and down the country, over recent years, our finances have been stretched by rising costs and reduced funding, giving us less freedom to prioritise spending as we – and you – might like us to. Our forward planning has left us in a comparatively robust position in the short term, but we need to deliver significant savings over the coming years to enable us to continue to balance the books. We have looked for savings across all of the services we deliver.

The financial challenges we face

Like councils up and down the country, over recent years, our finances have been stretched by rising costs, reduced funding and inflation, giving us less freedom to prioritise spending as we – and you – might like us to. In this year's draft budget, we're not proposing to make new savings at this time, but we do provide details of savings and income targets that were approved in February 2023:

- Reducing what we spend on the Local Council Tax Reduction Scheme by £400k from 2024/25, and
- Generating £1m of additional income from September 2024 rising to £2m in 2025/26.

It is critical these savings/income targets are met in full to balance the books.

Our updated financial position for the coming year

Each year, we update our Medium-Term Financial Plan, which considers our financial position for the coming years. Since February 2023, when this year's budget was agreed, through factors outside the council's direct control, our overall financial position for the years ahead has worsened. We estimate we are approximately £3m worse off in 2024/25 than we had assumed and around £2m in 2025/26, which would result in shortfalls of £7.7m and £4.8m for those financial years.

We can balance the books for this year, but only by spending our remaining backup funds (reserves), and only if we meet our previous savings and income targets.

Looking ahead

All councils are facing financial challenges. Our forward planning has left us in a comparatively robust position in the short term, but we need to deliver significant savings over the coming years to enable us to continue to balance the books.

We've made assumptions about how prices and wages might rise in the coming years and on that basis, we estimate we'll need to identify £5m in new savings/income for 2025/26, rising to £11.6m by 2027/28. These savings will be in addition to the £40m of savings that were announced in February 2023 budget. We'll continue to identify ways to save or raise additional funds, and consult on these as appropriate over the coming months and years.

Background: The need to reduce costs of street lighting

Street lighting helps us feel safe, but it also consumes significant energy, generating emissions of CO₂ and other harmful gases. With energy prices having risen so rapidly over the last couple of years, the cost of keeping the lights shining bright all through the night have increased substantially.

With the financial pressures the council faces, we must look at opportunities to reduce what we spend to minimise council tax increases. We continue to prioritise saving money and increasing what we earn in ways which do not impact on services, but with the money local authorities receive from central government having been cut every year since 2010, this now increasingly means considering how we can provide the most valued aspects of services as cost-effectively as possible.

We conducted a consultation at the end of 2022 as part of our annual budget setting process asking people to consider relative support for a range of different measures designed to save the council money. One of the measures considered was to turn down the lights during the late-night period from 11pm until 6am when we see lowest levels of vehicles and pedestrians using roads and pavements. 76% of respondents expressed support for doing this, making it the most 'popular' of all 26 specific proposals offered during the consultation.

Before we progress this, we are checking in again with local people to give you a chance to comment on how we are proposing to implement the change. Please share your feedback via the consultation.

Why does the council need to save money?

Like councils up and down the country, over recent years, our finances have been stretched by rising costs and reduced funding, giving us less freedom to prioritise spending as we – and you – might like us to. Our forward planning has left us in a comparatively robust position in the short term, but we need to deliver significant savings over the coming years to enable us to continue to balance the books. We have looked for savings across all the services we deliver.

Waste less, recycle more proposals

Supporting information

Waste less, recycle more

We are proposing some changes to our recycling and waste collection services. The purpose of these changes is to:

- Make it easier for people to recycle more,
- Reduce the carbon footprint of waste in South Gloucestershire, and
- Reduce our costs, so that our funding covers the cost of delivering the service.

Over the next three years, we want to roll out a weekly collection of flexible plastics for recycling to all households with a kerbside collection and introduce further measures which make it easier for you to recycle more of what you currently throw away. Once you're recycling more and creating more space in your black bin, we then want to consider how often black bins for non-recyclable waste are collected, looking at options for a three or four weekly collection.

We have successfully adopted this dual approach before. In 2017 and 2018 we switched to weekly recycling collections and introduced smaller black bins. The weekly collections made it easier for people to recycle more and they found they no longer needed so much space in their black bins. This led to an increase in our recycling rate from 51.9% to 59.9% and reduced how much it costs us to provide the service.

Rolling out a flexible plastics recycling collection service across all households and making it easier to recycle food waste presents an opportunity to make a similar positive impact again.

The case for recycling

Not recycling your empty cereal box means more trees and forests need to be cut down to produce new cardboard. Not separating out your plastic bottle from your general rubbish means that will likely be burnt – releasing carbon into the atmosphere – instead of being used to make new plastic packaging. We've all seen the photos of huge piles of dumped plastic water bottles, and we've watched the nature programmes telling us about the dangers to fish and dolphins when microplastics end up in rivers and seas.

The environmental case for recycling is undeniable. If we can increase our recycling rate, we can:

- conserve more of the world's finite natural resources,
- protect wildlife and eco-systems,
- save energy, and
- cut carbon emissions.

We operate a very successful recycling collection service which means residents can recycle most of their household waste including food waste, from home. In South Gloucestershire, we currently recycle 59.9% of our waste - the second highest rate out of all UK unitary councils. But this increase has recently stalled, and we know many of you want to do more. We want to make it easier for you.

Making it easier for you to recycle

Flexible plastics, things like bags, wrappers, and packets, currently take up the most space in black bins, around 27% by volume of the average black bin. Food waste is another big contributor, at around 12% of volume. We want to make it easier for you to take these out

of your black bin. We also know that many other recyclable materials are ending up in black bins – mainly because you're unsure what can and can't be recycled. We want to make this easier for you too.

