

## PATCHWAY TOWN COUNCIL

### **Draft Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 20<sup>th</sup> May 2025 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr Dayley Lawrence (Chair), Cllr Ken Dando, Cllr Natalie Field, Cllr Dan Fry, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Angela Morey, Cllr Steve Rummels, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

**In attendance:** S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).

**Absent:** None

**Members of the Public:** None

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

#### **20/05/2025 - No 1. To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office and to be made 'The Mayor'.**

Councillors proposed Cllr Lawrence to fulfil the role of Chairman/Mayor for the ensuing year and this was seconded.

**RESOLVED:** It was unanimously agreed by a majority to elect Cllr Lawrence as Chairman to Patchway Town Council for the ensuing year. Upon being elected Cllr Lawrence was made 'The Mayor' by pledging an oath to the Town Council.

Upon being elected, Cllr Lawrence signed the Chairman's declaration of acceptance of office, and this was duly signed by the Town Clerk.

Cllr Lawrence assumed the Chair for the meeting.

#### **20/05/2025 - No 2. To elect a Vice-Chairman to Patchway Town Council for the ensuing Year and to be made 'The Deputy Mayor'.**

Councillors proposed Cllr Morey to fulfil the role of Vice-Chairman for the ensuing year and this was seconded.

**RESOLVED:** It was unanimously agreed to elect Cllr Morey as Vice Chairman to Patchway Town Council for the ensuing year. Upon being elected Cllr Morey was made 'The Deputy Mayor' by pledging an oath to the Town Council.

#### **20/05/2025 - No 3. To receive questions from the members of the public present.**

There were no questions due to no members of the public being present.

#### **20/05/2025 - No 4. To receive any apologies for absence.**

The Council noted apologies from Cllr Elaine Martin (unwell), Cllr Eric Gordon (personal commitment) & Cllr Jenny James (personal commitment).

#### **20/05/2025 - No 5. To receive any Declarations of Interest.**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

Cllr Sam Scott declared an interest in agenda item(s) 15 to 18 due to a possible conflict of interest with the insurance matters.

**20/05/2025 - No 6. To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to approve dispensations for Cllr S Scott for agenda items 15 to 18 and that he would leave the room whilst discussions were ongoing.

**20/05/2025 - No 7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 15th April 2025, to receive the Clerk/RFO's report for this meeting and to note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the minutes as a true and accurate record. The reports were both noted, with the Scheme of Delegation report as below:

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

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

**Item 7 – 20-05-2025 – Time sensitive payments required to be settled between April and May Full Council meetings**

Under Financial Regulations 5.5 and 6.2, 3 x payments have been approved by two Councillors and paid using Natwest Bankline for:

- Net World Sports - £88.79 – football post sockets for main pitch
- South West Councils - £630.00 – Associate Membership subscription 2025/2026
- South Gloucestershire Council – £1340.88 - May 2025 rates for the former club building

**20/05/2025 – No 8. To review the Terms of Reference for the Standing Committees of Patchway Town Council.**

**a) Finance Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Finance Committee.

**b) Parks, Open Spaces, Planning and Transport Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.

**c) Personnel Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Personnel Committee.

**20/05/2025 - No 9. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2025.**

**a) To elect six members of the Council to the Finance Committee.**

It was proposed that Cllrs Eric Gordon, Jenny James, Pete Knight, Steve Rummels, Sam Scott, and Keith Walker would be elected to the Finance Committee.

**RESOLVED:** It was agreed by a majority with two against and one abstention to appoint Cllrs Eric Gordon, Jenny James, Pete Knight, Steve Rummels, Sam Scott, and Keith Walker onto the Finance Committee.

- b) **To elect six members of the Council to the Parks, Open Spaces, Planning and Transport Committee.**

It was proposed that Cllrs Natalie Field, Jenny James, Pete Knight, Dayley Lawrence, Steve Rummels and Keith Walker would be elected to the Parks, Open Spaces, Planning and Transport Committee.

**RESOLVED:** It was agreed by a majority to appoint Cllrs Natalie Field, Jenny James, Pete Knight, Dayley Lawrence, Steve Rummels and Keith Walker onto the Parks, Open Spaces, Planning and Transport Committee.

- c) **To elect five members of the Council to the Personnel Committee.**

It was proposed that Cllrs Natalie Field, Jenny James, Elaine Martin, Toni Scott, and Keith Walker would be elected to the Personnel Committee.

