



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

Tuesday 7th October 2025

Dear Cllr Dayley Lawrence, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry,
Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown,
Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey,
Cllr Sam Scott, Cllr Toni Scott & Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 14th October 2025 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Suzanne Howard Cert.HE., CILCA. MSLCC.
Town Clerk

Public Participation - To enable members of the public to make comment or ask questions for a period not exceeding 15 minutes with no more than 3 minutes per individual, dependant on the number wishing to speak.

AGENDA

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.
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 September 2025 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. To note the minutes of the Finance Committee meeting held on Tuesday 7th October 2025 and to approve the following recommendations:
 - (a) To approve that Patchway Town Council moves to formal drafting of the budget for the 2026/27 financial year by DCK Accounting Solutions on 23rd October 2025.

Patchway is Twinned with Clermont l'Herault and Gauting.





PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- (b) To approve the expenditure of £2,310 for 2hrs a week of staff time to maintain current opening hours for Patchway Library from 1 April 2026 to 31 March 2027.
- 7. Patchway Town Council Finance:
 - a) To approve the expenditure report for October 2025.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for September 2025.
- 8. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee Meeting held on Tuesday 7th October 2025.
- 9. To appoint council representatives for the following Committees:
 - a) Finance Committee (2)
 - b) Parks, Open Spaces, Planning and Transport Committee (1)
- 10. To review the Patchway Town Council hire rates for 2026/2027.
- 11. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Friends of Patchway Twinning Group
 - c) Almondsbury Joint Burial Committee
 - d) Former social club building
 - e) South Gloucestershire Council partnership working.
 - f) Improving Commercial Hubs
 - g) Public safety updates
 - h) Residents' communications
 - i) Patchway Community Larder
 - j) S106 monies awarded for the Litter Bin reimagination project
- 12. To note the date of the next Finance Budget Meeting will be held on Tuesday 11th November 2025 at 7.00pm and the next Council Meeting of Patchway Town Council will be held on Tuesday 18th November 2025 at 7.00pm, both meetings at Callicroft House.
- 13. **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.**
- 14. To receive an update from the South Gloucestershire Council Monitoring Officer.

Patchway is Twinned with Clermont l'Herault and Gauting.





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

15. To receive and agree to the draft lease documentation between Patchway Town Council and the new tenant of the Former Sports & Social Club building – Draft lease to follow.
16. To receive a motion from Cllr Knight to request a review of the current licence for Snack Attacks, to propose the transition to a lease agreement.

Patchway is Twinned with Clermont l'Herault and Gauting.





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

Town Clerk and Responsible Finance Officer's Report

Agenda Item 4 - Actions from the Meeting of the Full Council on Tuesday 16th September 2025

16/09/2025 – No. 7c Approval to award Community grants or pledge funds

Four applicants received funding on 30th September 2025 with a letter that also requested a feedback report once funding is spent; and that Patchway Town Council is publicly noted as a financial supporter of the supported project. Two applicants were pledge funding within the 2025-26 financial year subject to match funding.

An online and Town News article has been published, alongside social media coverage to ensure the Council Grant scheme is promoted across the town.

16/09/2025 – No. 9 Request from the Stoke Lane Football Club to erect a banner in Norman Scott Park to promote club membership.

Stoke Lane FC will provide a banner to be displayed on the Jason Franklin 3G MUGA facility at Norman Scott Park for the duration of the 2025-2026 football season.

16/09/2025 – No. 10 Request from Patchway Cricket Club to install a water supply pipe under the Norman Scott Park outfield to the cricket square entirely funded and works safely carried out by Patchway Cricket Club.

Patchway Cricket Club have been briefed by officers that the works can proceed subject to the right insurance, health & safety procedures, and making good of the pitch.

PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 16th September 2025 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr A Morey (Chair), Cllr K Dando, Cllr N Field, Cllr D Fry, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr E Martin, Cllr S Rummels, Cllr S Scott & Cllr K Walker.
In attendance:	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO). B Harding (Chief Officer, Avon Local Councils Association (ALCA)).
Absent:	None
Members of the Public:	None

As the time was 19:00, the Chair, Cllr A Morey 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.

16/9/2025 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

There were no members of the public present.

16/9/2025 – No. 2. To receive any apologies for absence.

Members noted apologies from Cllr D Lawrence (personal commitment), Cllr R Loveridge (personal commitment) & Cllr T Scott (personal commitment).

16/9/2025 – No. 3. To receive any Declarations of Interest and to approve any dispensations for this meeting.

The Chair 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 S Scott declared an interest in Item 17 – Tenders

Cllr D Fry declared an interest Item 9 – Stoke Lane Football Club

Cllr K Walker declared an interest in Item 7c – Grants Working Party recommendations

The Chair asked for members approval that the order of the agenda be amended to support agenda items 14 to 18 be taken first in closed, confidential session and to support the attendance of the Chief Officer from ALCA, Barnaby Harding.

RESOLVED: That members approved the request to move into closed and confidential session.

16/9/2025 – No.14 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 move into closed session.

16/9/2025 – No.15 To agree the Heads of Terms concerning the new tenant for the Former Sports & Social Club building.

Members discussed the draft Heads of Terms and comments received from both the Council Solicitor and proposed new tenant.

The Council agreed that, subject to the approval of the draft Heads of Terms, officers be authorised to proceed with the Council Solicitor in preparing the lease documentation.

16/9/2025 – No. 18 To receive a report and recommendations from the Chief Officer of the Avon Local Councils Association (ALCA) following the external investigation.

RESOLVED: that the Chief Officer of ALCA outlined the advice and recommendations from the external report.

16/9/2025 – No.16 To consider the recommendations from the Personnel Committee meeting held on Thursday 4th September 2025.

RESOLVED: that members approved the recommendations of the Personnel Committee meeting held on 4th September 2025.

Cllr S Scott left the meeting due to the Declaration of Interest for the next agenda item.

Cllr S Rummels left the meeting at 7.58pm.

16/9/2025 – No. 17 To evaluate, discuss and agree to the tenders submitted regarding the renewal of the biannual skip contract from January 2026.

RESOLVED: to accept the tender as presented, with officers' discretion to investigate an alternative supplier that may offer improved value and service, and to proceed accordingly if appropriate.

8.01pm - Members voted and agreed to move the meeting into formal session. Cllr S Scott rejoined the meeting.

The Clerk confirmed that a report from the local Police Beat Team had been circulated before the meeting.

16/9/2025 – No. 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 22nd July 2025 and to the Clerk/RFO's report for this meeting.

The minutes of the 22nd July 2025 meeting were approved as a true and accurate record of the meeting.

16/9/2025 – No. 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

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

Members noted the unreported decisions made under the scheme of delegation.

16/9/2025 – No. 6 To receive and agree to the amendments to the Personnel Committee's Terms of Reference concerning matters pertaining to confidentiality.

Members agreed to defer this item pending completion of Code of Conduct training, which may identify further amendments to the Terms of Reference document.

16/9/2025 – No.7 Patchway Town Council Finance:

a) To approve the expenditure report for August 2025.

Members approved the expenditure report for August 2025.

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

Members noted the account reports for July and August 2025.

- c) **To consider the recommendation report from the Grants Working Party meeting held on Tuesday 16th September 2025.**

The Council voted and agreed that Cllr Walker could remain in the meeting but could not vote.

Members agreed to all recommendations from the Grants Working Party meeting held on 16th September 2025.

- d) **To note the External Auditor's report for the financial year ending March 2025 and to action any recommendations from this report.**

Councillors noted the External Auditors Report and recommendations arising from the report.

Councillors also expressed a vote of thanks for all the hard work that had been done by the RFO in support of the audit return and additional intermediate review by the BDO.

16/9/2025 – No. 8 To consider if Patchway Town Council renews the application for the Foundation, Quality and Quality Gold Awards of the Local Council Award Scheme.

The Clerk confirmed that the Local Council Award Scheme has changed and become the Bronze, Silver and Quality Gold Awards, with all three sections to be completed if a Council is wishing to achieve the Quality Gold Standard. There have been a few additional features to the scheme since the Council completed the application in 2022. The Clerk confirmed that the application cost is £100.00 for Councils with an income under £25,000 or £200.00 for an income over £25,000.

RESOLVED: that the Council renews the application to cover the Bronze, Silver and Quality Gold Award.

16/9/2025 – No. 9 To receive a request from the Stoke Lane Football Club to erect a banner in Norman Scott Park to promote club membership.

The Council voted and agreed that Cllr Fry could remain in the meeting but could not vote.

RESOLVED: that members agreed to the installation of the banner on the 3G to promote the Stoke Lane Football Club for the ensuing football season and review arrangements after that period.

16/9/2025 – No. 10 To consider a request from Patchway Cricket Club to install a water supply pipe under the Norman Scott Park outfield to the cricket square entirely funded and works safely carried out by Patchway Cricket Club.

RESOLVED: that members agreed to the installation of a water supply pipe under Norman Scott Park and that the Patchway Cricket Club has suitable insurance to support and facilitate the works.

16/9/2025 – No. 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

Cllr S Scott confirmed that there has been a Council recess in August 2025.

Cllr Lansdown wished to give a sincere vote of thanks to Cllr I Walker who has supported a resident during a sensitive matter.

- b) **Friends of Patchway Twinning Group.**

No report.

- c) **Almondsbury Joint Burial Committee.**

Cllr Dando confirmed that the Committee mentioned that Patchway Town Council is no longer participating with the new cemetery site and will no longer be joining the discussions going forward. One of the Grounds Team is currently recovering from a recent operation.

d) Former social club building.

The Clerk confirmed that the Estates and Office Team continue to conduct checks both inside and outside the building.

e) South Gloucestershire Council partnership working.

No report.

f) Improving commercial hubs

No report.

g) Public Safety updates.

No report.

h) Residents' communications.

The September edition of the Town Newsletter is now available.

The Clerk also advised members that an over 50's First Aid Course is being facilitated in the Casson Centre on the 21st October 2025. The course is free to attend and aimed at being an informative course to raise awareness in case of an emergency.

i) Patchway Community Larder.

