



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Wednesday 4th May 2022

Dear Cllr Jon Butler, Cllr Roger Loveridge, Cllr Jo Buddharaju, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Peter Knight, Cllr Dayley Lawrence, Cllr Elaine Martin, Cllr Sam Scott, Cllr Toni Scott, Cllr Sanjay Shambhu, Cllr Isobel Walker and Cllr Roland Walker.

You are summonsed to attend the Annual Meeting of Patchway Town Council on Tuesday 10th May 2022 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CiLCA. PSLCC.
Town Clerk and Responsible Finance Officer

A G E N D A

1. To elect a Chairman to Patchway Town Council for the Ensuing Year and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice-Chairman to Patchway Town Council for the Ensuing Year.
3. To receive questions from the members of the public present.
4. To receive any apologies for absence.
5. Declarations of Interest.
6. To consider and approve any dispensations for this meeting.
7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 26th April 2022 and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.
8. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Wednesday 27th April 2022.
9. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from June 2022.
 - a) To elect members of the Council to the Finance Committee (7) and to meet on the 2nd Tuesday of the month at 7pm (excluding August).
 - b) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee (7) and to meet on the 2nd Tuesday of the month at 8pm (excluding August).

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- c) To elect members of the Council to the Personnel Committee (4) and to meet as and when required.
10. To appoint council representatives for the following organisations or internal roles:
- a) Almondsbury Joint Burial Committee (5)
 - b) Avon Local Councils Association (2)
 - c) Bromford Housing Representative (1)
 - d) Charlton Hayes Steering Group (1)
 - e) Coniston Community Association (1)
 - f) Community Engagement Forum (2)
 - g) Newnham Place Redevelopment Working Party (3)
 - h) Norman Scott Park Pavilion Project Group (3)
 - i) Patchway 70th Anniversary Project Group (4)
 - j) Patchway Community Association (2)
 - k) Patchway and Charlton Hayes Community Sports Association (1)
 - l) Patchway, Filton & The Stokes Volunteer Centre (1)
 - m) Patchway Partnership Meeting (Formerly PN Group) (1)
 - n) Patchway Twinning Association (2)
 - o) The Grants Working Party (6)
 - p) Youth Work Working Party (5)
11. To consider the re-adoption of the following unchanged policies and strategies:
- a) Standing Orders
 - b) Financial Regulations
 - c) Reserves Policy
 - d) Grant Awarding Policy
 - e) Councillor Code of Conduct for Members
 - f) Risk Management Policy
 - g) Publication Scheme
 - h) Media and Publicity Policy
 - i) Investment Strategy
 - j) Equality and Diversity Policy
 - k) Use of Trade Card Policy
 - l) Use of Fuel Card Policy
 - m) Social Media Policy
 - n) Payment and Receipts Policy
 - o) Freedom of Information Policy
 - p) Recording of Meetings Protocol
 - q) Community Award Protocol
 - r) CCTV Policy
 - s) Modern Slavery Charter
 - t) Communications Policy
 - u) Complaints Policy
 - v) Volunteering Policy
 - w) Mayoral Charity Policy.
 - x) Play Area Inspection Policy.

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- y) Business Continuity and Disaster Recovery Policy.
 - z) Document Management and Archive Policy.
 - aa) Management of Contractors Policy.
 - bb) Debit Card Policy.
 - cc) Honorary Freeman Procedure.
12. To approval the annual statement of accounts for the financial year ending 31st March 2022.
13. To confirm insurance arrangements for the 2022/2023 Financial Year:
- a) Main Insurance Policy.
 - b) Fleet Insurance Policy.
14. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.
15. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.
16. To elect a Councillor to carry out the quarterly internal controls check.
17. To approve the expenditure report and authorise payments.
18. To consider Patchway Town Council's 2022 Annual Report and agree to publish the report.
19. To consider any planning applications received (click on the agenda item to view).
- a) [P22/02431/F - Erection of film-making set, catering marquee and other associated works to facilitate a change of use and film production set. Temporary \(until 1st May 2023\). - Building And Land At Highwood Road Patchway South Gloucestershire BS34 5DJ.](#)
 - b) [P22/02489/F - Demolition of an existing building. Erection of 1 no. new unit for flexible uses within Commercial/Business \(Class E\(g\)\(iii\)\) and/or General Industry \(Class B2\) and/or Storage and Distribution \(Class B8\) with ancillary offices and associated works including service yard, parking, staff amenity area and landscaping works. - Britannia House Britannia Road Patchway South Gloucestershire BS34 5TA.](#)
20. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
- a) Community Engagement.
 - i. To consider having a stall at Patchway Community Fair on Friday 17th June from 3pm to 5pm and what content may be shared at the fair.
21. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
- a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Norman Scott Park Pavilion redevelopment project.

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- i. To consider the results of the public consultation survey on the new café at Norman Scott Park.
 - ii. To consider the 'Financing the Pavilion' document.
 - c) The Casson Centre refurbishment project.
 - i. To consider the quotations for the re-roofing of the Centre.
 - d) Coniston Community Association.
 - e) Youth Work Working Party.
 - f) Scott Park Sport Workshops.
 - g) Queen Elizabeth's Platinum Jubilee 2022.
 - h) Patchway Twinning Association.
 - i) Almondsbury Joint Burial Committee.
 - j) Coniston Medical Practice.
 - k) Residents Association of Charlton Hayes.
 - l) Community Engagement Forum.
 - m) Avon and Somerset Police – Community Payback.
 - n) Newnham Place Development Site.
 - o) Patchway Minibus.
 - p) Bromford Housing Association – The Parade.
22. To approve that Patchway Town Council meets at 7pm on the third Tuesday of each month (excluding August) up to and including May 2023.
- 23. 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.**
24. To receive an update from the Clerk with regards to VAT in respect of the Norman Scott Park Pavilion Redevelopment Project.
25. To carry out the six monthly review of the combination of the Town Clerk and Responsible Finance Officer Role.
26. To consider awarding a member of staff with a 'Long Service Award'.
27. To receive an update on the grading of the following staff roles:
- a) Environmental Operative (part-time)
 - b) Deputy Town Clerk (full-time)

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PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the Tuesday 26th April 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, D Lawrence, P Knight, B Hopkinson, J Buddhharaju (19:15) and S Shambhu (19:45).
In attendance:	J Turner (Town Clerk and RFO) and Nick Van Tinteren and Mark Greveson (Bromford Housing Association.)
Absent:	Cllr E Gordon.
Members of the Public:	One.

As the time was 19:00, 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.

26/04/2022 - No 1 To receive an update from Bromford Housing Association regarding the future of The Parade, including the presentation of the public consultation results.

The Chairman invited Mark Greveson and Nick Van Tinteren to update the Council on Bromford's plan for the future of The Parade. Nick stated that they had bid on a pot of money and had been successful in obtaining the funding. The works that Bromford proposed to do are to tarmac the grass areas by the low level walls, plant bulbs in the flower beds, pressure wash the area, improve drainage, install Patchway Town Council's Patchway Map sign, making good the walls and repainting the bike racks. The Council noted that the Chief Executive of Bromford had approved the funding for this.

The Chairman opened the floor to members to ask questions of the Bromford representatives over this plan. The general feeling was one of being underwhelmed by the scheme. The majority of these works are ongoing maintenance and does not solve the issues that are at The Parade. Councillors stated their preference for the walls to be flattened and to create a large communal area that can be used for vendors, traders and community events. The Bromford representatives would arrange for Patchway Town Council to attend a meeting to ensure that the needs of the area are addressed. The Clerk would send Bromford the results of the public survey as well as publishing this on the Town Council website. The Clerk would also share the map of ownership and maintenance for The Parade. The Council noted that this would be added to the update section of the agenda for monitoring.

26/04/2022 - No 2 To receive questions from members of the public present.

None received.

26/04/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs S Scott (Working), T Scott (Working), P Cottrell (Unwell) and E Martin (Family Reason).

26/04/2022 - 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.

Cllr K Dando declared his interest in item 20.

26/04/2022 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant Cllr K Dando a dispensation to stay in the room on item 20.

26/04/2022 - No 6 To approve the minutes of the Patchway Town Council meeting held on 15th March 2022 and to note any issues.

a) **To receive the Clerk/RFO's report for this committee meeting.**

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. The action report was noted.

26/04/2022 - No 7 To approve the minutes of the Patchway Town Council meeting held on 5th April 2022 and to note any issues.

a) **To receive the Clerk/RFO's report for this committee meeting.**

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes as a true and accurate record. The action report was noted.

26/04/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd March 2022 and to approve the following recommendations:
The minutes were noted.

a) **To approve the recommendation that the Parks, Open Spaces, Planning and Transport Committee meetings are moved to 8pm on the second Tuesday of each month.**

RESOLVED: It was unanimously agreed to defer this item to the Annual Meeting of Patchway Town Council.

b) **To approve the recommendation that Patchway Town Council approves the quotation from South Gloucestershire Council for pedestrian sweeper work.**

RESOLVED: It was unanimously agreed to defer this item so the Clerk can carry out a cost analysis of renting or buying the machine.

c) **To approve the recommendation that Patchway Town Council approves the quote from KT Properties LTD for the extension of the pathway at the rear of the BMX track.**

RESOLVED: It was unanimously agreed to approve the quotation of £1911.

26/04/2022 - No 9 To note the minutes of the Finance Committee held on Tuesday 5th April 2022 and to approve the following recommendations:

The minutes were noted.

a) **To approve the recommendation that Patchway Town Council approves the Sponsorship Rates for the 2022/2023 financial year.**

RESOLVED: It was unanimously agreed to approve the sponsorship rates. It was further resolved unanimously that the Clerk can just implement any sponsorship ideas at any time rather than coming back for approval for this financial year.

b) **To approve the recommendation that Car Boot Sales are held at The Tumps between 9am and 12pm on Sunday's to generate income for the Council.**

RESOLVED: It was unanimously agreed to approve the recommendation subject to adequate volunteers being sourced. The costs were to be £7.50 per car and £12.50 a van, bookable in advance and inclusive of VAT.

c) **To approve the recommendation that Patchway Town Council allows vendors into Scott Park to trade to generate income for the Council.**

RESOLVED: It was agreed by a majority, with one abstention, to approve this recommendation. It was noted that any food or drink vendors would cease operation when the Café is fully operational.

26/04/2022 - No 10 Council Finance.

a) To note the current financial position of the two bank accounts.

The Council noted the current positions as of 26th April 2022:

Current Account - £1000.00

Business Reserve - £295.36

b) To note the current financial position of the Town Council's Investments.

The Council noted the current positions as of 1st April 2022:

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for March.

d) To note the income and expenditure reports for March.

e) To note the monthly summary of accounts for March.

The Council noted the reports.

f) To approve the expenditure report and authorise payments.

RESOLVED: It was unanimously agreed to approve the reports and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Avoncrop Amenity Products	Grass Seed and Top Soil.	£ 122.95	£ 11.99	£ 134.94	04-22-048
Brandon Hire Station	Missing Panel Clamps.	£ 6.80	£ -	£ 6.80	04-22-049
Dynamite Fireworks	Jubilee Firework Display.	£ 5,300.00	£ -	£ 5,300.00	04-22-050
GB Sports and Leisure	Skate Ramp Paint.	£ 693.42	£ 138.68	£ 832.10	04-22-051
Gordon Playground Inspections	Operational Inspections - March.	£ 360.00	£ 72.00	£ 432.00	04-22-052
KT Properties LTD	Beacon re-location, kissing gate works, notice board installation and rise and fall bollards.	£ 3,817.36	£ 763.47	£ 4,580.83	04-22-053
KT Properties LTD	Tarmac path and gate works at Scott Park.	£ 2,167.00	£ 433.40	£ 2,600.40	04-22-054
Melrose Associates	PCC Project - Contract Administration.	£ 220.00	£ -	£ 220.00	04-22-055
Melrose Associates	Casson Centre Project: Fee proposal.	£ 180.00	£ -	£ 180.00	04-22-056
Melrose Associates	NSP Pavilion Project: Contract Administration.	£ 2,590.00	£ -	£ 2,590.00	04-22-057
N Brock	Tree Work at Bevingtn Walk.	£ 430.00	£ 17.20	£ 447.20	04-22-058
Network Rail	Land over Patchway Tunnel Rent.	£ 189.79	£ 37.95	£ 227.74	04-22-059
Patchway Community Association	Main Ceiling Hall Works.	£ 2,890.70	£ -	£ 2,890.70	04-22-060
Prolific Solutions	Printing Costs - March.	£ 141.57	£ 28.32	£ 169.89	04-22-061
Royds Withy King	Legal Matter Services.	£ 5,459.00	£ 1,091.80	£ 6,550.80	04-22-062
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-063
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-064
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-065
Simply Washrooms	Sanitary Unit.	£ 157.91	£ 31.58	£ 189.49	04-22-066
The Bush Consultancy	NSP Pavilion Project: Architect Services.	£ 1,675.00	£ 335.00	£ 2,010.00	04-22-067
Willbox	Shower Unit Hire.	£ 437.67	£ 87.53	£ 525.20	04-22-068
	Total for April 2022	£27,419.73	£3,165.02	£30,584.75	

26/04/2022 - No 11 To receive an update on the proposed development at Newnham Place.

The Clerk provided an update. There was a new officer dealing with the development and they will provide an update in due course. The Council noted this would be added to the update section of the agenda to monitor.

26/04/2022 - No 12 To consider if Patchway Town Council would like to take on the running of The Patchway Minibus.

RESOLVED: It was unanimously agreed for Cllr P Knight to meet with the minibus committee to ascertain what they actually need support with.

26/04/2022 – No 13 To consider the request from students at SGS College to hold a charity fundraiser at Norman Scott Park.

RESOLVED: It was unanimously agreed to grant permission subject to having no clashes with sport fixtures.

26/04/2022 – No 14 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Clerk requested that the Council puts out a call for volunteers to do certain jobs across the Town to support the Council.

RESOLVED: It was unanimously agreed for the Clerk to put the call out.

The Council noted the progress as below:

	Community Engagement
Timescale for Implementation	Full Council
2022/2023	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Flyers and Leaflets.
	Housing.

- i. **To consider an update from Cllr P Knight on the Gateway Management Fee situation.**
Cllr P Knight provided an update. The Council noted that he has exhausted all avenues and this would now be put to the new Parish Council to investigate upon their inception in May 2023.

26/04/2022 - No 15 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items related to Patchway.

The Council noted a report from Cllr B Hopkinson on the support that the Council are giving in light of the situation in Ukraine.

The Council noted a report from Cllr S Shambhu about the Cedar Road resurfacing works. Cllr Shambhu stated that there were three bins that had no-one to empty them and that the Council should consider tendering for the work.

RESOLVED: It was unanimously agreed to tender for the work.

b) Norman Scott Park Pavilion Redevelopment.

The Council noted an update. The project was running on time and within budget.

- i. **To consider the opening hours of the café.**
- ii. **To consider the licensing hours of the café.**

iii. **To consider the staffing requirements of the café.**

The Council considered these items together.

Cllr R Walker left the meeting at 20:15.

RESOLVED: It was unanimously agreed to go out to public consultation with the opening hours of Tuesday – Sunday 10am – 3pm and see what the public would like to see. It was further resolved unanimously to defer a decision on the other items until the next meeting.

c) **The Casson Centre refurbishment project.**

No update was given.

d) **Coniston Community Association.**

The Council noted the annual accounts.

e) **Youth Work Working Party.**

No update was given.

f) **Queen Elizabeth's Platinum Jubilee 2022.**

i. **To elect volunteers to assist with the Town Council's events over 2nd and 3rd June 2022.**

Cllrs R Loveridge, J Butler, K Dando and D Lawrence volunteered to assist.

ii. **To consider the scope of the competition to repaint the Skate Park area in Scott Park.**

RESOLVED: It was unanimously agreed to give schools free reign on what they design and to allocate half of the space to each school. It was further resolved unanimously to give a budget of £200 per school for materials.

g) **Patchway Twinning Association.**

The Council noted the minutes.

h) **Almondsbury Joint Burial Committee.**

No update was given.

i) **Coniston Medical Practice.**

No update was given.

j) **Residents Association of Charlton Hayes.**

The Councillors noted the update from Cllr P Knight on the rewilding project.

k) **Patchway Partnership Meeting (Formerly PN Group).**

The Council noted the minutes as circulated via email.

l) **Avon and Somerset Police – Community Payback.**

The Council noted the update from the Clerk. PCSO Lucy Sparks had lodged an application for Patchway.

26/04/2022 - No 16 To note that the next meeting of Patchway Town Council will be the Annual Meeting of the Town Council which will be held on Tuesday 10th May at 7pm.

Noted.

26/04/2022 - No 17 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.

26/04/2022 - No 18 To receive an update on the outstanding matters of the Patchway Community Centre Project.

