

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 Cllr A Morey (other commitments), Cllr S Scott (other commitments), Cllr N Field (other commitments), Cllr R Walker (personal circumstances), Cllr I Walker (personal circumstances), Cllr P Cottrell (unwell) and Cllr 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:

a) **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.



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.

- i. **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.



18/7/2023