



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Wednesday 11<sup>th</sup> January 2023

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

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 17<sup>th</sup> January 2023 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

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### AGENDA

1. To receive questions from the members of the public present.
2. To receive any apologies for absence.
3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 13<sup>th</sup> December 2022 and to receive the Clerk/RFO's report for this meeting.
5. To note the minutes of the Finance Committee held on Tuesday 10<sup>th</sup> January 2023 and approve the following recommendation:
  - a) To approve the recommendation that Patchway Town Council sets the precept for the 2023/2024 financial year at £640,271 as outlined in the budget document.
6. To approve the draft statement on the budget for the 2023/2024 financial year.
7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 10<sup>th</sup> January 2023.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





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8. Council Finance.
  - a) To note the financial position of the Council's bank and investment accounts.
  - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for November and December 2022.
  - c) To approve the expenditure report and authorise payments.
9. To note the internal auditor's interim report for the 2022/2023 Financial Year.
10. To consider the quotation report for the lease of a coffee machine for the café at Norman Scott Park Pavilion.
11. To consider the recommendation from the Grants Working Party to reject all outstanding grants for the current financial year.
12. To consider the re-adoption of the following policy and register:
  - a) GDPR Policy.
  - b) Financial Risk Register.
  - c) Safeguarding Policy.
  - d) Financial Procedures.
13. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
  - a) Community Engagement.
14. 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.
    - i. To consider the findings of the Fire Risk Assessment.
    - ii. To consider the extraction issues at the café and the associated costs to remedy these issues.
  - c) Patchway Town Council's 70<sup>th</sup> Anniversary Celebrations.
  - d) Future Council Events in Patchway.
  - e) Almondsbury Joint Burial Committee.
  - f) Patchway Community Hub/Warm Room.
    - i. To consider the scope for this project after February 2023.
  - g) South Gloucestershire Playscheme's Christmas Holiday Report.
  - h) Patchway Police Beat Team update.
15. To note the dates of future meetings of Patchway Town Council, as below:
  - a) Tuesday 21<sup>st</sup> February 2023.

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- b) Tuesday 21<sup>st</sup> March 2023.
  - c) Tuesday 16<sup>th</sup> May 2023.
16. 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.
  17. To consider the land acquisition report, the associated costs with this project and to consider allowing Stoke Lodge and The Common Parish Council to form part of this land acquisition.
  18. To consider the employment of the self-employed grass cutter at Almondsbury Cemetery onto a permanent employment basis.

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## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 13<sup>th</sup> December 2022 at 19:00 at Callicroft House, Patchway.

<b>Councillors:</b>	D Lawrence (Chairman), S Scott, E Gordon, R Walker, I Walker, S Shambhu, T Scott, R Loveridge, J Butler, K Dando, P Cottrell (19:02) and J Buddhharaju (19:08).
<b>In attendance:</b>	J Turner (Town Clerk and RFO), Jon Watkins (Deputy Town Clerk) and David Clark (Coniston Medical Practice).
<b>Absent:</b>	None.
<b>Members of the Public:</b>	One.

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

#### **13/12/2022 - No 1 To receive an update from representatives of Coniston Medical Practice.**

The Chairman welcomed David Clark to the meeting. David gave a brief update on the number of appointments at the surgery which had increased by 40% over the last year to 51,338 appointments. They are trying to ensure Coniston Medical Practice is accessible to everyone and have put in a planning application to extend the centre. The practice has seen a 53% increase in demand and is still open for registrations.

The Chairman opened the floor for all members to raise questions. David answered questions on waiting times to get an appointment and waiting times to get through on the phone, mental health and wellbeing provision, issues around mass vaccination and information sharing.

David stated that the surgery had 9983 patients registered and that the registration was still open too within the catchment area. When challenged, David stated that they would not close their registration as there will be people who need to see a doctor in the catchment area. Patchway, as a catchment area, has grown however the surgery has not hence why the planning application has been submitted.

David stated that he was grateful for the Council's offer for finding floor space however that they could not physically staff anything extra at this present time due to recruitment issues.

The Chairman thanked David for attending and he left the meeting.

#### **13/12/2022 - No 2 To receive questions from members of the public present.**

No questions received.

#### **13/12/2022 - No 3 To receive any apologies for absence.**

The Council noted apologies from Cllr P Knight (holiday), Cllr E Martin (unwell) and Cllr B Hopkinson (unwell).

#### **13/12/2022 - No 4 To receive any declarations of interest and to consider any requests for dispensations for this meeting.**



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

Cllr E Gordon declared his interest in matters pertaining to Coniston Community Centre and would leave the room when appropriate.

**13/12/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 15<sup>th</sup> November 2022 and to receive the Clerk/RFO's report for this committee meeting. RESOLVED:** It was agreed by a majority with two abstentions to approve the minutes as a true and accurate record, with the amendment that 'sports users' is added to item **15/11/2022 - No 10 To consider the report on the revocation of byelaws on Norman Scott Park after the initial public consultation survey.**

The report was noted. The Clerk provided an update on the asset liabilities with the new Charlton Hayes Parish. South Gloucestershire Council has confirmed that any assets within the Patchway boundary would be the liability of Patchway Town Council and not the new Parish, who would not be expected to contribute to the asset outside of their area.

**13/12/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 6<sup>th</sup> December 2022 and approve the following recommendations:**

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council uses budget option three to move forward with their budget setting process.**

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

It was proposed that the Council sees an event statement for all future events to enable Councillors to see provide a cost analysis. Upon being seconded, this was put to the vote.

**RESOLVED:** It was agreed by a majority with three abstentions, to produce statements for all future events.

- b) **To approve the recommendation that Patchway Town seeks a short term loan of £50,000 to cover revenue costs in this financial year.**

The Clerk provided an updated. More information had been received by South Gloucestershire Council, who were willing to pay the precept early as a one off payment, therefore meaning a loan would not be needed.

**13/12/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8<sup>th</sup> December 2022.**

The minutes were noted.

**13/12/2022 – No 8 To approve the expenditure report and authorise payments.**

**RESOLVED:** It was agreed by a majority with two abstentions to approve the report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
A Cleaning Service	Cleaning at Casson, Callicroft, Sports & Social in October	£ 240.00	£ 48.00	£ 288.00	12-22-001
The Club Cricket Charity	Defibrillator and annual support	£ 389.20	£ -	£ 389.20	12-22-002
DLB Services Party Hire	2 x marquees for Christmas Lights Switch On	£ 790.00	£ -	£ 790.00	12-22-003
lonet Systems Ltd	ICT set up for NSP Pavilion	£ 310.00	£ 62.00	£ 372.00	12-22-004
Isobel Walker	Expenses for Community Hub	£ 113.03	£ 21.70	£ 134.73	12-22-005
Melhuish & Saunders	Valuation against schedule of works	£ 76,966.68	£ 15,393.34	£ 92,360.02	12-22-006
Mini Concerts CIC	Christmas Lights Switch On performances	£ 350.00	£ -	£ 350.00	12-22-007
Steven M Huggins	Santa Claus work at Christmas Lights Switch On	£ 120.00	£ -	£ 120.00	12-22-008
Steven Sollars	Medic cover for Christmas Lights Switch On	£ 165.00	£ -	£ 165.00	12-22-009
Steven Sollars	Medic cover for Fireworks Event	£ 165.00	£ -	£ 165.00	12-22-010
Zurich Municipal	Insurance	£ 578.94	£ -	£ 578.94	12-22-011
Jack Turner	Expenses - cleaning products	£ 42.96	£ -	£ 42.96	12-22-012
<b>Total for November 2022</b>		<b>£79,990.81</b>	<b>£15,477.04</b>	<b>£95,467.85</b>	

**13/12/2022 - No 9 To consider the request from Snack Attacks regarding the café premises at Scott Park.**

**a) To consider the lease of a coffee machine for the café.**

The Clerk stated that the Council had agreed to lease a machine once the contractor was in place and two quotations had been received.

**RESOLVED:** It was agreed by a majority with one abstention to defer this item to the next meeting to allow for more quotations to be received.

**b) To consider allowing permission for the contractor to install a sink in the additional room in the café area.**

The contractor is unable to use the kitchen for preparation space due to the lack of space so has been using the additional room area. The contractor needs a sink to be compliant with Environmental Health Regulations and the contractor is happy to fund this work.

**RESOLVED:** It was agreed by a majority with one against and two abstentions to allow the sink to be installed given that all the necessary regulatory checks are in place by the contractor in terms of risk assessment, fire safety and health and safety.

As the contractor would be using the additional room in the café for everyday use, it was felt that it wouldn't be appropriate for others to use this space.

**RESOLVED:** It was agreed by a majority with four abstentions to permit Snack Attacks to use the additional room permanently for their preparation.

**13/12/2022 – No 10 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.**

**a) Community Engagement.**

The Council noted the progress as below. The Clerk will look into streaming options including webcam.

	<b>Priority Projects</b>	<b>Community Engagement</b>
<b>Timescale for Implementation</b>	<b>Responsible Committee</b>	<b>Full Council</b>
<b>2022/2023</b>		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.

**13/12/2022 - No 11 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 S Shambhu on the consultation for the bus gate in Charlton Hayes as well as the budget consultation from South Gloucestershire Council. The Council also noted a report on bins within the green spine and a broken fence on Hayes Way, which had been escalated.

The Council noted a report from Cllr S Scott around the details within the budget consultation and cuts that South Gloucestershire Council are having to make.



Cllr S Scott and Cllr T Scott left the meeting at the end of this item.

**b) Norman Scott Park Pavilion Redevelopment.**

The Council noted an update. The project was now complete with small snagging works now being carried out. The café owner and user groups were very happy with the premises.

**c) Youth Work in Patchway.**

The report and minutes were noted. FACE wanted to start in The Casson Centre from mid-January however due to the success of the community hub, that may now not be possible.

The Clerk will write to FACE to offer them an alternative premises based on the size of their group, up until March 2023.

**d) Patchway Town Council's 70<sup>th</sup> Anniversary Celebrations.**

The Clerk gave a brief update on measures taken to cut the budget. The report was noted and no issues were raised. The working group would now look at the time of year that the event is to be held.

**e) Future Council Events in Patchway.**

The Council noted that the Christmas Light Switch On had raised £359 for the Mayor's charities and that due to sponsorship and pitch fees, the Council ran the event at a positive remuneration which would be reinvested into the Patchway area.

**f) Patchway Twinning Association.**

The Clerk provided an update. There would be a group of students from Gauting attending in May 2023 and host families would be needed.

**g) Almondsbury Joint Burial Committee.**

Cllr K Dando stated that the committee agreed to the purchase of the land. The Council noted a report would be coming in the new year.

**h) Patchway Minibus.**

No update was given.

**i) Patchway Community Hub/Warm Room.**

The Council noted an update. The room was going very well with around 100 residents popping in and out over the course of the week. The community giving tree went well and 200 presents were donated to Callicroft and Coniston Primary School, 50 presents were donated to the Patchway Centre Pre-School and tots with around 250 presents left for the free Santa's Grotto and for families who need it.

Thanks was given to Cllrs I Walker and R Walker for their dedication to this project and for making it a success. Thanks were also given to John Lewis for their support.

The Council noted that £3250 had been received in grants towards the running of the room.

**j) Avon and Somerset Police.**

The Council noted an update from Craig Doyle.

**k) External Auditor Appointment.**

The Council noted the change in auditor from 2023/2024.



**13/12/2022 - No 12 To note that the next meeting of Patchway Town Council will be held on Tuesday 17<sup>th</sup> January 2023 at 7pm.**

Noted.

Cllr J Buddharaju left the meeting.

**13/12/2022 - No 13 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.

**13/12/2022 - No 14 To receive an update on the issues pertaining to a lease agreement.**

Cllr E Gordon declared his interest and left the room.

The Council noted an update on the lease with Coniston Community Centre and the issues that the centre was facing.

Cllr E Gordon re-joined the meeting.

Cllr K Dando declared his interest and asked for a dispensation.

**RESOLVED:** It was agreed by a majority with one abstention, that Cllr K Dando be granted a dispensation to stay in the room.

The Council noted an update on the Section 146 notice served to Patchway Sports and Social Club. The fire risk assessor would be attending site to update his report and will feedback to the Council.

As the time was 21:30, it was unanimously agreed to suspend Standing Orders to allow business to be transacted.

The Council noted that it had to safeguard itself financially in the event of any negative impact from the lease agreements.

**RESOLVED:** It was agreed by a majority with two abstentions, that the Clerk and Deputy Clerk will look into the finances of both buildings and carry out some background work.

**The meeting was closed at 21:32.**



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**Town Clerk and Responsible Finance Officer's Report**

**Actions from the Meeting of the Full Council on Tuesday 13<sup>th</sup> December 2022.**

**13/12/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 15<sup>th</sup> November 2022 and to receive the Clerk/RFO's report for this committee meeting.**

The Clerk minutes were amended as per the resolution and uploaded the Council's website.

The Clerk has written to South Gloucestershire Council to ask when the consultation on the internal arrangements for Patchway Town Council will be live, due to the formation of the new Charlton Hayes Parish.

**13/12/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 6<sup>th</sup> December 2022 and approve the following recommendations:**

**a) To approve the recommendation that Patchway Town Council uses budget option three to move forward with their budget setting process.**

**Event Statement for Christmas Light Switch on Event:**

Expenditure Item	Cost
Hire of Two Marquee's with lighting	£790.00
Live Music	£350.00
Walkaround Performers	£120.00
<b>Total Expenditure:</b>	<b>£1260.00</b>

Income Item	Income Generated
Christmas Market Stalls	£315.00
Food and Drink Vendors	£565.00
Event Sponsorship	£550.00
<b>Total Income:</b>	<b>£1430.00</b>
<b>Income/Expenditure</b>	<b>£170.00</b>

**13/12/2022 - No 9 To consider the request from Snack Attacks regarding the café premises at Scott Park.**

**b) To consider allowing permission for the contractor to install a sink in the additional room in the café area.**

The Clerk wrote to Snack Attacks to advise them of the outcome. Snack Attacks have purchased a portable unit which is free standing and does not need to be plumbed in. This is sufficient for their needs.



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The Clerk wrote to the Council's solicitor to advise them of the agreement to permit Snack Attacks to use the other room in the café and their advice is below:

*In terms of changing the hours that Snack Attacks can use the function room and the main café seating area, the definition of "Designated Hours" in the Licence gives you complete flexibility to agree to different hours. We do not need to amend the Licence to reflect the new hours, but you may wish to confirm to Ms Lansdown in writing by email what the new hours will be.*

*Regarding the installation of the sink, the Licence prohibits all alterations made by Snack Attacks to the Property and we cannot make a simple amendment to the completed Licence to allow for this. If you do want to document the Council's approval of the installation of the sink, we would suggest the following options:*

- 1. Side Letter – this would be a letter from the Council to Ms Lansdown, permitting her to install the sink subject to certain conditions, such as installing it properly, in a good and workmanlike manner, using good quality materials, agreeing to remove it at the end of the Licence (if required by the Council) and make good any damage etc. If you wanted us to prepare a Side Letter for you, I would estimate our costs to be £250 plus VAT; or*
- 2. Deed of Variation – this is a more formal document that you could use to formally amend the clause in the Licence prohibiting all alterations, to allow alterations with the prior consent of the Council, if preferred. Alternatively, a new clause could be inserted which would allow this one specific alteration to be made to the Property. This document would be more formal than the Side Letter. I would estimate our costs to be £500 plus VAT. I appreciate that this option may be excessive as the proposed alteration is very minor, and in the circumstances a Side Letter may be more appropriate.*

The Clerk sent a letter to Snack Attacks confirming about the use of the room. The Clerk also sent a side letter to Snack Attacks regarding the sink and this was acknowledged. The Clerk did not use the solicitor for this in order to not incur a cost to the Council.

**13/12/2022 - No 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**  
**c) Youth Work in Patchway.**

The Clerk has contacted FACE and advised them that they cannot use The Casson Centre as of yet. FACE were disappointed but have moved their sessions to the youth centre and opted to not use any of the other Council's facilities as they weren't conducive to youth work.





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**13/12/2022 - No 14 To receive an update on the issues pertaining to a lease agreement.**

The RFO and Deputy Clerk have worked out a rough cost analysis on both premises, which can be seen below. These costs were estimated based on information received from the premises. **They detail the costs for the existing occupier not if the Council were to run the building.** The outline costs are for 'running costs' and anticipated income based on one month of standard bills and costs then estimated to give a yearly value. This excludes loans, overdue bills and rent payable to a landlord. *£50,000 has been allowed in the budget for the 2023/2024 financial year to cover any possible eventuality.*

**Premise One.**

<b>Cost Item</b>	<b>Estimated Costs per annum.</b>
Utilities, Broadband and associated costs	£67,956.00.
Staff Salaries	£142,995.
Stock Cost	£227,400.
Property Maintenance	£18,500.
HMRC VAT	£25,000.
<b>Total Estimated Costs Per Annum</b>	<b>£481,851.00</b>
<b>Total Estimated Income (Based on Nov 22)</b>	<b>£527,313.60</b>
<b>Est income/Est expenditure</b>	<b>£45,462.60</b>

**Premise Two.**

Due to the lack of information, we do not have anything more recent than the March 2021 bank statement to do these calculations on. We do know that the centre has lost a lot of rental income and not gained any in the recent months. Please again, take this as an estimate due to the COVID pandemic when the room hire ceased due to the national lockdown. Pre-Covid the income was £97,991 for the Financial Year 2019 – 2020.

<b>Cost Item</b>	<b>Estimated Costs per annum.</b>
Utilities, Broadband and associated costs with the property.	£43,500
Staff Salaries	£83,052
Misc Expenses	£19,410.
<b>Total Estimated Costs Per Annum</b>	<b>£145,962</b>
<b>Total Estimated Income (Based on Mar 21)</b>	<b>£49,325.52</b>
<b>Est income/Est expenditure</b>	<b>-£96,609.48</b>



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**URGENT MATTER - Consultation on the underpass at The Parade.**

The Clerk received an email from Liz Kirkham at South Gloucestershire Council which detailed the findings of the public consultation.

The email read as below:

*The results of the online consultation were very close, with nearly equal numbers in favour and against removal of the subway. However, since the key stakeholders – yourselves, the school, the police, the local member etc were all in favour of the proposal it was decided to go ahead with the project.*

*There is a full report on the consultation results here (Click the link)*

[PATCHWAY - 58002 Coniston Road Subway removal and new crossing - South Gloucestershire Online Consultations \(southglos.gov.uk\)](http://southglos.gov.uk)

*We will shortly be publishing the necessary notices for the parallel crossing on raised table, which people will have an opportunity to comment on.*

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 10<sup>th</sup> January 2023 at 19:00 at Callicroft House, Patchway.

<b>Councillors:</b>	R Walker (Chairman), I Walker, K Dando and D Lawrence.
<b>In attendance:</b>	Cllr R Loveridge, Cllr P Knight, Cllr P Cottrell, J Turner (Town Clerk and RFO) and J Watkins (Deputy Town Clerk).
<b>Members of the Public:</b>	None.
<b>Absent:</b>	Cllr B Hopkinson.

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

**10/01/2023-No 1. To receive any questions from members of the public present.**

None received.

**10/01/2023-No 2. To receive the apologies for absence.**

The committee noted apologies from Cllr Eric Gordon and Cllr Sam Scott.

**10/01/2023-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

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

**10/01/2023-No 4. To approve the minutes of the Finance committee on Tuesday 6<sup>th</sup> December 2022 and to receive the Clerk/RFO's report for this committee.**

**RESOLVED:** It was unanimously agreed to approve the minutes and note the report.

**10/01/2023-No 5. To receive and consider the Financial Reports for November and December 2022.**

**a) Bank Reconciliation and Bank Statements**

The committee approved the reconciliation and statements.

**b) Income and Expenditure Report**

The committee noted the income and expenditure report.

**c) Monthly Summary of Accounts**

The committee reviewed the summary and was noted.

**RESOLVED:** The committee unanimously agreed to approve the financial reports.

**10/01/2023-No 6. To consider the budget request from the Foundation for Active Community Engagement (FACE) with relation to The Patch Youth Centre.**

**RESOLVED:** It was unanimously agreed to write back to FACE and state that the youth centre is not within the remit of Patchway Town Council however the Council are happy to assist with any grants to help fund the youth centre as well as referring them back to South Gloucestershire Council. It was also unanimously agreed to state that the Town Council appreciates the work they are doing and will support FACE however they can.

**10/01/2023/2022-No 7. To consider the budget proposals for the 2023/2024 financial year on the following cost centres:**

**a) Centre 100 – Income**

No changes were made on this cost centre.