Helping you do more: a weekly collection of plastic bags and wrapping

We are currently trialling collecting flexible plastics from 1,955 households at the kerbside each week. The trial is helping us to understand how we can best roll out flexible plastic collections to every household that receives kerbside collections by the end of 2025. This would help residents recycle even more from home and make a huge difference to the amount of waste that ends up in the black bin.

Helping you do more: making it less unpleasant recycling the dinner your child has turned their nose up to

You can already recycle food waste and you've told us that you want to recycle, but it's expensive to buy biodegradable bags and it's disgusting when those bags rip and spill mouldy food everywhere. We adjusted how we collect and recycle food waste so you can store your apple core or your child's rejected cottage pie in any plastic bag, making it cheaper and less messy to recycle food waste.

Helping you do more: being clearer about what you can and can't recycle

You've told us it can be confusing knowing what you can and can't recycle – especially when different councils deal with different recycled materials in different ways. We can't control what or how they recycle in Bristol, Bath or Bishops Cleeve, but as part of our action plan, we are looking at developing a new tool which would help you quickly find out whether an item should go in your green recycling box or food bin, or if it still needs to go in the black bin. In the meantime, we can recommend the recyclenow website, which works out based on where you live, what is the easiest way to recycle various household items.

The financial imperative

Put simply, it currently costs us more to collect and process waste and recycling than we receive in funding. And as our costs escalate, the gap is getting wider – an unsustainable position.

We need to find ways to close an expected annual shortfall of between £2.7million and £4.7million. Increasing recycling volumes and reducing the amount we spend on processing black bin waste will make the largest difference*.

As technology evolves, the cost of recycling many items is falling and at the same time we're rightly being charged more to burn rubbish or dump it in landfill. It's cheaper for the council to process a tonne of recycled material than it is to deal with that same weight of black bin waste. And that's before we consider the cost – for us and for future generations – to mitigate against and repair the damage being done to our environment. When we throw recyclable materials in the black bin, we're wasting money dumping or burning things which could and should be turned back into new items.

* These measures alone will not cover the full financial shortfall and so we will need to do more to balance the books. One of the ways we plan to do this is to raise the charges for our green waste subscription service to a level which covers its costs. You can provide feedback on this change through our annual budget consultation.

Why aren't we covering our costs?

The proportion of your council tax which is spent on waste services is relatively small. The council plays a crucial role in providing care for the elderly and supporting the most vulnerable young people in our society and therefore a high percentage of your council tax helps to pay for that. Waste and recycling services receive approximately 6.6% of the Council tax, which for a household living in a band D property paying £1,752.11 in council tax, works out at around £116.17 per year.

And the costs of providing the service are likely to rise in the future. Recent inflation has increased our costs significantly and a tax is under consideration which would make it more expensive to use Energy from Waste (incineration) facilities. With no other options for black bin waste disposal, this will add to the day-to-day cost of the waste service.

Burying our heads in the sand is not an option. If we do not reduce the costs of providing the service, we will need to fund the shortfalls from other sources, including higher increases to council tax.

How and when might the changes be implemented?

We are planning ahead to prevent more significant problems down the line.

In drawing up these plans, we have conducted focus groups with residents to understand the potential impacts for different groups. We've involved a wide range of residents to ensure we hear different perspectives, especially those who we think will find these changes most difficult: large households, pet-owners, parents with babies and young children, families with teenagers, people with illnesses and disabilities who have larger volumes of clinical/medical waste, and those living in house-shares.

Our research has confirmed that by increasing what they recycle from the home, most people would be able to effectively manage their waste with a reduced frequency collection service. But we know this wouldn't be easy for everyone, for example if you live in a house with six or more people, or if you have children in nappies, it would be harder. If the proposals go ahead, we've got plans for how we'll support these groups.

If approved, we would first introduce the new flexible plastics collection service and other changes to help you recycle more (we're planning to collect flexible plastics from every household by 2025). This would allow you to get used to having extra free space in your black bin. Then, when you're comfortable knowing what goes where, we're proposing to reduce the frequency of black bin collections in 2026.

How can I have my say?

These are big changes and so we want to hear what you think.

We know from the conversations we've already had that some people may initially find it difficult to imagine how they might manage should the changes go ahead. But we think others will recognise the potential financial and environmental benefits.

Whatever your views, you can complete our consultation to share your feedback.



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

Patchway Town Council Events

The Patchway Scarecrow Trail

Three scarecrows had been designed in partnership with local community groups and were displayed for photo opportunities within Callicroft House. This proved to be quite fun with the residents and the young people immersing themselves in the Halloween spirit.

Fireworks to Music Event - **£3500 budget saving!**

The long-awaited return of the second annual firework night went down a treat at Norman Scott Park. On 4 November 2023, the Patchway Fireworks to Music extravaganza at Scott Park provided a very special night for our local community.

As the gates opened at 5pm, 2500 residents headed into the park for a feast of entertainment, thrills and fantastic food and drink. Crole's Funfair provided screams of delight as Insania and the Twister threw people around, and smaller visitors were treated to the Tea Cups, Hook a Duck and many other 'fun of the fair' stalls. Our 10 foot Stilt Walker provided a great photo opportunity, our Fire Eater gathered a huge crowd for her mesmerising show, and JoJo Sparkles made a welcome return with her balloon animals and other inflatable shapes.

Mini Concerts entertained the crowd from near the Pavilion and Snack Attacks café with three sets from the D Day Dollies, the Sundaes, and an End of the Show Finale. Following an introduction and countdown from Mayor of Patchway, Cllr Dayley Lawrence, the Fireworks to Music display was awesome as it brilliantly combined music from across seven decades with a pyrotechnic display that took everyone's breath away and literally lit up the sky for miles around.

The evening was delivered through the generous volunteer support of Town Councillors, local residents, Army Cadets, Scouts, plus the Council staff team; with kind sponsorship from AJ Mowers, Signature Sports Coaching, Westcoast Properties and Select Security Systems. And the big-heartedness of Patchway showed again with £380.24 raised for the Mayors Charity, bringing the total for the year to £771.24, which will be given by the Mayor to Local Groups.