Cllr Lansdown confirmed that the larder is now stocked with the latest goods purchased by the Clerk on behalf of the Town Council. Coniston Community Centre is sending people without food vouchers to the Community Larder.

16/9/2025 – No.12 To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.

Members considered the advice from the Deputy Monitoring Officer and agreed that the Council remains as now, with 15 Councillors and three defined Wards to ensure that quorum is maintained during Council or Committee meetings and support for the electorate.

16/9/2025 – No.13 To note the date of the next Council Meeting of Patchway Town Council will be held on Tuesday 14th October 2025 at 7.00pm at Callicroft House.

Members noted the next date of Full Council on 14th October 2025.

The meeting was closed by the Chair at 8.30pm



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

**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 5 – 14-10-2025 – Expenditure payments which required settling ahead of Full Council

Under Financial Regulations 5.5 and 6.2, payments have been approved to be paid as below in order to honour payment terms with suppliers and ensure Business Rates / Council Tax on the former club building for October 2025 are received by South Gloucestershire Council within terms.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Dr Glass Ltd	Repair of broken window at former club building	£ 225.00	£ -	£ 225.00	10-25-010
South Gloucestershire Council	Rates 25/26 for Flat Above Former Club Building - September 2025	£ 328.00	£ -	£ 328.00	10-25-011
South Gloucestershire Council	Business rates 25/26 for Former Club Building - September 2025	£ 1,337.00	£ -	£ 1,337.00	10-25-012

Item 5 – 14-10-2025 – Purchase of JCB 100mm /4" Heavy-duty Petrol Wood Chipper 7.5hp, 224cc 4-Stroke for £791.66 + Vat

Due to an increase in green waste production including the introduction of clearance of a significant area of land leased from Network Rail at The Tumps on 6th October 2025, the purchase of a heavy-duty wood chipper and shredder has been approved to ensure the Estates team are able to adequately deal with the high levels of green waste.

The green waste produced will be used for composting across Council green spaces; and excess shared with the two allotment sites. The purchase of the equipment will support the Council's drive to better environmental standards.

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 7th October 2025 at 20:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllrs K Walker, (Vice Chair), J James, S Scott (20.04), R Loveridge (substitute for Cllr P Knight)
In attendance: S Howard (Town Clerk) & J Watkins (Deputy Clerk & RFO)

Members of the Public: None

Absent: None

As the time was 20:00, the Chair, Cllr K Walker 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.

07-10-2025 - No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.

None received.

07-10-2025 - No 2. To receive any apologies for absence.

Cllr P Knight (personal commitment).

07-10-2025 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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

None received.

07-10-2025 - No. 4. To approve the minutes of the Finance Committee held on 8th July 2025 and note the Clerk/RFO's report.

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

07-10-2025 - No. 5. To receive and consider the Financial Reports.

a) Bank Reconciliation and Bank Statements for Quarter 2 / 2025

b) Quarterly summary of accounts for Quarter 2 / 2025

RESOLVED: It was unanimously agreed to approve the bank reconciliation, bank statements and quarterly summary of accounts for Quarter 2 / 2025

07-10-2025 - No.6. To approve a budget virement of £10,000.00 from 900/9014 Major Projects to 120/4350 Civic / Elections to cover the cost of a local by-election in autumn 2025.

Councillors discussed the costs of a by-election and ensuring current and future Councillors are aware of the costs of by-elections on public funds.

RESOLVED: It was unanimously agreed to approve the virement of £10,000.00 from 900/9014 Major Projects to 120/4350 Civic / Elections to cover the cost of a local by-election on 6th November 2025.

07-10-2025 – No. 7 To consider a request from South Gloucestershire Council for £2,310 for 2hrs of staff time to maintain current opening hours for Patchway Library from 1 April 2026 to 31 March 2027.

The Town Clerk updated the Committee on approaching the Library team to request further information including a survey of users and statistics to provide transparency on the return on investment for public funds.

RESOLVED: It was unanimously agreed to defer this item to Full Council on 14th October 2025 for all Councillors to have the opportunity to contribute.

07-10-2025 - No.8. To consider the draft budget plan focusing on the 2026 – 2027 financial year for draft budget 2026/27 preparation by DCK Accounting on 23rd October 2025.

- a) Centre 100 – Income
- b) Centre 110 – Establishment
- c) Centre 120 – Civic/Democratic
- d) Centre 200 – Callicroft House
- e) Centre 210 – Casson Centre
- f) Centre 220 – Burials
- g) Centre 300 – Patchway Community Centre
- h) Centre 310 – Coniston Community Centre
- i) Centre 320 – Rodway Road
- j) Centre 400 – Youth & Community
- k) Centre 410 – Grants
- l) Centre 500 – Scott Park
- m) Centre 510 – Former club building
- n) Centre 600 – Allotments
- o) Centre 700 – Tumps
- p) Centre 710 – Play Areas
- q) Centre 720 – Open Spaces
- r) Centre 800 – Street Furniture
- s) Centre 810 – Devolution
- t) Centre 900 – Capital and Projects

The RFO outlined the key facts, basis and direction of the 2026/2027 budget and thanked colleagues and Councillors for their input to this stage. The Chair thanked the RFO for preparation of the budget to this stage.

RESOLVED: It was unanimously agreed to take forward the draft 2026/2027 budget to Full Council ahead of the formal Draft Budget 2026/2027 being prepared and presented by DCK Accounting Services to all Councillors on 11th November 2025.

07-10-2025 - No.9. To note that the meeting dates of the Finance Committee 2025/2026 will be held on:

Tuesday 11th November 2025 at 7.00pm – *all Councillors to be invited to attend regarding 26/27 budget presentation from Derek Kemp of DCK Accounting Solutions*

Tuesday 13th January 2026 at 8.00pm

Tuesday 7th April 2026 at 8.00pm

The meeting was closed by the Chair at 20.28



Patchway Town Council
Five Year Budget Plan
last updated 24/9/2025

Amount of Precept Required

	24/25	25/26	26/27	27/28	28/29
ACTUAL		AGREED	DRAFT	PROJECTED	PROJECTED
£	501,638.00	£ 541,460.00	£ 548,410.48	£ 542,763.80	£ 557,755.08
		£ 39,822.00	£ 6,950.48	£ 5,646.68	£ 14,991.28
		8%	1%	-1%	3%
Council Tax Base (Estimated)	2282	2282	2282	2282	2282
(£/annum)	£ 219.82	£ 237.27	£ 240.32	£ 237.85	£ 244.42
Difference (£/annum)		£ 17.45	£ 3.05	£ 2.47	£ 6.57
Difference (£/month)	£ -	£ 1.45	£ 0.25	£ 0.21	£ 0.55
As a percentage (£/annum)		8%	1%	-1%	3%

Centre Code	Centre Name	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	
		ACTUAL	AGREED	DRAFT	PROJECTED	PROJECTED	
100	Income	-12,651.00	-10,000.00	-9,500.00	-9,785.00	-10,079.00	check
110	Establishment	309,603.00	310,788.00	335,925.00	350,885.80	369,664.59	check
120	Civic and Democratic	15,917.00	4,500.00	10,250.00	14,000.00	9,750.00	check
200	Callicroft House	12,483.00	13,944.00	14,442.00	15,566.00	16,317.00	check
210	The Casson Centre	2,647.00	3,437.00	4,113.00	4,353.00	4,612.00	check
220	Burials	-3,472.00	0.00	13,320.00	14,320.00	15,320.00	check
300	Patchway Community Centre	-2.00	-2.00	-2.00	-2.00	-2.00	check
310	Coniston Community Centre	20,523.00	19,726.00	18,999.00	18,499.00	17,910.49	check
320	Rodway Road	1,006.00	1,500.00	1,500.00	1,565.00	1,618.00	check
350	Patchway Pre-School	1.00	1.00	1.00	1.00	1.00	check
400	Youth and Community	34,616.00	20,000.00	22,500.00	23,625.00	24,806.00	check
410	Community Grants	4,220.00	17,500.00	7,500.00	7,500.00	7,500.00	check
500	Scott Park	-8,650.00	-1,979.00	-279.00	259.00	1,139.00	check
510	Sports and Social Club	5,502.00	10,000.00	-11,000.00	-11,175.00	-15,359.00	check
600	Allotments	-1,292.00	-500.00	-652.00	-610.00	-566.00	check
700	Tumps and BMX Track	-30.00	720.00	720.00	720.00	720.00	check
710	Play Area	1,302.00	3,170.00	4,170.00	4,670.00	5,170.00	check
720	Open Spaces Administration	25,371.00	31,000.00	29,500.00	30,325.00	31,175.00	check
800	Street Furniture and Transport	235.00	525.00	536.00	547.00	558.00	check
810	Devolution	0.00	0.00	5,000.00	5,000.00	5,000.00	check
900	Capital and Projects	87,101.00	117,130.00	101,367.48	72,500.00	72,500.00	check
	Movement T/F General Reserve	£ -	£ -	£ -	£ -	£ -	Minus represents taking it from GR and positive represents adding to GR.
	Precept Required	£ 501,638.00	£ 541,460.00	£ 548,410.48	£ 542,763.80	£ 557,755.08	Target 6 months GR by 27/28
		ACTUAL	AGREED	DRAFT	PROJECTED	PROJECTED	

Note on 24/9/25 - projected includes consideration at M5 - 31/8/25

From: Andrew Birch <
Sent: 28 August 2025 09:31
To: Clerk <clerk@patchwaytowncouncil.gov.uk>
Cc: Sophia Richards <
Subject: Funding Agreement - Q1 Performance Report

Dear Suzanne,

Please find attached the first quarter report on the usage and performance for the financial contribution provided by Patchway Town Council for Patchway library in keeping with the requirements of our funding agreement.

I would also like to take this opportunity to introduce Sophia Richards the new Library Services Manager for South Gloucestershire. Please do let Sophia have any comments or feedback on the report provided.

South Gloucestershire Council value the financial contribution provided by Patchway Town Council and look forward to continuing with our current arrangement in the 2026/27 financial year. The estimated financial contribution of our current funding arrangement for 1 April 2026 to 31 March 2027 is **£2,310**.

Please do not hesitate to get in touch with Sophia with any questions etc.