- b) **Centre 110 – Establishment**  
No changes were made on this cost centre.
- c) **Centre 120 – Civic/Democratic**  
No changes were made on this cost centre.
- d) **Centre 200 – Callicroft House**  
No changes were made on this cost centre.
- e) **Centre 210 - Casson Centre**  
No changes were made on this cost centre.
- f) **Centre 220 – Burials**  
No changes were made on this cost centre.
- g) **Centre 300 – Patchway Community Centre**  
No changes were made on this cost centre.
- h) **Centre 310 – Coniston Community Centre**  
No changes were made on this cost centre.
- i) **Centre 320 – Rodway Road**  
No changes were made on this cost centre.
- j) **Centre 330 – Charlton Hayes**  
No changes were made on this cost centre.
- k) **Centre 340 – The Parade**  
No changes were made on this cost centre.
- l) **Centre 400 – Youth & Community**  
No changes were made on this cost centre.
- m) **Centre 410 – Grants**  
No changes were made on this cost centre.
- n) **Centre 500 – Scott Park**  
No changes were made on this cost centre. The committee noted that £20,100 had been added in to fund the new tractor under this cost centre.
- o) **Centre 510 – Sports and Social Club**  
No changes were made on this cost centre.
- p) **Centre 600 – Allotments**  
No changes were made on this cost centre.
- q) **Centre 700 – Tumps**  
No changes were made on this cost centre.
- r) **Centre 710 – Play Areas**  
No changes were made on this cost centre.
- s) **Centre 720 – Open Spaces**  
No changes were made on this cost centre.
- t) **Centre 800 – Street Furniture**  
No changes were made on this cost centre.

u) **Centre 900 – Capital and Projects**

No changes were made on this cost centre.

The RFO stated that the budget met the needs for the Council and did allow some flexibility with regards to the next financial year. The current budget as discussed at the meeting would be an increase of £6.69 per month per household, based on an average 'Band D' household.

**RESOLVED:** It was unanimously agreed to recommend the adoption of this budget to Full Council. The budget can be seen below.

<b>Patchway Town Council</b>		(Updated 09/12/2022)			
<b>To correct deficit over one year only - Resolved as preferred Option by Financ Committee 6/12/22 - amended</b>					
<b>Budget Summary</b>					
Year Ended 31st March 2024					
	2022-23		2023-24	Budget Incr/Decr	
	Projected	Budgeted (Revised)	Proposed	£	%
<b>REVENUE EXPENDITURE</b>					
Establishment	243,373	246,334	306,449	60,115	24.40%
Civic/Democratic	11,652	16,275	10,250	-6,025	-37.02%
Callicroft House	18,338	18,450	16,800	-1,650	-8.94%
Casson Centre	7,022	7,550	6,700	-850	-11.26%
Burials	23,755	22,125	24,154	2,029	9.17%
Patchway	0	0	0	0	
Coniston (excl Loan)	1,000	1,000	1,000	0	0.00%
Rodway Road	4,100	4,750	1,500	-3,250	-68.42%
Charlton Hayes	0	4,000	0	-4,000	-100.00%
The Parade	2,000	3,500	0	-3,500	-100.00%
Youth & Community	16,150	15,200	7,500	-7,700	-50.66%
Grants	3,000	16,000	7,500	-8,500	-53.13%
Scott Park	52,202	59,385	55,200	-4,185	-7.05%
Allotments	250	250	500	250	100.00%
Tumps	5,461	3,750	750	-3,000	-80.00%
Play Area	13,901	10,600	3,100	-7,500	-70.75%
Open Spaces Admin	20,625	21,875	26,630	4,755	21.74%
Street Furniture & Transport	1,000	1,000	500	-500	-50.00%
	<u>423,829</u>	<u>452,044</u>	<u>468,533</u>	<u>16,489</u>	3.65%
<b>INCOME</b>					
Interest & Income	6,000	500	7,000	6,500	
Establishment	0	0	0	0	
Civic/Democratic	0	0	0	0	
Callicroft House	400	400	500	100	
Casson Centre	1,201	1,200	2,000	800	
Burials	20,828	20,325	20,828	503	2.47%
Patchway	2	2	2	0	
Coniston	1	1	1	0	
Scott Park	34,970	22,500	53,900	31,400	
Sports & Social Club	11,840	11,840	11,840	0	
Allotments	2,500	2,500	2,500	0	
Tumps	30	30	30	0	
Open Spaces Admin	365	0	0	0	
	<u>78,137</u>	<u>59,298</u>	<u>98,601</u>	<u>39,303</u>	66.28%
<b>NET REVENUE EXPENDITURE</b>	<u>345,692</u>	<u>392,746</u>	<u>369,932</u>	<u>-22,814</u>	-5.81%
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>					
Coniston Loan Charges	21,757	21,757	20,939	-818	-3.76%
Pavilion Loan Charges	15,711	0	31,500	31,423	
AWJBC Loan Charges	0	0	7,800	31,423	
Capital Provision	553,692	402,140	210,100	-192,040	-47.75%
	<u>591,160</u>	<u>423,897</u>	<u>270,339</u>	<u>-130,012</u>	-30.67%
<b>TOTAL NET EXPENDITURE</b>	<u>936,852</u>	<u>816,643</u>	<u>640,271</u>	<u>-152,826</u>	-18.71%
<b>Financed as follows</b>					
Reserves at 1st April	125,781	149,505	5,572		
Reserves at 31st March	5,572	149,505	5,572	**	
Used to Fund Expenditure (added to Gen Rsv)	120,209	0	0		
Precept Support Grant	0	0	0	0	
Precept Required	816,643	816,643	640,271	-176,372	-21.60%
<b>Total Taxation Funding Required</b>	<u>816,643</u>	<u>816,643</u>	<u>640,271</u>	<u>-176,372</u>	-21.60%
	<u>936,852</u>	<u>816,643</u>	<u>640,271</u>	<u>-152,826</u>	-18.71%
<b>ADJUSTED BASIS</b>					
Band D Equivalents	4,203	2,332	advised	-44.52%	
Precept per Band D Equivalent (£/annum)	£ 194.30	£274.56	£80.26	41.31%	
Precept per Band D Equivalent (p/week)	372.63	526.55	154 p		

**10/01/2023-No 8. To note that the next meeting of the Finance Committee will be held on Tuesday 14<sup>th</sup> February 2023 at 7pm.**

Noted.

The meeting was closed at 19:18.

5a

## Patchway Town Council

(Updated 09/12/2022)

To correct deficit over one year only - Resolved as preferred Option by Financ Committee 6/12/22 - amended

## Budget Summary

Year Ended 31st March 2024

	2022-23		2023-24	Budget Incr/Decr	
	Projected	Budgeted (Revised)	Proposed	£	%
<b>REVENUE EXPENDITURE</b>					
Establishment	243,373	246,334	306,449	60,115	24.40%
Civic/Democratic	11,652	16,275	10,250	-6,025	-37.02%
Callicroft House	18,338	18,450	16,800	-1,650	-8.94%
Casson Centre	7,022	7,550	6,700	-850	-11.26%
Burials	23,755	22,125	24,154	2,029	9.17%
Patchway	0	0	0	0	
Coniston (excl Loan)	1,000	1,000	1,000	0	0.00%
Rodway Road	4,100	4,750	1,500	-3,250	-68.42%
Charlton Hayes	0	4,000	0	-4,000	-100.00%
The Parade	2,000	3,500	0	-3,500	-100.00%
Youth & Community	16,150	15,200	7,500	-7,700	-50.66%
Grants	3,000	16,000	7,500	-8,500	-53.13%
Scott Park	52,202	59,385	55,200	-4,185	-7.05%
Allotments	250	250	500	250	100.00%
Tumps	5,461	3,750	750	-3,000	-80.00%
Play Area	13,901	10,600	3,100	-7,500	-70.75%
Open Spaces Admin	20,625	21,875	26,630	4,755	21.74%
Street Furniture & Transport	1,000	1,000	500	-500	-50.00%
	<u>423,829</u>	<u>452,044</u>	<u>468,533</u>	<u>16,489</u>	3.65%
<b>INCOME</b>					
Interest & Income	6,000	500	7,000	6,500	
Establishment	0	0	0	0	
Civic/Democratic	0	0	0	0	
Callicroft House	400	400	500	100	
Casson Centre	1,201	1,200	2,000	800	
Burials	20,828	20,325	20,828	503	2.47%
Patchway	2	2	2	0	
Coniston	1	1	1	0	
Scott Park	34,970	22,500	53,900	31,400	
Sports & Social Club	11,840	11,840	11,840	0	
Allotments	2,500	2,500	2,500	0	
Tumps	30	30	30	0	
Open Spaces Admin	365	0	0	0	
	<u>78,137</u>	<u>59,298</u>	<u>98,601</u>	<u>39,303</u>	66.28%
<b>NET REVENUE EXPENDITURE</b>	<u>345,692</u>	<u>392,746</u>	<u>369,932</u>	<u>-22,814</u>	-5.81%
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>					
Coniston Loan Charges	21,757	21,757	20,939	-818	-3.76%
Pavilion Loan Charges	15,711	0	31,500	31,423	
AWJBC Loan Charges	0	0	7,800	31,423	
Capital Provision	553,692	402,140	210,100	-192,040	-47.75%
	<u>591,160</u>	<u>423,897</u>	<u>270,339</u>	<u>-130,012</u>	-30.67%
<b>TOTAL NET EXPENDITURE</b>	<u>936,852</u>	<u>816,643</u>	<u>640,271</u>	<u>-152,826</u>	-18.71%
Financed as follows					
Reserves at 1st April	125,781	149,505	5,572		
Reserves at 31st March	5,572	149,505	5,572	**	
Used to Fund Expenditure(added to Gen Rsv)	120,209	0	0		
Precept Support Grant	0	0	0	0	
Precept Required	816,643	816,643	640,271	-176,372	-21.60%
<b>Total Taxation Funding Required</b>	<u>816,643</u>	<u>816,643</u>	<u>640,271</u>	<u>-176,372</u>	-21.60%
	<u>936,852</u>	<u>816,643</u>	<u>640,271</u>	<u>-152,826</u>	-18.71%
<b>ADJUSTED BASIS</b>					
Band D Equivalents		4,203	2,332	advised	-44.52%
Precept per Band D Equivalent (£/annum)	£	194.30	£274.56	£80.26	41.31%
Precept per Band D Equivalent (p/week)		372.63	526.55	154 p	

\*\*Note: Recommended minimum reserve equal to  
3 months net revenue expenditure      86,423      98,187      92,483



**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Income</b>									
1076 Precept	730,655	730,655	816,643	816,643	816,643	0	640,271	0	0
1090 Interest Received	200	1,151	500	4,907	6,000	0	7,000	0	0
1100 CIL Payment	0	49,480	0	0	0	0	0	0	0
<b>Total Income</b>	<u>730,855</u>	<u>781,285</u>	<u>817,143</u>	<u>821,550</u>	<u>822,643</u>	<u>0</u>	<u>647,271</u>	<u>0</u>	<u>0</u>
5900 Transfer to EMR	0	49,480	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	<u>730,855</u>	<u>731,806</u>	<u>817,143</u>	<u>821,550</u>	<u>822,643</u>	<u>0</u>	<u>647,271</u>	<u>0</u>	<u>0</u>

**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>110</b>	<b><u>Establishment</u></b>								
1350	0	193	0	0	0	0	0	0	0
	0	193	0	0	0	0	0	0	0
	<b>Total Income</b>								
4001	130,231	114,842	98,644	76,427	90,926	0	113,008	0	0
4002	132,729	119,461	116,100	107,812	132,289	0	168,021	0	0
4003	19,364	7,263	0	0	0	0	0	0	0
4004	7,500	0	0	0	0	0	0	0	0
4005	0	123	0	0	0	0	0	0	0
4006	3,000	47	0	0	0	0	0	0	0
4007	6,600	3,888	0	0	0	0	0	0	0
4009	0	61,914	0	0	0	0	0	0	0
4031	-10,200	-10,200	-10,600	-7,950	-10,600	0	-6,600	0	0
4040	100	0	100	0	0	0	0	0	0
4060	1,000	1,033	1,000	160	100	0	200	0	0
4090	3,000	2,945	2,000	1,603	1,500	0	2,000	0	0
4110	700	898	750	889	1,100	0	800	0	0
4115	100	0	100	0	0	0	0	0	0
4120	2,890	3,320	2,890	0	2,920	0	2,220	0	0
4121	2,500	3,502	13,000	2,429	5,500	0	6,000	0	0
4130	2,000	6	1,000	325	850	0	0	0	0
4140	1,000	3,450	1,000	500	1,000	0	0	0	0
4150	2,500	2,621	2,500	2,610	2,500	0	2,500	0	0
4160	6,000	6,884	7,500	7,782	7,203	0	8,500	0	0

Continued on next page

Patchway Town Council

Annual Budget - By Centre (Actual YTD Month 9)  
 Note: Patchway Town Council Budgeting Document

	Last Year Actual		Current Year 2022/2023			Proposed Budget 2023/2024			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170 Stationery & Printing	2,500	2,238	2,000	1,839	2,000	0	1,000	0	0
4180 Postage	250	65	200	72	35	0	50	0	0
4200 Broadband	550	480	550	280	550	0	900	0	0
4210 Mobile Telephone	300	1,311	600	584	1,000	0	850	0	0
4220 IT Services & Software	4,500	5,050	4,500	4,046	2,500	0	4,500	0	0
4230 Equipment	2,500	2,944	2,500	1,875	2,500	0	2,500	0	0
4240 Property Maintenance	0	0	0	240	0	0	0	0	0
4430 Utilities	0	0	0	229	0	0	0	0	0
5910 Transfer from EMR	0	-12,543	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>321,614</b>	<b>321,544</b>	<b>246,334</b>	<b>201,749</b>	<b>243,873</b>	<b>0</b>	<b>306,449</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(321,614)</b>	<b>(321,351)</b>	<b>(246,334)</b>	<b>(201,749)</b>	<b>(243,873)</b>		<b>(306,449)</b>		



**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>120 Civic/Democratic</b>									
1351 Support Grant	0	1,000	0	0	0	0	0	0	0
1700 Grants & Donation Received	0	1,500	0	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4300 Mayoral Allowance	0	0	0	0	0	0	500	0	0
4310 Councillor's Training	1,000	60	500	150	150	0	1,000	0	0
4340 Civic Fund	500	1,411	1,500	3,177	2,962	0	1,500	0	0
4341 Queens Platinum Jubilee	0	0	11,200	14,694	14,694	0	0	0	0
4342 Christmas Support	3,000	3,911	0	0	0	0	0	0	0
4345 Local Council Award Scheme	150	50	75	0	0	0	0	0	0
4350 Elections	3,000	6,163	3,000	0	0	0	7,250	0	0
5900 Transfer to EMR	0	1,500	0	0	0	0	0	0	0
5910 Transfer from EMR	0	0	0	-6,154	-6,154	0	0	0	0
<b>Overhead Expenditure</b>	<b>7,650</b>	<b>13,096</b>	<b>16,275</b>	<b>11,866</b>	<b>11,652</b>	<b>0</b>	<b>10,250</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(7,650)</b>	<b>(10,596)</b>	<b>(16,275)</b>	<b>(11,866)</b>	<b>(11,652)</b>	<b>0</b>	<b>(10,250)</b>	<b>0</b>	<b>0</b>

**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>200 Callicroft House</b>									
1400 Callicroft House Income	260	584	400	0	400	0	500	0	0
<b>Total Income</b>	260	584	400	0	400	0	500	0	0
4235 Property Security\Caretaking	500	600	600	0	0	0	0	0	0
4240 Property Maintenance	1,500	2,463	4,500	4,769	4,654	0	3,500	0	0
4245 Janitorial	500	45	100	175	100	0	0	0	0
4410 Rates	8,100	7,984	8,250	7,186	7,984	0	8,800	0	0
4430 Utilities	5,000	3,769	5,000	3,459	5,600	0	4,500	0	0
<b>Overhead Expenditure</b>	15,600	14,860	18,450	15,589	18,338	0	16,800	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(15,340)</u>	<u>(14,276)</u>	<u>(18,050)</u>	<u>(15,589)</u>	<u>(17,938)</u>		<u>(16,300)</u>		

**Patchway Town Council  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>210 Casson Centre</b>									
1410 Casson Centre Income	1,200	809	1,200	128	1,200	0	2,000	0	0
1425 Casson Centre Ground Rent	1	0	0	0	1	0	0	0	0
<b>Total Income</b>	<b>1,201</b>	<b>809</b>	<b>1,200</b>	<b>128</b>	<b>1,201</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
4235 Property Security\Caretaking	650	480	350	0	0	0	0	0	0
4240 Property Maintenance	1,000	2,094	4,500	3,847	4,500	0	3,500	0	0
4245 Janitorial	250	3	0	0	0	0	0	0	0
4410 Rates	0	0	1,700	1,522	1,522	0	1,700	0	0
4430 Utilities	1,000	656	1,000	506	1,000	0	1,500	0	0
4991 Stripe charge	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>2,900</b>	<b>3,233</b>	<b>7,550</b>	<b>5,875</b>	<b>7,022</b>	<b>0</b>	<b>6,700</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,699)</b>	<b>(2,424)</b>	<b>(6,350)</b>	<b>(5,747)</b>	<b>(5,821)</b>		<b>(4,700)</b>		



**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>220 Burials</b>									
1031 AJBC Income (50%)	0	20,828	20,325	0	20,828	0	20,828	0	0
<b>Total Income</b>	0	20,828	20,325	0	20,828	0	20,828	0	0
4500 Burials Expenditure	3,000	0	0	0	0	0	0	0	0
4501 AJBC Staff Costs (50%)	0	18,076	17,520	0	18,076	0	18,076	0	0
4511 AJBC Other Costs (50%)	0	9,148	4,605	0	9,148	0	9,148	0	0
5900 Transfer to EMR	0	2,814	0	2,927	2,927	0	3,326	0	0
5910 Transfer from EMR	0	-6,396	0	0	-6,396	0	-6,396	0	0
<b>Overhead Expenditure</b>	3,000	23,642	22,125	2,927	23,755	0	24,154	0	0
<b>Movement to/(from) Gen Reserve</b>	(3,000)	(2,814)	(1,800)	(2,927)	(2,927)		(3,326)		

**Patchway Town Council  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>300</b>									
<u>Patchway</u>									
1416 Patchway CC Ground Rent	2	2	2	2	2	0	2	0	0
<b>Total Income</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>		<u>2</u>		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>310 Coniston</b>									
1415 Coniston Ground Rent	1	1	1	1	1	0	1	0	0
<b>Total Income</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
4610 Ground Rent	1,000	1,000	1,000	750	1,000	0	1,000	0	0
4620 PWLB Repayment	40,396	40,395	21,757	19,331	21,757	0	20,939	0	0
<b>Overhead Expenditure</b>	<u>41,396</u>	<u>41,395</u>	<u>22,757</u>	<u>20,081</u>	<u>22,757</u>	<u>0</u>	<u>21,939</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(41,395)</u>	<u>(41,394)</u>	<u>(22,756)</u>	<u>(20,080)</u>	<u>(22,756)</u>		<u>(21,938)</u>		



Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>320</b>	<b>Rodway Road</b>								
4650	CCTV	350	660	1,000	576	600	0	1,000	0
5320	Christmas Decoration	3,000	2,472	3,000	0	3,000	0	0	0
5330	Planter and Tree Maintenance	750	534	750	229	500	0	500	0
5334	Improvement Fund	0	1,234	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>4,100</b>	<b>4,900</b>	<b>4,750</b>	<b>805</b>	<b>4,100</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(4,100)</b>	<b>(4,900)</b>	<b>(4,750)</b>	<b>(805)</b>	<b>(4,100)</b>		<b>(1,500)</b>	

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>330</b> <u>Charlton Hayes</u>									
4230 Equipment	1,500	1,888	1,500	0	0	0	0	0	0
5320 Christmas Decoration	2,500	2,472	2,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	4,000	4,359	4,000	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,000)</u>	<u>(4,359)</u>	<u>(4,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>340 The Parade</u></b>									
5320 Christmas Decoration	2,000	2,472	2,000	0	2,000	0	0	0	0
5350 Street Scene Enhancement	1,500	0	1,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>3,500</b>	<b>2,472</b>	<b>3,500</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,500)</b>	<b>(2,472)</b>	<b>(3,500)</b>	<b>0</b>	<b>(2,000)</b>		<b>0</b>		



**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>400 Youth &amp; Community</b>									
1700 Grants & Donation Received	0	0	0	1,200	0	0	0	0	0
<b>Total Income</b>	0	0	0	1,200	0	0	0	0	0
4752 Warm Space Project	0	0	0	260	0	0	0	0	0
4845 Patchway Festival	6,540	6,200	0	0	0	0	0	0	0
4865 Patchway People Newsletter	3,000	0	0	0	0	0	0	0	0
4867 Community Events/Engagement	500	0	0	9,058	6,650	0	7,500	0	0
4868 Monthly Newsletter	200	0	200	0	0	0	0	0	0
4869 Youth Development	15,000	4,000	15,000	10,529	9,500	0	0	0	0
5900 Transfer to EMR	0	0	0	1,200	0	0	0	0	0
<b>Overhead Expenditure</b>	25,240	10,200	15,200	21,047	16,150	0	7,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(25,240)</u>	<u>(10,200)</u>	<u>(15,200)</u>	<u>(19,847)</u>	<u>(16,150)</u>		<u>(7,500)</u>		