The Clerk provided an update. The contractor had agreed to the Council's offer.

26/04/2022 - No 19 To receive an update on the grading of the following staff roles:

- a) Environmental Operative (part-time)
- b) Deputy Town Clerk (full-time)

RESOLVED: It was unanimously agreed to defer this item.

26/04/2022 - No 20 To receive an update on the issue pertaining to the lease agreement.

The Clerk provided an update. The notice had been served but no formal response has been given. The Clerk expressed concerns over the lack of communication regarding the Queen's Jubilee event with the organisation.

RESOLVED: It was agreed by a majority with one abstention to bring in external food and drink contractors for the event.

The meeting was closed at 20:53.



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Town Clerk and Responsible Finance Officer's Report

Actions from the meeting of the Full Council on Tuesday 26th April 2022.

26/04/2022 - No 1 To receive an update from Bromford Housing Association regarding the future of The Parade, including the presentation of the public consultation results.

The public consultation results was sent to the Bromford as well as the details of Councillors who volunteered to be part of the next meeting. Mark Greveson telephoned the Clerk to let him know that the flattening of the planters and walls would be preferable to Bromford's hierarchy.

26/04/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd March 2022 and to approve the following recommendations:

b) To approve the recommendation that Patchway Town Council approves the quotation from South Gloucestershire Council for pedestrian sweeper work.

The cost analysis will be presented to the Council in June due to the amount of business at the Annual Meeting.

26/04/2022 – No 13 To consider the request from students at SGS College to hold a charity fundraiser at Norman Scott Park.

The students have been back in touch to let us know that they have found an alternative premises.

26/04/2022 – No 14 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The call for volunteers has gone out on the website for various volunteering roles.

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Wednesday 27th April 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	R Loveridge (in the chair), J Butler, D Lawrence and K Dando.
In attendance:	J Turner (Town Clerk and RFO), Cllr Peter Knight, Andy England (Patchway Town FC)
Absent:	None
Members of the Public:	None.

As the time was 19:00, the Chair, Cllr R Loveridge 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.

27/04/2022 - No 1 To receive any questions from members of the public present.
None received.

27/04/2022 - No 2 To receive any apologies for absence.

The committee noted apologies from Cllrs E Martin (Family Reason), P Cottrell (Unwell), B Hopkinson (Meeting clash), Paul Thompson (Patchway Cricket Club), John Thomas (Patchway and Charlton Hayes Community Sports Association) and Tina Brice (Patchway Community Association).

27/04/2022 - No 3 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.

27/04/2022 – No 4 To consider and approve any dispensations for this meeting.
None received.

27/04/2022 - No 5 To approve the minutes of the extraordinary meeting of the Parks, Open Spaces, Planning and Transport committee held on Tuesday 22nd March 2022.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting.

27/04/2022 - No 6 To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023.

- a) Outside Areas
- b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made as below.

	Outside Areas	Planning in Patchway
Timescale for Implementation	Parks and Planning	Parks and Planning
2022/2023		
	Tree Planting	Bus Shelters
	Wildflower Meadows	Christmas Lights
	Tree Pruning in Patchway	Road Surfacing
	Open Area Signage	Benches for Charlton Hayes
	Tree Survey for all areas	
	Tree giveaway project.	
	Local Nature Action Plan	

Matters Pertaining to Parks and Open Spaces

27/04/2022 - No 7 To consider creating a 'Bee Highway' in Patchway.

RESOLVED: It was unanimously agreed to approve this scheme and find out more information. It was further agreed unanimously for the Clerk to purchase 'Bee Hotels' for installation at The Tumps and BMX Track under his delegated authority under Financial Regulations. It was also agreed to speak to the Allotment Societies to see what they could do to encourage bees onto their sites.

27/04/2022 - No 8 To consider the request from Bristol BMX Club to use The Tumps for car parking for their event.

RESOLVED: It was unanimously agreed to grant permission for one day parking on 5th June 2022, subject to a plan about how the club can effectively marshal the car park area.

Matters Pertaining to Planning and Transport.

27/04/2022 - No 9 To consider any planning applications received:

- a) **P22/02016/CLP - Use of outbuilding as incidental to residential use of host dwelling. - 31 Cavendish Road Patchway South Gloucestershire BS34 5HL.**

RESOLVED: It was unanimously agreed to object to this planning application on the grounds of not enough adequate parking and a lack of information to deliver an informed decision.

- b) **P22/02030/O - Erection of 3 no. self-build dwellings (Outline) with all matters reserved. - Land Off Long Leaze Road Patchway South Gloucestershire BS34 5GR.**

RESOLVED: It was unanimously agreed to object to this planning application on the grounds of overdevelopment and a loss of openness in that area. It was agreed to make all three district Councillors aware and Cllr P Knight would inform residents through ReACH.

- c) **Any applications received after the agenda had been issued.**

- i. **P22/02415/HH - Erection of a two storey side extension to provide additional living accommodation. - 83 Hawthorn Close Patchway South Gloucestershire BS34 5SJ.**

- ii. **P22/02113/O - Mixed use development on 141.94 hectares of land comprising: residential development for up to 6,500 dwellings; Student Accommodation (Sui Generis); Business Office and Research development (Use Class E); General Industry (Use Class B2); Hotels (Use Class C1); Extra Care Accommodation (Use Class C2); Education provision to include a Secondary School, Primary Schools, Childrens**

Nurseries and further education buildings (Use Class E and F1); Community centres and uses inclusive of library, health (including GP and Dental facilities), and built sport facilities, (Use Class E, F1 and F2); Other E use class town centre uses up to inclusive of, public house and other drinking establishments, and hot food takeaway (Sui Generis) together with; supporting infrastructure and facilities including demolition, ground works and remediation, highways and parking inclusive of pedestrian and cycle routes, public transport inclusive of Metrobus route and rail station, utilities, landscaping, sustainable urban drainage, water basins and public open space. Outline application including access, with all other matters reserved. - Land At The Former Filton Runway South Gloucestershire.

RESOLVED: It was unanimously agreed to raise no objections to the above planning applications.

Updates and Reports.

27/04/2022 - No 10 To receive an update on The Norman Scott Park Pavilion project.

Cllr J Butler provided an update. The works were being delivered on time and within budget. The issue with the levels has now been sorted and will make for a nice seating area upon completion.

27/04/2022 - No 11 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee meeting will be determined at the Annual Meeting of Patchway Town Council.

Noted.

The meeting was closed by the Chairman at 19:32.



PATCHWAY TOWN COUNCIL



STANDING ORDERS

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INTRODUCTION

Meetings of the Council shall be held at Callicroft House, Rodway Road, Patchway on such dates and times as the Council may direct.

All Council and Committee meetings will normally be held on Tuesday evenings, the start time will be determined at the Annual meeting in May and these will usually terminate at 9.30pm. If required, a vote shall be taken by councillors with a view to extending the end time of the meeting.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive

motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written response from the Proper Officer or oral response be given. All questions received should go through the Chairman. The Chairman will decide if a response is appropriate at the meeting and if appropriate, which councillor can respond to the question.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his /her right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of an evening meeting or noon the previous day in the case of a day time meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he/she has resigned or becomes disqualified,**

shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

- g The Vice-Chairman of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for

reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the

committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except

in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but her/his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the

Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the**

Council, occasioned by a casual vacancy in his office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his/her absence the Vice-Chairman (if there is one) of the Council and the Chairman of the Planning and Transport Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning and Transport Committee;
- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper

practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee, if he/she is not available, the vice-chairman (if there is one) of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such

absence to the Personnel committee at its next meeting.

- c The chairman of the Personnel Committee or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel committee or in his/her absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION** (Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. (For clarity any content in bold will meet the exception criteria).
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

PATCHWAY TOWN COUNCIL

Based in the nalc model Financial Regulations 2019 for England

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO;

- acts under the policy direction of the council;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and The Council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the full Council for all items over **£10,001**
- or Finance Committee for all items up to **10,000**
- the Parks, Open Spaces, Planning & Transport Committee as a delegated committee of the Council for items up to **10,000** for expenditure within the Committee budget.
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1500.

The Clerk, in an emergency, in conjunction with the Chairman, where possible, for any items below £5000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

The preferred suppliers list that was adopted in February 2020 sets the limit as £1500 per quotation if it is a sole trader and £3000 per quotation if it is a limited company. The council can approve the quotation if they are on the preferred suppliers list without the need for subsequent quotes. The council will review its preferred suppliers list every May.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each

financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or

c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the personnel committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[],⁴[insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC’s Model Standing Order 18d ©NALC 2018

is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates if the supplier is not a preferred supplier. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



Patchway Town Council - Reserves Policy

Introduction

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these two main purposes:

1. *A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;*
2. *Earmarked Reserves (EMR) to ensure that the council has enough funding to see through or undertake any projects they can in their remit. This is also good practice to ensure that public money is being allocated and used the correct way.*

General Reserves:

The council's general reserves are the monies which are held for no specific purpose and are there to cushion the council's finances against any unexpected expenditure or unexpected issues with the council's cash flow. The council's general reserves should be, in line with good practice, three months of the council's 'running costs'. It is bad practice for the councils to keep allocating monies from a general reserve for all projects that aren't budgeted for as these reserves are not endless and should not be exhausted. Any surplus funds at the end of the year, from the current budget, should be earmarked in line with the council's strategic plan to ensure that the councils' aims, and objectives are achieved with the correct funding without the need for unnecessary borrowing.

Earmarked Reserves

Earmarked Reserves represents the amounts that are built up over time which are for specific items of expenditure or the council's projects. These will be transferred from the general reserve to earmarked reserves to ensure that the money allocated is not used for something else.

The Council, when establishing an earmarked reserve, will set out:

1. *The reason / purpose of the reserve;*
2. *How and when the reserve can be used;*
3. *Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.*

The current Earmarked reserves are contained in Appendix A

Review of the adequacy of balances and reserves

In accessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

**PATCHWAY TOWN COUNCIL
GRANT AWARDING POLICY**



Introduction

Patchway Town Council offers grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Patchway, and which demonstrate a long-term benefit to the Community.

All grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Patchway Town Council is the completion and return of a completed Grant Application Form and a formal receipt for the money granted. This can be in the form of a letter or email to the Clerk of the Council. A further condition is to produce at least one update report or presentation for the Town Council.

Grant funding opens on **1st April** of each year and will run until **1st March**. The grant applications will be considered by the Grant’s Working Party who make recommendations to Full Council on which applications should be approved. The timetable for grant applications to be received and considered is below:

Application Received	Application Considered	Application Decided	Application Awarded
April – June	July (Second Week)	July (Third Week)	July (Fourth Week)
July – September	October (Second Week)	October (Third Week)	October (Fourth Week)
October – December	January (Second Week)	January (Third Week)	January (Fourth Week)
January – March	March (Second Week)	March (Third Week)	March (Fourth Week)

Organisations should only apply once for a grant award from Patchway Town Council. Grant applications are awarded for the current financial year only and any applications for the new financial year should be submitted on 1st April, of the year that the work or project is to be carried out in.

1. Scope

The policy applies to all grant funding awarded by the Town Council.

2. Grants Available

- **Small grants** – Up to the amount of **£250**
- **Medium grants** – Up to the amount of **£500**
- **Large grants** – Up to the amount of **£1000**

Patchway Town Council will only consider applications over £1000 if the following criteria is met, that has a negative impact on the residents of Patchway:

- **A cut to service or provision in the Patchway area.**
- **Immediate running costs to ensure the provision is retained.**
- **An immediate impact the local community.**

3. How to be awarded a Grant

Patchway Town Council is empowered to award grants to groups running projects in Patchway or benefiting the residents of Patchway, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

- A. The Town Council reserves the right to use its discretion in the operation of its grants policy.
- B. Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
- C. Upon receipt of properly completed forms, the Council will consider grant applications at the next scheduled meeting as per the schedule above.
- D. The Council considers grants between **1st April** and **1st March** for items between £1 and £1000. The Council will not consider grants over £1000 unless it meets the criteria as set out above.
- E. Grant applications are not normally considered in retrospect.
- F. A condition of receiving a grant from Patchway Town Council is the completion and return of this form and evidence of your organisation's present bank balance and your annual accounts, if applicable.
- G. If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
- H. A detailed update report or presentation should be sent to the Town Council once the project has been completed.
- I. All opportunities should be taken to recognise assistance from Patchway Town Council. All printed material should include the following statement: This group has received financial assistance from Patchway Town Council.
- J. You may in future be approached by Patchway Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
- K. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
- L. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk or Deputy Town Clerk.
- M. Completed applications forms should be sent to the **Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ** or returned via email to office@patchwaytowncouncil.gov.uk.
- N. For legal reasons under section 137 of the Local Government Act 1972, applications cannot be considered from the following:
 - Individuals
 - Organisations which support or oppose any political party

- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.



PATCHWAY TOWN COUNCIL

Local Government Association

Model Councillor Code of Conduct 2020- dated 19th January 2021

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.



General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

Adopted: 10th May 2022.

Review: May 2023.



- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.



In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.



3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone.**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.



5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.



These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.



10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.



Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it



is a 'sensitive interest', you do not have to disclose the nature of the interest.



Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**.

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the



	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>



Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were
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	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to



review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



PATCHWAY TOWN COUNCIL

RISK MANAGEMENT POLICY AND STRATEGY

CONTENTS

- Introduction
- What is Risk Management?
- Why does the Council need a Risk Management Strategy?
- Implementing the Strategy
- Roles and Responsibilities
- Review and monitoring

POLICY STATEMENT

The Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses; to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

Responsibility for effective Risk Management rests with all Members of the Council

Risk management is an integral part of the Council's management processes. The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

This policy and strategy applies to all Councillors, employees, contractors or others who may be carrying out operations for and on behalf of the Council, and those who may be affected by their work.

Adopted: 10th May 2022.

Review: May 2023.



Introduction

This document outlines the Council's Risk Management Strategy. It details:

- What is risk management;
- Why does the Council need a risk management strategy;
- What is the Council's philosophy on risk management;
- What is the risk management process
- How will risk management feed into the Council's existing policies
- Implementation timetable;
- Roles and responsibilities;
- Future monitoring

The objectives of this strategy are to:

- Continually develop the profile risk management across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management as an integral part of all decision-making processes.
- Manage risk in accordance with best practice.

What is Risk Management?

“Risk management is the identification, assessment, and prioritisation of risk by the coordinated and economical application of resources to minimise, monitor and control the probability and/or impact of unfortunate events or to maximise the realisation of opportunities.”

Responsibility for effective Risk Management rests with all Members of the Council who have ultimate responsibility for Risk Management as risks threaten the achievement of policy objectives.

In the context of Risk Management Members must;

- exercise leadership,
- consider and adopt current and future risk management policies and strategies, and
- support and monitor the risk management process.

The Chairman has overall responsibility for securing adherence to the Council's policy on Risk Management.

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management applies to all aspects of the Council's work not just health and safety.

Adopted: 10th May 2022.

Review: May 2023.



Risks is not restricted to potential threats but can be connected with opportunities. Risk can be classified into various types but it is important to recognise that the direct financial losses may have less impact than the indirect costs such as disruption of normal working for all the categories described. Examples include:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, including in the labour market, and loss of public confidence.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks expose to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes. Risks to the relationship of mutual trust and confidence between the Council and its Staff

Not all risks are insurable and even where insurance is available, premiums may not be cost effective and the monetary consideration might not be an adequate recompense. The emphasis by Council should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

Why does the Council need a Risk Management Strategy?

Council is fully committed to effective Risk Management, adopting best practices in the identification, evaluation and control of risks, in order to

- integrate risk management into the culture of the Council,
- eliminate or reduce risks to an acceptable level,
- anticipate and respond to changing social, environmental and legislative requirements,
- prevent injury, sickness, damage and reduce the cost of risk, and
- raise awareness of the need for Risk Management.



Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided. The Risk Management Strategy will help to ensure that the Council understands risk and adopts a consistent approach to identifying and prioritising risks, enabling Council to choose the most appropriate method of dealing with each risk.

Risk management is an integral part of the Council audit process and is an important element in demonstrating good governance and continuous service improvement. There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

Implementing the Strategy

Risk management is an on-going activity which requires that all risks should be systematically identified and managed in the most cost-effective manner within overall resources available. Risks and their control are collated into a Risk Register. All projects, changes to services or any partnership agreements will include risks identification and the measures to eliminate or control risks will be documented in agenda reports/briefing papers to be considered by the Council and its committees.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Each risk identified by the Council is recorded in the Council Risk Register.

Risk Analysis

Once risks have been identified the impact and likelihood of risks occurring is systematically accessed and their consequences and appropriate control measures are put in place. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk. Action will be taken to address any risks where risk impact is judged to be major. Residual risks will be subject to monitoring. Action will be taken to minimise residual risk in all cases as resources permit.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.



Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists.
- **Reduction** – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.
- **Transfer** – the financial impact is passed to others e.g. by revising contractual terms.
- **Sharing** - the risk is shared with another party.
- **Insuring** - insure against some or all of the risk to mitigate financial impact.
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. The effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities

Risk management must be embedded into the every day culture and performance management process of the Council. The roles and responsibilities below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place.

Elected Members

Responsibility for effective Risk Management rests with all Members of the Council who have ultimate responsibility for Risk Management. Members will lead and monitor the approach to risk management adopted by the Council, including

- Approval of the Risk Management Strategy.
- Review and monitor Risk Register.
- Analyse key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk assessed and managed.
- Consider and endorse of the Annual Statement of Internal Control.
- Assessment of risks whilst setting the budget.



Town Clerk/Officers

Responsible for overseeing the implementation of the detail of the Risk Management Strategy.

The Town Clerk/Officers:

- provide advice as to the legality of policy and service delivery choices;
- provide advice on the implications for service areas of the Council's aims and objectives;
- update the Council on the implications of new or revised legislation;
- report progress to Council.

Responsible Finance Officer (RFO)

The RFO will:

- Assess and implement the Council's insurance requirements;
- Assess the financial implications of strategic policy options;
- Provide assistance and advice on budgetary planning and control;
- Ensure that the financial information system allows effective budgetary control;

Finance Committee

This committee will ensure continuous review and improvements to the Risk Management Policy and Strategy and will oversee regular reviews of the Risk Register with reports to Council.

Internal Auditor

Internal Audit provides an important scrutiny role as the auditor carries out an independent audit with written reports detailing recommendations as appropriate. This contributes to good governance arrangements with the Council having the necessary risk management systems in place to effectively manage all significant business risks.

Internal Audit helps the Council to improve and implement proper arrangements to manage both its financial and operational risk, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Council will ensure appointment of independent and competent internal auditors.

Training

The Council will aim to ensure that both Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide and receive risk management training as appropriate.

Relationship between the Clerk/Officer /RFO and the Council

The Council will ensure that it maintains a relationship of mutual trust and confidence with the Clerk/Officer /RFO.

Review and Monitoring

Adopted: 10th May 2022.

Review: May 2023.



This Strategy will be reviewed by council on an annual basis at the Annual Council meeting as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.

It is crucial that the Risk Register is reviewed and updated annually. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local Council forums.

The adoption of a sound risk management approach has a number of benefits. Most importantly, it assists in demonstrating that the Council has in place policies and processes to effectively manage its resources. In addition, it indicates a commitment to continuous service improvement and effective corporate governance.

In accordance with the Freedom of Information Act 2000, the Risk Management Strategy and Risk Register will be posted on the Council's Website www.patchwaytowncouncil.gov.uk and available for inspection at the Council Offices.



RISK ASSESSMENT MATRIX

PROBABILITY

LIKELY	4	8	12	16
OCCASIONAL	3	6	9	12
SELDOM	2	4	6	8
UNLIKELY	1	2	3	4
	MINOR	MODERATE	SUBSTANTIAL	MAJOR

IMPACT

MAJOR	SUBSTANTIAL
<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Death • Medium/long term loss of service capability • Adverse national publicity • More than 10 people involved • Litigation almost certain and difficult to defend • Financial loss in excess of £150,000 • Breaches of law punishable by imprisonment • Long term adverse effects of loss of key staff and key staff knowledge and expertise, including the likelihood being able to find replacements. 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Extensive, permanent injuries, long term sickness • Short/medium term loss of service capability • Adverse local publicity • Up to 10 people involved • Litigation to be expected • Financial loss between £50,000 and £100,000 • Breaches of the law punishable by fines only • Loss of key staff and key staff knowledge and expertise including the inconvenience of finding replacements
MODERATE	MINOR
<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Medical treatment required/long term injury • Short term disruption to service capability • Needs careful public relations • No more than 5 people involved • High potential for complaint, litigation possible • Financial loss between £5,000 and £50,000 • Breaches of regulations/standards • Adverse effects to key staff including the likelihood of finding replacements 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • No injuries beyond first aid level • No significant disruption to service capability • Unlikely to cause any adverse publicity • No more than 2 people involved • Unlikely to cause complaint/litigation • Financial loss below £5,000 • Breaches of local procedures/standards • Adverse effects to key staff affecting their efficiency/effectiveness

Adopted: 10th May 2022.

Review: May 2023.

Information available from Patchway Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	10p per page
Who's who on the Council		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	10p per page
Current and previous financial year as a minimum		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p per page
Town Council Plan (current and previous year as a minimum)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)		
Quality status		

<p>Local charters drawn up in accordance with DCLG guidelines</p> <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> <p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.</p> <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p> <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website)	10p per page
	(hard copy or website)	10p per page

Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers		10p per page
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	10p per page

Current information only		
Activity Centres		
Parks, playing fields and recreational facilities		
Seating, litter bins,		
Bus shelters		
Markets		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details: Patchway Town Council – clerk@patchwaytowncouncil.gov.uk



PATCHWAY TOWN COUNCIL

MEDIA & PUBLICITY POLICY

Overview

This policy is based upon the premise that Patchway Town Council values the role of the media. Wherever possible, a positive approach will be taken to meet media requests for interviews with Councillors or others – where appropriate. Council publicity material and communication generally will not support or promote a political point of view. All press released will be issued through the Town Clerk. All media enquiries received should automatically be referred to the Town Clerk, who will then delegate if necessary to the three elected Press and Communication Officers. Journalists will be encouraged to attend Council meetings to enable them to report accurately on those meetings. The roles of the Press and Communication Officers are outlined in ‘Appendix 1.’

Three Press and Communications Officers

Patchway Town Council should elect yearly three Press and Communications Officers to oversee all press releases and communication streams relevant to the Town Council. The Officers will work alongside the Office Administrator, Clerk and Deputy Clerk when it comes to content and output. The Officers will seek the opinion of fellow Councillors however no political statements may be made through the official Patchway Town Council streams. The roles of the Press and Communications Officers are outlined in ‘Appendix 1’, where the role is made clear and what the responsibilities are. The Communications Officers will contact the Clerk or Deputy Clerk when there is elements of non-compliance with policies relating to, but not limited to, communications, social media and general publicity. When a press release needs issuing, the Press and Communication Officers will follow this policy to create and issue the release through the Town Clerk. Officers of the Council should contact the Press and Communication Officers if any releases need to be drafted.

General Media Enquiries

All media enquiries received by staff should be referred to the Town Clerk, who will then delegate as appropriate to the three Press and Communication officers.

Issue of Press Releases on Behalf of the Council

Press releases will be drafted by the three Press and Communication officers, who will gather the opinions of all Councillors and The Clerk if appropriate. These will then be sent to the Chairman and Vice-Chairman of the Council for approval. After approval, the Town Clerk will issue.

Town Council Newsletter

A Town Council newsletter will be published three times per year to promote the Council and Council activities. The Town Council news will be drafted by the Deputy Clerk but in co-ordination with the three Press and Communications Officers. An annual report will also be published each year (In May) which will detail the Council’s achievements and any other information considered relevant.

Social Media and The Website.

Patchway Town Council have a designated website which is updated on a frequent basis by the Office Administrator. Patchway Town Council also use Facebook to reach the parishioners and this is also updated by the Office Administrator daily. These streams are great services to inform the public and the Facebook page gets good engagement and a majority of the reactions are positive. The three Press and Communications Officers will liaise with the Office Administrator over content and press releases for these sites. The Press and Communications Officers will also be responsible for ensuring compliance with the approved ‘Communications Strategy’ and guiding the output, along with the Office Administrator, of Social Media and the Website in line with the strategy.



PATCHWAY TOWN COUNCIL

MEDIA & PUBLICITY POLICY

Council Meetings

All agendas will be sent to the media along with any supporting documentation if necessary. In appropriate cases, news releases will be issued in advance of the meeting by the Town Clerk to highlight any key items quoting a member of the Council. These will be drafted by the three Press and Communications Officers. Where a journalist wishes to find out what was said by individual Councillors during a meeting, the reporter will be referred to the Councillor direct via email. If a journalist requires any clarification of proceeding at a meeting, he should be referred to the Town Clerk or Deputy Town Clerk.

Individual Councillors

It is the prerogative of individual Councillors to make their own statements relating to local issues. Any Councillor making statements to the press has responsibility for making sure it is clear that the views they express are their own through their own outlets, not via official Town Council sites.



PATCHWAY TOWN COUNCIL

MEDIA & PUBLICITY POLICY

Appendix 1 – Press and Communication Officer ‘Job Description’

Outline of Role:

Press officers are utilised by organisations to act as their main point of contact for the media. The officers act as the official representatives of their organisations and handle all matters relating to the press. The main scope of work will be preparing, writing and distributing press releases, handling media queries and constantly liaising with journalists and other media contacts. The role also includes helping with Social Media content and Website content along with the Council’s aims and objectives. Furthermore, you’ll be tracking media coverage relating to The Council, keeping an eye on industry developments and organising press conferences. This role heavily relies on good communication with the Officers of the Council. This is a voluntary role and does not require any remuneration.

Responsibilities:

- To prepare, write and distribute press releases on behalf of the Council to the Town Clerk.
- To prepare content for Social Media and Website streams in relation to press releases.
- Create innovative ways of communicating with the residents on existing streams.
- Identifying areas of improvement for the existing streams and bringing new ideas forward.
- To ensure compliance with all policies and strategies relevant to the communication of the Council.
- To liaise with the press and local media on behalf of the Town Council.
- To represent the Council in a fair and transparent manner.
- To deal with any delegated media enquiries raised by the Clerk or Council.
- To report on local issues for all of the local residents, not just one group.
- To ensure Council news is transmitted effectively through the current streams.

Essential Criteria for the Role:

- To have a sound understanding of the Council and its functions.
- To have a good understanding of the role online media has within the Council.
- Be able to write coherently consistently in press releases.
- Have a good level of written and spoken English.
- To be able to represent the Town Council fairly and transparently.
- Good communicative skills with the Council’s Officers.
- To feedback regularly on compliance and non-compliance with policies and strategies.
- To be able to work effectively within a team.

Desirable Criteria for the Role:

- To have a good understanding of Social Media.
- To be able to monitor output and give feedback where appropriate.
- To have skills in photoshop or other media related programmes.
- To have good contacts within local press and local stakeholder groups.
- An innovative mind with the desire to improve current streams.
- Experience of Communications in relevant sectors (Any tier of local or national authority)
- Be able to provide analytics for the Council to consider and report on areas to improve.



PATCHWAY TOWN COUNCIL

INVESTMENT STRATEGY

Patchway Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue and (b) to such other guidance as the Secretary of State may by regulations specify.

This Strategy complies (as appropriate) with legislation including the revised requirements set out in the Guidance on Local Government Investments issued by the Secretary of State for Housing Communities and Local Government in 2018 for periods after 1 April 2018.

This Investment Strategy demonstrates the Town Council's prudent investment of funds held on behalf of its community.

The Council is committed to transparency and openness in reporting and to making it easy for informed observers to understand how good governance and democratic decision accountability have been exercised.

The Council is not allowed in law to borrow more than, or in advance of, their need purely in order to profit from an investment which may be in financial or non-financial assets.

Definition of investment

An investment is defined as all the financial assets and non-financial assets held by the authority primarily or partially to generate profit. Investment also includes loans made by a local authority to others but does not include pension funds or trust fund investments.

Objectives

This Investment Strategy has two underlying objectives:

Security – to protect the capital sum investment from loss.

Liquidity – to ensure that the funds invested are available for expenditure when needed.

When entering into any investment the Town Council will consider the balance between security, liquidity and yield.

The investment objective is to protect public money and raise additional revenue through interest earned using unallocated funds that are not part of the Town Council's operating costs.

Adopted: 10th May 2022.

Review: May 2023.

Investment choice

The Town Council has determined that for the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- UK Banks
- UK Building Societies
- Local Authorities or other public authorities if appropriate

The Council will only make specified investments.

Currently Specified Investment are those offering high security and high liquidity, made in sterling. Such short-term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town/parish council) will automatically be Specified Investments.

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

The Town Council will seek professional, independent advice, should it need to consider longer term investments.

2020/21 Investment Plan

Natwest is the Town Council's Bankers. Funds not required for immediate use are currently invested in interest bearing accounts at Natwest. As part of prudent risk management, the Town Council will review and update its investment portfolio. Bankline has now been in full effect as well as the Council having monies in Unity Trust Bank.

The Council have invested a significant amount into the CCLA Public Sector Deposit Fund and The Cambridge and Counties Bank Investment Fund. These are not subject to change.

Risk management

For Council's with a budget in excess of 500,000 Euros are not covered under Financial Services Compensation Scheme. Before investing funds, the Town Council will:

- Assess the risks and likely return.
- Consider a wide range of investment opportunities.
- Consider the liquidity of the investment.
- Consider the expected cash flow requirements e.g. funds invested will not exceed more than 6 months average expenditure (precept divided by 12 months multiplied by 6).

All investments will be undertaken with due diligence. The RFO will identify all potential investments and report on these to the Full Council.

Adopted: 10th May 2022.

Review: May 2023.

Monitoring risk

The Town Council is the corporate body responsible for authorising investment activities. The Town Council will regularly monitor the performance of all investments. If interest rates fall significantly the funds will be transferred to a more stable account, unless there is a general down-turn in interest rates.



PATCHWAY TOWN COUNCIL

EQUALITY & DIVERSITY POLICY

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). Patchway Town Council opposes all forms of unlawful and unfair discrimination, whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our Equality & Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the Town Council’s Grievance Procedure.

This policy is fully supported by all Members of the Town Council

The policy will be monitored and reviewed annually. Other Personnel policies will be reviewed against the values stated in this main Equality & Diversity Policy to ensure that the council strives to remain an Equal Opportunities employer.

Adopted: 10th May 2022.

Review: May 2023.

Item 11K

PATCHWAY TOWN COUNCIL



TRADE CARD USAGE
TERMS & CONDITIONS

1. General Usage

Trade cards are issued by the RFO to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

2. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN number. Such reports must be made immediately and directly to The Town Clerk or RFO.

Fuel Cards

- In the event of the absence of the Town Clerk or RFO, lost and stolen fuel cards must be immediately reported directly to the card provider. You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

3. Reporting Expenditures/ Weekly Returns.

Trade Card

- Trade card holding members must retain all receipts and report to the Administration Section on a Monday morning. Non activity must also be reported on this basis and receipts must be lodged to cover all expenditures.

4. Failure To Comply

The cards remain the property of Patchway Town Council and, as previously advised, authorised members of staff issued with cards and PIN numbers are responsible for them and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.

By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name Date

Adopted: 10th May 2022.

Review: May 2023.

PATCHWAY TOWN COUNCIL



FUEL CARD USAGE
TERMS & CONDITIONS

1. General Usage

Fuel cards are issued by the RFO to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

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4. Failure To Comply

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By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name Date

Adopted: 10th May 2022.

Review: May 2023.



PATCHWAY TOWN COUNCIL

Policy for the use of social media

The Patchway Town Council Social Media pages intend to provide Information and updates regarding activities and opportunities within Patchway and promote positive thoughts and comments from residents within the town.

In order to ensure that all discussions on public forum pages are productive, respectful, energised and consistent with the Council's mission and goals, the following guidelines should be followed:

- be considerate and respectful of others - vulgarity, threats or abuse of language will not be tolerated
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Patchway Town Council members or staff, will not be permitted
- share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due
- stay on topic
- refrain from using social media pages for commercial purposes or to market products
- ensure that you comply with data protection legislation
- members will not and should not discuss meetings on social media platforms, but instead should refer to the accurate minutes (draft and signed) on the council's website.

The sites are not monitored continuously, and the Council will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

Sending a message / post via social media will not be considered as contacting the Council for official purposes, and we will not be obliged to monitor or respond to requests for information through this channel. Instead, please see our contact details on the website - www.patchwaytowncouncil.gov.uk Please do not include personal / private information in your social media posts / messages to us.

We retain the right to remove comments or content that includes:

- obscene or racist content
- personal attacks, insults or threatening language
- potentially libellous statements
- plagiarised material; any material in violation of any laws, including copyright
- private, personal information published without consent
- information or links unrelated to the content of the forum
- commercial promotions or spam

Non-compliance will not be tolerated and can result in a ban

Patchway Town Council is not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Patchway Town Council's social media forums do not necessarily represent those of Patchway Town Council.

Adopted: 10th May 2022.

Review: May 2023.

All comments, once posted, become the property of Patchway Town Council and we reserve the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.

Patchway Town Council is not responsible, liable for and do not endorse the privacy practices of any social media or any linked websites. Your use of social media and any linked websites is at your own risk.

Patchway Town Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from these websites.