Thanks

Andrew

Andrew Birch

Service Director – Business and Resources - Place

Department for Place

South Gloucestershire Council

Supplementary funding for libraries from Town and Parish Councils

Quarterly Report - Patchway library - 2025-26 Quarter 1

Funding for extra opening hours

The funding has allowed the library to open for 2 additional hours a week, on a Tuesday afternoon. Residents can visit the library, get assistance from library staff, choose books, use the computers, Wi-Fi and printing facilities, and meet others in their community.

Total visitor numbers at the library for this quarter: 6,079

Update – 15/9/2025 – Email from SGC.

Dear Suzanne,

Thanks for your email. I can confirm that Charlton Hayes council has been approached to ask for the same sum as you, so there is a 50/50 split of the total cost. The £2,310 represents your share.

I understand you want to see figures that show the impact of the funding. I have had a look in more detail at the patterns of use at Patchway library to try to understand it. We have seen an increase in children taking part the Summer Reading Challenge this year – up 7% compared to 2024. I am expecting this to reflect in the figures for children's books borrowed, and the figures for child membership. We also benefitted from some young volunteers this summer.

We usually look at statistics on a quarterly basis. In a few weeks at the start of October I'll be able to look at the membership and the borrowing figures. The Quarter 1 figures don't tell much of a clear story, I'm afraid. The extra 2 hours began at the start of April 2025, after the reduction of hours from November 2024. We can only really track the changes from November 2025. We do see a significant 38% increase in footfall during the Open Access hours, which may be due to the reduced opening hours but may also be new members.

Thank you for the suggestion of a survey of users to find out how they are benefiting from the additional opening hours. We'll plan something small scale to gather some feedback.

I'll share more information about the usage when we report for Quarter 2.

With best wishes,

Sophia

From: Clerk <clerk@patchwaytowncouncil.gov.uk>

Sent: 03 September 2025 11:07

To: Andrew Birch <Andrew.Birch@southglos.gov.uk>; Sophia Richards <Sophia.Richards@southglos.gov.uk>

Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>

Subject: RE: Funding Agreement - Q1 Performance Report

This email is from outside the organisation. Do not click links or open attachments unless you trust the sender.

Andrew & Sophia,

Thank you for your Q1 performance report to support Patchway Library.

I note the funding request for £2,310 to support the 26/27 financial year, and this will be submitted to the next Finance Meeting, before consideration at Council in October.

In the meantime, I would like to ask a couple of questions please Sophia, so that I have a case and supporting information that I can submit to Council members at these meetings.

- Will Charlton Hayes be asked to support funding again in 2026/27, as the proviso for funding in 25/26 was on a 50/50 basis with them, as residents in Charlton Hayes make use of library services in Patchway.
- The additional funding provided to support a staff member on a Wednesday in Patchway, is there any statistics to show that the library saw an increase in footfall in the library due to the increased opening hours.
- Has borrowing books increased during the extended hours, new memberships or are people staying longer.
- Do we know if the extended hours access has improved or seen increased use by priority groups.
- I appreciate that residents/visitors use the computers but has any of the services or activities on offer at the library seen an increase, especially when being applied to the funding given by both Town Councils.
- Do you intend on conducting any surveys to understand if the extended hours have made a difference and made it easier for people.

I hope that is okay, so that we have a better understanding of how the library services are evolving over the financial year.

Best Wishes,

Suzanne Howard Cert. CiLCA, MSLCC

Town Clerk

clerk@Patchwaytowncouncil.gov.uk

Payments for October 2025

	Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
	Dr Glass Ltd	Repair of broken window at former club building	£ 225.00	£ -	£ 225.00	10-25-010
	South Gloucestershire Council	Rates 25/26 for Flat Above Former Club Building - October 2025	£ 328.00	£ -	£ 328.00	10-25-011
	South Gloucestershire Council	Business rates 25/26 for Former Club Building - October 2025	£ 1,337.00	£ -	£ 1,337.00	10-25-012
	Amazon Business	Hi viz PPE for Estates team	£ 56.57	£ 11.30	£ 67.87	10-25-013
	DCKAccounting Solutions	Accountancy services - August 2025	£ 328.60	£ 65.72	£ 394.32	10-25-014
	Limitless Security Ltd	Key holding service - Former sports & social club	£ 110.00	£ 22.00	£ 132.00	10-25-015
	Dynamite Fireworks Ltd	Fireworks to Music display 1/11/25 - balance	£ 5,137.50	£ 1,027.50	£ 6,165.00	10-25-016
	Amazon Business	Mobile phone accessories	£ 17.48	£ 3.49	£ 20.97	10-25-017
	Old Sodbury Trees	3 x trees & accessories for The Tumps [Forest of Avon grant]	£ 488.33	£ 97.67	£ 586.00	10-25-018
	J&Sons Electrical Services	Installation of new lights - Casson Centre and Council Garage	£ 991.00	£ 198.20	£ 1,189.20	10-25-019
	South Gloucestershire Council	Commercial recycling collections - 1/10/25 - 31/12/25	£ 82.32	£ -	£ 82.32	10-25-020
	Avoncrop Amenity Products	Surrey loam for cricket aquare repairs [partially Community Grant]	£ 790.00	£ 158.00	£ 948.00	10-25-021
	Solttech IT Ltd	Microsoft: 365 Business Basic/Standard licences x5 - November 2025	£ 49.86	£ 9.97	£ 59.83	10-25-022
	Solttech IT Ltd	Microsoft: 365 SaaS Back-up - November 2025	£ 16.00	£ 3.20	£ 19.20	10-25-023
	Solttech IT Ltd	Microsoft Kiosk Exchange Licences x 16 - November 2025	£ 28.32	£ 5.66	£ 33.98	10-25-024
	Limitless Security Ltd	Security patrol - former sports & social club - 20/9 & 27/9/25	£ 70.00	£ 14.00	£ 84.00	10-25-025
	Prolific Solutions (SW) Ltd	Photocopying charges - September 2025	£ 147.26	£ 29.45	£ 176.71	10-25-026
	Davies & Partners Solicitors	Legal services relating to former sports & social club	£ 400.00	£ 80.00	£ 480.00	10-25-027
	Amazon Business	Hi viz PPE for Estates team	£ 56.57	£ 11.30	£ 67.87	10-25-028
	Amazon Business	Cones for Norman Scott Park and Council Garage	£ 64.98	£ 13.00	£ 77.98	10-25-029
	Amazon Business	2026 Wall Planner	£ 9.92	£ 1.98	£ 11.90	10-25-030
	HMC Patchway	New tyre for Council Vauxhall Combo van	£ 54.00	£ 10.80	£ 64.80	10-25-031
	ABC Fire Protection	Annual fire safety training for Council staff	£ 249.50	£ 49.90	£ 299.40	10-25-032
	Concord Homecare Ltd	Cleaning at Callicroft / Casson / Pavilion - September 2025	£ 417.08	£ 83.42	£ 500.50	10-25-033
	Murray Hire Centres Ltd	Safety boots for Estates team / fly lead	£ 111.23	£ 2.25	£ 113.48	10-25-034
	Murray Hire Centres Ltd	CAT scanner for new litter bin locations	£ 66.00	£ 13.20	£ 79.20	10-25-035
	Origin Amenity Solutions Ltd	Grass seed for cricket square and pitches / Line marker	£ 488.80	£ 36.00	£ 524.80	10-25-036
			£ -	£ -	£ -	
			£ -	£ -	£ -	
			£ -	£ -	£ -	
			£ -	£ -	£ -	
			£ -	£ -	£ -	
		Total for October 2025	£121,121.32	£1,948.01	£14,069.33	

Date: 02/10/2025

Patchway Town Council 2025/26

Page 1

Time: 12:16

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Bank A/c

User: DJM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	30/09/2025		1,000.00
Reserve A/c	30/09/2025		274,720.48
	30/09/2025		0.00
			<u>275,720.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			275,720.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			275,720.48
		Balance per Cash Book is :-	275,720.48
		Difference is :-	0.00

Signatory 1:

Name Jan Wattans Signed Jan Wattans Date 3/10/25

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 274720.48		

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					274,720.48
30-Sep-2025		FROM 01321218		255,560.26	274,720.48
30-Sep-2025	INT	30SEP GRS 08631638		19.07	19,160.22
29-Sep-2025		TO 01321218	-79.17		19,141.15
25-Sep-2025		FROM 01321218		14.19	19,220.32
24-Sep-2025		FROM 01321218		677.49	19,206.13
23-Sep-2025		TO 01321218	-14,759.94		18,528.64
22-Sep-2025		TO 01321218	-4,669.38		33,288.58
19-Sep-2025		FROM 01321218		365.50	37,957.96
18-Sep-2025		FROM 01321218		14.35	37,592.46
17-Sep-2025		TO 01321218	-1,045.66		37,578.11
16-Sep-2025		TO 01321218	-533.03		38,623.77
15-Sep-2025		TO 01321218	-179.29		39,156.80
12-Sep-2025		TO 01321218	-118.35		39,336.09
11-Sep-2025		FROM 01321218		35,111.33	39,454.44
10-Sep-2025		TO 01321218	-1,365.27		4,343.11
09-Sep-2025		TO 01321218	-48.74		5,708.38
08-Sep-2025		TO 01321218	-187.08		5,757.12
04-Sep-2025		FROM 01321218		533.78	5,944.20
03-Sep-2025		TO 01321218	-241.96		5,410.42
02-Sep-2025		FROM 01321218		977.91	5,652.38
01-Sep-2025		TO 01321218	-686.50		4,674.47
Opening balance					5,360.97
Totals			-23,914.37	293,273.88	