Income	Projected (October)	Actual
PTC event budget allocation	£3,500.00	£ -
Ticket sales	£3,500.00	£ 10,108.00
Sponsorship	£250.00	£ 325.00
Croles Funfair (£750 in Oct was incorrectly stated)	£600.00	£ 600.00
Vendors	£0.00	£ 130.00
Total Income	£7,850.00	£11,163.00
Expenditure		
Fireworks display	£5,541.67	£ 5,541.67
Toilet hire	£350.00	£ 350.00
Heras Fencing	£0.00	£ 200.00
Entertainment	£1,185.00	£ 1,135.00
Security	£370.00	£ 732.60
Photography - Gary Millward	£100.00	£ 150.00
Volunteer dinners (Snack Attacks)	£100.00	£ 100.00
First Aid - Steve Sollars	£150.00	£ 150.00
Total Expenditure	£7,796.67	£8,359.27
Income / expenditure	£53.43	£2,803.73



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

Deputy Clerk's Report

Visit of Patchway Community School delegation to Gauting in 2024

We are delighted to report that positive progress is being made for a delegation of eight students and two teachers from Patchway Community School to visit our twin town of Gauting in Germany in June 2024 for a week of work experience, cultural experiences, and interaction with schools in Gauting.

Our Gauting partners are working on six of the students having work experience placements in three schools, and two students will be placed in a hotel and the tourist information office. Students will be hosted in pairs by local families.

The Gauting team are also working on a wider programme for the evenings in order to give the students and teachers a real flavour of the culture and life in Gauting and Germany.

Patchway Community School is currently identifying the students who will take part in the visit through an accessible and inclusive process.

The officers of Patchway Town Council have secured a grant for £1500 from Almondsbury Charity for this exchange which means there is minimal or no cost to the Council for this exchange.

All DBS, safeguarding and risk assessments we require of our German partners for the students and the teachers is being progressed with the Gauting team.

This is the first visit to Gauting from Patchway students for a number of years and it is an extremely positive and welcome prospect.

Patchway Community School have started the application process and will be prioritising those young people who live in Patchway. We are in constant communication with the head of MFL.

Clerk

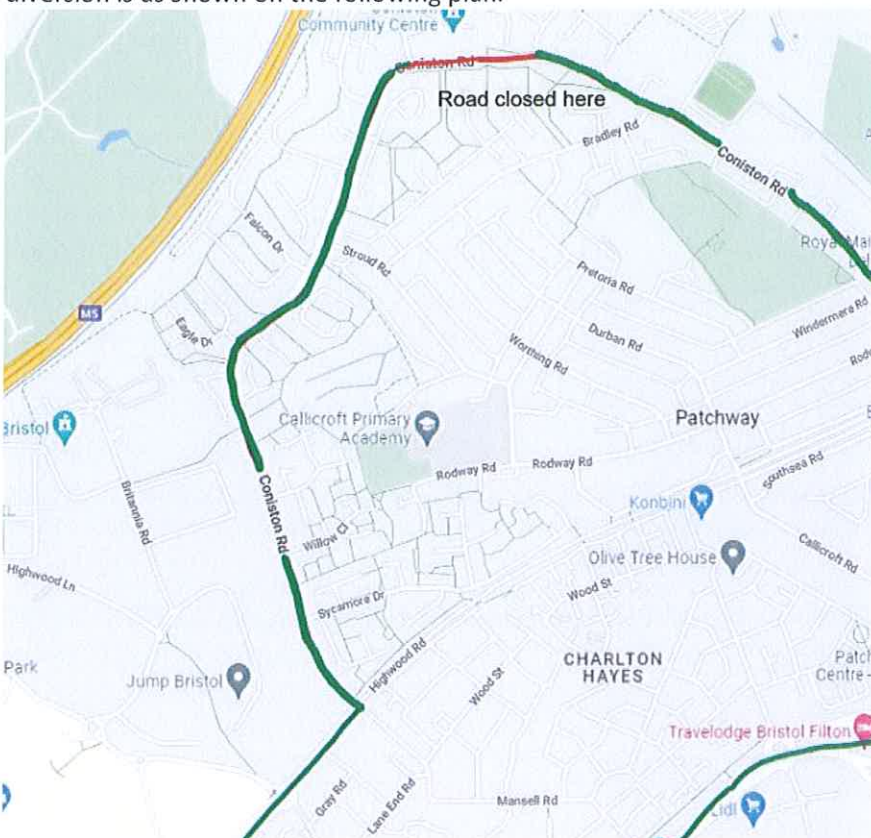
From: Liz Kirkham <Liz.Kirkham@southglos.gov.uk>
Sent: 18 October 2023 12:46
To: Clerk; Isobel Walker; Chris Willmore
Cc: Mike Johnson; Mark Greveson; Deputy Clerk; Dayley Lawrence; Aaron James; Joanne Watkins; Shaun Wilson
Subject: RE: [EXTERNAL EMAIL] - Re: Coniston Underpass - infilling

Dear Jack,

Apologies for the delay in replying but I have just come back from leave and have been catching up on emails.

The works are programmed to start on Wednesday 3rd January 2024. This is later than we wanted, but we have had to coordinate with other works on the network, including the emergency utility works at San Andreas Roundabout, Cribbs Causeway. Removal of the subway and installation of the new crossing are expected to take about 16 weeks, and so should complete by the end of April. We are currently in discussion with Bromford about the works to The Parade, which we would carry out on their behalf, this would follow the main works to the subway.

It will be necessary to close Coniston Road at the location of the subway for the duration of the works. The diversion is as shown on the following plan.



We will do a letter drop to all residents and businesses within the Coniston catchment area, explaining the diversion route.

We will also erect an information board on site before the works start. This will include information about the diversion route and about the scheme itself.