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b><u>410 GRANTS</u></b>									
4600 Youth and Community Grants	9,500	5,746	10,000	3,236	3,000	0	7,500	0	0
4605 Grants - Community Centres	15,000	0	6,000	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>24,500</u>	<u>5,746</u>	<u>16,000</u>	<u>3,236</u>	<u>3,000</u>	<u>0</u>	<u>7,500</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(24,500)</u>	<u>(5,746)</u>	<u>(16,000)</u>	<u>(3,236)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(7,500)</u>		

**Patchway Town Council  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>500</b>	<b><u>Scott Park</u></b>								
1450	0	0	0	6,631	5,650	0	15,000	0	0
1500	0	0	0	-30	-30	0	0	0	0
1510	6,000	7,713	7,500	6,165	7,500	0	8,500	0	0
1520	12,000	16,184	15,000	18,587	17,000	0	22,000	0	0
1525	0	329	0	1,350	1,350	0	0	0	0
1530	0	0	0	1,400	3,500	0	8,400	0	0
1700	0	6,052	0	0	0	0	0	0	0
	<b>18,000</b>	<b>30,278</b>	<b>22,500</b>	<b>34,104</b>	<b>34,970</b>	<b>0</b>	<b>53,900</b>	<b>0</b>	<b>0</b>
4160	2,250	1,948	2,000	1,844	1,844	0	2,000	0	0
4220	0	0	0	1,800	2,500	0	2,000	0	0
4230	0	7,372	0	244	0	0	0	0	0
4235	2,500	2,710	1,500	636	700	0	0	0	0
4240	500	1,399	2,500	3,544	0	0	3,500	0	0
4245	300	56	100	0	100	0	0	0	0
4410	2,650	2,595	2,675	2,336	2,595	0	2,850	0	0
4430	2,500	2,421	1,500	2,695	3,795	0	5,250	0	0
4650	750	788	1,000	847	1,000	0	1,000	0	0
4930	3,000	1,758	1,500	3,478	3,500	0	3,000	0	0
4935	2,000	894	2,000	854	1,000	0	0	0	0
4940	2,500	4,018	2,000	2,856	4,000	0	3,000	0	0
4945	12,500	12,913	11,500	3,877	5,000	0	7,500	0	0
4950	750	2,370	500	1,768	1,500	0	20,100	0	0

Continued on next page



**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>				<u>Proposed Budget 2023/2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4955 Pitches Supplies	1,500	70	0	0	0	0	0	0	0
4965 Maintenance - Play Equipment	2,000	1,594	2,000	693	1,000	0	1,000	0	0
4970 Fencing	2,500	0	1,500	2,914	2,914	0	1,500	0	0
4975 Skip	6,000	9,977	13,860	13,494	13,860	0	0	0	0
4990 Lighting	0	0	0	500	0	0	0	0	0
4991 Stripe charge	0	101	0	264	200	0	0	0	0
4992 Scott Park Tree Maintenance	3,000	1,270	1,250	1,290	0	0	500	0	0
4993 Container Replacement	0	1,611	0	0	0	0	0	0	0
4995 Staff Uniform	1,000	792	500	1,381	1,235	0	1,500	0	0
4997 Sports Equipment	1,250	7,405	500	419	100	0	500	0	0
4998 Access Gates	2,000	875	2,000	2,960	2,960	0	0	0	0
4999 Portable Changing Rooms	0	11,920	9,000	1,757	1,800	0	0	0	0
5300 Litter Bins	0	632	0	612	599	0	0	0	0
5330 Planter and Tree Maintenance	0	746	0	0	0	0	0	0	0
5333 Signage Repair/Replace	0	590	0	49	0	0	0	0	0
5900 Transfer to EMR	0	1,550	0	0	0	0	0	0	0
5910 Transfer from EMR	0	-13,117	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>51,450</b>	<b>67,258</b>	<b>59,385</b>	<b>53,114</b>	<b>52,202</b>	<b>0</b>	<b>55,200</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(33,450)</b>	<b>(36,980)</b>	<b>(36,885)</b>	<b>(19,011)</b>	<b>(17,232)</b>		<b>(1,300)</b>		

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>510 Sports and Social Club</b>									
1500 Social Club Income	11,840	7,891	11,840	7,891	11,840	0	11,840	0	0
<b>Total Income</b>	<u>11,840</u>	<u>7,891</u>	<u>11,840</u>	<u>7,891</u>	<u>11,840</u>	<u>0</u>	<u>11,840</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>11,840</u>	<u>7,891</u>	<u>11,840</u>	<u>7,891</u>	<u>11,840</u>		<u>11,840</u>		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>600 Allotments</b>									
1440 Allotment Rents	2,000	2,448	2,500	0	2,500	0	2,500	0	0
	<u>2,000</u>	<u>2,448</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
<b>Total Income</b>									
4430 Utilities	250	134	250	0	250	0	500	0	0
5000 Pretoria Road	250	0	0	0	0	0	0	0	0
5010 Blakeney Road	250	0	0	0	0	0	0	0	0
	<u>750</u>	<u>134</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	<u>1,250</u>	<u>2,313</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>		<u>2,000</u>		



**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>700 Tumps and BMX Track</b>									
1435 Tumps Ground Rent Income	30	30	30	30	30	0	30	0	0
<b>Total Income</b>	30	30	30	30	30	0	30	0	0
4420 Maintenance	1,000	1,942	500	152	500	0	500	0	0
4450 Rent Payable to Network Rail	250	0	250	190	190	0	250	0	0
5330 Planter and Tree Maintenance	0	395	0	0	0	0	0	0	0
5333 Signage Repair/Replace	0	405	0	0	0	0	0	0	0
5334 Improvement Fund	3,500	8,504	3,000	4,771	4,771	0	0	0	0
<b>Overhead Expenditure</b>	4,750	11,246	3,750	5,113	5,461	0	750	0	0
<b>Movement to/(from) Gen Reserve</b>	(4,720)	(11,216)	(3,720)	(5,083)	(5,431)		(720)		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

710	Play Area	Last Year Actual		Current Year 2022/2023			Proposed Budget 2023/2024			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5100	Blakeney Road Path Rent	50	0	50	0	50	0	50	0	0
5101	Land at Coniston P Sch Rent	0	50	50	50	50	0	50	0	0
5200	Repairs and Maintenance	2,000	8,108	8,000	10,912	10,889	0	3,000	0	0
5334	Improvement Fund	7,500	7,543	2,500	2,912	2,912	0	0	0	0
	<b>Overhead Expenditure</b>	9,550	15,700	10,600	13,874	13,901	0	3,100	0	0
	<b>Movement to/(from) Gen Reserve</b>	(9,550)	(15,700)	(10,600)	(13,874)	(13,901)		(3,100)		

**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>720</b>	<b><u>Open Spaces Administration</u></b>								
1250		0	0	30	0	0	0	0	0
1700		0	0	300	365	0	0	0	0
		0	0	330	365	0	0	0	0
		<b>Total Income</b>							
4975		0	0	0	0	0	13,130	0	0
5300		875	875	0	875	0	0	0	0
5320		16,250	19,389	790	15,000	0	12,500	0	0
5330		2,000	228	176	750	0	1,000	0	0
5334		0	1,693	0	0	0	0	0	0
5340		0	10,612	4,896	4,000	0	0	0	0
5910		0	-12,244	0	0	0	0	0	0
		19,125	19,876	5,862	20,625	0	26,630	0	0
		<u>(19,125)</u>	<u>(19,776)</u>	<u>(5,532)</u>	<u>(20,260)</u>	<u>(21,875)</u>	<u>(26,630)</u>		
		<b>Movement to/(from) Gen Reserve</b>							



Patchway Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	Last Year Actual		Current Year 2022/2023			Proposed Budget 2023/2024			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>800 Street Furniture &amp; transport</b>									
5333 Signage Repair/Replace	0	0	500	0	500	0	0	0	0
5420 Road Signs & Repairs	0	0	0	182	0	0	0	0	0
5450 Street Cleaning Supplies	750	520	500	331	500	0	500	0	0
<b>Overhead Expenditure</b>	750	520	1,000	513	1,000	0	500	0	0
<b>Movement to/(from) Gen Reserve</b>	(750)	(520)	(1,000)	(513)	(1,000)		(500)		

**Patchway Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Patchway Town Council Budgeting Document**

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>900 Capital and Projects</b>									
1099 PWLB Loan Received	0	0	0	118,000	118,000	0	0	0	0
1100 CIL Payment	0	0	0	13,384	13,384	0	0	0	0
1700 Grants & Donation Received	0	4,654	0	460,021	469,586	0	0	0	0
1705 MUGA S106 Monies	0	26,567	0	0	0	0	0	0	0
1707 Blakeney Road S106	0	700	0	0	0	0	0	0	0
<b>Total Income</b>	0	31,921	0	591,405	600,970	0	0	0	0
9010 Casson Centre Roof	0	0	0	32,737	32,737	0	0	0	0
<b>Direct Expenditure</b>	0	0	0	32,737	32,737	0	0	0	0
4620 PWLB Repayment	0	0	0	0	15,711	0	31,500	0	0
5250 Patchway Map	2,500	5,212	0	0	0	0	0	0	0
5900 Transfer to EMR	0	306,235	0	1,308,512	1,318,077	0	0	0	0
5910 Transfer from EMR	0	-1,223,016	0	-1,679,642	-1,721,339	0	0	0	0
9001 3G and Cricket Nets Redevelopm	0	0	0	12,649	12,649	0	0	0	0
9004 New Play Equipment	10,000	28,946	0	0	0	0	0	0	0
9008 NSP Pavilion	201,814	96,576	0	1,263,835	1,285,000	0	0	0	0
9009 Patchway CC Redevelopment	0	1,075,492	0	197,753	197,464	0	0	0	0
9013 Litter Champions	0	490	0	0	0	0	0	0	0
9014 Major Projects	10,000	10,496	402,140	31,478	30,074	0	210,100	0	0
9016 AJBC PWLB Repayment	0	0	0	0	0	0	7,800	0	0
<b>Overhead Expenditure</b>	224,314	300,431	402,140	1,134,585	1,137,636	0	249,400	0	0
<b>Movement to/(from) Gen Reserve</b>	(224,314)	(268,510)	(402,140)	(575,917)	(569,403)		(249,400)		

Patchway Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Patchway Town Council Budgeting Document

	<u>Last Year Actual</u>		<u>Current Year 2022/2023</u>			<u>Proposed Budget 2023/2024</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	764,189	878,870	875,941	1,456,641	1,495,750	0	738,872	0	0
<b>Expenditure</b>	764,189	910,093	875,941	1,528,973	1,616,459	0	738,872	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(31,223)	0	(72,332)	(120,709)		0		



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## Patchway Town Council

### Statement on the Budget for the 2023/2024 Financial Year.

Patchway Town Council have set their budget and Council Tax Precept for the 2023/2024 financial year at **£640,271** which is an increase on an **average Council Tax Precept (Band D) of £6.69** per month per household.

This increase comes as the Charlton Hayes area of our Town separates from Patchway to create their own Parish Council, a campaign driven the by the South Gloucestershire Councillors in the Charlton and Cribbs ward of the Town. The separation into a new parish area, reduces the amount of eligible Council Tax households in Patchway from 4203 to 2332, a reduction of 1871 households or 44.5%. Patchway Town Council were opposed to the creation of a new Parish Council for Charlton Hayes and this can be seen as an appendix to this statement.

This was considered by South Gloucestershire Councillors however was not enough to stop the formation of a new Parish. Patchway Town Council were represented by the then vice-chair of the Council, Cllr Roger Loveridge, who gave the reasons that the removal of Charlton Hayes from the Patchway parish was not in the best interests of all residents. This was delivered in person to the South Gloucestershire Council committee meeting, who disregarded the report from Patchway Town Council when making their decision. The removal of these tax bases means that without an increase we would have had to drastically cut our services to the community which would have been to the detriment to so many of our residents.

Whilst the cost of living has gripped our Town, we have tried to ensure that any increase is minimal whilst still delivering the services that our Town requires. This budget includes money to ensure services such as litter picking, bin emptying, grass cutting and maintenance around the town are maintained at their current levels. The budget also includes £15,000 towards community organisations and events throughout the next year. There are also budgets to help maintain play equipment within the Town as well as budget's for planting schemes throughout the Town. We have reduced costs by committing to going paperless, which also has a positive impact on our environment. More of where your Council Tax Precept is spent is explained on the information sheet at the bottom of this statement.

Patchway Town Council remains committed to delivering excellent service for our residents and we hope that all of our residents have seen the positive impact that we can have on our community when we all work together.

If you have any questions relating to our budget or how the money raised is spent, please contact us via email to [office@patchwaytowncouncil.gov.uk](mailto:office@patchwaytowncouncil.gov.uk) or by calling 01454 868 530.

*Patchway is Twinned with Clermont l'Herault and Gauting.*







PATCHWAY TOWN COUNCIL  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## YOUR COUNCIL TAX PRECEPT FOR 2023/2024

**£6.69** increase per month, per household.  
(based on a 'Band D' Equivalent.)

### £640,271

Patchway Town Council's Budget 2023/2024.



### £7,500

Reinvested back into the community as part of our grant awarding process.



### £86,680

To maintain and improve all of our open spaces in the Town.



### £7,500

To run community events throughout the whole year.



### £210,00

To deliver and finance our key projects across the Town.



### £7,250

To hold an election for new Councillors in May 2023.



### £23,500

To maintain Council premises and facilities for the whole year.

You can find out much more information about how the money raised through the Council Tax Precept is spent to benefit our residents at [www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Patchway is Twinned with Clermont l'Herault and Gauting.



**PATCHWAY TOWN COUNCIL**

**Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 10<sup>th</sup> January 2023 at 20:00 at Callicroft House, Patchway.**

- Councillors:** Cllr R Loveridge (in the chair), P Knight, D Lawrence, K Dando, E Martin
- In attendance:** P Cottrell, J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk), Andy England (Patchway Town FC), Rachel Ellwood (Bristol BMX Club)
- Absent:** B Hopkinson
- Members of the Public:** None

As the time was 20:00, 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.

**10/01/2023 – No 1 To receive any questions from members of the public present.**

The Chair had received an advance question from a member of the public regarding new wooden benches at Gorse Covert. This would be a decision awaiting the new financial year and subject to 2023/24 budget.

**10/01/2023 - No 2 To receive any apologies for absence.**

The committee noted apologies from Cllrs E Gordon, Alex Dommett (Patchway Conservation Group), Steve Payne (Stoke Lane FC), Paul Thompson (Patchway Cricket Club)

**10/01/2023 - No 3 To receive any declarations of interest and to consider any requests for dispensations for this meeting.**

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

**10/01/2023 – No 4 To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 10<sup>th</sup> December 2022 and to note the Clerk/RFO’s report for this committee meeting.**

**RESOLVED:** It was unanimously agreed to approve the minutes of the meeting and the report was noted. All Clerk/RFO actions within the agenda.

**10/01/2023 – No 5 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

#### **10/01/2023 - No 6 To receive an update on the Ecology Report to be carried out on The Tumps and The BMX Track**

The Committee noted the progress of the project with Wessex Ecological Consultancy undertaking the work as agreed in March 2023.

### Matters Pertaining to Planning and Transport

#### **10/01/2023 - No 7 To consider any planning applications received:**

- a. Any applications received after the agenda had been issued. None received.

### Updates and Reports

#### **10/01/2023 - No 8 To receive a quarterly update from the users of Patchway Town Council facilities**

Andy England (Patchway Town FC) updated the Committee that no games had been played since 3 December due to bad weather. There was excitement on the opening of the new Pavilion facilities. Requested pitch inspection and any cancellation of pitch use due to weather made on a Friday (24 hours) ahead of games rather than 48 hours ahead.

Rachel Ellwood (Bristol BMX Club) updated the Club is to replace all its tarmac for £40,000 having received a Veolia grant and using Club funds. South West Regional Trials at The Tumps is 16 April. New kit being launched at an event at Aerospace Bristol in March.

Steve Payne (Stoke Lane FC) submitted updated by email. All teams (U14 Lions/Panthers; U16 Lions/Tigers) plus Senior Women have had a mixed first half of the season. Noted success so far is Senior Women are 3<sup>rd</sup> in the table and U16 Tigers into Quarter Final Cup. At time of writing, Stoke Lane have not used the new Pavilion facilities. Important to note comments from both home and away teams on the excellent pitches provided thanks to Council Groundstaff. Can the bottom pitch be made available on Sundays to end April 2023.

The Committee noted the updates from Andy England, Rachel Ellwood and Steve Payne.

#### **10/01/2023 - No 9 To receive an update on the planting works in association with One Planet Matters**

Deputy Clerk provided an update following the presentation to the Parks, Open Spaces, Planning & Transport Committee on 6 December 2022. Town Council staff, a One Planet Matters representative and members of the Patchway Conservation Group met at The Tumps on 5 January for a site visit to

consider options for the community orchard. One Planet Matters is proposing up to 30 x 2 year old fruit trees using mixed heritage varieties across the Tumps. Community outreach with residents and schools is intended to create engagement for the project from all parts of the community as it starts and into the future. Wildflower planting around the orchard area intended to increase biodiversity.

A Planting Day would involve residents and schools in this exciting initiative. Future events could include Blossom Days and produce from the fruits including cider and juice. There is historical evidence of ancient orchards in the Patchway area and researching ancient varieties could bring in an historical context. The trees would take up to 5 years to become established.

Maintenance of the orchard area to be considered for Council staff and budgets. Security of the young trees also to be considered.

One Planet Matters would like to return to the Committee with a Proposal to be considered for the 14 February 2023 meeting.

Meeting being arranged for One Planet Matters to outline proposals to Pretoria Road Allotment Association.

It was noted that the Chair and Vice Chair of the Parks, Open Spaces, Planning and Transport Committee would like to be in attendance at the next meeting.

**10/01/2023 - No 10 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee will be held on Tuesday 14<sup>th</sup> February 2023 at 7.30pm.**

Noted.

**The meeting was closed by the Chairman at 20:15**



Our Ref: 15015685\X201\BR  
Date: 10th May 2022  
DDI: 0344 225 3939  
Fax: 0116 254 4637  
Email: [savings@ccbanc.co.uk](mailto:savings@ccbanc.co.uk)

**Strictly Private & Confidential**  
Patchway Town Council  
Mr J Turner  
Callicroft House, 150 Rodway Road  
Patchway  
Bristol  
Avon  
BS34 5DQ

## Statement of Account

**Account name:** Patchway Town Council  
**Account number:** 15015685  
**Sort code:** 60-95-86  
**Product Description:** 3 Year Fixed Rate Bond Issue 7 Annual  
**FSCS Eligibility:** Eligible  
**Sheet Number:** T 1  
**Statement Period:** 30/04/2021 to 01/05/2022

Date	Description	Debits £	Credits £	Balance £
30/04/2021	Brought forward			25,000.00 Cr
01/05/2021	Interest credited gross 15015685		441.10	25,441.10 Cr
01/05/2022	Interest credited gross 15015685		445.22	25,886.32 Cr

### Interest Rate Summary During Statement Period

From	To	Interest Rate
30th April 2021	1st May 2022	1.75 %

### Message Board

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.fscs.org.uk](http://www.fscs.org.uk).  
The FSCS Information sheet and Exclusions list can be found at [www.ccbanc.co.uk/fscs](http://www.ccbanc.co.uk/fscs).

## STATEMENT

Mr J R Turner  
Patchway Town Council  
Callicroft House  
150 Rodway Road  
Patchway  
Bristol  
BS34 5DQ

CLIENT: PATCHWAY TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0134870001PC

### Statement at 31 December 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/12/22	Brought Forward			155,740.57	
15/12/22	Sold - paid to bank	35,000.00		120,740.57	4
31/12/22	Carried Forward			120,740.57	4

### Statement of Dividends paid during the month to 31 December 2022

Date	Receiving Account	Amount Paid £
30-12-22	Nominated bank account	351.53

8b

Date: 09/01/2023

Patchway Town Council

Page 1

Time: 09:42

Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Current Bank A/c

User: JT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/12/2022		1,000.00
Reserve A/c	31/12/2022		27,117.52
			<hr/> 28,117.52
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			28,117.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			28,117.52
		Balance per Cash Book is :-	28,117.52
		Difference is :-	0.00

)  
)

<b>Account name or alias</b> PATCHWAY TOWN C BR	<b>Account number</b> 08631638	<b>Sort code</b> 52-10-05	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 27117.52		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 0.80% gross 0.80% AER.  
This is based on the balance of 31st of December 2022.