Cllr Knight suggested that a vote around the table would be preferred as both Cllrs Knight and Rummels would like to be elected to the Personnel Committee.

Votes were taken as follows.

A vote was taken for the proposal – 6 votes.

A vote was taken for Cllr Knight – 6 votes

A vote was taken for Cllr Rummels – 5 votes.

**RESOLVED:** That the Chair used their casting vote in favour of the proposal. It was agreed that Cllrs Natalie Field, Jenny James, Elaine Martin, Toni Scott, and Keith Walker were appointed onto the Personnel Committee.

**20/05/2025 - No 10. To appoint council representatives for the following organisations or internal roles:**

- a) **Almondsbury Joint Burial Committee (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Ken Dando, Elaine Martin, Denise Lansdown, and Roger Loveridge onto Almondsbury Joint Burial Committee.

- b) **Avon Local Councils Association (2)**

**RESOLVED:** It was unanimously agreed that all Councillors are appointed as the Association is open to everyone by the membership of the organisation.

- c) **Bromford Housing Representative (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Walker as the Bromford Housing Representative.

- d) **Community Engagement Forum (2)**

**RESOLVED:** That the name of the organisation is to be changed. The Council will await further information on the changes and will assign a Council Representative at a later date.

- e) **Patchway Town Council Events Working Group (4)**

It was proposed that Cllrs Dan Fry, Dayley Lawrence, Steve Rummels and Toni Scott would be elected to Patchway Town Council Events Working Group.

**RESOLVED:** It was unanimously agreed to appoint Cllrs Dan Fry, Dayley Lawrence, Steve Rummels and Toni Scott onto Patchway Town Council Events Working Group.

Cllr Rummels asked that he stand down from the Working Group allowing for Cllr Lansdown to become a member of the Working Group, and this was also supported by Cllr Knight.

The Deputy Clerk reminded members that a declaration of interest should be declared by Cllr Lansdown considering the conflict of interest with her role as Councillor and the business interests as proprietor of Snack Attacks. Cllr Lansdown declared that she does not participate in any of the events in Norman Scott Park for that reason.

*Cllr Lansdown left the meeting at 7.26pm.*

No decision was made on the proposal by Cllr Rummels for Cllr Lansdown to become a member of the Events Working Group and therefore the item will be deferred to the next Council meeting.

f) **Patchway Community Association (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Ken Dando onto Patchway Community Association.

g) **Patchway and Charlton Hayes Community Sports Association (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Natalie Field onto Patchway and Charlton Hayes Community Sports Association.

h) **Patchway Partnership Meeting (Formerly PN Group) (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Keith Walker onto Patchway Partnership Meeting.

i) **Friends of Patchway Twinning Group (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Angela Morey and Elaine Martin onto Friends of Patchway Twinning Group.

j) **The Grants Working Party (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Ken Dando, Jenny James, Roger Loveridge, Sam Scott, and Toni Scott onto the Grants Working Party.

k) **Youth Work Working Party (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Jenny James, Denise Lansdown, Roger Loveridge & Steve Rummels onto Youth Work Working Party.

l) **Quarterly Internal Controls Check (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Sam Scott and Toni Scott for Quarterly Internal Controls Check.

m) **Almondsbury Charity (1) (Elected in 2023)**

This position was elected in 2023 with Cllr D Lawrence being the Council's representative until 2026.

n) **Patchway Town Council Media Officers (3)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Natalie Field, Dayley Lawrence and Angela Morey as Patchway Town Council Media Officers.

o) **NatWest Bankline Payment Authorisers (4)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs Ken Dando, Dayley Lawrence, Angela Morey and Keith Walker as NatWest Bankline Payment Authorisers.

p) **Community Cohesion Action Group (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Eric Gordon and Jenny James onto Community Cohesion Action Group.

q) **Avon Pension Fund (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Keith Walker onto the Avon Pension Fund.