Social media sites may occasionally be unavailable and we accept no responsibility for this lack of service.

The presence of any advertisement on social media pages is not an endorsement of the authenticity or quality of the goods, services or website and Patchway Town Council will not be held responsible for any claims arising in that respect.

We will not engage in / with, and we discourage posts or comments on, issues of a political nature.

Comments should not advertise commercial products or services.

All members and employees will not interact in a way on social media that has a negative or detrimental impact upon Patchway Town Council.

Members should not harass staff through social media and should never use it as a means of contact unless told otherwise.

By choosing to comment and / or use any Patchway Town Council social media site, users are deemed to agree to this policy.



Patchway Town Council – Payment and Receipts Policy

Introduction

Patchway Town Council hire's out its facilities such as sports pitches and The Casson Centre to generate income to be reinvested back into these facilities. This income is crucial to the council as it helps fund work on these facilities during the financial year. It is the hirer's responsibility to ensure that all invoices are paid in a timely manner and through arrangement with the Patchway Town Council office.

Patchway Town Council engages contractors to carry out work for which the council cannot use their own staff for such as qualified electricians, architects and consultants. These contractors are engaged to carry out necessary work to aid's the council's running or projects that the council has. These contractors will invoice for the work completed after the job has been finished.

This policy outlines what Patchway Town Council, it's contractors and its hirer's responsibilities are when it comes down to making and receiving any payment.

1. Payment to Contractor/Suppliers

- Patchway Town Council will supply all contractors/suppliers with this policy prior to work commencing
- The contractor will undertake the work as briefed and in line with their quotation
- At the conclusion of all works, the contractor/suppliers will supply an invoice to the Town Council.
- Patchway Town Council will check the invoice for accuracy and to ensure it is aligned with the quotation received.
- Patchway Town Council will query with any contractor/supplier if there any anomalies.
- Patchway Town Council will consider **ALL INVOICES** on the **third Tuesday** of each month at the meeting of the Full Council.
- **If Patchway Town Council agree the expenditure then you will receive payment by BACS by the last working day of each month, unless otherwise agreed.**
- If the expenditure isn't agreed, it will be automatically referred back to the contractor/supplier then reissued for the next month's Full Council meeting.
- Patchway Town Council will not pay by cheque as of April 1st, 2020 to ensure that public money is used efficiently.
- Any queries regarding payment should be sent for the attention of the Responsible Finance Officer.

2. Receipts from Hirer's

- All hirer's of Patchway Town Council facilities will sign terms and conditions for their hire prior to the period of hire.
- Before the period of hire, Patchway Town Council will send an invoice to the hirer with the payment terms of strictly 14 days, unless otherwise agreed.
- The hirer will pay the invoice before the date of hire via BACS, Cheque or Cash. (Patchway Town Council prefers BACS payments)

- It is the responsibility of the hirer to ensure that all invoices are paid according to payment date.
- Any invoices that are overdue may be subject to collection activity unless there is a legitimate reason for the late payment.
- Receipts for payments can be issued upon request.
- No monies are refundable; Patchway Town Council will apply credits to another booking date if there is enough notice given of cancellation of booking and there is ample availability in the facility.

PATCHWAY TOWN COUNCIL

FREEDOM OF INFORMATION POLICY

The Freedom of Information Act 2000 gives individuals the right to access all types of information held by public bodies, including Patchway Town Council

The Act is designed to:

- Encourage greater openness and accountability in public authorities
- Help increase levels of public trust
- Encourage improvements in our dealings with the public.

As a general rule, an individual can request any information created within the Town Council or received from elsewhere and held by the council for any reason although there are some exemptions.

Accessing information held by the council

There are two ways of accessing information held by the Town Council. These are:

Publications Scheme

Part of the Act requires the Town Council to hold a Publications Scheme. This scheme is a guide to the information routinely published by the Town Council. It is not a list of actual publications, but rather it is a description of the classes of information published. The purpose of the scheme is to ensure that significant amounts of information are made available without the need for a specific request.

Individual requests for information

If the information required is not on the Publication Scheme or publicised on the web site, an individual may submit a Freedom of Information request. This request can be made in writing, by email or by completing the Town Council's Freedom of Information Request Form. (Appendix 1).

If an individual submits a Freedom of Information request, the Town Council is legally required to provide the information within 20 working days of receipt; however, we will attempt to provide it sooner if possible.

The request will be acknowledged in writing. Staff will then find the information and check if any exemptions apply. The Town Council will then contact the individual making the request to make suitable arrangements for them to view the information or receive a copy. If it is clearly going to take longer than 20 working days to collate the information that has been requested, the Town Council will tell the individual requesting the information why and how long it will take.

If the information cannot be released due to an exemption or the cost of retrieving that information exceeds the threshold set out in the act, or if the Town Council does not hold the information, the individual requesting the information will be informed accordingly.

Exemptions

Information can be exempt for several reasons, including:

- It is personal information that is covered by the Data Protection Act
- It is covered by the Environmental Information Regulations
- It is confidential
- It will be published in the future
- It is accessible by other means, such as the publication scheme
- It is prohibited by law
- It is about law enforcement
- It is about investigations and proceedings conducted by the council

Adopted: 10th May 2022.

Review: May 2023.

**PATCHWAY TOWN COUNCIL
INFORMATION ACCESS FORM
(For Freedom of Information Act Requests)**

To: The Town Clerk
Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol
South Glos BS34 5DQ

Request to view or receive copy of Information

APPLICANT

Name	
Address Postcode
Telephone Number	
Fax Number	
E-mail Address	
Is this a Freedom of Information Act Request?	Yes/No (Please delete as appropriate)
REQUEST	
Description of Request (Please include dates, areas of the Council and any other useful information)
In what Format?	
Method of Communication	Post/Email/Fax (One only – Please delete as appropriate)

Do you want: Information to be sent to you

Inspect the Information in the Council



Protocol on the Filming and Recording of Town Council, Committee and Sub-Committee Meetings

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014 with the “Openness of Local Government Bodies Regulations 2014” and was given Royal Assent on 6th August 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming or recording the meetings of Patchway Town Council.

The right of the council to exclude the press and public from parts of Town Council meetings for contractual and staff confidentially reasons remain unaffected.

Members of the public are permitted to film or record Town Council meetings, to which they are permitted access, in a non-disruptive manner. The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

The use of digital and social media recording tools, for example, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

Any person or organisation choosing to film, record or broadcast a meeting of the Town Council, committee or sub-committee is responsible for any claims or other liability from them so doing.

The council asks those recording proceedings do not edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Town Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded. All meetings with any members of staff may be recorded also for purposes deemed fit by the council or delegated to the clerk.

The council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Town Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. The Clerk/Deputy Clerk/RFO will record all meetings for accuracy. Once those minutes have been signed as an accurate record, this recording will be kept for 6 years, this recording will not give members a right to question the minutes at a later date. Patchway Town Council will have a designated safe area for anyone who does not wish to be recorded or qualifies as a vulnerable person. These recordings will not be available in the public domain and will not form part of our publication scheme.

Adopted: 10th May 2022.

Review: May 2023.



Patchway Town Council – Community Award Protocol

Introduction

Patchway Town Council give out community awards for people who have made an outstanding contribution to the area in which we live. This protocol has been designed to lay out the parameters for nominating someone and ensures that only those who truly deserve the award are put forward.

Nominations for a Patchway Town Council community award will be via a form on the Council's website which will capture details about the nominee. The Council will consider these at quarterly intervals (June, September, December, March) and all winners will be invited to attend the award ceremony held at the Annual Parishioners Meeting each May.

Patchway Town Council do not have to grant all nominations with an award and reserve the right to withdraw any nominees who do not meet the criteria below.

The Council will accept nominations for a community award if the nominee:

1. Is a resident of Patchway (including Charlton Hayes).
2. Is not paid to carry out the work they have been nominated for.
3. Has gone above and beyond for their community.
4. Have given something back to their community.

All award winners will receive a certificate in a frame, signed by the Chairman of the Town Council along with the Clerk of the Council. All award winners names' will be displayed on the Patchway Town Council website and may be used in press articles.

**Patchway Town Council
CCTV Policy**

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at Callicroft House, Rodway Road (Patchway Fire Station) and Norman Scott Park.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2008). This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Patchway Town Council accepts the data protection principles based on the General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information as follows:

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using Town Council facilities, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;

Adopted: 10th May 2022.

Review: May 2023.

- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside Town Council buildings;
- To assist all 'emergency services' to carry out their lawful duties.

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting. All agendas are posted on the Town Council website at least 3 clear days (excluding weekends) before Council meetings.

4. Responsibilities of the Owners of the Scheme

The elected Town Council retains overall responsibility for the scheme.

**Patchway Town Council
CCTV Code of Practice**

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council in conjunction with the Deputy Town Clerk/RFO. Maintenance is carried out by external contractors.

Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the Town Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk/Deputy Clerk to the Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. .
4. Operators should regularly check the accuracy of the date/time displayed. All sites have software installed so the display clock which will be updated automatically via the internet.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 28 days at all premises.
6. All access to CCTV images are password protected and have an automatic system log out after 5 minutes. The passwords of these systems are not permitted to be shared beyond to roles stipulated in this policy; the Town Clerk and the Deputy Town Clerk. Sharing a password beyond this group is considered a breach of this policy and could lead to disciplinary action.

7. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chair of the Council of any such action.
8. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name and police station. The log should also show when such information is returned to the Town Council by the police and the outcome of its use.
9. Any damage to equipment or malfunction discovered by an operator should be reported immediately to their line manager or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by the police for access to CCTV images to identify a specific incident or an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' with no charge. Forms are available from the Council Office and will be responded to within 30 days (see Appendix B).

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Town Council *providing it does not breach security needs*. The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns, complaints or compliments regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy.

Patchway Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

X

Print Name
Date

Adopted: 10th May 2022.
Review: May 2023.

Patchway Town Council

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:		
Signature of Applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Town Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature:	Date Received:	Time Received:
Fee Charged / N.A.	Fee Paid:	Request Approved: YES/NO	Date Applicant Informed:

**Patchway Town Council
CCTV System Annual Review**

This CCTV system and images produced by it are controlled by Patchway Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998)

Patchway Town Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. The Town Council conducts an annual review of the use of CCTV on their premises.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			

Adopted: 10th May 2022.

Review: May 2023.

Regular checks are carried out to ensure that the system is working properly and produces high quality images.			
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Please keep this checklist in a safe place until the date of the next review.



Patchway Town Council

Modern Slavery Charter

Patchway Town Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables staff to blow the whistle on any suspected examples of modern-day slavery.
7. Review its contractual spending regularly to identify any potential issues with modern day slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.
11. The Council will seek to use ethically-sourced and fair-trade products wherever possible.



Patchway Town Council

Communications Policy

The aim of the Communications Policy is to improve communication between the Town Council and the residents of Patchway, including Charlton Hayes, in order to increase awareness of local issues and council involvement, encourage public participation and receive feedback.

Methods of Communication:

The following tools of publicity/announcement/provision of awareness are available for use by the Town Council:

1. Town Council Website which is updated at least weekly: www.patchwaytowncouncil.gov.uk
2. The use of eight Town Council noticeboards.
3. Creation of a new Town Council newsletter.
4. Agendas for all meetings are published on the Town Council website.
5. The Annual Report is published on the Town Council's website.
6. Annual Town Assembly for residents of the town is held every year.
7. All documents available under the Freedom of Information Act can be accessed via the Town Council website or by email to the Town Clerk at clerk@patchwaytowncouncil.gov.uk
8. Dates of all council meetings publicised on the Town Council website and noticeboards.
9. In line with Standing Order 71, members of the Public and Press are invited to attend all council and committee meetings and generally there is a public participation session at the start of each meeting.
10. Draft Minutes of all Council or Committee meetings will be published on the Patchway Town Council Website at least 5 working days after the meeting.
11. Financial Audit notices placed on Town Council website and noticeboards.
12. Financial Audit documentation placed on Town Council website.
13. Financial reports included with minute documentation on the Town Council website.
14. Active Facebook page.

Reception of Feedback:

1. Feedback from the public is always welcome and can be accepted via methods listed below:
2. Town Council website 'Contact Us' online mechanism
3. Email
4. Telephone
5. Letter
6. Verbal feedback through Councillors

The contact details of all Councillors are available from www.patchwaytowncouncil.gov.uk

Handling of Feedback:

The Clerk to assess all feedback and either take issues to the council for further investigation or action or deal with direct.

Reviewing and Assessing Effectiveness of the Strategy:



This policy will be reviewed and updated annually; its effectiveness will be assessed by Councillors and Council staff and amendments/improvements would be recommended if opportunities are identified.

From time to time this consultation strategy can itself be subject to publicity, feedback, review, in order that public opinion on its effectiveness and how it may be improved can be sought.



Patchway Town Council

Complaints Policy

DEFINITION

Patchway Town Council uses the Local Government Ombudsman's (LGO) definition of a complaint, which is accepted by National Association of Local Councils (NALC):

'A complaint is an expression of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

In accordance with NALC/LGO guidelines, the Town Council will try to ensure that their complaints system is:

1. well publicised and easy to use;
2. helpful and receptive;
3. not adversarial;
4. fair and objective;
5. based on clear procedures and defined responsibilities;
6. quick, thorough, rigorous and consistent;
7. decisive and capable of putting things right where necessary;
8. sensitive to the special needs and circumstances of the complainant;
9. adequately resourced;
10. fully supported by councillors and officers; and
11. regularly analysed to spot patterns of complaint and lessons for service improvement.

CONFIDENTIALITY

The LGO/NALC advises that the identity of a complainant should only be made known to those who need to consider a complaint. Patchway Town Council will take care to maintain confidentiality where circumstances demand (e.g. where matters concern financial or sensitive information or where third parties are concerned).

COMPLAINTS PROCEDURE

The procedure set out in this in this policy is not appropriate for use where a complaint is made against an individual. Serious complaints relating to the conduct of an individual can be dealt with in the following way:

Complaints against Members of the Town Council through South Gloucestershire Council's Monitoring Officer

Complaints against members of staff – through internal procedures.

The following procedure is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Town Clerk or the Chair of the Council.



At all times, the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

Before the Meeting

The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Town Clerk.

If the complainant does not wish to put the complaint to the Town Clerk, he/she should be advised to address it to the Chair of the Council.

The Town Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by a committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).

The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

The Council will consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the council meeting in public.

The Chairman to introduce everyone and explain the procedure.

The complainant (or representative) to outline the grounds for complaint

Members to ask any questions of the complainant.

Members to ask any questions of Town Clerk

Town Clerk and complainant to be offered the opportunity to summarise their position (in this order).

Town Clerk and the complainant should be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).

Town Clerk and complainant return to hear decision, or to be advised when decision will be made.



Decision confirmed in writing within seven working days together with details of any action to be taken.



Patchway Town Council

Volunteering Policy

Introduction

Many of the Town Council's activities involve working in partnership with community and voluntary groups, also volunteers work directly with the Council, some key reasons are:

- 1. To increase our contact with the local community we serve**
- 2. To ensure our services best reflect the needs of our community**
- 3. To increase skills, experience, perspectives and diversity in the workplace**
- 4. To temporarily increase capacity.**

We will ensure that volunteers are included as part of the Town Council structure by enabling them to contribute to our ongoing service and development.

We will invite volunteers to join staff information sessions, these will be optional for volunteers. Volunteers will receive regular supervision.

We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their role.

We acknowledge that volunteers require satisfying roles and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their assigned role effectively.

Volunteers may come through community groups or directly from the community.

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our website.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their placement might be realised.

An interview does not guarantee any placement, but details may be held for six months in case a suitable position is found. Applicant will be advised accordingly.

A placement of a volunteer does not replace paid staff. There is no contract implied or otherwise to do so.

Volunteer Agreement and Task Descriptions

Patchway Town Council undertakes to provide a signed for written agreement outlining the specific work and associated duties they will be undertaking. Each volunteer will receive an information pack about the Council.

A volunteer is governed by the same insurances, acceptances and policy as that of paid staff.

Expenses



Volunteers will receive reasonable out-of-pocket expenses. The Council believes that volunteers should not be in any respect financially disadvantaged by volunteering. These expenses must be claimed within three months and receipts produced. Before accruing any expenses, the Volunteer will seek permission from the Town Clerk. It is anticipated that volunteer expenses will not exceed £5 per day.

Where exceptional working is required, the Town Council may supply certain items, such as litter-picks, high-visibility coats, gloves and plastic bags.

Volunteers may request sundries such as pen and paper and use of office supplies to undertake their duties. Anything else at discretionary approval.

Induction and training

All volunteers will receive an induction into Patchway Town Council services and their own area of volunteering, with appropriate training provision.

Where possible, volunteers may be entitled to receive additional training on the same basis as paid staff. This is discretionary based upon factors including role, timeline of expected service, and cost

All volunteers will receive appropriate documentation and are expected to adhere to conditions therein.

