



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Friday 9th February 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 Denise Lansdown, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 20th February 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

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 any apologies for absence.
3. To receive any Declarations of Interest and to approve any dispensations for this meeting.
4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 16th January 2024 and to receive the Clerk/RFO's report for this meeting.
5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.
6. Patchway Town Council Finance.
 - a) To approve the expenditure report for February 2024.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for December 2023 and January 2024.
7. To consider the report on the Accessible Lift at the Norman Scott Park Pavilion and to agree an outcome for the future use of the lift.

Patchway is Twinned with Clermont l'Herault and Gauting.





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8. To note the Fire Risk Assessments carried out Callicroft House and The Casson Centre.
9. 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.
 - i. *To consider the recommendation from the Events Working Group to approve the event schedule and related quotations as per the RFO's report.*
 - c) Friends of Patchway Twinning Group.
 - d) Almondsbury Joint Burial Committee. .
 - e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).
 - f) Improving the Parade (Strategic Plan Outcome).
 - g) Improving CCTV in the local area (Strategic Plan Outcome).
 - h) Communication with all households (Strategic Plan Outcome).
 - i) Youth provision and safety (Strategic Plan Outcome).
 - j) Patchway Town Council Community Grant review 2023/2024.
10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 19th March 2024 at 7pm at Callicroft House.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

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

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

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

Absent: None.

Members of the Public: None.

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

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

None received.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The minutes were noted.

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

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

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

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

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

The Council noted the financial statements for November 2023.

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

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

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 31st 2024. The mistake was the inclusion of two extra days in the notice period.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) **South Gloucestershire Councillors report on items relating to Patchway.**
No reports were received. Cllr E Gordon requested that the District Councillors send a written report for future meetings, where they cannot attend, which the Deputy Town Clerk will action.
- b) **Patchway Town Council Events.**
The events working group are meeting later in January to look at some proposals. The

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

c) Friends of Patchway Twinning Group.

The Council noted the update report as below:

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

Since October 2023, progress as below:

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

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

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

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

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

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

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

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

d) Almondsbury Joint Burial Committee.

No update was received.

e) Alderman Scott Awards.

No update was received.

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

No update was received.

g) Improving the Parade (Strategic Plan Outcome).

No update was received.

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

16/01/2024 - No 15. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 20th February 2024 at 7pm at Callicroft House

The next meeting date was noted.

16/01/2024 - No 16. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

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

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

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

RESOLVED: It was unanimously agreed to approve the recommendation.

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

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

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

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

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

RESOLVED: It was unanimously agreed to approve the agreement.

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

RESOLVED: It was unanimously agreed to approve the recommendation.

The Meeting was closed at 19:48.



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

Actions from the Meeting of Patchway Town Council on Tuesday 16th January 2024.

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

Preparations are underway for marking the life. Lew's family have been in contact with the Deputy Clerk over the possibility of having a bench installed in Norman Scott Park in memory of Lew.

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

Advanced Security Systems will be working on the upgrade and installing the new equipment later in February at Patchway Fire Station. The news has been well received by all of the residents.

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

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

All four District Councillors were asked to supply reports in advance of meeting's they cannot attend. Only Cllrs S Scott and I Walker responded, which had been circulated to members for information via email. The Locum Clerk has sent subsequent reminders for reports, copied to all Town Councillors, for transparency.

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

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

The job offer was rejected, negotiated and subsequently rejected again. The advert for a Town Clerk role and a separate RFO role have once again been re-advertised on the Patchway Town Council website, ALCA website and on the Clerk's Facebook page. At present, there will be no paid for advertising of the roles as it does not represent value for money.

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

The agreement was signed by both parties.



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**Report of any decisions made under the scheme of delegation
or delegated authority, under Financial Regulations**

Item 5 – 20-02-2024 – Payment to Almondsbury Joint Burial Committee

A payment to Almondsbury Joint Burial Committee (AJBC) for £700 was made for legal fees relating to the land sale due to these fees being required quickly to ensure progression of the legal process.

Item 5 – 20-02-2024 – Electrical works at Callicroft House

Following the Fire Risk Assessment for Callicroft House and Casson Centre, a number of Medium Risk items were identified requiring electrical works that should be carried as soon as practicable. This included works to Fire Exit signs, additional plug sockets for the main office, and additional sockets for the back room being rented from 1 February 2024 by Mini Concerts.

Item 5 – 20-02-2024

Expenditure of £1,220.50 + Vat have been authorised for urgent safety works to the showers at the Patchway Sports & Social Club to isolate the main water supply, remove a faulty blender valve, to alter the 28mm and 22mm hot and cold supplies to suit the new shower valve, to supply and fit a new valve, to flush pipework then run and commission the new blender and set to approximate temperature of 38c which is the recommended water temperature.

The showers had been closed by the Council on health & safety grounds due to the significant risk of users being scalded through the faulty blender valve which regulates safe temperature of the water. Closure of the showers would limit grass pitch hire availability from the Council to users leading to risk to income.

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	31/12/2023		1,000.00
Reserve A/c	31/12/2023		7,664.79
	31/12/2023		0.00
			<u>8,664.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,664.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,664.79
		Balance per Cash Book is :-	8,664.79
		Difference is :-	0.00

Signatory 1:

Name Jon Watkins Signed [Signature] Date 16/1/2024

Signatory 2: Elaine Martin

Name [Signature] Signed [Signature] Date 16/1/2024

Account name or alias PATCHWAY TOWN C BR	Account number 08631638	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 7689.43		

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.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 3rd of January 2024.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					7,689.43
02-Jan-2024		FROM 01321218		24.64	7,689.43
29-Dec-2023		TO 01321218	-11,334.62		7,664.79
29-Dec-2023	INT	29DEC GRS 08631638		36.16	18,999.41
28-Dec-2023		TO 01321218	-1,268.46		18,963.25
27-Dec-2023		TO 01321218	-2,864.84		20,231.71
22-Dec-2023		TO 01321218	-18,368.63		23,096.55
21-Dec-2023		FROM 01321218		175.72	41,465.18
20-Dec-2023		FROM 01321218		105.90	41,289.46
19-Dec-2023		FROM 01321218		249.81	41,183.56
18-Dec-2023		TO 01321218	-369.00		40,933.75
15-Dec-2023		TO 01321218	-3,142.09		41,302.75
14-Dec-2023		FROM 01321218		243.80	44,444.84
13-Dec-2023		FROM 01321218		48.69	44,201.04
12-Dec-2023		FROM 01321218		15,443.49	44,152.35
11-Dec-2023		FROM 01321218		381.60	28,708.86
08-Dec-2023		TO 01321218	-169.81		28,327.26
07-Dec-2023		TO 01321218	-255.09		28,497.07
06-Dec-2023		FROM 01321218		165.29	28,752.16
05-Dec-2023		FROM 01321218		203.51	28,586.87
04-Dec-2023		FROM 01321218		1,630.79	28,383.36
Opening balance					26,752.57
Totals			-37,772.54	18,709.40	

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 1048.69		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-029, FP 29 /12/23 40, 56024117520299000N	-51.98		1,000.00
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-023, FP 29 /12/23 40, 49024117397092000N	-3.70		1,051.98
29-Dec-2023	EBP	AVON PENSION FUND, 12-23-007, FP 29/12 /23 40, 22024101597341000N	-4,319.63		1,055.68
29-Dec-2023	EBP	AUDITING SOLUTIONS, 12-23-028, FP 29/12 /23 40, 19024109646355000N	-600.00		5,375.31
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-025, FP 29 /12/23 40, 37024130495836000N	-7.49		5,975.31
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-024, FP 29 /12/23 40, 51024117875134000N	-22.95		5,982.80
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-013, FP 29 /12/23 40, 52024123758393000N	-35.98		6,005.75
29-Dec-2023	EBP	HMRC, 12-23-008, FP 29/12/23 40, 44024049662129000N	-6,160.65		6,041.73
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-022, FP 29 /12/23 40, 43024130572586000N	-19.95		12,202.38
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-021, FP 29 /12/23 40, 13024050501453000N	-13.40		12,222.33
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-033, FP 29 /12/23 40, 48024110584395000N	-17.99		12,235.73
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-032, FP 29 /12/23 40, 25024124140346000N	-7.99		12,253.72
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-031, FP 29 /12/23 40, 53024049851580000N	-28.97		12,261.71
29-Dec-2023	EBP	AMAZON PAYMENTS UK, 12-23-030, FP 29 /12/23 40, 64024123891344000N	-13.98		12,290.68
29-Dec-2023	CHG	01DEC A/C 01321218	-29.96		12,304.66
29-Dec-2023		FROM 08631638		11,334.62	12,334.62
28-Dec-2023	D/D	TOTALENERGIES G&P, 1058915	-170.07		1,000.00
28-Dec-2023	D/D	TOTALENERGIES G&P, 1058913	-94.98		1,170.07
28-Dec-2023	EBP	DCK ACCOUNTING SOL, 12-23-027, FP 28 /12/23 40, 32023531654800000N	-1,052.10		1,265.05
28-Dec-2023		FROM 08631638		1,268.46	2,317.15

28-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 28/12/23 0848, PH737VTI1HMG4V4V00		48.69	1,048.69
27-Dec-2023	D/D	TOTALENERGIES G&P, 1237631	-2,011.86		1,000.00
27-Dec-2023	D/D	TOTALENERGIES G&P, 1134410	-138.17		3,011.86
27-Dec-2023	D/D	TOTALENERGIES G&P, 1051476	-464.81		3,150.03
27-Dec-2023	D/D	SOUTHGLOS-GENERAL, 000233	-250.00		3,614.84
27-Dec-2023		FROM 08631638		2,864.84	3,864.84
22-Dec-2023	D/D	TOTALENERGIES G&P, 1051475	-132.10		1,000.00
22-Dec-2023	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-15.91		1,132.10
22-Dec-2023	EBP	GARY MILLARD, 12-23-015, FP 22/12/23 40, 4202464614405000N	-64.75		1,148.01
22-Dec-2023	EBP	SELECT SECURITY SO, 12-23-009, FP 22/12 /23 40, 38024625612089000N	-484.03		1,212.76
22-Dec-2023	EBP	KEYMASTER BRISTOL, 12-23-018, FP 22/12 /23 40, 32024655966324000N	-259.20		1,696.79
22-Dec-2023	EBP	SELECT SECURITY SO, 12-23-016, FP 22/12 /23 40, 44024708767132000N	-60.00		1,955.99
22-Dec-2023	EBP	THORNBURY SELF DRI, 12-23-010, FP 22/12 /23 40, 25024650847963000N	-1,022.40		2,015.99
22-Dec-2023	EBP	-----	-2,820.01		3,038.39
22-Dec-2023	EBP	PROLIFIC SOLUTIONS, 12-23-019, FP 22/12 /23 40, 49024704393553000N	-220.42		5,858.40
22-Dec-2023	EBP	DENISE LANSDOWN TR, 12-23-011, FP 22/12 /23 40, 33024650931870000N	-191.40		6,078.82
22-Dec-2023	EBP	AVONCROP AMENITY P, 12-23-034, FP 22 /12/23 40, 56024658811607000N	-125.04		6,270.22
22-Dec-2023	EBP	ATD XTREMECLEAN LT, 12-23-026, FP 22/12 /23 40, 14024654207715000N	-380.00		6,395.26
22-Dec-2023	EBP	ROBERT HAINEY, 12-23-020, FP 22/12/23 40, 45024719156180000N	-50.00		6,775.26
22-Dec-2023	EBP	MURRAY HIRE CENTRE, 12-23-014, FP 22/12 /23 40, 44024719817613000N	-112.80		6,825.26
22-Dec-2023	EBP	MURRAY HIRE CENTRE, 12-23-012, FP 22/12 /23 40, 57024635515717000N	-222.00		6,938.06
22-Dec-2023	EBP	22/12/23 40,	-1,434.34		7,160.06
22-Dec-2023	EBP	22/12/23	-2,092.05		8,594.40
22-Dec-2023	EBP	23 40,	-2,482.62		10,686.45
22-Dec-2023	EBP	MURRAY HIRE CENTRE, 12-23-017, FP 22/12 /23 40, 31024701694152000N	-79.20		13,169.07
22-Dec-2023	EBP	22/12/23 40,	-2,950.48		13,248.27

22-Dec-2023	EBP		22/12/23 40,	-2,626.63		16,198.75
22-Dec-2023	EBP		22/12/23 40,	-643.25		18,825.38
22-Dec-2023		FROM 08631638			18,368.63	19,468.63
22-Dec-2023	BAC	STOKE LANE AFC, 2023-24-165, FP 22/12/23 1154, 300000001265846755			100.00	1,100.00
21-Dec-2023		TO 08631638		-175.72		1,000.00
21-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 21/12/23 0851, PH737VTI1HMF2WW00			145.72	1,175.72
21-Dec-2023	BAC	AVON INDIAN COMMUN, INV 2023-24-162, FP 21/12/23 1218, 600000001261335545			30.00	1,030.00
20-Dec-2023		TO 08631638		-105.90		1,000.00
20-Dec-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 20/12/23 0842, PH737VTI1HMF82IW00, RE			57.21	1,105.90
20-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 20/12/23 0858, PH737VTI1HMF82IW00			48.69	1,048.69
19-Dec-2023		TO 08631638		-249.81		1,000.00
19-Dec-2023	D/D	DE LAGE LANDEN LEA, 22850251206		-998.88		1,249.81
19-Dec-2023	POC	Post Office 19DEC			200.00	2,248.69
19-Dec-2023	POC	Post Office 19DEC			1,000.00	2,048.69
19-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 19/12/23 0948, 733312282700			48.69	1,048.69
18-Dec-2023	POS	0936 16DEC23, NATIONAL EXPRESS, LIMIT, BIRMINGHAM GB		-369.00		1,000.00
18-Dec-2023		FROM 08631638			369.00	1,369.00
15-Dec-2023	D/D	EE LIMITED, Q16509023477836963		-87.89		1,000.00
15-Dec-2023	D/D	SMITHS GLOUCESTER, P570SGL		-1,644.00		1,087.89
15-Dec-2023	POS	0936 14DEC23, THE NEW INN, MAYSHILL, BRISTOL GB		-175.15		2,731.89
15-Dec-2023	POS	0936 14DEC23, EASYJET000K6JQPJC, LUTON, BEDS GB		-1,188.95		2,907.04
15-Dec-2023	BLN	BANKLINE		-46.10		4,095.99
15-Dec-2023		FROM 08631638			3,142.09	4,142.09
14-Dec-2023		TO 08631638		-243.80		1,000.00
14-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/12/23 0839, PH737VTI1HMEHMHE00			243.80	1,243.80
13-Dec-2023		TO 08631638		-48.69		1,000.00
13-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 13/12/23 0844, PH737VTI1HMEDYBS00			48.69	1,048.69
12-Dec-2023		TO 08631638		-15,443.49		1,000.00
12-Dec-2023	POS	0936 11DEC23, POST OFFICE, COUNTER, BRISTOL GB		-25.00		16,443.49

12-Dec-2023	BAC	STOKE LANE AFC 96/, 2023-24-154, FP 11 /12/23 2221, 300000001259213155	420.00	16,468.49
12-Dec-2023	BAC	CCLA INVESTMENT MA, 926669, FP 12/12 /23 1517, 4484386171512161FU, PATCHWAY TOWN COUN	15,000.00	16,048.49
12-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 12/12/23 0846, PH737VTI1HME9PUJ00	48.49	1,048.49
11-Dec-2023		TO 08631638	-381.60	1,000.00
11-Dec-2023	D/D	VIRGIN MEDIA PYMTS, 757943901001	-38.40	1,381.60
11-Dec-2023	BAC	STOKE LANE AFC TIG, 2023-24-159, FP 11 /12/23 1808, 600000001255484940	420.00	1,420.00
08-Dec-2023	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,000.00
08-Dec-2023	D/D	EDF ENERGY, 671031577920, INITIAL PAYMENT	-187.49	1,054.43
08-Dec-2023	D/D	INTY LTD, 3MQFKS7	-134.40	1,241.92
08-Dec-2023	POS	0936 07DEC23, ECARDFOREST, CARDS&GIFT, LONDON GB	-3.49	1,376.32
08-Dec-2023		FROM 08631638	169.81	1,379.81
08-Dec-2023	BAC	BUDDING S, SCOTT DEC11 DEC18, FP 08/12 /23 1813, 911368443181802101	84.00	1,210.00
08-Dec-2023	BAC	DADSV DADS LTD, 2023-24-085 DVD, FP 08 /12/23 1004, 00152242632BJZZXQW	126.00	1,126.00
07-Dec-2023	D/D	ALLSTAR, 299091	-344.83	1,000.00
07-Dec-2023		FROM 08631638	255.09	1,344.83
07-Dec-2023	BAC	NATASHA REES, NATASHA REES, FP 06/12 /23 2110, 00153425632GGVFCLQ	41.25	1,089.74
07-Dec-2023	BAC	STRIPE PAYMENTS UK, STRIPE, FP 07/12/23 0853, PH737VTI1HMDNQG00	48.49	1,048.49
06-Dec-2023		TO 08631638	-165.29	1,000.00
06-Dec-2023	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 06/12/23 0840, PH737VTI1HMDHBQ900, RE	65.29	1,165.29
06-Dec-2023	BAC	MCGLINCHEY LAURA, LAURA MCGLINCHEY, FP 06/12/23 1639, FP23340019320217	100.00	1,100.00
05-Dec-2023		TO 08631638	-203.51	1,000.00
05-Dec-2023	POS	0936 04DEC23 C, HALFORDS 0720, CRIBS CAUSEWY GB	-76.49	1,203.51
05-Dec-2023	POC	Post Office 05DEC	30.00	1,280.00
04-Dec-2023		TO 08631638	-1,630.79	1,250.00
04-Dec-2023	POS	0936 01DEC23, SPAR PATCHWAY, PATCHWAY GB	-2.90	2,880.79
04-Dec-2023	BGC	100863 605114	250.00	2,883.69
04-Dec-2023	DPC	SILVESTER EJ, Emma silvester, VIA MOBILE - PYMT	36.00	2,633.69