If you have any questions about this, please don't hesitate to contact me,

kind regards,



South Gloucestershire Playscheme October half term activities

This October half term we held 3 days of free family activity sessions.

We had an amazing 120 people attend the sessions held in Coniston Community Centre on Wednesday and Thursday, and a further 33 people attended the session held at Lovell Place on the Friday.

Families took part in a range of Halloween themed games and arts and crafts. We provided light refreshments in the form of tea, coffee, squash and biscuits.

We are currently planning our free winter playscheme for children aged 5-11. Please keep an eye on our Facebook page for information and details of how to book these sessions.

<https://www.facebook.com/SGPlayscheme>



Ternaya Cummings, Director & Barbara Ball, Manager

South Gloucestershire Libraries: Creating the best start in life for our children and young people

Summer Reading Challenge 2023

Ready, Set, Read!

Presented by The Reading Agency.
Delivered in partnership with libraries.



The Summer Reading Challenge is the UK's biggest free reading promotion for primary school aged children. Available through public libraries, the Challenge provides **FREE access to books and fun reading for pleasure activities for all abilities and helps to prevent the summer reading 'dip'** during the long break from school.

KEY STATISTICS

- 6,350 children in South Gloucestershire took part in this year's Challenge.
- 127, 834 children's books were borrowed over the summer.
- 3,081 children attended free activities in the library.

The demand for children's library services have increased significantly from pre-pandemic levels:

- the number of children taking part in the Challenge has **increased by 26%** compared to 2019.
- the number of children's books borrowed has **increased by 18 %** compared to 2019.

FINANCIAL & SOCIAL IMPACT

To the individual, it matters emotionally, culturally and educationally; because of the economic impacts within society, it matters to everyone.

Whatever pupils' socio-economic background, making sure that they become engaged with **reading** from the beginning is one of the **most important ways to make a difference to their life chances**.

Although estimates of the **cost of low levels of literacy** vary and the methods are often opaque, the costs to the UK are estimated to be very high... a report published by the EEF (Education Endowment Foundation) in 2019 cites the cost to the UK to be around **£20 billion per annum**, while other estimates are much higher. In **social terms**, better reading might enhance opportunities for individuals to become more engaged politically, **increase their tolerance** and **involve them in their communities more effectively**.

(Source: The Reading Framework, Department for Education, July 2023.)

Reading for pleasure is more important to children's cognitive development than their parents' level of education and is a **more powerful factor in life achievement than socio-economic background**. (Source: Sullivan and Brown (2013) [Social inequalities in cognitive scores at age 16: The role of reading](#)).

Summer Reading Challenge: Benefits to Children and Schools

The Summer Reading Challenge is **inclusive** and can contribute to the achievement of **all pupils**, including those with **special educational needs, disadvantaged pupils** and the most able.

"...has SEND and has refused to read outside of school for months. With the motivation of activity packs, stickers and a medal, I got to hear my daughter read beautifully – thank you!" (Parent, Kingswood Library)

"My child is a bit behind her peers, struggling with reading, but the challenge has encouraged her to read more. She has now told me she likes to read for fun!" (Parent, Winterbourne Library)

"Both me and my son really enjoyed doing the challenge. It kept him really focused and has helped him with his speech which he sometimes finds difficult." (Parent, Downend Library)

Children keep reading over the summer, **ready for their return to school** in the autumn, and supports the **successful transition between year groups** and key stages.

"The Ready, Set, Read initiative has really helped us to encourage our son to read throughout the summer holidays and keep his confidence up ahead of Junior school." (Parent, Downend Library)

"Really great incentive to encourage children on their reading journey whilst not in the classroom." (Parent, Bradley Stoke Library)

"It's great to keep reading over the long holidays. Especially for my 5-year-old who's just finished reception. They love the medals and will take them into school." (Parent, Filton Library)

The Challenge encourages children to become more **independent** in their reading, boosting their **confidence** and **self-esteem**. Children who take part are more **enthusiastic** about reading.

"This is an amazing and effective idea. My son would not pick up a book and read unless I suggested it. But he was really motivated by the medal to read 8 books." (Parent, Filton Library)

"We really like the challenge, it focusses them to read over the holidays. Definitely made a difference to my 8yr old. He had to put extra hours in to finish the challenge." (Parent Yate Library)

"I think the reading challenge is awesome because it's fun and there is something to do every summer and if I read all the books, I get a medal." (Child, Cadbury Heath Library)

For more information about South Gloucestershire Library Service's work with children and young people, please contact Emma.Fisher@southglos.gov.uk.

Clerk

From: Alison Southern <Alison.Southern@southglos.gov.uk> on behalf of Grants <Grants@southglos.gov.uk>
Sent: 30 October 2023 15:23
Subject: Grants update - Member Awarded Funding (MAF) and Area Wide Grants (AWG).

To previous recipients of grant awards

I am writing to you as a previous recipient of either a grant under the Member Awarded Funding (MAF) or Area Wide Grants (AWG).

As you are probably aware the current financial pressures have also significantly impacted on the Council, resulting in the need to find significant savings from across the Council. Detailed proposals to find these necessary savings were developed through a Council-wide savings plan. These were considered and agreed at the meeting of the Council in February 2023. Savings included reductions in the Member Awarded Funding (MAF) and Area Wide Grants (AWG) programs. You can read the full report and supporting papers in the links below.

Full budget report: [Budget report to Council, 15th February 2023.pdf](#)

Appendix H: [Service level Options Programme.pdf](#)

The wording in SL015 refers to deferring some of the savings around MAF.

What this means is:

- From 01 April 2024 the Area Wide Grant funding will cease.
- From 01 April 2024 Member Awarded Funding will be reduced from £3k per member to £1k, but only for one year.
- From 01 April 2025 the remaining Member Awarded Funding will be removed.
- This is in effect the removal of both the Member Awarded Funding and Area Wide Grant pots by 01 April 2025.