Support

All volunteers will have a named, paid member of staff allocated as their main point of contact. This contact will provide regular supervision, feedback on progress, and opportunities to discuss future development and air any problems.

Volunteers may from time to time be asked to undertake other capable duties.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Patchway Town Council operations, its work to staff and upon elected councillors to their main point of contact. This is confidential.

Where a complaint is to be made, this is taken by the most senior paid staff member on duty and will be handled appropriately as per our complaints policy.

All volunteers are expected to follow our IT and social media policy and to exercise media caution in what they might say or publish.

Insurance

Patchway Town Council's insurance policy covers volunteers whilst they are engaged on any assigned volunteering role on behalf of Patchway Town Council.

All volunteers must make every effort not to behave in a way that invalidates the insurance policy

Health and Safety



Volunteers are covered by Patchway Town Council's Health and Safety Policy; a copy will be provided to each volunteer.

A copy of Patchway Town Council's Safeguarding policy will be provided to each volunteer.

Protection of Children and Vulnerable Adults

A copy of Patchway Town Council's Protection of Children and Vulnerable Adults Policy will be provided to each volunteer.

Equal Opportunities

A copy of Patchway Town Council's Equality & Diversity Policy will be provided to each volunteer.

Problem Solving and Complaints

A copy of Patchway Town Council's Complaints Policy and procedure will be provided to each volunteer.

General Data Protection Regulation and social media

Patchway Town Council's GDPR and Social Media policies are available for consultation in the main office. Volunteers are advised to read them at induction.

Confidentiality, honesty and good standing

All volunteers will be bound by the same requirements for confidentiality and behaviours as paid staff.

Discipline

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

Public at large

All volunteers whilst engaged upon assignment may encounter the general public at large. All volunteers are expected to remain polite and disengage from situations that might escalate and are to report back to their nominated contact or most senior paid staff member on duty.

Volunteers should advise the public to take all concerns to the Town Council.

All volunteers are under the guidance and instructions of the Patchway Town Council paid staff members; no other instructions are valid unless such are being given in public safety requirements or by members of the emergency services.

All volunteers are to know where the defibrillator emergency pack is situated within their working area and the procedure used to gain access. This information will be given at induction. Volunteers are not expected to be a first-aider unless they have undertaken specific training.

Patchway Town Council

Mayoral Charity Policy

The Mayor is the first citizen of the Town, who acts as the civic head of the Town Council and, in their capacity as Chair of Council, chairs the Council meetings. The Mayor is the public face of the Council and attends the civic and community functions on behalf of the Council. As the First Citizen, the Mayor is a symbol of the authority of the Council and it is his or her duty to represent and promote the interests and welfare of the Town and all those who live, work and visit the Town. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Town. The Mayor is elected amongst the councillors at the Annual Town Council Meeting in May each year.

Upon election to the office of Mayor of Patchway, the member will decide upon a charity to nominate as their chosen charity for the Civic year, which runs May to May, concurrently. All proceeds from Patchway Town Council events throughout the Civic year will go as a donation to the nominated charity. The Town Council can also, at its discretion, make a donation to this charity throughout the year.

The nominated charity, must fall into at least one of the set criteria as set out below:

- 1. Has a registered base in Patchway.**
- 2. Is actively working for the community of Patchway.**
- 3. Is a registered charity with the Charity Commission.**
- 4. The bank account is in the charity's name.**
- 5. The charity isn't associated with a religious body.**

Patchway Town Council's Mayor will choose a charity that they would want to support throughout this year and this will be voted on at the Annual Meeting of Patchway Town Council, in May each year.

The charity for the chose year will feature on a dedicated page on the Patchway Town Council website along with the rolling total of what has been raised for the charity at events throughout the year.

The Town Council will donate all proceeds to the nominated charity, from the events below:

- 1. Patchway Festival.**
- 2. Selling of community publications (For example, calendars).**
- 3. Any large Civic event held in the year.**
- 4. Any open days throughout the year.**

Patchway Town Council will authorise the donation at the close of the Civic year for that charity, unless otherwise agreed.

Patchway Town Council

Play Area Inspection Policy

Patchway Town Council is committed to providing safe & clean play areas for the local community in accordance with:

The Health & Safety @ Work Act 1974

The Management of Health & Safety @ Work Regulations 1992

The Environment Protection Act 1990

The Occupiers Liability Act 1984

- Daily visual checks will be carried out by Patchway Town Council staff.
- Regular fortnightly checks will be carried out & recorded by Gordon Playground Inspections.
- Yearly checks will be carried out & recorded by an independent professional body.
- Any problem that is highlighted by the checks will be reported to the Patchway Town Council Office as soon as is possible.
- The Town Council Office will undertake any appropriate action as soon as is possible

Patchway Town Council

Business Continuity and Disaster Recovery Policy

OVERVIEW TO BUSINESS CONTINUITY PLAN

Business Continuity is the process which a business or organisation undertakes to ensure its resilience to disruption or disaster. In the production of this Business Continuity/Disaster Recovery Policy, Patchway Town Council is committed to minimising the interruption to the Town Council business during a disruption or emergency.

This document will be issued to all members of staff, to be used for reference in the event that any of the identified threats to business continuity should occur.

This document will be reviewed and updated annually, or as and when required, if any new threats are identified or any other changes need to be made.

BUSINESS CONTINUITY & TOWN COUNCIL SERVICES THREAT ANALYSIS

Patchway Town Council has four sites which could be affected by a number of threats to the premises; typically these are fire, flood, structural failure, terrorism, burglary & malicious damage. The four sites are:

- Callicroft House, 150 Rodway Road, Patchway, Bristol, BS34 5DQ.
- The Casson Centre, Rodway Road.
- Norman Scott Park, BS34 5JR.
- Changing rooms within Patchway Sports and Social Club, Norman Scott Park.

Other threats to business continuity include:

- The suspension/failure of utility and communication services; typically, these are power, telephone, fax, post, Internet access systems and the mobile telephone network
- The failure or malicious attack on Internal IT systems; typically this involves the failure of IT hardware and loss of key data through either accidental or malicious attack (IE: computer virus).
- The loss of key staff through illness, accident or personal reasons; typically this involves a non-planned absence which prevents staff from being able to continue to perform their normal working functions.
- Inclement weather or other incidents preventing travel; typically this might prevent staff from attending the office or other sites to provide services and support to residents of Patchway.
- Availability of Company vehicles; typically preventing Patchway Town Council staff from performing their normal duties.

KEY PERSONNEL - AREAS OF RESPONSIBILITY

Mr Jack Turner (Town Clerk and Responsible Finance Officer)

Administration systems, Utility services (power, water) & communications (telephone, fax, Internet access and mobile phones), Administration staff availability (loss of key staff, staff absence, illness etc)

Finance systems (accounting, banking, pension scheme, customer/order/suppliers database) Finance staff availability (loss of key staff, staff absence, illness etc)

BUSINESS CONTINUITY THREATS PRIORITIES & METHODOLOGY

PERSONNEL

Notify relevant staff (via email/phone) of person not available to perform their normal work duties.

Determine nature and duration of unavailability of staff member.

Notify customers if necessary and advise them of the person to contact until further notice.

Appoint someone to take over that person's responsibilities and duties in their absence.

If the staff member becomes permanently unavailable, notify key customers if required and appoint a permanent replacement as soon as practically possible.

UTILITY SERVICES & COMMUNICATIONS

Internet/Email Access

- Contact Ionet Systems LTD - 0117 929 2029

Telephone Lines/System

- Determine nature of fault, contact South Gloucestershire Council IT helpdesk.
- Source suitable replacement phone switch, if required, at earliest opportunity and install

Mobile Phone Services Provider

- In the event that the EE network should fail, use email and landlines to communicate until the service is reinstated

Power

- Ensure Servers are shut-down correctly if a prolonged outage occurs.
- Contact Total Energies on 03330 037 874, to determine how long power will be unavailable.
- If this is likely to be a prolonged outage, follow procedure to place signs on affected buildings explaining the problem and ensure that a member of staff is on site to explain to hirers/customers.

Water

- Contact Bristol Water on 0845 702 3797 to determine how long water will be unavailable
- If this is likely to be a prolonged outage, follow procedure to place signs on affected buildings explaining the problem and ensure that a member of staff is on site to explain to hirers/customers.

IT SYSTEMS & KEY DATA

Preventative Procedures

- Ensure Full System Backup of Servers to Sharepoint has been successful.
- RFO to make additional daily copies of the accounts system folder.
- RFO to make additional regular copies of the accounts system folder to Sharepoint.
- INTY Mail-Defender anti-virus/anti-spam to continue to be used to prevent email virus attack
- INTY Desk-Defender/Web-Defender to continue to be used to prevent other direct Virus, Malware or Spyware attacks

Server Hardware or Software Failure

- Determine nature of fault, rectify immediately if possible.
- If hardware component failure, source replacement (if available) from Ionet Systems Ltd on 0117 929 2029 to arrange for an engineer to repair the product.
- If data corruption has occurred, contact Ionet Systems Ltd on 0117 929 2029 and arrange for them to restore latest copy of data affected from the backup drive.

Note: Other equipment such as printers, faxes etc are not considered critical to the operation of the business and can be repaired or replaced as required in a timely manner.

Virus or Malicious Attack on Systems

- Determine nature if Virus/Spyware or Systems Intrusion
- Contact Ionet Systems Ltd on 0117 929 2029 to remove the Virus/Spyware, or rebuild the affected systems as required
- Investigate source of attack and implement procedure or suitable software fix to prevent any future occurrence

ALL PREMISES

Preventative Procedures

- All key IT equipment (Servers/Switches/Router etc) is located in the secured main office, to reduce the possibility of theft, malicious damage or opportunist robbery.
- Ensure the building's Fire Prevention/Detection Systems are maintained and regularly serviced
- Ensure the building's Monitored Alarm System is maintained and regularly serviced

Major Premises Disruption (Fire, Flood, Terrorism etc)

- Notify staff of the situation and initiate disaster recovery procedures
- Determine the extent and nature of the damage to the Premises and Equipment/Services
- Use the Town Clerk's mobile number.
- Advise Insurers, Zurich, as soon as possible.
- Advise customers, suppliers and other key organisations of the situation as soon as practical via email or phone as necessary
- Arrange for explanatory messages to be placed on Town Council noticeboards and Patchway Town Council website explaining ongoing situation
- Notify Post Office to redirect mail to The Hub, Rodway Road.
- Contact Ionet Systems Ltd on 0117 929 2029 to arrange hire of Standby Server (if appropriate) as an interim measure
- Manage re-instatement of main town council office in a timely manner and move furniture, IT equipment, etc back to the premises as soon as re-instatement has been completed

COMPANY VEHICLES

Preventative Procedures

- Ensure all vehicles are serviced and maintained to optimum operational standards as recommended by the manufacturer
- Each employee is responsible for performing a "visual" daily check and a weekly check on their assigned vehicle to ensure oil, coolant levels and tyre pressures are correct

Accident or Vehicle Breakdown

- In the event of an accident, make a note of the date, time, location and weather conditions at time of the incident. Get the details, including name, address, insurance details and contact information for any involved third party and witnesses
- In the event of an accident to the Ford Flatbed vehicle or Vauxhall Combi, contact Zurich to report the accident.
- Arrange for affected staff member to get back to office/home/seek medical treatment if required
- Arrange for recovery of broken down or damaged vehicle if it cannot be driven safely, through the Town Clerk.
- Arrange for loan/hire or permanent replacement of the vehicle if required and removal of any equipment or tools in damaged vehicle
- Arrange for insurance assessment and repairs as required at earliest opportunity

Theft of Vehicle

- Contact Avon & Somerset Constabulary and insurance company, Zurich.
- Arrange for loan/hire or permanent replacement of the vehicle as required

TRAVEL CONDITIONS**Preventative Procedures**

- Wherever possible avoid the need for staff to travel

Inclement Weather & Road Incidents

- In the event of poor weather conditions or road/traffic incidents which prevent Patchway Town Council staff from attending the office sites, advise staff to only travel if absolutely necessary.

PANDEMIC SITUATIONS**Preventative Procedures**

- In the event of a global pandemic situation, Patchway Town Council will follow HM Government/Unitary Authority instructions and guidelines regarding dealing with the situation linked to sites, open spaces, play areas, sports facilities, skatepark and personnel. This includes undertaking of relevant risk assessments, sites closures/opening as instructed by HM Government/Unitary Authority.

4

Patchway Town Council**Document Management and Archive Policy****Introduction**

This policy guides the management and timely disposal of correspondence files and other Town Council documents. This policy also guides members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

Scope

The policy applies to all documents produced by the Town Council and all documents received in the Town Council office. Reviewing and disposal of all such documents will take place on an annual basis. Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

Policy

The following documents will be retained for the periods stated and the reasons given:

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Minute books	Indefinite	Historical
Scale of fees and charges	6 years	Management
Annual audited accounts	Indefinite	Historical
Receipt books	6 years	VAT
All bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
General quotations/tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
Sundry debtor	6 years	VAT
VAT records	6 years	VAT
Petty cash	6 years	Tax, VAT, statute of limitations
Timesheets	Last completed audit year	Audit and Working Time Regulations
Salaries/wages records	12 years	Superannuation
Employers Liability Insurance	Indefinite	Management & Statute of Limitations
Public Liability Insurance	Indefinite	Management & Statute of Limitations
Health and Safety Records	21 years	Management & Statute of Limitations
Investment Records	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members allowances registers	6 years	Tax, Statute of Limitations
For all Town Council premises & facilities, booking schedules & invoices to hirers	6 years	VAT
Special Town Council Projects	Indefinite	Statute of Limitations

At the end of the stated periods, the files will be destroyed.

Adopted: 10th May 2022.

Review: May 2023.

General Documentation

Other than those documents stated under point 3, general documentation will be destroyed after 6 years. Any documents of a historical nature will be offered to the County Records Office for safe keeping. Any documents relating to Town Council land and property will be retained indefinitely by the Town Council to give a complete overview of refurbishments, disposals or acquisitions.

General e-mails (in relation to day-to-day business and projects) are filed and retained for a period of 2 years.

Development Control (Planning)

If a particular planning application forms part of a Town Council owned property then the application will be kept indefinitely or until such times as the site is developed.

Personnel Documents

A basic level of information will be permanently retained on all employees. (e.g. length of time employed, courses attended etc.) If a member of staff leaves the employment of the Town Council and there is likely to be a claim made against the Town Council under employment or other relevant legislation, the personnel file will be archived until such time as any claim has been dealt with or legal advice states that it may be destroyed.

Storage of Retained Documents

Retained documents will be stored on the Town Council's premises and archived to ensure easy retrieval. A review of the method of storage will be carried out periodically to ensure items continue to be accessible.

Historical Information

Documents and files kept for historical reasons will periodically be reviewed and offered to the County Records Office for safe keeping. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

Destruction of Documents

All documents earmarked for disposal will be sent for destruction by a recognised contractor specialising in this type of work. All documents will be carefully scrutinised to ensure that anything containing personal information covered by the Data Protection Act is sent for secure destruction by a recognised contractor.



Patchway Town Council

Management of Contractors Policy

Patchway Town Council sometimes employs contractors to carry out the work that council staff are not able to do or are not trained for. This policy will set out the rules for contractors to adhere to when working on any of Patchway Town Council’s sites. A contractor is anyone that Patchway Town Council engages to do paid work but is not an employee. Both the contractor and Patchway Town Council have responsibilities under health and safety legislation.

Patchway Town Council will:

- Specify the job and clearly identify all aspects of the work they want the contractor to complete.
- A job specification will consider the health and safety implications and the level of risk associated with the task.
- The Council will provide potential contractors with all information relating to the hazards and risks associated with the task.
- The Council will satisfy themselves that the contractor they appoint will do the task safely, without risks to health.
- The Clerk will enquire about the competency of the contractor, the competency required will depend on the complexity of the task. This will be aided by an employee or member who is a competent person.
- The Clerk will agree with the contractor the best way to communicate with each other.
- The Clerk will undertake periodic site inspections throughout the duration of the contract and complete the site visit record form.
- Any concerns that the Clerk has identified during a site visit will be addressed with the contractor and reported to the Full Council.

The Council will also undertake their own risk assessments prior the job being started and if the work dictates having a method statement, due to the complexity, the council will also agree this.

The Contractor will:

- Sign this agreement before commencement of the job.
- Undertake risk assessments on all tasks, where there are hazards likely to cause harm.
- Supply the Clerk, as the representative of the Council, with a copy of all risk assessments.
- Ensure that their employees and any subcontractors are provided with information, training and instruction.
- Ensure all employees comply with safe systems of work including wearing appropriate personal protective clothing.