04-Dec-2023	BAC	BUDDING S, SCOTTBUDD OS FEES, FP 02/12 /23 1926, 721193736291202101	252.00	2,597.69
04-Dec-2023	BAC	CCLA INVESTMENT MA, 920626, FP 04/12 /23 1719, 5963666591714053FU, PATCHWAY TOWN COUN	1,254.78	2,345.69
04-Dec-2023	BAC	CCLA INVESTMENT MA, 922615, FP 04/12 /23 1717, 4381837571714045FU, PATCHWAY TOWN COUN	90.91	1,090.91
01-Dec-2023		TO 08631638	-1,043.13	1,000.00
01-Dec-2023	D/D	SCREWFIX DIRECT LT, 6331640020677746	-289.70	2,043.13
01-Dec-2023	D/D	INVESTEC ASSET FIN, 22351565619521672	-789.29	2,332.83
01-Dec-2023	BAC	SNACK ATTACKS, RENT, FP 01/12/23 1027, P5KHCIU8KNS6HNOQ0I	700.00	3,122.12
01-Dec-2023	BAC	BRAD STK YFC, 2023-24-153, FP 01/12/23 1155, 880020815511102101	420.00	2,422.12
01-Dec-2023	BAC	BRAD STK YFC, 2023-24-152, FP 01/12/23 1154, 032811104511102101	420.00	2,002.12
01-Dec-2023	BAC	SNACK ATTACKS, 2023-24-136, FP 01/12/23 1029, PW8346ZGRUXG3S5YOZ	582.12	1,582.12
		Opening balance		1,000.00
Totals			-60,133.36	60,133.36

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Investec Asset Finance	DD108	789.29		Investec Asset Finance
01/12/2023	TRADE UK	DD107	28,970.00		Purchase Ledger Payment
01/12/2023	TRADE UK	DD107	-28,970.00		Purchase Ledger Payment
01/12/2023	TRADE UK	DD107.	289.70		Purchase Ledger Payment
04/12/2023	Halfords	EBP100	76.49		HAL Battery
05/12/2023	Halfords	POS97	2.90		Postpak C4 Manil
07/12/2023	ALLSTAR	DD89	344.83		Diesel / Fuel
08/12/2023	Virgin Media Business	DD82	54.43		Broadband - Dec 23
08/12/2023	EDF Energy	DD83	187.49		Electric - Toilets Blakeney Rd
08/12/2023	INTY LTD	DD84	134.40		Microsoft 365 18/11-17/12
08/12/2023	ECard Forest	POS85	3.49		ECardForest
11/12/2023	Virgin Media Business	DD80	38.40		Broadband Dec 23
12/2023	Post Office Ltd	POS75	25.00		1st Class Stamps
15/12/2023	EE Limited	DD4	87.89		Mobile Monthly Crg Dec 23
15/12/2023	Smith's Gloucester Ltd	DD65	1,644.00		General Waste 30/11/23
15/12/2023	The New Inn	POS66	175.15		The New Inn - Staff Cmas Meal
15/12/2023	Natwest	BLN68	46.10		Bankline
15/12/2023	Easy Jet	POS67	1,188.95		Easy Jet London - Munich
18/12/2023	National Express	POS62	369.00		National Express
19/12/2023	De Lage Landen Leasing Ltd	EBP58	998.88		Purchase Ledger Payment
19/12/2023	De Lage Landen Leasing Ltd	DD58	-998.88		Purchase Ledger Payment
19/12/2023	De Lage Landen Leasing Ltd	DD58	998.88		De Lage Landen Leasing Ltd
22/12/2023	Total Gas and Power	DD27	132.10		Gas - Sports Pavilion
22/12/2023	IRIS	EBP28	15.91		IRIS Monthly Usage Nov 23
22/12/2023	Gary Millard	EBP29	64.75		To photograph Remembrance
22/12/2023	Select Security Solutions LTD	EBP30	484.03		Annual CCTV Maintenance
22/12/2023	Keymaster Bristol	EBP31	259.20		Supply and Fit Lock - Casson C
22/12/2023	Select Security Solutions LTD	EBP32	60.00		Call out - D'load footage
12/2023	Thornbury Self Drive Here	EBP33	1,022.40		Avon Cooper Van Tyres
22/12/2023	Prolific Solutions South West	EBP35	220.42		Copier Charges
22/12/2023	Snack Attacks	EBP36	191.40		Volunteer Vouchers 04/11
22/12/2023	Avoncrop Amenity Products Limi	EBP37	125.04		Tennis Loam x8
22/12/2023	ATDXtreme Clean Ltd	EBP38	380.00		ATD Cleaning Nov 23
22/12/2023	Rob Hainey Signs and Graphics	EBP39	50.00		Supply & Fit two parking signs
22/12/2023	Murray Hire Centres LTD	EBP40	112.80		Lawn Aerator Hire Nov 23
22/12/2023	Murray Hire Centres LTD	EBP41	222.00		Heras Fencing Hire Nov 23
22/12/2023	Murray Hire Centres LTD	EBP45	79.20		CAT Detector Hire Nov 23
22/12/2023	Jack Turner	EBP48	643.25		JT Additional Hours Owed
22/12/2023	Salaries December 23	EBP26	14,406.13		Salaries December 23
27/12/2023	Total Gas and Power	DD22	2,011.86		Gas - Sports Pavilion
27/12/2023	Total Gas and Power	DD23	138.17		Gas - Callicroft House
27/12/2023	Total Gas and Power	DD24	464.81		Gas - Patchway TC
27/12/2023	South Gloucestershire Council	DD25	250.00		Lease rent - Conniston Communi
28/12/2023	Total Gas and Power	DD17	170.07		Electricity - Callicroft House
28/12/2023	Total Gas and Power	DD18	94.98		Electricity - Rodway Road
28/12/2023	DCK Accounting Solutions Ltd	EBP20	1,052.10		Budget Setting 2024-2025
29/12/2023	Amazon	EBP	51.98		Book of Condolence

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/12/2023	Amazon	EBP2	3.70		50x C4/A4 White Envelopes
29/12/2023	AUDITING SOLUTIONS LTD	EBP4	600.00		Provision of Interim Audit
29/12/2023	Amazon	EBP5	7.49		2024 Year Wall Planner
29/12/2023	Amazon	EBP6	22.95		Az Flag - France Flag
29/12/2023	Amazon	EBP7	35.98		Copier Paper A4 White
29/12/2023	Amazon	EBP9	19.95		Union Jack Flag
29/12/2023	Amazon	EBP10	13.40		G128 Germany Flag
29/12/2023	Amazon	EBP11	17.99		Toilet Rolls
29/12/2023	Amazon	EBP12	7.99		King Charles III 2023 Poster
29/12/2023	Amazon	EBP13	28.97		Cleaning Products
29/12/2023	Amazon	EBP14	13.98		Funeral Black Armbands
29/12/2023	Avon Pension Fund	EBP1	4,319.63		Pensions December 23
12/2023	HMRC	EBP8	6,160.65		NI/PAYE December 23
29/12/2023	Natwest	CHG15	29.96		Service Charges
Total Payments			40,441.63		

Current Bank A/c

Receipts received between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 12/12/2023	15,000.00						
BAC77	CCLA Investment	15,000.00			230		15,000.00	CCLA Investment
	Banked 29/12/2023	36.16						
INT01	Natwest Bank	36.16			1090	100	36.16	Interest Received
	Banked 31/12/2023	7,360.82						
BAC21	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC56	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC61	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC73	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC78	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire
BAC92	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire
EBP52	Stripe - 3G Pitch Hire	145.72			1520	500	151.20	Stripe - 3G Pitch Hire
					4991	500	-5.48	Stripe - 3G Pitch Hire
BAC71	Stripe - 3G Pitch Hire	243.80			1520	500	252.00	Stripe - 3G Pitch Hire
					4991	500	-8.20	Stripe - 3G Pitch Hire
BAC50	Stoke Lane F C 3G Pitch Hire	100.00			1510	500	100.00	Football Pitch Hire
BAC53	Avon Indian Community	30.00			1410	210	30.00	Casson Hire
BAC55	Stripe	57.21			1410	210	57.21	Casson Hire
POC59	Post Office	200.00			1510	500	200.00	Football Pitch Hire
POC60	Patchway Sports Social Cl Rent	1,000.00		166.67	1500	510	833.33	PSSC Rent
BAC76	Stoke Lane F C 3G Pitch Hire	420.00			1520	500	420.00	Stoke Lane F C 3G Pitch
BAC81	Stoke Lane F C 3G Pitch Hire	420.00			1520	500	420.00	Stoke Lane F C 3G Pitch
BAC87	Scott Budding - 3g Pitch hire	84.00			1520	500	84.00	Scott Budding - 3g Pitch
BAC88	Dads vs Dads Ltd	126.00			1520	500	126.00	Dads vs Dads Ltd 3G Hire
BAC91	Natasha Rees	41.25			1410	210	41.25	Casson Hire
BAC94	Stripe	65.29			1410	210	65.29	Casson Hire
BAC95	Laura McGlinchey	100.00			1410	210	100.00	Casson Hire
POC98	Post Office	30.00			1410	210	30.00	Casson Hire
DPC102	EJ Silvester	36.00			1410	210	36.00	Casson Hire
BAC103	Scott Budding - 3g Pitch hire	252.00			1520	500	252.00	Scott Budding - 3g Pitch
BAC104	The Public Deposit Fund	1,254.78			1090	100	1,254.78	CCLA Interest
BAC105	The Public Deposit Fund	90.91			1090	100	90.91	CCLA Interest
BAC109	Snack Attack Cafe Rent	700.00			1530	500	700.00	Snack Attack Cafe Rent
BAC110	Brad STK YFC	420.00			1520	500	420.00	Brad STK YFC 3G Hire
BAC111	Brad STK YFC	420.00			1520	500	420.00	Brad STK YFC 3G Hire
BAC112	Snack Attack Cafe Rent	582.12		97.02	1990	500	485.10	Snack Attack Elect
BGC101	Cheque Receipt	250.00			1410	210	250.00	Casson Hire
	Total Receipts:	22,396.98	0.00	263.69			22,133.29	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%	
1076 Precept	0	540,271	540,271	0			100.0%	
1090 Interest Received	1,382	8,048	7,000	(1,048)			115.0%	
1100 CIL Payment	0	18,697	0	(18,697)			0.0%	
Income :- Income	<u>1,382</u>	<u>569,516</u>	<u>547,271</u>	<u>(22,245)</u>			<u>104.1%</u>	<u>0</u>
4220 IT Services & Software	(100)	0	0	0		0	0.0%	
4230 Equipment	(75)	(0)	0	0		0	0.0%	
5900 Transfer to EMR	0	18,697	0	(18,697)		(18,697)	0.0%	
Income :- Indirect Expenditure	<u>(175)</u>	<u>18,697</u>	<u>0</u>	<u>(18,697)</u>	<u>0</u>	<u>(18,697)</u>		<u>0</u>
Net Income over Expenditure	<u>1,557</u>	<u>550,819</u>	<u>547,271</u>	<u>(3,548)</u>				
<u>110 Establishment</u>								
4001 Admin Salary Costs	(2,527)	63,358	113,008	49,650		49,650	56.1%	
4002 Groundstaff Salary Costs	18,044	103,595	168,021	64,426		64,426	61.7%	
4031 Pension Lump Sum	(550)	(4,950)	(6,600)	(1,650)		(1,650)	75.0%	
4060 Staff other Expenses	175	709	200	(509)		(509)	354.7%	
4090 Staff Training	0	2,253	2,000	(253)		(253)	112.7%	
4091 Recruitment Advertising	0	1,290	0	(1,290)		(1,290)	0.0%	
4110 Bank Charges	76	609	800	191		191	76.1%	
4120 Audit Fees	500	440	2,220	1,780		1,780	19.8%	
4121 Accountancy Support fees	877	4,039	6,000	1,961		1,961	67.3%	
4130 Professional Fees	0	575	0	(575)		(575)	0.0%	
4131 Locum Clerk - PS Fees	10,563	10,563	0	(10,563)		(10,563)	0.0%	
4150 Subscriptions & Memberships	0	2,409	2,500	91		91	96.4%	
4160 Insurance	0	3,837	5,827	1,990		1,990	65.8%	
4170 Stationery & Printing	229	1,632	1,000	(632)		(632)	163.2%	
4180 Postage	25	423	50	(373)		(373)	846.2%	
4200 Broadband	77	699	900	201		201	77.7%	
4210 Mobile Telephone	73	1,263	850	(413)		(413)	148.5%	
4220 IT Services & Software	225	3,763	4,500	738		738	83.6%	
4230 Equipment	75	1,357	2,500	1,143		1,143	54.3%	
4240 Property Maintenance	0	18	0	(18)		(18)	0.0%	
Establishment :- Indirect Expenditure	<u>27,862</u>	<u>197,882</u>	<u>303,776</u>	<u>105,894</u>	<u>0</u>	<u>105,894</u>	<u>65.1%</u>	<u>0</u>
Net Expenditure	<u>(27,862)</u>	<u>(197,882)</u>	<u>(303,776)</u>	<u>(105,894)</u>				

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	0	1,521	0	(1,521)			0.0%	
Civic/Democratic :- Income	0	1,521	0	(1,521)				0
4300 Mayoral Allowance	0	250	500	250		250	50.0%	
4310 Councillor's Training	0	96	1,000	904		904	9.6%	
4330 Civic Regalia	0	1,354	0	(1,354)		(1,354)	0.0%	
4340 Civic Fund	1,621	6,701	1,500	(5,201)		(5,201)	446.7%	
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	0	(750)	0	750		750	0.0%	
Civic/Democratic :- Indirect Expenditure	1,621	16,444	10,250	(6,194)	0	(6,194)	160.4%	0
Net Income over Expenditure	(1,621)	(14,923)	(10,250)	4,673				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	0	136	500	364			27.3%	
Callicroft House :- Income	0	136	500	364			27.3%	0
4240 Property Maintenance	233	2,675	3,500	825		825	76.4%	
4410 Rates	0	7,610	8,800	1,190		1,190	86.5%	
4430 Utilities	736	3,686	4,500	814		814	81.9%	
Callicroft House :- Indirect Expenditure	969	13,971	16,800	2,829	0	2,829	83.2%	0
Net Income over Expenditure	(969)	(13,834)	(16,300)	(2,466)				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	610	2,334	2,000	(334)			116.7%	
1700 Grants & Donation Received	0	500	0	(500)			0.0%	
Casson Centre :- Income	610	2,834	2,000	(834)			141.7%	0
4220 IT Services & Software	0	159	0	(159)		(159)	0.0%	
4240 Property Maintenance	340	2,984	3,500	516		516	85.3%	
4410 Rates	0	1,098	1,700	602		602	64.6%	
4430 Utilities	90	1,247	1,500	253		253	83.1%	
4991 Stripe charge	0	2	0	(2)		(2)	0.0%	
5910 Transfer from EMR	0	(1,017)	0	1,017		1,017	0.0%	
Casson Centre :- Indirect Expenditure	431	4,474	6,700	2,226	0	2,226	66.8%	0
Net Income over Expenditure	179	(1,640)	(4,700)	(3,060)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,828	20,828			0.0%	
Burials :- Income	0	0	20,828	20,828			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	0	3,325	9,148	5,823		5,823	36.3%	
5900 Transfer to EMR	0	0	3,326	3,326		3,326	0.0%	
5910 Transfer from EMR	0	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	0	3,325	24,154	20,829	0	20,829	13.8%	0
Net Income over Expenditure	0	(3,325)	(3,326)	(1)				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	0	2	2	0			100.0%	0
Net Income	0	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	250	1,000	1,000	0		0	100.0%	
4620 PWLB Repayment	0	18,826	20,939	2,113		2,113	89.9%	
Coniston :- Indirect Expenditure	250	19,826	21,939	2,113	0	2,113	90.4%	0
Net Income over Expenditure	(250)	(19,825)	(21,938)	(2,113)				
<u>320 Rodway Road</u>								
4650 CCTV	453	898	1,000	102		102	89.8%	
5330 Planter and Tree Maintenance	0	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	453	898	1,500	602	0	602	59.9%	0
Net Expenditure	(453)	(898)	(1,500)	(602)				
<u>400 Youth & Community</u>								
1700 Grants & Donation Received	0	8,280	0	(8,280)			0.0%	
Youth & Community :- Income	0	8,280	0	(8,280)				0
4240 Property Maintenance	0	181	0	(181)		(181)	0.0%	
4752 Warm Space Project	0	4,064	0	(4,064)		(4,064)	0.0%	
4867 Community Events/Engagement	409	21,496	7,500	(13,996)		(13,996)	286.6%	

