

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 16<sup>th</sup> January 2024 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr D Lawrence (Chairman), Cllr S Scott, Cllr E Martin, Cllr R Loveridge, Cllr J James, Cllr N Field, Cllr A Morey, Cllr P Cotterell, Cllr P Knight, Cllr D Fry and Cllr E Gordon (19:02).

**In attendance:** J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk and RFO), Keith Walker (co-option candidate and Denise Lansdown (co-option candidate).

**Absent:** None.

**Members of the Public:** None.

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

#### **16/01/2024 - No 1. To receive questions from members of the public present.**

None received.

#### **16/01/2024 - No 2. To receive the applications for Co-Option to the Coniston Ward of Patchway Town Council.**

**a) To receive a short presentation from Candidate A on why they should be coopted onto Patchway Town Council.**

The Council received the presentation from Keith Walker. No questions were raised from Councillors.

**b) To receive a short presentation from Candidate B on why they should be coopted onto Patchway Town Council.**

The Council received the presentation from Denise Lansdown. Cllr E Gordon raised a question on the applicants eligibility to stand as a candidate which she stated that she meets the criteria as per the application form.

**c) To resolve to co-opt two candidates to Patchway Town Council.**

**RESOLVED:** It was agreed by a majority with one objection, to co-opt Keith Walker and Denise Lansdown to the Coniston Ward of Patchway Town Council.

**d) To receive the co-opted Councillors Declaration of Acceptance of Office.**

Keith Walker signed the Declaration of Acceptance of Office and this was duly signed by the Mayor, Cllr Dayley Lawrence, in the absence of the Proper Officer.

Denise Lansdown signed the Declaration of Acceptance of Office and this was duly signed by the Mayor, Cllr Dayley Lawrence, in the absence of the Proper Officer.

Cllr K Walker and Cllr D Lansdown joined fellow Councillors at the table (19:11).

#### **16/01/2024 - No 3. To receive any apologies for absence.**

The Council noted apologies from Cllr T Scott (personal reasons) and Cllr K Dando (unwell).





- b) To approve the recommendation that Patchway Town Council approves budget option two, setting the precept at £501,638 for the 2024/2025 Financial Year.

**RESOLVED:** It was unanimously agreed to approve budget option two, setting the precept at £501,638 for the 2024/2025 Financial year. The full budget documents will be published online at [www.patchwaytowncouncil.gov.uk/finance](http://www.patchwaytowncouncil.gov.uk/finance).

After the meeting, upon review of the budget when inputting into the RBS software, it became apparent that there was a calculation error within the budgeting spreadsheet that had been used. This meant that Patchway Town Council's budget will have a net deficit of £3,252 (Three thousand, two hundred and fifty two pounds).

The Locum Clerk, after consultation with the Responsible Finance Officer, detailed the above in an email to all Councillors stating that there would be no material loss to Patchway Town Council and the Council will still receive the agreed Precept of £501,638.

The Officers also outlined that the deficit could easily be funded from the 'Admin Staff Salary Budget' and based on historical spending over the last 3 years, there would usually be an underspend at the end of the financial year, which would also cover this.

Cllr S Scott and Cllr N Field left the meeting at 19:15.

**16/01/2024 - No 8. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 9th January 2024.**

The minutes were noted.

**16/01/2024 - No 9. Patchway Town Council Finance.**

- a) To approve the expenditure report for January 2024.

