



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

Tuesday 9<sup>th</sup> January 2024

Dear Cllr Dayley Lawrence, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry, Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott and Cllr Toni Scott.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 16<sup>th</sup> January 2024 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Jack Turner** BA.Hons. Cert.CiLCA. PSLCC.  
Locum Town Clerk

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### AGENDA

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
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 co-opted onto Patchway Town Council.
  - b) To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.
  - c) To resolve to co-opt two candidates to Patchway Town Council.
  - d) To receive the co-opted Councillors Declaration of Acceptance of Office
3. To receive any apologies for absence.
4. To receive any Declarations of Interest and to approve any dispensations for this meeting.
5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 21<sup>st</sup> November 2023 and to receive the Clerk/RFO's report for this meeting.
6. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

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7. To note the minutes of the Finance Committee meeting held on Tuesday 9<sup>th</sup> January 2024 and to approve the following recommendation.
  - a) To approve the recommendation that Patchway Town Council adopts the revised Financial Risk Register.
  - 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.
8. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 9<sup>th</sup> January 2024.
9. Patchway Town Council Finance.
  - a) To approve the expenditure report for January 2024.
  - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for November 2023.
10. To receive the Interim Internal Audit Report and address any actions required.
11. To consider marking the life of Freeman of Patchway, Lewis Gray.
12. To consider the quotation report on improving CCTV on Rodway Road.
13. [To consider Patchway Town Council's response to South Gloucestershire Council's Consultation on the Local Plan.](#)
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) Patchway Town Council Events.
  - c) Friends of Patchway Twinning Group.
  - d) Almondsbury Joint Burial Committee.
  - e) Alderman Scott Awards.
  - f) Holding South Gloucestershire Council to account (Strategic Plan Outcome).
  - g) Improving the Parade (Strategic Plan Outcome).
  - h) Improving CCTV in the local area (Strategic Plan Outcome).
  - i) Communication with all households (Strategic Plan Outcome).
  - j) Youth provision and safety (Strategic Plan Outcome).

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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.
  
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 any recommendations arising from the meeting of the Personnel Committee held on Tuesday 16<sup>th</sup> January 2024.
  
18. To consider the end of the Probationary Period for the Responsible Finance Officer.
  
19. To consider the requirement of Locum Clerk support from February 2024.
  
20. To consider the draft agreement with Patchway Centre Pre-School and Tots for the use of the Callicroft House courtyard.
  
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.

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4<sup>th</sup> January 2024

52 Arlingham Way  
Patchway, Bristol  
BS34 5NQ  
Email; [ghostk1@gmail.com](mailto:ghostk1@gmail.com)  
Mobile; 07877133826

**Co-option support letter in relation to application for Coniston Ward  
councillor(s) vacancies**

Please find short history notes of present and past political and industrial rolls and participation.

Current chairperson and trustee of Coniston Community Association, Town and district councillor of Patchway 2011 – 2019, attended party political conferences including the TUC, campaigned on many local issues, shop steward for 24 years, branch secretary for 18 years, trade union divisional council member 14 years, chaired midlands divisional conference, officiated at trade union annual conference, Tesco national bargaining negotiating committee, substantial training on legal matters including rights at work, employee rights and health & safety.....TO MENTION A FEW.

I am currently retired; however, I do drive the school bus for Four Towns minibuses transportation carrying children with learning difficulties. If successful in my application for co-option onto the council, I would hope to work with colleagues, residents and interested stakeholders to the betterment of Patchway.

I trust you will give this application your utmost consideration.

Thanking you in anticipation.

Yours sincerely,

Keith Walker



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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge and understanding of local affairs and the local community.</li> <li>▪ Forward thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>▪ Ability to listen constructively.</li> <li>▪ A good team player</li> <li>▪ Ability to pick up and run with a variety of projects.</li> <li>▪ Solid interest in local matters</li> <li>▪ Ability and willingness to represent the Council and their community.</li> <li>▪ Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.</li> <li>▪ Ability to communicate succinctly and clearly.</li> <li>▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>▪ Ability and willingness to work with the Council's partners (e.g., voluntary groups, other parish/town Councils, principal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working or being a member in a local authority or other public body.</li> <li>▪ Experience of working with voluntary and or local community / interest groups.</li> <li>▪ Basic knowledge of legal issues relating to town and parish Councils or local authorities.</li> <li>▪ Experience of delivering presentations.</li> </ul>

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

	authority, charities). <ul style="list-style-type: none"><li>▪ Ability and willingness to undertake induction training and other relevant training.</li></ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"><li>▪ Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li></ul>	

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

## Patchway Town Council: Co-option to the Town Council

Please complete this application form to be considered as a candidate for membership of the town council then return by post to: **Town Clerk, Patchway Town Council, Callicroft House, 150, Rodway Road, Patchway, Bristol, BS34 5DQ** or by printable pdf document and e-mail to **clerk@patchwaytowncouncil.gov.uk** with a covering letter detailing how your experience and skills may be of benefit to the Town Council.

TITLE	Mr
FULL NAME	Keith Walker
FULL ADDRESS	52 Arlingham Way Patchway, Bristol BS34 5NQ
TELEPHONE NUMBER	07877133826
EMAIL ADDRESS	ghostktl@gmail.com

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

**Qualifications** (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please write 'YES' or 'NO' in the boxes supplied.

Are you registered as a Local Government Elector for the area of Patchway Town Council.	Yes
During the whole of the last 12 months have you resided in the Patchway Town Council area or within 3 miles (4.8 kilometres) of it?	Yes
During the whole of the last 12 months have you occupied as own or tenant land or premises in the Patchway Town Council area?	Yes
During the whole of the last 12 months has your main place of work been within the Patchway Town Council area?	No

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

**Disqualifications** (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions then, it is likely that it will not be possible to co-opt you to the Town Council. All information will be treated in the strictest confidence.

Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?	No
Have you ever been surcharged by the District Auditor for £500 or more?	No
Have you ever been disqualified by a Court from holding Public Office?	No
Have you ever been declared bankrupt?	No
Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?	No

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

Have you ever been found guilty of corrupt or illegal practices under Election Laws?	No
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All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable: - reason for wishing to be councillor, previous community/council work, and other skills that will be appropriate to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information.

The completed co-option request forms will be circulated to town council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the candidates or public.

A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.

A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.

If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).

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**CO-OPTED COUNCILLOR APPLICATION FORM - 2023**

There will be opportunities for training during the subsequent term of office.

I confirm that all of the information I have supplied is correct and I understand the rules around being a Town Councillor.

SIGNED: K W

PRINT NAME: Keith Walker

DATE: 4<sup>th</sup> January 2024

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Denise Lansdown  
126 Durban Road  
Patchway  
Bristol  
BS34 5HN

Patchway Town Council  
Rodway Road  
Patchway

Subject cover letter supporting counsellor Application

I have applied to become a counsellor for the Coniston Ward of Patchway Please see below my reasons and any relevant information to Support my application.

I have lived in Patchway for over 35 years,my children grew up here and now my grandchildren. I am passionate about the Patchway Community and would like to be given the opportunity to work alongside the Council to continue to improve the vision of Patchway Town Council to bring the community together and every resident to have a voice.

As a local business owner I feel that I have shown that by putting on events and supporting the community and Patchway town Council i have been doing this now for three years. But there is more to be done,I feel that with my communication skills I will listen to the people of Patchway, I will Strive to help make Patchway the place that everyone wants to live in.

I am excited to learn new skills and can bring my enthusiasm to the table. I am also willing to put in the hours needed. I am not afraid to challenge any decisions or to challenge myself.

I can work well on my own and excel as part of a team. I have good organisational skills

I have many years of experience in people management, I am confident in presentations,and feel I have lots to give to the community and the council.

I wish to be an independent for now whilst i research my goals and preferences before committing to a party.

If you would like to ask any questions or need more information please do not hesitate to contact me

Kindest regards  
Denise Lansdown



COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Sound knowledge and understanding of local affairs and the local community.</li> <li>▪ Forward thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>▪ Ability to listen constructively.</li> <li>▪ A good team player</li> <li>▪ Ability to pick up and run with a variety of projects.</li> <li>▪ Solid interest in local matters</li> <li>▪ Ability and willingness to represent the Council and their community.</li> <li>▪ Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.</li> <li>▪ Ability to communicate succinctly and clearly.</li> <li>▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>▪ Ability and willingness to work with the Council's partners (e.g., voluntary groups, other parish/town Councils, principal authority, charities).</li> <li>▪ Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working or being a member in a local authority or other public body.</li> <li>▪ Experience of working with voluntary and or local community / interest groups.</li> <li>▪ Basic knowledge of legal issues relating to town and parish Councils or local authorities.</li> <li>▪ Experience of delivering presentations.</li> </ul>

Circumstances	<ul style="list-style-type: none"> <li>▪ Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	
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TITLE	Mrs
FULL NAME	Denise Lansdown
FULL ADDRESS	126, Durban Road

	Patchway Bristol BS34 5HN
TELEPHONE NUMBER	07809628535
EMAIL ADDRESS	luckden1965@hotmail.com

**Qualifications** (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please write 'YES' or 'NO' in the boxes supplied.

Are you registered as a Local Government Elector for the area of Patchway Town Council.	yes
During the whole of the last 12 months have you resided in the Patchway Town Council area or within 3 miles (4.8 kilometres) of it?	yes
During the whole of the last 12 months have you occupied as own or tenant land or premises in the Patchway Town Council area?	yes
During the whole of the last 12 months has your main place of work been within the Patchway Town Council area?	yes



**Disqualifications** (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions then, it is likely that it will not be possible to co-opt you to the Town Council. All information will be treated in the strictest confidence.

Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?	no
Have you ever been surcharged by the District Auditor for £500 or more?	no
Have you ever been disqualified by a Court from holding Public Office?	no
Have you ever been declared bankrupt?	no
Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?	no

Have you ever been found guilty of corrupt or illegal practices under Election Laws?	no
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A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.

A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.

If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).

There will be opportunities for training during the subsequent term of office.

I confirm that all of the information I have supplied is correct and I understand the rules around being a Town Councillor.

SIGNED: .....Dm Lansdown.....

PRINT NAME: ...Denise Lansdown.....

DATE: .....4/1/2024.....

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 21<sup>st</sup> November 2023 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr D Lawrence (Chairman), Cllr K Dando, Cllr P Knight, Cllr R Loveridge, Cllr E Gordon, Cllr E Martin, Cllr P Cottrell, Cllr J James (19:06) and Cllr A Morey (19:07).

**In attendance:** J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk and RFO)

**Absent:** None.

**Members of the Public:** One.

As the time was 19:05, 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.

#### **21/11/2023 - No 1. To receive questions from members of the public present.**

A member of the public raised questions around the ownership and maintenance of the 'Callicroft Road Farm pathway' and the issues with litter and fly tipping in this area.

A member of the public requested that double yellow lines be added into the junction of Hazeldene Road where it meets Southsea Road due to parking issues in this area with the limited spaces in the area.

A resident raised a query on the traffic issues and rat-running at Charlton Boulevard. The Chairman stated that the resident would need to contact South Gloucestershire Council and Charlton Hayes Parish Council.

A resident raised a query over Highwood Road being used by motorbikes and not as intended as a 'bus lane' and the resident would like this addressed.

A resident raised a query of the 'Patchway Greenway Sign' that had been knocked down in Callicroft Road and that a review of all signs of this walk be carried out so that residents know that the walk exists.

A resident gave praise to the Town Council for installing a bin at the top of Callicroft Road.

The Chairman confirmed that the Clerk would respond on the above matters via email.

#### **21/11/2023 - No 2. To receive any apologies for absence.**

The Council noted apologies from Cllr N Field (holiday), Cllr I Walker (South Gloucestershire Council Meeting), Cllr R Walker (Caring Commitments), Cllr S Scott (Charlton Hayes Parish Council Meeting), Cllr D Fry (Abroad) and Cllr T Scott (Sickness).

#### **21/11/2023 - 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.



Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
South Gloucestershire Council	Parish election fees 2023 - contested & uncontested	£ 8,292.57	£ -	£ 8,292.57	11-23-028
Gordon Playground Inspections Ltd	Annual inspections of PTC play areas	£ 510.00	£ 102.00	£ 612.00	11-23-029
Prolific Solutions SW Ltd	Photocopying - October 2023	£ 153.16	£ 30.63	£ 183.79	11-23-030
Amazon Business	Powerheart G5 battery for Callicroft defibrillator	£ 325.79	£ 65.16	£ 390.95	11-23-031
Origin Amenity Solutions	Impact Glider Linemarking Machine	£ 646.00	£ 129.20	£ 775.20	11-23-032
ATDXtremeClean Ltd	Cleaning at Callicroft, Casson, Pavilion - October 2023	£ 225.00	£ -	£ 225.00	11-23-033
Gary Millard	Photography at Fireworks to Music on 4 November 2023	£ 120.25	£ -	£ 120.25	11-23-034
Amazon Business	Powerheart G5 battery for Coniston Centre defibrillator	£ 319.16	£ 63.84	£ 383.00	11-23-035
Jon Watkins	Replacement lanyards and ID cards	£ 20.00	£ 4.00	£ 24.00	11-23-036
Davies & Partners	Professional legal fees for PTC property	£ 475.00	£ 95.00	£ 570.00	11-23-037
Mirri Concerts CIC	Musical entertainment at Fireworks to Music on 4 November 2023	£ 350.00	£ -	£ 350.00	11-23-038
Amazon Business	Shipping charges for G3 lithium battery	£ 4.17	£ 0.83	£ 5.00	11-23-039
Amazon Business	Waterproof socks for groundstaff	£ 34.96	£ 7.00	£ 41.96	11-23-040
Soltech IT Ltd	IT Business Support - 2/12/2023 - 1/3/2024	£ 250.00	£ 50.00	£ 300.00	11-23-041
Society of Local Council Clerks	VAT training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-042
Society of Local Council Clerks	CCTV compliance training for Deputy Clerk	£ 24.00	£ 4.80	£ 28.80	11-23-043
Society of Local Council Clerks	Budgeting basics training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-044
Society of Local Council Clerks	Committees training for Deputy Clerk	£ 15.00	£ 3.00	£ 18.00	11-23-045
Society of Local Council Clerks	Quotes & Tenders training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-046
Society of Local Council Clerks	Agendas & minutes training for Deputy Clerk	£ 60.00	£ 12.00	£ 72.00	11-23-047
Society of Local Council Clerks	Clerks Series training for Deputy Clerk	£ 20.00	£ 4.00	£ 24.00	11-23-048
Simply Washrooms	Bambina Nappy Unit for NSP Pavilion Public toilets	£ 57.64	£ 11.53	£ 69.17	11-23-049
Brandon Hire Station	Toilet hire for Fireworks to Music on 4th November 2023	£ 154.63	£ 30.93	£ 185.56	11-23-050
J&Sons Electrical Services	Supply and fit replacement emergency exit light at Callicroft House	£ 123.12	£ -	£ 123.12	11-23-051
J&Sons Electrical Services	Supply and install 4 x CT meters at NSP Pavilion	£ 700.00	£ -	£ 700.00	11-23-052
DCK Accounting Solutions Ltd	Accounts support for October statements	£ 292.50	£ 58.50	£ 351.00	11-23-053
Almondsbury Joint Burial Committee	Initial legal fees for RWK Goodman Solicitors for burial land purchase	£ 1,500.00	£ -	£ 1,500.00	11-23-054
Jack Turner Locum Clerk	Locum Clerk Additional 33.5 hours over 10hrs p/week - September - November 2023	£ 1,005.00	£ -	£ 1,005.00	11-23-055
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for November Council - Batch 2</b>	<b>£15,767.95</b>	<b>£690.42</b>	<b>£16,458.37</b>	

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

The Council noted the financial statements for October 2023 only.