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4869 Youth Development	0	960	0	(960)		(960)	0.0%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5910 Transfer from EMR	0	(3,903)	0	3,903		3,903	0.0%	
Youth & Community :- Indirect Expenditure	<u>409</u>	<u>22,798</u>	<u>7,500</u>	<u>(15,298)</u>	<u>0</u>	<u>(15,298)</u>	<u>304.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(409)</u>	<u>(14,518)</u>	<u>(7,500)</u>	<u>7,018</u>				
<u>410 GRANTS</u>								
4600 Youth and Community Grants	0	4,200	7,500	3,300		3,300	56.0%	
GRANTS :- Indirect Expenditure	<u>0</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>0</u>	<u>(4,200)</u>	<u>(7,500)</u>	<u>(3,300)</u>				
<u>500 Scott Park</u>								
1450 Vendor/Events Income	0	14,627	15,000	373			97.5%	
1510 Sports Income	300	4,932	8,500	3,568			58.0%	
1520 3G Sports Facility Income	2,848	25,152	22,000	(3,152)			114.3%	
1530 Cafe Income	700	6,300	8,400	2,100			75.0%	
1700 Grants & Donation Received	0	(600)	0	600			0.0%	
1990 Other Income	485	5,864	0	(5,864)			0.0%	
Scott Park :- Income	<u>4,333</u>	<u>56,275</u>	<u>53,900</u>	<u>(2,375)</u>			<u>104.4%</u>	<u>0</u>
4160 Insurance	0	2,132	2,000	(132)		(132)	106.6%	
4220 IT Services & Software	0	0	2,000	2,000		2,000	0.0%	
4230 Equipment	0	(244)	0	244		244	0.0%	
4235 Property Security\Caretaking	0	(6)	0	6		6	0.0%	
4240 Property Maintenance	370	11,344	3,500	(7,844)		(7,844)	324.1%	
4410 Rates	0	3,105	2,850	(255)		(255)	109.0%	
4430 Utilities	1,802	23,728	5,250	(18,478)		(18,478)	452.0%	
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	287	3,180	3,000	(180)		(180)	106.0%	
4940 Machinery Maintenance/Repair	916	3,635	3,000	(635)		(635)	121.2%	
4945 Maintenance - Sports Facilitie	245	5,468	7,500	2,032		2,032	72.9%	
4950 Machinery & Tools	0	2,168	600	(1,568)		(1,568)	361.3%	
4965 Maintenance - Play Equipment	0	0	1,000	1,000		1,000	0.0%	
4970 Fencing	21	416	1,500	1,084		1,084	27.7%	
4991 Stripe charge	24	377	0	(377)		(377)	0.0%	
4992 Scott Park Tree Maintenance	0	986	500	(486)		(486)	197.2%	
4995 Staff Uniform	0	751	1,500	749		749	50.0%	
4997 Sports Equipment	0	145	500	355		355	28.9%	
5330 Planter and Tree Maintenance	0	798	0	(798)		(798)	0.0%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5333 Signage Repair/Replace	0	30	0	(30)		(30)	0.0%	
Scott Park :- Indirect Expenditure	3,667	58,013	35,700	(22,313)	0	(22,313)	162.5%	
Net Income over Expenditure	666	(1,738)	18,200	19,938				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	833	7,738	11,840	4,102			65.4%	
Sports and Social Club :- Income	833	7,738	11,840	4,102			65.4%	
Net Income	833	7,738	11,840	4,102				
<u>600 Allotments</u>								
1440 Allotment Rents	0	2,454	2,500	46			98.2%	
1990 Other Income	0	98	0	(98)			0.0%	
Allotments :- Income	0	2,552	2,500	(52)			102.1%	
4430 Utilities	179	611	500	(111)		(111)	122.2%	
5000 Pretoria Road	0	260	0	(260)		(260)	0.0%	
5010 Blakeney Road	0	394	0	(394)		(394)	0.0%	
Allotments :- Indirect Expenditure	179	1,265	500	(765)	0	(765)	253.0%	
Net Income over Expenditure	(179)	1,287	2,000	713				
<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%	
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	0	213	250	37		37	85.2%	
Tumps and BMX Track :- Indirect Expenditure	0	213	750	537	0	537	28.4%	
Net Income over Expenditure	0	(183)	(720)	(537)				
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	25	2,422	3,000	578		578	80.7%	
Play Area :- Indirect Expenditure	25	2,472	3,100	628	0	628	79.7%	
Net Expenditure	(25)	(2,472)	(3,100)	(628)				

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>720 Open Spaces Administration</u>								
4230 Equipment	0	1,303	0	(1,303)		(1,303)	0.0%	
4975 Skip	1,370	13,139	13,130	(9)		(9)	100.1%	
5300 Litter Bins	0	1,112	0	(1,112)		(1,112)	0.0%	
5320 Christmas Decoration	131	584	12,500	11,916		11,916	4.7%	
5330 Planter and Tree Maintenance	0	464	1,000	536		536	46.4%	
5340 Outside Area Maintenance/Biodi	0	2,158	0	(2,158)		(2,158)	0.0%	
Open Spaces Administration :- Indirect Expenditure	1,501	18,761	26,630	7,869	0	7,869	70.4%	0
Net Expenditure	(1,501)	(18,761)	(26,630)	(7,869)				
<u>800 Street Furniture & 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%	
5450 Street Cleaning Supplies	0	374	500	126		126	74.9%	
Street Furniture & transport :- Indirect Expenditure	0	662	500	(162)	0	(162)	132.4%	0
Net Income over Expenditure	0	630	(500)	(1,130)				
<u>900 Capital and Projects</u>								
1099 PWLB Loan Received	0	50,000	0	(50,000)			0.0%	
1700 Grants & Donation Received	0	112,622	100,000	(12,622)			112.6%	
1708 Pollinator Project Grant	0	6,300	0	(6,300)			0.0%	
Capital and Projects :- Income	0	168,922	100,000	(68,922)			168.9%	0
4231 Equipment on HP	1,788	11,161	19,500	8,339		8,339	57.2%	
4232 Equipment HP Charges	0	1,776	0	(1,776)		(1,776)	0.0%	
4620 PWLB Repayment	0	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	0	56,300	0	(56,300)		(56,300)	0.0%	
5910 Transfer from EMR	0	(70,734)	0	70,734		70,734	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%	
9009 Patchway CC Redevelopment	0	62,055	0	(62,055)		(62,055)	0.0%	
9014 Major Projects	0	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	1,788	134,392	196,573	62,181	0	62,181	68.4%	0
Net Income over Expenditure	(1,788)	34,530	(96,573)	(131,103)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	7,158	819,100	738,872	(80,228)			110.9%	
Expenditure	38,980	518,292	663,872	145,580	0	145,580	78.1%	
Net Income over Expenditure	<u>(31,823)</u>	<u>300,808</u>	<u>75,000</u>	<u>(225,808)</u>				
Movement to/(from) Gen Reserve	<u>(31,823)</u>	<u>300,808</u>						

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	31/01/2024		1,000.00
Reserve A/c	31/01/2024		16,689.80
	31/01/2024		0.00
			<u>17,689.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,689.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,689.80
		Balance per Cash Book is :-	17,689.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Account name or alias PATCHWAY TOWN C BR	Account number 08631638	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 16689.80		

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.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 31st of January 2024.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					16,689.80
31-Jan-2024		TO 01321218	-7,325.76		16,689.80
31-Jan-2024	INT	31JAN GRS 08631638		25.88	24,015.56
30-Jan-2024		FROM 01321218		811.80	23,989.68
29-Jan-2024		FROM 01321218		603.64	23,177.88
26-Jan-2024		FROM 01321218		955.95	22,574.24
25-Jan-2024		TO 01321218	-2,563.27		21,618.29
24-Jan-2024		TO 01321218	-15.91		24,181.56
23-Jan-2024		TO 01321218	-18,213.00		24,197.47
22-Jan-2024		FROM 01321218		255.95	42,410.47
19-Jan-2024		FROM 01321218		1,000.00	42,154.52
18-Jan-2024		FROM 01321218		48.49	41,154.52
17-Jan-2024		FROM 01321218		9,718.50	41,106.03
16-Jan-2024		TO 01321218	-15,426.19		31,387.53
15-Jan-2024		FROM 01321218		38,509.56	46,813.72
12-Jan-2024		FROM 01321218		125.00	8,304.16
11-Jan-2024		FROM 01321218		158.78	8,179.16
09-Jan-2024		FROM 01321218		34.03	8,020.38
08-Jan-2024		TO 01321218	-206.68		7,986.35
05-Jan-2024		FROM 01321218		16.35	8,193.03
04-Jan-2024		TO 01321218	-866.57		8,176.68
03-Jan-2024		FROM 01321218		1,353.82	9,043.25
02-Jan-2024		FROM 01321218		24.64	7,689.43
Opening balance					7,664.79
Totals			-44,617.38	53,642.39	

Account name or alias PATCHWAY TOWN CO ATF	Account number 01321218	Sort code 52-10-05	Account currency GBP
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Debit or credit Any	Current cleared balance 153.30
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Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
31-Jan-2024	EBP	AMAZON PAYMENTS UK, 01-24-029, FP 31 /01/24 40, 21024110013559000N	-169.00		1,000.00
31-Jan-2024	EBP	J&SONS ELECTRICAL, 01-24-024, FP 31/01 /24 40, 56024056912614000N	-150.00		1,169.00
31-Jan-2024	EBP	SLCC ENTERPRISES, 01-24-019, FP 31/01 /24 40, 10024112738443000N	-36.00		1,319.00
31-Jan-2024	EBP	ALMONDSBURY JOINT, 01-24-032, FP 31/01 /24 40, 44024111156809000N	-700.00		1,355.00
31-Jan-2024	EBP	DCK ACCOUNTING SOL, 01-24-022, FP 31 /01/24 40, 25024110101128000N	-408.00		2,055.00
31-Jan-2024	EBP	AVON PENSION FUND, 01-24-007, FP 31/01 /24 40, 58024056973806000N	-2,673.13		2,463.00
31-Jan-2024	EBP	AMAZON PAYMENTS UK, 01-24-030, FP 31 /01/24 40, 28024155600548000N	-139.00		5,136.13
31-Jan-2024	EBP	ADVANCED PLUMBING, 01-24-023, FP 31/01 /24 40, 32024115311298000N	-78.00		5,275.13
31-Jan-2024	EBP	DCK ACCOUNTING SOL, 01-24-026, FP 31 /01/24 40, 39024108995783000N	-351.00		5,353.13
31-Jan-2024	EBP	HMRC, 01-24-008, FP 31/01/24 40, 48024130177288000N	-2,536.26		5,704.13
31-Jan-2024	EBP	SOUTH GLOUCESTERSH, 01-24-025, FP 31 /01/24 40, 45024109051523000N	-270.00		8,240.39
31-Jan-2024	EBP	STEVE WILTSHIRE, 01-24-031, FP 31/01/24 40, 09024111420289000N	-285.00		8,510.39
31-Jan-2024	EBP	AMAZON PAYMENTS UK, 01-24-028, FP 31 /01/24 40, 47024117561734000N	-12.16		8,795.39
31-Jan-2024	CHG	29DEC A/C 01321218	-28.21		8,807.55
31-Jan-2024		FROM 08631638		7,325.76	8,835.76
31-Jan-2024	BAC	THE OLYMPUS ACADEM, OLYMPUS ACADEMY TR		450.00	1,510.00
31-Jan-2024	BAC	AVON INDIAN COMMUN, INV 2023-24-187, FP 31/01/24 1147, 600000001284442179		60.00	1,060.00
30-Jan-2024		TO 08631638	-811.80		1,000.00
30-Jan-2024	POS	0936 29JAN24, ASDA SUPERSTORE, PATCHWAY GB	-73.60		1,811.80

30-Jan-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 30/01/24 0844, PH737VTI1HMK3C6X00, RE	836.71	1,885.40
30-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 30/01/24 0850, PH737VTI1HMK51L00	48.69	1,048.69
29-Jan-2024		TO 08631638	-603.64	1,000.00
29-Jan-2024	BAC	STOKE LANE FC, 2023-24-176, FP 28/01/24 1955, 200000001278923910	462.00	1,603.64
29-Jan-2024	BAC	RECLINERS FC FRANC, 2023-24 181, FP 26 /01/24 1856, 400000001286799840	41.50	1,141.64
29-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/01/24 0857, PH737VTI1HMJWKOM00	97.18	1,100.14
29-Jan-2024		100870	2.96	1,002.96
26-Jan-2024		TO 08631638	-955.95	1,000.00
26-Jan-2024	D/D	TOTALENERGIES G&P, 1051475	-263.85	1,955.95
26-Jan-2024	BGC	100869 521005	459.80	2,219.80
26-Jan-2024	BGC	100868 521005	510.00	1,760.00
26-Jan-2024	BAC	SOUTHGLOS-GENERAL, 0419138	250.00	1,250.00
25-Jan-2024	D/D	TOTALENERGIES G&P, 1237631	-2,017.76	1,000.00
25-Jan-2024	D/D	TOTALENERGIES G&P, 1058915	-160.07	3,017.76
25-Jan-2024	D/D	TOTALENERGIES G&P, 1058913	-90.39	3,177.83
25-Jan-2024	D/D	TOTALENERGIES G&P, 1051476	-489.87	3,268.22
25-Jan-2024		FROM 08631638	2,563.27	3,758.09
25-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 25/01/24 0843, PH737VTI1HMJIMLC00	194.82	1,194.82
24-Jan-2024	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-15.91	1,000.00
24-Jan-2024		FROM 08631638	15.91	1,015.91
23-Jan-2024	POS	0936 22JAN24, WWW.WEPRINT, LANYARDS. CO, INTERNET GB	-56.99	1,000.00
23-Jan-2024	EBP	ATD XTREMECLEAN LT, 01-24-027, FP 23/01 /24 40, 16023320918887000N	-225.00	1,056.99
23-Jan-2024	EBP	ORIGIN AMENITY SOL, 01-24-017, FP 23/01 /24 40, 52023317876902000N	-547.74	1,281.99
23-Jan-2024	EBP	MURRAY HIRE CENTRE, 01-24-016, FP 23/01 /24 40, 61023335451769000N	-106.80	1,829.73
23-Jan-2024	EBP	SLCC ENTERPRISES L, 01-24-015, FP 23/01 /24 40, 37023317725615000N	-588.60	1,936.53
23-Jan-2024	EBP	J&SONS ELECTRICAL, 01-24-010, FP 23/01 /24 40, 46023333227827000N	-371.83	2,525.13
23-Jan-2024	EBP	ADVANCED PLUMBING, 01-24-009, FP 23/01 /24 40, 64023311161031000N	-388.08	2,896.96
23-Jan-2024	EBP	FP 23/01/24 40, 449010001N	-1,047.42	3,285.04