**RESOLVED:** It was agreed unanimously agreed to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Advanced Plumbing & Heating (Bristol) Ltd	Repairs to leaking underground pipes at Blakeney Road Allotment	£ 323.40	£ 64.68	£ 388.08	01-24-009
J&Sons Electrical Services	Supply & fit high level external sockets at NSP Pavilion	£ 371.83	£ -	£ 371.83	01-24-010
DCK Accounting Solutions Ltd	Accounts support & processing - November 2023	£ 292.50	£ 58.50	£ 351.00	01-24-011
South Gloucestershire Council	Commercial recycling collections - 1/1/2024 - 31/3/2024	£ 49.05	£ -	£ 49.05	01-24-012
Roman Glass Ltd	Replace broken double glazed unit at Callicroft House	£ 375.00	£ 75.00	£ 450.00	01-24-013
Society of Local Council Clerks	Fixed term RFO job advertisement	£ 486.00	£ 97.20	£ 583.20	01-24-014
Society of Local Council Clerks	Town Clerk job advertisement	£ 520.50	£ 104.10	£ 624.60	01-24-015
Murray Hire Centres Ltd	Alloy Tower scaffold hire for Callicroft House	£ 89.00	£ 17.80	£ 106.80	01-24-016
Origin Amenity Solutions Ltd	Line marker for sports pitches and hard surfaces	£ 456.45	£ 91.29	£ 547.74	01-24-017
Prolific Solutions Ltd	Photocopying - December 2023	£ 36.97	£ 7.40	£ 44.37	01-24-018
Society of Local Council Clerks	Safeguarding course for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	01-24-019
Jack Turner	Locum Clerk Work - January 2024	£ 1,500.00	£ -	£ 1,500.00	01-24-020
Jack Turner	Locum Clerk Work - Additional hours for budget / meetings - w/c 20/1/23 - 1/1/24	£ 2,175.00	£ -	£ 2,175.00	01-24-021
DCK Accounting Solutions Ltd	Attendance for budget review at Finance Committee on 12/12/2023	£ 340.00	£ 68.00	£ 408.00	01-24-022
Advanced Plumbing & Heating (Bristol) Ltd	Ballcock repair at NSP Pavilion public toilet	£ 65.00	£ 13.00	£ 78.00	01-24-023
J&Sons Electrical Services	Portable Appliance Testing at all Council premises	£ 150.00	£ -	£ 150.00	01-24-024
South Gloucestershire Council	Payroll one-off set up (£180) and December processing (£45)	£ 225.00	£ 45.00	£ 270.00	01-24-025
DCK Accounting Solutions Ltd	Accounts support & processing - December 2023	£ 292.50	£ 58.50	£ 351.00	01-24-026
ATDXtremeClean Ltd	Cleaning of Callicroft House and Pavilion - December 2023	£ 225.00	£ -	£ 225.00	01-24-027
Amazon Business	Robust case for replacement groundsperson mobile phone	£ 10.13	£ 2.03	£ 12.16	01-24-028
Amazon Business	Replacement (reconditioned) call-out mobile phone	£ 140.83	£ 28.17	£ 169.00	01-24-029
Amazon Business	Replace (reconditioned) mobile phone for groundsperson	£ 115.83	£ 23.17	£ 139.00	01-24-030
Steve Wiltshire (Safety Matters) Ltd	Fire Risk Assessments at Callicroft and Casson Centre	£ 285.00	£ -	£ 285.00	01-24-031
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for January</b>	<b>£8,554.99</b>	<b>£759.84</b>	<b>£9,314.83</b>	

- b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for November 2023.

The Council noted the financial statements for November 2023.

**16/01/2024 - No 10. To receive the Interim Internal Audit Report and address any actions required.**

The Council received the report from Auditing Solutions LTD, which had three recommendations arising. The below report from officers was noted:



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Care should be taken when publishing the 2023-24 Notice of Public Rights to ensure that the advert records only the requisite 30 working days.

This has been noted for the Financial Year ending March 31<sup>st</sup> 2024. The mistake was the inclusion of two extra days in the notice period.

Where invoices are paid in two (or more) tranches (deposit and final / further settlements) a copy of the original invoice should be placed on the "proceeded invoice" files in the month(s) of payment.

The RFO has ensured this is up to date for the current financial year and further split payments will now have an invoice per payment in the expenditure folder.

To ease the process of tracing invoices, both for staff and us, all invoices should record the Purchase ledger posting reference number, where applicable, and ideally be filed in sequential order of those reference numbers.

This has been referred to the contract accounting team to ensure this is followed. The RFO will also check the records after each monthly visit.

**16/01/2024 - No 11. To consider marking the life of Freeman of Patchway, Lewis Gray.**

The Deputy Town Clerk introduced this item. Sadly, in December 2023, Patchway lost one of its greatest public servants of all time, with the passing of Lewis Gray. Lew devoted his life to public service and we believe it is only right the below is actioned to celebrate his life and to allow his legacy to live on in Patchway.

The Officers are recommending marking his life through the below ways:

- 1) To name the boardroom 'The Lewis Gray Boardroom' and to commemorate this with a plaque and large framed picture on the wall inside the Chamber.
- 2) To plant a Cherry Blossom Tree at the front of Callicroft House to remember Lew.

**RESOLVED:** It was unanimously agreed to approve the above recommendation with the caveat that other trees are researched by our Ground Staff prior to planting. These will be dedicated in a ceremony as part of the Annual Town Assembly on Monday 29th April 2024.

Cllr K Walker spoke about the poem written by himself in the Order of Service and whether this could also be included as part of the memorial. The Chairman thanked Keith for his offer and this would be added to the memorial.

**16/01/2024 – No 12. To consider the quotation report on improving CCTV on Rodway Road.**

**RESOLVED:** It was unanimously agreed to approved the quotation from Advanced Security Systems for the price of £2558.00 exc VAT. The Council noted the report and that this will greatly improve security for the residents of Patchway.

**16/01/2024 – No 13. To consider Patchway Town Council's response to South Gloucestershire Council's Consultation on the Local Plan.**

The Chairman advised Councillors to respond to the plan individually. Councillors raised there displeasure at the lack of consultation within the Patchway area and concerns over the accessibility of the local plan for those who do not have internet access.