**c) To note that a donation of £500 has been received towards Civic Regalia.**

The Council noted that the donation has been received.

**d) To note that a donation of £227.50 has been made to the Royal British Legion.**

The Council noted that the donation had been made for wreaths for the Remembrance Sunday service.

**e) To note the costs of the Local Election in May 2023.**

The Council noted the costs of £6710.27 in the Coniston Ward and £1407.30 in the Highwood ward.

**21/11/2023 - No 7. To consider the public consultation results to Patchway Town Council's Three-Year Plan and to approve the plan that has been derived from the consultation.**

The report was noted and the successes of the previous plan had been evident to see from the residents' feedback. The report noted that residents would like to see Patchway Town Council hold South Gloucestershire Council to account more, improve the Parade area, improve CCTV in the local area and to have open communications with all households.

**RESOLVED:** It was unanimously agreed to approve the report and add these five items to the agenda for review each month under the new version of this plan until the end of the Civic Year in 2027.

**21/11/2023 - No 8. To consider the change of scope of a grant award to Mama's Bristol.**

The Council noted the request to change the scope to an inter-generational project at the Norman Scott Park Pavilion café for the award of £250.

**RESOLVED:** It was unanimously agreed to approve the request and award the funding.

**21/11/2023 – No 9. To elect a Councillor to replace Cllr Roland Walker on the Almondsbury Joint Burial Committee.**

The Council noted that Cllr R Walker had resigned from the committee.

**RESOLVED:** It was unanimously agreed to elect Cllr R Loveridge to sit on this committee as a representative of Patchway Town Council.

**21/11/2023 – No 10. To consider the proposal from Cllr Daniel Fry on creating a ‘Mental health awareness’ evening at The Casson Centre.**

The Council noted the report and the offer of help from local services such as Southern Brooks, South Gloucestershire Council, Sirona and Avon and Somerset Police to assist with the running of the evenings. The proposal was praised by Councillors and would be good for the local community to have this group up and running.

**RESOLVED:** It was unanimously agreed to support this proposal and to start up the sessions as a trial to see how they go.

**21/11/2023 – No 11. To note the assets that have been formally handed over to Charlton Hayes Parish Council.**

The Council noted that the following items had been handed over to Charlton Hayes Parish Council:

- 2 X Noticeboards with keys.
- 2 X VE Day Benches.
- 2 X Dog Bag Dispensers.

**21/11/2023 – No 12. To consider Patchway Town Council’s response to the following South Gloucestershire Council’s consultations.**

**a) A38, Alveston Hill and Bradley Stoke Way active travel improvements.**

No response was given but Councillors are encouraged to respond as individuals.

**b) Library Savings Consultation.**

Cllr P Knight expressed concerns that the contents of this consultation differ from the one that was presented to Full Council in the previous meeting.

Cllr R Loveridge provided an update from the Community Engagement Forum of the meeting where it was stated that there were concerns over the future of the library and that the Town Council need to inform residents of this consultation and Patchway Town Council’s response.

Cllr E Martin expressed concerns over the accessibility of these consultations as they are mainly advertised online and not really in print form.

**RESOLVED:** It was unanimously agreed to respond to this consultation to state that the Town Council are not in favour of the huge cuts proposed and to re-affirm the stance that the Town Council are only happy with the one-hour reduction, as per the previous consultation.

The Deputy Clerk informed Councillors that Cllr R Loveridge was delivering Town News to residents that don’t have access to a computer or online services and that these are included in the Town News. The Deputy Clerk also stated that that the Town Council could deliver certain consultation documents to key locations to ensure most of the residents are aware of the consultation and the implications for the Town’s Library service.

Cllr E Gordon stated that this should also be in the noticeboards around the Town.

**c) South Gloucestershire Council Budget 2024/2025.**

No response was given but Councillors are encouraged to respond as individuals.

**d) Changes to late night street-lighting to cut our carbon emissions and reduce our spend on energy.**

Cllr E Gordon raised concerns over the safety implications of the lighting being reduced.

Cllr K Dando stated that the Town Council should start a campaign to discuss the dangers of cycling without fluorescent clothing on.

No response was given but Councillors are encouraged to respond as individuals.

**e) Waste less, recycle more consultation.**

Cllr A Morey asked if the Town Council were doing enough to recycle and whether the bins could be split into recyclable waste and general waste.

Cllrs E Gordon and E Martin raised concerns over the crew's education around recycling having witnessed issues with the different types of recycling.

No response was given but Councillors are encouraged to respond as individuals.

**21/11/2023 - No 13. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

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

The Council noted the email report from Cllr S Scott.

**b) Patchway Town Council Events.**

The Council noted the report. The Firework event was very successful and broke even. The Remembrance Sunday event was well attended.

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

The Council noted the update report. Patchway Community School had now chosen eight students to go to Gauting for work experience and relevant paperwork was now being filled out with the hope of booking flights before the end of the year.

**d) Patchway Community Hub – Monthly Review.**

Cllr D Lawrence spoke on this item and whether it was a necessary resource for the Town Council as they were now supporting the community 'warm room' at Coniston Community Centre and that this item would be removed from the agenda but would be put back on the agenda by officers if a need had arisen for the residents.

**e) Almondsbury Joint Burial Committee.**

The minutes were circulated and the contents including employment matters, financial increase in payment due to Patchway Town Council and the ongoing project to the extend the cemetery. Cllr K Dando stated the need to budget for the ongoing costs for the extension of land.

**f) Alderman Scott Awards.**

Np update was given.

**g) The Parade Underpass update.**

This item was covered under 13 i.

**h) South Gloucestershire Playscheme.**

The Council noted the report from the October scheme.

**i) Coniston Community Association.**

Cllr P Knight raised the letter he and Cllr R Loveridge had sent regarding The Parade and urged officers to provide a written update to the residents. The recommendation of the letter would be to invite Bromford to the January meeting of the Parks, Open Spaces, Planning and Transport committee.

Cllr D Lawrence expressed concerns that as one of the Town Council's Bromford Representatives he hasn't been invited to any meetings with Bromford or the District Council around this subject.

The Deputy Clerk shared the below update from South Gloucestershire Council that was received today:

*'We are still on track to start on site on the 3rd of January. We are currently preparing some information boards to be erected before Christmas near the subway. These will include information about the scheme including the road closure and diversion.*

*The brick walls in the vicinity of the subway will be removed/buried within the new arrangements.*

*Regarding the walls at The Parade, the landscaping proposals which we have presented to Bromford include the removal of all of the walls and raised flower beds, however we are still waiting for final confirmation from Bromford that they have accepted the proposals. As you are aware, this area and all of the walls etc is within their ownership and responsibility.*

*Unless there is some significant change in our programme, I would intend to provide you with another update on the 18th of December.'*

Cllr R Loveridge requested that a Parks, Open Spaces, Planning and Transport Committee meeting be brought forward from January 2024 to December 2023 and to request the attendance of Bromford Housing Association.

The Deputy Town Clerk also shared the below update from South Gloucestershire Councillor Chris Willmore to officers of South Gloucestershire Council with what happens to the bus service when the underpass works are being carried out.

*'I met with Eric Gordon and Elaine Martin and Jon Watkins at Patchway yesterday. One of the questions we explored was the arrangements for public transport whilst this work is carried out. It means closing Coniston Road and diverting the 75.*

*That is now the only bus that goes through the Patchway estate - everything else goes via Highwood Road. Some of the elderly and most vulnerable residents in Patchway live in the north of Patchway, north of Coniston Road. They are 3/4 mile from Highwood Road and rely entirely on the 75 to get to a supermarket, or to get to a place they can connect to one of the other buses going to other destinations.*

*They are therefore terrified of being completely cut off during these works.*

*Please can you confirm what arrangements have been put in place with First Bus in relation to managing the 75 during the works. It either needs to be diverted just a tiny bit eg along Stroud / Blakeney Road to minimise the diversion or there needs to be some sort of shuttle bus. Otherwise, we are completely cutting off some of our oldest and most vulnerable residents. If the diversion is used there will need to be appropriate traffic management.'*



**j) Patchway Library Summer Reading Challenge review.**

The report was noted.

**k) The reduction in grants available from South Gloucestershire Council.**

The information on the reduction of Area Wide Grants and Member Award Funding was noted over the next two financial years.

Cllr P Knight commented on the significant reduction in MAF & AWG funding starting from 2024, progressively decreasing to none by 2025. He emphasised the importance of this financial change when planning the upcoming year's budget, noting that the council should not expect the same level of funding support as in previous years.

**l) Highwood Ward Community Neighbourhood Watch.**

The Council noted that the scheme was now live and headed up by Cllr J James.

**m) Avon Local Council's Association 2023 AGM Minutes.**

The Council noted the minutes of the meeting.

**21/11/2023 - No 14. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16<sup>th</sup> January 2023 at 7pm at Callicroft House**

The next meeting date was noted.

**21/11/2023 - No 15. 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.

**21/11/2023 - No 16. To consider the revised Licence Agreement for the Norman Scott Park Pavilion Café.**

A query was raised on the back-dated payment of electric and whether this has been actioned by the Council. The RFO confirmed we were waiting on a full month reading from the new sub-meters to get an accurate re-charge figure.

**RESOLVED:** It was unanimously agreed to approve the licence agreement and this was duly signed by the Chairman and would be handed to the tenant for signing, both being witnessed by the Deputy Clerk and RFO.

**21/11/2023 - No 17. To consider the recommendations from the Personnel Committee meeting held on Thursday 16th November 2023.**

- a) To recommend to Council to approve the NJC Pay Award for 2023/2024 and total back-dated pay for all staff of £7108.03 for April to November.
- b) To recommend re-opening recruitment for a Town Clerk immediately offering flexible working arrangements including part time (but not job share) subject to a minimum and unadvertised 28-30 hrs/week; a salary range from unqualified (CiLCA) through to CiLCA qualified; and stating 'Seeking the right candidate to start as soon as possible after which the opportunity will close' instead of rolling closing dates.
- c) To recommend advertising for a part time (15 hrs/week), fixed term Responsible Financial officer (RFO) for 6-12 months.
- d) To recommend an approach to the Office Administrator to offer increased hours for a flexible period to ensure office is open for its advertised hours as much as possible.

**RESOLVED:** It was unanimously agreed to approve all of the recommendations above.

**21/11/2023 - No 6. Patchway Town Council Finance.**

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

Using Chairman's prerogative, Cllr D Lawrence re-tabled this. Councillors raised concerns over the smaller payments shown on the monthly summary of accounts for October from Patchway Sports and Social Club as well as late rental payments. The RFO confirmed that the smaller amounts were for sponsorship and football pitch hire and the late payment was due to the Treasurer being on holiday.

**The Meeting was closed at 20:22.**

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

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

**Actions from the Meeting of Patchway Town Council on Tuesday 21<sup>st</sup> November 2023.**

**21/11/2023 - No 1. To receive questions from members of the public present.**

The Locum Clerk responded to the resident via email on all of the questions raised on the 21<sup>st</sup> November 2023.

**21/11/2023 – No 10. To consider the proposal from Cllr Daniel Fry on creating a 'Mental health awareness' evening at The Casson Centre.**

The Deputy Clerk and Cllr Fry along with local organisations are aiming to start these sessions in February 2024 and the office staff hope to have promotional material together within the next fortnight.

**21/11/2023 – No 12. To consider Patchway Town Council's response to the following South Gloucestershire Council's consultations.**

The library consultation response was submitted shortly after the meeting as well as the link to the public consultation being shared through various methods of Patchway Town Council's communication methods.

**21/11/2023 - No 16. To consider the revised Licence Agreement for the Norman Scott Park Pavilion Café.**

The licensee agreement has been signed by all parties and the update license fee has been paid to date.



## PATCHWAY TOWN COUNCIL

### Minutes of the Finance committee meeting held on Tuesday 9<sup>th</sup> January 2024 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr S Scott (Chairman), D Lawrence, P Cottrell, N Field and J James.

**In attendance:** Cllr R Loveridge, Cllr P Knight, J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk & RFO)

**Members of the Public:** One.

**Absent:** Cllr E Gordon

As the time was 19:00, the Chair, Cllr S Scott 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.

**09/01/2024-No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

None received.

**09/01/2024- No 2. To receive any apologies for absence.**

None received.

**09/01/2024-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.

Cllr S Scott declared his interest in agenda item 6.

**RESOLVED:** It was unanimously agreed to grant a dispensation for this item.

Cllr D Lawrence declared his interest in agenda item 6.

**RESOLVED:** It was unanimously agreed to grant a dispensation for this item.

**09/01/2024-No 4. To approve the minutes of the Finance committee on Tuesday 12<sup>th</sup> December 2023 and to note the Clerk/RFO's report for this committee.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the minutes and to note the report.

