PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 20th June 2023 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr D Lawrence (Chairman), Cllr J James, Cllr P Knight, Cllr R Loveridge,

Cllr K Dando, Cllr T Scott, Cllr E Gordon, Cllr D Fry

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

Absent: None

Members of the Public: None.

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

20/06/2023 - No 1 To receive questions from members of the public present.

None received.

20/06/2023 - No 2 To receive any apologies for absence.

The Council noted apologies from ClIr A Morey (other commitments), ClIr S Scott (other commitments), ClIr N Field (other commitments), ClIr R Walker (personal circumstances), ClIr P Cottrell (unwell) and ClIr E Martin (unwell).

20/06/2023 - 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.

20/06/2023 - No 4 To approve the minutes of the Annual Meeting of Patchway Town Council held on Tuesday 16th May 2023 and to receive the Clerk/RFO's report for this meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record with the following addendums:

- Item 6 is to be amended to say 'Cllr K Dando declared interest as a member of Patchway Sports and Social Club'.
- Item 9/b to be amended to say 'It was agreed by a majority to retain quarterly meetings as per Terms of Reference'.
- Item 29/j to be amended to say 'It was agreed by a majority with two abstentions the Community Hub would re-open for 2 days a week staffed by a team of volunteers with a review at September Council meeting'.

The report was noted.

21/03/2023 - No 5 To consider and approve annual accounts and annual procedures:

- To note the Internal Auditor's report section of the AGAR 2022/2023.
 The report was noted
- b) To receive and approve the Annual Governance Statement 2022/2023.

 RESOLVED: It was unanimously agreed to approve the Annual Governance Statement giving positive assurances to all of the statements.

c) To receive and approve the Accounting Statements for 2022/2023 and to receive the explanations of variances.

RESOLVED: It was unanimously agreed to approve the accounting statements and the explanation of variances.

d) To note the period of public rights and publication of the Annual Governance and Accountability return.

The period of public rights and publication of the Annual Governance and Accountability Return was noted as Friday 23 June – Monday 7 August was noted.

e) To review Patchway Town Council's earmarked reserves. Patchway Town Council's earmarked reserves were noted.