The contractor will be responsible for obtaining adequate insurances. The council requires as a minimum public liability, up to £5 million.

Managing and supervising the work:

The Council needs to be satisfied that the contractors are undertaking the tasks in a safe way, complying with the control measures in place and health and safety legislation. The Clerk will agree with the contractors how the work will be carried out and any precautions that will be taken to ensure the safety of employees, members of the public and others who may be affected by the work being undertaken.

In the event of an accident, near miss or ill health associated with the workplace, the Clerk will instigate an investigation, reporting findings to the Chairman or Vice Chairman of the Full Council promptly.

Signed on behalf of Patchway Town Council. _____ **Date:** _____

Signed on behalf of The Contractor. _____ **Date:** _____



PATCHWAY TOWN COUNCIL

DEBIT CARD USAGE
TERMS & CONDITIONS

1. General Usage

Debit cards are issued by the Clerk to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

2. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN number. Such reports must be made immediately and directly to The Town Clerk or RFO.

Debit Cards

- In the event of the absence of the Town Clerk or RFO, lost and stolen debit cards must be immediately reported directly to the card provider. You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

3. Reporting Expenditures/ Weekly Returns.

Debit Card

- Card holding members must retain all receipts and report to the RFO on a Monday morning. Non activity must also be reported on this basis and receipts must be lodged to cover all expenditures.

4. Failure To Comply

The cards remain the property of Patchway Town Council and, as previously advised, authorised members of staff issued with cards and PIN numbers are responsible for them and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.

By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name

Adopted: 10th May 2022.

Review: May 2023.

Date

Patchway Town Council

Honorary Freeman Procedure

Under the Local Government Act of 1972, section 249, Patchway Town Council can award an Honorary Freeman title to an outstanding member of the community.

Policy Statement

Patchway Town Council wishes to recognize the efforts of members of the community who demonstrate outstanding commitment to the town of Patchway. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman of Patchway. This honour will be awarded only on rare and exceptional occasions. There is no limit to how many people can hold the title of Freeman of Patchway, however if an existing Freeman wishes to retract their title, they can do so.

Nomination Criteria

1. The following will be taken into account when consideration is given to granting the honour of Honorary Freeman of Patchway.
2. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedications and contribution is significantly above that expected for their occupation.
3. All nominees should have carried out their largely voluntary roles for a minimum period of at least 10 years.
4. Any nominated Town Councillor should have retired from the post. Existing councillors are not eligible to be nominated, unless there are 'exceptional circumstances'.
5. The contribution to the community should involve one or more of the following:
 - a) A significant allocation of the person's time in serving members of the community for the improvement of their well-being
 - b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - c) A contribution which is seen to stand above the contributions of most others.

Nomination Procedure:

Nominations should be made in the strictest confidence without the nominee's knowledge.

Nominations must be made in writing to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination it will be circulated to all Councillors for confidential consideration.

If Councillors are in agreement that the nominee should be made an Honorary Freeman of Patchway, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before the Council and a formal vote taken, again in confidence.

No less than two-thirds of the Town Councillors must agree the nomination.

Adopted: 10th May 2022.

Review: May 2023.

The decision of the Council on all nominations is final.

Confidentiality:

All nominations of Honorary Freeman are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

Entitlement:

The honour will be awarded for the individual's lifetime and not as a hereditary award. Awards cannot be made posthumously.

Any person nominated may designate himself / herself Honorary Freeman of Patchway.

The award will be made at the Annual Meeting of the Parishioners. A framed certificate will be presented to the recipient along with a gift from the Town Council.

Expectations:

The Freeman of Patchway, will be invited to all Civic events as a guest and will be introduced to the congregation as a Freeman of Patchway. There is no obligation to attend these events and it will be at the persons discretion as to what event they attend.



Item 14

Patchway Town Council

Preferred Suppliers List

The Preferred Supplier List is the document which Patchway Town Council will use to contact businesses, in the first instance, to carry out work for the Council. Through having this supplier list and a limit of **£3000 for sole traders** and **£3000 for limited companies** and **partnerships**, which is reflected in the Financial Regulations, it reduces the need for officers to obtain three quotations for works to be carried out.

Area of Work	Business Details	Contact Details
Accountancy	DCK accounting	admin@dckaccountingsolutions.co.uk 01793 739110
Acoustic Survey	Red Twin LTD	01454 203777
CCTV Maintenance	Select Security Solutions	01179664881
Cleaning (Including chemical)	Simply Washrooms	01992 575563
	A Cleaning Service LTD	01173259250 hello@acleaningservice.co.uk
	Ultima Cleaning LTD	07773 328744 markbaxter@ultimacleaning.com
Cleaning Products	The Consortium	hello@consortiumeducation.com 0800 042 2222
	Brosch	sales@broschdirect.com 01733 230 230
Councillor/Officer Training	ALCA	avoncalc@gmail.com 07496 514035
Electrical Works	JEFF Electrical	jeff@jmhazellelectrical.co.uk 0117 953 2838
	J & Sons Electrical	jason.electricalservices@googlemail.com 07900924658
	West Country Electrical and Plumbing	info@westcountryph.com
Financial Software	RBS Rialtas	01793 731296
Fire Risk Assessment	Safety Matters LTD	0800 288 9521

Adopted:
Reviewed:

Gates and Security	Chew Valley Gates	ian@chewvalleygates.co.uk 01275 331333
	Select Security Solution	jason.paskey@selectsecuritysolutions.com 0117 966 4881
	KT Properties LTD	km2010@hotmail.co.uk
Grounds Maintenance	Avoncrop Amenities	01344 891730
	Ecosolve	Tina.hull@ecosolve.co.uk 01666 861250
	CR Fencing	jack@crfencing.co.uk 0117 9465323
HR Support	South West Councils	01823 425222
Internal Auditing	Auditing Solutions LTD	stuart@councilaudit.co.uk 01380 850 588
Installation of Equipment	KT Properties LTD	km2010@hotmail.co.uk
IT Solutions	Ionet	sales@ionet.co.uk 0117 929 2029
	Prolific Solutions	accounts@prolific-solutions.co.uk 0117 905 9274
Leaflet Printing and Distribution	The Design Print Distribution Group	info@hengroveprinting.co.uk
Legal Advice	ALCA	avoncalc@gmail.com 07496 514035
Locksmith	Keymaster Bristol	0117 957 0011
Machinery Maintenance	South Gloucestershire Council	Ron.Dovey@southglos.gov.uk 01454 863918
Medicals for Staff	Cordell Health	admin@cordellhealth.co.uk
Mower Tyre Repair	HI-Q (Goodyear Dunlop)	0121 378 7000

Adopted:
Reviewed:

Outside Staff Uniform	SAFPRO	salesledger@safpro.co.uk 01452529050
	Total Workwear	https://www.totalworkwear.co.uk/
Payroll Software	IRIS	0344 815 5656
Pitch Marking Supplies	Bowcom	sales@bowcom.com 029 2038 8349
Play Area Maintenance Equipment	GB Sports and Leisure	sales@gbsportsandleisure.co.uk 01934 628 620
Play Area Small Items	GB Sports and Leisure	sales@gbsportsandleisure.co.uk 01934 628 620
	Dragon Play and Sports	leon@dragonplay.co.uk
Play Area Inspection	Louisa Hill	lhill@pssltd.co.uk 07818 426651
Planning Consultant	Stokes Morgan Planning	kit.stokes@stokesmorgan.co.uk 01275 390648
Plumbing and Heating	Advanced Plumbing and Heating	01454 414 809
	West Country Electrical and Plumbing	info@westcountryph.com
Project Management	Melrose Associates	djw@melrose-assoc.co.uk 0117 962 1403
Property Alarms	Advanced Security Solutions	thomas.jbyrne@btinternet.com 0117 969 6500
Signage	Rob Hainey	rob@robhainey.com
Scrap Metal	Ironman Metal Recycling	carl@ironmanmetalrecycling.co.uk 01454 501080
Skip Hire	Smiths of Gloucester	josh.hill@smiths-gloucester.co.uk

Adopted:
Reviewed:

Solicitor	Davies and Partners	01454 619619
Street Lighting	South Gloucestershire Council W & N Adams LTD	Mark.Williams1@southglos.gov.uk info@wnadams.co.uk
Street Furniture	Wybone Broxap XL Displays Glasdon	https://wybone.co.uk/ https://www.broxap.com/ https://www.xldisplays.co.uk/ https://uk.glasdon.com
Truck and Van Maintenance	HMC Garage Thornbury Autocentre	info@hmcpatchway.co.uk 0117 969 5409 thornburyautocentre@gmail.com 01454 419985
Tree Works	N Brock	Nickbrock76@hotmail.com

Properties

Reviewed On 03/05/2022

As previously stated in figures

Description	Bought / Donated	Cost or Value (£)	Insurance Value (£)	Year Acquired	Year Disposed	Disposal (if no longer owned)
Callicroft House - Building	Bought	£ 250,000.00	£ 521,098.63	2000	N/A	N/A
Casson Centre - Building	Donated	£ 1.00	£ 291,606.39	1991	N/A	N/A
Scott Park Pavillion - Building	Bought	£ 129,798.00	£ 298,106.72	1991	N/A	N/A
Garage - Building	Bought	£ 33,326.00	Inc Above	2010	N/A	N/A
Coniston Community Centre - Building	Bought	£ 1,625,600.00	£ 2,744,278.00	2012	N/A	N/A

Property Content

Reviewed On

03/05/2022

Description	Bought / Donated	Cost or Value (£)	Insurance Value (£)	Year Acquired	Year Disposed	Disposal (if no longer owned)
Tables at Casson Centre	Donated	£ 1.00	£ 1,500.00	2006	N/A	N/A
Table Trolley at Casson Centre	Donated	£ 1.00	£ 1,000.00	2008	N/A	N/A
13 X Armchairs at Casson Centre	Donated	£ 1.00	£ 3,000.00	1991	2021	All chairs disposed in 2021.

40 X Wooden Chairs at Casson Centre	Donated	£ 1.00	£ 1,000.00	1991	2021	All chairs disposed in 2021.
Fridge at The Casson Centre	Donated	£ 1.00	£ 90.00	2010	N/A	N/A
				2009		
Chairmans Chain of Office	Bought	£ 1,380.00	£ 5,000.00			
				2019		
Hearing Loop and Display Screen	Bought	£ 1,872.00				

				2003		
Computers and Printers	Bought	£ 1,320.00			2018	1 X PC Disposed at £1767
Projector	Bought	£ 980.00		2010	2020	£ 980
Laptops X 3	Bought	£ 1,800.00		2019		
Honours Board	Bought	£ 1,419.00		2012		
Chairs	Bought	£ 12,450.00		2011		

Cabinets	Bought	£	4,500.00	2003		
Photocopier	Bought	£	2,976.00	2020		
Total Value			28,702			
Less value of disposed items			2,149			
Current Total			26,553			

Street Furniture & Open Spaces

Reviewed On

03/05/2022

Description	Bought / Donated	Cost or Value (£)	Insurance Value (£)	Year Acquired	Year Disposed	Disposal (if no longer owned)
Noticeboards X8	Bought	£ 11,992.00		2011	N/A	N/A
Bus Shelter X 2	Bought	£ 7,392.00		2000	2021	1 Disposed in 2021 - £3696.
Teen Shelter X 2	Bought	£ 10,000.00		200	2017	N/A
Outdoor Benches	Bought	£ 1,000.00		2002	N/A	N/A
Steel Fencing at BMX Track	Bought	£ 5,167.00		2002	N/A	N/A

CCTV at Rodway Road	Bought	£	5,984.00	2009	N/A	N/A
War Memorial at Scott Park	Bought	£	13,106.00	2019	N/A	N/A
High Ball Netting at Scott Park	Bought	£	1,500.00	2019	N/A	N/A
Planters at Rodway Road X5	Donated	£	1.00	2020	N/A	N/A
Bins	Donated	£	1.00	2010	N/A	N/A
CCTV at Scott Park	Bought	£	5,246.00	2020	N/A	N/A

Patchway Maps X4	Bought	£	6,254.64		2022	N/A	N/A
Outdoor Area Benches	Bought	£	35,000.00		2001 - 2022	N/A	N/A
Total Value			102,644				
Less value of disposed items			3,696				
Current Total			98,948				

Grounds Equipment

Reviewed On

03/05/2022

Description	Bought / Donated	Cost or Value (£)	Insurance Value (£)	Year Acquired	Year Disposed	Disposal (if no longer owned)
Yanmar Tractor	Bought	£ 1,500.00		1992	2019	£ 1,500.00
Iseki Tractor	Bought	£ 7,800.00		2009	N/A	N/A
Ransome HR6010	Bought	£ 31,200.00		2014	2017	N/A
Ransome Mower HR300	Bought	£ 22,500.00		2017	N/A	N/A
Ransome Mowers HR2250	Bought	£ 10,000.00		2012	N/A	N/A
Ransome 213	Bought	£ 10,000.00		2014	2021	£ 10,000.00
McCormick Tractor with Bucket	Bought	£ 12,500.00		2007	2020	£ 12,500.00
Renualt Kango Van	Bought	£ 2,000.00		2009	2019	£ 3,000.00
Transit Van E018 ENY	Bought	£ 19,671.00		2018	N/A	N/A

				2019		
Vauxhall Combo HX17 UMJ	Bought	£ 7,340.00			N/A	N/A
Strimmers X3	Bought	£ 1,000.00		2014	N/A	N/A
Chainsaws X3	Bought	£ 800.00		2014	2021	£ 800.00
Flymo Petrol Mower X2	Bought	£ 950.00		2014	2019	£ 950.00
Honda Mower	Bought	£ 625.00		2015	2020	£ 625.00
Huquarvana Mower	Bought	£ 424.99		2014	N/A	N/A
Cricket Roller	Donated	£ 1.00		2014	N/A	N/A
Line Marker Kombi	Bought	£ 650.00		2014	2020	£ 650.00
Verti-drain Model 105-145	Bought	£ 5,400.00		2013	2021	£ 5,400.00
Leaf Blower X 3	Bought	£ 800.00		2014	N/A	N/A

Redexim RTC Tractor	Donated	£	1.00		2020	N/A	N/A
Accessories and Small Tools	Bought	£	5,000.00		Various	N/A	N/A
Total Value							140,163
Less value of disposed items							35,425
Current Total							104,738



Patchway Town Council

Internal Control Check Form.

Financial year **2022-2023** Date

Completed by:

The person carrying out these checks should check at least 6 payments from each quarter of the financial year.

Programme		Findings
1. Has the invoice had the 'received' stamp signed or initialled?		
2. Have all invoices been initialled or signed by the authoriser?		
3. Have the Cost Centre and Nominal Code been specified?		
4. Has the payment schedule for the month been signed or initialled?		
5. Has the bank payment list been initialled or signed?		
6. Are bank payments authorised by two Councillors and this shown on the invoice.		
7. Are all card payment invoices signed by the Clerk and Chairman?		
8. Are salary payments checked and authorised by Two Councillors? Is this show on the schedules?		
9. Are journals signed off by the Town Clerk?		
10. Are bank reconciliations and bank statements signed?		
11. Has the VAT been reclaimed quarterly?		
12. Does the Council have any outstanding sales invoice, more than 3 months?		
13. Are all 'PAID' sales invoices duly stamped?		