**09/01/2024-No 5. To receive and consider the Financial Reports for September 2023 and Quarter 3 of the current financial year.**

**RESOLVED:** It was unanimously agreed to note the Financial Reports for September 2023, October 2023 and November 2023. December 2023 would be considered at the next meeting.

Cllr R Loveridge raised a query on the November Financial Report on the income for Patchway Sports and Social Club and the RFO clarified that this was football pitch hire and sponsorship. Cllr Loveridge asked if this could be made clearer going forward.

Cllr P Knight raised a query on the purchase of a Christmas tree in November, which the RFO was stated was accurate however the sponsorship monies offered were not forthcoming and the expenditure was taken from the budget saving on the Christmas Lights.

Cllr R Loveridge raised a query on the £350 paid to Mini Concerts in November and the RFO confirmed this was for entertainment at the Firework's event.

**09/01/2024-No 6. To consider the quotation report on Patchway Town Council's Skip Hire contract.**

The Committee considered the report and the two quotations that had been presented as per below. There were 2 companies not available to provide a quotation.

*'It is the recommendation of this report that Patchway Town Council approves the quotation from Great Western Recycling for £11,160 per annum. The Finance Committee can approve quotations of up to £20,000 per transaction as per Financial Regulations.*

*It is also the officer's recommendation that the SKIP budget heading is renamed to 'Waste and Recycling' and for this budget to encompass the recycling of office and Casson Centre waste as approved by the Parks, Open Spaces, Planning and Transport committee for the cost of £510 per year, based on a weekly collection.*

*It is also the officer's recommendation that Patchway Town Council budgets £3000 per year for green waste recycling. In previous years, the Town Council have had the luxury of using the 'wood pile' at Pretoria Road Allotments for their wood and green waste. Due to the Allotment expansion, thanks to the Pollinator project, this is no longer an option and the Town Council will need to start recycling their green waste in other ways. This can be through a method of 'cut and collecting', log piles and habitat holes for the wild animals. We estimate the cost for the first year being £3000 with this either being reduced or grants being sought for a permanent solution.*

*Overall, the recommendation is to rename the 'SKIP' budget to 'Waste and Recycling' and to attribute this with a budget of **£14,750** thus reducing the budget from £16,500 producing a saving of £1750 on the overall budget.'*

**RESOLVED:** It was unanimously agreed to support the Officer's recommendations as above.

**09/01/2024-No 7. To consider the revised Financial Risk Register and agree to recommend this for adoption to Full Council.**

**RESOLVED:** It was unanimously agreed to recommend the revised Risk Register to Full Council for adoption.

**09/01/2024-No 8. To note the report on Patchway Town Council's Income Streams for the current financial year.**

The committee noted the report that stated income was at higher levels than anticipated for all income streams except for the license and lease agreements. There will be a further update at the end of the financial year.

**RESOLVED:** It was unanimously agreed to note the report and to thank the officers for their hard work on boosting income streams for the Town Council.

**09/01/2024-No 9. To consider the budget for the 2024-2025 Financial Year.**

The committee considered the two budget options that were presented to them.

- 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 400 – Youth & Community**  
No changes were made on this cost centre.
- k) **Centre 410 – Grants**  
No changes were made on this cost centre.
- l) **Centre 500 – Scott Park**  
No changes were made on this cost centre.
- m) **Centre 510 – Sports and Social Club**  
No changes were made on this cost centre.
- n) **Centre 600 – Allotments**  
No changes were made on this cost centre.
- o) **Centre 700 – Tumps**  
No changes were made on this cost centre.
- p) **Centre 710 – Play Areas**  
No changes were made on this cost centre.
- q) **Centre 720 – Open Spaces**  
No changes were made on this cost centre.
- r) **Centre 800 – Street Furniture**  
No changes were made on this cost centre.
- s) **Centre 900 – Capital and Projects**  
No changes were made on this cost centre.

**RESOLVED:** It was unanimously agreed to recommend to Full Council that Patchway Town Council adopt budget option two with a Precept of £501,638 for the 2024/2025 financial year. The budget ensured that Patchway Town Council meet their general reserve requirement as well as maintaining a high level of capital funding for any unforeseen expenditure during the year. The effect on an average Band D household can be seen below, compared with the 2023/2024 financial year.

			23/24	24/25
<b>Council Tax Base (Estimated)</b>			2333	2282
<b>(£/annum)</b>			£ 237.24	£ 219.82
<b>Difference (£/annum)</b>			£ 237.24	-£ 17.42
<b>Difference (£/month)</b>			£ 19.77	-£ 1.45

09/01/2024-No 10. To note that the meeting dates of the Finance Committee 2023 – 2024 will be held on:

Tuesday 9<sup>th</sup> April 2024 at 7.00pm.

Noted.

**09/01/2024-No 11.** 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.

**09/01/2024-No 12.** To note the report on financial implications for Patchway Town Council regarding lieu time accrued by Patchway Town Council employees.

The report was noted.

The meeting was closed at 19:28.



PATCHWAY TOWN COUNCIL  
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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	4	4	16	Business Continuity Plan has been ongoing. Charlton Hayes Parish Split has reduced the tax base by 44.5%. The Town Council currency (as of December 2023) has been without a full time Town Clerk and has been relying on Locum services since June 2023. No suitable candidates have come forward.
	6	Non submission of Precept Form on time	1	1	1	Business interruption insurance cover. 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.
	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. Checks made in accordance with Financial Regulations. Bills and invoices presented with payment schedules for approving.
	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	Council hold General Power of Competence.
	22	Cheques payable incorrect	1	1	1	
	23	Loss of stock	2	1	2	
	24	Unpaid invoices	1	2	2	
Powers to spend	25	Lack of authority to incur expenditure	1	1	2	
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.
	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 competitive 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	
Employees	35	Unpaid NI & Tax contributions to HMRC	1	1	1	Business Continuity Plan. Insurance cover regards to fraud. Locum 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
	36	Loss of key personnel	4	4	16	
	37	Fraud by staff	1	2	2	
	38	Action's 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  
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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.
	44	Failure to charge VAT where applicable.	1	2	2	
Minutes, Agendas and Reports	45	Failure to produce and display agendas on time	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 GCLA qualified. Minutes to be approved and signed at the following council and committee minutes.
	46	Minutes not approved and signed	1	1	1	Notices placed on council noticeboards and website. Chairs and Vice Chairs trained and supported to conduct business as per Standing Orders.
	47	Files not maintained	1	1	1	
	48	Business not conducted in accordance with Standing Orders	2	2	4	
Members Interests	49	Disclosable Member interests not recorded	1	2	2	Members register disclosable interest. Clerk publishes these and makes them open to inspection.
	50	Conflicts of interest occurring without disclosure	2	2	4	Members sign a declaration of interests book at meetings where specific items relate to their interests.
	51	Potential for public concern at potential conflicts of interest	2	2	4	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.
Insurance	52	Inadequate insurance cover	2	1	2	Review of cover undertaken at the time of policy renewal and when any new area requiring cover is 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.
	53	Claims disputed	2	1	4	
	54	Insurance premiums become excessive	2	1	2	
	55	Injury to volunteers resulting in claim	2	1	2	
Data Protection	56	Failure to register	1	1	1	Council is registered with the Information Commissioner and has a Data Protection Policy approved by council and published.
	57	Disclosure of sensitive personal data	1	1	1	
Freedom of Information and Transparency	58	Failure to meet requests made under Freedom of Information Act	2	1	2	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.
	59	Failure to publish required information under the council's transparency code	1	1	1	
	60	FOI requests become unduly burdensome and costly to meet	1	2	2	
Assets	61	Loss or Damage	1	2	2	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
	62	Risk/damage to the property of third parties	2	1	2	
Maintenance	63	Poor condition and spillages	2	2	4	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 '5' to '4'. Spillages to be cleaned up as and when to avoid possible fines.
	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	
Notice Boards	68	Risk/damage/injury to third parties	2	2	4	Locations inspected and insured. Repairs and maintenance carried out as required.
	69	Road side safety	2	2	4	
Bus Shelters	70	Risk/damage/injury to third parties	2	2	4	Locations inspected and insured. Keys held by Parish Council office. Repairs and maintenance carried out by staff or contractors.
	71	Road side safety	2	2	4	
Play and Sports Areas	72	Risk/damage/injury to children	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.
	73	Equipment failure and lack of availability	2	2	4	
	74	Damage/loss of use of pitch	2	2	4	
Street Furniture	75	Risk/damage/injury to third parties	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.
	76	Road side safety	2	2	4	Inspected weekly and replacements and repairs carried out where necessary
Dog and Waste Bins	77	Failure to empty bins	2	2	4	
	78	Cost of emptying and replacing bins	2	2	4	
Meeting Location	79	Inadequate and inaccessible premises for council, committee and public meetings	1	2	2	Town Hall is made available for meetings and is accessible.
Council Paper Records	80	Loss through theft, fire or damage	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.
Council Electronic Records	81	Loss through theft, fire or damage	1	2	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.
	82	Corruption of computer	1	2	2	

PATCHWAY TOWN COUNCIL DRAFT

PROBABILITY	OCCASIONAL	3	6
	SELDOM	2	4
	UNLIKELY	1	2
		MINOR	MODERATE

IMPACT



Patchway Town Council  
2024 - 2025 Budget Plan

Precept Variance	
ACTUAL	DRAFT
23/24	24/25
£ 553,471.00	£ 501,638.00
-£ 51,833.00	
Variance as a Percentage	-9%

Amount of Precept Required

	23/24	24/25
Council Tax Base (Estimated)	2333	2282
(£/annum)	£ 237.24	£ 219.82
Difference (£/annum)	£ 237.24	£ 17.42
Difference (£/month)	£ 19.77	£ 1.45
As a percentage (£/annum)		-7%

Centre Code	Centre Name	23/24	24/25
		ACTUAL	DRAFT
100	Income	-£ 7,000.00	-£ 12,000.00
110	Establishment	£ 306,449.00	£ 312,767.00
120	Civic and Democratic	£ 10,250.00	£ 4,700.00
200	Callicroft House	£ 16,300.00	£ 13,045.00
210	The Casson Centre	£ 4,700.00	£ 260.00
220	Burials	-£ 3,326.00	-£ 3,326.00
300	Patchway Community Centre	-£ 2.00	£ 2.00
310	Coniston Community Centre	£ 21,938.00	£ 20,523.00
320	Rodway Road	£ 1,500.00	£ 1,500.00
400	Youth and Community	£ 7,500.00	£ 15,000.00
410	Grants	£ 7,500.00	£ 5,000.00
500	Scott Park	£ 11,900.00	£ 9,660.00
510	Sports and Social Club	£ 11,840.00	£ 11,840.00
600	Allotments	£ 2,000.00	£ 1,700.00
700	Tumps and BMX Track	£ 720.00	£ 720.00
710	Play Area	£ 3,100.00	£ 3,100.00
720	Open Spaces Administration	£ 26,630.00	£ 25,750.00
800	Street Furniture and Transport	£ 500.00	£ 500.00
900	Capital and Projects	£ 149,400.00	£ 134,421.00
	RBS Tolerance	£ 5,252.00	
	Precept Required	£ 553,471.00	£ 501,638.00

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 9<sup>th</sup> January 2024 at 20:00 at Callicroft House, Patchway.

**Councillors:** Cllr R Loveridge (Chairman), Cllr P Knight, Cllr P Cottrell, Cllr N Field and Cllr J James.

**In attendance:** J Turner (Locum Clerk), J Watkins (Deputy Town Clerk and RFO), Mark King (South Gloucestershire Council StreetCare), Steve Payne (Stoke Lane FC), Alex Dommett (Patchway and Charlton Hayes Wildlife Group), Julie French (Bristol BMX Club), Andy England (Patchway Town FC) and Claire Nicoll, Chris Nicoll and Robert (Pretoria Road Allotment Association).

**Absent:** None.

**Members of the Public:** One.

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.

**09/01/2024 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.**

The Chairman welcomed Mark King, the head of South Gloucestershire Council Street Care, to the meeting to discuss some outdoor area maintenance issues.

Mark King spoke on the back lanes of Patchway and South Gloucestershire Council's position on the maintenance of them. Mark King confirmed that he could not see any point where they will be tarmacking the back lanes. However, any potholes should be reported and would add to a works schedule.

Due to the severe budget cuts, South Gloucestershire Council confirmed that there were no further budget for road maintenance and some roads in the area will have to shut, as the Council cannot afford to maintain the declining asset of the roads.

Mark King confirmed that South Gloucestershire Council would not be implementing any new lighting schemes either and that lights will now be reduced 25% to save money. Mark spoke of the issues of new road networks and no increase in budget to meet this.

Mark also stated that the Town Council may wish to consider funding some road/pothole fixes themselves through South Gloucestershire Council. The estimated cost of one pothole is around £50. The threshold of a pothole to be fixed is the width of a billiard ball and the size of a dinner plate. The Deputy Clerk will share the information for reporting potholes throughout the Council's communication channels.

Mark spoke on the issue of the concrete roads throughout Patchway and the issues that come with maintaining them due to their age.

The Chairman asked Mark King about the state of Rodway Road and whether the old speed humps will be removed, which he confirmed that it is on their job list to do based on their priority system.

Mark confirmed that he would ask his team to send a road condition report for Patchway, which the Locum Clerk and Deputy Clerk will circulate to all members.

Mark spoke on the section of Coniston Road where the underpass is being removed to create a new pedestrian crossing. The road will be surfaced in 2024.

The Chairman asked Mark King about the underpass and the timescales involved in the project. Mark stated that it would be the end of Spring 2024 when the underpass is complete and the road will be resurfaced after.

A resident raised a question about an abandoned vehicle with brambles going over it and Mark King asked the resident to ensure it is reported so that it can be dealt with.

Cllr N Field raised a question on street lighting in Patchway and whether it was working well. Mark King confirmed that he is happy with the lighting and the changeover to LED has benefitted South Gloucestershire Council. The issue with the street lights is the issue with the columns due to their age. Mark confirmed that Patchway has had a 100% roll-out of LED lighting.

A resident raised a question regarding the new waiting restrictions and Mark King confirmed these works were scheduled for Spring 2024.

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

**09/01/2024 – No 2. To receive any apologies for absence.**

The committee noted apologies from Cllr E Martin (family reasons).