**20/05/2025 - No 11. To consider the re-adoption of the following policies and strategies:**

- a) Standing Orders
- b) Financial Regulations
- c) Mayoral Charity Policy
- d) Play Area Inspection Policy
- e) Business Continuity and Disaster Recovery Policy
- f) Document Management and Archive Policy
- g) Management of Contractors Policy
- h) Debit Card Policy
- i) Honorary Freeman Procedure
- j) Reserves Policy
- k) Code of Conduct for Members
- l) Risk Management Policy
- m) Publication Scheme
- n) Media and Publicity Policy
- o) Investment Strategy
- p) Equality and Diversity Policy
- q) Use of Trade Card Policy
- r) Use of Fuel Card Policy
- s) Social Media Policy
- t) Payment and Receipts Policy
- u) Freedom of Information Policy
- v) Recording of Meetings Protocol
- w) Community Award Protocol
- x) CCTV Policy
- y) Modern Slavery Charter
- z) Communications Policy
- aa) Complaints Policy
- bb) Volunteering Policy
- cc) Fair Use Policy
- dd) Planning Applications Procedure
- ee) Employers Pension Discretions
- ff) Grievance Policy
- gg) Disciplinary Policy
- hh) Redundancy Policy
- ii) Communications for Employees Policy
- jj) Time Off in Lieu Policy
- kk) Absence Management Policy
- ll) Use of Council Equipment Policy
- mm) Home Working Policy
- nn) Bereavement Leave Allowance
- oo) Lone Working and Staff Safeguarding
- pp) Whistleblowing Policy
- qq) Member/Officer Protocol
- rr) Code of Conduct for Employees

- ss) Personal Protective Equipment Policy
- tt) COSHH Policy
- uu) Manual Handling Policy
- vv) Fire Policy
- ww) Health and Safety Policy
- xx) Stress Policy
- yy) Bullying and Harassment Policy
- zz) GDPR Policy
- aaa) Risk Register
- bbb) Safeguarding Policy
- ccc) Financial Procedures
- ddd) Grant Awarding Policy
- eee) Scheme of Delegation
- fff) Statement of Training Intent

**RESOLVED:** It was unanimously agreed to adopt all of the policies.

**20/05/2025 - No 12. To consider the Internal Audit Report for the financial year ending March 2025.**

The Council noted the Internal Audit Report with no recommendations arising from the report. The report again praised the quality of documentation and the sound financial processes in place. The Chairman passed on the thanks to the Deputy Clerk for their hard work on achieving this.

**20/05/2025 – No 13. To consider and approve annual accounts and annual procedures:**

**a) To note the Internal Auditor's report section of the AGAR 2024/2025.**

The Internal Auditor's report was noted.

**b) To receive and approve the Annual Governance Statement 2024/2025.**

Item deferred to the June Full Council Meeting due to awaiting AJBC financial accounts.

**c) To receive and approve the Accounting Statements for 2024/2025 and to receive the explanations of variances.**

Item deferred to the June Full Council Meeting due to awaiting AJBC financial accounts.

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

Item deferred to the June Full Council Meeting.

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

The Deputy Clerk confirmed that the Council is not quite at a minimum limit of three months in reserves, but final figures are awaited for the year end accounts.

**20/05/2025 – No 14. To re-confirm that Patchway Town Council meets the criteria for the General Power of Competence and resolves to adopt this power.**

It was re-confirmed that Patchway Town Council meets the criteria for the General Power of Competence. The power was adopted in May 2023 and should be re-adopted in May 2027.

*Cllr S Scott declared his interest and left the meeting.*

**20/05/2025 – No 15. To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31<sup>st</sup> March 2026.**

**RESOLVED:** It was agreed by a majority with one abstention to re-appoint Auditing Solutions Ltd as Internal Auditor for the financial year ending 31<sup>st</sup> March 2026.

Cllr Dando stated that the Council should seek alternative quotes from other companies before accepting any proposal, to ensure value for money and maintain transparency.

**20/05/2025 – No 16. To confirm insurance arrangements for the 2025/2026 Financial Year:**

a) Main Insurance Policy.

Cllr Knight enquired about the liability for all buildings on the insurance policy and whether it included the former Sports and Social Club building.

The Deputy Clerk confirmed that the former Sports and Social Club building has been included in the insurance policy.

**RESOLVED:** It was agreed by a majority with one abstention to approve the insurance arrangements with Zurich Insurance for 2025/26.

b) Fleet Insurance Policy.

**RESOLVED:** It was agreed by a majority with one abstention to confirm Zurich Insurance as the Council's insurers on a Long-Term Agreement until 2026.

**20/05/2025 – No 17. To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.**

The Town Council noted the Review which had been updated by the Officers. It will be added to the Town Council's website.

**20/05/2025 – No 18. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.**

Cllr Knight enquired if quotes are obtained to support work.

The Clerk confirmed that quotes are obtained from at least three companies when seeking work to be completed.

**RESOLVED:** that the list was noted.

*Cllr S Scott returned to the meeting.*

**20/05/2025 – No 19. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.**

Cllr Loveridge enquired as to the reason why the former Sports & Social Club building is listed as £1.00 on the fixed asset register.