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>27,117.52</b>
30-Dec-2022		TO 01321218	-25.34		27,117.52
30-Dec-2022	INT	30DEC GRS 08631638		24.39	27,142.86
29-Dec-2022		FROM 01321218		49.48	27,118.47
28-Dec-2022		FROM 01321218		338.00	27,068.99
23-Dec-2022		TO 01321218	-201.46		26,730.99
22-Dec-2022		FROM 01321218		20.02	26,932.45
21-Dec-2022		TO 01321218	-49,451.37		26,912.43
20-Dec-2022		TO 01321218	-151.20		76,363.80
19-Dec-2022		FROM 01321218		1,036.71	76,515.00
16-Dec-2022		TO 01321218	-826.80		75,478.29
15-Dec-2022		FROM 01321218		34,537.58	76,305.09
14-Dec-2022		FROM 01321218		514.91	41,767.51
13-Dec-2022		FROM 01321218		1,254.91	41,252.60
12-Dec-2022		TO 01321218	-13,482.30		39,997.69
09-Dec-2022		FROM 01321218		39,867.08	53,479.99
08-Dec-2022		TO 01321218	-1,164.87		13,612.91
07-Dec-2022		TO 01321218	-742.77		14,777.78
06-Dec-2022		TO 01321218	-111.01		15,520.55
05-Dec-2022	EBP	PATCHWAY TOWN CO A, INT TRF	-1,000.00		15,631.56
05-Dec-2022		FROM 01321218		593.26	16,631.56
02-Dec-2022		FROM 01321218		4,082.32	16,038.30
01-Dec-2022		TO 01321218	-400.87		11,955.98
<b>Opening balance</b>					<b>12,356.85</b>
<b>Totals</b>			<b>-67,557.99</b>	<b>82,318.66</b>	



<b>Account name or alias</b> PATCHWAY TOWN CO ATF	<b>Account number</b> 01321218	<b>Sort code</b> 52-10-05	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 1155.29		

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Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>1,000.00</b>
30-Dec-2022	CHG	02DEC A/C 01321218	-27.30		1,000.00
30-Dec-2022		FROM 08631638		25.34	1,027.30
30-Dec-2022	BAC	R EVANS, STOKESIDE FC 03/12, FP 30/12/22 1229, 600000001056340552		1.96	1,001.96
29-Dec-2022		TO 08631638	-49.48		1,000.00
29-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/12/22 0843, PH737VTI1HM5JACV00		49.48	1,049.48
28-Dec-2022		TO 08631638	-338.00		1,000.00
28-Dec-2022	D/D	SOUTHGLOS-GENERAL, 000233	-250.00		1,338.00
28-Dec-2022	BAC	BRAD STK YFC, 2022-23-208, FP 28/12/22 1631, 770736851361822101		294.00	1,588.00
28-Dec-2022	BAC	BRAD STK YFC, 2022-23-209, FP 28/12/22 1718, 685646818171822101		294.00	1,294.00
23-Dec-2022	D/D	TOTALENERGIES G&P, 1058915	-201.46		1,000.00
23-Dec-2022		FROM 08631638		201.46	1,201.46
22-Dec-2022		TO 08631638	-20.02		1,000.00
22-Dec-2022	D/D	TOTALENERGIES G&P, 1058913	-71.46		1,020.02
22-Dec-2022	BAC	BUDDING S, SCOTTBUDD 19TH DEC, FP 22 /12/22 0845, 544506255480222101		42.00	1,091.48
22-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 22/12/22 0840, PH737VTI1HM4X6C500		49.48	1,049.48
21-Dec-2022	D/D	TOTALENERGIES G&P, 1134410	-72.61		1,000.00
21-Dec-2022	D/D	TOTALENERGIES G&P, 1051476	-168.05		1,072.61
21-Dec-2022	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-14.35		1,240.66
21-Dec-2022	EBP	A CLEANING SERVICE, 12-22-001, FP 21/12 /22 40, 54023510980990000N	-288.00		1,255.01
21-Dec-2022	EBP	MELHUIJSH & SAUNDER, 12-22-006, FP 21/12 /22 40, 31023520465804000N	-46,180.01		1,543.01
21-Dec-2022	EBP	STEVEN M HUGGINS, 12-22-008, FP 21/12 /22 40, 64023507426249000N	-120.00		47,723.02
21-Dec-2022	EBP	THE CLUB CRICKET C, 12-22-002, FP 21/12 /22 40, 62023521085140000N	-389.20		47,843.02

21-Dec-2022	EBP	MINI CONCERTS CIC, 12-22-007, FP 21/12 /22 40, 09023520452261000N	-350.00		48,232.22
21-Dec-2022	EBP	IONET SYSTEMS LTD, 12-22-004, FP 21/12 /22 40, 17023503285263000N	-372.00		48,582.22
21-Dec-2022	EBP	ZURICH TOWN & PARI, 12-22-011, FP 21/12 /22 40, 41023501425775000N	-578.94		48,954.22
21-Dec-2022	EBP	DLB SERVICES PARTY, 12-22-003, FP 21/12 /22 40, 48023510895106000N	-790.00		49,533.16
21-Dec-2022	EBP	J TURNER, 12-22-012, FP 21/12/22 40, 41023514074271000N	-42.96		50,323.16
21-Dec-2022	EBP	ISOBEL WALKER, 12-22-005, FP 21/12/22 40, 37023515597723000N	-134.73		50,366.12
21-Dec-2022		FROM 08631638		49,451.37	50,500.85
21-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 21/12/22 0844, PH737VTI1HM4RX0000		49.48	1,049.48
20-Dec-2022	D/D	STRIPE, STRIPE-IL7LOCREVFG	-151.20		1,000.00
20-Dec-2022		FROM 08631638		151.20	1,151.20
19-Dec-2022		TO 08631638	-1,036.71		1,000.00
19-Dec-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 19/12/22 0845, PH737VTI1HM4DIMJ00, RE		836.71	2,036.71
19-Dec-2022	BAC	THE BLAKEMORE FOUN, FP 19/12/22 0436, 400000001055398380		200.00	1,200.00
16-Dec-2022	D/D	SMITHS GLOUCESTER, P570SGL	-2,422.80		1,000.00
16-Dec-2022		FROM 08631638		826.80	3,422.80
16-Dec-2022	BAC	STOKE LANE AFC, 2022-23-198, FP 16/12 /22 1418, 300000001052751560		725.76	2,596.00
16-Dec-2022	BAC	STOKE LANE AFC, 2022-23-201, FP 16/12 /22 1417, 300000001052751142		435.12	1,870.24
16-Dec-2022	BAC	STOKE LANE AFC, 2022-23-200, FP 16/12 /22 1418, 400000001054225017		372.96	1,435.12
16-Dec-2022	BAC	STOKE LANE AFC, 2022-23-190, FP 16/12 /22 1417, 200000001045488663		62.16	1,062.16
15-Dec-2022		TO 08631638	-34,537.58		1,000.00
15-Dec-2022	D/D	EE LIMITED, Q16509023379645757	-71.00		35,537.58
15-Dec-2022	EBP	STEVEN SOLLARS, 12-22-009, FP 15/12/22 40, 55023502911259000N	-165.00		35,608.58
15-Dec-2022	EBP	STEVEN SOLLARS, 12-22-010, FP 15/12/22 40, 41023459699269000N	-165.00		35,773.58
15-Dec-2022	BLN	BANKLINE	-110.90		35,938.58
15-Dec-2022	CHP	PATCHWAY TOWN CO, PCM55CI09123701, CCLA		35,000.00	36,049.48
15-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 15/12/22 0838, PH737VTI1HM3ZSPY00		49.48	1,049.48
14-Dec-2022		TO 08631638	-514.91		1,000.00



14-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/12/22 0844, PH737VTI1HM3UQHH00	99.04	1,514.91
14-Dec-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 14/12/22 0843, PH737VTI1HM3THQL00, RE	415.87	1,415.87
13-Dec-2022		TO 08631638	-1,254.91	1,000.00
13-Dec-2022	BAC	SOUTHGLOS-GENERAL, 0419138	500.00	2,254.91
13-Dec-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 13/12/22 0835, PH737VTI1HM3NEU600, RE	415.87	1,754.91
13-Dec-2022	BAC	R EVANS, STOKESIDE FC 03/12, FP 12/12/22 2009, 600000001047080010	240.00	1,339.04
13-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 13/12/22 0839, PH737VTI1HM3NPWG00	99.04	1,099.04
12-Dec-2022	POS	1306 11DEC22, AMZNMKTPLACE, AMAZON. CO, AMAZON.CO.UK GB	-5.75	1,000.00
12-Dec-2022	EBP	12-22-016, FP 12/12/22 40, 60013308324830000N	-1,083.45	1,005.75
12-Dec-2022	EBP	12-22-013, FP 12/12/22 40, 14013304574950000N	-1,799.97	2,089.20
12-Dec-2022	EBP	12-22-015, FP 12/12/22 40, 56013305964198000N	-1,366.12	3,889.17
12-Dec-2022	EBP	12-22-018, FP 12/12/22 40, 03013309383079000N	-3,693.35	5,255.29
12-Dec-2022	EBP	12-22-017, FP 12/12/22 40, 46013300459432000N	-2,052.62	8,948.64
12-Dec-2022	EBP	12-22-012, FP 12/12/22 40, 32013307038181000N	-1,913.18	11,001.26
12-Dec-2022	EBP	12-22-014, FP 12/12/22 40, 29013302699815000N	-1,567.86	12,914.44
12-Dec-2022		FROM 08631638	13,482.30	14,482.30
09-Dec-2022		TO 08631638	-39,867.08	1,000.00
09-Dec-2022	POS	1306 08DEC22, AMZNMKTPLACE, AMAZON. CO.UK GB	-146.12	40,867.08
09-Dec-2022	POS	1306 08DEC22, AMAZON.CO.U, K*1W8FM2904, AMAZON.CO.UK GB	-6.95	41,013.20
09-Dec-2022	POS	1306 08DEC22, AMAZON.CO.U, K*1W4W229P4, AMAZON.CO.UK GB	-6.95	41,020.15
09-Dec-2022	POS	1306 08DEC22, AMAZON.CO.U, K*1W3OA79C4, AMAZON.CO.UK GB	-5.00	41,027.10
09-Dec-2022	POS	1306 08DEC22, AMAZON.CO.U, K*1W31Q1944, AMAZON.CO.UK GB	-13.90	41,032.10
09-Dec-2022	BAC	SOUTHGLOS-GENERAL, 0419138	40,046.00	41,046.00
08-Dec-2022	D/D	VIRGIN MEDIA PYMTS, 750322001001	-48.00	1,000.00
08-Dec-2022	D/D	SGC, 61906704	-798.00	1,048.00
08-Dec-2022	D/D	SGC, 61571100	-259.00	1,846.00

08-Dec-2022	D/D	INTY LTD, 3MQFKS7	-93.35	2,105.00
08-Dec-2022	POS	1306 07DEC22 C, HMC PATCHWAY, BRISTOL GB	-21.60	2,198.35
08-Dec-2022	POS	1306 07DEC22 C, POST OFFICE, COUNTER, BRISTOL GB	-7.40	2,219.95
08-Dec-2022	POS	1306 07DEC22 C, HALFORDS 0720, CRIBS CAUSEWY GB	-29.00	2,227.35
08-Dec-2022		FROM 08631638	1,164.87	2,256.35
08-Dec-2022	BAC	BUDDING S, SCOTTBUDD 5TH DEC, FP 08 /12/22 1358, 321317328531802101	42.00	1,091.48
08-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/12/22 0845, PH737VTI1HM326ES00	49.48	1,049.48
07-Dec-2022	D/D	ALLSTAR, 299091	-311.78	1,000.00
07-Dec-2022	POS	1306 05DEC22 C, BREWERSFAYR, E41032620, CONCORDE GB	-31.14	1,311.78
07-Dec-2022	POS	1306 06DEC22 C, ASDA SUPERSTORE, PATCHWAY GB	-77.00	1,342.92
07-Dec-2022	POS	1306 05DEC22, BREWERSFAYR, E41032620, CONCORDE GB	-115.54	1,419.92
07-Dec-2022	POS	1306 06DEC22, AMAZON.CO.U, K*1W6YN5694, AMAZON.CO.UK GB	-61.19	1,535.46
07-Dec-2022	POS	1306 06DEC22, AMZNMKTPLACE, AMAZON. CO.UK GB	-146.12	1,596.65
07-Dec-2022		FROM 08631638	742.77	1,742.77
06-Dec-2022	POS	1306 05DEC22, AMZNMKTPLACE, AMAZON. CO.UK GB	-160.49	1,000.00
06-Dec-2022		FROM 08631638	111.01	1,160.49
06-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 06/12/22 0845, PH737VTI1HM2Q63700	49.48	1,049.48
05-Dec-2022		TO 08631638	-593.26	1,000.00
05-Dec-2022	D/D	TOTALENERGIES G&P, 1058913	-65.73	1,593.26
05-Dec-2022	D/D	TOTALENERGIES G&P, TGP2200016848491	-562.18	1,658.99
05-Dec-2022	POS	1306 04DEC22, AMZNMKTPLACE, AMAZON. CO.UK GB	-18.99	2,221.17
05-Dec-2022	POS	1306 03DEC22, AMZNMKTPLACE, AMAZON. CO.UK GB	-79.69	2,240.16
05-Dec-2022	EBP	PATCHWAY TOWN C BR, INT TRF	1,000.00	2,319.85
05-Dec-2022	BAC	BUDDING S, SCOTTBUDD ARREARS, FP 05 /12/22 1318, 467188018131502101	300.00	1,319.85
05-Dec-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 05/12/22 0843, PH737VTI1HM2E03X00, RE	19.85	1,019.85
02-Dec-2022		TO 08631638	-4,082.32	1,000.00
02-Dec-2022	BAC	ESC LOTTERY FUND, 0375235	2,500.00	5,082.32
02-Dec-2022	BAC	PUBLIC SECTOR DEPO, 0134870001PI	546.46	2,582.32



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02-Dec-2022	BAC	PATCHWAY SPORTS &, 2022-23-158, FP 02 /12/22 1133, 300000001045149450	986.38	2,035.86
02-Dec-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 02/12/22 0841, PH737VTI1HM27QY600	49.48	1,049.48
01-Dec-2022	D/D	SCREWFIX DIRECT LT, 6331640020677746	-400.87	1,000.00
01-Dec-2022		FROM 08631638	400.87	1,400.87
		Opening balance		1,000.00
			<b>Totals</b>	<b>-152,379.53    152,379.53</b>

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## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2022	TRADE UK	DDR01	400.87		1310545235/2149/TRADE UK
05/12/2022	Amazon	DDR2	79.69		P/Ledger Electronic Payment
05/12/2022	Amazon	DDR03	18.99		GB-2022-456776721/2150/Amazon
05/12/2022	Total Gas and Power	DDR04	562.18		282541308/22/2151/Total Gas an
05/12/2022	Total Gas and Power	DDR05	65.73		282541297/22/2169/Total Gas an
07/12/2022	Brewers Fayre	CARD	115.54		Brewers Fayre
07/12/2022	Asda Stores Ltd	CARD	77.00		Asda Stores Ltd
07/12/2022	Brewers Fayre	CARD	31.14		Brewers Fayre
07/12/2022	Amazon	DDR06	146.12		P/Ledger Electronic Payment
07/12/2022	Amazon	DDR07	61.19		GB280KNI1AEUI/2153/Amazon
07/12/2022	ALLSTAR	DDR08	311.78		E2016311124/2154/ALLSTAR
08/12/2022	Post Office	CARD	7.40		Post Office
08/12/2022	HMC Patchway	CARD	21.60		HMC Patchway
08/12/2022	South Gloucestershire Council	Std Ord	259.00		SGC-Scott Park Rates 22/23
08/12/2022	South Gloucestershire Council	Std Ord	798.00		SGC-Callicroft Rates 22/23
08/12/2022	Halfords	CARD	29.00		Halfords
08/12/2022	Amazon	CARD	160.49		Amazon Apple iPad
08/12/2022	INTY LTD	DDR09	93.35		P/Ledger Electronic Payment
08/12/2022	Virgin Media Business	DDR10	48.00		750322001/001/1122/2155/Virgin
09/12/2022	Amazon	DDR11/14	32.80		GB282UEDMAEUI/2174/Amazon
09/12/2022	Amazon	DDR15	146.12		P/Ledger Electronic Payment
12/12/2022	Amazon	DDR16	5.75		P/Ledger Electronic Payment
12/12/2022	December Salaries	EBP	13,476.55		December Salaries
15/12/2022	Natwest Bankline	CHS	110.90		Natwest Bankline
15/12/2022	Steven Solars	DDR17/8	330.00		0170/2143/Steven Solars
15/12/2022	EE Limited	DDR18	71.00		V02056313666/2161/EE Limited
16/12/2022	Smith's Gloucester Ltd	DDR19	2,422.80		S10347200/2164/Smith's Glouces
20/12/2022	Stripe 3G Refunds	BACS	151.20		Stripe 3G Refunds
21/12/2022	Isobel Walker	BACS	134.70		Isobel Walker Expenses
21/12/2022	Asda Stores Ltd (J Turner)	CARD	42.96		Asda Stores Ltd (J Turner)
21/12/2022	Isobel Walker - correction	BACS	0.03		Isobel Walker - correction
21/12/2022	DLB Services Party Hifre	DDR20	790.00		123456/2139/DLB Marquee Hire
21/12/2022	Zurich Municipal	DDR21	578.94		519956487/2144/Zurich Municipa
21/12/2022	Ionet Systems LTD	DDR22	372.00		31347/2140/Ionet Patch Panel
21/12/2022	Mini Concerts C.I.C	DDR23	350.00		P/Ledger Electronic Payment
21/12/2022	The Club Cricket Charity	DDR241	389.20		1/12/2022/2138/Defibrillator
21/12/2022	Melhuish & Saunders Building C	DDR25	46,180.01		P/Ledger Electronic Payment
21/12/2022	A Cleaning Service LTD	DDR26	288.00		INV-4434/2137/A Cleaning Servi
21/12/2022	IRIS	DDR27	14.35		1764623/2165/IRIS
21/12/2022	Total Gas and Power	DDR27/8	240.66		284220546/22/2167/Total Gas an
22/12/2022	Steve Huggins	BACS	120.00		Steve Huggins Expenses
22/12/2022	Total Gas and Power	DDR28	71.46		284463602/22/2168/Total Gas an
23/12/2022	Total Gas and Power	DDR29	201.46		284676936/22/2170/Total Gas an
28/12/2022	South Gloucestershire Council	DDR30	250.00		000233A/2171/South Gloucesters
30/12/2022	Natwest	CHS	27.30		Natwest - Charges

Total Payments	70,085.26
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## Current Bank A/c

## Cash Received between 01/12/2022 and 31/12/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
06/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
08/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
13/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	99.04
13/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	415.87
14/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	415.87
14/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	99.04
15/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
19/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	836.71
21/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
22/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
29/12/2022	3G Pitch Hire - Stripe		3G Pitch Hire - Stripe	49.48
19/12/2022	Blakemore Foundation		Watm Room Grant	200.00
28/12/2022	Bradley Stoke F C		Bradley Stoke F C	588.00
15/12/2022	CCLA PSDF		CCLA PSDF	35,000.00
02/12/2022	CCLA PSDF Interest		CCLA PSDF Interest	546.46
05/12/2022	Council Room Hire		Council Room Hire	19.85
02/12/2022	ESC Lottery Fund		ESC Lottery Fund	2,500.00
30/12/2022	NatWest Deposit Interest		NatWest Deposit Interest	24.39
02/12/2022	Patchway Sports		Patchway Sports	40.00
02/12/2022	Patchway Sports		Patchway Sports	946.38
05/12/2022	S Budding		S Budding	300.00
08/12/2022	S Budding		S Budding	42.00
22/12/2022	S Budding		S Budding	42.00
09/12/2022	South Gloucestershire Council		Pavilion Grant	40,046.00
13/12/2022	South Gloucestershire Council		Warm Room Grant	500.00
16/12/2022	Stoke Lane FC		Stoke Lane FC	1,596.00
13/12/2022	Stokeside F C		Stokeside F C	240.00
30/12/2022	Stokeside FC		Stokeside FC	1.96
<b>Total Receipts</b>				<b>84,845.93</b>



## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance</b>								
<b><u>100 Income</u></b>								
1076 Precept	0	816,643	816,643	0			100.0%	
1090 Interest Received	571	4,907	500	(4,407)			981.4%	
Income :- Income	<u>571</u>	<u>821,550</u>	<u>817,143</u>	<u>(4,407)</u>			<u>100.5%</u>	<u>0</u>
Net Income	<u>571</u>	<u>821,550</u>	<u>817,143</u>	<u>(4,407)</u>				
<b><u>110 Establishment</u></b>								
4001 Admin Salary Costs	11,003	76,427	98,644	22,217		22,217	77.5%	
4002 Groundstaff Salary Costs	10,939	107,812	116,100	8,288		8,288	92.9%	
4031 Pension Lump Sum	(883)	(7,950)	(10,600)	(2,650)		(2,650)	75.0%	
4040 Staff Travel	0	0	100	100		100	0.0%	
4060 Staff other Expenses	122	160	1,000	840		840	16.0%	
4090 Staff Training	0	1,603	2,000	397		397	80.1%	
4110 Bank Charges	138	889	750	(139)		(139)	118.5%	
4115 Social Media Budget	0	0	100	100		100	0.0%	
4120 Audit Fees	0	0	2,890	2,890		2,890	0.0%	
4121 Accountancy Support fees	0	2,429	13,000	10,571		10,571	18.7%	
4130 Professional Fees	0	325	1,000	675		675	32.5%	
4140 Legal Fees	0	500	1,000	500		500	50.0%	
4150 Subscriptions & Memberships	0	2,610	2,500	(110)		(110)	104.4%	
4160 Insurance	579	7,782	7,500	(282)		(282)	103.8%	
4170 Stationery & Printing	0	1,839	2,000	161		161	91.9%	
4180 Postage	7	72	200	128		128	35.9%	
4200 Broadband	40	280	550	270		270	50.9%	
4210 Mobile Telephone	59	584	600	16		16	97.3%	
4220 IT Services & Software	12	4,046	4,500	454		454	89.9%	
4230 Equipment	160	1,875	2,500	625		625	75.0%	
4240 Property Maintenance	240	240	0	(240)		(240)	0.0%	
4430 Utilities	229	229	0	(229)		(229)	0.0%	
Establishment :- Indirect Expenditure	<u>22,647</u>	<u>201,749</u>	<u>246,334</u>	<u>44,585</u>	<u>0</u>	<u>44,585</u>	<u>81.9%</u>	<u>0</u>
Net Expenditure	<u>(22,647)</u>	<u>(201,749)</u>	<u>(246,334)</u>	<u>(44,585)</u>				
<b><u>120 Civic/Democratic</u></b>								
4310 Councillor's Training	0	150	500	350		350	30.0%	
4340 Civic Fund	0	3,177	1,500	(1,677)		(1,677)	211.8%	
4341 Queens Platinum Jubilee	0	14,694	11,200	(3,494)		(3,494)	131.2%	
4345 Local Council Award Scheme	0	0	75	75		75	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Elections	0	0	3,000	3,000		3,000	0.0%	
5910 Transfer from EMR	0	(6,154)	0	6,154		6,154	0.0%	
Civic/Democratic :- Indirect Expenditure	0	11,866	16,275	4,409	0	4,409	72.9%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(11,866)</b>	<b>(16,275)</b>	<b>(4,409)</b>				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	0	0	400	400			0.0%	
Callicroft House :- Income	0	0	400	400			0.0%	0
4235 Property Security\Caretaking	0	0	600	600		600	0.0%	
4240 Property Maintenance	0	4,769	4,500	(269)		(269)	106.0%	
4245 Janitorial	87	175	100	(75)		(75)	174.8%	
4410 Rates	798	7,186	8,250	1,064		1,064	87.1%	
4430 Utilities	254	3,459	5,000	1,541		1,541	69.2%	
Callicroft House :- Indirect Expenditure	1,139	15,589	18,450	2,861	0	2,861	84.5%	0
<b>Net Income over Expenditure</b>	<b>(1,139)</b>	<b>(15,589)</b>	<b>(18,050)</b>	<b>(2,461)</b>				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	20	128	1,200	1,072			10.7%	
Casson Centre :- Income	20	128	1,200	1,072			10.7%	0
4235 Property Security\Caretaking	0	0	350	350		350	0.0%	
4240 Property Maintenance	0	3,847	4,500	653		653	85.5%	
4410 Rates	0	1,522	1,700	178		178	89.5%	
4430 Utilities	68	506	1,000	495		495	50.5%	
4991 Stripe charge	0	0	0	(0)		(0)	0.0%	
Casson Centre :- Indirect Expenditure	68	5,875	7,550	1,675	0	1,675	77.8%	0
<b>Net Income over Expenditure</b>	<b>(48)</b>	<b>(5,747)</b>	<b>(6,350)</b>	<b>(603)</b>				
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,325	20,325			0.0%	
Burials :- Income	0	0	20,325	20,325			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	17,520	17,520		17,520	0.0%	
4511 AJBC Other Costs (50%)	0	0	4,605	4,605		4,605	0.0%	
5900 Transfer to EMR	0	2,927	0	(2,927)		(2,927)	0.0%	
Burials :- Indirect Expenditure	0	2,927	22,125	19,198	0	19,198	13.2%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,927)</b>	<b>(1,800)</b>	<b>1,127</b>				

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>900 Capital and Projects</b>								
1099 PWLB Loan Received	0	118,000	0	(118,000)			0.0%	
1100 CIL Payment	0	13,384	0	(13,384)			0.0%	
1700 Grants & Donation Received	42,546	460,021	0	(460,021)			0.0%	
Capital and Projects :- Income	<u>42,546</u>	<u>591,405</u>	<u>0</u>	<u>(591,405)</u>				<u>0</u>
9010 Casson Centre Roof	0	32,737	0	(32,737)		(32,737)	0.0%	
Capital and Projects :- Direct Expenditure	<u>0</u>	<u>32,737</u>	<u>0</u>	<u>(32,737)</u>	<u>0</u>	<u>(32,737)</u>		<u>0</u>
5900 Transfer to EMR	42,546	1,308,512	0	(1,308,512)		(1,308,512)	0.0%	
5910 Transfer from EMR	0	(1,679,642)	0	1,679,642		1,679,642	0.0%	
9001 3G and Cricket Nets Redevelopm	0	12,649	0	(12,649)		(12,649)	0.0%	
9008 NSP Pavilion	137,675	1,263,835	0	(1,263,835)		(1,263,835)	0.0%	
9009 Patchway CC Redevelopment	0	197,753	0	(197,753)		(197,753)	0.0%	
9014 Major Projects	43	31,478	402,140	370,662		370,662	7.8%	
Capital and Projects :- Indirect Expenditure	<u>180,264</u>	<u>1,134,585</u>	<u>402,140</u>	<u>(732,445)</u>	<u>0</u>	<u>(732,445)</u>	<u>282.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(137,718)</u>	<u>(575,917)</u>	<u>(402,140)</u>	<u>173,777</u>				
Finance :- Income	43,137	1,413,083	839,068	(574,015)			168.4%	
Expenditure	204,117	1,405,328	712,874	(692,454)	0	(692,454)	197.1%	
Movement to/(from) Gen Reserve	<u>(160,981)</u>	<u>7,755</u>						

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Parks &amp; Open Spaces</u></b>								
<b><u>300 Patchway</u></b>								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	0	2	2	0			100.0%	0
Net Income	0	2	2	0				
<b><u>310 Coniston</u></b>								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	250	750	1,000	250		250	75.0%	
4620 PWLB Repayment	0	19,331	21,757	2,426		2,426	88.8%	
Coniston :- Indirect Expenditure	250	20,081	22,757	2,676	0	2,676	88.2%	0
Net Income over Expenditure	(250)	(20,080)	(22,756)	(2,676)				
<b><u>320 Rodway Road</u></b>								
4650 CCTV	0	576	1,000	424		424	57.6%	
5320 Christmas Decoration	0	0	3,000	3,000		3,000	0.0%	
5330 Planter and Tree Maintenance	0	229	750	521		521	30.5%	
Rodway Road :- Indirect Expenditure	0	805	4,750	3,945	0	3,945	16.9%	0
Net Expenditure	0	(805)	(4,750)	(3,945)				
<b><u>330 Charlton Hayes</u></b>								
4230 Equipment	0	0	1,500	1,500		1,500	0.0%	
5320 Christmas Decoration	0	0	2,500	2,500		2,500	0.0%	
Charlton Hayes :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
<b><u>340 The Parade</u></b>								
5320 Christmas Decoration	0	0	2,000	2,000		2,000	0.0%	
5350 Street Scene Enhancement	0	0	1,500	1,500		1,500	0.0%	
The Parade :- Indirect Expenditure	0	0	3,500	3,500	0	3,500	0.0%	0
Net Expenditure	0	0	(3,500)	(3,500)				

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Youth &amp; Community</b>								
1700 Grants & Donation Received	700	1,200	0	(1,200)			0.0%	
Youth & Community :- Income	<u>700</u>	<u>1,200</u>	<u>0</u>	<u>(1,200)</u>				<u>0</u>
4752 Warm Space Project	260	260	0	(260)		(260)	0.0%	
4867 Community Events/Engagement	1,240	9,058	0	(9,058)		(9,058)	0.0%	
4868 Monthly Newsletter	0	0	200	200		200	0.0%	
4869 Youth Development	0	10,529	15,000	4,471		4,471	70.2%	
5900 Transfer to EMR	700	1,200	0	(1,200)		(1,200)	0.0%	
Youth & Community :- Indirect Expenditure	<u>2,200</u>	<u>21,047</u>	<u>15,200</u>	<u>(5,847)</u>	<u>0</u>	<u>(5,847)</u>	<u>138.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,500)</u>	<u>(19,847)</u>	<u>(15,200)</u>	<u>4,647</u>				
<b>410 GRANTS</b>								
4600 Youth and Community Grants	0	3,236	10,000	6,764		6,764	32.4%	
4605 Grants - Community Centres	0	0	6,000	6,000		6,000	0.0%	
GRANTS :- Indirect Expenditure	<u>0</u>	<u>3,236</u>	<u>16,000</u>	<u>12,764</u>	<u>0</u>	<u>12,764</u>	<u>20.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(3,236)</u>	<u>(16,000)</u>	<u>(12,764)</u>				
<b>500 Scott Park</b>								
1450 Vendor/Events Income	0	6,631	0	(6,631)			0.0%	
1500 Social Club Income	0	(30)	0	30			0.0%	
1510 Sports Income	1,530	6,165	7,500	1,335			82.2%	
1520 3G Sports Facility Income	3,370	18,587	15,000	(3,587)			123.9%	
1525 Cricket Net Facility Income	0	1,350	0	(1,350)			0.0%	
1530 Cafe Income	0	1,400	0	(1,400)			0.0%	
Scott Park :- Income	<u>4,900</u>	<u>34,104</u>	<u>22,500</u>	<u>(11,604)</u>			<u>151.6%</u>	<u>0</u>
4160 Insurance	0	1,844	2,000	156		156	92.2%	
4220 IT Services & Software	0	1,800	0	(1,800)		(1,800)	0.0%	
4230 Equipment	244	244	0	(244)		(244)	0.0%	
4235 Property Security\Caretaking	21	636	1,500	864		864	42.4%	
4240 Property Maintenance	47	3,544	2,500	(1,044)		(1,044)	141.8%	
4245 Janitorial	0	0	100	100		100	0.0%	
4410 Rates	259	2,336	2,675	339		339	87.3%	
4430 Utilities	468	2,695	1,500	(1,195)		(1,195)	179.7%	
4650 CCTV	0	847	1,000	153		153	84.7%	
4930 Petrol and Diesel	260	3,478	1,500	(1,978)		(1,978)	231.9%	
4935 Machinery Repair	24	854	2,000	1,146		1,146	42.7%	
4940 Machinery Maintenance/Repair	18	2,856	2,000	(856)		(856)	142.8%	
4945 Maintenance - Sports Facilitie	0	3,877	11,500	7,623		7,623	33.7%	



## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4950 Machinery & Tools	215	1,768	500	(1,268)		(1,268)	353.6%	
4965 Maintenance - Play Equipment	0	693	2,000	1,307		1,307	34.7%	
4970 Fencing	0	2,914	1,500	(1,414)		(1,414)	194.3%	
4975 Skip	2,019	13,494	13,860	366		366	97.4%	
4990 Lighting	0	500	0	(500)		(500)	0.0%	
4991 Stripe charge	22	264	0	(264)		(264)	0.0%	
4992 Scott Park Tree Maintenance	0	1,290	1,250	(40)		(40)	103.2%	
4995 Staff Uniform	46	1,381	500	(881)		(881)	276.3%	
4997 Sports Equipment	389	419	500	81		81	83.7%	
4998 Access Gates	0	2,960	2,000	(960)		(960)	148.0%	
4999 Portable Changing Rooms	0	1,757	9,000	7,243		7,243	19.5%	
5300 Litter Bins	0	612	0	(612)		(612)	0.0%	
5333 Signage Repair/Replace	0	49	0	(49)		(49)	0.0%	
Scott Park :- Indirect Expenditure	<u>4,031</u>	<u>53,114</u>	<u>59,385</u>	<u>6,271</u>	<u>0</u>	<u>6,271</u>	<u>89.4%</u>	<u>0</u>
Net Income over Expenditure	<u>869</u>	<u>(19,011)</u>	<u>(36,885)</u>	<u>(17,874)</u>				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	0	7,891	11,840	3,949			66.6%	
Sports and Social Club :- Income	<u>0</u>	<u>7,891</u>	<u>11,840</u>	<u>3,949</u>			<u>66.6%</u>	<u>0</u>
Net Income	<u>0</u>	<u>7,891</u>	<u>11,840</u>	<u>3,949</u>				
<u>600 Allotments</u>								
1440 Allotment Rents	0	0	2,500	2,500			0.0%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4430 Utilities	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4420 Maintenance	0	152	500	348		348	30.4%	
4450 Rent Payable to Network Rail	0	190	250	60		60	75.9%	
5334 Improvement Fund	0	4,771	3,000	(1,771)		(1,771)	159.0%	
Tumps and BMX Track :- Indirect Expenditure	<u>0</u>	<u>5,113</u>	<u>3,750</u>	<u>(1,363)</u>	<u>0</u>	<u>(1,363)</u>	<u>136.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(5,083)</u>	<u>(3,720)</u>	<u>1,363</u>				

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 9

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	0	10,912	8,000	(2,912)		(2,912)	136.4%	
5334 Improvement Fund	0	2,912	2,500	(412)		(412)	116.5%	
Play Area :- Indirect Expenditure	0	13,874	10,600	(3,274)	0	(3,274)	130.9%	0
Net Expenditure	0	(13,874)	(10,600)	3,274				
<u>720 Open Spaces Administration</u>								
1250 Xmas Light Donation	0	30	0	(30)			0.0%	
1700 Grants & Donation Received	0	300	0	(300)			0.0%	
Open Spaces Administration :- Income	0	330	0	(330)				0
5300 Litter Bins	0	0	875	875		875	0.0%	
5320 Christmas Decoration	0	790	15,000	14,210		14,210	5.3%	
5330 Planter and Tree Maintenance	0	176	1,000	824		824	17.6%	
5340 Outside Area Maintenance/Biodi	0	4,896	5,000	104		104	97.9%	
Open Spaces Administration :- Indirect Expenditure	0	5,862	21,875	16,013	0	16,013	26.8%	0
Net Income over Expenditure	0	(5,532)	(21,875)	(16,343)				
<u>800 Street Furniture &amp; transport</u>								
5333 Signage Repair/Replace	0	0	500	500		500	0.0%	
5420 Road Signs & Repairs	0	182	0	(182)		(182)	0.0%	
5450 Street Cleaning Supplies	0	331	500	169		169	66.3%	
Street Furniture & transport :- Indirect Expenditure	0	513	1,000	487	0	487	51.3%	0
Net Expenditure	0	(513)	(1,000)	(487)				
Parks & Open Spaces :- Income	5,600	43,558	36,873	(6,685)			118.1%	
Expenditure	6,481	123,645	163,067	39,422	0	39,422	75.8%	
Movement to/(from) Gen Reserve	(881)	(80,087)						
Grand Totals:- Income	48,736	1,456,641	875,941	(580,700)			166.3%	
Expenditure	210,599	1,528,973	875,941	(653,032)	0	(653,032)	174.6%	
Net Income over Expenditure	(161,862)	(72,332)	0	72,332				
Movement to/(from) Gen Reserve	(161,862)	(72,332)						







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## **Patchway Town Council**

*Internal Audit Report: Interim 2022-23*

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*Stuart J Pollard*

*Director  
Auditing Solutions Ltd*



## **Background**

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the initial work undertaken in relation to the 2022-23 financial year at our offices in advance of our interim visit which took place at the Council's offices on 15<sup>th</sup> December 2022.

## **Internal Audit Approach**

In commencing our review for 2022-23 and in accordance with the requirements of the IA Certificate in the AGAR and the latest edition of The Practitioner's Guide, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrepresentation in the Accounts / AGAR, together with examining the overall governance framework.

We have previously discussed the financial procedures in place for recording and authorising various transactions with the Clerk / RFO which has assisted us in determining an appropriate review and testing strategy, whilst also having regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is also designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

We are pleased to again acknowledge the effectiveness of the existing accounting arrangements with support from an external contractor (DCK Accounting), the quality of retained documentation and overall approach to governance matters. One or two relatively minor matters have been identified during the course of this review, detail of which we have discussed with the Clerk: these are set out in the body of the following detailed report with resultant recommendations further summarised in the appended Action Plan.

We thank the Clerk / RFO for his assistance during the course of our visit and are pleased to acknowledge the actions taken to address the recommendations recorded in our prior year report.

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

The Council's accounting records are maintained using Rialtas Omega software with Current and Deposit accounts in place with NatWest, transaction detail being recorded in a single cashbook in the Omega accounts with a daily automatic sweep to keep the Current account balance at £1,000. Separate accounts to hold surplus finds are also in place with the CCLA Deposit Fund and Cambridge and Counties Building Society.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To meet that objective, we have: -

- Verified the accurate carry forward of balances as recorded in the 2021-22 closing Trial Balance / AGAR to the current year's Omega records;
- Verified that the financial ledgers remain "in balance" as at 30<sup>th</sup> November 2022;
- Verified detail in the Council's combined Current & Deposit a/c cashbooks for April, July & November 2022 to the relevant bank statements, including the daily inter-account transfers;
- Similarly checked and agreed detail of the other account transactions for the financial year to 30<sup>th</sup> November 2022, noting that the May 2022 interest earned on the Cambridge and Counties Building Society account has not yet been added to the nominal account code in Omega, and
- Verified the accuracy of detail in bank reconciliations as at 30<sup>th</sup> April, 31<sup>st</sup> July and 30<sup>th</sup> November 2022 on all accounts.

#### *Conclusions and recommendation*

*We are pleased to record that no significant issues have been identified in this review area also again noting that bank reconciliations are subject to regular member review and sign-off. However, we urge that the Cambridge and Counties Building Society interest added to the account in May 2022 is posted to the Omega nominal account code.*

*We will undertake further work in this area at our final review visit, including examining further months financial transactions, verification of those month-end bank reconciliations and ensuring the accurate disclosure of the combined account balances at 31<sup>st</sup> March 2023 in the year's AGAR at Section 2, Box 8.*

*R1. The May 2022 interest on the Cambridge and Counties Building Society account should be posted to the Omega nominal account.*

### Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.



We note that the Council's SOs and Financial Regulations (FRs) have been further reviewed and re-adopted in May 2022 and have reviewed their content noting that both remain in line with the latest NALC model documents.

We have commenced our review of minutes for the financial year reading all those for the full Council and Standing Committees as posted on the website to the present date to ensure that the Council has neither considered nor is taking any actions that may result in ultra vires expenditure being incurred and are pleased to report that no such issues arise currently.

We note that the external auditors have signed off the 2021-22 AGAR reporting a typographical error which has now been corrected, also advising erroneously the misstatement of the outstanding PWLB loan at Section 2, Box 10 of the year's AGAR quoting in their report an outstanding value of £120,000. The advice note received from the IK Debt Agency and recorded on their website quotes the value as £112,000, which was recorded on the AGAR submitted to the external auditors. The clerk has referred this back to the auditors, but has, to date, heard nothing further.

### *Conclusions*

*We are pleased to record that no areas of concern have been identified in this review area. We shall check the outcome of any correspondence with the external auditors in relation to their apparent misquote of the outstanding loan liability at Box 20 of the 2021-22 AGAR at our final review.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously discussed the procedures in place for the processing, certification and release of funds with virtually all payments paid online and payments set up by the RFO. Members are then provided with scanned copies of the purchase invoices and, following review, they go online themselves to release the funds to the respective payees. Members subsequently sign-off the original hard copy invoices which are retained on file. We consider the controls in place to be appropriate and in line with sound financial control procedures.

We have selected an initial sample of payments processed throughout the year to 30<sup>th</sup> November 2022 reviewing the files of hard copy documents to ensure compliance with the above criteria: our test sample includes 71 individual payments plus 2 NNDR payments to South Gloucester Council paid over 10 months of the year and totals £1,754,760 equating to 93% by value of non-pay related payments in the year to the above date with all the above criteria appropriately met: the high percentage arises from the redevelopment project at the Community Centre.



We note that the 2021-22 year-end and first two quarterly VAT reclaims for 2022-23 have been prepared, submitted and repaid by HMRC in the current financial year, detail of which we have agreed to the Omega nominal control account.