**09/01/2024 - 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.

**09/01/2024 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 3<sup>rd</sup> October 2023 and to note the Clerk/RFO's report for this meeting.**

**RESOLVED:** It was unanimously agreed to approve the minutes of the meeting. The report was noted.

**Matters Pertaining to Parks and Open Spaces**

**09/01/2024 - No 5. To consider reinstating the Patchway Greenway Walk.**

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

**09/01/2024 - No 6. To consider restoring the Living Landmark trail and signage in Patchway.**

The Committee noted this item is to be deferred to a future meeting, when a new Clerk is in place.

**09/01/2024 - No 7. To elect members to a 'Pollinator Project' working group.**

**RESOLVED:** It was unanimously agreed to elect Alex Dommett, Cllr R Loveridge and Cllr P Knight. It was agreed to ask a member of the Finance Committee to be a part of the group to.

**09/01/2024 - No 8. To note the Annual Play Area inspection report for 2023.**

The committee noted the report, which was very comprehensive. The Ground Staff have a programme of maintenance based on this report which is dealt with on a rolling basis. There is one medium risk item that is being looked at by an external contractor.

## Matters Pertaining to Planning and Transport

**09/01/2024 - No 9. To consider any planning applications received:**

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

- i. **P23/03449/PNMD** - Prior notification for the change of use of ground floor from commercial (Class E) to 2 no. flats (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 as amended.
- ii. **P23/03465/HH** - Erection of two storey side extension to form additional living accommodation.
- iii. **P23/03458/CLP** - Installation of hip to gable roof extensions and 1no. rear dormer.

**RESOLVED:** It was unanimously agreed to defer this item to a decision via email.

## Updates and Reports

**09/01/2024 - No 10. To receive an update on the 'Greening the High Street' fund grant application.**

The Deputy Clerk provided an update on the grant. Southern Brooks, supported by Patchway Town Council, have been awarded the grant of £3,200. However, there is one issue which is the unknown look of the Parade once the redevelopment has taken place. The officers are working with Bromford and South Gloucestershire Council to find a solution that works for everyone.

**09/01/2024 - No 11. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group.**

The committee noted an update from Stoke Lane FC, who stated that the weather has been troublesome. The team have passed their thanks onto to Patchway Town Council's staff for their work on ensuring the games are able to played. Stoke Lane FC have got a new kit sponsored by Parkdean Resorts and the old kit has been sent to children in Africa. Stoke Lane are about to submit their accreditation to become three stars and not the two they currently are.

The committee noted an update from Patchway Town FC who stated they have a backlog of fixtures due to the weather. There has been a few teething problems with the Norman Scott Park Pavilion, which are now being looked at by the Council such as the sensors in the showers. Patchway Town FC have received good feedback about the new facilities and pitches. Issues with the changing rooms at the Patchway Sports and Social Club are still prevalent and need to be sorted. The Chairman asked Andy England to take some photographs that can be passed onto the Deputy Clerk to raise with the club, for health and safety reasons. Andy confirmed that the railings around the pitch will be removed and leaving just the poles behind the goal, for the display of sponsorship banners and securing the nets. Andy raised that if the club progressed to a higher level, the club would need to work out the best solution for the perimeter railings.

The committee noted an update from Pretoria Road Allotment Society. The bonfire night, as discussed, went ahead without a bonfire on the allotment site to raise money for the site. There was a Christmas wreath workshop which was very well attended at the site. Claire Nicoll spoke about the Pollinator Grant and the society have been granted 270 saplings from the Woodland Trust which will be planted around the border of the site. Meetings have been held on site with the Office Staff and Ground Staff to look at the development of the land. The site is going well and only 1 half plot and one quarter plot available. A lot of the waste has been cleared from the site and there will be a skip being brought in to further clear up the site within the next month. There is a clearance going on to create a secondary car park on site too.

The Chairman asked whether the society would be willing to help to resurrect the Patchway Flower and Garden Show along with Patchway Town Council and Patchway Community Centre. Claire confirmed that they had a meeting where community events will be raised on their agenda.

Chris confirmed that there had been some working parties who have been working on reducing the crown on trees as well as liaising with the Ground Staff on future clear up works. The waste will be chipped or used for fencing on the plots.

The committee noted an update from Bristol BMX Club. The sessions were going well and a lot of new riders have taken up a place in the club. The season gets underway in Spring 2024. Some riders are racing in the World Championships in America. The BMX Club are hosting the regional race on Sunday 30<sup>th</sup> June 2024 and asked permission to use the field the Tumps for parking, which the Locum Clerk is dealing with under the 'Fair Use policy'. The track is holding up well since the re-surfacing. The issues with the electric bikes have ceased at present but are expected to return later in the year.

The committee noted an update Patchway and Charlton Hayes Wildlife Group. The BS34 Wildlife group is going strong on Facebook and Alex is looking forward to working with the Council and the new Clerk on resident involvement in biodiversity and land management.

The Chairman asked for the reports to be published via Patchway Town Council's channels and the Deputy Clerk will ensure that this is done.

**09/01/2024 - No 12. To receive an update on the Active Travel Grant application to South Gloucestershire Council for increasing bicycle parking hoops within Norman Scott Park.**

The Committee noted an update from the RFO that the bid was unsuccessful due to the high number of applications that demonstrated a demand for cycle hoops.

**09/01/2024 - No 13. To receive the Patchway Town Council's Ground Staff Report for the period from October 2023 – January 2024.**

The Committee noted the report from the Ground Staff detailing what work they have carried out in the last quarter across all of Patchway Town Council's land and facilities.

**09/01/2024 - No 14. To receive an update on the Member Award Funding application for equipment for the older persons hard court at Norman Scott Park**

The Committee noted the update from the RFO. The Council are still waiting on a decision for some nets, rackets and balls. Once granted, the RFO will update the Council.

**09/01/2024 - No 15. To note that Patchway Town Council will obtain tree saplings from The Woodland Trust.**

The Committee noted that 420 saplings had been granted from the Woodland Trust for community use. Alex Dommatt will bring the pack that the previous Clerk created for the schools.

**09/01/2024 - No 16. To note that the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2023 – 2024 will be held on:**

**Tuesday 9th April 2024 at 8.00pm**

Noted.

**The meeting was closed by the Chairman at 20:57.**



**Payments for January**

<b>Payee</b>	<b>Invoice Detail</b>	<b>Net (cost to council)</b>	<b>VAT</b>	<b>Gross</b>	<b>Our Ref</b>
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 - December 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 20/11/23 - 8/1/24	£ 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
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for January</b>	<b>£7,045.70</b>	<b>£589.97</b>	<b>£7,635.67</b>	

Bank Reconciliation Statement as at 30/11/2023  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2023		1,000.00
Reserve A/c	30/11/2023		25,709.44
	30/11/2023		0.00
			<u>26,709.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,709.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,709.44
		Balance per Cash Book is :-	26,709.44
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

S.J. Pollard for Auditing Solutions Ltd

J. Wadsworth 4/12/23

<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> 40933.75		

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 1.45% gross 1.46% AER.  
This is based on the balance of 30th of November 2023.

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>25,709.44</b>
30-Nov-2023		TO 01321218	-4,377.91		25,709.44
30-Nov-2023	INT	30NOV GRS 08631638		52.05	30,087.35
29-Nov-2023		TO 01321218	-16,602.18		30,035.30
28-Nov-2023		FROM 01321218		15,318.03	46,637.48
27-Nov-2023		TO 01321218	-1,650.64		31,319.45
23-Nov-2023		TO 01321218	-3,120.36		32,970.09
22-Nov-2023		FROM 01321218		437.57	36,090.45
21-Nov-2023		TO 01321218	-2,526.84		35,652.88
17-Nov-2023		TO 01321218	-293.88		38,179.72
16-Nov-2023		FROM 01321218		47.53	38,473.60
15-Nov-2023		TO 01321218	-13,297.67		38,426.07
14-Nov-2023		TO 01321218	-8,510.00		51,723.74
13-Nov-2023		TO 01321218	-37.65		60,233.74
10-Nov-2023		TO 01321218	-4,003.16		60,271.39
09-Nov-2023		FROM 01321218		243.31	64,274.55
08-Nov-2023		FROM 01321218		10,777.84	64,031.24
07-Nov-2023		FROM 01321218		803.97	53,253.40
06-Nov-2023		FROM 01321218		1,340.10	52,449.43
03-Nov-2023		FROM 01321218		140.22	51,109.33
02-Nov-2023		FROM 01321218		31,907.94	50,969.11
01-Nov-2023		FROM 01321218		310.32	19,061.17
<b>Opening balance</b>					<b>18,750.85</b>
<b>Totals</b>			<b>-54,420.29</b>	<b>61,378.88</b>	

Account name or alias PATCHWAY TOWN CO ATF	Account number 01321218	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 1249.81		

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).

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
30-Nov-2023	EBP	AVON PENSION FUND, 11-23-008, FP 30/11 /23 40, 25024246250171000N	-2,442.87		1,000.00
30-Nov-2023	EBP	HMRC, 11-23-007, FP 30/11/23 40, 22024309552225000N	-2,825.64		3,442.87
30-Nov-2023	CHG	03NOV A/C 01321218	-29.40		6,268.51
30-Nov-2023		FROM 08631638		4,377.91	6,297.91
30-Nov-2023	BAC	STOKE LANE UNDER 8, 2023-24-155, FP 30 /11/23 1036, 300000001251580585		420.00	1,920.00
29-Nov-2023	EBP	MAMAS BRISTOL, PTC COMMUNITYGRANT, FP 29/11/23 40, 15023502490181000N	-250.00		1,500.00
29-Nov-2023	EBP	J&SONS ELECTRICAL, 11-23-052, FP 29/11 /23 40, 41023504301272000N	-700.00		1,750.00
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-047, FP 29/11 /23 40, 05023502322255000N	-72.00		2,450.00
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-045, FP 29/11 /23 40, 36023509966298000N	-18.00		2,522.00
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-044, FP 29/11 /23 40, 18023512932854000N	-36.00		2,540.00
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-042, FP 29/11 /23 40, 50023516846405000N	-36.00		2,576.00
29-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-040, FP 29 /11/23 40, 25023505099050000N	-41.96		2,612.00
29-Nov-2023	EBP	ORIGIN AMENITY SOL, 11-23-032, FP 29/11 /23 40, 45023502840357000N	-775.20		2,653.96
29-Nov-2023	EBP	J TURNER, 11-23-055, FP 29/11/23 40, 60023512737640000N	-1,005.00		3,429.16
29-Nov-2023	EBP	DCK ACCOUNTING SOL, 11-23-053, FP 29 /11/23 40, 24023516636732000N	-351.00		4,434.16
29-Nov-2023	EBP	ALMONDSBURY JOINT, 11-23-054, FP 29/11 /23 40, 32023514635747000N	-1,500.00		4,785.16
29-Nov-2023	EBP	HIRE STATION LTD, 11-23-050, FP 29/11/23 40, 49023514389138000N	-185.56		6,285.16
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-046, FP 29/11 /23 40, 56023513329344000N	-36.00		6,470.72
29-Nov-2023	EBP	SOLTECH IT LTD, 11-23-041, FP 29/11/23 40, 16023512306188000N	-300.00		6,506.72

29-Nov-2023	EBP	JON WATKINS, 11-23-036, FP 29/11/23 40, 44023521145882000N	-24.00	6,806.72
29-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-035, FP 29 /11/23 40, 50023501734065000N	-383.00	6,830.72
29-Nov-2023	EBP	GARY MILLARD, 11-23-034, FP 29/11/23 40, 30023504097677000N	-120.25	7,213.72
29-Nov-2023	EBP	ATD XTREMECLEAN LT, 11-23-033, FP 29/11 /23 40, 63023502126430000N	-225.00	7,333.97
29-Nov-2023	EBP	SOUTH GLOUCESTERSH, 11-23-028, FP 29 /11/23 40, 02023521379144000N	-8,292.57	7,558.97
29-Nov-2023	EBP	SIMPLY WASHROOMS L, 11-23-049, FP 29 /11/23 40, 10023514598269000N	-69.17	15,851.54
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-043, FP 29/11 /23 40, 01023506799631000N	-28.80	15,920.71
29-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-039, FP 29 /11/23 40, 14023513584866000N	-5.00	15,949.51
29-Nov-2023	EBP	DAVIES AND PARTNER, 11-23-037, FP 29/11 /23 40, 19023513633869000N	-570.00	15,954.51
29-Nov-2023	EBP	GORDON PLAYGROUND, 11-23-029, FP 29 /11/23 40, 03023508344464000N	-612.00	16,524.51
29-Nov-2023	EBP	J&SONS ELECTRICAL, 11-23-051, FP 29/11 /23 40, 07023503586420000N	-123.12	17,136.51
29-Nov-2023	EBP	SLCC ENTERPRISES L, 11-23-048, FP 29/11 /23 40, 42023511431100000N	-24.00	17,259.63
29-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-031, FP 29 /11/23 40, 55023510145445000N	-390.95	17,283.63
29-Nov-2023	EBP	MINI CONCERTS CIC, 11-23-038, FP 29/11 /23 40, 59023503338684000N	-350.00	17,674.58
29-Nov-2023	EBP	PROLIFIC SOLUTIONS, 11-23-030, FP 29/11 /23 40, 43023505609596000N	-183.79	18,024.58
29-Nov-2023		FROM 08631638		18,208.37
29-Nov-2023	BGC	100862 605114		1,606.19
29-Nov-2023	BAC	B JANAKOWSKA, 2023-24-144, FP 29/11/23 1736, 300000001251051495		1,106.19
29-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/11/23 0844, PH737VTI1HMCGKHA00		1,048.69
28-Nov-2023		TO 08631638	-15,318.03	1,000.00
28-Nov-2023	D/D	TOTALENERGIES G&P, 1051475	-93.22	16,318.03
28-Nov-2023	POS	0936 27NOV23, HERMES PARCELNET, LTD T, 08445437147 GB	-3.59	16,411.25
28-Nov-2023	POS	0936 27NOV23, ECARDFOREST, CARDS&GIFT, LONDON GB	-3.49	16,414.84
28-Nov-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 28/11/23 0846, PH737VTI1HMCC8VM00, RE		16,418.33
28-Nov-2023	BAC	CCLA INVESTMENT MA, 883628, FP 28/11 /23 1531, 2334511213518234FU, PATCHWAY TOWN COUN		16,000.00