I appreciate that this will be extremely disappointing news for you, due to financial circumstances outside the control of the Council, but I hope that this notice will help give you time to try and find other potential funding. We will be working closely with our colleagues in [CVS South Gloucestershire](#), to also do that and will ensure that any opportunities are included in their communications. You can find alternative [sources of funding](#) on their webpage.

Thank you again for all the amazing work you do in our communities.

AVON LOCAL COUNCILS' ASSOCIATION
Minutes of the 50th Annual General Meeting - 7th October 2023 – Zoom

Guest Speaker: Daisy Finniear, Climate & Nature Officer, Frampton Cotterell Parish Council: “Developing Climate Change and Nature Projects” – a case study.

Followed by smaller topic discussions on topical issues:

- 1. Climate Change Action Plans - (4 attendees)**
- 2. Levelling Up Agenda - (4 attendees)**
- 3. Community Resilience Plans - (4 attendees)**
- 4. Westbus Service - (11 attendees)**

Present:

Barnaby Harding (Chief Officer, ALCA)

Councils represented in Bath & North East Somerset

Cllr Clive Fricker – Keynsham Town Council

Cllr Dawn Drury – Compton Dando Parish Council

Richard Maccabee – Batheaston Parish Council

Cllr Josie Pownall - Timsbury Parish Council

Pensford Parish Council

Cllr Hilary Macklin - Charlcombe Parish Council

Councils represented in North Somerset

Liz Shayler – Banwell Parish Council

Cllr Maggie McCarthy – Banwell Parish Council

Cllr Paul Harding – Banwell Parish Council

Cllr Mandi Boyd - Clapton-in-Gordano Parish Council

Cllr Chris Jackson – Yatton Town Council

Cllr Jeremy Blatchford – Nailsea Town Council

Lynne Stephens - Winscombe and Sandford Parish Council

Cllr Geoff Coombs - Flax Bourton Parish Council

Cllr Dick Whittington - Butcombe Parish Council

Cllr Kathryn Manchee - Camerton Parish Council

Councils represented in South Gloucestershire

Cllr Sue Hope – Hawkesbury Parish Council

Cllr Mike Drew – Yate Town Council

Cllr Janet Biggin - Downend & Bromley Heath Parish Council

Cllr Gail Boyle - Pucklechurch Parish Council

Cllr Rob McCullough – Westerleigh & Coalpit Heath Parish Council

Cllr Malcolm Evans – Olveston Parish Council

Cllr Pat Savage – Olveston Parish Council

(Names in bold denote ALCA Regional Committee members)

Barnaby Harding – Chief Officer

avoncalc@gmail.com

07496 514 035

Apologies received:

Dunkerton Parish Council
Aust Parish Council
Saltford Parish Council
Oldland Parish Council
Whitchurch Village Council
Siston Parish Council
Chelford Parish Council
Wrington Parish Council

Introduction:

Cllr Gail Boyle, Chairman of the Regional Committee, ALCA, welcomed everyone to the meeting

- Banwell Parish Council nominated their third representative, Liz Shayler, as their non-voting attendee
1. Geoff Coombs and Mike Drew were appointed as Tellers for the meeting.
 2. The minutes of the 49th Annual General Meeting of ALCA on 8th October 2022 were **AGREED** as a correct record of the proceedings.
 3. The 2023 Annual Report was **NOTED**.
 - Barnaby Harding, Chief Officer, to circulate a Summary Report.
 4. The membership of the ALCA Regional Committee was **NOTED** as:

Cllr Gail Boyle, Chairman
Cllr Jeremy Blatchford, Vice Chairman
Cllr. Mike Drew – NALC Representative
Cllr. Geoff Coombs
Cllr. Josie Pownall
Cllr. Dick Whittington
Cllr. Dawn Drury
Cllr. Sue Hope
Liz Shayler
Richard Maccabee

5. Hon. Treas. Dick Whittington presented the ALCA Accounts for 2022/2023. The proposal to approve the accounts was **AGREED**.

6. A proposal to appoint Taxim Accounting as Auditor was **AGREED**.

- Hon. Treas. Dick Whittington discussed the move to Xero for ALCA accounting and raised the issue of reconciling multiple cheque payments, asking member councils to consider online payments moving forward.

7. Hon. Treas. Dick Whittington presented the ALCA Budget for 2023/2024. The proposal from the Regional Committee to increase the annual subscriptions by 7% was **AGREED**.

Subscription increases are based on:

- Projected salary increase costs, pending the National Pay Award
- Forecast increase in training costs
- Assumed increase in NALC subscription fees of 3%

8. The date of the 51st Avon Local Councils' Association AGM 2024 will take place on Saturday 5th October 2024.

AVON LOCAL COUNCILS' ASSOCIATION



Annual report 2022 – 2023

Avon Local Councils Association (ALCA) is a member organisation.
It is run by and for the first tier Local Councils (Town & Parish) and parish meetings within the unitary authority council areas of South Gloucestershire, North Somerset, Bath & North East Somerset and Bristol (currently unparished)

Affiliated to the National Association of Local Councils



AVON LOCAL COUNCILS' ASSOCIATION

Avon Local Councils Association (ALCA) is an unincorporated membership organisation, to support and develop Local (parish and town) Councils across the West of England (Avon) area. Local Councils are the most important level of local government, being closest to the communities they represent.

ALCA is run and managed by a Regional Committee of elected representatives from the membership - 4 Parish Councillors from each of the Unitary Authority (UA) areas, two non-voting special interest co-opted representatives and an Honorary Treasurer. 15 Members. For the 2022/ 2023 make-up of this Regional Committee see page 7

The Regional Committee meets at regular intervals, but at least 4 times a year to manage and administrate the organisation and raise issues from their contact with the membership Local Councils that need to be addressed at a national level by NALC..