### *Conclusions*

*We are pleased to record that no major concerns have been identified in this area to date this year. We will extend our sample of payments for review at our final visit applying the same test criteria.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We have noted previously that a comprehensive “Risk Management Policy and Strategy” document is in place, which has been re-adopted by the Council in May 2022: a comprehensive risk register has also been in place previously. We have examined the Policy & Strategy document and consider it appropriate for the Council’s present requirements. We also note the existence of a raft of venue specific risk assessments and take this opportunity to remind the Clerk that the Governance and Accountability Manual – “The Practitioner’s Guide” requires councils to formally review and re-adopt their financial risk registers at least once annually and will ensure compliance at our final review. We have provided the Clerk with a further example of such a register which the Clerk may find of assistance in further developing / updating the existing document.

We have also examined the Council’s 2022-23 insurance policy with Zurich Municipal with cover in place for Council premises, property and equipment, together with Public and Employer’s Liability cover in place at £15 million and £10 million respectively and Fidelity Guarantee (FG) cover set at £2 million all of which we consider that appropriate to the Council’s present requirements. We note that Business Interruption – Loss of Revenue cover is also in place at £10,000: whilst we understand that even following with completion of the Community Centre project, the Council is not anticipating variable income as likely to increase and exceed £10,000: even so, we suggest that the position be kept under review to ensure that if required, cover is increased accordingly in this respect.

### *Conclusions and recommendations*

*We are pleased to record that no issues of concern arise in this area currently although we urge that the financial risk register is subjected to formal review / revision and re-adoption prior to the financial year-end: we shall continue to monitor the Council’s approach to risk management at future reviews reporting our conclusions accordingly.*

- R2. *The Council must ensure that the financial risk register is reviewed, updated (where appropriate) and formally re-adopted prior to 31<sup>st</sup> March 2023.*
- R3. *The position in relation to variable income and potential for loss of revenue in the event of damage to Council premises rendering them inoperable for any lengthy period of time should be kept under review and, if appropriate, insurance cover be increased accordingly in this respect.*



## Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from South Gloucester Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

This review visit took place in advance of the Council's formal deliberations and determination of the 2023-24 budget and precept requirements: we shall, consequently, revisit this area at our final review.

We are also pleased to note that members continue to receive routine budget reports throughout the year based on the accounting software and have examined the latest Omega budget report as at 30<sup>th</sup> November 2022, seeking and obtaining explanations for any significant variances that exist currently by reference to the underlying Omega nominal account codes.

### *Conclusions*

*No issues arise in this area warranting formal comment or recommendation at present: we shall undertake further work in this respect at our final review including ensuring the formal determination of the 2023-24 budget requirements and adoption of the year's precept, also assessing the ongoing appropriateness of the retained reserves.*

## Review of Income

Our objective in this area is to ensure that the Council identifies all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of areas in addition to the annual precept, primarily by way of hall and sports field hire, together with various grants, donations, recoverable rents and VAT and other miscellaneous events, etc.

We have examined the controls in place over the recovery of fees for hire of sports facilities referring the Clerk's diary for bookings in October 2022 and ensuring that appropriate invoices were raised and that income due to the Council has been received in a timely manner: we are pleased to record that no issues have arisen in that respect.

We have also examined the detailed income transaction reports for the financial year to date ensuring, as far as we are reasonably able, that all income due to the Council has been received and accounted for appropriately.

### *Conclusions and recommendation*

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation currently, although we have noted that the file of raised invoices is not being maintained in a truly tidy manner with invoices filed out of chronological sequence: we understand this arises due to work undertaken on them by the external accounting contractor. We are pleased to note that the invoices are marked to indicate when they have been settled and suggest that, to provide an easy means of identifying those remaining unpaid, when payment is received the top right-hand corner of the invoices be cut off.*

*We shall examine income from other sources at our final review visit and comment accordingly at that time.*

*R4. To provide a clear audit trail, invoices should be filed in sequential order and, ideally, have the top right-hand corner cut off when payment is received.*

## **Petty Cash Account**

*The Council does not operate a petty cash account, any out-of-pocket expenses incurred by officers being reimbursed through the normal trader payment process.*

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions and contributions to the LG Pension Fund.

The Council uses an external agent to prepare the monthly payroll with copy payslips and all other relevant documentation to facilitate payments to individuals, HMRC and the Pension Fund Administrators produced and retained. To meet the above objective, we have:

- Agreed the gross salaries paid to all staff in post in November 2022 by reference to the Council's approved spinal points on the nationally agreed salary scales, also noting that the 2022-23 national pay award has been applied appropriately and have agreed to revised pay rates for each employee accordingly ;
- Checked, by reference to the relevant HMRC tax and NI tables, that deductions have been made appropriately in accordance with the individuals' tax codes and NI Table;
- Checked to ensure that the appropriate pension deductions / contributions have been calculated; and
- Ensured the accurate payment of staff net salaries for November 2022, together with payments to HMRC and the Pension Fund administrators based on the supporting payslips and bureau generated payment advice detail.

### **Conclusions**

*We are pleased to report that no matters arise in this area this year warranting formal comment or recommendation.*

## **Investments and Loans**

We aim here to ensure that the Council is maximising its interest earning potential through the "investment / deposit" of surplus funds in appropriate banking institutions. As recorded earlier in this report, the Council has placed surplus funds with the CCLA Deposit Fund and Cambridge & Counties Building Society to ensure a better rate of interest is being received. We have also noted previously that a formal Investment Strategy / Policy is in place which has been subjected to further review and re-adoption by the Council in May 2022.

We have checked and agreed the two half-yearly PWLB loan repayment instalments made in May and November 2022 as part of our previously referenced payment review, by reference to the relevant PWLB demand notices.

*Conclusions*

*No additional issues arise in this area currently to that highlighted at Recommendation R1.*

*We will ensure the accurate disclosure of the residual loan liability as of 31<sup>st</sup> March 2023 in the year's AGAR at Section 2 box 10 by reference to the UK Debt Agency year-end advice notice and their web site where all local government outstanding loan detail at 31<sup>st</sup> March is published.*



Rec. No	Recommendation	Response
<b>Review of Accounting Arrangements and Bank Reconciliations</b>		
R1	The May 2022 interest on the Cambridge and Counties Building Society account should be posted to the Omega nominal account.	
<b>Assessment and Management of Risk</b>		
R2	The Council must ensure that the financial risk register is reviewed, updated (where appropriate) and formally re-adopted prior to 31 <sup>st</sup> March 2023.	
R3	The position in relation to variable income and potential for loss of revenue in the event of damage to Council premises rendering them inoperable for any lengthy period of time should be kept under review and, if appropriate, insurance cover be increased accordingly in this respect.	
<b>Review of Income</b>		
R4	To provide a clear audit trail, invoices should be filed in sequential order and, ideally, have the top right-hand corner cut off when payment is received.	



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Quotations for Fracino Bambino 2 Group Automatic Espresso Coffee Machine BAM2E**



Patchway Town Council has received three quotes for the lease of a coffee machine at NSP Pavilion café. We also have outright purchase prices.

Snack Attacks identified the Fracino Bambino 2 Group Automatic Espresso Coffee Machine BAM2E as suitable for business requirements.

**Technical Specification | Model BAM2E (2 Group)**

The Bambino is a top quality 2 group espresso coffee machine with semi-automatic or electronic options and is exceptional value for money. It provides an excellent opportunity for bespoke branding, from the UK's only manufacturer of espresso and cappuccino coffee machines.

The Bambino benefits from all the top-class skills, innovative design and state of the art production methods that this world-renowned manufacturer has to offer. The Bambino makes a stunning addition to any bar, restaurant or coffee shop for a surprisingly low level of investment.

Available with 2 groups for making coffee, the BAM2E has a hot water facility and steam tube for frothing and steaming milk. All have large capacity boilers, high-powered elements and are hand built to the highest standards using only the nest stainless steel, copper and brass.

The groups on the semi-automatic Bambino machines are operated by a rocker switch, so the user can control the amount of coffee being dispensed into the cup. Electronically controlled models have unique touch pads with four accurately pre-programmed coffee measures and an override option button.

All working surfaces, steam and hot water tubes are made in 304 stainless steel with Zintec powder coated side panels in a metallic anthracite finish.

Groups	Cups p/hr	Height (mm)	Width (mm)	Depth (mm)	Weight	Boiler capacity	Element rating	Hot water p/hr
2	240/400	535	580	500	55kg	10 litres	2.8kw/13Amp	40/50 litres

Quotes exclude Coffee Grinder option.



## PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### Nisbets

See [here](#). Lowest cost, no support. Don't own outright at end of term.

- 3 year lease, **£79.50 p/month + Vat = £2862.00 + Vat total lease**
- Documentation fee of **£125 + VAT**; annual Processing Charge fee of **£35 + VAT** payable anniversary of the Agreement = **£230 + Vat**
- No installation cost (plugs in).
- No training option (training manual enclosed with Francino Technical contact details).
- **Total £3092 + Vat total**
- Return after 3 years with option for new machine or new lease on existing

Nisbets currently selling machine outright for **£2309.99 + Vat** (inc 1 yr parts & labour warranty).

### Shopcoffee.co.uk / Coffee World

See [here](#). Mid-price leasing. Own at end of term. Low outright buy offer as at December 2022.

- 3 year lease, **£92.57 p/month + Vat = £3,332.52 + Vat**
- Full installation & demo = **£250 + Vat**
- **£250 + Vat** for 1 yr onsite onsite parts & labour warranty
- **Total = £3832.52 + Vat**
- Owned outright after 3 years
- No additional charge for 1 yr **return to base** parts & labour warranty
- If lease, no commitment to purchasing coffee/supplies from Shopcoffee

As at 2/12/22, Shopcoffee selling machine outright for **£1,841.66 + VAT** (inc 1 yr return to base parts & labour warranty) plus installation / demo = **£250 +Vat. Total = £2091.66 + Vat**

### Logic Vending

See [here](#). Pricier, though with more services and options throughout term. Own at end of term.

- 3 year lease, **£156 p/month + Vat = £ 5,616 + Vat total lease**
- Includes delivery, installation, training
- Includes On Site Parts & Labour Warranty **\*Includes breakdowns, callouts & parts\***
- Premium Starter Pack designed to suit your business (Can Consist of Coffee beans for 2000 drinks, Takeaway Cups, Sugars, Stirrers and coffee syrups)
- Includes Francino Model B Grinder
- **Fully comprehensive** so you will be set up with everything you require and will be ready to start trading from the moment our engineer leaves site.
- Lease package come with **no upfront payments or deposits** meaning your machine will be installed and used by you before your first direct debit is taken.
- You **will own** the equipment at the end of the lease period with no balloon payments or admin fees to pay.
- You will be entitled to **upgrade** your machine throughout your lease to a newer model or larger machine if required. This will also renew your warranties.
- We offer an on-site, parts and labour warranty which could also include a **replacement machine** if we would need to take your machine away for repair.
- **No tie-in's to purchasing ingredients** from us.





**PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Recommendation**

Due to the competitive nature of the quote, the associated support for installation and demonstration, and owning the machine outright after 3 years, the recommendation to Council is to approve the Shopcoffee.co.uk / CoffeeWorld 3 year lease quote.

## Patchway Town Council

### GDPR Policy and Privacy Notice

This privacy policy will explain how Patchway Town Council uses the personal data we collect from you when you use our website, email or telephone the council.

#### **Topics:**

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What is your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

#### **What data do we collect?**

The Council collects the following data:

Personal identification information (Name, email address, phone number, etc.)

#### **How do we collect your data?**

You directly provide Patchway Town Council with most of the data we collect. We collect data and process data when you:

Register online or place an order for any of our products or services.

Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

Use or view our website via your browser's cookies.

Emails into the office

Visitors Book

**Patchway Town Council may also receive your data indirectly from the following sources:**

The Electoral Register

#### **How will we use your data?**

Our Council collects your data so that we can:

Respond to queries

Email you regarding Town Council news.

## Patchway Town Council

### GDPR Policy and Privacy Notice

To contact a company

To respond to a member/ member of public/ staff

To share your information with other organisations, with your permission.

How do we store your data?

Our Company securely stores your data online on our database.

Patchway Town Council will keep your personal contact information for a six-monthly period, or otherwise specified. Once this time period has expired, we will delete your data by secure removal from our systems.

#### **What is your data protection rights?**

Patchway Town Council would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Patchway Town Council for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Patchway Town Council correct any information you believe is inaccurate. You also have the right to request Patchway Town Council to complete the information you believe is incomplete.

The right to erasure – You has the right to request that Patchway Town Council erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Patchway Town Council restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Patchway Town Council processing of your personal data, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [clerk@patchwaytowncouncil.gov.uk](mailto:clerk@patchwaytowncouncil.gov.uk)

#### **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

#### **How do we use cookies?**

Patchway Town Council uses cookies in a range of ways to improve your experience on our website, including:

Keeping you signed in

Understanding how you use our website

There are a number of different types of cookies, however, our website uses:



## **Patchway Town Council**

### **GDPR Policy and Privacy Notice**

Functionality – Patchway Town Council uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Patchway Town Council uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Patchway Town Council sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

#### **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### **Privacy policies of other websites**

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### **Changes to our privacy policy**

Patchway Town Council keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 January 2019.

#### **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protections rights, please do not hesitate to contact us.

[clerk@patchwaytowncouncil.gov.uk](mailto:clerk@patchwaytowncouncil.gov.uk)

#### **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

PATCHWAY TOWN COUNCIL

DRAFT

Subject	Risk No.	Risks Identified	Probability	Impact	Total	Controls
Councillors	1	Unfilled vacancies	3	1	3	Encourage standing for election. Fill vacancies with co-option if required but promote standing for election as it is a criteria for power of competence. Councillors to sign code of conduct upon appointment and to receive training. Published process for reporting and investigating alleged breaches of the code of conduct.
	2	Council being inquorate	1	1	1	
	3	Fewer than two thirds of councillor being elected	1	2	2	
	4	Breaches of councillor code of conduct	2	2	4	
Business Continuity	5	Council unable to continue its operation due to unexpected or tragic circumstances	3	3	9	Business Continuity Plan has been ongoing. Charlton Hayes Parish Split will reduce the tax base by 44.5%. Business interruption insurance cover.
Precept	6	Non submission of Precept Form on time	1	1	1	Ensure Precept is set each January. Clerk to confirm submission and its safe receipt by SGC. Precept income shown in finance reports to council.
Financial Records	7	Inadequate records	1	1	1	Designated Responsible Finance Officer. Internal Controller checks to be introduced. Internal Audit Reviews. Annual External Audit. Maintain and review Financial Regulations.
	8	Financial irregularities	1	2	2	
Bank and banking	9	Inadequate checks	2	2	4	Financial regulations cover banking, payments, cheques and reconciliations. Monthly payments and reconciliations reported to council. Confirm and appoint sufficient signatories/authorisers. Investment policy and regular review to protect public money
	10	Bank mistakes	1	2	2	
	11	Loss	1	1	1	
	12	Changes	1	1	1	
	13	Loss of signatories/authorisers	1	2	2	
Cash/Loss	14	Loss through theft or dishonesty	1	2	2	Financial regulations. Internal Controls and Audit. Insurance cover arranged.
Litigation	15	Potential risk of legal action being taken	1	2	2	Public and Employers liability insurance cover in place. Advice taken from insurers and insurance broker.
Reporting and Auditing	16	Inadequate reports	1	1	1	Scheduled financial reports from RFO. Engagement of professional accountant as required to support end of year accounts. Submission of records to auditors. Inspection of site. Notice given of public inspection period. Matters raised by auditor fully responded to. Internal auditor tests and reviews processes and makes reports to council with recommendations.
	17	Failure to carry out Internal and External Audits	1	1	1	
	18	Failure to meet timetable for publication and inspection	1	1	1	
	19	Objections to annual accounts	1	1	1	
	20	Goods not supplied but billed	1	2	2	
Billing and Debts	21	Incorrect invoicing	1	2	2	Checks made in accordance with Financial Regulations. Bills and invoices presented with cheques for signature or initialling of authorisation record if payment has been made electronically.
	22	Cheques payable incorrect	1	1	1	
	23	Loss of stock	2	2	4	
	24	Unpaid invoices	1	2	2	
Powers to spend	25	Lack of authority to incur expenditure	1	1	2	Council hold General Power of Competence.
Grant Conditions	26	Adherence to grant terms and conditions	2	2	4	File to be held on grants. RFO to ensure grant conditions are adhered to. Monitoring reports supplied to funding bodies. Key implications drawn to attention of councillors.
Committed Sums	27	Lack of deliverable projects to utilise monies	2	2	4	Projects to only be funded by grants from 2023/2024, due to the reduction in Council Tax Base.
Procurement	28	Work awarded incorrectly	2	2	4	Dependent on the value concerned Financial Regulations require specified numbers of quotation to be obtained or complete tendering to be used in accordance with Public Contracts Regulations 2015
	29	Overspend	2	2	4	
Salaries	30	Salary paid incorrectly	1	2	2	Salary payments are calculated from contracted spinal column points, payment of expenses approved and supported by receipts Payments appear on the monthly payments list presented to council for approval. NI and Tax due calculated using HMRC Real Time Information system and shown in Annual Return. P60 and P11D forms issued to employees as applicable. Records subject to check by Internal Controller, Internal Audit and External Audit. Payments due made if monthly meetings do not take place in order to ensure contractual obligations are met.
	31	Wrong hours/rates paid	1	2	2	
	32	Payment of expenses	1	1	1	
	33	False employee	1	1	1	
	34	Wrong deduction of NI or Tax	1	1	1	
	35	Unpaid NI & Tax contributions to HMRC	1	1	1	
Employees	36	Loss of key personnel	2	2	4	Business Continuity Plan. Insurance cover regards to fraud. Clerk as the Proper Officer advises council, supported to be in membership of SLCC and to become CICLA qualified. Health and safety policy and working practices monitored and staff issued with adequate direction, protective clothing and safety equipment. RFO ensures monthly payments and annual returns made to pension providers. Sickness monitored and referral to occupation health if required
	37	Fraud by staff	1	2	2	
	38	Actions undertaken by staff	2	2	4	
	39	Health and safety breaches	2	2	4	
	40	LGPS cessation cost when last active members leaves	1	1	1	
	41	Excessive sickness or accident	2	2	4	



PATCHWAY TOWN COUNCIL

Approved January 2023

1	Risk No.	Risks Identified	Probability	Impact	Total	Controls
Election Costs	42	Costs of poll conducted for contested elections	2	2	4	Earmarked reserve maintained to cover the cost of charges made by SGC when it conducts an election when seats on the council are contested in a normal year or through bye-elections.
VAT	43	Failure to reclaim VAT.	1	2	2	Financial Regulations to be adhered to. VAT paid to be recovered. Expenditure reports and accounts to show sending net of VAT. Records subject to inspection and audit.
Minutes, Agendas and Reports	44	Failure to charge VAT where applicable.	1	2	2	Clerk acts as Proper Officer responsible to production of agendas and minutes which meet legal requirements and reflect best practice. Clerk supported to be in membership of SLCC and to become CCLA qualified. Minutes to be approved and signed at the following council and committee minutes. Notices placed on council noticeboards and website. Chairs and Vice Chairs trained and supported to conduct business as per Standing Orders.
	45	Failure to produce and display agendas on time	1	2	2	Members register disclosable interest. Clerk publishes these and makes them open to inspection.
	46	Minutes not approved and signed	1	1	1	Members sign a declaration of interests book at meetings where specific items relate to their interests. Members are encouraged to declare non-pecuniary interests which they may not be legally required to declare. Advice available from the Clerk, SGC Monitoring Officer and ALCA. Protocol followed that those identified. Broker used to obtain specialist cover customised for local councils. Better value achieved through broker searching the market and using multi-year policies. Internal Controller checks and Internal Audit review of insurance processes. To make sure that all liability insurance are up to date. Council is registered with the Information Commissioner and has a Data Protection Policy approved by council and published.
	47	Files not maintained	1	1	1	Clerk ensures that information is published in accordance with the Transparency Code agreed by council. Clerk assesses work required to meet any FOI request and advises Chair of Council where the request would result in many hours of work and can legally refuse a request in defined circumstances, such as where information is exempt from disclosure being of a personal nature or commercially sensitive. Advice available for SGC Monitoring Officer, SLCC and ALCA.
Members Interests	48	Business not conducted in accordance with Standing Orders	2	2	4	Asset Register updated annually and when new purchases or disposals occur. Insurance provision checked. Secure and locked filing cabinet used. Buildings alarmed. Grounds equipment securely locked and alarmed. Assets include mowers, van, truck, laptops, PC, hearing loop, screen, projectors and other checks carried out and recorded at regular intervals. Immediate hazards repaired or closed. Programmed maintenance carried out at set intervals such as tests of electrical and fire safety equipment. Planned maintenance schedule under review. Legionella testing undertaken and scoring reduced from '6' to '4'. Spillages to be cleaned up as and when to avoid possible fines.
	49	Disclosable Member interests not recorded	1	2	2	Locations inspected and insured. Repairs and maintenance carried out as required.
Insurance	50	Conflicts of interest occurring without disclosure	2	2	4	Locations inspected and insured. Keys held by Parish Council office. Repairs and maintenance carried out by staff or contractors.
	51	Potential for public concern at potential conflicts of interest	2	2	4	Locations inspected and insured. Specialist inspectors and contractors used as required. Log of maintenance issues is maintained. Facilities closed off if an immediate hazard occurs. Specify if the risk is from the equipment damage or the equipment failure.
	52	Inadequate insurance cover	2	2	4	Locations inspected and insured. Specialist contractors used as required. Log of maintenance issues is maintained. Facilities closed off if an immediate hazard occurs.
Data Protection	53	Claims disputed	2	1	2	Inspected weekly and replacements and repairs carried out where necessary
	54	Insurance premiums become excessive	2	1	2	Town Hall is made available for meetings and is accessible.
	55	Injury to volunteers resulting in claim	2	2	4	Records including historic records, leases, contracts and staff records are secured in securely in The Cloud. Building alarm system installed and used.
Freedom of Information and Transparency Act	56	Failure to register	1	1	2	Electronic records stored on council computer. Back-ups of the files taken and stored in a cloud system at least once a day. Building alarm system installed and used.
	57	Disclosure of sensitive personal data	1	1	2	
Assets	58	Failure to meet requests made under Freedom of Information Act	2	1	2	
	59	Failure to publish required information under the council's transparency code	1	1	2	
	60	FOI requests become unduly burdensome and costly to meet	1	2	2	
Maintenance	61	Loss or Damage	1	2	2	
	62	Risk/damage to the property of third parties	2	1	2	
	63	Poor condition and spillages	2	2	4	
	64	Assets not be maintained so they are not fit for purpose	2	2	4	
	65	Loss of income or availability	2	2	4	
	66	Risks to users of council facilities and third parties	2	2	4	
	67	Legionnaire Bacteria	1	2	2	
	68	Risk/damage/injury to third parties	2	2	4	
	69	Road side safety	2	2	4	
	70	Risk/damage/injury to third parties	2	2	4	
Play and Sports Areas	71	Road side safety	2	2	4	
	72	Risk/damage/injury to children	2	2	4	
Street Furniture	73	Equipment failure and lack of availability	2	2	4	
	74	Damage/loss of use of pitch	2	2	4	
Dog and Waste Bins	75	Risk/damage/injury to third parties	2	2	4	
	76	Road side safety	2	2	4	
Meeting Location	77	Failure to empty bins	2	2	4	
	78	Cost of emptying and replacing bins	2	2	4	
Council Paper Records	79	Inadequate and inaccessible premises for council, committee and public meetings	1	2	2	
	80	Loss through theft, fire or damage	2	2	4	
Council Electronic Records	81	Loss through theft, fire or damage	1	2	2	
	82	Corruption of computer	1	2	2	



