

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.



21/11/2023

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



21/11/2023

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.

Cllr 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.



21/11/2023

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.



21/11/2023

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.*



21/11/2023

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.



21/11/2023

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.



21/11/2023

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.



21/11/2023