23-Jan-2024	EBP		-2,046.55	4,332.46
23-Jan-2024	EBP		-2,147.41	6,379.01
23-Jan-2024	EBP	SLCC ENTERPRISES L, 01-24-014, FP 23/01/24 40, 39023311123669000N	-583.20	8,526.42
23-Jan-2024	EBP	ROMAN GLASS LTD, 01-24-013, FP 23/01/24 40, 23023313143781000N	-450.00	9,109.62
23-Jan-2024	EBP		-2,069.39	9,559.62
23-Jan-2024	EBP		-1,446.60	11,629.01
23-Jan-2024	EBP	J TURNER, 01-24-021, FP 23/01/24 40, 30023314355551000N	-2,175.00	13,075.61
23-Jan-2024	EBP	J TURNER, 01-24-020, FP 23/01/24 40, 38023324524775000N	-1,500.00	15,250.61
23-Jan-2024	EBP	PROLIFIC SOLUTIONS, 01-24-018, FP 23/01/24 40, 61023329890943000N	-44.37	16,750.61
23-Jan-2024	EBP	SOUTH GLOUCESTERSH, 01-24-012, FP 23/01/24 40, 58023314858941000N	-49.05	16,794.98
23-Jan-2024	EBP	DCK ACCOUNTING SOL, 01-24-011, FP 23/01/24 40, 29023323529230000N	-351.00	16,844.03
23-Jan-2024	EBP		-2,066.66	17,195.03
23-Jan-2024		FROM 08631638	18,213.00	19,261.69
23-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 23/01/24 0845, PH737VTI1HMJ83NM00	48.69	1,048.69
22-Jan-2024		TO 08631638	-255.95	1,000.00
22-Jan-2024	D/D	TOTALENERGIES G&P, 1134410	-154.05	1,255.95
22-Jan-2024	DPC	MINI CONCERTS C.I., MINI CONCERTS CIC, VIA MOBILE - PYMT	200.00	1,410.00
22-Jan-2024	BAC	CRAWSHAW A J, 2023 24 177 U8 SL, FP 22/01/24 1407, 127654837041221001	210.00	1,210.00
19-Jan-2024		TO 08631638	-1,000.00	1,000.00
19-Jan-2024	BAC	SOUTHGLOS-GENERAL, 0419138	1,000.00	2,000.00
18-Jan-2024		TO 08631638	-48.49	1,000.00
18-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 18/01/24 0843, PH737VTI1HMINDVA00	48.49	1,048.49
17-Jan-2024		TO 08631638	-9,718.50	1,000.00
17-Jan-2024	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	10,718.50
17-Jan-2024	BAC	HMRC VAT, 338442787	10,668.69	11,717.38
17-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 17/01/24 0857, PH737VTI1HMIKRZ000	48.69	1,048.69
16-Jan-2024	EBP	PUBLIC WORKS LOANS, PWLB 531479, FP 16/01/24 10, 40121037088737000N	-15,711.45	1,000.00

16-Jan-2024		FROM 08631638	15,426.19	16,711.45
16-Jan-2024	BAC	THOMAS MAUNDER, 2023-24-163- BSG, FP 16/01/24 1334, P88PET7VUOZPJ3P7MJ	90.00	1,285.26
16-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/01/24 0849, PH737VTI1HMF5JD00	195.26	1,195.26
15-Jan-2024		TO 08631638	-38,509.56	1,000.00
15-Jan-2024	D/D	EE LIMITED, Q16509023485896786	-87.89	39,509.56
15-Jan-2024	D/D	SMITHS GLOUCESTER, P570SGL	-822.00	39,597.45
15-Jan-2024	POS	0936 12JAN24, EASYJETK6JQPJC, WWW. EASYJET.C GB	-544.80	40,419.45
15-Jan-2024	BLN	BANKLINE	-35.75	40,964.25
15-Jan-2024	BAC	CCLA INVESTMENT MA, 952345, FP 15/01 /24 1515, 4903504351515140FU, PS3078755, PATCHWA	40,000.00	41,000.00
12-Jan-2024		TO 08631638	-125.00	1,000.00
11-Jan-2024		TO 08631638	-158.78	1,125.00
11-Jan-2024	D/D	VIRGIN MEDIA PYMTS, 757943901001	-38.40	1,283.78
11-Jan-2024	BGC	100867 605114	125.00	1,322.18
11-Jan-2024	BAC	EFGA RE BRISTOL, 202324164, FP 11/01/24 1732, 56173221733311000N, 202324164	100.00	1,197.18
11-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/01/24 0844, PH737VTI1HMHQRQT00	97.18	1,097.18
09-Jan-2024		TO 08631638	-34.03	1,000.00
09-Jan-2024	POS	0936 08JAN24, PAYPAL *PSS LTD, 35314369001 GB	-96.00	1,034.03
09-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/01/24 0851, PH737VTI1HMH2AB00	70.03	1,130.03
09-Jan-2024	BAC	STOKE LANE AFC TIG, 2023-24-172, FP 09 /01/24 0914, 100000001268817652	60.00	1,060.00
08-Jan-2024	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,000.00
08-Jan-2024	D/D	INTY LTD, 3MQFKS7	-142.67	1,054.43
08-Jan-2024	D/D	ALLSTAR, 299091	-9.58	1,197.10
08-Jan-2024		FROM 08631638	206.68	1,206.68
05-Jan-2024		TO 08631638	-16.35	1,000.00
05-Jan-2024	POS	0936 04JAN24, EASYJET000K6JQPJC, LUTON, BEDS GB	-32.45	1,016.35
05-Jan-2024	POS	0936 04JAN24, T AND J OWEN, FLORISTS, BRISTOL GB	-38.50	1,048.80
05-Jan-2024	POS	0936 04JAN24 C, SD BRISTOL CRIBBS, 3230, 03439093230 GB	-22.99	1,087.30
05-Jan-2024	POS	0936 04JAN24 C, POST OFFICE, COUNTER, BRISTOL GB	-19.50	1,110.29

05-Jan-2024	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 05/01/24 0838, PH737VTI1HMH20KR00, RE	32.61	1,129.79
05-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 05/01/24 0845, PH737VTI1HMH2N8D00	97.18	1,097.18
04-Jan-2024	D/D	GRENKELEASING LIM, 1130014011	-484.78	1,000.00
04-Jan-2024	POS	0936 03JAN24, SP BRISTOLB, LUEGLASS, BRISTOL GB	-51.25	1,484.78
04-Jan-2024	POS	0936 03JAN24, DEFIB PAD, ALFORD GB	-309.55	1,536.03
04-Jan-2024	POS	0936 03JAN24 C, HALFORDS 0720, CRIBS CAUSEWY GB	-20.99	1,845.58
04-Jan-2024		FROM 08631638	866.57	1,866.57
03-Jan-2024		TO 08631638	-1,353.82	1,000.00
03-Jan-2024	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/01/24 0843, PH737VTI1HMGRUMD00	48.69	2,353.82
03-Jan-2024	BAC	CCLA INVESTMENT MA, 946443, FP 03/01/24 1720, 5278226102713059FU, PS3078755, PATCHWA	1,305.13	2,305.13
02-Jan-2024		TO 08631638	-24.64	1,000.00
02-Jan-2024	D/D	SCREWFIX DIRECT LT, 6331640020677746	-441.14	1,024.64
02-Jan-2024	D/D	INVESTEC ASSET FIN, 22351565619605388	-789.29	1,465.78
02-Jan-2024	BAC	SNACK ATTACKS, 158, FP 01/01/24 1007, P95P34RED5N670J7LT	520.07	2,255.07
02-Jan-2024	BAC	SNACK ATTACKS, 2023-24-136, FP 01/01/24 1005, P2RZK35SKY462Y4VHT	735.00	1,735.00
		Opening balance		1,000.00
Totals			-103,731.75	103,731.75

Current Bank A/c

Payments made between 01/01/2024 and 31/01/2024

										Nominal Ledger Analysis	
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c		£ Amount	Transaction		
02/01/2024	TRADE UK	DD	441.14	441.14		500			Topsoil + PPE		
02/01/2024	Investec Asset Finance PLC	DD3	789.29	789.29		500			Purchase Ledger		
04/01/2024	Grenke Leasing Ltd	DD10	484.78	484.78		500			Lease Quarterly Fee01/01-31/03		
04/01/2024	Halfords	POS7	20.99		3.50	4940	500	17.49	Halow30 Eco FS		
04/01/2024	The Defib Pad	POS8	309.55		51.59	4230	720	257.96	G5 Adult Defib Pac		
04/01/2024	The Original Bristol Blue Glas	POS9	51.25		8.54	4340	120	42.71	Paperweight		
05/01/2024	Post Office Ltd	POS13	19.50			4180	110	19.50	Stamps		
05/01/2024	Sports Direct	POS14	22.99		3.83	4995	500	19.16	Dunlop Zipper Trs		
05/01/2024	T and J Owens	POS15	38.50			4060	110	38.50	Flowers		
05/01/2024	Easyjet	POS16	32.45			4330	120	32.45	Easyjet RFC		
05/01/2024	J24 Grenke Leasing	Std Ord	484.78		80.80	4230	110	403.98	Printer/Copier Leas		
08/01/2024	ALLSTAR	DD17	9.58	9.58		500			Diesel / Fuel		
08/01/2024	INTY LTD	DD18	142.67	142.67		500			Microsoft 365 18/17/12		
08/01/2024	Virgin Media Business	DD19	54.43	54.43		500			Broadband 09/01-08/02		
09/01/2024	PSS Ltd	POS22	96.00	96.00		500			Inspection credits		
11/01/2024	Virgin Media Business	DD26	38.40	38.40		500			Broadband 11/01-10/02		
15/01/2024	Natwest	BLN28	35.75			4110	110	35.75	Bankline charges		
15/01/2024	Smith's Gloucester Ltd	DD30	822.00	822.00		500			Purchase Ledger		
15/01/2024	EE Limited	DD31	87.89	87.89		500			Purchase Ledger		
15/01/2024	Easyjet	POS29	544.80			4340	120	544.80	Easyjet RFC		
16/01/2024	Public Works Loan Board	EBP34	15,711.45			4620	900	15,711.45	Public Works Loan Board		
22/01/2024	Total Gas and Power	DD42	154.05	154.05		500			Gas - Callicroft House		
23/01/2024	J24 Salaries	EBP44	2,066.66			515		2,066.66	Salaries		
23/01/2024	DCK Accounting Solutions Ltd	EBP45	351.00	351.00		500			January Accounting Support		
23/01/2024	South Gloucestershire Council	EBP46	49.05	49.05		500			Recycling Collections		
23/01/2024	Prolific Solutions South West	EBP47	44.37	44.37		500			Click charges		
23/01/2024	Jack Turner	EBP48	1,500.00	1,500.00		500			JT Locum Clerk PS Fees		
23/01/2024	Jack Turner	EBP49	2,175.00	2,175.00		500			JT Locum Clerk PS Fees		
23/01/2024	Salaries	EBP51	3,515.99			515		3,515.99	Salaries		
23/01/2024	Roman Glass Limited	EBP52	450.00		75.00	4240	200	375.00	Replace broken glass		
23/01/2024	Society of Local Council Clerk	EBP53	583.20	583.20		500			Job Vacancy Ad		
23/01/2024	Salaries	EBP54	7,479.00			515		7,479.00	Salaries		
23/01/2024	Advanced Plumbing and Heating	EBP57	388.08	388.08		500			Repair Leaking pip		
23/01/2024	J and Sons Electrical Services	EBP58	371.83	371.83		500			Supply & Fit Outdoor Sockets		
Subtotal Carried Forward:			39,366.42	8,582.76	223.26			30,560.40			

Current Bank A/c

Payments made between 01/01/2024 and 31/01/2024

			Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
23/01/2024	Society of Local Council Clerk	EBP59	588.60	588.60		500		Job Vacancy Ad
23/01/2024	Murray Hire Centres LTD	EBP60	106.80	106.80		500		Tower Hire 13/12 19/12
23/01/2024	Origin Amenity Solutions Ltd	EBP61	547.74	547.74		500		Cleaner FLush 10
23/01/2024	ATDXtreme Clean Ltd	EBP62	225.00	225.00		500		ATD Cleaning De 23
23/01/2024	We Print Gifts Ltd	POS63	56.99		9.50	4170 110	47.49	Printed Lanyards
24/01/2024	IRIS	DD64	15.91	15.91		500		IRIS Monthly usa Nov 23
25/01/2024	Total Gas and Power	DD66	489.87	489.87		500		Gas - Patchway
25/01/2024	Total Gas and Power	DD67	90.39	90.39		500		Electricity - Rodway Road
25/01/2024	Total Gas and Power	DD68	160.07	160.07		500		Electricity - Callicroft House
25/01/2024	Total Gas and Power	DD69	2,017.76	2,017.76		500		Electricity - Sport Pavilion
26/01/2024	Total Gas and Power	DD73	263.85	263.85		500		Gas - Sports Pavilion
30/01/2024	Asda Stores Ltd	POS80	73.60		12.27	4340 120	61.33	Wine / Juice
31/01/2024	Natwest	ADJ1	0.01			4110 110	0.01	Natwest Balance Adj
31/01/2024	Natwest	CHG83	28.21			4110 110	28.21	Services charges
31/01/2024	De Lage Landen Leasing Ltd	DD	998.88			4231 900	843.65	HP Installments
31/01/2024	Amazon	EBP	139.00	139.00		500		HP Installments
31/01/2024	Amazon	EBP84	12.16	12.16		500		S Galaxy Phone A51
31/01/2024	Amazon	EBP85	12.16	12.16		500		S Galaxy A51 C/
31/01/2024	Steve Wiltshire Safety matters	EBP85	285.00	285.00		500		Fire Risk Assessment 12/0
31/01/2024	South Gloucestershire Council	EBP86	270.00	270.00		500		Payroll Setup / D 23
31/01/2024	HMRC	EBP87	2,536.26			520	2,536.26	HMRC PAYE/NI
31/01/2024	DCK Accounting Solutions Ltd	EBP88	351.00	351.00		500		Decemer Accounting Supp
31/01/2024	Advanced Plumbing and Heating	EBP89	78.00	78.00		500		Public Toilets Repairs
31/01/2024	Avon Pension Fund	EBP91	2,673.13			525	2,673.13	Avon Pension Fu
31/01/2024	DCK Accounting Solutions Ltd	EBP92	408.00	408.00		500		Council Meeting A'dance Budget
31/01/2024	Almondsbury Joint	EBP93	700.00			4511 220	700.00	Land Purchase Searches
31/01/2024	Society of Local Council Clerk	EBP94	36.00	36.00		500		L1 Safeguarding
31/01/2024	J and Sons Electrical Services	EBP95	150.00	150.00		500		PAT Tests
31/01/2024	Amazon	EBP96	169.00	169.00		500		Apple iphone X
Total Payments:			52,837.65	14,986.91	245.03		37,605.71	

Current Bank A/c

Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SO Corr	Banked 05/01/2024	484.78						
SO Corr	Grenke Leasing Ltd	484.78		80.80	4230	110	403.98	Photo/copier Lease
	Banked 31/01/2024	59,114.38						
BAC1	Snack Attack Cafe Rent	735.00			1530	500	735.00	Snack Attack Cafe Rent
BAC2	Snack Attack Cafe Rent	520.07		86.68	1990	500	433.39	Snack Attack elect
BAC5	CCLA	1,305.13			1090	100	1,305.13	CCLA Interest
BAC20	Stoke Lane F C 3G Pitch Hire	60.00			1520	500	60.00	Stoke Lane F C 3G Pitch
BAC24	EFGA RE Bristol	100.00			1510	500	100.00	EFGA RE Bristol Pitch
BAC25	Casson Hire	125.00			1410	210	125.00	Casson Hire
BAC27	CCLA	40,000.00			230		40,000.00	CCLA Investment
BAC33	Thomas Maunder	90.00			1510	500	90.00	Thomas Maunder Pitch
AC36	HMRC	10,668.69			105		10,668.69	HMRC VAT Refund
BAC40	Crawshaw AJ	210.00			1520	500	210.00	Crawshaw AJ 3G Hire
DPC41	Mini Concerts C.I	200.00			1400	200	200.00	Mini Concerts C.I Hire
BGC71	Social Club	510.00			1500	510	510.00	Social Club Rent
BGC72	Social Club	459.80			1500	510	459.80	Social Club Rent
BGC74	Social Club	2.96			1500	510	2.96	Social Club Rent
BAC76	Recliners FC	41.50			1510	500	41.50	Recliners FC Pitch Hire
BAC77	Stoke Lane F C 3G Pitch Hire	462.00			1520	500	462.00	Stoke Lane F C 3G Pitch
BAC81	Avon Indian Community	60.00			1410	210	60.00	Avon Indian Community
BAC82	The Olympus Academy	450.00			1700	120	450.00	The Olympus Academy
BAC6	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC11	Stripe - 3G Pitch Hire	97.18			1520	500	100.80	Stripe - 3G Pitch Hire
					4991	500	-3.62	Stripe - 3G Pitch Hire
BAC12	PT Council Room	32.61			1410	210	32.61	Casson Hire
BAC23	Stripe - 3G Pitch Hire	97.18			1520	500	100.80	Stripe - 3G Pitch Hire
					4991	500	-3.62	Stripe - 3G Pitch Hire
BAC32	Stripe - 3G Pitch Hire	195.26			1520	500	201.60	Stripe - 3G Pitch Hire
					4991	500	-6.34	Stripe - 3G Pitch Hire
AC35	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC38	Stripe - 3G Pitch Hire	48.49			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.91	Stripe - 3G Pitch Hire
BAC43	Stripe - 3G Pitch Hire	48.70			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.70	Stripe - 3G Pitch Hire
BAC65	Stripe - 3G Pitch Hire	194.82			1520	500	201.60	Stripe - 3G Pitch Hire
					4991	500	-6.78	Stripe - 3G Pitch Hire
BAC75	Stripe - 3G Pitch Hire	97.18			1520	500	100.80	Stripe - 3G Pitch Hire
					4991	500	-3.62	Stripe - 3G Pitch Hire
BAC78	Stripe - 3G Pitch Hire	48.69			1520	500	50.40	Stripe - 3G Pitch Hire
					4991	500	-1.71	Stripe - 3G Pitch Hire
BAC21	Stripe - 3G Pitch Hire	70.03			1520	500	74.40	Stripe - 3G Pitch Hire
					4991	500	-4.37	Stripe - 3G Pitch Hire
BAC39	South Gloucestershire Council	1,000.00			1700	500	1,000.00	Hardcourt Equipment
BAC70	South Gloucestershire Council	250.00			1700	400	250.00	Womans Day Event Grant
BAC79	Stripe - 3G Pitch Hire	836.71			1520	500	840.00	Stripe - 3G Pitch Hire
					4991	500	-3.29	Stripe - 3G Pitch Hire
	Banked 31/01/2024	25.88						

