

## PATCHWAY TOWN COUNCIL

### Minutes of the meeting of Patchway Town Council held on the 5<sup>th</sup> of April 2022 at 20:00 at Callicroft House, Patchway.

**Councillors:** J Butler (Chairman), R Loveridge, I Walker, K Dando, P Cottrell, P Knight, B Hopkinson, D Lawrence.

**In attendance:** J Turner (Town Clerk and RFO).

**Absent:** Cllrs E Gordon and T Scott.

**Members of the Public:** One.

As the time was 20:00, the Chair, Cllr J Butler 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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

**05/04/2022 - No 2 To receive questions from members of the public present.**

None received.

**05/04/2022 - No 3 To receive any apologies for absence.**

The Council noted apologies from Cllrs S Scott (Working), R Walker (Working), S Shambhu (Holiday), J Buddharaju (Family Reason) and E Martin (Sick),

**05/04/2022 - No 4 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.

**05/04/2022 - No 5 To consider and approve any dispensations for this meeting.**

None received.

**05/04/2022 - No 6 To approve the expenditure report and authorise payments.**

**RESOLVED:** It was unanimously agreed to approve the payments below. The payment to Advanced Plumbing and Heating for repair works was approved, subject to time sheets being obtained by the Clerk.



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**RESOLVED:** It was unanimously agreed to reject all the quotations and to go directly for quotations from roofing contractors.

**05/04/2022 - No 8 To consider the quotations for the acoustic works at Patchway Community Centre.**

**RESOLVED:** It was unanimously agreed to reject these quotations due to the already high overspend on this project. The Council noted that this could be re-visited once the financial future of the Town Council was a little more secure.

**05/04/2022 - No 9 To consider the consultation for the 'Travellers Rest' site on the A38.**

**RESOLVED:** It was agreed by a majority, with one abstention, to respond subject to land registry checks and state that the Town Council wanted there to be separate entrance and exit points as well as traffic calming measures such as speed camera's and/or traffic lights.

**05/04/2022 - No 10 To consider re-painting the skate park area in Scott Park, with the young people of Patchway.**

**RESOLVED:** It was agreed by a majority with two against and one abstention to overpaint the skate park area with white paint and to run a competition with the local school's to design a new mural for this area at the Jubilee event on Friday 3<sup>rd</sup> June 2022. This would be brought back for formal discussion at the next Town Council meeting.

**05/04/2022 - No 11 To note that the next meeting of Patchway Town Council will be held on Tuesday 26<sup>th</sup> April 2022 at 7pm.**

Noted.

**05/04/2022 - No 12 To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following agenda items.**

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

**05/04/2022 - No 13 To receive an update on the outstanding matters of the Patchway Community Centre Project.**

The Clerk provided an update. The sub-committee had agreed a sum of £190,000 however the contractor did not think the liquidated damages were justified.

**RESOLVED:** It was unanimously agreed to make a payment of £190,000 to the contractor and to pay a further £18,962.25 in the next financial year. The settlement agreement would be amended.

**05/04/2022 - No 14 To consider the recommendations from the Personnel Committee meeting held on Wednesday 30th March 2022.**

The Council noted that the Personnel Committee had appointed A Jones to the role of Assistant Grounds Person on SCP 11.

- a) **To approve the recommendation that the Local Government Pay Award is given to an ex-employee who has requested the back-pay.**

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

- b) **To approve the recommendation that Patchway Town Council do not license the Pavilion, as previously agreed, due to implications with staffing.**

- c) **To approve the recommendation that Patchway Town Council re-consider the scope of the café and determine working hours, equipment and duties prior to any role for a café manager or supervisor being agreed.**



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- d) **To approve the recommendation that Patchway Town Council put out a ‘Call for Volunteers’ to see if anyone would be interested in helping to volunteer in the café once it is open.**
- e) **To approve the recommendation that Patchway Town Council sends the current job description for a ‘Café Supervisor’ to Southwest Council’s to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.**  
**RESOLVED:** It was unanimously agreed to defer these items to the next Full Council meeting where the whole scope of the café will be decided. It was noted that the Personnel Committee need to review the job description of the Town Clerk due to the increase in work with the Pavilion.
- f) **To approve the recommendation that Patchway Town Council approves the quotation for the LANTRA Chainsaw Course for two members staff at a cost of £544.00.**  
**RESOLVED:** It was unanimously agreed to approve the recommendation.
- g) **To approve the recommendation that Patchway Town Council approves the flexible retirement of the current Environmental Operative, which will reduce the hours worked to 30 hours per week.**  
**RESOLVED:** It was unanimously agreed to approve the recommendation.
- h) **To approve the recommendation that Patchway Town Council approves the Job Description/Person Specification for a part-time Environmental Operative, to supplement the hours lost and sends the current job description for a part-time ‘Environmental Operative’ to Southwest Council’s to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.**  
**RESOLVED:** It was unanimously agreed to approve the recommendation.
- i) **To approve the recommendation that Patchway Town Council approves the Job Description/Person Specification for a full-time Deputy Town Clerk, to assist with managing the Town Clerk’s workload and sends the current job description for a ‘Deputy Town Clerk’ to Southwest Council’s to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.**  
**RESOLVED:** It was agreed by a majority with one abstention to approve the recommendation.
- j) **To approve the recommendation that Patchway Town Council looks at renting a space within Scott Park to a commercial food and drink vendor whilst the Pavilion is being built prior to the opening of the café.**  
**RESOLVED:** It was unanimously agreed to defer this item as it had been superseded by the Finance Committee.

**05/04/2022 - No 15 To receive an update on an insurance claim.**

The Council noted the update.

**The meeting was closed at 21:29.**



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