ALCA provides the member councils with training (both in house the through sector experts) information, advocacy and networking services. We do this by understanding the needs of member councils and developing resources locally and nationally to meet those needs. Unlike other organisations we work exclusively with the whole Council, Officers and Councillors and after fifty years in operation ALCA currently has a membership of 95% in the Avon area.

Four new Local Councils have been created in South Gloucestershire in 2023 and it is very much hoped that they will join our Association

ALCA provides:

- Member Enquiry Service (MES) for straightforward, generic queries
- Free at the point of use advisory service for complex or council-specific enquiries
- Human Resources advice, from recruitment through personnel management to handling the end of the employment relationship
- Financial advice, including audit, governance and accountability
- Funding advice, including how to access external grant funding and administration of borrowing approval applications
- Free access to the Legal Team at NALC for "first instance" advice on legal matters
- Basic training courses for Clerks and Councillors
- Planning training
- Finance Training
- Communications Training (including Chair training)
- Advanced training for those wanting to push their skills or develop specialist knowledge
- Support to achieve formal qualifications, including the Certificate in Local Council Administration (CiLCA) to enable councils to achieve the criteria to use the General Power of Competence
- Bespoke in-house training sessions so that the whole council learns together
- One-off briefings and seminars on topics of particular interest

AVON LOCAL COUNCILS' ASSOCIATION

- Regular e-mail briefings on topical issues
- Timely e-mail alerts on significant developments
- The monthly "In Short", e-mailed directly to the council's inbox
- The Association's web site, with an exclusive Members Only library area for key documents and templates
- Access to NALC bulletins, Legal Topic Notes and Legal Briefings
- Verification for Public Works loan applications for the Secretary of State. We:
 - ensure that current criteria and implementation information is available to all councils
 - advise Local Councils on the submission of loan sanction applications.
 - check applications for compliance with government requirements.
 - submit applications directly to the Ministry of Housing for Communities and Local Government (MHCLG) for approval.

Until September 2023 ALCA employed a part time (30 hpw) Chief Officer, Deborah White and part time (15hpw) Chief Officers' Assistant, Michelle Edwards.

Barnaby Harding will be joining ALCA as the full time Chief Officer from 8th September 2023.

Outgoing Chief Officer, Deborah White.

During 2022/2023 ALCA dealt with 1,061 enquires.



Deborah White



Michelle Edwards

AVON LOCAL COUNCILS' ASSOCIATION



The County Associations of Local Councils are representative bodies for Local Councils (parish and town) in their area, they are the first point of call for information and play a key role in the work of the National Association of Local Councils (NALC)

A busy NALC year – some highlights from the NALC chief executive.

Firstly, can I thank you for the work that you do for your councils, communities, and county association. It makes the job of NALC much easier and more pleasurable when it is supported by a brilliant network of councillors, clerks, and county officer colleagues.

A priority for NALC, county associations and the society of local council clerks (SLCC) over the last year was to promote civility and respect within the sector. Much has been achieved working together, with pooled resources and a joint project officer.

- Over 1200 local councils have signed up to the civility and respect Pledge committing to training programmes, adopting the code of conduct, dignity at work policies, seeking professional help at early stages, calling out bullying & harassment, and supporting lobbying for legislation to strengthen standards.
- Resources have been developed and made available to local councils including a bullying and harassment statement, code of conduct guidance, and roles and responsibilities guidance.
- In the coming year we will continue this work together increasing take-up of the Pledge, putting civility and respect at the centre of the sector's improvement work, and reviewing and producing other supporting material. We will also be developing a mechanism to intervene where councils are at risk of significant problems.

We continue to look to improve our services to member councils complementing the work of your county association.

- Legal services – our team of solicitors are available to answer council queries via your county association and for larger councils, directly. They also maintain a suite of legal topic notes providing information on often tricky procedural and legal matters. County association colleagues are also regularly briefed on topical matters. Our plans for this year include a thorough review of standing orders and a rewrite of the very popular publication “Local Councils Explained.”
- HR services. As well as a plethora of HR templates covering every aspect, we offer an employment law and HR advisory service through our partners at Worknest. County association colleagues can also avail themselves of access to our employee assistance programme. This year we reviewed and republished the “Good Councillors Guide to Employment.” Over the coming year we will be keeping these resources up to date and publishing a new template contract of employment. With the SLCC we will be providing advice to councils on clerks' hours and job evaluation.
- Enhanced Finance and audit service. Our professional advisors at DCK accountancy can help county associations with finance queries and we will be

AVON LOCAL COUNCILS' ASSOCIATION

updating a range of supporting guidance this year including a rewrite of the financial regulations, with the help of the Parkinson Partnership. Our Joint Panel on Accountability and Guidance produces the annual "Practitioners Guide" and through the company we set up – SAAA (Smaller Authorities' Audit Appointments) – we have procured external audit services for the next five years with only a small increase in fees. Internal audit is key to sound finances, and we are developing a partnership with the Internal Auditors Forum.

- Sector improvement service. The local council award scheme provides assurance to residents that your council is well run, and NALC encourages all to consider this accreditation. We have agreed with the Local Government Association to hold a number of peer challenges for our largest councils, looking at Morecombe and Cirencester Town Councils last year. Do get in touch if you would like to be included in future years' programmes. NALC hosts an e-learning platform that county associations can access and provide to their members. These courses cover a range of subjects with new content being regularly added. Hundreds of councillors have already used this e-learning opportunity. Many of our resources especially the Good Councillor Guides help local councils to improve too.
- Communications. NALC's new partnership with Breakthrough Communications means that we will be providing an increasing range of advice and guidance relating to local council communication. Currently we have a GPDR toolkit, and we will soon be updating our good councillors guide to communication. Work has commenced to provide advice on e-mails and .gov domain names. Through your county association we can also provide advice on crisis communications with the help of the Local Government Association.