The Deputy Clerk confirmed that this was based on advice given by the Council's accountant.

**RESOLVED:** The Town Council noted the Fixed Asset Register which had been updated by the Locum Clerk, RFO and the contract accountant.

**20/05/2025 – No 20. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.**

The Clerk confirmed that she had contacted South Gloucestershire Council to understand if there were any financial cost implications with the Community Governance review, a reply is awaited.

The Council agreed to defer this item to the next Council meeting.

**20/05/2025 – No 21. Patchway Town Council Finance.**

a) To approve the expenditure report for May 2025.

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

[illegible]

b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports for April 2025.

The Council noted the reports for April 2025.

**c) To note the year end accounts to 31<sup>st</sup> March 2025.**

Item deferred to the June Council meeting due to awaiting AJBC final accounts.

**20/05/2025 – No 22. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

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

Cllr Sam Scott confirmed that South Gloucestershire Council (SGC) were the worst funded Council in the whole of the country, and in a recent report have just moved up the list from one above the bottom. More money is needed to support schools and SGC are continuing to campaign for help.

When the Bristol Arena goes live, SGC are keen to see what the parking will look like in this area.

More road works are taking place on the A38.

Cllr Dando enquired with Cllr Sam Scott as to changes to the rubbish collection in Patchway. Cllr Scott confirmed that work is still progressing with the move to three weekly collections, and the collection of soft plastic waste from the kerbside.

b) **Patchway Town Council Events.**

The Council noted the report as below:

The Deputy Clerk confirmed that the events programme for 2025/26 was progressing well.

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

### ***Patchway Town Council Events***

**1. Free Cricket Net sport sessions for Under 14's – March to September 2025.**

*Cricket day events and use of the facilities is going well for the new season. The ground could do with some rain!*



**2. Patchway Half Marathon & 10K – 6<sup>th</sup> April 2025.**

Around 500 runners took part in either the half or 10k marathon races on the 6<sup>th</sup> April 2025. The event was very well received and supported by family and friends cheering the runners on. Each finisher received a medal, with trophies given to those in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place. Patchway looks forward to the event being held again in 2026.

**3. VE-Day Beacon Lighting – 8<sup>th</sup> May 2025.**

At just before 9.30pm the Mayor read 'The Tribute' followed by the lighting of the beacon at The Tumps to mark the 80<sup>th</sup> anniversary of VE Day. In attendance were members from the Patchway Royal British Legion Branch, Councillors, Council staff, members of the public, FACE providing an activity stall, along with Sav's Super Whip ice cream. The event was low key this year. This was due to the beacon lighting being lit over an hour later than in previous years. This had an impact on the Patchway Army Cadets, Avon and Somerset Police Cadets not being able to attend due to the later time and GCSE revision to support exams.

Cllr Sam Scott has provided an award of £250 towards this event from his member award funding at South Gloucestershire Council which was used to offset the cost for the hire of the cherry picker to provide the height for lighting the beacon.

**4. Croles Fun Fair – May 2025 – 23<sup>rd</sup> May to 30<sup>th</sup> May 2025. (weather depending 31<sup>st</sup> May weekend)**

**5. Patchway Town Council Awards – May to July 2025.**

**6. Patchway Street Food Festival – June to September 2025.**

**7. Visit of students from Gauting to Patchway – 11<sup>th</sup> May 2025 – 16<sup>th</sup> May 2025.**

**8. Visit of Students from Patchway to Gauting – 30<sup>th</sup> June 2025 – 4<sup>th</sup> July 2025.**

**9. Visit of Students from Clermont to Patchway – 7<sup>th</sup> June 2025 – 11<sup>th</sup> June 2025.**

**10. Visit of Students from Patchway to Clermont – 11<sup>th</sup> July 2025 – 15<sup>th</sup> July 2025.**

**11. Patchway's Supersonic Festival in the Park – 5<sup>th</sup> July 2025.**

**12. A Halloween Fireworks to Music – 1<sup>st</sup> November 2025.**

**13. Remembrance March and Service – 16<sup>th</sup> November 2025.**

**14. Christmas Light Switch on and Market – 28<sup>th</sup> November 2025.**

**15. Patchway Santa Run – 14<sup>th</sup> December 2025.**

**16. Christmas Present Drive – November and December 2025.**

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

The Deputy Clerk confirmed that the Gaunting to Patchway trip went very well, with lots of engagement and great feedback given. A full report is on the Council website.