Subtotal Carried Forward:

59,625.04

0.00

167.48

59,431.68

06/02/2024

Patchway Town Council 2023/24

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User: AEE

Current Bank A/c

Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT1	Natwest Bank	25.88			1090	100	25.88	Interest Received
Total Receipts:		59,625.04	0.00	167.48			59,457.56	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%	
1076 Precept	0	540,271	540,271	0			100.0%	
1090 Interest Received	1,331	9,379	7,000	(2,379)			134.0%	
1100 CIL Payment	0	18,697	0	(18,697)			0.0%	
Income :- Income	<u>1,331</u>	<u>570,847</u>	<u>547,271</u>	<u>(23,576)</u>			<u>104.3%</u>	<u>0</u>
4230 Equipment	0	(0)	0	0		0	0.0%	
5900 Transfer to EMR	0	18,697	0	(18,697)		(18,697)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>18,697</u>	<u>0</u>	<u>(18,697)</u>	<u>0</u>	<u>(18,697)</u>		<u>0</u>
Net Income over Expenditure	<u>1,331</u>	<u>552,150</u>	<u>547,271</u>	<u>(4,879)</u>				
110 Establishment								
4001 Admin Salary Costs	5,005	68,363	113,008	44,645		44,645	60.5%	
4002 Groundstaff Salary Costs	11,578	115,174	168,021	52,847		52,847	68.5%	
4008 Payroll	225	225	0	(225)		(225)	0.0%	
4031 Pension Lump Sum	(550)	(5,500)	(6,600)	(1,100)		(1,100)	83.3%	
4060 Staff other Expenses	39	748	200	(548)		(548)	374.0%	
4090 Staff Training	30	2,283	2,000	(283)		(283)	114.2%	
4091 Recruitment Advertising	977	2,267	0	(2,267)		(2,267)	0.0%	
4110 Bank Charges	64	673	800	127		127	84.1%	
4120 Audit Fees	0	440	2,220	1,780		1,780	19.8%	
4121 Accountancy Support fees	925	4,964	6,000	1,036		1,036	82.7%	
4130 Professional Fees	0	575	0	(575)		(575)	0.0%	
4131 Locum Clerk - PS Fees	3,675	14,238	0	(14,238)		(14,238)	0.0%	
4150 Subscriptions & Memberships	0	2,409	2,500	91		91	96.4%	
4160 Insurance	0	3,837	5,827	1,990		1,990	65.8%	
4170 Stationery & Printing	451	2,083	1,000	(1,083)		(1,083)	208.3%	
4180 Postage	20	443	50	(393)		(393)	885.2%	
4200 Broadband	77	776	900	124		124	86.2%	
4210 Mobile Telephone	340	1,603	850	(753)		(753)	188.5%	
4220 IT Services & Software	169	3,932	4,500	568		568	87.4%	
4230 Equipment	0	1,357	2,500	1,143		1,143	54.3%	
4240 Property Maintenance	0	18	0	(18)		(18)	0.0%	
Establishment :- Indirect Expenditure	<u>23,025</u>	<u>220,907</u>	<u>303,776</u>	<u>82,869</u>	<u>0</u>	<u>82,869</u>	<u>72.7%</u>	<u>0</u>
Net Expenditure	<u>(23,025)</u>	<u>(220,907)</u>	<u>(303,776)</u>	<u>(82,869)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	450	1,971	0	(1,971)			0.0%	
Civic/Democratic :- Income	<u>450</u>	<u>1,971</u>	<u>0</u>	<u>(1,971)</u>				<u>0</u>
4300 Mayoral Allowance	0	250	500	250		250	50.0%	
4310 Councillor's Training	0	96	1,000	904		904	9.6%	
4330 Civic Regalia	32	1,387	0	(1,387)		(1,387)	0.0%	
4340 Civic Fund	649	7,350	1,500	(5,850)		(5,850)	490.0%	
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	0	(750)	0	750		750	0.0%	
Civic/Democratic :- Indirect Expenditure	<u>681</u>	<u>17,125</u>	<u>10,250</u>	<u>(6,875)</u>	<u>0</u>	<u>(6,875)</u>	<u>167.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(231)</u>	<u>(15,155)</u>	<u>(10,250)</u>	<u>4,905</u>				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	200	336	500	164			67.3%	
Callicroft House :- Income	<u>200</u>	<u>336</u>	<u>500</u>	<u>164</u>			<u>67.3%</u>	<u>0</u>
4240 Property Maintenance	1,151	3,826	3,500	(326)		(326)	109.3%	
4410 Rates	0	7,610	8,800	1,190		1,190	86.5%	
4430 Utilities	766	4,451	4,500	49		49	98.9%	
Callicroft House :- Indirect Expenditure	<u>1,917</u>	<u>15,887</u>	<u>16,800</u>	<u>913</u>	<u>0</u>	<u>913</u>	<u>94.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,717)</u>	<u>(15,551)</u>	<u>(16,300)</u>	<u>(749)</u>				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	218	2,552	2,000	(552)			127.6%	
1700 Grants & Donation Received	0	500	0	(500)			0.0%	
Casson Centre :- Income	<u>218</u>	<u>3,052</u>	<u>2,000</u>	<u>(1,052)</u>			<u>152.6%</u>	<u>0</u>
4220 IT Services & Software	0	159	0	(159)		(159)	0.0%	
4240 Property Maintenance	50	3,034	3,500	466		466	86.7%	
4410 Rates	0	1,098	1,700	602		602	64.6%	
4430 Utilities	86	1,333	1,500	167		167	88.9%	
4991 Stripe charge	0	2	0	(2)		(2)	0.0%	
5900 Transfer to EMR	500	500	0	(500)		(500)	0.0%	
5910 Transfer from EMR	0	(1,017)	0	1,017		1,017	0.0%	
Casson Centre :- Indirect Expenditure	<u>636</u>	<u>5,110</u>	<u>6,700</u>	<u>1,590</u>	<u>0</u>	<u>1,590</u>	<u>76.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(418)</u>	<u>(2,058)</u>	<u>(4,700)</u>	<u>(2,642)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,828	20,828			0.0%	
Burials :- Income	0	0	20,828	20,828			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	700	4,025	9,148	5,123		5,123	44.0%	
5900 Transfer to EMR	0	0	3,326	3,326		3,326	0.0%	
5910 Transfer from EMR	0	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	700	4,025	24,154	20,129	0	20,129	16.7%	0
Net Income over Expenditure	(700)	(4,025)	(3,326)	699				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	0	2	2	0			100.0%	0
Net Income	0	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	0	1,000	1,000	0		0	100.0%	
4620 PWLB Repayment	0	18,826	20,939	2,113		2,113	89.9%	
Coniston :- Indirect Expenditure	0	19,826	21,939	2,113	0	2,113	90.4%	0
Net Income over Expenditure	0	(19,825)	(21,938)	(2,113)				
<u>320 Rodway Road</u>								
4650 CCTV	0	898	1,000	102		102	89.8%	
5330 Planter and Tree Maintenance	0	0	500	500		500	0.0%	
Rodway Road :- Indirect Expenditure	0	898	1,500	602	0	602	59.9%	0
Net Expenditure	0	(898)	(1,500)	(602)				
<u>400 Youth & Community</u>								
1700 Grants & Donation Received	250	8,530	0	(8,530)			0.0%	
Youth & Community :- Income	250	8,530	0	(8,530)				0
4240 Property Maintenance	0	181	0	(181)		(181)	0.0%	
4752 Warm Space Project	0	4,064	0	(4,064)		(4,064)	0.0%	
4867 Community Events/Engagement	0	21,496	7,500	(13,996)		(13,996)	286.6%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4869 Youth Development	0	960	0	(960)		(960)	0.0%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5900 Transfer to EMR	250	250	0	(250)		(250)	0.0%	
5910 Transfer from EMR	0	(3,903)	0	3,903		3,903	0.0%	
Youth & Community :- Indirect Expenditure	<u>250</u>	<u>23,048</u>	<u>7,500</u>	<u>(15,548)</u>	<u>0</u>	<u>(15,548)</u>	<u>307.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(14,518)</u>	<u>(7,500)</u>	<u>7,018</u>				
<u>410 GRANTS</u>								
4600 Youth and Community Grants	0	4,200	7,500	3,300		3,300	56.0%	
GRANTS :- Indirect Expenditure	<u>0</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>0</u>	<u>(4,200)</u>	<u>(7,500)</u>	<u>(3,300)</u>				
<u>500 Scott Park</u>								
1450 Vendor/Events Income	0	14,627	15,000	373			97.5%	
1510 Sports Income	232	5,164	8,500	3,336			60.7%	
1520 3G Sports Facility Income	2,604	27,756	22,000	(5,756)			126.2%	
1530 Cafe Income	735	7,035	8,400	1,365			83.8%	
1700 Grants & Donation Received	1,000	400	0	(400)			0.0%	
1990 Other Income	433	6,297	0	(6,297)			0.0%	
Scott Park :- Income	<u>5,004</u>	<u>61,279</u>	<u>53,900</u>	<u>(7,379)</u>			<u>113.7%</u>	<u>0</u>
4160 Insurance	0	2,132	2,000	(132)		(132)	106.6%	
4220 IT Services & Software	0	0	2,000	2,000		2,000	0.0%	
4230 Equipment	0	(244)	0	244		244	0.0%	
4235 Property Security\Caretaking	0	(6)	0	6		6	0.0%	
4240 Property Maintenance	164	11,508	3,500	(8,008)		(8,008)	328.8%	
4410 Rates	0	3,105	2,850	(255)		(255)	109.0%	
4430 Utilities	1,933	25,661	5,250	(20,411)		(20,411)	488.8%	
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	8	3,188	3,000	(188)		(188)	106.3%	
4940 Machinery Maintenance/Repair	17	3,652	3,000	(652)		(652)	121.7%	
4945 Maintenance - Sports Facilitie	456	5,925	7,500	1,575		1,575	79.0%	
4950 Machinery & Tools	0	2,168	600	(1,568)		(1,568)	361.3%	
4965 Maintenance - Play Equipment	0	0	1,000	1,000		1,000	0.0%	
4970 Fencing	0	416	1,500	1,084		1,084	27.7%	
4991 Stripe charge	40	418	0	(418)		(418)	0.0%	
4992 Scott Park Tree Maintenance	0	986	500	(486)		(486)	197.2%	
4995 Staff Uniform	19	770	1,500	730		730	51.3%	
4997 Sports Equipment	0	145	500	355		355	28.9%	

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5330 Planter and Tree Maintenance	0	798	0	(798)		(798)	0.0%	
5333 Signage Repair/Replace	0	30	0	(30)		(30)	0.0%	
5900 Transfer to EMR	1,000	1,000	0	(1,000)		(1,000)	0.0%	
Scott Park :- Indirect Expenditure	<u>3,638</u>	<u>61,651</u>	<u>35,700</u>	<u>(25,951)</u>	0	<u>(25,951)</u>	172.7%	0
Net Income over Expenditure	<u>1,366</u>	<u>(372)</u>	<u>18,200</u>	<u>18,572</u>				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	973	8,711	11,840	3,129			73.6%	
Sports and Social Club :- Income	<u>973</u>	<u>8,711</u>	<u>11,840</u>	<u>3,129</u>			73.6%	0
Net Income	<u>973</u>	<u>8,711</u>	<u>11,840</u>	<u>3,129</u>				
<u>600 Allotments</u>								
1440 Allotment Rents	0	2,454	2,500	46			98.2%	
1990 Other Income	0	98	0	(98)			0.0%	
Allotments :- Income	<u>0</u>	<u>2,552</u>	<u>2,500</u>	<u>(52)</u>			102.1%	0
4430 Utilities	0	611	500	(111)		(111)	122.2%	
5000 Pretoria Road	0	260	0	(260)		(260)	0.0%	
5010 Blakeney Road	323	717	0	(717)		(717)	0.0%	
Allotments :- Indirect Expenditure	<u>323</u>	<u>1,588</u>	<u>500</u>	<u>(1,088)</u>	0	<u>(1,088)</u>	317.6%	0
Net Income over Expenditure	<u>(323)</u>	<u>964</u>	<u>2,000</u>	<u>1,036</u>				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	<u>0</u>	<u>30</u>	<u>30</u>	<u>0</u>			100.0%	0
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	0	213	250	37		37	85.2%	
Tumps and BMX Track :- Indirect Expenditure	<u>0</u>	<u>213</u>	<u>750</u>	<u>537</u>	0	<u>537</u>	28.4%	0
Net Income over Expenditure	<u>0</u>	<u>(183)</u>	<u>(720)</u>	<u>(537)</u>				
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	80	2,502	3,000	498		498	83.4%	
Play Area :- Indirect Expenditure	<u>80</u>	<u>2,552</u>	<u>3,100</u>	<u>548</u>	0	<u>548</u>	82.3%	0
Net Expenditure	<u>(80)</u>	<u>(2,552)</u>	<u>(3,100)</u>	<u>(548)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>720 Open Spaces Administration</u>								
4230 Equipment	258	1,561	0	(1,561)		(1,561)	0.0%	
4975 Skip	685	13,824	13,130	(694)		(694)	105.3%	
5300 Litter Bins	0	1,112	0	(1,112)		(1,112)	0.0%	
5320 Christmas Decoration	372	956	12,500	11,544		11,544	7.6%	
5330 Planter and Tree Maintenance	0	464	1,000	536		536	46.4%	
5340 Outside Area Maintenance/Biodi	0	2,158	0	(2,158)		(2,158)	0.0%	
Open Spaces Administration :- Indirect Expenditure	<u>1,315</u>	<u>20,075</u>	<u>26,630</u>	<u>6,555</u>	<u>0</u>	<u>6,555</u>	<u>75.4%</u>	<u>0</u>
Net Expenditure	<u>(1,315)</u>	<u>(20,075)</u>	<u>(26,630)</u>	<u>(6,555)</u>				
<u>800 Street Furniture & transport</u>								
1900 Insurance Claims Refund	0	1,293	0	(1,293)			0.0%	
Street Furniture & transport :- Income	<u>0</u>	<u>1,293</u>	<u>0</u>	<u>(1,293)</u>				<u>0</u>
5333 Signage Repair/Replace	0	288	0	(288)		(288)	0.0%	
5450 Street Cleaning Supplies	0	374	500	126		126	74.9%	
Street Furniture & transport :- Indirect Expenditure	<u>0</u>	<u>662</u>	<u>500</u>	<u>(162)</u>	<u>0</u>	<u>(162)</u>	<u>132.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>630</u>	<u>(500)</u>	<u>(1,130)</u>				
<u>900 Capital and Projects</u>								
1099 PWLB Loan Received	0	50,000	0	(50,000)			0.0%	
1700 Grants & Donation Received	0	112,622	100,000	(12,622)			112.6%	
1708 Pollinator Project Grant	0	6,300	0	(6,300)			0.0%	
Capital and Projects :- Income	<u>0</u>	<u>168,922</u>	<u>100,000</u>	<u>(68,922)</u>			<u>168.9%</u>	<u>0</u>
4231 Equipment on HP	844	12,004	19,500	7,496		7,496	61.6%	
4232 Equipment HP Charges	155	1,931	0	(1,931)		(1,931)	0.0%	
4620 PWLB Repayment	15,711	31,423	31,500	77		77	99.8%	
4621 PWLB Loan Charges AJBC	0	0	7,800	7,800		7,800	0.0%	
5900 Transfer to EMR	0	56,300	0	(56,300)		(56,300)	0.0%	
5910 Transfer from EMR	0	(70,734)	0	70,734		70,734	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%	
9009 Patchway CC Redevelopment	0	62,055	0	(62,055)		(62,055)	0.0%	
9014 Major Projects	0	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	<u>16,710</u>	<u>151,102</u>	<u>196,573</u>	<u>45,471</u>	<u>0</u>	<u>45,471</u>	<u>76.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,710)</u>	<u>17,820</u>	<u>(96,573)</u>	<u>(114,393)</u>				

Detailed Income & Expenditure by Budget Heading 08/02/2024

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	8,425	827,525	738,872	(88,653)			112.0%	
Expenditure	49,275	567,567	663,872	96,305	0	96,305	85.5%	
Net Income over Expenditure	<u>(40,850)</u>	<u>259,958</u>	<u>75,000</u>	<u>(184,958)</u>				
Movement to/(from) Gen Reserve	<u>(40,850)</u>	<u>259,958</u>						



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Accessible lift at Norman Scott Park

The accessibility lift at the Norman Scott Park pavilion was installed as part of the new build of the project in order to provide inclusive accessibility to the building for people using mobility devices, with prams and pushchairs and people with reduced mobility.