A large part of our work is to promote the role and potential of local councils. With government, upper tier councils, including a presence at the annual LGA conference, and other national organisations. Each year we collect case studies of good practice through our Points of Light publication and Star Councils Awards. So do please tell us about the brilliant work you do. Our website has sections identifying how councils can realise their potential to tackle some of the biggest challenges facing the country including climate change, health and well-being and engaging young people. A new section looking at Planning and Housing is being developed this year.

Our Policy Committee considers policy motions from you and shapes our manifesto setting out the changes we would like the government to make to legislation to make your lives easier. A key focus this year has been to press for the sector to be able to access national grants and the government's community ownership fund was opened to applications from our sector. Through the help of our President, Baroness Ros Scott we have pressed a number of issues through the passage of the Levelling Up and Regeneration Bill including enabling councils to hold remote meetings, allowances for caring responsibilities and clarification of the sector's funding of church buildings. A focus for the year ahead will be influencing the manifestos of the political parties as we approach the general election.

AVON LOCAL COUNCILS' ASSOCIATION

Engaging with you.

We are very dependent on your input to get our work right, especially by proposing policy motions to make your lives easier. So please do look at our website (a new one will be launched next year), sign up for our newsletters and join one of our monthly on-line events (the programme is set for the rest of the year). We have several national networks which you can join such as climate emergency, women councillors and young councillors. County colleagues can, and do, give us their views at the fortnightly county officers call. And of course, do get involved in the work of your county and national association and consider standing for election to one of their governing bodies.

You can find full information on all this work through our website www.nalc.gov.uk and you can get details of how to log-on from your county association.

Thanks for your support!

Jonathan Owen. Chief Executive. July 2023.

ALCA elects a Regional Committee member to represent them at a national level at NALC committee meetings



The ALCA National Association of Local Councils Representative is Cllr Mike Drew of Yate Town Council. He is currently the Vice Chairman (Member Services) of NALC <https://www.nalc.gov.uk>

Contact: Mike Drew - mike.drew@nalc.gov.uk

AVON LOCAL COUNCILS' ASSOCIATION

REGIONAL COMMITTEE 2022- 2023		
Chairman	Cllr Gail Boyle	South Gloucestershire
Vice Chairman	Cllr Kathy Thomas	Bath & North East Somerset
Hon. Treasurer	Cllr Richard Whittington	North Somerset
NALC Rep.	Cllr Mike Drew	South Gloucestershire
Bath & North East Somerset		
Chairman	Cllr Kathy Thomas	Peasedown St John PC
Vice Chairman	Cllr Dawn Drury	Compton Dando PC
Representative	Cllr Josie Pownall	Timsbury PC
Representative	Cllr Gareth Williams	Clutton PC
North Somerset		
Chairman	Cllr Geoff Coombs	Barrow Gurney PC
Vice Chairman	Cllr Richard Whittington	Butcombe PC
Area Secretary	Liz Shayler	Banwell PC
Representative	Cllr Jeremy Blatchford	Nailsea PC
South Gloucestershire		
Chairman	Cllr Mike Drew	Yate TC
Vice Chairman	Vacant	
Representative	Cllr Gail Boyle	Pucklechurch PC
Representative	Cllr Sue Hope	Hawkesbury PC
Co-opted Members - None		

AVON LOCAL COUNCILS' ASSOCIATION



Chairman's Report

I described last year as the beginning of a year of transition – this year has been one of continuing to navigate our way through the changes.

It would be remiss of me not to mention that in March we heard the news that our previous long-standing Treasurer, Noel Walter had passed away. Noel's association with ALCA spanned more than 20 years from 2001 onwards. He served as ALCA Chairman 2005-2008 and then as Treasurer 2009-2021. Noel will be sadly missed by us all and we are deeply indebted to him for work he did on behalf of all ALCA members.

The following representatives were elected to officer positions last November:

- Chairman – Gail Boyle
- Vice Chairman – Kathy Thomas
- NALC Representative – Mike Drew
- Treasurer – Dick Whittington

Resources Committee members – Kathy Thomas, Gail Boyle, Mike Drew and Dick Whittington

There have been changes to the makeup of the Regional Committee, not least of which being that Kathy Thomas stood down over the summer. It falls to me therefore to thank her for her not inconsiderable efforts on behalf of ALCA over the years. I would also like to thank all other RC members for their support and time they commit to ALCA>

As well as having oversight of ALCA business and service provision, Regional Committee meetings are an opportunity to share best practice and discuss issues of regional concern, and as this was an election year to compare experiences. Public transport and the demise of many services has been a source of much discussion and thanks to RC member Josie Pownall, ALCA is now represented on the WECA Transport Advisory Council. An item of business that I had hoped to make more progress over this last year was a review to update ALCA's Constitution, but unfortunately other challenges came to the fore. As in the previous year Deborah White (COO) and Michelle Edwards (COA) have provided ALCA members with excellent support and service delivery. Last December, however, Deborah gave notice that she wanted to retire. It is to Deborah's very great credit and with a huge amount of generosity that she chose to continue working for ALCA until such time that we could find a replacement. The preparatory work for the recruitment process began in January and was not without its challenges. Nevertheless, I am pleased to report that we were

AVON LOCAL COUNCILS' ASSOCIATION

able to appoint Barnaby Harding as our new COO, who at the time of writing has been in post for less than a week, under Deborah's tutelage.

It is hard to summarise all the ways that Deborah has contributed to enabling ALCA to succeed and how much work she has done for our member councils and councillors. Much of what Deborah does occurs quietly behind the scenes but I know that this has had an enormous impact, particularly for those councils in need of guidance through difficult challenges. I know that her expertise and wise council has been of great benefit to me personally as your Chair as I am sure it has been for many of you – our clerks, our councillors, our regional and national associations have all grown because of her professional practice, humanity, and willingness to share her knowledge, skills and understanding. So, it falls to me to say thank you to Deborah on behalf of us all and to wish her well in her retirement.