Item 17

Payments for May 2022

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of 2 X Drying Rooms.	£ 283.34	£ 56.67	£ 340.01	05-22-001
Gordon Playground Inspections	Operational Inspections - April 2022.	£ 360.00	£ 72.00	£ 432.00	05-22-002
KT Properties LTD	Installation of benches at Blakeney Road Playing Field.	£ 1,433.00	£ 286.60	£ 1,719.60	05-22-003
Melrose Associates	3G and Cricket Nets Project: Final Administration Invoice.	£ 1,600.00	£ -	£ 1,600.00	05-22-004
Royds Withy King	PCC Project: Legal Advice.	£ 868.00	£ 173.60	£ 1,041.60	05-22-005
South Gloucestershire Council	NSP Pavilion: Building Control fee.	£ 1,334.73	£ 266.95	£ 1,601.68	05-22-006
South Gloucestershire Council	Hire of Flail.	£ 1,311.84	£ 262.37	£ 1,574.21	05-22-007
South Gloucestershire Council	Rent of Land at Coniston Primary School.	£ 50.00	£ -	£ 50.00	05-22-008
South West Councils	2022-2023 Subscription.	£ 465.00	£ 93.00	£ 558.00	05-22-009
Stokesmorgan Planning	NSP Pavilion: Planning Work.	£ 330.00	£ 66.00	£ 396.00	05-22-010
West Country Plumbing and Heating	Install tap at Cricket Shed.	£ 163.60	£ 32.72	£ 196.32	05-22-011
	Total for May 2022	£8,199.51	£1,309.91	£9,509.42	



Annual Report

2021/2022

Patchway Town Council

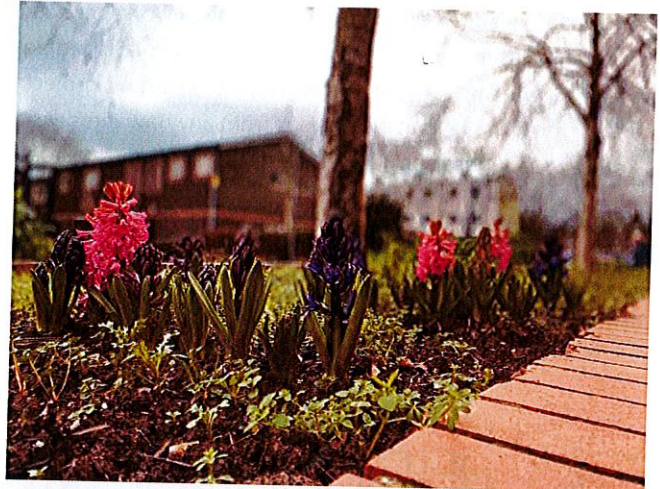
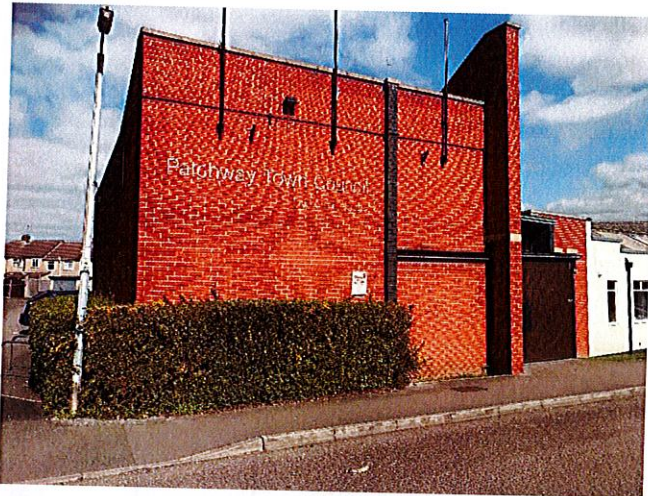
Callicroft House, Rodway Road, Patchway, South Glos, BS34 5DQ

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www.patchwaytowncouncil.gov.uk



6

A View From The Chair: Mayor's Message



I would like to begin this year's report by saying thank you to the people of Patchway and Charlton Hayes. Over the last 12 months, we have seen our community bounce back from numerous lockdowns and restrictions and we have really seen the Patchway community spirit shine through. Since May 2021, the Council has been working hard together to deliver infrastructure projects for our community. In the last year, we have seen the redevelopment of Patchway Community Centre which has given the centre two new larger halls as well as freeing up other rooms, to ensure that Patchway has a community space for everyone.

We have seen the Norman Scott Park redevelopment get underway and we hope to have this new facility open by Autumn 2022 which will include a new community café, office space as well as four changing rooms. Whilst we have delivered on the key projects, we must not forget the other side of the coin. Every month, the Council meets to discuss ways in which to improve Patchway and to benefit local residents. I am proud to see the amount of work the Council has put in with regards to Youth Work, ensuring there is a suitable and viable programme for our young people as well as the Council taking on our own 'Youth Work' through having sport's workshops in half term holidays, free of charge to Patchway residents. This has been a main priority of this Council year and we are glad to have offered fully funded workshops to over 120 children so far. We have also successfully delivered a community litter champion scheme whereby over 50 people have gone out and collected litter in the Town. This has helped us drastically over the last year and we hope to keep this project going for a number of years to come. We have also improved the security of the field at The Tumps from any unwanted visitors and now we hope to utilise this space for events in the near future. You can read more about what we have achieved this year later in this report.

I would like to thank all my fellow Councillors and Staff at Patchway Town Council for improving the standards for Patchway Town Council and to thank all of our residents who have supported the Council this year.

Cllr. Jon Butler - Mayor of Patchway

Full Council Attendance 2021-2022

Full Council Meetings	4th May 2021	15th June 2021	29th June 2021	5th August 2021	31st August 2021	21st September 2021	5th October 2021	19th October 2021	16th November 2021	21st December 2021	18th January 2022	15th February 2022	22nd February 2022	15th March 2022	5th April 2022	26th April 2022	Attended out of 16	As a percentage
Jo Buddharaju																	10	63%
Jon Butler																	16	100%
Patrick Cottrell																	13	81%
Ken Dando																	16	100%
Eric Gordon				A	A		A	A		A					A	A	5	31%
Brian Hopkinson																	15	94%
Peter Knight																	9 out of 9	100%
Dayley Lawrence																	12 out of 15	80%
Roger Loveridge																	15	94%
Elaine Martin																	7	47%
Sam Scott																	13	81%
Toni Scott			A		A										A		8	53%
Sanjay Shambhu																	12	80%
Isobel Walker																	13	81%
Roland Walker																	13	81%
Key																		
Present																		
Apologies Given																		
Absent																		
Not Elected																		

What We Have Achieved

- ✓ A consistently good Internal Audit report with specific praise for the high quality of financial documentation retained.
- ✓ Securing The Tumps with a permanent solution as well as tidying up the area around the entrance way.
 - ✓ We have successfully run sports workshops for over 120 children in Patchway.
- ✓ Produced and installed 'Patchway Maps' detailing all of the local amenities that our area has to offer.
 - ✓ Completed the redevelopment of Patchway Community Centre.
 - ✓ Started the redevelopment of Norman Scott Park Pavilion.
- ✓ Investigated the current youth provision in Patchway and have worked with a range of providers to improve this provision for our young people.
- ✓ Upgraded and installed new play equipment in all of our play areas including a basketball court at Blakeney Road playing field, a tennis table at Arlingham Way pocket park and spring animals at Scott Park.
 - ✓ Relocated the Beacon to the BMX track to ensure safety for all spectators.
- ✓ Supported residents views on planning matters and have represented the community voice with South Gloucestershire Council.
- ✓ Produced and gave out 1000 free Patchway calendars with the winning photographs each having a prize.
 - ✓ Created a brand new community newsletter that is available online and in print.
- ✓ Gave out 65 free sessions of training at the Cricket Net facility for young people under the age of 14.
 - ✓ Applied for the 'Quality Gold Status' of the Local Council Award Scheme.
- ✓ Successfully ran the 'Patchway 100' food aid project giving out over £3000 of food to those who needed it most.
 - ✓ Set up a Town Council sponsorship scheme which will benefit all of our community.
 - ✓ Adopted and implemented a Local Nature Action Plan for Patchway.
- ✓ Supporting residents to take action against their housing associations to ensure that any problems in their property are fixed.
 - ✓ Increased the amount of street-lights in Scott Park to ensure safety for all users.
 - ✓ Installed various benches around the Town replacing the older ones.
 - ✓ We are working with local organisations to create a 'Bee Highway' in Patchway.
 - ✓ We have invested over £15,000 to repair the surfaces in all of our play areas.
 - ✓ We have upgraded all of our noticeboards to keep our residents informed.
- ✓ Created a new 'Nature Area' within Scott Park complete with benches and a walking trail.
 - ✓ Installed a new 'Access Gate' in Scott Park replacing the smaller and older gate.
- ✓ We held a 'Fly Tipping Amnesty' morning to try and clear the worst of our back lanes.
 - ✓ Invested over £20,000 into new Christmas Lights for the whole community.

Grants Paid To Local Organisations 2021-2022

Organisation	£
South Gloucestershire Play Scheme	4000
The Link Club	1000
Patchway Town FC	1000
Citizens Advice South Gloucestershire	750
Bristol BMX Club	746
Patchway Cricket Club	500
ReACH	500
Mamas Bristol CIC	250
TOTAL	£8746

Keeping up to date with Patchway Town Council

There are many ways that you keep up to date with all that Patchway Town Council are doing for the community.

Website – www.patchwaytowncouncil.gov.uk

Facebook – Patchway Town Council

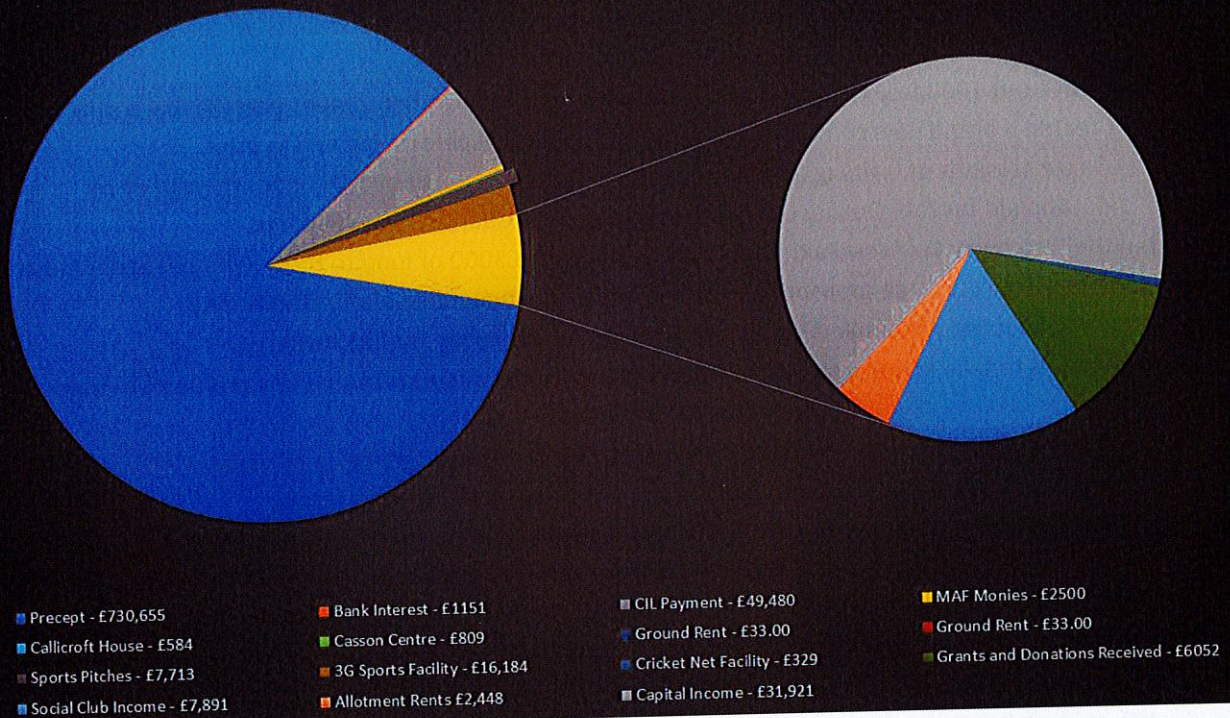
Town Council Newsletter – www.issuu.com/patchwaytowncouncil

Community Noticeboards – Rodway Road, Callicroft House, The Parade, Scott Park, Charlton Boulevard, Sparrowbill Way Play Area.

Community Leaflets and Information – Callicroft House.

Patchway Town Council Finance 2021/2022 (as at 31st March 2022)

2021/2022 Income



2021/2022 Expenditure vs Budget



	Priority Projects	Community Engagement
Timescale for Implementation	Responsible Committee	Full Council
2022/2023		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.



PATCHWAY TOWN COUNCIL
 Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Town Clerk and Responsible Finance Officer's Report

Financing the redevelopment of Norman Scott Park Pavilion.

Patchway Town Council have commenced the redevelopment of the pavilion within Norman Scott Park. The original budget had been agreed by Full Council and is set out below:

S106 Monies	£ 400,460.00
PWLB Loan	£ 425,000.00
Sport England Grant	£ 50,000.00
NSP Pavilion EMR	£ 401,264.00
Major Projects Budget (2022/2023)	£ 50,000.00
Total Project Income	£ 1,326,724.00

The total estimated cost of the project is £1,277,808.14 which includes professional fees as well as the building cost. This would give the Council a project contingency of £48,915.86 for any other issues that arise from this project.

However, due to the formation of a new Parish Council for Charlton Hayes this will reduce the Council Tax Base for Patchway from 4203 in 2022/2023 to 2370 (estimated) in 2023/2024, a reduction of 1833 in the Council Tax Base. This means that Patchway Town Council need to act in a responsible manner as to not give Patchway residents a huge raise in their Council Tax Precept in 2023/2024. The RFO of the Council has looked in detail at the budget and possible staffing situation in the future years and is recommending the below course of action.

- 1. Patchway Town Council moves £25,000 from General Reserves to NSP Pavilion EMR.**
- 2. Patchway Town Council moves £25,000 from Loans for Projects EMR to NSP Pavilion EMR.**
- 3. Patchway Town Council moves £10,000 from Casson Centre EMR to NSP Pavilion EMR.**
- 4. Patchway Town Council moves £3,400 from 3G EMR to NSP Pavilion EMR.**
- 5. Patchway Town Council moves £200,000 from Major Projects to NSP Pavilion EMR (£50,000 already agreed, so extra £150,000)**
- 6. Patchway Town Council moves £30,000 from New Projects EMR to NSP Pavilion EMR.**
- 7. Patchway Town Council earmarks the Community Infrastructure Levy of £13,383.70 for the NSP Pavilion.**

These recommendations will allow for £306,783.70 to be taken off of the PWLB Loan of £425,000 thus reducing a potential loan to £118,216.30. This can be rounded down due to the high contingency.



PATCHWAY TOWN COUNCIL
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The Council have agreed to take out a PWLB loan over a four year term. It is yet to be determined whether half of this cost will be contributed to by the new Parish when it is formed.

If the Council were to take a loan of £118,000 over a four year period on an annuity basis from PWLB, the repayment would be £28,018 per year (this includes as an estimated payment of £14,000 from the 2022/2023 financial year).

When you put this figure into Patchway Town Council's five year budget document, the Precept and Council Tax Precept is estimated as below.

Precept Variance		ACTUAL		DRAFT		DRAFT		DRAFT		DRAFT	
		21/22	22/23	23/24	24/25	25/26	26/27				
Amount of Precept Required	£	730,655.00	£ 816,643.00	£ 453,418.21	£ 431,638.34	£ 439,685.28	£ 448,011.28				
	£	730,655.00	£ 85,988.00	-£ 363,224.79	-£ 21,779.87	£ 8,046.94	£ 8,326.00				
	Variance as a Percentage		12%	-44%	-5%	2%	2%				
Council Tax Base (Estimated)		3993	4203	2370	2370	2370	2370				
(£/annum)	£	182.98	£ 194.30	£ 191.32	£ 182.13	£ 185.52	£ 189.03				
Difference (£/annum)		-6.31	£ 11.32	-£ 2.98	-£ 9.19	£ 3.39	£ 3.51				
As a percentage (£/annum)		3.3%	6%	-2%	-5%	2%	2%				

This shows that Patchway Town Council would be better placed to approve the recommendations as above. The Council's financial prudence as well as long-term saving has put the Council in a sound financial position and the Council's RFO cannot foresee any issues with approving these recommendations.



