

## PATCHWAY TOWN COUNCIL

### Minutes of the Extraordinary Meeting of Patchway Town Council held on the 11<sup>th</sup> August 2020 at 18:30 by video link (Go to Meeting Application)

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call.

**Councillors:** S Scott (in the chair), R Loveridge, T Scott, P Cottrell, S Shambhu, K Dando, J Butler, B Hopkinson, R Walker, I Walker and J Buddharaju (18:36)

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

**Absent:** Cllr E Gordon

**Members of the Public:** Two

As the time was 18:30, the Chair, Cllr S Scott called the meeting to order.

#### **11/08/2020--No 1 To receive the apologies for absence.**

Cllr E Martin (Personal) and G Pykov (Personal)

#### **11/08/2020--No 2 Declarations of Interest**

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

#### **11/08/2020—No 3 To consider the tender evaluation report for the Patchway Community Centre redevelopment project and to decide on the preferred bidder subject to any clarifications required.**

Cllr S Scott declared an interest in this item. Cllr R Loveridge assumed the Chair.

The Council considered the report and the contents were duly noted.

**RESOLVED:** The majority agreed with one abstention to decide that 'Beard Construction' were the preferred bidder and that the Council were happy to award the contract subject to any clarifications required. **Further RESOLVED** to delegate to The Clerk that once all qualifications are covered suitably that the contract is to be awarded.

#### **11/08/2020--No 4 To consider the revised costs for security at Scott Park and decide whether to approve them or consider an alternative.**

**RESOLVED:** It was agreed with one abstention to earmark the costs until the end of September.

**Further RESOLVED** to look into different providers and if they are within the same costs previously quoted, the Clerk and the Chairman to accept the most reputable company to carry out this work.

#### **11/08/2020--No 5 To consider the alternative proposal for the 2020 Remembrance parade.**

The Clerk provided an update. There would be no parade this year and a wreath laying ceremony with key personnel there.

**RESOLVED:** To unanimously agree the proposal in light of the COVID-19 situation.

#### **11/08/2020--No 6 To consider and approve annual accounts and agree any actions and annual procedures:**

**a) To receive and approve the 2019/2020 annual accounts and agree any actions.**

**RESOLVED:** To unanimously agree to sign the accounts for 2019/2020.

**b) To note the Internal Auditor's report section of the AGAR 2019/2020.**

The Council noted the report and were very pleased with the progress made.

**c) To receive and approve the Annual Governance Statement 2019/2020.**

**RESOLVED:** To unanimously agree the Annual Governance Statement and sign the statement.

**d) To receive and approve the Accounting Statements for 2019/2020.**

**RESOLVED:** To unanimously agree the Accounting Statements and sign the statement.

**e) To note the period of public rights and publication of the Annual Governance and Accountability return.**

It was noted that the date of announcement would be Wednesday 12<sup>th</sup> August 2020. The period would commence on Thursday 13<sup>th</sup> August 2020 and would end on Friday 25<sup>th</sup> September 2020.

**11/08/2020--No 7 To agree the expenditure report and authorise payments.**

**RESOLVED:** To unanimously agree the authorisation of the following payments:

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power
Brosch	Heavy Duty Refuse Rolls	£ 65.10	£ 13.02	£ 78.12	Public Health Act 1975, s164
Bush Consultancy	Architectural Services for Pavilion Projects	£ 3,000.00	£ 600.00	£ 3,600.00	LGA1972, S111
Davies and Partners	Solicitor Fees to date relating to lease agreement	£ 670.00	£ 134.00	£ 804.00	LGA1972, S111
DCK Accounting Solutions	Quarterly Financial Check	£ 216.00	£ 43.20	£ 259.20	LGA1972, S111
G.W Parker	Tree Work at Waterside Drive	£ 190.00	£ -	£ 190.00	Open Spaces Act 1906
Prolific Solutions	IT and Printing Costs July	£ 17.26	£ 3.45	£ 20.71	LGA 1972, S111
Rob Hainey Signs	COVID Secure signs for Pavilion	£ 202.00	£ -	£ 202.00	Open Spaces Act 1906
SAS Electrical Solutions	New Distribution Work at Scott Park	£ 495.00	£ 99.00	£ 594.00	Public Health Act 1975, s164
South Gloucestershire Council	Grounds Maintenance Work	£ 3,870.72	£ 774.14	£ 4,644.86	Open Spaces Act 1906
Stoksmorgan Planning	Planning Work for Patchway Community Centre	£ 825.00	£ 165.00	£ 990.00	LGA1972, S111
Thornbury Self Drive Hire	Tracker for Truck	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906
Waite Associates	Pre-contract tender action for PCC project	£ 1,500.00	£ -	£ 1,500.00	LGA1972, S111
	<b>Total for August 2020</b>	<b>£11,077.08</b>	<b>£1,837.01</b>	<b>£12,914.09</b>	

**11/08/2020—No 8 To note the next Council meeting will be held on 15th September.**

Noted.

**The meeting was closed at 19:01.**