**16/01/2024 - No 14. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

a) **South Gloucestershire Councillors report on items relating to Patchway.**

No reports were received. Cllr E Gordon requested that the District Councillors send a written report for future meetings, where they cannot attend, which the Deputy Town Clerk will action.

b) **Patchway Town Council Events.**

The events working group are meeting later in January to look at some proposals. The



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Deputy Clerk stated that the Officers will run another 'Easter Egg Wall' competition at no cost to the Town Council, using donations from within the community.

**c) Friends of Patchway Twinning Group.**

The Council noted the update report as below:

Patchway Town Council officers have been progressing plans for the three 2024 Youth focused twinning including a welcome return for a Patchway Community School group of students accompanied by teachers to visit Gauting in June 2024.

*Since October 2023, progress as below:*

*25/3/2024 – 29/3/2024 - Visit from Clermont to local area including Patchway: 24 students aged 13-14 and three teachers.*

*Plans are being finalised for the group to explore Bristol and surrounding areas including one day at Patchway Community School. To include Civic welcome at Callicroft House Centre with Mayor, Town Councillors, Chair of South Gloucestershire Council, Freeman of Patchway and Friends of Patchway Twinning. A dinner has been offered for all at Norman Scott Park. The whole group is staying at Westbury, nr Bath so there are no requirements for local hosts.*

*11/05/2024 – 17/05/2024 - Visit from Gauting to Patchway: 10 students and two teachers.*

*Plans continue for Civic welcome at Callicroft House with Mayor, Town Councillors, Chair of South Gloucestershire Council, Freeman of Patchway and Friends of Patchway Twinning. A lunch provided for all and maybe a talk given about Patchway. Hosts for 8 students and 2 teachers being sought.*

*03/06/2024 – 09/06/2024 Visit from Patchway to Gauting: 8 students and two teachers.*

*The officers of Patchway Town Council have secured a grant for £1500.00 from Almondsbury Charity for this exchange and are awaiting the release of these funds in early 2024. Travel has been secured for the party and a further £100 in funding received through Friends of Patchway Twinning leading to a total of £1600.00 in funding meaning the visit incurs no cost to the Council with a total travel cost of £1,557.95.*

*Officers are liaising with the partners in Germany and at Patchway Community School to ensure that health & safety, risk assessments and the work experience programmes are all robustly considered in order that the Patchway based students can have a culturally enriching, educational and safe learning experience when they visit Gauting.*

*Patchway Community School are in the process of applying to the British Council for intermediate level International Schools Award. This will really make the most of the work the School and Council are doing between our twin schools in Germany and France and the school team is excited to be able to shout about it as a school and community.*

**d) Almondsbury Joint Burial Committee.**

No update was received.

**e) Alderman Scott Awards.**

No update was received.

**f) Holding South Gloucestershire Council to account (Strategic Plan Outcome).**

No update was received.

**g) Improving the Parade (Strategic Plan Outcome).**

No update was received.



- h) Improving CCTV in the local area (Strategic Plan Outcome).**  
No update was received.
- i) Communication with all households (Strategic Plan Outcome).**  
No update was received.
- j) Youth provision and safety (Strategic Plan Outcome).**  
No update was received.

**16/01/2024 - No 15. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 20<sup>th</sup> February 2024 at 7pm at Callicroft House**  
The next meeting date was noted.

**16/01/2024 - No 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.**

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

**16/01/2024 - No 17. To consider any recommendations arising from the meeting of the Personnel Committee held on Tuesday 16th January 2024.**

- a) To recommend to Full Council that Patchway Town Council appoint Duncan May as Town Clerk/RFO on a standard full-time NALC contract on SCP 40 (£48,474) rising to SCP 41 (top of the scale, £49,498) after a successful probationary period of six months.**  
**RESOLVED:** It was unanimously agreed to approve the recommendation.

**16/01/2024 - No 18. To consider the end of the Probationary Period for the Responsible Finance Officer.**

**RESOLVED:** It was unanimously agreed to defer this item until the new Town Clerk is in post, when this will be reviewed.

**16/01/2024 - No 19. To consider the requirement of Locum Clerk support from February 2024.**

**RESOLVED:** It was agreed by a majority with two against, to end the Locum Clerk support contract from May 2024 to allow for a proper handover to the new Clerk.

**16/01/2024 - No 20. To consider the draft agreement with Patchway Centre Pre-School and Tots for the use of the Callicroft House courtyard.**

**RESOLVED:** It was unanimously agreed to approve the agreement.

**16/01/2024 - No 21. To consider the recommendation from Almondsbury Joint Burial Committee that an assistant gardener should be appointed following Mrs Anstice resignation and advertised on the same terms and conditions of Mrs Anstice contract of employment.**

**RESOLVED:** It was unanimously agreed to approve the recommendation.

**The Meeting was closed at 19:48.**



**20/2/2024**