Patchway Town Council
Strategic Five Year Budget Plan

Precept Variance		ACTUAL	DRAFT	DRAFT	DRAFT	DRAFT
21/22	22/23	23/24	24/25	25/26	26/27	
£ 730,655.00	£ 816,643.00	£ 453,418.21	£ 431,638.34	£ 439,685.28	£ 448,011.28	
£ 730,655.00	£ 85,988.00	£ 363,224.79	£ 21,779.87	£ 8,046.94	£ 8,326.00	
Variance as a Percentage		12%	-44%	-5%	2%	2%

Amount of Precept Required

Council Tax Base (Estimated) (£/annum)	3993	4203	2370	2370	2370	2370
£	182.98	£ 194.30	£ 191.32	£ 182.13	£ 185.52	£ 189.03
Difference (£/annum)	-6.31	£ 11.32	£ 2.98	£ 9.19	£ 3.39	£ 3.51
As a percentage (£/annum)	3.3%	6%	-2%	-5%	2%	2%

Centre Code	Centre Name	21/22	22/23	23/24	24/25	25/26	26/27
100	Income	-£ 200.00	£ 500.00	-£ 1,500.00	-£ 1,500.00	-£ 1,500.00	-£ 1,500.00
110	Establishment	£ 321,614.00	£ 246,334.00	£ 303,085.00	£ 311,661.00	£ 320,247.00	£ 329,101.00
120	Civic and Democratic	£ 7,650.00	£ 10,075.00	£ 5,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
200	Callicroft House	£ 15,340.00	£ 18,050.00	£ 18,000.00	£ 18,150.00	£ 18,300.00	£ 18,450.00
210	The Casson Centre	£ 1,699.00	£ 6,350.00	£ 7,200.00	£ 7,200.00	£ 7,200.00	£ 7,200.00
220	Burials	£ 3,000.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
300	Patchway Community Centre	-£ 2.00	£ 2.00	£ 2.00	£ 2.00	£ 2.00	£ 2.00
310	Coniston Community Centre	£ 41,395.00	£ 22,756.00	£ 21,937.21	£ 21,151.34	£ 20,332.28	£ 19,524.28
320	Rodway Road	£ 4,100.00	£ 4,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00
330	Charlton Hayes	£ 4,000.00	£ 4,000.00	£ -	£ -	£ -	£ -
340	The Parade	£ 3,500.00	£ 3,500.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
400	Youth and Community	£ 25,240.00	£ 21,400.00	£ 14,500.00	£ 14,500.00	£ 14,500.00	£ 14,500.00
410	Grants	£ 24,500.00	£ 16,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
500	Scott Park	£ 33,450.00	£ 29,025.00	£ 3,775.00	£ 1,905.00	£ 2,035.00	£ 2,165.00
510	Sports and Social Club	-£ 11,840.00	£ 11,840.00	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00	-£ 11,840.00
600	Allotments	-£ 1,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00
700	Tumps and BMX Track	£ 4,720.00	£ 3,720.00	£ 720.00	£ 720.00	£ 720.00	£ 720.00
710	Play Area	£ 9,550.00	£ 10,600.00	£ 8,950.00	£ 1,100.00	£ 1,100.00	£ 1,100.00
720	Open Spaces Administration	£ 19,125.00	£ 21,875.00	£ 10,375.00	£ 10,375.00	£ 10,375.00	£ 10,375.00
800	Street Furniture and Transport	£ 750.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
900	Capital and Projects	£ 224,314.00	£ 410,000.00	£ 57,018.00	£ 38,018.00	£ 38,018.00	£ 38,018.00
	Precept Required	£ 730,655.00	£ 816,643.00	£ 453,418.21	£ 431,638.34	£ 439,685.28	£ 448,011.28



100 - Income

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1076	100	Precept						
1090	100	Interest Received	£ 200.00	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
		Total	£ 200.00	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
		Net Expenditure	£ 200.00	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00



110 - Establishment

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4001	110	Admin Salary Costs	£ 130,231.00	£ 98,644.00	£ 106,794.00	£ 109,998.00	£ 113,298.00	£ 116,697.00
4002	110	Groundstaff Salary Costs	£ 132,729.00	£ 116,100.00	£ 139,585.00	£ 143,773.00	£ 148,086.00	£ 152,529.00
4003	110	Cleaning Staff Salary Costs	£ 19,364.00	£ -	£ -	£ -	£ -	£ -
4005	110	Café Staff Salary Costs	£ -	£ -	£ 26,439.00	£ 27,232.00	£ 28,049.00	£ 28,890.00
4004	110	HR Support	£ 7,500.00	£ -	£ -	£ -	£ -	£ -
4006	110	COVID-19 Response Budget	£ 3,000.00	£ -	£ -	£ -	£ -	£ -
4007	110	Bank Holiday Payments	£ 6,600.00	£ -	£ -	£ -	£ -	£ -
4031	110	Pension Lump Sum	-£ 10,200.00	-£ 10,600.00	-£ 11,000.00	-£ 11,400.00	-£ 11,800.00	-£ 12,200.00
4040	110	Staff Travel	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
4060	110	Staff Other Expenses	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4090	110	Staff Training	£ 3,000.00	£ 2,000.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4110	110	Bank Charges	£ 700.00	£ 750.00	£ 800.00	£ 850.00	£ 900.00	£ 950.00
4115	110	Social Media Budget	£ 100.00	£ 100.00	£ -	£ -	£ -	£ -
4120	110	Audit Fees	£ 2,890.00	£ 2,890.00	£ 2,977.00	£ 3,066.00	£ 3,158.00	£ 3,253.00
4121	110	Accountancy Support Fees	£ 2,500.00	£ 13,000.00	£ 13,390.00	£ 13,792.00	£ 14,206.00	£ 14,632.00
4130	110	Professional Fees	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4140	110	Legal Fees	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4150	110	Subscriptions and Memberships	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
4160	110	Insurance	£ 6,000.00	£ 7,500.00	£ 7,500.00	£ 7,750.00	£ 7,750.00	£ 7,750.00
4170	110	Stationery and Printing	£ 2,500.00	£ 2,000.00	£ 1,750.00	£ 1,750.00	£ 1,750.00	£ 1,750.00
4180	110	Postage	£ 250.00	£ 200.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
4200	110	Broadband	£ 550.00	£ 550.00	£ 1,100.00	£ 1,100.00	£ 1,100.00	£ 1,100.00
4210	110	Mobile Telephone	£ 300.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
4220	110	IT Services and Software	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00
4230	110	Equipment	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
		Total	£ 321,614.00	£ 246,334.00	£ 303,085.00	£ 311,661.00	£ 320,247.00	£ 329,101.00
		Net Expenditure	£ 321,614.00	£ 246,334.00	£ 303,085.00	£ 311,661.00	£ 320,247.00	£ 329,101.00

One member of staff on SCP 7.



120 - Civic/Democratic

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4310	120	Councillors Training	£ 1,000.00	£ 500.00	£ 1,500.00	£ 500.00	£ 500.00	£ 500.00
4340	120	Civic Fund	£ 500.00	£ 1,500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4341	120	Queen's Platinum Jubilee	£ -	£ 5,000.00	£ -	£ -	£ -	£ -
4342	120	Christmas Support	£ 3,000.00	£ -	£ -	£ -	£ -	£ -
4345	120	Local Council Award Scheme	£ 150.00	£ 75.00	£ -	£ -	£ -	£ -
4350	120	Elections	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
		Total	£ 7,650.00	£ 10,075.00	£ 5,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
		Net Expenditure	£ 7,650.00	£ 10,075.00	£ 5,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00



200 - Callicroft House

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1400	200	Callicroft House Income	£ 260.00	£ 400.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
		Total	£ 260.00	£ 400.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
4235	200	Property/Security Caretaking	£ 500.00	£ 600.00	£ -	£ -	£ -	£ -
4240	200	Property Maintenance	£ 1,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00
4245	200	Janitorial	£ 500.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
4410	200	Rates	£ 8,100.00	£ 8,250.00	£ 8,400.00	£ 8,550.00	£ 8,700.00	£ 8,850.00
4430	200	Utilities	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
		Total	£ 15,600.00	£ 18,450.00	£ 18,000.00	£ 18,150.00	£ 18,300.00	£ 18,450.00
		Net Expenditure	£ 15,340.00	£ 18,050.00	£ 18,000.00	£ 18,150.00	£ 18,300.00	£ 18,450.00



210 - The Casson Centre

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1410	210	Casson Centre Income	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
1425	210	Casson Centre Ground Rent	£ 1.00	£ -	£ -	£ -	£ -	£ -
		Total	£ 1,201.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
4235	210	Property/Security Caretaking	£ 650.00	£ 350.00	£ -	£ -	£ -	£ -
4240	210	Property Maintenance	£ 1,000.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00
4245	210	Janitorial	£ 250.00	£ -	£ -	£ -	£ -	£ -
4410	210	Rates	£ -	£ 1,700.00	£ 1,700.00	£ 1,700.00	£ 1,700.00	£ 1,700.00
4430	210	Utilities	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
		Total	£ 2,900.00	£ 7,550.00	£ 7,200.00	£ 7,200.00	£ 7,200.00	£ 7,200.00
		Net Expenditure	£ 1,699.00	£ 6,350.00	£ 7,200.00	£ 7,200.00	£ 7,200.00	£ 7,200.00



220 - Burials

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1031	220	AJBC Income (50%)	£ -	£ 20,325.00	£ 20,325.00	£ 20,325.00	£ 20,325.00	£ 20,325.00
		Total	£ -	£ 20,325.00	£ 20,325.00	£ 20,325.00	£ 20,325.00	£ 20,325.00
4500	220	Burials Expenditure	£ 3,000.00					
4501	220	AJBC Staff Costs (50%)	£ -	£ 17,520.00	£ 17,520.00	£ 17,520.00	£ 17,520.00	£ 17,520.00
4511	220	AJBC Other Costs (50%)	£ -	£ 4,605.00	£ 4,605.00	£ 4,605.00	£ 4,605.00	£ 4,605.00
		Total	£ 3,000.00	£ 22,125.00	£ 22,125.00	£ 22,125.00	£ 22,125.00	£ 22,125.00
		Net Expenditure	£ 3,000.00	-£ 1,800.00	-£ 1,800.00	-£ 1,800.00	-£ 1,800.00	-£ 1,800.00



310 - Coniston CC

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1415	310	Coniston Ground Rent	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00
		Total	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00
4610	310	Ground Rent	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4620	310	PWLB Repayment	£ 40,396.00	£ 21,757.00	£ 20,938.21	£ 20,152.34	£ 19,333.28	£ 18,525.28
		Total	£ 41,396.00	£ 22,757.00	£ 21,938.21	£ 21,152.34	£ 20,333.28	£ 19,525.28
		Net Expenditure	£ 41,395.00	£ 22,756.00	£ 21,937.21	£ 21,151.34	£ 20,332.28	£ 19,524.28



320 - Rodway Road

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4650	320	CCTV	£ 350.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
5320	320	Christmas Decoration	£ 3,000.00	£ 3,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
5330	320	Planter and Tree Maintenance	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00
		Total	£ 4,100.00	£ 4,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00
		Net Expenditure	£ 4,100.00	£ 4,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00	£ 3,750.00



330 - Charlton Hayes

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4230	330	Equipment	£ 1,500.00	£ 1,500.00	£ -	£ -	£ -	£ -
5320	330	Christmas Decoration	£ 2,500.00	£ 2,500.00	£ -	£ -	£ -	£ -
		Total	£ 4,000.00	£ 4,000.00	£ -	£ -	£ -	£ -
		Net Expenditure	£ 4,000.00	£ 4,000.00	£ -	£ -	£ -	£ -



340 - The Parade

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
5320	340	Christmas Decoration	£ 2,000.00	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
5350	340	Street Scene Enhancement	£ 1,500.00	£ 1,500.00	£ -	£ -	£ -	£ -
		Total	£ 3,500.00	£ 3,500.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
		Net Expenditure	£ 3,500.00	£ 3,500.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00



400 - Youth and Community

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4845	400	Patchway Festival	£ 6,540.00	£ 6,200.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00
4865	400	Patchway People Newsletter	£ 3,000.00	£ -	£ -	£ -	£ -	£ -
4867	400	Community Events/Engagement	£ 500.00	£ -	£ -	£ -	£ -	£ -
4868	400	Monthly Newsletter	£ 200.00	£ 200.00	£ -	£ -	£ -	£ -
4869	400	Youth Development	£ 15,000.00	£ 15,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
		Total	£ 25,240.00	£ 21,400.00	£ 14,500.00	£ 14,500.00	£ 14,500.00	£ 14,500.00
		Net Expenditure	£ 25,240.00	£ 21,400.00	£ 14,500.00	£ 14,500.00	£ 14,500.00	£ 14,500.00



410 - Grants

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
4600	410	Grants Paid	£ 9,500.00	£ 10,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
4605	410	Grants Paid - Community Centres	£ 15,000.00	£ 6,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
		Total	£ 24,500.00	£ 16,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
		Net Expenditure	£ 24,500.00	£ 16,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00



500 - Scott Park

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1510	500	Sports Income	£ 6,000.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00
1520	500	3G Sports Facility Income	£ 12,000.00	£ 15,000.00	£ 18,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00
1530	500	Café Income	£ -	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00
		Total	£ 18,000.00	£ 22,500.00	£ 50,500.00	£ 52,500.00	£ 52,500.00	£ 52,500.00
4160	500	Insurance	£ 2,250.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
4235	500	Property Security/Caretaking	£ 2,500.00	£ 1,500.00	£ -	£ -	£ -	£ -
4240	500	Property Maintenance	£ 500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
4245	500	Janitorial	£ 300.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
4410	500	Rates	£ 2,650.00	£ 2,675.00	£ 2,675.00	£ 2,675.00	£ 2,675.00	£ 2,675.00
4430	500	Utilities	£ 2,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4650	500	CCTV	£ 750.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4930	500	Petrol and Diesel	£ 3,000.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4935	500	Machinery Repair	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
4940	500	Maintenance - Machinery	£ 2,500.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
4945	500	Maintenance - Sports Facilities	£ 12,500.00	£ 11,500.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
4950	500	Machinery and Tools	£ 750.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4955	500	Pitches Supplies	£ 1,500.00	£ -	£ -	£ -	£ -	£ -
4965	500	Maintenance - Play Equipment	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
4970	500	Fencing	£ 2,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4975	500	Skip	£ 6,000.00	£ 6,000.00	£ 13,000.00	£ 13,130.00	£ 13,260.00	£ 13,390.00
4992	500	Scott Park Tree Maintenance	£ 3,000.00	£ 1,250.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
4995	500	Staff Uniform	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4997	500	Sports Equipment	£ 1,250.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4998	500	Access Gates	£ 2,000.00	£ 2,000.00	£ -	£ -	£ -	£ -
4999	500	Portable Changing Rooms	£ -	£ 9,000.00	£ -	£ -	£ -	£ -
		Café Fund	£ -	£ -	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
		Total	£ 51,450.00	£ 51,525.00	£ 54,275.00	£ 54,405.00	£ 54,535.00	£ 54,665.00
		Net Expenditure	£ 33,450.00	£ 29,025.00	£ 3,775.00	£ 1,905.00	£ 2,035.00	£ 2,165.00



600 - Allotments

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1440	600	Allotment Rents	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
		Total	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
4430	600	Utilities	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
5000	600	Pretoria Road	£ 250.00	£ -	£ -	£ -	£ -	£ -
5010	600	Blakeney Road	£ 250.00	£ -	£ -	£ -	£ -	£ -
		Total	£ 750.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
		Net Expenditure	£ 1,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00	£ 2,250.00



700 - Tumps and BMX Track

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
1435	700	Tumps Ground Rent Income	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
		Total	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
4420	700	Maintenance	£ 1,000.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
4450	700	Rent Payable to Network Rail	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
5334	700	Improvement Fund	£ 3,500.00	£ 3,000.00	£ -	£ -	£ -	£ -
		Total	£ 4,750.00	£ 3,750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00
		Net Expenditure	£ 4,720.00	£ 3,720.00	£ 720.00	£ 720.00	£ 720.00	£ 720.00



710 - Play Areas

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
5100	710	Blakeney Road Path Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
5101	710	Land at Coniston P Sch Rent	£ -	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
5200	710	Repairs and Maintenance	£ 2,000.00	£ 8,000.00	£ 8,850.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
5334	710	Improvement Fund	£ 7,500.00	£ 2,500.00	£ -	£ -	£ -	£ -
		Total	£ 9,550.00	£ 10,600.00	£ 8,950.00	£ 1,100.00	£ 1,100.00	£ 1,100.00
		Net Expenditure	£ 9,550.00	£ 10,600.00	£ 8,950.00	£ 1,100.00	£ 1,100.00	£ 1,100.00



720 - Open Spaces

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
5300	720	Litter Bins	£ 875.00	£ 875.00	£ 875.00	£ 875.00	£ 875.00	£ 875.00
5320	720	Christmas Decoration	£ 16,250.00	£ 15,000.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00
5330	720	Planter and Tree Maintenance	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
5340	720	Outside Area Maintenance/Biodiversity	£ -	£ 5,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
		Total	£ 19,125.00	£ 21,875.00	£ 10,375.00	£ 10,375.00	£ 10,375.00	£ 10,375.00
		Net Expenditure	£ 19,125.00	£ 21,875.00	£ 10,375.00	£ 10,375.00	£ 10,375.00	£ 10,375.00



800 - Street Cleansing

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
5333	800	Signage Repair and Replace	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
5450	800	Street Cleaning Supplies	£ 750.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
		Total	£ 750.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
		Net Expenditure	£ 750.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00



900 - Capital/Projects

Nominal Code	Centre	Budget Heading	21/22	22/23	23/24	24/25	25/26	26/27
5250	900	Patchway Map	£ 2,500.00	£ -				
9004	900	New Play Equipment	£ 10,000.00					
9008	900	NSP Pavilion	£ 201,814.00					
9014	900	Major Projects	£ 10,000.00	£ 410,000.00	£ 29,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
9015	900	NSP Pavilion Loan Repayment			£ 28,018.00	£ 28,018.00	£ 28,018.00	£ 28,018.00
		INTERNAL TRANSFER	£ -	£ -				
		Total	£ 224,314.00	£ 410,000.00	£ 57,018.00	£ 38,018.00	£ 38,018.00	£ 38,018.00
		Net Expenditure	£ 224,314.00	£ 410,000.00	£ 57,018.00	£ 38,018.00	£ 38,018.00	£ 38,018.00