27-Nov-2023	D/D	TOTALENERGIES G&P, 1051475	-1,789.33	1,000.00
27-Nov-2023		FROM 08631638		2,789.33
27-Nov-2023	BAC	THOMAS MAUNDER, 2023-24-131 - BSG, FP 27/11/23 1035, PUKNDCU22NQ2KW9QCI		1,138.69
27-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 27/11/23 0840, PH737VTI1HMBZ0EB00		1,048.69
23-Nov-2023	D/D	TOTALENERGIES G&P, 1058915	-152.81	1,000.00
23-Nov-2023	D/D	TOTALENERGIES G&P, 1058913	-166.76	1,152.81
23-Nov-2023	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-15.91	1,319.57
23-Nov-2023	EBP	23/11/23 40,	-1,913.18	1,335.48
23-Nov-2023	EBP	FP 23/11/23 40,	-974.79	3,248.66
23-Nov-2023	EBP	, FP 23/11/23 40,	-1,800.17	4,223.45
23-Nov-2023	EBP	FP 23/11/23 40,	-1,567.86	6,023.62
23-Nov-2023	EBP	FP 23/11/23 40,	-2,011.25	7,591.48
23-Nov-2023	EBP	04, FP 23/11/23	-1,366.12	9,602.73
23-Nov-2023		FROM 08631638		10,968.85
23-Nov-2023	BAC	BRAD STK YFC, 2023-24-140, FP 23/11/23 1503, 784051403051321101		7,848.49
23-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 23/11/23 0845, PH737VTI1HMBMZNO00		7,348.49
23-Nov-2023	BAC	WEST OF ENGLAND CO		7,300.00
22-Nov-2023		TO 08631638	-437.57	1,000.00
22-Nov-2023	POS	0936 21NOV23 C, SD BRISTOL CRIBBS, 3230, 03439093230 GB	-26.99	1,437.57
22-Nov-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 22/11/23 0851, PH737VTI1HMBH5WR00, RE		1,464.56
22-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 22/11/23 0901, PH737VTI1HMBJF4Y00		1,048.69
21-Nov-2023	D/D	TOTALENERGIES G&P, 1237631	-2,018.02	1,000.00
21-Nov-2023	D/D	TOTALENERGIES G&P, 1134410	-39.59	3,018.02
21-Nov-2023	D/D	TOTALENERGIES G&P, 1051476	-259.23	3,057.61
21-Nov-2023	POS	0936 20NOV23, FRENCHAY CHRISTMAS, TRE, BATH GB	-210.00	3,316.84
21-Nov-2023		FROM 08631638		3,526.84
17-Nov-2023	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	1,000.00
17-Nov-2023		FROM 08631638		1,998.88
16-Nov-2023		TO 08631638	-47.53	1,705.00

16-Nov-2023	BGC	100861 605114		705.00	1,752.53
16-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/11/23 0838, PH737VTI1HMAQDS700		47.53	1,047.53
15-Nov-2023	D/D	EE LIMITED, Q16509023469384773	-87.89		1,000.00
15-Nov-2023	D/D	SMITHS GLOUCESTER, P570SGL	-3,288.00		1,087.89
15-Nov-2023	EBP	HSBC AS DEPOSITARY, CCLA DEPOSIT, FP 15/11/23 40, 53023509096711000N	-10,000.00		4,375.89
15-Nov-2023	EBP	PATCHWAY TOWN COUN, PLATINUM DONATIONS, FP 15/11/23 40, 62023504270657000N	-391.00		14,375.89
15-Nov-2023	BLN	BANKLINE	-36.65		14,766.89
15-Nov-2023		FROM 08631638		13,297.67	14,803.54
15-Nov-2023	DPC	A J MOWERS LTD, 2023-24-119, VIA ONLINE - PYMT		90.00	1,505.87
15-Nov-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 15/11/23 0855, PH737VTI1HMAMVQ800, RE		415.87	1,415.87
14-Nov-2023	D/D	PUBLIC WORKS LOANS, PATCHWAY	-10,222.00		1,000.00
14-Nov-2023	POS	0936 13NOV23 C, B&M 530 - CRIBBS, BRISTOL GB	-36.00		11,222.00
14-Nov-2023		FROM 08631638		8,510.00	11,258.00
13-Nov-2023	D/D	VIRGIN MEDIA PYMTS, 757943901001	-38.40		2,748.00
13-Nov-2023		FROM 08631638		37.65	2,786.40
13-Nov-2023	BGC	100860 605114		1,748.75	2,748.75
10-Nov-2023	POS	0936 09NOV23 C, HALFORDS 0720, CRIBS CAUSEWY GB	-24.98		1,000.00
10-Nov-2023	EBP	CLUBSPARK GROUP LT, 11-23-023, FP 10/11 /23 40, 48023958608775000N	-2,160.00		1,024.98
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-022, FP 10 /11/23 40, 07023939457186000N	-24.94		3,184.98
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-020, FP 10 /11/23 40, 64023951414283000N	-21.99		3,209.92
10-Nov-2023	EBP	ROBERT HAINEY, 11-23-018, FP 10/11/23 40, 44023954463538000N	-190.00		3,231.91
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-011, FP 10 /11/23 40, 17024003217196000N	-7.79		3,421.91
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-025, FP 10 /11/23 40, 62023949479375000N	-56.97		3,429.70
10-Nov-2023	EBP	CORDELL HEALTH LTD, 11-23-024, FP 10/11 /23 40, 56023944352115000N	-90.00		3,486.67
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-021, FP 10 /11/23 40, 51023940176725000N	-22.94		3,576.67
10-Nov-2023	EBP	DCK ACCOUNTING SOL, 11-23-027, FP 10 /11/23 40, 47023938972233000N	-195.00		3,599.61
10-Nov-2023	EBP	DCK ACCOUNTING SOL, 11-23-013, FP 10 /11/23 40, 15023957928442000N	-441.00		3,794.61

10-Nov-2023	EBP	MURRAY HIRE CENTRE, 11-23-015, FP 10/11 /23 40, 14023943735094000N	-456.00		4,235.61
10-Nov-2023	EBP	AVON LOCAL COUNCIL, 11-23-026, FP 10 /11/23 40, 05023959464021000N	-40.00		4,691.61
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-019, FP 10 /11/23 40, 22023940549496000N	-67.15		4,731.61
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-017, FP 10 /11/23 40, 19023953299641000N	-21.98		4,798.76
10-Nov-2023	EBP	ORIGIN AMENITY SOL, 11-23-016, FP 10/11 /23 40, 62023955314971000N	-93.60		4,820.74
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-012, FP 10 /11/23 40, 22023933086544000N	-21.80		4,914.34
10-Nov-2023	EBP	AMAZON PAYMENTS UK, 11-23-010, FP 10 /11/23 40, 01023952270251000N	-17.97		4,936.14
10-Nov-2023	EBP	SOUTH GLOUCESTERSH, 11-23-014, FP 10 /11/23 40, 33023958366067000N	-49.05		4,954.11
10-Nov-2023		FROM 08631638		4,003.16	5,003.16
09-Nov-2023		TO 08631638	-243.31		1,000.00
09-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/11/23 0848, PH737VTI1HM9UEVF00		243.31	1,243.31
08-Nov-2023		TO 08631638	-10,777.84		1,000.00
08-Nov-2023	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43		11,777.84
08-Nov-2023	D/D	INTY LTD, 3MQFKS7	-134.40		11,832.27
08-Nov-2023	POS	0936 07NOV23, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-147.55		11,966.67
08-Nov-2023	EBP	MURRAY HIRE CENTRE, 11-23-009, FP 08/11 /23 40, 11023441165426000N	-727.20		12,114.22
08-Nov-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 08/11/23 0845, PH737VTI1HM9ORWE00, RE		1,673.42	12,841.42
08-Nov-2023	BAC	TICKETSOURCE LTD, TICKETSOURCE746554, FP 08/11/23 0306, MF060846354D162F00		10,108.00	11,168.00
08-Nov-2023		100859		60.00	1,060.00
07-Nov-2023		TO 08631638	-803.97		1,000.00
07-Nov-2023	D/D	ALLSTAR, 299091	-530.53		1,803.97
07-Nov-2023	POS	0936 06NOV23, WEB*WYBONE, WYBONE. CO.UK GB	-64.19		2,334.50
07-Nov-2023	BAC	DADSDADSD LTD, 2023-24-085 DVD, FP 07 /11/23 1126, 00152242632BJYKWJZ		210.00	2,398.69
07-Nov-2023	BAC	STOKE LANE FC, 2023-24-128, FP 06/11/23 2144, 500000001234521713		420.00	2,188.69
07-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 07/11/23 0850, PH737VTI1HM9KHKI00		48.69	1,768.69
07-Nov-2023		100858		720.00	1,720.00
06-Nov-2023		TO 08631638	-1,340.10		1,000.00



06-Nov-2023	POS	0936 02NOV23, HERMES PARCELNET, LTD T, 08445437147 GB	-5.28	2,340.10
06-Nov-2023	BAC	PATCHWAY TOWN FOOT, 2023-24-135, FP 06/11/23 1020, 100000001230689548	84.00	2,345.38
06-Nov-2023	BAC	PATCHWAY SPORTS &, 2023-24-099, FP 06 /11/23 1145, 300000001237493929	986.38	2,261.38
03-Nov-2023		TO 08631638	-140.22	1,275.00
03-Nov-2023	POS	0936 02NOV23 C, HALFORDS 0720, CRIBS CAUSEWY GB	-9.78	1,415.22
03-Nov-2023	BGC	100857 605114	275.00	1,425.00
03-Nov-2023	BAC	AVON INDIAN COMMUN, INVOICES 1/09 1/ FP 03/11/23 0812, 500000001232382960	60.00	1,150.00
03-Nov-2023	BAC	SIGNATURE SPORTS C, 2023-24-118, FP 03 /11/23 0640, 100000001228925055	90.00	1,090.00
02-Nov-2023		TO 08631638	-31,907.94	1,000.00
02-Nov-2023	BAC	PUBLIC SECTOR DEPO, 0134870001PI	1,269.21	32,907.94
02-Nov-2023	CHP	PATCHWAY TOWN CO, PCM55CI15177873, CCLA	30,000.00	31,638.73
02-Nov-2023	CHP	NONREF, PCM55CI15176029, T J TRANSPORT LT, D, CHAPS TFR	92.40	1,638.73
02-Nov-2023	BAC	PATCHWAY SPORTS &, 2023-24-129, FP 02 /11/23 1519, 600000001231665667	390.00	1,546.33
02-Nov-2023	BAC	PATCHWAY SPORTS &, 2023-24-093, FP 02 /11/23 1521, 200000001227998871	10.00	1,156.33
02-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 02/11/23 0844, PH737VTI1HM8XPZI00	146.33	1,146.33
01-Nov-2023		TO 08631638	-310.32	1,000.00
01-Nov-2023	D/D	SCREWFIX DIRECT LT, 6331640020677746	-79.00	1,310.32
01-Nov-2023	D/D	INVESTEC ASSET FIN, 22351565619436482	-789.29	1,389.32
01-Nov-2023	POS	0936 31OCT23 C, ONE BELOW, BRISTOL GB	-13.15	2,178.61
01-Nov-2023	POS	0936 31OCT23, TESCO STORES 5652, BRISTOL GB	-2.58	2,191.76
01-Nov-2023	BAC	SNACK ATTACKS, RENT, FP 01/11/23 0640, PDOL37911J5JTLFZ0U	700.00	2,194.34
01-Nov-2023	BAC	SNACK ATTACKS, ELECTRIC, FP 01/11/23 0639, PCGHAPMPNGQ02LPDHP	445.65	1,494.34
01-Nov-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 01/11/23 0854, PH737VTI1HM8U0MH00	48.69	1,048.69
		Opening balance		1,000.00
			<b>Totals</b>	<b>-129,404.78    129,404.78</b>

## List of Payments made between 01/11/2023 and 30/11/2023

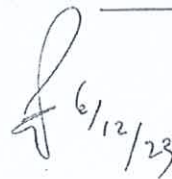
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Investec Asset Finance	Std Ord	789.29 \		Zero Turn Mower
01/11/2023	TRADE UK	DD7	79.00 \		Toilet Seat
01/11/2023	Tesco	POS4	2.58 \		Vinegar & Bicarb of soda
01/11/2023	OneBeyond	POS5	13.15 \		Brushes
02/11/2023	Evri	POS84	5.28 \		Postage
03/11/2023	Halfords	POS16	9.78 \		Bulbs
06/11/2023	Evri	POS19	3.59 \		Postage
07/11/2023	ALLSTAR	DD87	530.53 \		Diesel
07/11/2023	Wybone	POS86	64.19 \		Dog Poop Bags
08/11/2023	Murray Hire Centres LTD	EBP91	727.20 \		Nifty Lift
08/11/2023	INTY LTD	DD93	134.40 \		INV00638217/2790/INTY LTD
08/11/2023	Viridor	DD94	54.43 \		750322001/001/1023/2791/Virido
08/11/2023	Almondsbury Garden Centre	POS92	147.55 \		Winter FLOWers
10/11/2023	South Gloucestershire Council	EBP96	49.05 \		Recycling Collections
10/11/2023	Amazon	EBP97	17.97 \		Copier Paper
10/11/2023	Amazon	EBP98	21.80 \		Light Bulbs
10/11/2023	Origin Amenity Solutions Ltd	EBP99	93.60 \		Endclean 1ltr
10/11/2023	Amazon	EBP100	21.98 \		Money Collection Buckets
10/11/2023	Amazon	EBP101	67.15 \		Christmas Lights
10/11/2023	Avon Local Council's Associati	EBP102	40.00 \		New Parish Clerk Course
10/11/2023	Murray Hire Centres LTD	EBP103	456.00 \		Chipper
10/11/2023	DCK Accounting Solutions Ltd	EBP20	441.00 \		October Accounting Support
10/11/2023	DCK Accounting Solutions Ltd	EBP21	195.00 \		Additional Oct Support
10/11/2023	Amazon	EBP22	22.94 \		Laminating Pouches
10/11/2023	Cordell Health	EBP23	90.00 \		Emotional Resilience
10/11/2023	Amazon	EBP24	56.97 \		Batteries
10/11/2023	Amazon	EBP25	7.79 \		Light Bulbs
10/11/2023	R Hainey	EBP26	190.00 \		No Fly Tipping Signs
10/11/2023	Amazon	EBP27	21.99 \		LED Christmas Lights
10/11/2023	Amazon	EBP28	24.94 \		Laminating Pouches
10/11/2023	Clubspark	EBP29	2,160.00 \		Annual Licence 11/23-10/24
10/11/2023	Halfords	POS30	24.98 \		Wipers
13/11/2023	Viridor	DD32	38.40 \		757943901/001/1023/2789/Virido
14/11/2023	B&M	POS33	36.00 \		B&M
14/11/2023	Public Works Loan Board	DD34	10,222.00 \		Public Works Loan Board
15/11/2023	Smith's Gloucester Ltd	DD40	3,288.00 \		Purchase Ledger Payment
15/11/2023	EE Limited	DD41	87.89 \		V02164733394/2777/EE Limited
15/11/2023	Natwest	BLN37	36.65 \		Bankline charges
15/11/2023	CCLA	EBP	10,000.00 \		CCLA
15/11/2023	Platinum Donations	38	391.00 \		Platinum Donations
17/11/2023	De Lage Landen Leasing Ltd	DD	998.88 \		HP Installments
21/11/2023	Total Gas and Power	DD45	259.23 \		Gas Oct23
21/11/2023	Total Gas and Power	DD46	39.59 \		Gas Oct 23
21/11/2023	Total Gas and Power	DD47	2,018.02 \		Electric Oct 23
21/11/2023	Frenchay Christmas Tree	POS44	210.00 \		Frenchay Christmas Tree
22/11/2023	Sports Direct	POS59	26.99 \		Hi Viz Jackets
23/11/2023	IRIS	DD60	15.91 \		October Payroll