20/06/2023 - No 6 To approve the expenditure report and authorise payments

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

nents for June Council Pavee	Invoice Detail	No	et (cost to council)		VAT	_	Gross	Our Re
DCK Accounting Solutions		£	416.00	£	83.20	£	499.20	
· ·	Accountancy services - May 2023	_		£		£		06-23-0
John Griffin Party Entertainment	Magic workshops for Community Hub	£	140.00				140.00	06-23-0
Bristol Fun for Hire	Inflatables for Scott Park Community Event	£	216.67	£	43.33	£	260.00	06-23-0
Somerset Rural Training	Groundstaff chainsaw training	£	548.00	£	109.60	£	657.60	06-23-0
Snack Attacks	Buffet catering for German Twinning event	£	551.25		-	£	551.25	06-23-0
EDF Energy	Electricity bill for Blakney Allotments - February to May 2023	£	213.85	£	10.69	£	224.54	06-23-0
Prolific Solutions (South West) Ltd	Printing Account - May.	£	129.67	£	25.93	£	155.60	06-23-0
SS Great Britain Trust	Gauting Twinning delegation visit to SS Great Britain	£	213.00	£	-	£	213.00	06-23-0
Advanced Plumbing & Heating Ltd	Investigate and fix broken stop tap at Blakeney Allotments	£	256.10	£	51.22	£	307.32	06-23-0
Soltech IT Ltd	Annual Business Support - 2 June - 1 Sept 2023	£	250.00	£	50.00	£	300.00	06-23-0
AJ Mowers Ltd	HR300 mower repairs	£	293.41	£	58.68	£	352.09	06-23-0
AJ Mowers Ltd	HR300 mower repairs and parts	£	1,232.01	£	246.40	£	1,478.41	06-23-0
Society of Local Council Clerks	Certificate in Local Council Administration for Deputy Clerk qualification fee	£	450.00	£	-	£	450.00	06-23-0
Beard Construction	PCC Project: Agreement.	£	18,962.25	£	3,792.45	£	22,754.70	06-23-0
Signature Sports Coaching	May Half Term Sports Sessions at 3G Facility	£	960.00	£	192.00	£	1,152.00	06-23-0
Society of Local Council Clerks	Town Clerk Job advertisement - Gold Package	£	211.00	£	42.20	£	253.20	06-23-0
Society of Local Council Clerks	Town Clerk Job advertisement - BronzePackage	£	98.00	£	19.60	£	117.60	06-23-0
Raycox Turf Ltd	Topsoil	£	150.00	£	30.00	£	180.00	06-23-0
Select Security Solutions Ltd	Download CCTV footage from Fire Station	£	50.00	£	10.00	£	60.00	06-23-0
Mini Concerts	Performers for Platinum Party in the Park on 8 July	£	1,199.50	£	-	£	1,199.50	06-23-0
DCK Accounting Solutions	Year End Accounts Preparation & Supporting Statements	£	525.00	£	105.00	£	630.00	06-23-0
Rob Hainey Signs	Honours Board updates	£	55.00	£	-	£	55.00	06-23-0
Rob Hainey Signs	Platinum Party in the Park PVC banners x 4	£	169.00	£	-	£	169.00	06-23-0
J&Sons Electrical Services	Diagnostic on power tripping at NSP Pavilion	£	78.00	£	-	£	78.00	06-23-0
Kadine Sutherland	Cleaning bill for Callicroft / Casson / Scott Park Pavilion	£	675.00	£	-	£	675.00	06-23-0
IRIS Business Software Ltd	Annual Licence Fee - Payroll - 12/7/23 - 11/7/24	£	304.00	£	60.80	£	364.80	06-23-0
Special Occasion Mascots	2 x Bouncy castles inc Dino for Scott Park event	£	300.00	£	-	£	300.00	06-23-0
Angela Morey	Expenses for Community Hub at Casson Centre	£	41.10	-	4.61	£	45.71	06-23-0
Dayley Lawrence	Expenses for Gauting twinning visit event	£	121.16	£	8.44	£	129.60	06-23-0
Jon Watkins	Expenses for mobile phones	£	18.30	£	3.66	£	21.96	06-23-0
Roger Loveridge	Expenses for Basic DBS Check	£		£		£	18.00	06-23-0
Stokes Morgan	Planning advice & letter regarding Storage Building	£	100.00	£	20.00	£	120.00	06-23-0
Simply Washrooms	Nappy unit for Casson Centre	£	160.00	£	32.00	£	192.00	06-23-0
Prolific Solutions (South West) Ltd	Photocopying charges	£	130.37	£	26.08	£	156.45	06-23-0
Mini Concerts	Dino Scott Park performances - 15 June	£	150.00	£	-	£	150.00	06-23-0
	Sind Scote Fark performances 15 June	£	-	£		£	-	00 20 0
		£	-	£	-	£	-	
	Total for June Council	+=-	£29.385.64		5.025.89		.411.53	

20/06/2023 - No 7 To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that has been recently undertaken.

The Town Clerk updated Council that he had been advised by South Gloucestershire Council Electoral Services to raise this in mid-2025 ahead of the next elections in 2027.

20/06/2023 – No 8 To consider the quotation report for the Main Insurance Policy renewal.

The Town Clerk Jack Turner outlined that the quotes received from BHIB and Zurich had both been improved by the Town Council having a Quality Gold Award in the Local Council Award.

RESOLVED: It was unanimously agreed to sign up for the Zurich 3-year long term agreement of £5,115.70 per annum which includes hire purchase plant and equipment.

20/06/2023 - No 9 To consider the quotation report on outdoor machinery.

RESOLVED: It was unanimously agreed to lease / hire purchase the Toro Z-MASTER® 7500 ZERO TURN MOWER – 25 horse power for the quoted value of £23,610.00 + VAT and it was further agreed unanimously to trade in the HR2250 for £2500 to AJ Mowers.