Unfortunately the lift has suffered a series of breakdown and vandalism issues over the past few months. The breakdown issues have been able to be covered under the warranty.

More recently the lift has suffered significant vandalism rendering the lift out of action for a number of weeks. Due to the period of time the vandalism has occurred including the Christmas break, it has not been possible to scroll through weeks of CCTV footage without significant use of reduced officer time at a busy time for the Council.

The quote for repair of the lift is **£1051.56 + Vat** including engineers costs. The lift needs to be repaired by the company who installed it due to the technical nature of the equipment.

The officers have provided an options analysis for Councillors to consider the future of the lift.

1. Agree quote and future maintenance budget

The Council approves the current repair cost of **£1051.56 + Vat** in order to render the lift usable again for Park and Café users.

Due to the likelihood of future damage through vandalism and out-of-warranty breakdown, it would be prudent to include a nominal maintenance budget within the wider Scott Park maintenance cost centre eg £500 p/annum. If not utilised, this would be moved into the Sports Facilities Maintenance Reserve at year end.

2. Remove the lift and reimagine inclusive access provision

In order to mitigate against any further maintenance costs, the lift could be removed from the building, with associated uninstallation costs.

The Council and licensee of the café space would need to reconsider the accessibility of the Pavilion spaces in order to comply with legislation including the Equality Act 2010. This might for example include redefining the pitch-facing doors as the main entrance to the café with signage providing clarity for all users to use the ramp as the main access for the café and changing rooms, and the existing stepped door as a secondary access point.

The lift installation company could be approached with an offer to sell the lift back to them at an agreed price.

The space left could be reimaged for mobility scooter parking, prams, or recreated into a plant bed.

Norman Scott Park lift



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

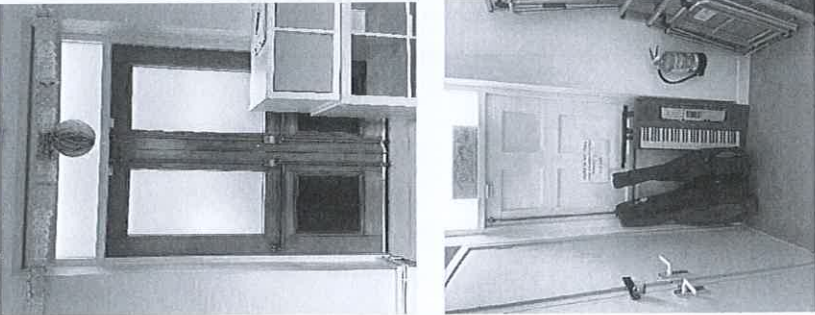
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3. Leave lift in current condition

The lift is left in its current vandalised condition.

The officers do not consider this option is pragmatic as the lift in its current vandalised condition will attract further damage, and potentially to other elements of the Pavilion. The broken lift is also an eyesore and does not give a good impression of the Council's brand new building and beacon for the sports facilities.


FIRE RISK ASSESSMENT ACTION PLAN


Issue	Priority High, Medium Low (H, M, L)	Location	Issue description	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	M	Rear exits	<p>Escape routes from Council offices and Casson Hall no longer provide guaranteed escape from building, due to building changes now take into enclosed courtyard.</p> 	<p>The Regulatory Reform (Fire Safety) Order 2005 Emergency routes and exits 14 (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons— (a) emergency routes and exits must lead as directly as possible to a place of safety; (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; Ensure the installation of BS5499 No escape signage on all escape doors leading into school courtyard. The alternative escape routes are to be from the Meeting Room and Back Office, additional BS5499 Exit signage to be installed which provide directions to be taken in the event of imminent danger.</p>	Patchway Town Council		04/04/24	

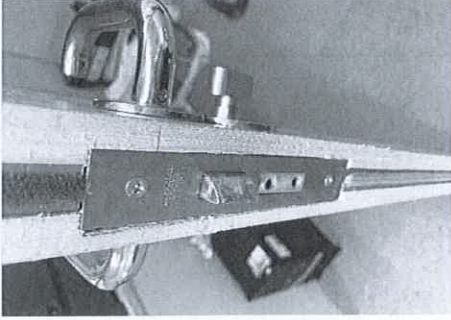
2	M	Site	No Personal emergency evacuation plans established. Updating of fire policy required due to change in escape routes.	<p>Advise the updating of the fire policy regarding dos and don'ts of fire safety on site and routes to be taken in the event of a fire. A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of any emergency.</p> <p>Who needs a PEEP?</p> <p>PEEPs may be required for staff with:</p> <ul style="list-style-type: none"> Mobility impairments Sight impairments Hearing impairments Cognitive impairments Other circumstances <p>A temporary PEEP may be required for:</p> <ul style="list-style-type: none"> Short term injuries (i.e. broken leg) Temporary medical conditions Those in the later stages of pregnancy 	Patchway Town Council		04/05/24	
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					<p>The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.</p>					
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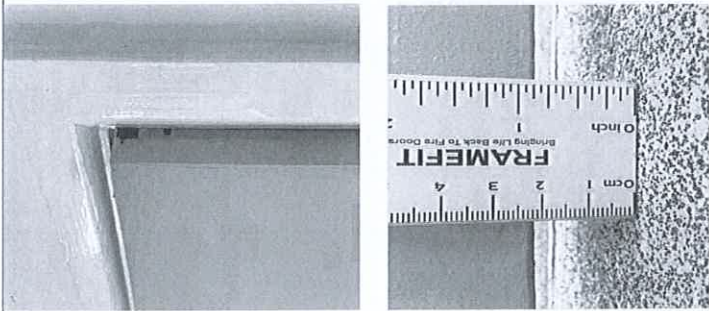
3	M	Town Council offices. Casson Hall	Emergency lighting not being tested monthly.	As per Regulatory Reform Fire Safety Order 2005 Article 17.—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair. Due to emergency light systems being so important in the process of protecting building occupants and highlighting escape routes and firefighting equipment, it is essential that emergency escape lighting is regularly tested and maintained to ensure that in the event of a failure of mains power, the lighting works correctly and escape routes are effectively illuminated (escape route lighting). The frequency in which you should get your emergency lighting tested can vary depending on system type (i.e. maintained emergency lighting or non-maintained), but as a general guide, you should aim to get your emergency lighting system tested monthly. In addition to an annual 'full	Patchway Town Council		04/05/24	
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4	M	Town Council Office	<p>Electrical reeled extension leads not fully unwound whilst in use.</p> 	<p>duration' test as described in BS 5266-1.</p> <p>Cable reel extension leads must be fully unwound in use (to avoid coils overheating). Advise either additional electrical sockets to be installed or if extension leads must be used, then surge protected would be a safer option. As well as a standalone SPD or TVSS, surge protection devices can also be built into plug and multiway adaptors, and multi-socket power strips on extension leads. Surge protection on extension leads helps to protect devices from power surges and transient voltage by absorbing excess voltage.</p>	Patchway Town Council	04/04/24	
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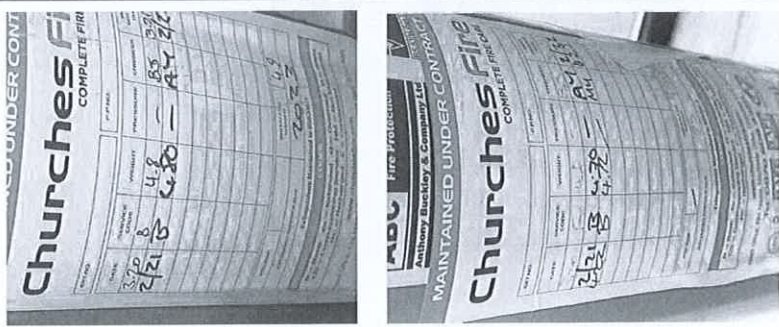
5	H	Main electrical cupboard Council Office	<p>It was observed at time of fire risk assessment that the electrical cupboard was being used for storage of combustible materials.</p> 	<p>Whilst electrical fault fires are among the most common cause of fire, an effective maintenance programme can reduce risk and improve business resilience. Regulations are designed to ensure that electrical installations are safe for users and that the risk of injury from an electrical installation is minimised. This is not necessarily the same as achieving an electrical maintenance programme that minimises the risk of fire. Electrical rooms must be kept clear of combustible materials and appropriate fire stopping of electrical cupboards/plantrooms is in place.</p>	Patchway Town Council		29/01/24	
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6	M	<p>Main electrical cupboard Council Office, Casson Hall Fire exit and kitchen.</p>	<p>Fire door installed, framework has not been upgraded or replaced to suit door, non-fire rated ironmongery and hinges (Only two), installed without intumescent protection and 26% moisture recorded in door. Non-fire rated glazing installed above fire exit and damaged Georgian wired glazing. Casson Hall kitchen fire door has no intumescent strips, smoke seals installed, does not close fully and has gaps which exceed tolerances.</p> 	<p>Certification is the cornerstone of the BWF-CERTIFIRE Fire Door & Doorset Scheme and should be the minimum requirement demanded for every passive fire protection product. Third party certification tests and verifies a fire door's design, performance, manufacturing process and quality assurance from manufacture to installation. Third party certification is the only way to ensure that Fire Doors and Door sets are installed Correctly. The assembly, or doorset, as it is also known, is fixed in a wall representing its use in practice. It is important that the actual frame to be used is tested as well as, should a door be tested in one type of frame and then used in another, no guarantee could be given of its performance under fire conditions. Ensure that fire door is installed correctly, and new Door set is installed to meet the fire door requirements. Three Grade 13 BSEN1935 Door hinges will be required along new fire rated ironmongery. A fire door is a vital safety device engineered to save lives and property. Its correct specification, fitting and maintenance are the responsibility of each, and every person involved in the process from specification to maintenance. Ensure that all ironmongery is fire rated, and</p>	Patchway Town Council	01/04/24	
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				<p>all hinges and ironmongery are protected with intumescent gaskets or pads. A passive fire consultant or Fire door specialist who is NAPFIS, BWF or IFC Accredited must be consulted regarding fire door installations. Compliance with the minimum standards of fire safety laid down in Building Regulations is crucial in achieving buildings which provide adequate protection for life and property in the event of fire. Pyroshield™ 2 Safety Clear</p> <p>A monolithic safety wired glass for use where there is a specific requirement for both integrity/ fire protection and impact resistance A certificate to Class 3 of BS EN 12600 has been achieved is to be installed at top of Fire exit.</p>




7	M	Town Council disabled toilet and Casson Hall.	No visual warning lights linked to the fire alarm systems.	The requirements for fire detection and alarm systems in relation to VADs are described in the following documents: Building regulations Approved Document B2 (ADB), Fire Safety, Building regulations Approved Document M2 (ADM), Access to and use of buildings. BS 5839-1: 2013, Fire detection and fire alarm systems for buildings. BS 8300 2009, Design of buildings and their approaches to meet the needs of disabled people. The sources make it clear that to avoid discriminating against disabled people, BS EN 54-23 compliant VADs MUST be installed in all sanitary accommodation (not just WCs).	Patchway Town Council		29/06/24	
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8	M	Casson Hall and Town council offices.	<p>It was noted at time of fire risk assessment that co2 extinguisher in Casson hall has not been maintained for over 2 years and co2 in town council rear office has been marked as corrective action required but has not received a basic service.</p> 	<p>BS5306-3:2017 Para 4 Inspect ion by the user. It is recommen ded that the user carry out reg ular visual inspections of extinguishers. The frequency of inspections by user should be not less than m onthly and when circumstance s require, inspections should b e carried out more frequently. BS5306-3 6.3 Basic service: This service should be performed for all extinguishers at least annually. BS5306-3 Where the type of action is "corrective action required" the reason for the action should be marked on the service label and label on front of extinguisher to inform the prospective operator of potentially non-conforming equipment. The equipment should still receive a basic service to ensure equipment is safe to remain on site.</p>	Patchway Town Council	29/04/24
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				Patchway Town Council		21/04/22	
9	M	Council Office electrical intake.	No fire door keep locked signage installed outside of risk area	<p>The Health and Safety (Safety Signs and Signals) Regulations 1996, Provision and maintenance of safety signs</p> <p>4.—(1) Paragraph (4) shall apply if the risk assessment made under paragraph (1) of regulation 3 of the Management of Health and Safety at Work Regulations 1992(1) indicates that the employer/Landlord concerned, having adopted all appropriate techniques for collective protection, and measures, methods or procedures used in the organisation of work, cannot avoid or adequately reduce risks to employees except by the provision of appropriate safety signs to warn or instruct, or both, of the nature of those risks and the measures to be taken to</p>			

10	M	Site	No training records for staff in the use of fire extinguishers. No Fire evacuation drill records.	<p>protect against them. Ensure the installation of fire door keep locked signage.</p> <p>As per Regulatory Reform Fire Safety Order 2005 Article 21 (1) The responsible person must ensure that his employees are provided with adequate safety training—</p> <p>(a)at the time when they are first employed;</p> <p>(2) The training referred to in paragraph (1) must—</p> <p>(a)include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;</p> <p>(b)be repeated periodically where appropriate; Ensure that all Staff are trained in the use of firefighting equipment and that fire evacuation drills are undertaken twice Yearly and recorded in the fire logbook.</p>	Patchway Town Council	01/04/24	
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11	M	Town council offices.	Fire action routine signage not installed above every fire alarm break glass call point.	As the lights could fail in the event of a fire, it may be wise for businesses to install photoluminescent fire action signs. These will soak up both artificial and natural light in through the windows. Then, should the lights fail, the message displayed on the sign will glow, with the text becoming clearly visible and easy to read in a darkened room or corridor. In the UK it is perceived wisdom to install this sign at the final fire exits at ground level. Many members of staff responsible for fire procedures will also position this sign in places where there is a high footfall, like the reception or the canteen. However, as important as these signs are, in truth not many staff members will read them during their break time or on their way home! Often, the only time this sign will ever be read is in an emergency – usually just after someone hits the fire alarm call point to raise the alarm.	Patchway Town Council		01/05/24	
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12	M	Casson Hall	<p>Main entrance/primary escape route has main gas intake installed and not encased in fire rated construction.</p> 	<p>Gas intake in rear fire exit in Casson hall is not encased in a fire rated construction. The stairways/escape routes should not contain any significant fire hazards and should, ideally, not contain anything other than lifts or protected electrical meter cupboards. Ideally, gas installations should not be located within protected escape routes, again can be in fire resistant construction.</p>	Patchway Town Council	01/03/24	
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PATCHWAY TOWN COUNCIL

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Patchway Town Council 2024 Event Proposal

In recent years, Patchway Town Council have delivered some exceptional events for all residents, no matter their age, at low cost thus providing excellent value for money. In 2024, Patchway Town Council have set a total events budget of £10,000 to cover all events over the next financial year. The Officers think this is extremely achievable and this document sets out how these events can be achieved and some items for the working group and council to consider.