<https://www.patchwaytowncouncil.gov.uk/post/international-focus-on-young-people-as-patchway-hosts-friends-from-twin-town-of-gaunting>

**d) Almondsbury Joint Burial Committee.**

The Chair of the Council agreed to discuss this item in the closed session.

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

No reports received.

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

No reports received.

**g) Improving CCTV in the local area (Strategic Plan Outcome).**

No reports received.

**h) Communication with all households (Strategic Plan Outcome).**

The Town News for May has been published.

**i) Youth provision and safety (Strategic Plan Outcome).**

No reports received.

**j) Community Sponsorship Scheme.**

No reports received.

**20/05/2025 – No 23. To approve that Patchway Town Council meets at 7pm on the following dates:**

**Tuesday 17<sup>th</sup> June 2025 at 7pm.**

**Tuesday 22<sup>nd</sup> July 2025 at 7pm.**

**Tuesday 16<sup>th</sup> September 2025 at 7pm.**

**Tuesday 14<sup>th</sup> October 2025 at 7pm.**

**Tuesday 18<sup>th</sup> November 2025 at 7pm.**

**Tuesday 20<sup>th</sup> January 2026 at 7pm.**

**Tuesday 17<sup>th</sup> February 2026 at 7pm.**

**Tuesday 17<sup>th</sup> March 2026 at 7pm.**

**Tuesday 14<sup>th</sup> April 2026 at 7pm.**

**Tuesday 19<sup>th</sup> May 2026 at 7pm.**

**RESOLVED:** It was agreed by a majority to approve the change of date from the 15<sup>th</sup> to 22<sup>nd</sup> July 2025 meeting due to the absence of the Chair and Vice-Chair. All other meeting dates approved as above.

**20/05/2025 – No 24. To approve the 3<sup>rd</sup> Brabazon Half Marathon and 10k event at Norman Scott Park on 5<sup>th</sup> April 2026.**

**RESOLVED:** It was agreed by a majority to approve the 3<sup>rd</sup> Brabazon Half Marathon and 10k event at Norman Scott Park on 5<sup>th</sup> April 2026.

**20/05/2025 – No 25. To note the minutes of the Youth Working Group meeting held on 24<sup>th</sup> April 2025.**

**RESOLVED:** that the minutes of the Youth Working Group from 24<sup>th</sup> April 2025 were noted.

**20/05/2025 – No. 26. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.**

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

**20/05/2025 – No 27. To receive and discuss the former Patchway Sports & Social Club building survey report.**

Cllr Knight enquired with members that he hoped everyone has now had the opportunity to see and read the survey report, which has identified the work needing to be done to bring the building back to a satisfactory condition.

The current tender process, with a requirement of a full repairing lease agreement, is due to expire on 6<sup>th</sup> June 2025. However, should no suitable submissions be received by the closing date, the Council reserves the right to continue the process beyond the stated deadline. In such case, the tender will remain open until a satisfactory submission is received or otherwise determined by the Council.

The Steering Group meeting held on the 6<sup>th</sup> May 2025 was well attended and Cllr Rummels is keen to support the residents of Patchway further during the developments of the former club building.

**RESOLVED:** that the Steering Group Committee is formed and a meeting is arranged as soon as possible to support the residents of Patchway.

It was agreed that Cllrs Pete Knight, Roger Loveridge, Steve Rummels and Keith Walker set up a Steering Group Committee meeting and produces Committee objectives and Terms of Reference. That the Steering Group works alongside the Council and the tender process.

**20/05/2025 – No. 22 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**d) Almondsbury Joint Burial Committee**

The Deputy Clerk confirmed that he has spoken with the Clerk at Almondsbury Joint Burial Committee and advised that the Council are still awaiting a financial report from the Council's accountants that will provide a future financial forecast on the proposed cemetery extension.

The sellers of the land are keen to complete the sell on the 1<sup>st</sup> June 2025.

If Patchway Town Council decides not to go ahead with the investment in the new site, alternative arrangements are being discussed.

The Chair of the Council proposed that the Council contacts Almondsbury Joint Burial Committee and advises that the financial forecast report is still awaited from the Council's Accountant. The next Full Council meeting is on the 17<sup>th</sup> June 2025 and if figures are received before this date, then an Extra Ordinary meeting of the Council is arranged.

**RESOLVED:** that the proposal was agreed by a majority.

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