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 825.54		

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
30-Sep-2025		TO 08631638	-255,560.26		1,000.00
30-Sep-2025	POS	7614 29SEP25, WEB*WYBONE, WYBONE.CO. UK GB	-122.38		256,560.26
30-Sep-2025	EBP	PATCHWAY SHORT MAT, PTC GRANT 2025 R2, FP 30/09/25 40, 21024030545244000N	-750.00		256,682.64
30-Sep-2025	EBP	SOCIETY OF LOCAL C, 09-25-025, FP 30/09 /25 40, 29024032482242000N	-360.00		257,432.64
30-Sep-2025	EBP	AVON PENSION FUND, 09-25-008, FP 30/09 /25 40, 53024026628499000N	-3,762.71		257,792.64
30-Sep-2025	EBP	MAMAS BRISTOL, PTC GRANT 2025 R2, FP 30/09/25 40, 56024021544734000N	-750.00		261,555.35
30-Sep-2025	EBP	KEYMASTER BRISTOL, 09-25-027, FP 30/09 /25 40, 23024031277770000N	-49.20		262,305.35
30-Sep-2025	EBP	SELECT SECURITY SQ, 09-25-024, FP 30/09 /25 40, 27024021571422000N	-1,177.06		262,354.55
30-Sep-2025	EBP	HMRC, 09-25-009, FP 30/09/25 40, 40024023884855000N	-4,828.90		263,531.61
30-Sep-2025	EBP	BRISTOL BMX CLUB, PTC GRANT 2025 R2, FP 30/09/25 40, 21024022162226000N	-750.00		268,360.51
30-Sep-2025	EBP	PROLIFIC SOLUTIONS, 09-25-022, FP 30/09 /25 40, 11024023390440000N	-47.81		269,110.51
30-Sep-2025	EBP	CIA FIRE & SECURIT, 09-25-023, FP 30/09 /25 40, 20024032409401000N	-1,473.60		269,158.32
30-Sep-2025	EBP	AMAZON PAYMENTS UK, 09-25-031, FP 30 /09/25 40, 26024022234408000N	-62.77		270,631.92
30-Sep-2025	EBP	GREAT WESTERN AIR, PTC GRANT 2025 R2, FP 30/09/25 40, 19024023463372000N	-500.00		270,694.69
30-Sep-2025	EBP	CONCORD HOMECARE L, 09-25-030, FP 30 /09/25 40, 18024021480927000N	-500.50		271,194.69
30-Sep-2025	EBP	AMAZON PAYMENTS UK, 09-25-028, FP 30 /09/25 40, 34024034791731000N	-19.89		271,695.19
30-Sep-2025	CHG	29AUG A/C 01321218	-14.42		271,715.08
30-Sep-2025	BAC	SOUTH GLOC COUNCIL, 0419138-26092025		270,729.50	271,729.50
29-Sep-2025	POS	7614 27SEP25, CANVA*, 04652-30982326, LONDON GB	-129.90		1,000.00
29-Sep-2025		FROM 08631638		79.17	1,129.90

29-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/09/25 0834, XP9178131164041108	50.73	1,050.73
25-Sep-2025		TO 08631638	-14.19	1,000.00
25-Sep-2025	POS	7614 22SEP25, STAPLES, NORMANTON GB	-36.33	1,014.19
25-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 25/09/25 0827, XP6139002621857741	50.52	1,050.52
24-Sep-2025		TO 08631638	-677.49	1,000.00
24-Sep-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 24/09/25 0836, XP0572045494786786	626.76	1,677.49
24-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 24/09/25 0829, XP2423437716026226	50.73	1,050.73
23-Sep-2025	D/D	TOTALENERGIES G&P, 1237631	-1,408.01	1,000.00
23-Sep-2025	EBP	FP 23/09/25 40, 20023340856189000N	-2,043.77	2,408.01
23-Sep-2025	EBP	FP 23/09/25 40, 10023341461922000N	-2,150.77	4,451.78
23-Sep-2025	EBP	23/09/25 40, 20023347382402000N	-2,347.78	6,602.55
23-Sep-2025	EBP	23/09/25 40, 20023347382402000N	-1,022.31	8,950.33
23-Sep-2025	EBP	25-004, FP 23/09/25 20023347382402000N	-1,518.89	9,972.64
23-Sep-2025	EBP	09-25-007, FP 23 20023347382402000N	-2,874.34	11,491.53
23-Sep-2025	EBP	40, 20023347382402000N	-1,824.07	14,365.87
23-Sep-2025		FROM 08631638	14,759.94	16,189.94
23-Sep-2025	BAC	BRAD STK YFC, 2025-26-107, FP 23/09/25 1248, 155411308421329001	430.00	1,430.00
22-Sep-2025	EBP	SOUTH GLOUCESTERSH, 09-25-014, FP 22 /09/25 40, 52013307859068000N	-328.00	1,000.00
22-Sep-2025	EBP	G B SPORT AND LEIS, 09-25-020, FP 22/09 /25 40, 41013308204282000N	-568.20	1,328.00
22-Sep-2025	EBP	SOUTH GLOUCESTERSH, 09-25-013, FP 22 /09/25 40, 33013308183680000N	-1,337.00	1,896.20
22-Sep-2025	EBP	SOLTECH IT LTD, 09-25-019, FP 22/09/25 40, 64013308927889000N	-19.20	3,233.20
22-Sep-2025	EBP	SOLTECH IT LTD, 09-25-018, FP 22/09/25 40, 43013307771619000N	-33.98	3,252.40
22-Sep-2025	EBP	SOLTECH IT LTD, 09-25-017, FP 22/09/25 40, 60013308090715000N	-59.83	3,286.38
22-Sep-2025	EBP	BDO LLP, 09-25-026, FP 22/09/25 40, 42013308360397000N	-1,638.00	3,346.21
22-Sep-2025	EBP	AJ MOWERS LTD, 09-25-021, FP 22/09/25 40, 35013308576115000N	-640.63	4,984.21
22-Sep-2025	EBP	AMAZON PAYMENTS UK, 09-25-016, FP 22 /09/25 40, 36013308525792000N	-35.09	5,624.84

22-Sep-2025	EBP	AMAZON PAYMENTS UK, 09-25-015, FP 22 /09/25 40, 49013308589534000N	-9.45	5,659.93
22-Sep-2025		FROM 08631638	4,669.38	5,669.38
19-Sep-2025		TO 08631638	-365.50	1,000.00
19-Sep-2025	BAC	PATCHWAY TOWN FOOT, 2025-26-097, FP 19/09/25 1324, 400000001636842204	322.50	1,365.50
19-Sep-2025	BAC	STOKE LANE 1718, 2025-26-104 SL U8, FP 19/09/25 0236, 04023647606727000N, 2025-26-104 SL U8	43.00	1,043.00
18-Sep-2025		TO 08631638	-14.35	1,000.00
18-Sep-2025	D/D	BRITISH GAS BUSINE, 604128196210125000	-36.17	1,014.35
18-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 18/09/25 0811, XP8687188156751497	50.52	1,050.52
17-Sep-2025	D/D	DE LAGE LANDEN LEA, 22850251206	-998.88	1,000.00
17-Sep-2025	D/D	EDF ENERGY, A-81F6FF1D-001	-46.78	1,998.88
17-Sep-2025		FROM 08631638	1,045.66	2,045.66
16-Sep-2025	D/D	EDF ENERGY, A-805521B0-001	-67.89	1,000.00
16-Sep-2025	D/D	E.ON NEXT LTD, A-C132F263-001	-465.14	1,067.89
16-Sep-2025		FROM 08631638	533.03	1,533.03
15-Sep-2025	D/D	EE LIMITED, Q16509023654175225	-118.33	1,000.00
15-Sep-2025	POS	7100 12SEP25 C, SQ *T-REX WORKWEAR, (AV, PILL GB	-27.46	1,118.33
15-Sep-2025	BLN	BANKLINE	-33.50	1,145.79
15-Sep-2025		FROM 08631638	179.29	1,179.29
12-Sep-2025	D/D	OCTOPUS ENERGY, A-68972F34-001	-104.85	1,000.00
12-Sep-2025	EBP	THE COMMUNITY HEAR, 09-25-029, FP 12 /09/25 40, 45023852884118000N	-151.20	1,104.85
12-Sep-2025		FROM 08631638	118.35	1,256.05
12-Sep-2025	BAC	GRAHAM PALMER & CO, 2025 26 103, FP 12 /09/25 0624, 000000FT25255VN4ZD	36.00	1,137.70
12-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 12/09/25 0817, XP0497963226609377	101.70	1,101.70
11-Sep-2025		TO 08631638	-35,111.33	1,000.00
11-Sep-2025	D/D	VIRGIN MEDIA PYMTS, 757943901001	-50.40	36,111.33
11-Sep-2025	POC	Post Office 11SEP	111.00	36,161.73
11-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/09/25 0817, XP8413522921269266	50.73	36,050.73
11-Sep-2025	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 11/09/25 1703, 356437030711219XFU, PS3078755, PATCHWA	35,000.00	36,000.00
10-Sep-2025	D/D	GREAT WESTERN RECY, REE11551443	-1,205.28	1,000.00

10-Sep-2025	POS	7614 09SEP25, MUSIC MAGPIE, STOCKPORT GB	-159.99	2,205.28
10-Sep-2025		FROM 08631638	1,365.27	2,365.27
09-Sep-2025	POS	7100 08SEP25, TESCO STORES 2288, CLEVEDON GB	-148.76	1,000.00
09-Sep-2025		FROM 08631638	48.74	1,148.76
09-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/09/25 0839, XP3367042312015598	50.52	1,100.02
09-Sep-2025	BAC	STOKE LANE AFC, 2025-26-099, FP 08/09 /25 2204, 400000001631161737	49.50	1,049.50
08-Sep-2025	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,000.00
08-Sep-2025	D/D	ALLSTAR, 299091	-195.05	1,054.43
08-Sep-2025		FROM 08631638	187.08	1,249.48
08-Sep-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 08/09/25 0855, XP1171330521083906	11.88	1,062.40
08-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/09/25 0850, XP0019011092369863	50.52	1,050.52
04-Sep-2025		TO 08631638	-533.78	1,000.00
04-Sep-2025	D/D	SGC, 67208229	-245.00	1,533.78
04-Sep-2025	BAC	MINI CONCERTS C.I., MINI CONCERTS CIC	200.00	1,778.78
04-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 04/09/25 0819, XP6347833305144341	50.52	1,578.78
04-Sep-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 04/09/25 0845, XP1160173922193573	428.26	1,528.26
04-Sep-2025	BAC	REED LM, PITCH 17TH AUG, FP 04/09/25 1149, RP4679963195003300	100.00	1,100.00
03-Sep-2025	EBP	LEE GLENISTER, 09-25-012, FP 03/09/25 40, 09023315607290000N	-110.00	1,000.00
03-Sep-2025	EBP	AMAN PEST CONTROL, 09-25-011, FP 03/09 /25 40, 36023315795924000N	-180.00	1,110.00
03-Sep-2025		FROM 08631638	241.96	1,290.00
03-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/09/25 0827, XP6577860022884805	48.04	1,048.04
02-Sep-2025		TO 08631638	-977.91	1,000.00
02-Sep-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 02/09/25 0814, XP5663963913638203	152.19	1,977.91
02-Sep-2025	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 02/09/25 1600, 738712200612111UFU, PS3078755, PATCHWA	825.72	1,825.72
01-Sep-2025	D/D	SCREWFIX DIRECT LT, 6331640020677746	-312.99	1,000.00
01-Sep-2025	D/D	INVESTEC ASSET FIN, 22351565621356793	-789.29	1,312.99
01-Sep-2025	D/D	WATER2BUSINESS, 1372694101	-163.68	2,102.28
01-Sep-2025	D/D	WATER2BUSINESS, 1179006101	-163.68	2,265.96