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2023	Total Gas and Power	DD61	166.76\		Electric Oct 23
23/11/2023	Total Gas and Power	DD61A	152.81\		Electric Oct 23
23/11/2023	November Salaries	EBP54/59	9,633.37\		November Salaries
27/11/2023	Total Gas and Power	DD64	1,789.33\		Gas Aug22-Sept23
28/11/2023	Total Gas and Power	DD86	93.22\		Gas Oct 23
28/11/2023	ECARD	POS84	3.49\		ECARD
29/11/2023	Prolific Solutions South West	EBP90	183.79\		Clicks & Support
29/11/2023	Mini Concerts C.I.C	EBP91A	350.00\		Firework Display performance
29/11/2023	Amazon	EBP92	390.95\		Powerheart Battery
29/11/2023	Society of Local Council Clerk	EBP93	24.00\		New Clerk
29/11/2023	J and Sons Electrical Services	EBP94	123.12\		Emergency Bulk Head
29/11/2023	Gordon Playground Inspections	EBP95	612.00\		Annual Inspections
29/11/2023	Davies & Partners Solicitors	EBP96A	570.00\		Services Apr22-Oct23
29/11/2023	Amazon	EBP97A	5.00\		Purchase Ledger Payment
29/11/2023	Society of Local Council Clerk	EBP98A	28.80\		Practical Compliance
29/11/2023	Simply Washrooms LTD	EBP99A	69.17\		Nappy Unit
29/11/2023	South Gloucestershire Council	EBP100A	8,292.57\		Parish Election Fee
29/11/2023	ATDXtreme Clean Ltd	EBP101A	225.00\		Cleaning
29/11/2023	Gary Millard	EBP102A	120.25\		Firework Photography
29/11/2023	Amazon	EBP103A	383.00\		Powerheat Battery
29/11/2023	Soltech IT Limited	EBP65	300.00\		Business Support Dec23-Mar24
29/11/2023	Society of Local Council Clerk	EBP66	36.00\		Budgeting Basics
29/11/2023	Barndon Hire Station	EBP67	185.56\		Toilets Hire
29/11/2023	DCK Accounting Solutions Ltd	EBP69	351.00\		November Accounting Support
29/11/2023	Jack Turner	EBP70	1,005.00\		Additional Hours sept/Oct/Nov
29/11/2023	Origin Amenity Solutions Ltd	EBP71	775.20\		Impact Glider Machine
29/11/2023	Amazon	EBP72	41.96\		Socks
29/11/2023	Society of Local Council Clerk	EBP73	36.00\		Understanding Quotes
29/11/2023	Society of Local Council Clerk	EBP74	36.00\		VAT
29/11/2023	Society of Local Council Clerk	EBP75	18.00\		Committees
29/11/2023	Society of Local Council Clerk	EBP76	72.00\		Agendas & Minutes
29/11/2023	J and Sons Electrical Services	EBP77	700.00\		Supply & Install 4 Meters
29/11/2023	J Watkins EXP	EBP104	24.00\		Lanyard
29/11/2023	Mamas Bristol	EBP78	250.00\		Mamas Bristol Grant
29/11/2023	AJBC	68	1,500.00\		RWK Goodman Solicitors
30/11/2023	Natwest	CHG80	29.40\		Bank Charges
30/11/2023	HMRC	EBP81	2,825.64\		HMRC
30/11/2023	Avon Pensions	EBP82	2,442.87\		Avon Pensions

Total Payments

68,077.95



S.J. Pollard for Auditing Solutions Ltd

## Current Bank A/c

Receipts received between 01/11/2023 and 30/11/2023

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BAC1	Banked: 01/11/2023	48.69 \						
BAC1	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC2	Banked: 01/11/2023	445.65 \						
BAC2	Snack Attack Electric Recharge	445.65		74.28	1990	500	371.37	Snack Attack Electric
BAC3	Banked: 01/11/2023	700.00 \						
BAC3	Snack Attack Cafe Rent	700.00			1530	500	700.00	Snack Attack Cafe Rent
BAC8	Banked: 02/11/2023	146.33 \						
BAC8	Stripe - 3G Pitch Hire	146.33			4991	500	-4.87	Stripe - 3G Pitch Hire
					1520	500	151.20	Stripe - 3G Pitch Hire
BAC9	Banked: 02/11/2023	10.00 \						
BAC9	Patchway Sports Social	10.00			1450	500	10.00	Vendors
BAC10	Banked: 02/11/2023	390.00 \						
BAC10	Patchway Sports Social	390.00			1510	500	390.00	Sports
CHP11	Banked: 02/11/2023	92.40 \						
CHP11	TJ Transport	92.40			1400	200	92.40	Rm Hire
CHP12	Banked: 02/11/2023	30,000.00 \						
CHP12	CCLA	30,000.00			230		30,000.00	CCLA
BAC13	Banked: 02/11/2023	1,269.21 \						
BAC13	PSDF Int	1,269.21			1090	100	1,269.21	PSDF Int
BAC14	Banked: 03/11/2023	90.00 \						
BAC14	Signature Sports	90.00			1450	500	90.00	500
BAC15	Banked: 03/11/2023	60.00 \						
BAC15	Avon Indian Community	60.00			1410	210	60.00	Casson Rm Hire
100857	Banked: 03/11/2023	275.00 \						
100857	Casson Rm Hire	275.00			1410	210	275.00	Casson Rm Hire
BAC17	Banked: 06/11/2023	986.38 \						
BAC17	Patchway Sports Social CI Rent	986.38			1500	510	986.38	Patchway Sports Social
BAC18	Banked: 06/11/2023	84.00 \						
BAC18	Patchway Football	84.00			1520	500	84.00	3G Pitch Hire
100858	Banked: 07/11/2023	720.00 \						
100858	Community Event Donations	720.00			1450	500	720.00	Community Event
BAC83	Banked: 07/11/2023	48.69 \						
BAC83	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC84	Banked: 07/11/2023	420.00 \						
Subtotal Carried Forward:		35,786.35	0.00	74.28			35,292.07	

Cashbook 1

Current Bank A/c

Receipts received between 01/11/2023 and 30/11/2023

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BAC84	Stoke Lane F C 3G Pitch Hire	420.00			1520	500	420.00	Stoke Lane F C 3G Pitch
BAC85	Banked: 07/11/2023	210.00						
BAC85	Davds V Dads 3G Pitch hire	210.00			1520	500	210.00	Davds V Dads 3 G Pitch
100859	Banked: 08/11/2023	60.00						
100859	Donations for Community Events	60.00			1450	500	60.00	Donations for Community
BAC89	Banked: 08/11/2023	10,108.00						
BAC89	Ticketsource	10,108.00			1450	500	10,108.00	Donations for Community
BAC90	Banked: 08/11/2023	1,673.42						
BAC90	Stripe - 3G Pitch Hire	1,673.42			4991	500	-6.58	Stripe - 3G Pitch Hire
					1520	500	1,680.00	Stripe - 3G Pitch Hire
BAC95	Banked: 09/11/2023	243.31						
BAC95	Stripe - 3G Pitch Hire	243.31			4991	500	-8.69	Stripe - 3G Pitch Hire
					1520	500	252.00	Stripe - 3G Pitch Hire
100860	Banked: 10/11/2023	1,748.75						
100860	Pretoria Allotment rent	1,748.75			1440	600	1,748.75	Pretoria Allotment rent
BAC35	Banked: 15/11/2023	415.87						
BAC35	Stripe - 3G Pitch Hire	415.87			4991	500	-4.13	Stripe - 3G Pitch Hire
					1520	500	420.00	Stripe - 3G Pitch Hire
	DPC Banked: 15/11/2023	90.00						
	DPC AJ Mowers	90.00			1450	500	90.00	Events
BAC41	Banked: 16/11/2023	47.53						
BAC41	Stripe - 3G Pitch Hire	47.53			4991	500	-3.62	Stripe - 3G Pitch Hire
					1520	500	51.15	Stripe - 3G Pitch Hire
100861	Banked: 16/11/2023	705.00						
100861	Blakreney Allotment Rent	705.00			1440	600	705.00	Blakreney Allotment Ren
BAC48	Banked: 22/11/2023	48.69						
BAC48	Stripe - 3G Pitch Hire	48.69			4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC49	Banked: 22/11/2023	415.87						
BAC49	Stripe - 3G Pitch Hire	415.87			4991	500	-4.13	Stripe - 3G Pitch Hire
					1520	500	420.00	Stripe - 3G Pitch Hire
BAC52	Banked: 23/11/2023	48.49						
BAC52	Stripe - 3G Pitch Hire	48.49			4991	500	-1.91	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC53	Banked: 23/11/2023	500.00						
BAC53	Bardley Stoke FC	500.00			1520	500	500.00	Bardley Stoke FC
	Banked: 23/11/2023	6,300.00						
51	West of England	6,300.00			1708	900	6,300.00	Pollinator Grant
Subtotal Carried Forward:		58,401.28	0.00	74.28			58,327.00	

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BAC62	Banked: 27/11/2023	48.69						
BAC62	Stripe - 3G Pitch Hire		48.69		4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC63	Banked: 27/11/2023	90.00						
BAC63	Thmas Maunder		90.00		1510	500	90.00	Sports
BAC82	Banked: 28/11/2023	15,000.00						
BAC82	CCLA		15,000.00		230		15,000.00	CCLA
BAC83	Banked: 28/11/2023	418.33						
BAC83	Stripe - 3G Pitch Hire		418.33		4991	500	-1.67	Stripe - 3G Pitch Hire
					1520	500	420.00	Stripe - 3G Pitch Hire
BAC87	Banked: 29/11/2023	48.69						
BAC87	Stripe - 3G Pitch Hire		48.69		4991	500	-1.71	Stripe - 3G Pitch Hire
					1520	500	50.40	Stripe - 3G Pitch Hire
BAC88	Banked: 29/11/2023	57.50						
BAC88	B Janakowska		57.50		1410	210	57.50	Casson Rm Hire
100862	Banked: 29/11/2023	500.00						
100862	Donation for Civic Regalia		500.00		1700	120	500.00	Donation for Civic Regalia
BAC79	Banked: 30/11/2023	420.00						
BAC79	Stoke Lane Under 8s		420.00		1520	500	420.00	Stoke Lane Under 8s
INT	Banked: 30/11/2023	52.05						
INT	Natwest Int		52.05		1090	100	52.05	Natwest Int
<b>Total Receipts:</b>		<b>75,036.54</b>	<b>0.00</b>	<b>74.28</b>			<b>74,962.26</b>	