For 2024, the events working group are proposing the following events:

1. The GREAT Patchway Egg Wall – March 2024.
2. Visit of students from Clermont to Patchway – 27th March 2024.
3. Free sport sessions for Under 12's – April 2024.
4. Patchway Half Marathon and 10K – 7th April 2024.
5. Visit of students from Gauting to Patchway – 12th May 2024 – 17th May 2024.
6. Visit of Students from Patchway to Gauting – 3rd June 2024 – 9th June 2024.
7. D-Day Beacon Event – 6th June 2024.
8. Patchway Town Council Awards - July 2024..
9. Patchway's Throwback Party in the Park – 20th July 2024.
10. Fireworks to Music – 2nd November 2024.
11. Christmas Light Switch on and Market – 29th November 2024.
12. Christmas Present Drive – November and December 2024.

Over the next few pages, we break down the cost of the event, any potential income and the work required to run these events. We hope this provides you with an informative and useful guide as a basis for your decisions.



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Financial Summary of events.

Where expenditure (as detailed in the below pages) has been defined as a 'SUM OF' to create a 'NETT' position, these items are not reflected as individual transactions but as a lump sum.

Budget for Events	£10,000.		
Event	NETT Income	NETT Expenditure	Rolling Budget
The GREAT Patchway Egg Wall	No cost in 2023/2024		£10,000
Twinning Visit – Clermont	2023/2024 expenditure of £480.00		£10,000
Free Sport Sessions	0.00	0.00	£10,000
Patchway Half Marathon/10K	750 (min)	0.00	£10,750
Croles Fun Fair	1000.00	0.00	£11,750
Twinning Visit – Gauting to Patchway	0.00	300	£11,450
Twinning Visit – Patchway to Gauting	0.00	0.00	£11,450
D-Day Beacon Event	0.00	200	£11,250
PTC Awards	0.00	0.00	£11,250
Throwback Party in the Park	0.00	6797	£4453.00
Fireworks to Music	3000	0.00	£7453.00
Xmas Light Switch On	0.00	2450	£5003.00
Xmas Present Drive	0.00	0.00	£5003.00
		Estimated end 2024 surplus (for Q4)	£5003.00

This shows that based on our estimations as per historical event data, Patchway Town Council can run all event and even have a surplus to fund any income shortfalls for ticketed events.



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The GREAT Patchway Egg Wall – March 2024.

Building on the back of the successful Easter Egg drive in 2023, where over 700 easter eggs and chocolates were given out to local schools, youth groups and young people's community groups. This was a scheme derived by Patchway Town Council to ensure that most young people in Patchway had something to have on Easter day.

This project helped to form close links with Coniston Primary School, Callicroft Primary Academy and Patchway Youth Centre.

This project works through the promotion of an 'Easter Egg drop off point' and encouraging residents to 'hop to it' to help those who need it most. Whatever is donated, will be shared equally between the previously mentioned groups, starting with local primary schools.

There is no cost to Patchway Town Council for this and the promotional material can be re-jigged from last year, thus using very little man hours for this project.

The project will be advertised through social media, Patchway Town Council's website and newsletter, noticeboards and flyers to all local schools and community groups. We will also contact local businesses for their assistance.

Cost to Patchway Town Council - £0.00 in 2023/2024

Visit of students from Clermont to Patchway – 27th March 2024.

In a somewhat surprising turn of events, Patchway will play host to over 30 pupils and staff from College Du Salagou in Clermont for one day as part of a UK enrichment programme for the young people in our French Twin Town. The point of the trip is to make our French counterparts more aware of their Twin Town and to possibly start a new connection with Patchway Community School.

Ideally, the offer from Patchway Town Council will be to lay on a Civic Welcome at Callicroft House, ideally for breakfast, on Wednesday 27th March 2024. We estimate this will cost **£240**.

The students will then depart for a day at Patchway Community School, where they will meet with other young people and teachers and share stories about their countries of residence.

In the evening, to take the burden off of the hosts, it would be courteous to offer all students and staff a meal at our new café in Norman Scott Park. We could also invite the members of the Patchway Youth Centre to join. **We estimate this will cost £240.**

Cost to Patchway Town Council - £480.00 from 2023/20224 budget (March)



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Free sport sessions for Under 12's – April 2024.

Thanks to the Early Help Communities Network at South Gloucestershire Council, Patchway Town Council are able to provide free, fully-funded sports sessions for young people under the age of 12.

During the daytime, the Jason Franklin 3G Facility is very underused and these events allow us to use the surface for it's intended purpose of community benefit.

The sessions which will run through the Easter Holiday's will be delivered by Signature Sports Coaching, who are based in Patchway. There will be 6 one hour sessions of multi-sports.

This event will be fully funded by the remainder of the EHCN Grant.

Cost to Patchway Town Council - £0.00

Patchway Half Marathon and 10K – 7th April 2024.

A local events company have contacted the Council to see if they can start and finish a marathon within the grounds of Norman Scott Park.

As well as the running, there will be stalls, entertainment and something for everyone. The race will go around the perimeter of Patchway and Charlton Hayes and will challenge residents to get their running shoes on.

As this event is being run external, there are no costs to the Council.

We are charging the event company £750 for the rental of land up to 500 runners, £1000 for over 500 runners, plus a guarantee to make good any damage to surfaces.

Income to Patchway Town Council - £750

Visit of students from Gauting to Patchway – 12th May 2024 – 17th May 2024.

Patchway will play host, for a second year in a row, to visitors from our Twin Town in Gauting. The 8 students and 2 teacher's will be coming over for work experience in three of our local schools (2 primary and once secondary). The proposed programme can be seen below.

Sunday 12th May 2024

Gauting delegation arrive in Patchway in the evening.

Welcome evening with hosts and Civic Partners at Callicroft House.

Depart to host's houses.

Monday 13th May 2024



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Breakfast with hosts.

Work experience at local schools (4 at Coniston Primary School, 2 at Patchway Community School and 2 at Callicroft Primary School).

Evening: Meet with Patchway Youth Centre young people on the 3G pitch at Norman Scott Park.

Evening meal for Gaunting delegation, hosts and youth centre at Snack Attacks. **Cost - £100 with hosts paying for their self.**

Tuesday 14th May 2024

Breakfast with hosts

Work experience at local schools (4 at Coniston Primary School, 2 at Patchway Community School and 2 at Callicroft Primary School)

Evening: Meet with Patchway Youth Centre young people at the Youth Centre for an evening of food and entertainment.

Wednesday 15th May 2024

Breakfast with hosts

Work experience at local schools (4 at Coniston Primary School, 2 at Patchway Community School and 2 at Callicroft Primary School)

Evening: Sightseeing in Bristol with hosts.

Thursday 16th May 2024

Breakfast with hosts

Work experience at local schools (4 at Coniston Primary School, 2 at Patchway Community School and 2 at Callicroft Primary School)

Evening: A visit to Mulligan's at Cribbs Causeway for Weekday Special golf and food, 3-6pm (for 18 people max, 10 x Gaunting guests, 8 x hosts) – **Cost - £200 (Weekday Special)**

Friday 17th May 2024

Breakfast with hosts then delegation depart to London.

Cost to Patchway Town Council - £300.00



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Croles Funfair at Scott Park for May Half term

Croles Funfair 2 day residency at Scott Park on 25/26 May to see in the summer with two large rides, smaller rides, hook a duck and other fun of the fair stalls. Residents and families to have a great day out in the Park at the Fair, and also the wider facilities including the Play Areas. Fair to be set up across the lower Main Pitch area so car park can remain open outside of fairground set up and closedown periods.

Crole's Catering to be included within the approved permission up to 4 vans total (eg burgers, hot dogs, coffee & drinks, sweets & candyfloss)

Income to Patchway Town Council - £1000

Visit of Students from Patchway to Gauting – 3rd June 2024 – 9th June 2024.

For the first time in 19 years, a delegation of 8 students 2 teachers from Patchway Community School will be travelling to Gauting to undertake work experience in local schools and within the hospitality industry.

This exchange has been organised by Patchway Town Council but will be fully funded by Almondsbury Charity.

Cost to Patchway Town Council - £0.00

D-Day Beacon Event – 6th June 2024.

To commemorate the 80th anniversary of the D-Day Landings, Patchway Town Council will be holding a Beacon Lighting event at the BMX track.

The event will commence at 6pm with live music from Mini Concerts (£350) at regular intervals as well as ex-service vehicles invited. We will also invite local organisations and forces charities to attend to raise some money for their causes.

As it is also 'National Fish and Chip Day', we have invited Snack Attacks to attend and serve their food to the people as the sole food vendor (Income of £50).

We are also in discussion with a soft drink vendor (income of £50) and an alcoholic drink vendor (income of £50).

The Beacon will be lit expertly by our team of Ground Staff at the designated time communicated by the master of ceremonies.

Cost to Patchway Town Council - £200.00



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Patchway Town Council Awards - July 2024.

In July 2024, the Mayor of Patchway will present two awards. The Twinning Trophy, awarded to the pupil at Patchway Community School who has made the most progress in Modern Foreign Languages (MFL). Also, the Alderman Scott Award will be awarded to one pupil in Year 11 at Patchway Community School who has made significant contribution to school life and their inner community. All trophies will be presented with a gift/voucher which will be funded by the Mayor's Charity.

Cost to Patchway Town Council - £0.00

Patchway's Throwback Party in the Park – 20th July 2024.

Probably one of the most highly anticipated events of the year, is the good old fashioned Patchway Festival. In order to keep it interesting this year, we are theming the event as a 'throwback party' which is a nod to 70's, 80's, 90's and 00's!

This is Patchway Town Council's biggest chance of community engagement and is the most public facing event that the Council can do.

In recent years, the Council have really excelled in providing such a high quality event for FREE of charge to everyone and it really does give the community a lift.

Some elements in 2023, did not work and we have cut these out of the plans for this year.

For 2024, we are proposing:

- Live music stage from 12pm – 9:30pm (Stage cost - £2902 / Live Music cost - £1395)
- Live children's entertainment (Magic and Mascots) – £1600.
- Marquees with tables and chairs - £1800.
- Security - £1500.
- Other infrastructure (first aid, photography) - £500.
- Patchway Community Market – Income of £300.
- Food and Drink Vendors – Income of £350.
- Large Family Funfair – Income of £750.
- Sponsorship – Income of £1500

Cost to Patchway Town Council - £6797 (including estimated income)

2023 event expenditure was £10,378 with an income of £10,420 (including a budget allocation of £7,300).



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Fireworks to Music – 2nd November 2024.

Since the inception of this event in 2022, it has become a Patchway staple! Last year saw over 3500 residents gather in Norman Scott Park for an evening of firework fun!

Last year, we trialled a large funfair as well as different vendors which was a total success and now that we have found the winning formula, we want to stick with it! It is easier to keep it simple with live music, funfair, fireworks and food! We do not propose any changes to the event.

Crole's Catering to be included within the approved permission up to 4 vans total (eg burgers, hot dogs, coffee & drinks, sweets & candyfloss).

In 2023, the total income for the fireworks event was £11,163 and the expenditure was £8,360 thus providing a profit of £2803, which means that no budget was used for this event and money went back into the Patchway Pot.

Income to Patchway Town Council - £3000 (based on previous year's sales)

Christmas Light Switch on and Market – 29th November 2024.

In 2022, Patchway Town Council held it's first and only Christmas Light Switch on event at Holy Family Church with what was a rather crowded Christmas market.

Thousands of residents descended onto the roundabout to watch the lights come on. This was a brilliant event and a lot of residents requested this to return for 2023, however due to staffing issues this was unable to happen.

For 2024, we are proposing opening up Norman Scott Park car park for a large outdoor (covered) market and having the switch on in the Park. We aim to erect a tree on Patchway roundabout as well as in Norman Scott Park, subject to the appropriate risk assessments being carried out.

For the Christmas Market, we could also utilise the indoor space at Patchway Sports and Social Club as well as the car park area in front of the Norman Scott Park Pavilion, to really connect all of the park.

For 2024, we are proposing:

- Live music throughout the event - £300.
- Covered outdoor area for stalls with lighting - £1000.
- 2 X Christmas Trees - £750.
- Event infrastructure - £1000.
- Income from stalls - £350.
- Income from food and drink vendors - £250.

Cost to Patchway Town Council - £2450



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Mayor's Christmas Present Appeal – November and December 2024.

Building on the back of the successful Christmas Present drive in 2022, where over 300 gifts were given out to local schools, youth groups and young people's community groups. This was a scheme derived by Patchway Town Council to ensure that most young people in Patchway had something to have on Christmas Day. This project helped to form close links with Coniston Primary School, Callicroft Primary Academy and Patchway Youth Centre.

This project works through the promotion of an 'Christmas Present drop off point' and encouraging residents to take a tag from a Christmas tree, to pay forward a present. Whatever is donated, will be shared equally between the previously mentioned groups, starting with local primary schools. There is no cost to Patchway Town Council for this and the promotional material can be re-jigged from last year, thus using very little man hours for this project. The project will be advertised through social media, Patchway Town Council's website and newsletter, noticeboards and flyers to all local schools and community groups. We will also contact local businesses for their assistance.

Cost to Patchway Town Council - £0.00



Clerk

From: Deputy Clerk
Sent: 09 February 2024 10:18
To: Clerk; Dayley Lawrence; Roger Loveridge; Perter Knight; Natalie Field; Elaine Martin; Jenny James; Patrick Cottrell
Subject: The Parade development plans

Dear all,

This week, I was invited to a meeting with Mark Greveson and Daniel Oldham (Assistant Investments Surveyor) from Bromford, with Liz Evans and Georgina Green of Southern Brooks on the plans for The Parade following completion of the Underpass Works by South Gloucestershire Council.

The site can be seen at <https://maps.app.goo.gl/kFLWgjbLmutys33NA>

Key points:

- Works will start on completion of the underpass works (April/May) and estimated to take 4-6 weeks. South Gloucestershire Council will carry out works for Bromford.
- Changes intended to make the space more open, welcoming and support businesses in The Parade.
- The two end shops currently shuttered will open as new businesses within 9-12 months. One will be a large Asian food stall which will cater for much of north Bristol with high footfall, 1 will be a chemist.
- Planters & hedge on the west side (adjacent to Coniston Community Centre car park) will be removed to make that access point more welcoming & open. Bollards will be installed though access for community event vehicles will be maintained.
- Planter on the north edge by Dave the Baker will be removed to provide opportunities for existing businesses to increase outdoor seating. And provide a space for public / community events.
- The NE corner planter will remain. Southern Brooks and partners can use as a growing & education planter. I suggested a link to Pretoria Rd Allotments re the Pollinator Project.
- All remaining brick walls will be removed except a small section near the Labour Club entrance.
- Grassy verges remain.
- Cycle racks to be installed.
- Whole area to be cleaned, re-paved as necessary.
- New signage will be installed, including the Council's 4th Patchway map currently in storage. Possibly a location for some of Patchway Poetry Trail initiative by the Council in 2023.
- Planting by Southern Brooks (through the Greening the High Street grant) will be low maintenance.

The site can be seen at <https://maps.app.goo.gl/kFLWgjbLmutys33NA>

Best Wishes, Jon

Jon Watkins
Deputy Town Clerk and Responsible Finance Officer (RFO)

Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Youth and Community Grants 2023 - 2024

North Bristol Rugby Club Awarded £500 for the Star Scheme Project.

Many thanks for the grant you provided us with for our Star Scheme.

The STAR scheme aims to provide access to sport to those who would otherwise struggle due to financial hardship/poverty. So far there are 17 applicants all from the Patchway area and the funding provided through the community grant has gone towards fees for those players (£840), Kit (£100) and Food (£100). Without this funding as a club we would struggle to cover the costs of this especially as we try to help more children each year.

The funding has made a significant impact to these children and their families. One participant said they couldn't believe the change in their grandchild since joining and he is like a completely different lad and has developed both physically and mentally since being in a positive caring environment.

NBRC hope next season to offer the scheme to local residents of Patchway again and are working with partners to help with the funding of this.

Breakdown of where the funding has gone :-

- Subs/fees (this covers match fees, a meal after the game, playing kit, training kit)
- Additional Kit (we have provided boots and general training clothing where the children haven't had access to it in the past)
- Food (additional food has been provided to children/families who wouldn't have been able to afford it otherwise)

Patchway Cricket Club Awarded £250 for a new Boundary Rope.

Patchway Cricket Club received the grant in July 2023 and purchased a new boundary rope for the Club to enable different pitch sizes for the Junior and Senior teams. Various Junior teams have differing size wickets and boundaries. The rope will greatly assist with marking the boundary easily.