01-Sep-2025	D/D	WATER2BUSINESS, 1158395601	-333.05	2,429.64
01-Sep-2025	EBP	ROMAN GLASS LTD, BOARDING UP, FP 01 /09/25 10, 60101059423631000N	-240.00	2,762.69
01-Sep-2025		FROM 08631638	686.50	3,002.69
01-Sep-2025	BAC	SNACK ATTACKS, RENT, FP 01/09/25 1030, P5SJ9ZWFH394RL6WI5	735.00	2,316.19
01-Sep-2025	BAC	SNACK ATTACKS, ELECTRICITY, FP 01/09 /25 1032, PBI7NYPUAH61UNT18I	489.12	1,581.19
01-Sep-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 01/09/25 0839, XP2960023538153526	92.07	1,092.07
Opening balance				1,000.00
Totals			-334,851.40 334,851.40	

Date: 02/10/2025

Patchway Town Council 2025/26

Page 1

Time: 12:26

Cashbook 1

User: DJM

Current Bank A/c

Payments made between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
01/09/2025	Roman Glass Limited	4	240.00	240.00		500	Board & Secure Broken Pane
01/09/2025	Water To Business	5	333.05	333.05		500	Water Pavilion Jan-Jul 25
01/09/2025	Water To Business	6	163.68	163.68		500	Water Casson Centre Feb-Aug 25
01/09/2025	Water To Business	7	163.68	163.68		500	Water C'croft House Feb-Aug 25
01/09/2025	TRADE UK	9	312.99	312.99		500	Purchase Ledger
01/09/2025	Investec Asset Finance	Std Ord	789.29			4231 900	655.84 Zero Turn Mower
						4232 900	133.45 Zero Turn Mower
03/09/2025	Pure EPC	14	110.00	110.00		500	Energy Performance Certificate
03/09/2025	Aman Pest Control Ltd	180	180.00	180.00		500	Fly ULV Fumigation 13/08
04/09/2025	South Gloucestershire Council	19	245.00	245.00		500	Pavilion Rates Sept 25
04/09/2025	Great Western Air Ambulance	77	500.00			4600 410	500.00 Great Western Air Ambulance Gr
08/09/2025	ALLSTAR	22	195.05	195.05		500	Fuel E018ENY Aug 25
08/09/2025	Virgin Media Business	23	54.43	54.43		500	Broadband 09/09-08/10
09/09/2025	Tesco	26	148.76			9019 900	148.76 Supplier for Larder
10/09/2025	Music Magpie	27	159.99	159.99		500	Samsung Galaxy s10e
10/09/2025	Great Western Recycling Ltd	28	1,205.28	1,205.28		500	General Waste Sept 25
11/09/2025	Virgin Media Business	32	50.40	50.40		500	Broadband 11/09-10/10
12/09/2025	The Community Heartbeat Trust	35	151.20	151.20		500	Annual Support Cost Year 3
12/09/2025	Octopus Energy Limited	36	104.85	104.85		500	Multiple
15/09/2025	Natwest	37	33.50			4110 110	33.50 Natwest - Bankline Charge
15/09/2025	T-Rex Workwear	38	27.46			4995 500	27.46 T-Rex Workwear XL
15/09/2025	EE Limited	39	118.33	118.33		500	EE Monthly Charge Sept 25
16/09/2025	E.ON	40	465.14	465.14		500	Elec Former Club Aug 25
16/09/2025	EDF Energy	41	67.89	67.89		500	Gas Pavilion Aug 25
17/09/2025	EDF Energy	42	46.78	46.78		500	Elec Toilet Block Aug 25
18/09/2025	British Gas	45	36.17	36.17		500	Gas Former Club Aug 25
19/09/2025	De Lage Landen Leasing Ltd	DD	998.88			4231 900	843.65 HP Installments
						4232 900	155.23 HP Installments
Subtotal Carried Forward:			6,901.80	4,403.91	0.00		2,497.89

Current Bank A/c

Payments made between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
22/09/2025	Amazon	48	9.45		1.58	4230 110	7.87	iPhone Charge 2pk
22/09/2025	Amazon Business EU S a.r.l, UK	49	35.09		5.85	4170 110	29.24	Amazon Business EU S a.r.l, UK
22/09/2025	AJ Mowers LTD	50	640.63	640.63		500		Kioti CS2510H Service
22/09/2025	BDO LLP	51	1,638.00	1,638.00		500		External Audit 2024/25
22/09/2025	Soltech IT Limited	52	59.83	59.83		500		Microsoft 365 Oct 25
22/09/2025	Soltech IT Limited	53	33.98	33.98		500		Exchange Online Oct 25
22/09/2025	Soltech IT Limited	54	19.20	19.20		500		Saas Backup 365 Sept 25
22/09/2025	South Gloucestershire Council	55	1,337.00	1,337.00		500		FCB Rates Sept 25
22/09/2025	GB Sports & Leisure	56	568.20	568.20		500		3x Curve Cradle Seats
22/09/2025	South Gloucestershire Council	57	328.00	328.00		500		Flat Rates Sept 25
23/09/2025	Salaries	59-65	13,781.93			515	13,781.93	Salaries
23/09/2025	Total Gas and Power	66	1,408.01	1,408.01		500		Elec Former Club Aug 25
25/09/2025	Staples	70	36.33		6.06	4170 110	30.27	2x A4 & 2x A5 Copier Paper
29/09/2025	Canva UK Operations Ltd	72	129.90	129.90		500		Canva for Teams Subscription
30/09/2025	Natwest	74	14.42			4110 110	14.42	Natwest - Service Charge
30/09/2025	Amazon (Alive Safety & Rescue	75	19.89		3.32	4995 500	16.57	Portwest Pw3 Hi-Vis TShirt
30/09/2025	Concord Homecare Limited	76	500.50	500.50		500		Weekly Clean Aug 25
30/09/2025	Amazon Business EU S a.r.l, UK	78	62.77		10.46	4995 500	52.31	Mens Hi-Vis Uniforms
30/09/2025	CIA Fire and Security	79	1,473.60	1,473.60		500		2x Smart Access Support 1Yr
30/09/2025	Prolific Solutions South West	80	47.81	47.81		500		Copier Printing Charges
30/09/2025	Bristol BMX Club	81	750.00			4600 410	750.00	Bristol BMX Club Grant
30/09/2025	HMRC	82	4,828.90			520	4,828.90	HMRC PAYE/NI
30/09/2025	Select Security Solutions LTD	83	1,177.06	1,177.06		500		4G Router Annual Maintenance
30/09/2025	Keymaster Bristol	84	49.20	49.20		500		6x Key Cutting
30/09/2025	Mamas Bristol	85	750.00			4600 410	750.00	Mamas Bristol Grant
30/09/2025	Avon Pension Fund	86	3,762.71			525	3,762.71	Avon Pension Fund
30/09/2025	Society of Local Council Clerk	87	360.00	360.00		500		SH SLCC Membership Fee
30/09/2025	Patchway Short Mat Bowling Clu	88	750.00			4600 410	750.00	Patchway Short
Subtotal Carried Forward:			41,474.21	14,174.83	27.27		26,522.11	

Date: 02/10/2025

Patchway Town Council 2025/26

Page 3

Time: 12:26

Cashbook 1

User: DJM

Current Bank A/c

Payments made between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
30/09/2025	Wybone LTD	89	122.38	122.38		500		Mat Bowling Clu
								Dog Poop Bags - 2x800pk
Total Payments:			41,596.59	14,297.21	27.27		27,272.11	

Current Bank A/c

Receipts received between 01/09/2025 and 30/09/2025

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 01/09/2025	489.12						
2	Snack Attack Cafe	489.12		81.52	1990	500	407.60	Snack Attack Elec
	Banked 01/09/2025	735.00						
3	Snack Attack Cafe Rent	735.00			1530	500	735.00	Snack Attack Cafe Rent
	Banked 02/09/2025	825.72						
10	CCLA	825.72			1090	100	825.72	Interest Received - CCLA
	Banked 04/09/2025	100.00						
15	Reed LM 1149	100.00			1510	500	100.00	Reed LM 1149
	Banked 04/09/2025	200.00						
18	Mini Concerts	200.00			1410	200	200.00	Mini Concerts
	Banked 04/09/2025	428.26						
16	Joshia Luk	428.26			1520 4991	500 500	430.00 -1.74	Joshia Luk Joshia Luk
	Banked 08/09/2025	11.88						
21	Peter Knight	11.88		2.00	1450 4991	500 500	10.00 -0.12	Peter Knight Peter Knight
	Banked 09/09/2025	49.50						
24	Stoke Lane F C Pitch Hire	49.50			1510	500	49.50	Stoke Lane F C Pitch Hire
	Banked 11/09/2025	35,000.00						
29	CCLA	35,000.00			230		35,000.00	CCLA Investment Transfer
	Banked 11/09/2025	111.00						
31	Post Office 11SEP	111.00			1410	210	111.00	Post Office 11SEP
	Banked 12/09/2025	36.00						
34	Graham Palmer & Co Sponsorship	36.00		6.00	1450	500	30.00	Graham Palmer & Co
	Banked 19/09/2025	43.00						
46	Stoke Lane F C 3G Pitch Hire	43.00			1520	500	43.00	Stoke Lane F C 3G Pitch
	Banked 19/09/2025	322.50						
47	Patchway Town Foot 1324	322.50			1510	500	322.50	Patchway Town Foot 1324
	Banked 23/09/2025	430.00						
58	Brad Stk YFC 1248	430.00			1520	500	430.00	Brad Stk YFC 1248
	Banked 24/09/2025	626.76						
68	Samual Tay	626.76			1520 4991	500 500	645.00 -18.24	Samual Tay Samual Tay
	Banked 30/09/2025	270,729.50						
73	South Gloucestershire Council	270,729.50			1076	100	270,729.50	Precept Received
	Banked 30/09/2025	798.79						
Subtotal Carried Forward:		310,937.03	0.00	89.52			310,048.72	