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4/12/23

S J Pollard for Auditing Solutions Ltd

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%	
1076 Precept	816,643	540,271	540,271	0			100.0%	
1090 Interest Received	5,834	6,666	7,000	334			95.2%	
1100 CIL Payment	0	18,697	0	(18,697)			0.0%	
Income :- Income	<b>822,477</b>	<b>568,134</b>	<b>547,271</b>	<b>(20,863)</b>			<b>103.8%</b>	<b>0</b>
4220 IT Services & Software	0	100	0	(100)		(100)	0.0%	
4230 Equipment	0	75	0	(75)		(75)	0.0%	
5900 Transfer to EMR	0	18,697	0	(18,697)		(18,697)	0.0%	
Income :- Indirect Expenditure	<b>0</b>	<b>18,872</b>	<b>0</b>	<b>(18,872)</b>	<b>0</b>	<b>(18,872)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>822,477</b>	<b>549,262</b>	<b>547,271</b>	<b>(1,991)</b>				
<b>110 Establishment</b>								
4001 Admin Salary Costs	109,605	65,885	113,008	47,123		47,123	58.3%	
4002 Groundstaff Salary Costs	142,291	85,552	168,021	82,469		82,469	50.9%	
4031 Pension Lump Sum	(10,600)	(4,400)	(6,600)	(2,200)		(2,200)	66.7%	
4040 Staff Travel	101	0	0	0		0	0.0%	
4060 Staff other Expenses	459	534	200	(334)		(334)	267.2%	
4090 Staff Training	3,277	2,253	2,000	(253)		(253)	112.7%	
4091 Recruitment Advertising	0	1,290	0	(1,290)		(1,290)	0.0%	
4110 Bank Charges	1,064	533	800	267		267	66.6%	
4120 Audit Fees	3,540	(60)	2,220	2,280		2,280	(2.7%)	
4121 Accountancy Support fees	6,196	3,163	6,000	2,838		2,838	52.7%	
4130 Professional Fees	325	575	0	(575)		(575)	0.0%	
4140 Legal Fees	968	0	0	0		0	0.0%	
4150 Subscriptions & Memberships	2,670	2,409	2,500	91		91	96.4%	
4160 Insurance	7,782	3,837	5,827	1,990		1,990	65.8%	
4170 Stationery & Printing	2,582	1,403	1,000	(403)		(403)	140.3%	
4180 Postage	72	398	50	(348)		(348)	796.2%	
4200 Broadband	824	622	900	278		278	69.1%	
4210 Mobile Telephone	767	1,189	850	(339)		(339)	139.9%	
4220 IT Services & Software	5,009	3,537	4,500	963		963	78.6%	
4230 Equipment	2,325	1,282	2,500	1,218		1,218	51.3%	
4240 Property Maintenance	0	18	0	(18)		(18)	0.0%	
Establishment :- Indirect Expenditure	<b>279,255</b>	<b>170,019</b>	<b>303,776</b>	<b>133,757</b>	<b>0</b>	<b>133,757</b>	<b>56.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(279,255)</b>	<b>(170,019)</b>	<b>(303,776)</b>	<b>(133,757)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	750	1,521	0	(1,521)			0.0%	
Civic/Democratic :- Income	<u>750</u>	<u>1,521</u>	<u>0</u>	<u>(1,521)</u>				<u>0</u>
4300 Mayoral Allowance	0	250	500	250		250	50.0%	
4310 Councillor's Training	150	96	1,000	904		904	9.6%	
4330 Civic Regalia	0	1,354	0	(1,354)		(1,354)	0.0%	
4340 Civic Fund	3,496	5,080	1,500	(3,580)		(3,580)	338.7%	
4341 Queens Platinum Jubilee	14,694	0	0	0		0	0.0%	
4350 Elections	0	8,293	7,250	(1,043)		(1,043)	114.4%	
5900 Transfer to EMR	0	500	0	(500)		(500)	0.0%	
5910 Transfer from EMR	(6,154)	(750)	0	750		750	0.0%	
Civic/Democratic :- Indirect Expenditure	<u>12,185</u>	<u>14,823</u>	<u>10,250</u>	<u>(4,573)</u>	<u>0</u>	<u>(4,573)</u>	<u>144.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,435)</u>	<u>(13,302)</u>	<u>(10,250)</u>	<u>3,052</u>				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	120	136	500	364			27.3%	
Callicroft House :- Income	<u>120</u>	<u>136</u>	<u>500</u>	<u>364</u>			<u>27.3%</u>	<u>0</u>
4240 Property Maintenance	6,521	2,443	3,500	1,057		1,057	69.8%	
4245 Janitorial	175	0	0	0		0	0.0%	
4410 Rates	8,209	7,610	8,800	1,190		1,190	86.5%	
4430 Utilities	5,786	2,949	4,500	1,551		1,551	65.5%	
Callicroft House :- Indirect Expenditure	<u>20,690</u>	<u>13,002</u>	<u>16,800</u>	<u>3,798</u>	<u>0</u>	<u>3,798</u>	<u>77.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,570)</u>	<u>(12,865)</u>	<u>(16,300)</u>	<u>(3,435)</u>				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	792	1,724	2,000	276			86.2%	
1700 Grants & Donation Received	0	500	0	(500)			0.0%	
Casson Centre :- Income	<u>792</u>	<u>2,224</u>	<u>2,000</u>	<u>(224)</u>			<u>111.2%</u>	<u>0</u>
4220 IT Services & Software	0	159	0	(159)		(159)	0.0%	
4240 Property Maintenance	6,180	2,644	3,500	856		856	75.5%	
4410 Rates	1,522	1,098	1,700	602		602	64.6%	
4430 Utilities	801	1,157	1,500	343		343	77.1%	
4991 Stripe charge	3	2	0	(2)		(2)	0.0%	
5910 Transfer from EMR	0	(1,017)	0	1,017		1,017	0.0%	
Casson Centre :- Indirect Expenditure	<u>8,507</u>	<u>4,043</u>	<u>6,700</u>	<u>2,657</u>	<u>0</u>	<u>2,657</u>	<u>60.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,714)</u>	<u>(1,819)</u>	<u>(4,700)</u>	<u>(2,881)</u>				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Burials</u>								
1031 AJBC Income (50%)	23,178	0	20,828	20,828			0.0%	
Burials :- Income	<u>23,178</u>	<u>0</u>	<u>20,828</u>	<u>20,828</u>			0.0%	0
4501 AJBC Staff Costs (50%)	22,684	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	9,975	3,325	9,148	5,823		5,823	36.3%	
5900 Transfer to EMR	2,927	0	3,326	3,326		3,326	0.0%	
5910 Transfer from EMR	(9,482)	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	<u>26,105</u>	<u>3,325</u>	<u>24,154</u>	<u>20,829</u>	<u>0</u>	<u>20,829</u>	13.8%	0
Net Income over Expenditure	<u>(2,927)</u>	<u>(3,325)</u>	<u>(3,326)</u>	<u>(1)</u>				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	2	2	2	0			100.0%	
Patchway :- Income	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>			100.0%	0
4240 Property Maintenance	113	0	0	0		0	0.0%	
Patchway :- Indirect Expenditure	<u>113</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		0
Net Income over Expenditure	<u>(111)</u>	<u>2</u>	<u>2</u>	<u>0</u>				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	1	1	1	0			100.0%	
Coniston :- Income	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>			100.0%	0
4610 Ground Rent	750	750	1,000	250		250	75.0%	
4620 PWLB Repayment	21,151	18,826	20,939	2,113		2,113	89.9%	
Coniston :- Indirect Expenditure	<u>21,901</u>	<u>19,576</u>	<u>21,939</u>	<u>2,363</u>	<u>0</u>	<u>2,363</u>	89.2%	0
Net Income over Expenditure	<u>(21,900)</u>	<u>(19,575)</u>	<u>(21,938)</u>	<u>(2,363)</u>				
<u>320 Rodway Road</u>								
4650 CCTV	576	445	1,000	555		555	44.5%	
5320 Christmas Decoration	3,000	0	0	0		0	0.0%	
5330 Planter and Tree Maintenance	229	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	<u>3,805</u>	<u>445</u>	<u>1,500</u>	<u>1,055</u>	<u>0</u>	<u>1,055</u>	29.7%	0
Net Expenditure	<u>(3,805)</u>	<u>(445)</u>	<u>(1,500)</u>	<u>(1,055)</u>				
<u>340 The Parade</u>								
5320 Christmas Decoration	2,000	0	0	0		0	0.0%	
The Parade :- Indirect Expenditure	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		0
Net Expenditure	<u>(2,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	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	5,704	8,280	0	(8,280)			0.0%	
Youth & Community :- Income	<u>5,704</u>	<u>8,280</u>	<u>0</u>	<u>(8,280)</u>				<u>0</u>
4240 Property Maintenance	0	181	0	(181)		(181)	0.0%	
4270 Grants, Donations & S 137	1,159	0	0	0		0	0.0%	
4752 Warm Space Project	2,015	4,064	0	(4,064)		(4,064)	0.0%	
4867 Community Events/Engagement	10,570	21,087	7,500	(13,587)		(13,587)	281.2%	
4869 Youth Development	10,538	960	0	(960)		(960)	0.0%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5900 Transfer to EMR	5,670	0	0	0		0	0.0%	
5910 Transfer from EMR	(1,350)	(3,903)	0	3,903		3,903	0.0%	
Youth & Community :- Indirect Expenditure	<u>28,602</u>	<u>22,389</u>	<u>7,500</u>	<u>(14,889)</u>	<u>0</u>	<u>(14,889)</u>	<u>298.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(22,898)</u>	<u>(14,109)</u>	<u>(7,500)</u>	<u>6,609</u>				
<b>410 GRANTS</b>								
4600 Youth and Community Grants	3,236	4,200	7,500	3,300		3,300	56.0%	
GRANTS :- Indirect Expenditure	<u>3,236</u>	<u>4,200</u>	<u>7,500</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>56.0%</u>	<u>0</u>
Net Expenditure	<u>(3,236)</u>	<u>(4,200)</u>	<u>(7,500)</u>	<u>(3,300)</u>				
<b>500 Scott Park</b>								
1450 Vendor/Events Income	7,464	14,627	15,000	373			97.5%	
1500 Social Club Income	30	0	0	0			0.0%	
1510 Sports Income	10,973	4,632	8,500	3,868			54.5%	
1520 3G Sports Facility Income	25,669	22,305	22,000	(305)			101.4%	
1530 Cafe Income	3,500	5,600	8,400	2,800			66.7%	
1700 Grants & Donation Received	1,600	(600)	0	600			0.0%	
1990 Other Income	0	5,379	0	(5,379)			0.0%	
Scott Park :- Income	<u>49,236</u>	<u>51,943</u>	<u>53,900</u>	<u>1,957</u>			<u>96.4%</u>	<u>0</u>
4140 Legal Fees	2,000	0	0	0		0	0.0%	
4160 Insurance	1,844	2,132	2,000	(132)		(132)	106.6%	
4220 IT Services & Software	1,800	0	2,000	2,000		2,000	0.0%	
4230 Equipment	487	(244)	0	244		244	0.0%	
4235 Property Security/Caretaking	660	(6)	0	6		6	0.0%	
4240 Property Maintenance	8,605	10,974	3,500	(7,474)		(7,474)	313.5%	
4410 Rates	2,595	3,105	2,850	(255)		(255)	109.0%	
4430 Utilities	2,412	21,925	5,250	(16,675)		(16,675)	417.6%	
4650 CCTV	847	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	4,210	2,893	3,000	107		107	96.4%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4935 Machinery Repair	960	0	0	0		0	0.0%	
4940 Machinery Maintenance/Repair	4,588	2,719	3,000	281		281	90.6%	
4945 Maintenance - Sports Facilitie	4,615	5,223	7,500	2,277		2,277	69.6%	
4950 Machinery & Tools	2,536	2,168	600	(1,568)		(1,568)	361.3%	
4960 Tree Planting & Landscaping	65	0	0	0		0	0.0%	
4965 Maintenance - Play Equipment	888	0	1,000	1,000		1,000	0.0%	
4970 Fencing	2,914	395	1,500	1,105		1,105	26.3%	
4975 Skip	18,520	0	0	0		0	0.0%	
4990 Lighting	500	0	0	0		0	0.0%	
4991 Stripe charge	347	353	0	(353)		(353)	0.0%	
4992 Scott Park Tree Maintenance	1,290	986	500	(486)		(486)	197.2%	
4995 Staff Uniform	1,555	751	1,500	749		749	50.0%	
4997 Sports Equipment	419	145	500	355		355	28.9%	
4998 Access Gates	2,960	0	0	0		0	0.0%	
4999 Portable Changing Rooms	1,757	0	0	0		0	0.0%	
5300 Litter Bins	612	0	0	0		0	0.0%	
5330 Planter and Tree Maintenance	0	798	0	(798)		(798)	0.0%	
5333 Signage Repair/Replace	123	30	0	(30)		(30)	0.0%	
Scott Park :- Indirect Expenditure	<u>70,111</u>	<u>54,346</u>	<u>35,700</u>	<u>(18,646)</u>	<u>0</u>	<u>(18,646)</u>	<u>152.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,875)</u>	<u>(2,404)</u>	<u>18,200</u>	<u>20,604</u>				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	11,837	6,905	11,840	4,935			58.3%	
Sports and Social Club :- Income	<u>11,837</u>	<u>6,905</u>	<u>11,840</u>	<u>4,935</u>			<u>58.3%</u>	<u>0</u>
Net Income	<u>11,837</u>	<u>6,905</u>	<u>11,840</u>	<u>4,935</u>				
<u>600 Allotments</u>								
1440 Allotment Rents	2,395	2,454	2,500	46			98.2%	
1990 Other Income	0	98	0	(98)			0.0%	
Allotments :- Income	<u>2,395</u>	<u>2,552</u>	<u>2,500</u>	<u>(52)</u>			<u>102.1%</u>	<u>0</u>
4430 Utilities	447	433	500	67		67	86.5%	
5000 Pretoria Road	0	260	0	(260)		(260)	0.0%	
5010 Blakeney Road	140	394	0	(394)		(394)	0.0%	
Allotments :- Indirect Expenditure	<u>587</u>	<u>1,086</u>	<u>500</u>	<u>(586)</u>	<u>0</u>	<u>(586)</u>	<u>217.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,808</u>	<u>1,466</u>	<u>2,000</u>	<u>534</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	0	30	30	0			100.0%	0
4420 Maintenance	152	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	190	213	250	37		37	85.2%	
5334 Improvement Fund	4,846	0	0	0		0	0.0%	
Tumps and BMX Track :- Indirect Expenditure	5,188	213	750	537	0	537	28.4%	0
Net Income over Expenditure	(5,188)	(183)	(720)	(537)				
<u>710 Play Area</u>								
4420 Maintenance	121	0	0	0		0	0.0%	
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	50	50	50	0		0	100.0%	
5200 Repairs and Maintenance	11,024	2,397	3,000	603		603	79.9%	
5334 Improvement Fund	2,912	0	0	0		0	0.0%	
Play Area :- Indirect Expenditure	14,106	2,447	3,100	653	0	653	78.9%	0
Net Expenditure	(14,106)	(2,447)	(3,100)	(653)				
<u>720 Open Spaces Administration</u>								
1250 Xmas Light Donation	30	0	0	0			0.0%	
1700 Grants & Donation Received	150	0	0	0			0.0%	
Open Spaces Administration :- Income	180	0	0	0				0
4230 Equipment	0	1,303	0	(1,303)		(1,303)	0.0%	
4975 Skip	0	11,769	13,130	1,361		1,361	89.6%	
5300 Litter Bins	0	1,112	0	(1,112)		(1,112)	0.0%	
5320 Christmas Decoration	19,716	453	12,500	12,047		12,047	3.6%	
5330 Planter and Tree Maintenance	330	464	1,000	536		536	46.4%	
5340 Outside Area Maintenance/Biodi	5,169	2,158	0	(2,158)		(2,158)	0.0%	
Open Spaces Administration :- Indirect Expenditure	25,214	17,260	26,630	9,370	0	9,370	64.8%	0
Net Income over Expenditure	(25,034)	(17,260)	(26,630)	(9,370)				
<u>800 Street Furniture &amp; transport</u>								
1900 Insurance Claims Refund	0	1,293	0	(1,293)			0.0%	
Street Furniture & transport :- Income	0	1,293	0	(1,293)				0
5333 Signage Repair/Replace	0	288	0	(288)		(288)	0.0%	
5420 Road Signs & Repairs	182	0	0	0		0	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5450 Street Cleaning Supplies	880	374	500	126		126	74.9%	
Street Furniture & transport :- Indirect Expenditure	1,062	662	500	(162)	0	(162)	132.4%	0
<b>Net Income over Expenditure</b>	<b>(1,062)</b>	<b>630</b>	<b>(500)</b>	<b>(1,130)</b>				
<u>900 Capital and Projects</u>								
1099 PWLB Loan Received	118,000	50,000	0	(50,000)			0.0%	
1100 CIL Payment	13,384	0	0	0			0.0%	
1700 Grants & Donation Received	492,021	112,622	100,000	(12,622)			112.6%	
1708 Pollinator Project Grant	0	6,300	0	(6,300)			0.0%	
Capital and Projects :- Income	623,404	168,922	100,000	(68,922)			168.9%	0
9010 Casson Centre Roof	32,737	0	0	0		0	0.0%	
Capital and Projects :- Direct Expenditure	32,737	0	0	0	0	0		0
4231 Equipment on HP	2,531	9,373	19,500	10,127		10,127	48.1%	
4232 Equipment HP Charges	556	1,776	0	(1,776)		(1,776)	0.0%	
4620 PWLB Repayment	15,711	15,711	31,500	15,789		15,789	49.9%	
4621 PWLB Loan Charges AJBC	0	0	7,800	7,800		7,800	0.0%	
5900 Transfer to EMR	1,340,511	56,300	0	(56,300)		(56,300)	0.0%	
5910 Transfer from EMR	(1,757,212)	(70,734)	0	70,734		70,734	0.0%	
9001 3G and Cricket Nets Redevelopm	12,649	0	0	0		0	0.0%	
9004 New Play Equipment	0	40,869	2,673	(38,196)		(38,196)	1528.9%	
9005 New Hard Court	0	14,065	0	(14,065)		(14,065)	0.0%	
9008 NSP Pavilion	1,312,331	0	0	0		0	0.0%	
9009 Patchway CC Redevelopment	199,057	62,055	0	(62,055)		(62,055)	0.0%	
9014 Major Projects	31,478	1,690	135,100	133,410		133,410	1.3%	
9018 Burial Grounds Land Purchase	0	1,500	0	(1,500)		(1,500)	0.0%	
Capital and Projects :- Indirect Expenditure	1,157,613	132,604	196,573	63,969	0	63,969	67.5%	0
<b>Net Income over Expenditure</b>	<b>(566,945)</b>	<b>36,319</b>	<b>(96,573)</b>	<b>(132,892)</b>				
<b>Grand Totals:- Income</b>	<b>1,540,076</b>	<b>811,942</b>	<b>738,872</b>	<b>(73,070)</b>			<b>109.9%</b>	
<b>Expenditure</b>	<b>1,713,015</b>	<b>479,311</b>	<b>663,872</b>	<b>184,561</b>	<b>0</b>	<b>184,561</b>	<b>72.2%</b>	
<b>Net Income over Expenditure</b>	<b>(172,940)</b>	<b>332,631</b>	<b>75,000</b>	<b>(257,631)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(172,940)</b>	<b>332,631</b>						