The rope was purchased at the end of the 2023 season so has not been used yet, though the Club is looking forward to using the rope when the games restart in April 2024.

Coniston Community Centre Stay & Play Group Awarded £200 to support establishment of the group.

Many thanks to the Town Council for their grant of £200 towards the cost of running our Stay & Play toddler group at Coniston Community Centre. The group has received a total of £2189 in grants since it started in January 2023 and £298 has been collected from families. **(Total: £2496)**

The total expenditure has been wages £1390, room rental £1480 and play equipment £99.75 **(Total £2969.75)**. The Group continues weekly and is publicised on social media.



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FACE Charity

Awarded £250 towards kitting out a new chill-out room.

The funding was used to create better lighting at the youth club using brand new LED lights as the young people attending the youth centre love music and dancing. The new lighting funded through the community grant has made the main social area have a better atmosphere. The young people love it.

Mamas Bristol

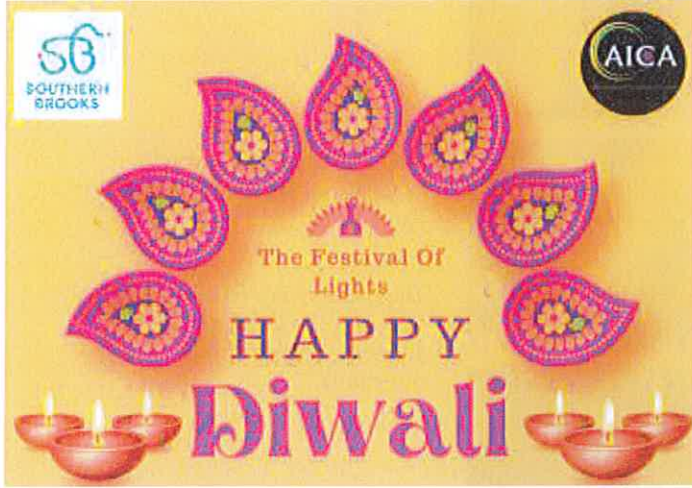
Awarded £250 for inter-generational Christmas event.

The festive initiative in December 2023 included Christmas crafting, festivities and singalongs mixing together elderly and young residents from across the town. The activities were accompanied by Christmas food, festive music, crackers and decorations.

Southern Brooks

Awarded £500 to support Diwali events.

See the attached report with images submitted.



Diwali Report 2023

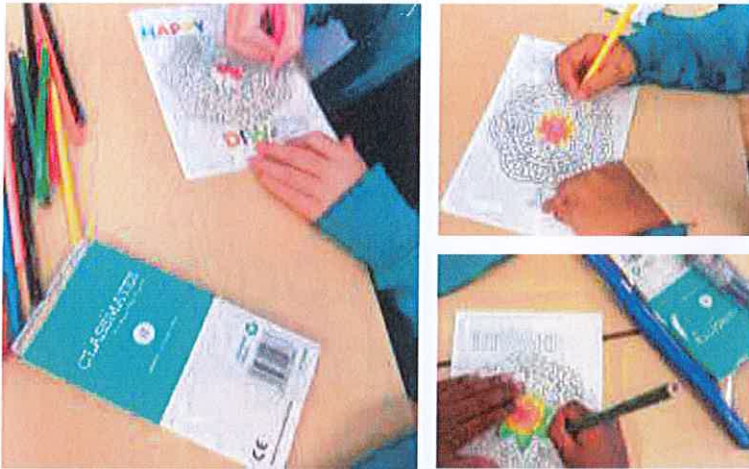
1



Southern Brooks working with the Avon Indian Community Assc (AICA) organised to go into local schools with Artist Katie Hanning to design and then create Rangoli inspired pieces of artwork for the main event. Each child also colored and took home a Diwali Card with an invitation to the main event. The artwork was created from reused plastic and other elements. 180 pupils took part in the event. The artwork will be returned to each school.

“They look like flowers!” – TC
 “This is so fun” - HW

2



“Rangoli is so pretty” – EB
 “Can we all come to the party?!” – JW

The pupils were read the story of Diwali at the beginning of the session and encouraged to ask questions.



3



The Aim

To build community cohesion through the participation in a cultural event that is significant to the local Indian community by sharing this with the wider community. Therefore, increasing understanding and tolerance of other cultural traditions.

4

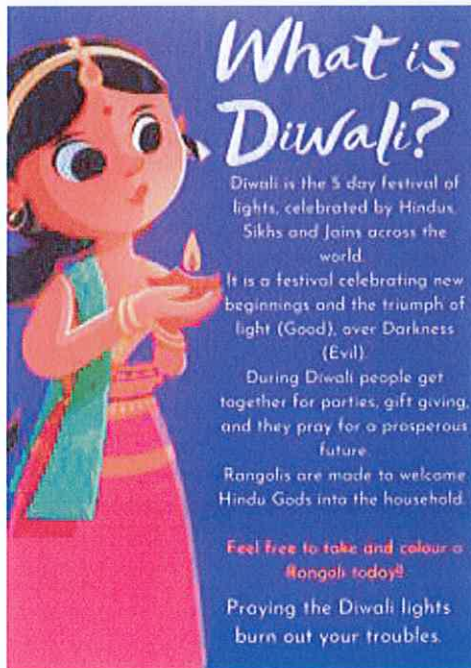


Southern Brooks visited Patchway Childrens Club and made paper lanterns with approx. 20 children.

We also ran a Lantern Workshop in Bradley Stoke after having to cancel the lantern walk due to adverse weather. (we hope to still do this next year at some point!)

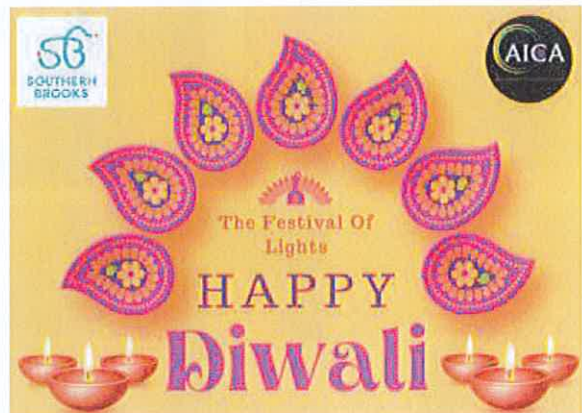
"I wondered what all the fireworks were about!" - JJ

5



We arranged for Coffee Shops in Patchway, Stoke Gifford, and Cheswick to have Diwali Posters and colouring sheets available to the public. We also hosted Diwali themed coffee mornings in Yate and Kingswood.

These engaged with around 100 people. "It's great to try new food" - BB



6



37 Southern Brooks Staff had great fun helping to make lantern decorations for the main event.

“My wellbeing has definitely gone up!” – JF

“Its great to learn about a different culture” – DT

7



A colorful and lively celebration was attended by around 700 people from across the South Glos community who came together to celebrate Diwali through music, dance and food.

The event was hosted by The Avon Indian Community Association along with Southern Brooks at Thornbury Conference Centre and featured traditional music, dance performances, henna, crafts and a buffet of Indian food.



“Thanks for your support and teamwork. I think everything went well. The feedback I got is all good.” – Shiv Sama AICA.

8



9



10



11



12

The organisers of the event were grateful to receive funding from:

The Avon Indian Community Assc.

South Glos Area Wide Grant
Patchway Town Council

Bradley Stoke Town Council
Cllr Sanjay Shambhu and Cllr Jo Buddharaju

Stoke Lodge and the Common Parish Council



Feedback

There was lots of positive feedback from all the groups that we engaged with. We have been given invitations by each school to reattend for the event next year.

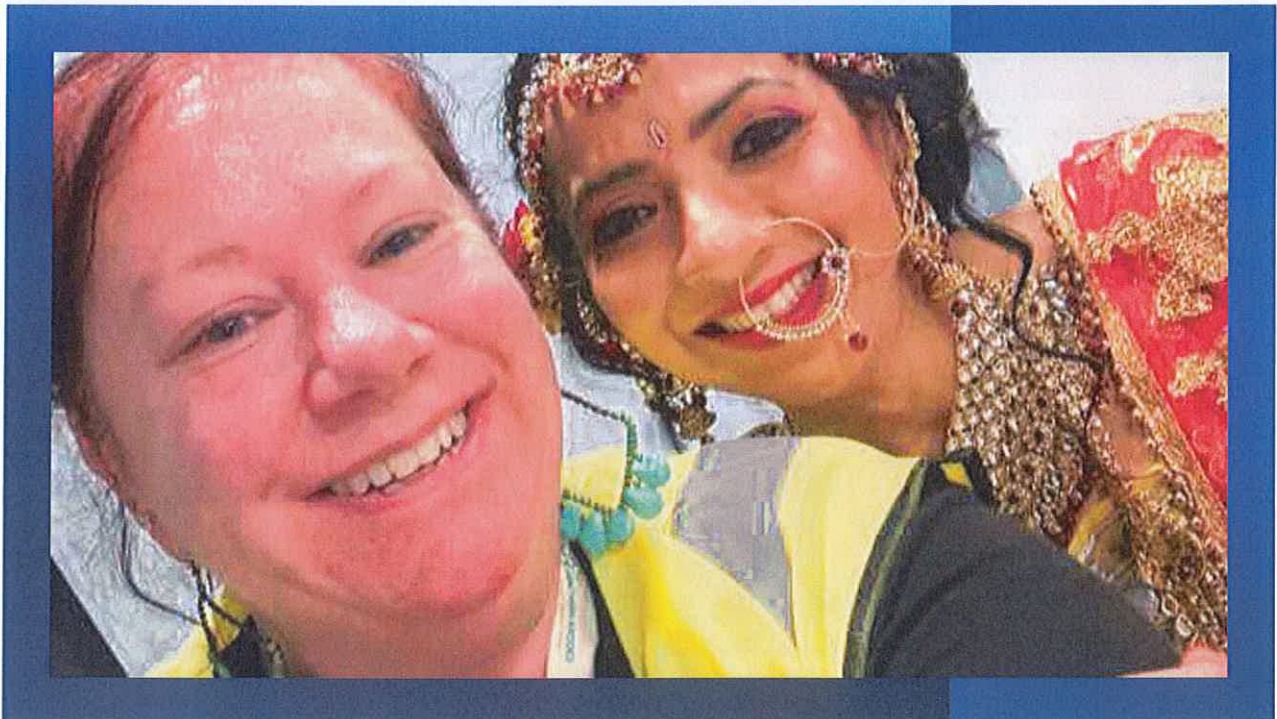
We hope to reach out to more schools and groups across South Glos next year, but this will involve more staff and likely increased funding. Next year we would like to have Bollywood Dance offered to the schools alongside artwork.

It was very difficult to arrange a venue, feedback from most venues were that they didn't have space, that they had been used before and felt that the event was too relaxed with time keeping to leave. This has been discussed with AICA and South Glos Council and there is hoped to be some roll out of training to understand different expectations from different cultures. This is felt by Southern Brooks and AICA to be very positive moving forwards.

The AICA provided and funded the food and sundries for the main event. This was a substantial amount of money, and it was therefore decided that tickets would be sold for the event to adults at £2 (children were free) to help subsidise the costs. This was accepted and over 500 tickets were sold.

We feel that the aim of the event and its reach were fully met and a great success. Conversations have been started and we had guests at each event learning and sharing about the Indian culture, Diwali and moving forwards.

15



16



PATCHWAY TOWN COUNCIL

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Minutes of the meeting between Patchway Town Council's Youth Working Group, South Gloucestershire Council and The Foundation for Active Community Engagement held on Thursday 18th January 2024 at 10am at Callicroft House, Patchway.

Present: Cllr Roger Loveridge, Cllr Jenny James, Cllr Angela Morey, Jon Watkins (Patchway Town Clerk), Sharon Adams (South Gloucestershire Council), Millie Crowley (South Gloucestershire Council), Debbie Teml (FACE), Dawn Young (FACE), Laura Keegan (NYA), Deb Bartlett (NYA)

1. Welcome and Introduction

All present introduced themselves and Sharon introduced Laura and Deb from the NYA and explained the purpose of the group.

Minutes from the previous meeting were reviewed and confirmed actions have been completed, everyone agreed they're happy to accept the previous minutes.

2. FACE update

Dawn provided a written report of updates from FACE. Their sessions are progressing well and young people are engaging.

The Patch now has a new sign so now it's clear it's a youth centre as it's big and bright. Currently FACE are doing open access work and the senior sessions are a success, they're energetic and enjoy doing the cooking. The Police have come down and played basketball with them to try and encourage building good relationships between young people and the Police.

Currently FACE have 5 vacancies available for a development worker and have received a good number of applicants. Having the level 3 course at City of Bristol has helped, having people coming through that are training alongside and doing some publicity for volunteers.

See attached report for full details.

3. Patchway Town Council update

Currently focussing on young people and the twinning programme, 8 students from year 10 will be going across to twin town of Gauting, Germany with 2 teachers for a week in June to do work experience.

In May a group of students from Gauting will do work experience in the primary schools in Patchway and activities with FACE and other organisations. A larger group from Clermont L'Herault in France is visiting in March and will do activities with the school. Planning to run sports fun days for students 5 - 11-year-olds in Patchway in the Easter holidays. 180 children are expected to attend and this is funded through the Town Council and South Gloucestershire.

Patchway Town Council are giving a grant away to FACE for LED lighting and a grant to North Bristol rugby club for their star project which encourages young people who may have barriers at home to get into sport.

Discussed the Scarecrows, the senior and junior youth club made them back in October and scouts made a display.

Patchway is Twinned with Clermont l'Herault and Gauting.





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Patchway Town Council are creating an Easter egg wall for primary schools, 700 easter eggs were donated last year by businesses, councillors and individuals, they then create a wall and ensure all young people got an egg so hoping to replicate that this year.

4. Charlton Hayes Council update

No Charlton Hayes attendees.

Dawn met with sovereign housing and put a bid in to work in the Charlton Hayes area for detached work on a 2 year programme. This is a youth council programme to feed into the Hanger 16. Currently waiting on updates for the funding to develop it.

Action - Andrew is just the Clerk - Sharon and Jon to touch base with Andrew to see if they can join in the meeting.

5. Communication and PR

Face and Patchway have linked up and have a good dialogue so no actions at the moment.

New Facebook page for FACE and they're getting the following back out now, they have Twitter, Instagram and YouTube.

Action - Angela will make some suggestions of groups they can join with their Facebook page.

6. Update on premises.

FACE have a big list to work through as the building has had a lot of issues, the leaking roof is now fixed and the heating problems in December have now been sorted. Last week they discovered a leak in a store cupboard, this is now fixed and drying out.

The priority things are now done so they now want to make it look nice and appealing and to give young people ownership of the building. They currently have a big oil boiler and are thinking of changing this to become more environmentally friendly, they also would like to extend the car park.

Works for youth are an organisation that work with NEET young people. They're meeting with the group to help renovate some of the rooms and in partnership with some of the trades around the local area that can support and teach young people some new skills.

NHS are coming in to do a volunteering day to do painting and decorating.

FACE put forward a bid to Screwfix but unfortunately, they said no. Managed to get some kitchen bits from Nisbets.

Action - Sharon to check in with Mark Pullin about the buildings grant.

7. Update from SGC

Millie explained that we've finalised the Youth Activities Offer re-tender and FACE have been re-awarded for Lot 1 and we're on track for the new contracts to be completed and ready for 1st April.

8. Parish Boundaries and aim of working group

Group want to reach out to Charlton Hayes, FACE have received a 2 year funding from VRP to target concerned areas around knife crime and gang violence, working in partnership with KRUNCH in Thornbury. Aim is for this to be moved around the different

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boundaries depending on where the need is for one night a week. This is funded 10K in each of the 3 lots.

Young people move so working with a lot of the same young people in different areas. Issues around drugs and being groomed, doing detached work can see this so good to find out what the issues are.

Discussion around whether any of the schools could come along to the meeting as would be beneficial to link up with them.

Action - Jon to contact Patchway Community School to find out who would be good to come to the meeting.

9. AOB

In relation to budget, all of the partners are putting in for the bid for the national lottery. International women's day on the 8th March will be at Bradley Stoke community school from 7pm and will be a free event. The theme is going to be past, present and future. Past will be based around the suffragettes, present will be based around what is happening with women today and future will be based around current young people's aspirations and how they can be the change.

Bradley Stoke community singers will be attending and the lady that started the red dress project has been booked in to speak.

They are offering groups connected with women a free stall.

Action - Sharon to pass on this info to Next Link.

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