02/10/2025

Patchway Town Council 2025/26

Page 2

12:26

Cashbook 1

User: DJM

Current Bank A/c

Receipts received between 01/09/2025 and 30/09/2025

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 Transaction Detail</u>
	Stripe - 3G Pitch Hire	798.79			1520	500	827.78 Stripe - 3G Pitch Hire
					4991	500	-28.99 Stripe - 3G Pitch Hire
	Banked 30/09/2025	19.07					
90	Natwest	19.07			1090	100	19.07 Interest Received -
Total Receipts:		310,956.10	0.00	89.52			310,866.58

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	270,730	541,459	541,459	0			100.0%	
1090 Interest Received	845	5,162	10,000	4,838			51.6%	
1100 CIL Payment	0	7,656	0	(7,656)			0.0%	
Income :- Income	271,574	554,277	551,459	(2,818)			100.5%	0
5900 Transfer to EMR	0	7,656	0	(7,656)		(7,656)	0.0%	
Income :- Indirect Expenditure	0	7,656	0	(7,656)	0	(7,656)		0
Net Income over Expenditure	271,574	546,621	551,459	4,838				
110 Establishment								
4001 Admin Salary Costs	10,572	63,430	131,561	68,131		68,131	48.2%	
4002 Groundstaff Salary Costs	12,402	74,411	156,014	81,603		81,603	47.7%	
4031 Pension Lump Sum	(600)	(3,600)	(7,200)	(3,600)		(3,600)	50.0%	
4060 Staff other Expenses	0	69	200	131		131	34.6%	
4090 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4110 Bank Charges	48	357	968	611		611	36.8%	
4120 Audit Fees	1,365	65	3,000	2,935		2,935	2.2%	
4121 Accountancy Support fees	0	2,351	6,250	3,899		3,899	37.6%	
4150 Subscriptions & Memberships	360	2,170	2,805	635		635	77.4%	
4160 Fleet Insurance	0	10,383	5,460	(4,923)		(4,923)	190.2%	
4170 Stationery & Printing	(565)	1,606	1,500	(106)		(106)	107.0%	
4180 Postage	0	119	50	(69)		(69)	237.6%	
4200 Broadband	87	524	945	421		421	55.5%	
4210 Mobile Telephone	99	601	1,600	999		999	37.5%	
4220 IT Services & Software	202	3,093	4,635	1,542		1,542	66.7%	
4230 Equipment	931	1,156	2,000	844		844	57.8%	
Establishment :- Indirect Expenditure	24,901	156,734	310,788	154,054	0	154,054	50.4%	0
Net Expenditure	(24,901)	(156,734)	(310,788)	(154,054)				
120 Civic/Democratic								
4300 Mayoral Allowance	0	0	500	500		500	0.0%	
4310 Councillor's Training	0	740	500	(240)		(240)	148.0%	
4340 Civic Fund	0	1,014	1,500	486		486	67.6%	
4350 Elections	0	0	2,000	2,000		2,000	0.0%	
5910 Transfer from EMR	0	(243)	0	243		243	0.0%	
Civic/Democratic :- Indirect Expenditure	0	1,511	4,500	2,989	0	2,989	33.6%	0
Net Expenditure	0	(1,511)	(4,500)	(2,989)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Callicroft House								
1400 Callicroft House Income	0	1,000	3,013	2,013			33.2%	
1410 Casson Centre Income	200	200	0	(200)			0.0%	
Callicroft House :- Income	<u>200</u>	<u>1,200</u>	<u>3,013</u>	<u>1,813</u>			<u>39.8%</u>	<u>0</u>
4240 Property Repairs / Maintenance	76	1,104	2,907	1,803		1,803	38.0%	
4410 Rates	0	7,610	7,800	190		190	97.6%	
4430 Utilities	264	1,068	6,250	5,182		5,182	17.1%	
Callicroft House :- Indirect Expenditure	<u>339</u>	<u>9,781</u>	<u>16,957</u>	<u>7,176</u>	<u>0</u>	<u>7,176</u>	<u>57.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(139)</u>	<u>(8,581)</u>	<u>(13,944)</u>	<u>(5,363)</u>				
210 Casson Centre								
1410 Casson Centre Income	111	1,519	3,000	1,481			50.6%	
Casson Centre :- Income	<u>111</u>	<u>1,519</u>	<u>3,000</u>	<u>1,481</u>			<u>50.6%</u>	<u>0</u>
4240 Property Repairs / Maintenance	181	1,125	2,907	1,782		1,782	38.7%	
4410 Rates	0	1,098	1,125	27		27	97.6%	
4430 Utilities	164	911	2,400	1,489		1,489	38.0%	
4991 Stripe charge	0	1	5	4		4	20.2%	
Casson Centre :- Indirect Expenditure	<u>345</u>	<u>3,136</u>	<u>6,437</u>	<u>3,301</u>	<u>0</u>	<u>3,301</u>	<u>48.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(234)</u>	<u>(1,616)</u>	<u>(3,437)</u>	<u>(1,821)</u>				
220 Burials								
1031 AJBC Income (50%)	0	0	26,080	26,080			0.0%	
Burials :- Income	<u>0</u>	<u>0</u>	<u>26,080</u>	<u>26,080</u>			<u>0.0%</u>	<u>0</u>
4501 AJBC Staff Costs (50%)	0	0	23,557	23,557		23,557	0.0%	
4511 AJBC Other Costs (50%)	0	232	9,490	9,258		9,258	2.4%	
5910 Transfer from EMR	0	0	(6,967)	(6,967)		(6,967)	0.0%	
Burials :- Indirect Expenditure	<u>0</u>	<u>232</u>	<u>26,080</u>	<u>25,848</u>	<u>0</u>	<u>25,848</u>	<u>0.9%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(232)</u>	<u>0</u>	<u>232</u>				
300 Patchway								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Coniston								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	0	500	1,000	500		500	50.0%	
4620 PWLB Repayment	0	9,616	18,727	9,111		9,111	51.3%	
Coniston :- Indirect Expenditure	0	10,116	19,727	9,611	0	9,611	51.3%	0
Net Income over Expenditure	0	(10,115)	(19,726)	(9,611)				
320 Rodway Road								
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
5330 Planter and Tree Maintenance	75	204	500	296		296	40.8%	
Rodway Road :- Indirect Expenditure	75	204	1,500	1,296	0	1,296	13.6%	0
Net Expenditure	(75)	(204)	(1,500)	(1,296)				
350 Patchway Preschool								
1418 Preschool C'yard Ground Rent	0	1	0	(1)			0.0%	
Patchway Preschool :- Income	0	1	0	(1)				0
Net Income	0	1	0	(1)				
400 Youth & Community								
4867 Community Events/Engagement	0	8,838	10,000	1,162		1,162	88.4%	
4869 Youth Development	0	0	10,000	10,000		10,000	0.0%	
4871 Patchway Library Staffing	0	1,950	0	(1,950)		(1,950)	0.0%	
5910 Transfer from EMR	0	(1,950)	0	1,950		1,950	0.0%	
Youth & Community :- Indirect Expenditure	0	8,838	20,000	11,162	0	11,162	44.2%	0
Net Expenditure	0	(8,838)	(20,000)	(11,162)				
410 GRANTS								
1700 Grants & Donation Received	0	1,136	0	(1,136)			0.0%	
GRANTS :- Income	0	1,136	0	(1,136)				0
4600 Youth and Community Grants	2,750	8,942	17,500	8,558		8,558	51.1%	
GRANTS :- Indirect Expenditure	2,750	8,942	17,500	8,558	0	8,558	51.1%	0
Net Income over Expenditure	(2,750)	(7,805)	(17,500)	(9,695)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Scott Park								
1450 Vendor/Events Income	40	2,096	10,000	7,904			21.0%	
1510 Sports Income	472	3,912	12,679	8,767			30.9%	
1520 3G Sports Facility Income	2,376	10,470	30,000	19,530			34.9%	
1530 Cafe Income	735	4,410	8,400	3,990			52.5%	
1990 Other Income	408	1,769	5,500	3,731			32.2%	
Scott Park :- Income	<u>4,030</u>	<u>22,656</u>	<u>66,579</u>	<u>43,923</u>			<u>34.0%</u>	<u>0</u>
4160 Fleet Insurance	0	2,542	2,500	(42)		(42)	101.7%	
4220 IT Services & Software	1,228	1,228	0	(1,228)		(1,228)	0.0%	
4240 Property Repairs / Maintenance	399	2,945	7,500	4,555		4,555	39.3%	
4410 Rates	245	1,465	2,505	1,040		1,040	58.5%	
4430 Utilities	1,571	6,480	30,000	23,520		23,520	21.6%	
4650 CCTV	981	981	1,000	19		19	98.1%	
4930 Petrol and Diesel	163	1,162	3,570	2,408		2,408	32.5%	
4940 Machinery Maintenance/Repair	684	2,570	4,500	1,930		1,930	57.1%	
4945 Maintenance - Sports Facilitie	0	1,293	7,000	5,707		5,707	18.5%	
4950 Machinery & Tools	0	784	3,000	2,216		2,216	26.1%	
4965 Maintenance - Play Equipment	0	111	1,000	889		889	11.1%	
4991 Stripe charge	49	153	525	372		372	29.2%	
4992 Scott Park Tree Maintenance	0	0	500	500		500	0.0%	
4995 Staff Uniform & PPE	96	284	500	216		216	56.7%	
4997 Sports Equipment	0	76	500	424		424	15.3%	
Scott Park :- Indirect Expenditure	<u>5,416</u>	<u>22,074</u>	<u>64,600</u>	<u>42,526</u>	<u>0</u>	<u>42,526</u>	<u>34.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,386)</u>	<u>583</u>	<u>1,979</u>	<u>1,396</u>				
510 Former Club Building								
4240 Property Repairs / Maintenance	241	709	10,000	9,291		9,291	7.1%	
4410 Rates	1,665	7,346	0	(7,346)		(7,346)	0.0%	
4430 Utilities	477	2,536	0	(2,536)		(2,536)	0.0%	
Former Club Building :- Indirect Expenditure	<u>2,383</u>	<u>10,591</u>	<u>10,000</u>	<u>(591)</u>	<u>0</u>	<u>(591)</u>	<u>105.9%</u>	<u>0</u>
Net Expenditure	<u>(2,383)</u>	<u>(10,591)</u>	<u>(10,000)</u>	<u>591</u>				
600 Allotments								
1440 Allotment Rents	0	0	2,500	2,500			0.0%	
1990 Other Income	0	192	0	(192)			0.0%	
Allotments :- Income	<u>0</u>	<u>192</u>	<u>2,500</u>	<u>2,308</u>			<u>7.7%</u>	<u>0</u>
4430 Utilities	45	133	800	667		667	16.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 Pretoria Road	0	0	500	500		500	0.0%	
5010 Blakeney Road	0	0	700	700		700	0.0%	
Allotments :- Indirect Expenditure	45	133	2,000	1,867	0	1,867	6.7%	0
Net Income over Expenditure	(45)	59	500	441				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	0	30	30	0			100.0%	0
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	0	243	250	7		7	97.1%	
4991 Stripe charge	0	0	0	(0)		(0)	0.0%	
Tumps and BMX Track :- Indirect Expenditure	0	243	750	507	0	507	32.4%	0
Net Income over Expenditure	0	(213)	(720)	(507)				
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	120	120		120	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	474	1,006	3,000	1,994		1,994	33.5%	
Play Area :- Indirect Expenditure	474	1,056	3,170	2,114	0	2,114	33.3%	0
Net Expenditure	(474)	(1,056)	(3,170)	(2,114)				
<u>720 Open Spaces Administration</u>								
4975 Waste and Recycling	1,004	6,681	16,500	9,819		9,819	40.5%	
5320 Christmas Decoration	0	0	12,500	12,500		12,500	0.0%	
5330 Planter and Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
5340 Outside Area Maintenance/Biodi	0	0	1,000	1,000		1,000	0.0%	
Open Spaces Administration :- Indirect Expenditure	1,004	6,681	31,000	24,319	0	24,319	21.6%	0
Net Expenditure	(1,004)	(6,681)	(31,000)	(24,319)				
<u>800 Street Furniture & transport</u>								
5450 Street Cleaning Supplies	102	544	525	(19)		(19)	103.7%	
Street Furniture & transport :- Indirect Expenditure	102	544	525	(19)	0	(19)	103.7%	0
Net Expenditure	(102)	(544)	(525)	19				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Capital and Projects</u>								
4231 Equipment on HP	1,499	9,032	17,994	8,962		8,962	50.2%	
4232 Equipment HP Charges	289	1,732	3,464	1,732		1,732	50.0%	
4620 PWLB Repayment	0	15,711	31,423	15,712		15,712	50.0%	
4621 PWLB Loan Charges AJBC	0	34,337	14,249	(20,088)		(20,088)	241.0%	
5910 Transfer from EMR	(149)	(20,512)	0	20,512		20,512	0.0%	
9014 Major Projects	0	1,102	50,000	48,898		48,898	2.2%	
9019 Community Larder	149	424	0	(424)		(424)	0.0%	
Capital and Projects :- Indirect Expenditure	1,788	41,827	117,130	75,303	0	75,303	35.7%	0
Net Expenditure	(1,788)	(41,827)	(117,130)	(75,303)				
Grand Totals:- Income	275,916	581,015	652,664	71,649			89.0%	
Expenditure	39,623	290,299	652,664	362,365	0	362,365	44.5%	
Net Income over Expenditure	236,293	290,716	0	(290,716)				
Movement to/(from) Gen Reserve	236,293	290,716	0	(290,716)				