## **Patchway Town Council**

*Internal Audit Report: Interim 2023-24*

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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 2023-24 financial year both at our offices in advance of and during our interim visit to the Council's offices on 6<sup>th</sup> December 2023.

## **Internal Audit Approach**

In commencing our review for 2023-24 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 general quality of retained documentation and overall approach to governance matters. One or two non-material matters have been identified during the course of this review, detail of which we have discussed with the Deputy 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 and his Deputy for their assistance during the course of our visit and are pleased to acknowledge the actions taken to address the recommendations recorded in our prior year reports.

## 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 funds are also in place with the CCLA Deposit Fund.

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 2022-23 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 2023
- Verified detail in the Council's combined Current & Deposit a/c cashbooks for April, July & November 2023 to the relevant bank statements, including the daily inter-account transfers;
- Similarly checked and agreed detail of the CCLA account transactions for the financial year to 30<sup>th</sup> November 2023; 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 2023 on the accounts.

#### *Conclusions*

*We are pleased to record that no issues have been identified in this review area currently and are again pleased to note that bank reconciliations are subject to regular quarterly member review and sign-off.*

*We will undertake further work in this area at our final review, 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 2024 in the year's AGAR at Section 2, Box 8.*

### 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 2023 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 Council's 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 2022-23 AGAR with no formal comments or recommendations arising. We also note the appropriate posting of the 2022-23 Notice of Public Rights on the Council's website, although it actually provides for 32 working days rather than the legally required 30 working days.

### *Conclusions and recommendation*

*We are pleased to record that no significant areas of concern have been identified in this review area, although we note the excess 2 working days provision for the public's review of the Council's financial records, which may result in a formal comment by the external auditors.*

*R1. 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.*

## **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 release the funds online 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 2023 reviewing the files of hard copy documents to ensure compliance with the above criteria: our test sample includes 38 individual payments and totals £283,150 equating to 63% by value of non-pay related payments in the year to the above date with all the above criteria appropriately met.

In reviewing the files of payments processed in the year to date, we have experienced some difficulties in tracing the relevant supporting documentation in each month's filed section of processed payments. We also noted one case in our test sample where the formal invoice supporting an initial deposit was filed in the month of that payment without any documentation copied into the month when the final balance was paid. We also noted that the Omega accounts Purchase ledger reference number was not being recorded on all invoices.

We have discussed the position with the Deputy Clerk suggesting that to simplify the identification / tracing of supporting documentation, when a deposit is paid, with the balance paid subsequently, a copy of the invoice should be placed on file in each month when the payments are made.

We note that the 2022-23 year-end and first two quarterly VAT reclaims for 2023-24 have been appropriately prepared, submitted and repaid by HMRC, detail of which we have agreed to the Omega nominal control account.

### *Conclusions and recommendations*

*We are pleased to record that no major concerns have been identified in this area to date this year, although we urge that the filing of invoices be improved appropriately with the invoices filed sequentially by Purchase Ledger reference number, although this may not apply in relation to debit card purchases and some direct debit invoices.*

*We will extend our sample of payments for review at our final visit applying the same test criteria, also ensuring the appropriate submission of VAT reclaims for the remaining quarters of the year.*

R2. *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.*

R3. *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.*

## **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 was reviewed and re-adopted by the Council in May 2023: a comprehensive risk register is also in place having last been reviewed and adopted in January 2023. We have also previously noted the existence of a raft of venue specific risk assessments.

We have also examined the Council's 2023-24 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 which we also consider appropriate based on current income levels.

### *Conclusions*

*We are pleased to record that no issues of concern arise in this area currently. We take this opportunity to remind officers and the Council 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: we will ensure compliance at our final review. We shall continue to*

*monitor the Council's approach to risk management at future reviews reporting our conclusions accordingly.*

## **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 the 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 and final deliberations and determination of the 2024-25 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 2023, seeking and obtaining explanations for the few existing significant variances that exist currently by reference to the underlying Omega nominal account codes. Total income at that date stands at 110% of the approved budget, whilst expenditure stands at 72%.

### ***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 and adoption of the 2024-25 budget and precept requirements, 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 the Casson Centre for September 2023 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 including that relating to rents receivable monthly re the Scott Park Cafe and Patchway Sports and Social Club.

### ***Conclusions***

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation currently. We shall examine income from other sources at our final review visit and comment accordingly at that time.*

## 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 together 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 2023 by reference to the Council's approved spinal points on the nationally agreed salary scales, also noting that the 2023-24 national pay award is due to be applied in December 2023: in that respect, we have checked the accuracy of the calculated gross salaries to be paid thenceforth to each employee;
- 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 in November 2023;
- Checked to ensure that the appropriate pension deductions / contributions have also been calculated for that month; and
- Ensured the accurate payment of staff net salaries for November 2023, 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 to ensure an appropriate rate of interest is being received. We have also noted previously that a formal Investment Strategy / Policy is in place which was subjected to further review and re-adoption by the Council in May 2023.

We have checked and agreed the two half-yearly PWLB loan repayment instalments made in May and November 2023 as part of our previously referenced payment review, by reference to the relevant PWLB demand notices.

### Conclusions

*No issues arise in this area currently. 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 Corporate Governance</b>		
R1	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.	
<b>Review of Payments and VAT</b>		
R2	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.	
R3	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.	



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

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

**Actions from the Internal Audit Report – January 2024 update.**

**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.



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

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

**Marking the life of Lew Gray**

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.

- 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.
- To plant a Cherry Blossom Tree at the front of Callicroft House to remember Lew.

All of the above, if agreed, will be dedicated in a ceremony as part of the Annual Town Assembly on Monday 29<sup>th</sup> April 2024.

We anticipate the cost of the items to be in the region of £750.





**PATCHWAY TOWN COUNCIL**  
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### **Quotation for CCTV upgrade on Rodway Road (Fire Station)**

The CCTV system on Rodway Road housed in and on Patchway Fire Station has reached the end of its effective working life and is no longer fit for purpose. The system has not been able to be updated for some time and critical functionality such as downloading images and film is no longer possible.

The equipment comes from the analogue era and images are of poor quality and are difficult to be used by law enforcement agencies seeking information on crimes and incidents taking place in the Rodway Road area. In October 2023, a police officer had to wait in the Fire Station locker room for 3.5hrs to see images required for an investigation though information like car number plates or facial recognition is not recognisable.

Currently Council staff need to gain access to the Fire Station with law enforcement officers and the supplier engineer if footage is requested, unlike the brand new system installed at Norman Scott Park which can be viewed and downloaded as required at Callicroft House by officers (subject to the CCTV Policy and Freedom of Information Policy).

The Council's investment in CCTV at this busy commercial crossroads of the town has been a major influence in deterring crime, making local shopkeepers feel more secure about their businesses, and supporting residents feel safer about their community. This quotation offers Councillors the opportunity to consider an upgrading the system for the next generation to continue this critical service for the community.

**The officers recommendation is that the Select Security Systems quotation is considered due to Select Security already providing and servicing the Norman Scott Park system with estimated savings across multiple site servicing negating the £481.00 extra cost in x years. The budget for this investment could come from the New Projects capital.**

#### **1. Advanced Security Systems – Hikvision 4K system**

- 7x HIK 4Mp Hybrid Light Color Vu IP turret cameras (with Mic) fitted with 2.8 to 13.5 mm Vari-Focal lenses IP 67 rating @£127.00 each = £889.00
- 7x External turret connection back boxes £12.00 each = £84.00
- DS-7716NI-14/16 Nvr recorder 16 Channel with 8Tb hard drive = £635.00
- Cameras and Nvr's are matched POE units
- 21.5inch HD LED monitor with desk mount = £115.00
- 1x Roll of Cat 6 Cable = £135.00
- Installation will include networking to your network and setting up
- External viewing Via the Hick-Connect platform
- Labour for installation and access equipment = £700.00
- All prices are subject to VAT
- **Total = £2558.00 + Vat**

**Quotation for CCTV system upgrade at Rodway Road (Patchway Fire Station)**



**PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

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

**2. Select Security Systems – Hikvision DS-7200HUHI-K/P Series**

- 1 x Hikvision 16 channel Accusense digital video recorder
- 1 x 8TB hard drive
- 7 x Hikvision 2.7 to 13.5mm varifocal dome camera with night vision
- 7 x Hikvision deep base for the above
- 1 x 12v multiway boxed power supply
- 1 x 22" LCD HD monitor
- 1 x Cherry picker hire
- The price to supply the above equipment will be £2,247+ Vat
- The price for Labour will be £792 + Vat
- **Total = £3039.00 + Vat**
- Due to volatile prices of products at present this quote will only be valid for 90 days (from 20/11/2023)



# Our plan for the future about better homes, jobs and things that people need in South Gloucestershire

Our plan is called the Local Plan

## About our new plan

We are South Gloucestershire Council.

We have made a new plan.

The plan is called our **Local Plan**.

The plan will be about what we will do in the next 15 years.





We want to make South Gloucestershire better for the future.

We want to make South Gloucestershire a place that is easy for people to live and work in.



The plan is about making some things in South Gloucestershire better.

That includes:

**1. Houses that people can afford.  
And new homes that people need.**



**2. Doing more to stop climate change.**

Climate change is about the earth getting warmer.

That is causing big problems for people, plants and animals.



### **3. Looking at how we can use land in the best way.**

That includes land in towns.

And land that did have something on it. But it is not being used at the moment.



### **4. Keeping our parks, forests and other green places safe.**

And getting more green places if we can.



### **5. Making sure there are enough things that people need when we build new houses.**

For example, shops, schools, public transport and health centres.



### **6. Making it easier for companies to work and grow in South Gloucestershire.**

This should help to get more jobs for people in South Gloucestershire.

# Saying what you think of our new plan



We would like to hear what you think about our plan.

This is your chance to help us make South Gloucestershire better in the future.

You can come to an event to tell us what you think.



The details of the event are below:

**Date:** Monday 15 January 2024.

**Place:** Warmley Community Centre

20 Deanery Road  
Kingswood  
Bristol BS15 9JB



**Time:** 4.30pm to 7.30pm.



You can email us to ask any questions about the plan or say what you think of the plan:

[policy.consultation@southglos.gov.uk](mailto:policy.consultation@southglos.gov.uk)



Please tell us what you think by **Wednesday 7 February 2024.**



There is more information about the new plan on this website:

[www.southglos.gov.uk/newlocalplan](http://www.southglos.gov.uk/newlocalplan)

But this website does not have easy words and pictures.



We are on **Facebook** at:

[Facebook.com/sgloscouncil](https://www.facebook.com/sgloscouncil)



We are on **X** at:

[@sgloscouncil](https://twitter.com/sgloscouncil)

X used to be called **Twitter**.



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

### Deputy Clerk and Responsible Finance Officer's Report

#### **Report on Patchway Twinning**

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.