PATCHWAY TOWN COUNCIL

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

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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Рауее	Invoice Detail		Net (cost to council)		VAT		Gross	Our Ref
	Oustanding Invoices 2021/2022		· /					
Advanced Plumbing and Heating	Radiator Works at Callicroft House.	£	351.00	£	70.20	£	421.20	04-22-001
Advanced Plumbing and Heating	Emergency Tap Repair at Scott Park.	£	821.90	£	164.38	£	986.28	04-22-002
Advanced Plumbing and Heating	Outdoor Tap Repair at Callicroft House.	£	58.00	£	11.60	£	69.60	04-22-003
Alan Coward and Son	Hire of Drying Rooms.	£	265.98	£	53.20	£	319.18	04-22-004
Avon Local Council's Association	Chairman training for D Lawrence.	£	30.00	£	-	£	30.00	04-22-005
Avon Local Council's Association	Essential Councillor Training for D Lawrence.	£	40.00	£	-	£	40.00	04-22-006
Avon Local Council's Association	Essential Councillor Training for P Knight.	£	40.00	£	-	£	40.00 40.00	04-22-007
Avon Local Council's Association	Training Course for D Lawrence.	£			-	£		04-22-008
Blakeney Road Allotments	Electricity re-charge.		87.11	£			87.11	04-22-009
DCK Accounting Solutions	Accounting Support - March	£	537.50	£	107.50	£	645.00	04-22-010
Glasdon	Eco-Rest Bench X2.	£	828.52	£	165.70	£	994.22	04-22-011
J.M Hazell	PAT Testing at Callicroft House.	£	70.00	£	14.00	£	84.00	04-22-012
Keoghs	Insurance Final Bill.	£	116.67	£	23.33	£	140.00	04-22-013
Lee McGreevy QS Services	Casson Centre Cost Estimate.	£	487.50	£	-	£	487.50	04-22-014
Pro Structures	NSP Pavilion: Structural Engineer.	£	270.00	£	54.00	£	324.00	04-22-015
Rob Hainey Signs	Sport Hire Banners.	£	215.00	£	-	£	215.00	04-22-016
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-017
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-018
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-019
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-020
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-021
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-022
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-023
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-024
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-025
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-026
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-027
Shine	Cleaning Services Account.	£	193.52	£	38.70	£	232.22	04-22-028
Davies and Partners	PSSC Lease and Advice.	£	500.00	£	100.00	£	600.00	04-22-029
Thornbury Autocentre	Truck MOT.	£	54.00	£	10.80	£	64.80	04-22-030
mombary natocentie	2022/2023 Financial Year Invoices.	-	51100	-	10.00	-	0 1100	01 22 000
The Bristol	Civic Dinner Deposit.	£	83.33	£	16.67	£	100.00	04-22-031
GB Sports and Leisure	Wet Pour Repairs.	£	7,823.50	£ 1	,564.70	£	9,388.20	04-22-032
Zurich	Fleet Insurance.	£	1,884.32	£	-	£	1,884.32	04-22-033
Living Wage Foundation	Employer Accreditation - 2022/2023.	£	60.00	£	12.00	£	72.00	04-22-034
PR Production Services	Stage for Jubilee Event.	£	1,463.00	£		£	1,463.00	04-22-035
Avon Local Council's Association	2022/2023 Subscription.	£	1,535.31	£	-	£	1,535.31	04-22-036
Thornbury Autocentre	Truck Tracker.	f	312.00	f	62.40	£	374.40	04-22-037
mombuly Autocentre	mack macket.	-	512.00	-	02.40		574.40	07 22 037
	Total for April 2022	_	£20,296.88	£2,894.88 £23,191.76		23,191.76		

05/04/2022 - No 6 To consider the requirements for the kitchen at the Norman Scott Park Pavilion Café and to set a budget for these requirements.

The Council noted that there was a £10,000 provision within the contract to provide basic commercial equipment for the café.

RESOLVED: It was agreed by a majority, with one against and two abstentions, to increase this allowance to £15,000 and to put in the infrastructure for larger equipment, which can be used at a later date.

05/04/2022 - No 7 The Casson Centre project.

- a) To consider the quotations for an asbestos survey at The Casson Centre.
 RESOLVED: It was unanimously agreed to approve the quotation from Smiths for a value of £315.00.
- b) To consider the quotations for professional services for the project.
 - i. Contract Management Lee McGreevy QS Services
 - ii. Architect Quotation The Bush Consultancy.
 - iii. Structural Engineer Pro Structures.
 - iv. Overseeing Project Administration Melrose Associates.

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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 3rd 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 26th 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 exemployee 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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