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 7th October 2025 at 19:00 at The Lewis Gray Boardroom, Callicroft House, Patchway.

Councillors: Cllr N Field (Chair), Cllr J James, Cllr D Lawrence, Cllr K Walker, Cllr R Loveridge (substitute for Cllr P Knight)

In attendance: S Howard (Town Clerk) & J Watkins (Deputy Clerk & RFO); Claire Nicoll & Chris Rowell (Pretoria Road Allotment Society).

Absent: None.

Members of the Public: None.

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

07/10/2025 – No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.

None received.

07/10/2025 – No 4. To receive any apologies for absence.

Apologies were received from Cllr P Knight; Steve Payne (Stoke Lane Football Club); Alex Dommett (Patchway & Charlton Hayes Wildlife Group); Will Todd & Sheila Dickinson (Blakeney Road Allotments); Andy England (Patchway Town FC).

07/10/2025 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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

None received.

07/10/2025 – No 4. To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th July 2025 and to note there is no Clerk/RFO report for this meeting.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record.

07/10/2025 – No. 5. To receive the annual rent from Pretoria Road and Blakeney Road Allotment Associations.

The Committee noted rent receipt of £705.00 from Blakeney Rd Allotment Society. Pretoria Road Allotment Society are currently collating final receipts and the Council will receive rent by 31st October 2025.

Matters Pertaining to Parks and Open Spaces

07/10/2025 - No 6. To consider the future of the Patchway Greenway Path located on leased land at The Tumps and associated works.

The Clerk summarised the circulated report regarding the requirement for current and ongoing maintenance of the land leased from Network Rail at The Tumps that links the Patchway Greenway from the BMX track to the back of Coniston Road. The area has been subject to high levels of fly-

tipping and anti-social behaviour exacerbated by overgrown shrubs and broken street lighting in the car park.

The Council Estates team carried out a significant shrubbery clearance on 7th October 2025. It has been reported to the Council team from a local resident that the two non-operational street-lights have been repaired by Bromford and South Gloucestershire Council. Combined with the clearance of fly tipped waste by Network Rail, this has much improved the area for residents.

RESOLVED: It was unanimously approved the Council continues to lease the land from Network Rail; regularly maintains the land as required by the lease agreement; and installs adequate fencing and a gate on the edge of the boundary to deter fly-tipping, ebikes & scooters.

07/10/2025 - No 7. To consider a request for a memorial tree in Norman Scott Park.

The Clerk outlined that a request had been received for a memorial tree in Norman Scott Park and proposed that a suitable tree e.g. Japanese maple, silver ash, or rowan would be selected.

Councillors suggested the Council should develop a Memorials Policy to provide a framework for the current and future Council's to be able to offer sustainable and managed memorial options across the town's green and urban spaces over future years. The policy could include options such as areas, benches, type of trees, alternative memorials e.g. stones, bird boxes.

RESOLVED: It was unanimously agreed to approve the current request subject to advice on the type of tree and a suitable location being agreed with the Council Estates Team and Clerk.

RESOLVED: It was unanimously agreed for the Clerk to develop a Memorials Policy in liaison with the Committee for the next meeting ahead of formal adoption by the Full Council.

Matters Pertaining to Planning and Transport

7/10/2025 – No. 8. To consider any planning applications received from South Gloucestershire Council

- a) No applications received by the time of the agenda (1st October 2025)
- b) Applications received after the agenda:
 - P25/02266/F: Alterations to existing access and parking arrangements to include creation of island at access/egress, new mesh fence, and 3no. new paved car parking spaces (retrospective).
 - P25/02260/ADV: Display of 1 no. internally illuminated roof mounted sign, 2 no internally illuminated fascia signs, 1 no. non illuminated fascia sign, 1 no. internally illuminated height restriction bar, 2 no. internally illuminated free-standing digital menu screens, 1 no. waiting bay sign, 2 no non illuminated banner signs, 2 no. double sided internally illuminated totem sign, 1 no. non illuminated parking sign and 6 no. vinyl window graphics.

RESOLVED: It was unanimously agreed to raise no objections to all the above planning applications.

Updates and Reports

07/10/2025 - No 9. To receive a Quarterly Update from users of Patchway Town Council sports facilities, allotment societies and Patchway and Charlton Hayes Wildlife Group (verbal updates limited to 5 minutes or written reports in advance).

The Committee received an update from **Pretoria Road Allotment Society:**

Claire Nicoll updated the Committee that she had been elected the Chair of the Society at the recent AGM, and that Doug Blackwell was Secretary with a new Treasurer (Mark). The Committee have updated the constitution to use up-to-date language; and to introduce time limits of 2 x 5 year terms maximum to encourage new people; and to not place undue expectation on existing committee members.

Due to dry winter and summer, the water has been switched on, and a £2 water charge has been exerted on all plot-holders to cover the water bill. The allotment normally has water switched off from October to April due to high levels of water saving devices across the site. Plot-holders who request a structure must add a water saving device eg water butt as part of the structure.

A sub committee has been formed for the next stages of the pollinator project which will be re-named. Engagement with Coniston Primary School is strong. A sub committee on fund-raising has been formed. Section 106 works to create a new path is to be progressed. The Society requested that the Council notify when the tree line at Norman Scott Park is to be started in order plot-holders can be informed.

The Committee noted a written update from **Stoke Lane Football Club**:

SLAFC now have six teams using facilities at Norman Scott Park for league matches - four on grass pitches and two U7s on 3G MUGA facility. We are five weeks into the season and teams are adjusting to their new leagues and some starting their football journey with SLSFC.

