

PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 16th September 2025 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr A Morey (Chair), Cllr K Dando, Cllr N Field, Cllr D Fry, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr E Martin, Cllr S Rummels, Cllr S Scott & Cllr K Walker.
In attendance:	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO). B Harding (Chief Officer, Avon Local Councils Association (ALCA)).
Absent:	None
Members of the Public:	None

As the time was 19:00, the Chair, Cllr A Morey called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

16/9/2025 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

There were no members of the public present.

16/9/2025 – No. 2. To receive any apologies for absence.

Members noted apologies from Cllr D Lawrence (personal commitment), Cllr R Loveridge (personal commitment) & Cllr T Scott (personal commitment).

16/9/2025 – No. 3. To receive any Declarations of Interest and to approve any dispensations for this meeting.

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

Cllr S Scott declared an interest in Item 17 – Tenders

Cllr D Fry declared an interest Item 9 – Stoke Lane Football Club

Cllr K Walker declared an interest in Item 7c – Grants Working Party recommendations

The Chair asked for members approval that the order of the agenda be amended to support agenda items 14 to 18 be taken first in closed, confidential session and to support the attendance of the Chief Officer from ALCA, Barnaby Harding.

RESOLVED: That members approved the request to move into closed and confidential session.

16/9/2025 – No.14 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 move into closed session.



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16/9/2025 – No.15 To agree the Heads of Terms concerning the new tenant for the Former Sports & Social Club building.

Members discussed the draft Heads of Terms and comments received from both the Council Solicitor and proposed new tenant.

The Council agreed that, subject to the approval of the draft Heads of Terms, officers be authorised to proceed with the Council Solicitor in preparing the lease documentation.

16/9/2025 – No. 18 To receive a report and recommendations from the Chief Officer of the Avon Local Councils Association (ALCA) following the external investigation.

RESOLVED: that the Chief Officer of ALCA outlined the advice and recommendations from the external report.

16/9/2025 – No.16 To consider the recommendations from the Personnel Committee meeting held on Thursday 4th September 2025.

RESOLVED: that members approved the recommendations of the Personnel Committee meeting held on 4th September 2025.

Cllr S Scott left the meeting due to the Declaration of Interest for the next agenda item.

Cllr S Rummels left the meeting at 7.58pm.

16/9/2025 – No. 17 To evaluate, discuss and agree to the tenders submitted regarding the renewal of the biannual skip contract from January 2026.

RESOLVED: to accept the tender as presented, with officers' discretion to investigate an alternative supplier that may offer improved value and service, and to proceed accordingly if appropriate.

8.01pm - Members voted and agreed to move the meeting into formal session. Cllr S Scott rejoined the meeting.

The Clerk confirmed that a report from the local Police Beat Team had been circulated before the meeting.

16/9/2025 – No. 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 22nd July 2025 and to the Clerk/RFO's report for this meeting.

The minutes of the 22nd July 2025 meeting were approved as a true and accurate record of the meeting.

16/9/2025 – No. 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chair have authorised expenditure due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Members noted the unreported decisions made under the scheme of delegation.

16/9/2025 – No. 6 To receive and agree to the amendments to the Personnel Committee's Terms of Reference concerning matters pertaining to confidentiality.

Members agreed to defer this item pending completion of Code of Conduct training, which may identify further amendments to the Terms of Reference document.

16/9/2025 – No.7 Patchway Town Council Finance:

a) To approve the expenditure report for August 2025.

Members approved the expenditure report for August 2025.



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- b) **To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for July and August 2025.**

Members noted the account reports for July and August 2025.

- c) **To consider the recommendation report from the Grants Working Party meeting held on Tuesday 16th September 2025.**

The Council voted and agreed that Cllr Walker could remain in the meeting but could not vote.

Members agreed to all recommendations from the Grants Working Party meeting held on 16th September 2025.

- d) **To note the External Auditor's report for the financial year ending March 2025 and to action any recommendations from this report.**

Councillors noted the External Auditors Report and recommendations arising from the report.

Councillors also expressed a vote of thanks for all the hard work that had been done by the RFO in support of the audit return and additional intermediate review by the BDO.

16/9/2025 – No. 8 To consider if Patchway Town Council renews the application for the Foundation, Quality and Quality Gold Awards of the Local Council Award Scheme.

The Clerk confirmed that the Local Council Award Scheme has changed and become the Bronze, Silver and Quality Gold Awards, with all three sections to be completed if a Council is wishing to achieve the Quality Gold Standard. There have been a few additional features to the scheme since the Council completed the application in 2022. The Clerk confirmed that the application cost is £100.00 for Councils with an income under £25,000 or £200.00 for an income over £25,000.

RESOLVED: that the Council renews the application to cover the Bronze, Silver and Quality Gold Award.

16/9/2025 – No. 9 To receive a request from the Stoke Lane Football Club to erect a banner in Norman Scott Park to promote club membership.

The Council voted and agreed that Cllr Fry could remain in the meeting but could not vote.

RESOLVED: that members agreed to the installation of the banner on the 3G to promote the Stoke Lane Football Club for the ensuing football season and review arrangements after that period.

16/9/2025 – No. 10 To consider a request from Patchway Cricket Club to install a water supply pipe under the Norman Scott Park outfield to the cricket square entirely funded and works safely carried out by Patchway Cricket Club.

RESOLVED: that members agreed to the installation of a water supply pipe under Norman Scott Park and that the Patchway Cricket Club has suitable insurance to support and facilitate the works.

16/9/2025 – No. 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

Cllr S Scott confirmed that there has been a Council recess in August 2025.

Cllr Lansdown wished to give a sincere vote of thanks to Cllr I Walker who has supported a resident during a sensitive matter.

- b) **Friends of Patchway Twinning Group.**

No report.

- c) **Almondsbury Joint Burial Committee.**

Cllr Dando confirmed that the Committee mentioned that Patchway Town Council is no longer participating with the new cemetery site and will no longer be joining the discussions going forward. One of the Grounds Team is currently recovering from a recent operation.

d) Former social club building.

The Clerk confirmed that the Estates and Office Team continue to conduct checks both inside and outside the building.

e) South Gloucestershire Council partnership working.

No report.

f) Improving commercial hubs

No report.

g) Public Safety updates.

No report.

h) Residents' communications.

The September edition of the Town Newsletter is now available.

The Clerk also advised members that an over 50's First Aid Course is being facilitated in the Casson Centre on the 21st October 2025. The course is free to attend and aimed at being an informative course to raise awareness in case of an emergency.

i) Patchway Community Larder.

Cllr Lansdown confirmed that the larder is now stocked with the latest goods purchased by the Clerk on behalf of the Town Council. Coniston Community Centre is sending people without food vouchers to the Community Larder.

16/9/2025 – No.12 To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.

Members considered the advice from the Deputy Monitoring Officer and agreed that the Council remains as now, with 15 Councillors and three defined Wards to ensure that quorum is maintained during Council or Committee meetings and support for the electorate.

16/9/2025 – No.13 To note the date of the next Council Meeting of Patchway Town Council will be held on Tuesday 14th October 2025 at 7.00pm at Callicroft House.

Members noted the next date of Full Council on 14th October 2025.

The meeting was closed by the Chair at 8.30pm



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