Councillor Gail Boyle,

AVON LOCAL COUNCILS' ASSOCIATION

Treasurers Report - Dick Whittington Honorary Treasurer

ALCA Treasurer's Report for 2023 AGM

We weren't quite ready to move our Accounts onto Xero at the start of the financial year, so Michelle, in her second year as our Chief Officer's Assistant, continued to use the system set up and managed by our late Treasurer Noel Walter for so many years. This served us well, but its complexity did lead to some problems which have meant that our Annual Accounts are only just ready for the AGM, and currently in final draft form.

From April of this year we have been using Xero, which ultimately will make Michelle's job easier, and allow me to access information in real time.

Annual Accounts

The AGM two (?) years ago directed us to change the arrangements for our Annual Accounts (technically an Independent Examination rather than an Audit). Phil Smith has done a great job on the Accounts for many years, but it's generally considered good policy to change the provider every five years or so. This year's Accounts have been prepared by Taxim Accounting, from Olveston, and a copy of their final draft is will be provided with the papers for the AGM.

The outcome of the Accounts is a small surplus of £915, mainly due to staffing costs being somewhat below budget.

Budget for 2024/5

I have attached a simple (I hope) spreadsheet which shows the expected out-turn for 2023/4 and a Proposed budget for 2024/5. This has been agreed by ALCA's Resources Committee, and will go to our full Regional Committee later this month.

The main points to note include the following

- The Budget assumes an increase in membership subscription rates of 7.0%
- We are still awaiting the outcome of national negotiations on this year's salary award (due April 1st 2023!) but expect it to be about 6% overall.
- We have also provided for an increase in salaries of 5% in 2024/5, reflecting current inflation expectations (which may of course change)
- A small increase in training income, and a likely increase in training costs
- Some smaller items following Deborah's imminent retirement and the appointment of our new Chief Officer, for example the annual cost of a PO Box number for incoming mail.
- I have made no allowance for changes in membership – i.e. new Councils joining ALCA or others deciding not to continue

The sum total of the budget is a predicted deficit of a little over £2,000 (although this is early days to make such judgements). Our Reserves stand at over £60,000, so we believe we can manage a small deficit, whilst allowing for likely investment in the service ALCA provides at a much lower cost to members than other CALC's.

I hope the AGM will be able to support the Budget and Subscription proposals



AVON LOCAL COUNCILS' ASSOCIATION

Budget	2022 - 23	2023/24		
		Adopted Budget 23/4	Forecast 2023/4	Draft Budget 24/5
Income				
Total Subscriptions	£ 68,275	£ 73,325	£ 78,458	
Training	£ 12,000	£ 12,500	£ 13,000	
Other	£ 50	£ -		
Total Income	£ 80,325	£ 85,825	£ 91,458	
Expenditure				
NALC Subscriptions	£ 23,000	£ 28,150	£ 30,121	
Staff Salary Costs	£ 48,290	£ 52,000	£ 55,000	
Staff Travel etc	£ 550	£ 300	£ 500	
Staff Training	£ 500	£ 500	£ 500	
Recruitment adverts		£ 294		
Subscriptions	£ 250	£ 100	£ 100	
Training Courses etc	£ 6,000	£ 3,600	£ 4,800	
Website	£ 500	£ 300	£ 350	
IT equipment & software	£ 300	£ 640	£ 640	
Insurance	£ 450	£ 436	£ 450	
Telephone	£ 90	£ 104	£ 120	
Royal Mail	£ 15	£ 50	£ 360	
Audit	£ 200	£ 200	£ 200	
Other	£ 180	£ 100	£ 100	
Total Expenditure	£ 80,325	£ 87,074	£ 93,241	
Surplus (Deficit)	£ 0	-£ 1,249	-£ 1,783	
Cash at Bank	£ 62,436	£ 61,187	£ 59,404	

AVON LOCAL COUNCILS' ASSOCIATION

Bath and Northeast ALCA Area Group Report

I write this report as the outgoing chair of the Bath and Northeast Somerset ALCA group and am delighted that at the AGM on the 7th of June 2023 Richard Maccabee was elected chair and Dawn Drury as vice chair for the coming year. During the year I was supported by Cllr Dawn Drury and Cllr Jodie Pownall. Although the position of secretary was unfilled Jodie volunteered to write the notes of the meeting, that was much appreciated.

Once again, for our three meetings the group met remotely. There have been requests for in person meetings but most councillors who join the meetings wished to continue to meet online as it is easier for people to attend, B&NES extends across a large geographical area and travel is not straight forward.

However, the three B&NES Liaison Meetings held during the year between parishes and B&NES Officers were in person. The meetings were well attended. The meetings were held café style with topics of interest to parishes such as Highways, Climate Emergency and Waste Disposal. B&NES ALCA continues to press for an improved consultation process as it often seems that it is just a tick box exercise. Councillors are following with interest a project to provide electric charging points in rural areas. Work with B&NES ALCA representatives and B&NES Officers has continued on the "refresh" of the parish charter.

Transport for the rural areas has continued to be an issue, the main transport links being the A367 and the A37, although the recently implemented "West Link" on demand service was implemented in the year it is too soon to be evaluated.

On a personal note, I would like to thank the members of the NALC executive for the opportunity to attend a King's Garden Party at Buckingham Place in May 2023. My daughter and I had a lovely afternoon, we thoroughly enjoyed ourselves.

Kathy Thomas
Outgoing Chair of B&NES ALC

A WARM WELCOME TO THE NEW COUNTY OFFICER



Barnaby Harding is passionate about supporting local communities and brings extensive knowledge and experience from the Local Government and Education sectors. He has previously supported Parish Councils in a number of sustainability, transport and employment support projects run by South Gloucestershire Council and the West of England Combined Authority and has in-depth experience of developing and delivering training courses for schools, local councils and community groups.