## **Patchway Town Council Safeguarding Children and Young People and Vulnerable Adults Policy**

**Patchway Town Council** provides the following activities:

- Town celebrations to celebrate National Events
- General day to day running of the Town including Town Meetings

Whilst these do not include direct services or support for children, young people and vulnerable adults **Patchway Town Council** recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

**Patchway Town Council** is committed therefore to ensure that the whole Council, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

### **Safeguarding and promoting the welfare of children means:**

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

*(Working Together to Safeguard Children 2013)*

### **Abuse can take various forms:**

- Physical
- Emotional
- Neglect
- Sexual

All **Patchway Town Council** activities with children are run with the parents or carers of the children present. Volunteers and Management Committee members are not permitted at any time to be alone with children.

All **Patchway Town Council** volunteers and members and those who participate in activities run by the organisation are inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.

**Patchway Town Council** will ensure all who are arranging events on their behalf are made aware of this policy.

### **Definition of Vulnerable Adults**

Someone 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm'

No Secrets: Department of Health, March 2000

This means that not all adults are vulnerable but some may be vulnerable at times and others will be vulnerable all the time. It is important to talk to the appropriate people (in South Gloucestershire this is the Adult Customer Service Desk in the Children, Adult and Health Department of the Council).

Adopted On: January 2023.

Review On: January 2024.

### **Definition of Abuse**

"Abuse is a violation of an individual's human and civil rights by any other person or persons"

No Secrets: Department of Health, March 2000

### **Abuse includes:**

- physical abuse, hitting, slapping, punching, burning
- sexual abuse, rape, indecent assault, inappropriate touching
- emotional abuse, belittling, name calling,
- financial or material abuse, stealing, selling assets
- neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- discriminatory abuse (including racist, sexist, based on a person's disability and
- other forms of harassment)
- institutional

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

### **Advice and information**

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information contact 01454 868007

### **Reporting Concerns**

**If a crime may have been or is being committed contact the Police on 101 or 999**

Volunteers and members should report any concern that they have about a child or vulnerable adult to Town Clerk, who will contact the SGC Team below.

Members of the public can follow the instructions below:

### **Children and Young people.**

Contact South Gloucestershire Council's First Point Team on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165

### **Vulnerable Adults**

**To raise a concern contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.**

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

### **Record Keeping**

If a concern is raised this should be documented and sent through to the office of **Patchway Town Council.**

### **Managing allegations against staff or volunteers**

Any allegation will be fully investigated and **Patchway Town Council** will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Adopted On: January 2023.

Review On: January 2024.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

### **Review of This Policy**

**Patchway Town Council** will review this policy annually.





# PATCHWAY TOWN COUNCIL



## Financial Procedures

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## **INTRODUCTION**

Patchway Town Council has developed a raft of financial procedure documentation detailing the procedures to be followed in processing transactions on the various financial systems. This document is in line with best practice recommendations from our Internal Auditor and will protect the council and its employees in the event that any untoward activity occurs either willfully or by accident. This document will act as a guide to councilors and staff on how to effectively manage and use the council's own financial procedures.

### **1. Purchasing**

#### **a) Purchase Order Forms**

Patchway Town Council operates a purchasing system whereby an official order is raised and agreed by the Town Clerk before any order is placed. This is to ensure that there is sufficient enough budget for the items and that the council's money is being spent in the best possible way. These orders will then be sent to the supplier who will then subsequently return an invoice quoting the purchase order number on. The invoice will then be checked by the Responsible Financial Officer (RFO) for accuracy and signed accordingly. Once the goods have been received the invoice will also be signed as above.

#### **b) Inputting the invoice**

The invoice will then be put into the RBS Omega financial software and carry out the following using the purchase ledger.

- This can be found by logging into the RBS Software and on the left-hand side menu there is an option which will say 'Omega', double click this then 'Purchase Ledger', and click on 'Enter Invoice'.
- You then enter the invoice into the boxes on the software lifting the information from the supplier's invoice. The software will display a reference number which will then need to be written onto the invoice and filed in that order.
- Once the invoice details have been inputted and the correct VAT code applied on the system, the person inputting has to code the NET figure (cost to the council) using centre and nominal code. (N.B: The centre is the place in which the payment relates to i.e. establishment, scott park etc) and the nominal code is the budget heading it relates too (i.e. janitorial, maintenance). Once these codes have been added, they should then be written onto the invoice in order to track the spend. The person inputting should click save and complete the process for all invoices that need to be input.
- Once all invoices have been input, the person inputting should click on the left-hand menu 'post invoices', this will then process the invoices that are due for payment. The report should be printed off and filed into



the RBS trail file located in the Finance cupboard. That completes the purchasing procedure for all invoices that are to be paid.

- If the supplier you are inputting the invoice for doesn't appear on the supplier's list, you will have to create them a new code.
- Click the three dots next to 'supplier' and clicking the word 'create'. The code should be three letters followed by '001' which relates to the supplier, i.e. Patchway Town Council will be PTC001. The short name, long name, VAT number and company address should all be input as well on the same screen.

### c) Paying Invoices

When the invoices are due to be paid at the meeting of the Full Council, the RFO should produce a list of invoices to be paid. This can be found on the RBS Omega software under 'Omega' // 'Purchase Ledger' // 'Ledger Reports' // Unpaid Invoices. In this report, the RFO will find all of the items that are listed to be paid and how much is due. If Patchway Town Council has the General Power of Competence, the RFO can just use this report to authorise payments at the council meeting. However, if the council does not have the General Power of Competence, then the power to spend for each item will have to be added accurately. This report is then sent to councillors and is a standing item of the full council agenda to authorise the spend. If councillors authorise the spend, then the preferred payment method is by using NatWest Bankline for BACS.

However, some smaller suppliers will only be paid via cheque. The procedure note below documents how Patchway Town Council should be paying invoices and the authorisation required to do so. The reference for any BACS payment will be a number format which reflect the month and year in which the payment was made, i.e. a payment made in January 2020 will carry its own reference of '01-20-001'. The reference for the cheque payments should always be the cheque number on the payment list. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

### d) Procedure Note for Financial Checks

Under *Accounts and Audit regulations 2015* responsibility for financial governance lies with councillors. Patchway Town Council must demonstrate and carry out good practice measures to prevent and detect fraud and corruption.

#### Authorisation of Invoices

- **Check invoice for PAYEE name** – Does this agree with the cheque or BACS name?
- Check the **amount on the invoice** and check it **correlates with the cheque or BACS value?**

**When you are satisfied payee and amounts are correct:**

- **INITIAL** the payment schedule
- **INITIAL** the invoice by the 'Councillor Stamp' and date the signature
- **SIGN** cheque or sign into NatWest Bankline to **authorise payments**.

**In line with Patchway Town Council's standing orders, authorisation is as follows:**

- Any **BACS** payment needs **TWO members** to authorise
- Any **cheque** payment **below £1000** needs **TWO members** to authorise
- Any **cheque** payment **above £1000** needs **THREE members** to authorise

#### Online Payment Authorisation

Patchway Town Council make payment by BACS. This is helped by NatWest Bankline, where it lets two members sign in to **authorise payments**. Below is how members should be authorising BACS payment.

- Sign into NatWest Bankline
- Click on the '**Authorise Payments**' tab
- Read the **payment schedule** (emailed to members who are authorising)
- Check payments are the **same** on the **online payment portal** as they are on the **signed schedule**
- Click '**Authorise**' and follow the instructions on the screen.
- You will need to sign the invoices in line with the signed payment schedule once these payments have been authorised.

#### Authorisation of Salaries

As Patchway Town Council have a duty to pay their employees, this authorisation control differs from the payment authorisation. These payments will be made **via BACS** at least **three clear working days** before the employee's pay date. Below is how members should be authorising salary payments:

- Sign into NatWest Bankline
- Click on the '**Authorise Payments**' tab
- Make sure the total for the salary payments and other associated payments come to the total amount emailed to the members.
- Click '**Authorise**' and follow the instructions on the screen.

- You will need to sign the salary report, pension report and PAYE report, once the payments have been authorised.

#### **e) Paying Invoices on the RBS system**

Once the payments have been agreed and sent via the preferred methods, the RFO will have to 'pay' the invoices on the RBS system. This is done by going to 'Omega' // 'Purchase Ledger' // 'Pay Invoices' // 'Enter Payments'. This portal will allow you to remit payment. The RFO will search for the supplier the payment is for and then enter the payment reference along with the amount and then pay these using the 'pay invoice' button. If the balance at the bottom of the screen is '0.00' then the payment has successfully matched the invoices, if it doesn't then double check the figures on the invoice and payment schedule. Once the payment run is complete, the RFO will then print off the report and file in the RBS trail file.

#### **f) Direct Debits and Standing Orders**

For direct debits and any standing orders that Patchway Town Council have agreed too, these are usually input into the system using the purchase ledger as above. However, if it is a regular amount and will never change these can be input onto the system by clicking on 'cashbook' // 'standing orders' // 'standing order payments'.

### **2) Invoicing**

#### **a) The Invoice**

Patchway Town Council invoices regular hirers of facilities in advance of their booking in line with good practice. Due to the small amounts of income that Patchway Town Council receives, the process for invoicing is very straightforward. The invoices are run on a financial year consecutive basis with reference starting from '2019-20-001' and running consecutively. There is a master controls spreadsheet which all the invoices should be input onto. The invoice template is saved in the financial year folder under 'invoices. The template should be filled out in the highest detail with the VAT code being applied and the correct VAT amount being charged. These are then sent to the hirers for payment within 14 days in a PDF format.

#### **b) Inputting the receipts into the RBS software**

Once the invoice has been paid and is clearly shown on the bank statement, only then should the invoice be put into the system. It is bad practice to input the invoice when it has been created as if it is not paid, it will stay on the system until it is cancelled out. To input the invoice, the RFO will need to go to the 'cashbook' tab and click 'enter receipts'. This will take the RFO to the receipt portal where the screen is self-explanatory. After entering all the information, the RBS software will need to code that transaction. Similar to expenditure



coding however, all income codes are '1000'. Once the correct code is supplied, the transaction should be saved by clicking 'save receipt' // 'save slip'. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

### **c) Receipt Reporting**

After the receipts have been input using the 'cashbook' facility, the RFO should print off the report under 'cashbook reports' entitled 'receipt by name' and file this in the RBS trail folder.

## **3) RBS Omega Software**

### **a) Journals**

If a transaction is entered incorrectly and the amount is coded to the wrong code, then the RFO must re-code the entry. This can be done via a 'Standard Journal' on the RBS Omega Software which can be found 'Omega' // 'Management Accounts' // 'Journal Entries' // 'Standard Journals'. To find where the transaction has been coded to, click 'view nominal' on the bottom of the page whereby you can see every transaction for every code. Once the incorrect code is known and the new code is found, then the RFO must create a journal to rectify this. The best way for this is to enter the wrong code and centre first and CREDIT that code with the amount you're moving. In the 'transaction description', the RFO must state the action that is being carried out in fine detail. The RFO will then put the correct code and centre in and DEBIT that code with the amount. At the bottom of the page, the narrative should be written to describe what has been moved and why. This journal should then be posted and printed and signed off by the Town Clerk or a member of the council for scrutiny.

### **b) Bank Reconciliations**

At the end of each month, the RFO must reconcile the council's cashbooks and ensure they balance with the bank statement. To do this click on 'Omega' // 'Cashbook' // 'Reconciliation' // 'Update Reconciliation' and enter the date the reconciliation is too. It is best practice to reconcile one page of the bank statement at a time to ensure nothing is missed and a thorough reconciliation is carried out. The RFO can search by reference number or payment amount and then should go through the bank statement and reconcile both receipts and payments. If a payment does not appear, check the 'unpaid invoices' tab to see if it appears as it may have been entered wrong. If not, then enter the payment through the purchase ledger. Once the reconciliation is complete, the RFO should print off both reconciliation reports and file in the RBS trail folder. If the reconciliation does not balance, the RFO must investigate and ensure the payments match each other, even if the reconciliation has to be started again.

### **c) VAT Returns**

Patchway Town Council submits VAT returns quarterly throughout the year. Each transaction on the RBS system (if applicable) should have the correct VAT amount entered with the transaction. To process the VAT return, the RFO should go to 'Omega' // 'Management Accounts' // 'VAT Return' // 'Current VAT Return'. This will then display the VAT report for the period entered. The RFO will thoroughly check through all the transactions to ensure the VAT is correct and the council are only claiming what they should be. The RFO should then print off and sign the report and send to HMRC. If the council are on the MTD version (Making Tax Digital), the return can be submitted online by pressing the submit button.

### **d) Month End Processing**

After the bank reconciliation is complete and all cashbooks have been reconciled and filed, the RFO needs to change the month on the RBS system. This is simply done by going to 'Omega' // 'Management Accounts' // 'Change Month'. Once a month is closed down, no information for that month can be entered or altered, therefore all essential procedures need to be followed before the month-end processing such as printing all reports and reconciling the cashbooks.

### **e) Backups**

The RFO is responsible for ensuring that all RBS data is successfully backed up onto the system. This is done by going to 'Manage' // 'Database'. The RFO would then need to put the superuser password in and backup the software to the server or if unavailable a local PC. It is good practice to do this every time the RFO works on the software.

## **4) IRIS Payroll Software**

### **a) Payroll Input**

Patchway Town Council pays staff on or just before the 26<sup>th</sup> of each month using BACS. The council uses IRIS Payroll Software which is accessed on the RFO's laptop using a username and password. Once logged into the system, click 'Pay' to move to the payments tab. On this tab, the RFO can input people's hours and double check salaried payments and any deductions. This is the only tab where the RFO can check deductions, ensuring that any additional hours are calculated correctly and ensuring to submit HMRC reports.

### **b) Enter Variations**

The first tab is called 'Enter Variations' and by clicking on this, the RFO can enter all the hourly paid staff's hours as well as double checking the salaried staff's figures and inputting additional hours. Any backdated pay or deductions are listed and inputted in the 'Pay/Ded Name' box. If the person is hourly paid, the



number of hours they are claiming on their timesheet should be input into 'Hours' tab on the line which states 'Basic Pay'. If the person is salaried then the RFO would check the 'salary' box and proceed. Once the information has been input, the 'preview' button will show all of that employee's payslip. This is where the RFO should check all figures and ensure they are all correct and then click save to proceed to the next employee, where the process is then carried out until the very last employee. Once all the employees have been entered, the tab can be closed.

#### **c) Calculate**

In order to calculate the salaries correctly and ensure they translate to the report, the RFO should press the 'Calculate' button, which will automatically calculate what has been entered onto the system.

#### **d) Print Summaries**

Good practice would be to print the following summaries and file them in the payroll folder:

- Pension Summary by Employee
- Pension Summary by Fund
- Payroll Summary
- Pension Summary for Period.

Once these have been printed, the RFO can move onto the next step.

#### **e) Finalising the Payroll**

When the above reports have been printed off, the RFO should press the 'finalise' button to finalise the whole payroll and close down the month. During this process a real time submission will be sent to HMRC which will automatically tell them the council's employers' deductions and amount the council owe them. Once that step has been done, the RFO should print off the 'Payroll Summary' and 'P30 Report', which will detail the amount owing to each employee and the P30 report will tell the RFO how much is owing to HMRC. After both of those reports are printed and filed, the RFO should follow the on-screen instructions to close down the month and move into the next month.

#### **f) Alterations to the Payroll**

If there is any mistake or alterations to the payroll, before the payment is made then the RFO can click the employee on the left-hand tab and then click 'Undo Payroll'. This will undo the current period for that employee and will delete all entered information for that month. The RFO would follow the on-screen instructions to roll back the period and enter the new details and confirm this on the



system. This may prompt the RFO to produce new pensions and PAYE reports, which should supersede the previous reports. If the payment of the salary has been made already, the difference should be worked out and then either paid back to the employer or given to the employee in the next period.

#### **g) Year End**

At the end of March and after the payroll run has been successfully completed for month 12, the RFO should perform the year end processing. This can be found under the 'yearend' tab and is a self-explanatory guide to the close down for the system.

#### **h) Pension Deductions**

Patchway Town Council and their employees are members of the Local Government Pension Scheme and Patchway Town Council is contractually obliged to pay this. The 'Pension Summary' reports by fund are key to this process. The council's payment is worked out on the Avon Pension Fund Website through a form called the LGPS50, which is a calculation of pensions, pension percentages and pensionable pay. The RFO should log in using the username and password and search for the relevant form (LGSP50). The form should then be populated from the 'Pension Summary' report and filled out accordingly. When it is submitted, the RFO should print out the LGPS50 form and file it in the payroll folder. The ICONNECT summary should also be entered onto a different website, which details the pensionable pay and the employer's deductions for the period.

#### **i) HMRC Deductions**

The automatic deductions are submitted from the payroll software, but the payment isn't. The P30 summary will show the amount that the council owe for that period.

#### **j) Payslips**

Patchway Town Council should aim to give employees their payslips at least 5 working days in advance of receiving the payment. These are printed off from the system under the 'print payslip's tab and are printed onto the perforated slips that are located in the RFO's desk. These should be printed and sealed in an envelope for each employee. The RFO should retain a copy of this and file it away.

#### **k) P45's**

When an employee leaves Patchway Town Council, they should be given a P45. These can be found on IRIS under 'Reports' // 'Employee Reports' // 'P45 Online' and should then be given to the employee in a sealed envelope.

#### **l) P60's**

Patchway Town Council's employees must receive a P60 at the end of each tax year. These can be found on IRIS under 'Reports' // 'Year End Report' // 'P60 Data mailer' and print the report on the P60 paper.

Once all these steps are complete, the payroll should be paid via BACS on or around the 26<sup>th</sup> of each month.

1



Key  
 Pending  
 Implemented  
 Fully Complete

This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the budget document.