The pitches were not looking their best in August due to dry summer but with the excessive rain (never thought I would welcome rain!!) and work of Estates Team, we were able to kick off the season on time.

The Committee noted an advance verbal report from **Blakeney Road Allotment Society**:

The allotment is currently investigating how to overcome a long-time water leak in the piping underneath the allotment site. The Society is receiving quotes for new piping to be installed underneath the site due to the extreme challenge of locating the actual leak.

07/10/2025 - No 10. To receive the Patchway Town Council's Estates Team Report for the period from July to September 2025.

The Committee noted the report from the Estates Team detailing what work they have carried out in the last quarter across all of Patchway. The Committee thanked the Estates team for the hard work they continue to provide in making Patchway's green and open spaces so excellent.

Estates Team Update Quarter 2 2025

Play areas

NORMAN SCOTT PARK- Removal of old and damaged play equipment, re-laid rubber matting under group swing.

ARLINGHAM - Fly tipping on outside of play area, (removed by South Glos)

BEVINGTON- Damaged basketball nets.

GORSE COVERT- Damaged swing seats due to vandalism, Repairs to rubber flooring, New concrete entrance way.

HIGHWOOD- Nothing to report.

BLAKENEY – Mulch added to multi climbing frame.

MAINTENCE- Ongoing checks are completed by estates.

Norman Scott Park

During the summer months we have had an increase of broken glass and waste, also increased dryness has caused cracks in running track and footpaths around site also causing Pavilion paving to drop, repairs have started, and cracks will be monitored.

FOOTBALL- Season has now started as well as much wetter weather, pitches are holding up quite well, summer weather had caused ground to shrink and crack, on-going monitoring.

An increase in use this year which is amazing to see will also mean an increase of end of season repairs, plans are to replace all goal sockets at end of season as they are not secure when pitches are not in use. New nets have been supplied to main pitch and top pitch for this season.

CRICKET- End of season renovations are planned by Patchway Cricket Club, Outfield has been seeded in areas that are worn due to dry conditions.

3G- Ongoing maintenance to maintain 3G standards are done weekly.

CCTV- 3 camera require replacement due to age and weather damage; plans are in place.

TREWORK- External contractor is expected in October to reduce two large trees in Scott's park. Play area tree reduction is planned for October 2025 by Estates team.

AREAS AROUND THE TOWN

BINS- We have seen an increase of fly tipping and large amounts of household waste being dumped in or around bins, plans are in place to improve waste management and locations of bins around the town, these have been checked with a CAT scanner to ensure safe location.

OPEN SPACES- All open spaces are maintained monthly or fortnightly, all areas are litter picked and cut to maintain Patchway's high standard.

THE TUMPS- Tree replacements are planned through Forest of Avon Trust with a view to replace dead trees in triangle area of the tumps.

Work planned for rear of BMX track to reduce hedge growth.

PONDS- Work completed to clear and tidy Turners Pond was done in July, work over winter to trim back areas of growth on footpaths and entrance ways.

MACHINERY AND TOOLS

All machines and vehicles have been serviced and maintained during the summer months, old hand tools will require updating during.

Purchase of petrol garden shredder required to dispose of green waste and to generate our own compost to reuse across the town.

07/10/2025 - No 11. To note the meeting dates of the Parks, Open Spaces, Planning and Transport Committee 2025/2026 will be held on:

Tuesday 13th January 2026 at 7.00pm

Tuesday 7th April 2026 at 7.00pm.

The Committee noted the dates of the meetings to support 2025/26.

The meeting was closed by the Chair at 19.38.

Patchway Town Council Hire Rates 2026 - 2027 (from 1st April 2026)

Venues	2025 - 2026	2026 - 2027
Casson Centre - Standard Rate	£24.50	£25.50
Casson Centre - Community Rate (inc Regular from 2025/26)	£18.50	£19.25
Casson Centre - Regular Rate	£17.00	£17.50
Callicroft House - Standard Rate	£17.00	£17.50
Callicroft House - Community Rate	£13.00	£13.50
Sports facilities		
Adult grass pitches	£107.50	£110.00
Junior grass pitches	£49.50	£52.00
3G MUGA facility - Standard	£52.50	£54.00
3G MUGA facility - Regular User*	£43.00	£44.00
3G Cricket Nets - Standard Rate	£25.00	£25.50
3G Cricket Nets - Regular User Rate	£21.00	£22.00
Food / drink vendors - Weekday visits		
Standard Rate	£30.00 + Vat	£35.00 + Vat
Regular Rate*	£25.00 + Vat	£25.00 + Vat
Food / drink vendors - Large Events		
Standard Rate - non-exclusive	£50.00 + Vat	£52.50 + Vat
Standard Rate - exclusive	£105.00 + Vat	£105.00 + Vat
Norman Scott Park Hire		
Standard Rate - subject to numbers	£500 - £1000	<i>Vat is charged on non-sporting events</i>
Bespoke fees for specific events	Please enquire	Please enquire

*Notes:

*Regular User / Regular Rate = 10 or more bookings within a financial year (5 or more for food)

Approx 5% increase on all rates for 2026/2027 except a nominal £1 increase on Regular User Rates for 3G MUGA and Nets.



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

Draft budget 2026 - 2027: Supporting Report - October 2025

In October 2025, Patchway Town Council continues its journey towards a 2026 – 2027 budget allowing ample opportunity for Members of Committees and Council to discuss and debate commitments for the next financial year. Finance Committee and Full Council have already been provided with the opportunity to feed back on the proposed draft budget through the July meetings. All comments received have been incorporated.

This report is to support this ongoing process towards a Full Draft Budget being prepared in partnership with DCK Accounting Solutions on 23rd October 2025 and a presentation for Finance Committee – to which all Councillors are invited – with DCK on 11th November 2025.

At that stage, we would hope to be close to agreement ahead of final Council approval by 21st January 2026; and a final precept demand to South Gloucestershire Council by 23rd January 2026 latest. The final budget will be confirmed when South Gloucestershire Council provide the Council Tax Base figures in December 2025.

2026– 2027: A sustainable and rebalancing budget for Patchway

The previous two years 2024/2025 and 2025/2026 budgets have delivered strong services, open spaces management and community programmes for residents though have been impacted by a number of unforeseen expenditures including two by-elections, costs associated to the closure of and looking after the former social club building, and significant professional fees.

2026/2027 offers a fresh opportunity to focus on open spaces, play areas, public infrastructure and community programmes that positively impact all our residents, whilst making proper fiscal planning for future demands.

All Councils must be prepared for unexpected expenditure through astute financial planning that delivers value for residents as taxpayers though equally does not expose the Council to being unprepared for unforeseen circumstances. Patchway Town Council had one challenging situation in 2025 whereby a significant infrastructure project had not been financially planned for in the previous 3-4 years and the Council should seek to avoid this occurring in the future.

The Internal Audit Report for 2024 – 2025 stated *'Whilst no issues arise in this area warranting formal comment or recommendation this year, we again urge that the Council remains vigilant in ensuring that the General Fund balance is further strengthened during 2025-26 and is maintained at a minimum of 3 months' revenue spending.'*

This was confirmed by the External Auditor Report for 2024-2025 who stated, *'The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority's general reserves represent less than three months of expenditure.'*



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Councils must consider sensible projected price increases for all expenditure, at least to the current and/or projected UK level of inflation. Councils must not keep forecasted expenditure increase at 0% or it risks a real drop in financial capacity as actual prices increase year on year and is an artificial way of limiting the precept.

District Councils are limited in their Council Tax increases and South Gloucestershire Council is now the 2nd worst funded district authority in England. This could lead to future reduction of services that town & parish Councils may feel some obligation to support.

The budget document has been revised following the July 2025 meetings and Month 5 (31/8/25) figures; and includes Actual 2024/2025 figures, Agreed 2025/2026 figures, Draft 2026/2027 figures, and Projected figures for 2027/2028 and 2028/2029. Please focus on the 2026/2027 grey columns using the neighbouring columns for guidance.

Please see the narrative descriptions for each line in each Cost Centre. This provides more information.

Key points for the 2026 – 2027 draft budget:

1. Expenditure has included a 3-5% increase which is followed through into projected years.
2. Facilities income has presumed a 3% increase to be noted when fees are agreed for 26/27.
3. 110 – Adding in a Professional Services budget based on costs incurred in 23/24 and 24/25.
4. 120 – Twinning & Youth Exchange moved from 410 (Grants) to 120 (Civic) for transparency & clarity of theme and purpose.
5. 200 / 210 / 500 – Budget assumes 10% increase in South Gloucestershire Council business rates due to current and projected financial position of SGC.
6. 220 – Assumes significant increase in AJBC costs if Financial Sustainability Report recommends all salary & expenditure is fully and equally shared across PTC and Almondsbury Parish Council.
7. 310 – To note that PWLB loan for Coniston Community Centre ends 2029.
8. 400 – Retention of Young Persons budget to prepare for any reduction in SGC / Lottery funding for local young persons providers. In 24/25, PTC contributed to FACE Charity to ensure continuity of provision for Patchway.
9. 510 – Based upon September 2025 situation, assumes the former club building is generating income with all building costs taken on by new tenant.
10. 810 – New cost centre. PTC should be prepared for any reduction in South Gloucestershire Council services that may prompt requests for financial assistance (eg library hours in 25/26) or where a reduced service has a profoundly negative impact on the Patchway community.
11. 900 – HP agreements on Kubota tractor and Toro mower end in 26/27.



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

12. 900 – New & Major Projects continues a programme of repair & replacement of play area equipment, re-instatement of local Greenway Path. Opportunity to create stronger General Reserve over 2-3 years.
13. 900 – PWLB loan for NSP Pavilion ends in July 2026.
14. 900 - PWLB loan for cemetery extension repaid early in July 2025. Reduces projected General Reserve in 25/26 though reduces expenditure on loans from 26/27.
15. 900 – Council fleet, mowers and hand tools require a planned schedule of replacement over the next 2-4 years. Council must adequately plan for a new truck, van, mower in 27/28/29, and the gradual replacement of ageing hand tools to new, electric, efficient models.