20/06/2023 - No 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items relating to Patchway Cllr S Scott shared a report through the Town Clerk including the formation of a Labour / Liberal Democrat Cabinet; new Cost of Living and Climate roles at Cabinet; prioritisation of Streetcare functions in order to make savings; resurfacing of Station Road.

b) Youth Work Working Party.

i. To consider the recommendation from the Youth Work Working Party meeting on 12th June 2023, to approve £2500 of funding towards South Gloucestershire Playscheme and to ringfence £2500 towards improvements to Patchway Youth Centre.

RESOLVED: It was unanimously agreed to provide £2500 of funding towards South Gloucestershire Playscheme and to ringfence £2500 towards improvements to Patchway Youth Centre.

c) Patchway Town Council Events.

The report was noted.

d) Patchway Community Hub.

The report was noted.

e) Friends of Patchway Twinning Group.

The report was noted. Cllr D Lawrence added the visit had been very positive for Patchway and though there was less funding available for the UK since Brexit, it was important to sustain these links and to investigate other sources of funding.

f) Almondsbury Joint Burial Committee.

 To consider if Patchway Town Council will consider an unconditional offer for the land or to cease negotiations on the purchase of land.

The report was discussed especially with reference to the 'take it or leave it' offer from the current landowners of the proposed site. Cllr K Dando outlined that the planning permission for burial site was 90% certain though was still an unconditional offer.

RESOLVED: It was unanimously agreed here to progress with an offer at £50,000 as 50/50 with Almondsbury Parish Council.

Cllr K Dando also raised that he was the only Patchway member in attendance at the meeting of the Almondsbury Joint Burial Committee and the meeting was in fact inquorate. The Councillors present were concerned due to the important business that has now been deferred until September.

In light of this, The Clerk would send an email around to all Patchway Town Council representatives of the Almondsbury Joint Burial Committee to check to see if all members still wishes to be on the committee and whether they would be present at the September meeting. This would also be copied to the Clerk of the Joint Burial Committee.

g) Alderman Scott Awards.

The Town Clerk outlined a positive meeting had been held with the Headteacher of Patchway Community School David Howe with regard to reviving the Alderman Scott Award in the new 2023/2024 school year.

h) Patchway Army Cadets - Mayoral Cadet

The Town Clerk outlined that Patchway Army Cadets had invited the Mayor of Patchway to appoint a Mayoral Cadet to walk with him on the Remembrance Sunday March.

20/06/2023 - No 11 To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 18th July 2023 at 7pm at Callicroft House

The next meeting date of Tuesday 18th July 2023 at 7pm was noted.

20/06/2023 - No 12 To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

RESOLVED: It was unanimously agreed to exclude the public and press for the following agenda item.

20/06/2023 - No 13 To consider the recommendations from the Personnel Committee meeting held on Wednesday 31 May 2023.

A. To consider the recommendation that Patchway Town Council ceases all events for 2023 except for the Platinum Party in the Park, Remembrance Day and the Fireworks Event, which have already been arranged and paid for.

B. To consider the recommendation that Patchway Town Council only runs two events in 2024, one being a summer festival and one being the Remembrance Day Event. This would be reviewed when a new Clerk is in post.

RESOLVED: It was unanimously agreed for Recommendations A and B that the Events Working Group of Patchway Town Council would review all future events and any large events not pre-planned would require a business case to be signed off by Full Council.

C. To consider the recommendation that Patchway Town Council approach Jack Turner as a Locum Clerk for 10 hours per week, at a rate of £30p/h until a new Town Clerk is recruited as a temporary measure. This will be carried out remotely.

RESOLVED: It was unanimously agreed that Jack Turner would be appointed as a Locum Clerk for 10 hours a week at a rate of £30p/h until a new Town Clerk is recruited into post.

D. To consider the recommendation that Patchway Town Council offer Jon Watkins the role of the Responsible Finance Officer at scale point 25, £32,020. This would be subject to a three-month probationary period.

RESOLVED: It was unanimously agreed that Jon Watkins takes on the role of Responsible Finance Officer subject to a three month probationary period.

The Meeting was closed 19:58.