This table will show the anticipated implementation dates of the plan and provides the residents with all the information in one table.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre Scott Park Pavilion Project	Maintenance of Sports Equipment Upgrade and install exercise equipment Compound Container Charlton Hayes The Parade Rodway Road Tree Survey Play Area Strategy The Town's Planters Allotment Container Tree giveaway project. Local Nature Action Plan Wildflower Meadows	Challenging SGC on pavement parking. Road Surfacing	Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets.	Local Council Award Scheme Review of all Governance Documents	Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity
2022/2023	Redevelopment of Patchway Community Centre Scott Park Pavilion Project	Tree Planting Wildflower Meadows Tree Pruning in Patchway Open Area Signage Tree Survey for all areas Tree giveaway project. Local Nature Action Plan	Bus Shelters Christmas Lights Road Surfacing Benches for Charlton Hayes	Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets. Housing.	Local Council Award Scheme Review of all Governance Documents	Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity
2023/2024	Priority Projects Responsible Committee	Outside Areas Parks and Planning Scott Park Access Gates Scott Park Lighting Tree give away project. Local Nature Action Plan	Planning in Patchway Parks and Planning Road Surfacing Revamping The Parade	Community Engagement Full Council Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets.	Finance, Democracy and Governance Finance Committee Review of all Governance Documents	Human Resource and Management Personnel Committee Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity



**Clerk**

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**From:** Michelle Berry <mberry@spacegroupuk.com>  
**Sent:** 06 January 2023 11:50  
**To:** Clerk; Deputy Clerk; Tom Partridge (tom.partridge@thebushconsultancy.com); David Wolstenholme  
**Cc:** luckden1965@hotmail.com; Jess  
**Subject:** Extraction at Cafe  
**Attachments:** JQEP3515.JPG

Good morning all,

Following on from our earlier correspondence below and having visited 'Snack Attacks' café at Norman Scott Park Pavilion yesterday, I can advise the following:

At our initial meeting in July, it was advised that the Architects drawing provided was speculative, with no menu's in place at the time as the operators were yet to be appointed so you were open for us to design accordingly, based on a typical high street style brand café operation, with the idea of cooking with a convection oven and regen of foods, much like a 'Costa'.

Limited budgets together with limited head heights due to structural ring beams on external wall meant a full extraction system was not an option and therefore the final design was agreed (and fit for purpose based on the equipment within our design) and the fume filtration canopy approved as acceptable by you on 19<sup>th</sup> July 2022.

It has now become apparent that the appointment operators (Denise and Mike, cc'd) do not provide this type of food offering, everything is cooked fresh to order with a menu offering a large amount of fried items and as such, the canopy is not fit for purpose for the operator. They are currently using a twin tank countertop fryer below the existing filtration canopy (the fryer operates on 2 x 9kW and the induction top we provided is on 3kW therefore exceeds the max total 9kW advised as suitable underneath these types of canopies and will also void the warranty). In addition to this, they are using a griddle to fry eggs and proteins etc. to the right hand side of this, without any extraction overhead. Please refer to attached photo for existing set up.

In light of the above, the solution to this would be to install a full extraction system suitable for the equipment underneath in order to extract the grease and fats appropriately however, I have some concerns due to building limitation mentioned above as well as budgets therefore I have referred to my local extraction specialist (based near Ashton Gate) and asked for advice and a budget cost in the first instance. If this cost seems reasonable for you to proceed, I will arrange for our specialist to attend site to survey and firm up with drawings etc.

We also designed a 2 group barista coffee machine and services were provided based on this however, at present the operators are using a non-commercial unit. Please advise if you wish for me to provide further details of coffee machine equipment suppliers as the 'Sage' unit on site will not be fit for purpose in the long term.

I also noted whilst on site that the upright fridge and cleans /storage racking has been relocated to another room on site to accommodate the additional cooking equipment and a table has been place where these items were – this is fine in itself however, the purpose of the racking was for cleans crockery and basket storage for the dishwashing area so is not how we had designed for ease and speed. If you need us to review and retro fit additional stainless steel basket shelving above the sink, please advise. Likewise, if a 2 door undercounter refrigerator would be preferred under the table for speed and ease of refrigerated storage of foods to be cooked, please advise.

I'll come back to you asap once I have received a response from our extraction specialist and any queries in the interim, please do get in touch.

Many thanks and kind regards,

Michelle

## Clerk

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**From:** Michelle Berry <mberry@spacegroupuk.com>  
**Sent:** 10 January 2023 15:53  
**To:** Clerk; Deputy Clerk; Tom Partridge (tom.partridge@thebushconsultancy.com); David Wolstenholme  
**Cc:** Deputy Clerk  
**Subject:** Extraction at Norman Scott Cafe - Budget Costings

Good afternoon Jack,

Following on from our earlier correspondence shown below, I can now provide budget pricing for the appropriate extraction system as follows and note we've assumed extraction will be directly through the wall to the rear of the canopy. There are 2 options with a) assuming that we can simply reutilise the Xpelair type fan on the right hand side as the main extract fan for the canopy (b) assuming that whilst we will be able to reuse the wall sleeve, we will need a new fan on the outside.

Pricing has been included to provide stainless steel cladding to the rear of the canopy which we are hoping we can simply apply over the top of the whiterock hygienic wall cladding.

Please note that this is not best practice as the whiterock can deform if heated to high temperature causing the stainless steel and fall off the wall. That said, removing whiterock is difficult (especially given these walls are relatively new) however, the temperatures should be relatively low so it is probably a pragmatic solution to leave it in place.

We have assumed that the Xplair fan on the left hand side will be retained to provide supply air.

If this meets your approval and you would like us to proceed with a full site survey from our extraction specialists, please advise. Following this we will issue a formal quotation for your consideration.

I hope this makes sense and is satisfactory however, any queries please do get in touch.

Many thanks and kind regards,

Michelle

### Strip Out

- Strip out and properly dispose of old canopy and or ductwork:
  - (a) As part of a single visit to fit the full system. **£195.00**



Wall style extraction canopy measuring 2200 x 1000 x 500 mm featuring: £3884.00

- Made from 304 grade dull buff stainless steel sheet with protective plastic coating,
- 50 x 25 mm grease channel with fully-welded corners and easy-clean grease collection cups
- Full-length, liquid-tight triangulated extraction plenum containing
- 3 no. removable, polished stainless steel baffle filters suitable for cleaning in a commercial dishwasher

Lighting for the above canopy featuring:

- 3 no. IP65 rated, 8.5W LED downlights to generate approximately 500 lux at the work surface
- Pre-wired with heat resistant cable for connection to the local lighting circuit by others.

Stainless steel wall cladding for the above canopy featuring: £466.00

- Dull buff stainless steel sheets and polished stainless steel joint strips
- Cladding behind cooking equipment along full length of canopy measuring 2200 x 2000mm
- Coving section at floor/wall junction for easy cleaning.

Extract fan and ductwork - only if needed - including: £3252.00

- Budget price based on approximately 1 metres of duct complete with bends to be confirmed on site survey and detailed design
- Axial fan with appropriate speed controller.
- Design duty 0.5 m<sup>3</sup>/s

### Michelle Berry CFSP

Key Account Manager

01452 383000

07791 058578

DBS no: 001054014844 issued 25.01.22



Barnwood Point, Gloucester GL4 3HX

[www.spacegroupuk.com](http://www.spacegroupuk.com)



From: Clerk <clerk@patchwaytowncouncil.gov.uk>

Sent: 06 January 2023 12:00

To: Michelle Berry <mberry@spacegroupuk.com>; Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>; Tom Partridge (tom.partridge@thebushconsultancy.com) <tom.partridge@thebushconsultancy.com>; David Wolstenholme <djw@melrose-assoc.co.uk>





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## Patchway Town Council 70<sup>th</sup> Anniversary Celebrations

### Draft Event Plan

**Main Event: Saturday 1<sup>st</sup> July 2023 – Scott Park – 11am – 9pm.**

### A Platinum Party for Patchway

#### Scope

The purpose of this day of celebration is to unite the community of Patchway. Patchway Town Council was formed in 1953 and 70 years is a big moment for the Town. The Council here has represented generations of residents and this should be reflected in this one day celebration. The celebration should bring the community together, something Patchway is renowned for. This event will come off of the back of a very successful Jubilee celebration in Patchway, learning from key moments as well as incorporating other elements we feel the residents would like to see.

#### Main Stage

The stage will be the hive of activity. The Council should look to hire the same stage in which they did for the Jubilee event. The music will be provided by local musicians and tribute artists. It is envisaged that the music will start at 10:15am then play through all day with 45 minute sets. The music will reflect the 70 years from 1953, ensuring there is something for everyone. **In order to save budget, it would be agreed that the firework show be removed, thus saving £6000.**

Below is a draft plan of what the main stage can look like:

Time	Act	Quoted Cost
ALL DAY	Stage and PA System	£2355.00
11am – 12pm	Opening of PTC Facilities	N/A
11:15am – 12pm	Children's Entertainment	£140.00
12:15pm – 1pm	Mini Concerts ACT	£200.00
1:15pm – 2pm	Mini Concerts ACT	£200.00
2:15pm – 3pm	Children's Entertainment	£140.00
3:15pm – 4pm	Mini Concerts ACT	£200.00
4:15pm – 5pm	Children's Entertainment	£140.00
5:15pm – 6pm	Mini Concerts ACT	£200.00
6:15pm – 7pm	Mini Concerts ACT	£200.00
7:15pm – 8pm	Mini Concerts ACT	£200.00
8:15pm – 9pm	Mini Concerts ACT	£200.00
	<b>Total Estimated Cost</b>	<b>£4,175.00</b>

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### Seating Area

One area in which our events need improvement is the need for covered seating with tables. We have in the past two events hired one marquee however due to the attendance this hasn't been enough. We propose that the Council hires one large marquee as well as one smaller marquee with tables and chairs. The approximate cost for this would be **£1750**. This will keep people longer in the area if we can provide some shelter for them.

### Food and Drink

Usually at events, Patchway Town Council and Patchway Sports and Social Club work together to ascertain which vendors are coming and what needs to be brought in for the event. However, in recent years the promise of an outdoor bar hasn't come to fruition and the Jubilee event proved that we have a need for a more diverse range of food except from the usual burger and chips. We propose that the Patchway Sports and Social Club sell from inside their club as usual however the Town Council takes control of all external vendors. This means that the income will come directly to the Town Council. For this event, due to the timing in the year, we propose a pitch fee of £75 for each vendor.

Having these vendors placed around the event area would be beneficial as it would allow residents to access these whilst having full view of the stage. We anticipate that this would create an income of £750 for the Council. This also ensures no duplication of vendors, which has been an issue in previous years.

### Funfair

Jimmy Crole Fairgrounds will be providing us with a funfair from Friday – Sunday. The pitch fee will need to be discussed. In 2019, he paid **£750** for one day. It is likely, we can get around **£1500** for the three days.

### Security

Due to the event capacity, external security should be obtained as well as volunteers. We believe we can do this for **£850**.

### Local Stall Holders

A community market will take place with each pitch at £15 per person, with approximately 20 stalls for **£300.00**.

**Total cost for the Saturday event: £4225.00**

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**Other events for the 70<sup>th</sup> Anniversary Celebrations.**

- A Platinum Postcard for Patchway – Get young people (under 16) involved with drawing their Patchway on the front of a postcard and then adding a message about why they love where they live which can be stored in a time capsule, to be planted in Scott Park memorial garden to commemorate the 70th anniversary of the Town Council. Involve local schools, youth centre and scouts.
- Poem for Patchway – Get young people (under 16) to create a poem about what they like in Patchway and how they feel about their Town. Get these read aloud by the children on the day of the party.
- A Virtual History of Patchway – To create a story for online viewing which takes residents around modern Patchway showing them the historical sights and what they used to look like. Can be done by using Google My Maps as well as our website.

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**Patchway Town Council**

**Future Events Plan**

This proposal has been put together to guide Councillors through any occasions throughout the year which should be marked by an event or series of events. This will give the Council direction for the next year as well as allowing the office staff to formulate proper plans for all of these events, rather than planning at the last minute. It will also allow The Council to inform residents with enough time about what is happening in their Town.

**Already planned and/or actioned.**

- 1. Patchway Memory Wall – A wall for residents to put their own images on as a homage to the last 70 years in Patchway.

**February 2023 – School Half Term Week.**

- 1. Crafts for all ages at the Community Hub which will be funded from the £3450 in grants that have been received for these activities, thus making it cost neutral.. Theme around Valentines Day.

**March 2023 – Ongoing.**

- 1. Mother’s Day arts and crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities, thus making it cost neutral. The future of the ‘Community Hub’ will need to be decided on however these could run either within the hub or as an extra in the centre.
- 2. A Platinum Postcard for Patchway – Get young people (under 16) involved with drawing their Patchway on the front of a postcard and then adding a message about why they love where they live which can be stored in a time capsule, to be planted in Scott Park memorial garden to commemorate the 70th anniversary of the Town Council. Involve local schools, youth centre and scouts. The cost for this is **free**.

**April 2023 – School Holidays.**

- 1. Easte4 Crafts for all ages at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral. Theme around Easter.
- 2. The Patchway Easter Trail – Hidden around Patchway will be five large A3 easter bunnies, each with a letter on them. Residents have to go around the locations,

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answering a clue about the whereabouts and write down what each letter is. They then have to unscramble the letters to reveal the name of the Patchway 'Easter Bunny'. All entrants will be entered into a prize draw to win an experience from a local business. All entrants will also receive a small chocolate gift. The cost for this we expect to be around **£100**, which we would seek sponsorship for from a local business.

3. Poem for Patchway – Get young people (under 16) to create a poem about what they like in Patchway and how they feel about their Town. Get these read aloud by the children on the day of the party. The cost for this is **free**.
4. Easter Egg Drive – Just like the community giving tree, we will ask residents to help purchase easter eggs that we can give out in conjunction with schools, pre-schools, youth centre and other organisations to ensure no-one goes without during the harder times this year.

### May 2023 – King Charles III Coronation.

1. Encourage all residents to come together to celebrate this momentous occasion. Rather than the Council running an event, we should simply encourage residents to celebrate together in their streets. The Council can assist with road closures as well as information about the coronation. The Council will put up bunting around the Town which would be at a cost of £250 for the bunting.

### May 2023 – Half Term Week.

1. Workshops for all ages at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.
2. Sports Workshops on the Jason Franklin 3G Facility at Scott Park. These would be multi-sport workshops. The cost is £125 per workshop and the Council could run three in the week (Monday – Wednesday) for the cost of **£375**. We could look for sponsorship or a grant for this.

### July 2023 – A Platinum Party for Patchway.

1. 70<sup>th</sup> Anniversary Main Event in Scott Park. Event plan has been derived and considered separately to this item. Cost is estimated at **£4225.00**. This has been budgeted for in the 2023/2024 budget

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2. Jimmy Crole's Funfair attending Friday 30<sup>th</sup> June – Sunday 2<sup>nd</sup> July 2023 for all residents to enjoy. This will provide an income to the Council.
3. A potential circus if weather conditions allow for a long weekend. This will provide an income to the Council.
4. A Virtual History of Patchway – To create a story for online viewing which takes residents around modern Patchway showing them the historical sights and what they used to look like. Can be done by using Google My Maps as well as our website. The cost for this would be **free**.

### October 2023 – Half Term Week.

1. Spooky Crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.
2. Scarecrow Trail. Invite residents to take part in creating and adding a scarecrow to their front garden or window of their house. The Council office will give a list of themes and/or characters to the residents who then build their scarecrow around the theme. The trail maps are produced by the Council and residents can go around spotting the different scarecrows. The printing can be done in house at a low cost around £50.

### November 2023.

1. Fireworks to music event with activities for all ages to be held on Saturday 4<sup>th</sup> November 2022. The expected cost for this is **£6000** but will be offset by charging £5 per person entry as well as charging food and drink vendors. In 2022, 2345 tickets were sold at £2 each with children free entry. There were 1400 adults that paid for tickets. If the Council sell 1500 tickets that would generate an income of **£7500** which would pay for the event and have money to reinvest back into the Town.
2. Christmas Light Switch on and Christmas Market (Location TBC). This event should run as a small income to the Council with lessons learned from the successful 2022 switch on. Sponsorship by local businesses will be obtained also building on the success of the 2022 event.

### December 2023.

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1. Community Giving Tree – Inviting all residents to help those who may need help at this time of year. There are presents also left over from the 2022 event. This would be at no cost to the Council.
2. Santa's Grotto – Following on from the success of 2022, the grotto was very easy to do and satisfied a lot of residents. For the presents, we would use donated items as well as seeking sponsorship from businesses. This would be at no cost the Council.
3. Christmas Crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.

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### Patchway Winter Playscheme 2022

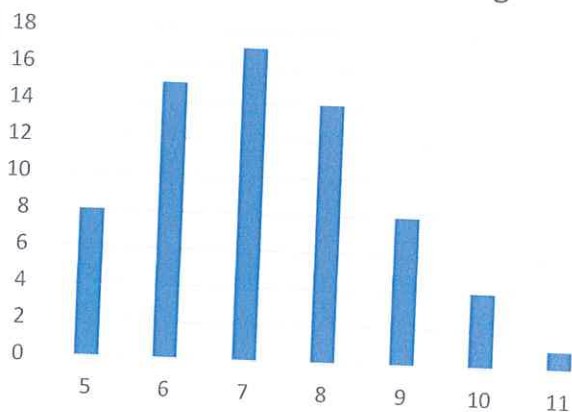
This winter we delivered our playscheme at Coniston Community Center for 4 days (19<sup>th</sup> – 22<sup>nd</sup> December 2022). We were able to have up to 40 children to attend each day. We had 1 young volunteer who is from Patchway and who had previously volunteered for us in the summer holidays.

Our sessions included arts and crafts and games. Bloodhound Education who run STEM sessions came in for 2 days. The children learned to build rockets from card and paper and also cars from Knex. They were then able to test them to see whose could go the furthest. All the children loved these activities. We also welcomed in Johnny's Magic show. The children loved watching his magic performance and taking part in games.

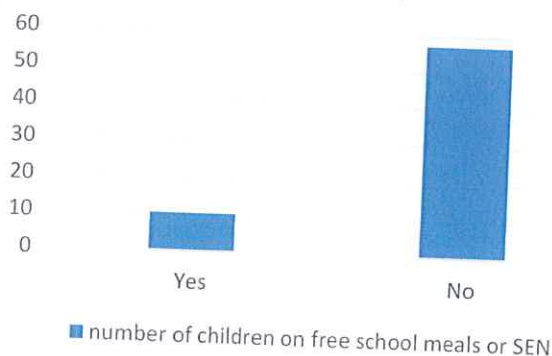
Every child received a free hot lunch each day which included cottage pie, Christmas dinner, sausages with chips and beans and pasta Bake. They also had fruit everyday as well as cakes on one day. The food went down really well. We continue to use Snack Attacks who are now in Scott's Park.

We had 67 different children from Patchway/Charlton Hayes who attended the scheme. The 67 children attended a total of 140 times (average of 2 days each). Below are some graphs showing the statistics for the children who attended. As you can see, the number of children eligible for HAF funding (free school meals or SEN) is very small. This will impact HAF funding going forwards.

Age of children attending

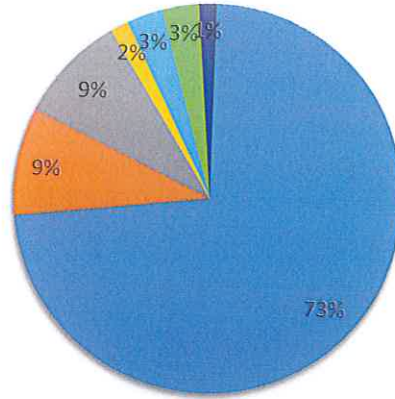


Number of children eligible for HAF funding





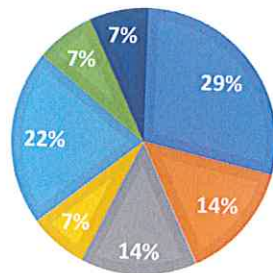
## Ethnicity



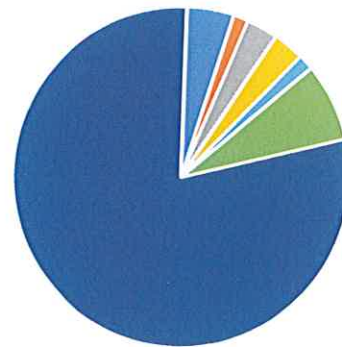
- White British
- White Other
- Asian / Asian British Indian
- Asian / Asian British Other
- Black or Black British African
- Prefer not to say
- Mixed Other

## ADDITIONAL NEEDS

- Autism
- ADHD
- Tourettes
- Dyslexia
- ?ADHD
- ?ASD
- ?ASD & ?ADHD



## Food requirements



- Vegetarian
- Gluten free
- Halal
- No beef
- No pork
- Allergies
- None

We had 14 children who attended from Patchway/Charlton Hayes with additional needs. We ensure that we have a pop up tent as a safe / quiet space, ear defenders and sensory toys available every day. In addition, the manager and myself spoke to every parent whose child had an additional need to ensure we could support them whilst attending the playscheme.





We had amazing feedback from parents:

'My son really enjoyed himself. Thank you so much'

Thank you for this great opportunity and all the hard work that you all put in to this scheme. My young person is already asking about the 'next time' 😊 he said the food was nice and the desserts were delicious 😊 Merry Xmas 🌲

'This is the first time my daughter has gone to something like this. I was worried she wouldn't stay but she loved it and I managed to get her booked in for another session on the last day which she also loved. Thank you all for your amazing work'





Report by Ternaya Cummings