



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

Tuesday 9th May 2023

Dear Cllr Dayley Lawrence, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Natalie Field, Cllr Eric Gordon, Cllr Jenny James, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott, Cllr Isobel Walker and Cllr Roland Walker.

You are summoned to attend the Annual Meeting of Patchway Town Council on Tuesday 16th May 2023 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Town Clerk and Responsible Finance Officer

AGENDA

1. To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice-Chairman to Patchway Town Council for the ensuing Year.
3. To receive the applications for Co-Option to the Callicroft Ward of Patchway Town Council.
 - a) To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.
 - b) To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.
 - c) To resolve to co-opt two candidates to Patchway Town Council.
 - d) To receive the co-opted Councillors Declaration of Acceptance of Office.
4. To receive questions from the members of the public present.
5. To receive any apologies for absence.
6. To receive any Declarations of Interest.
7. To consider and approve any dispensations for this meeting.
8. To approve the minutes of the Patchway Town Council meeting held on Tuesday 21st March 2023 and to receive the Clerk/RFO's report for this meeting.

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9. To review the Terms of Reference for the Standing Committees of Patchway Town Council.
 - a) Finance Committee.
 - b) Parks, Open Spaces, Planning and Transport Committee.
 - c) Personnel Committee.

10. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2023.
 - a) To elect members of the Council to the Finance Committee.
 - b) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee.
 - c) To elect members of the Council to the Personnel Committee.

11. To appoint council representatives for the following organisations or internal roles:
 - a) Almondsbury Joint Burial Committee (5)
 - b) Avon Local Councils Association (2)
 - c) Bromford Housing Representative (1)
 - d) Coniston Community Association (1)
 - e) Community Engagement Forum (2)
 - f) Patchway Town Council Events Working Group (4)
 - g) Patchway Community Association (2)
 - h) Patchway and Charlton Hayes Community Sports Association (1)
 - i) Patchway Partnership Meeting (Formerly PN Group) (1)
 - j) Friends of Patchway Twinning Group (3)
 - k) The Grants Working Party (5)
 - l) Youth Work Working Party (5)
 - m) Quarterly Internal Controls Check (1)
 - n) Almondsbury Charity (1) (Elected in 2022)
 - o) Patchway Town Council Media Officers (3)
 - p) NatWest Bankline Payment Authorisers (4)
 - q) Community Cohesion Action Group (2)
 - r) Avon Pension Fund (1)

12. 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

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- 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) PPE 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

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13. To consider the Internal Audit Report for the financial year ending March 2023.
14. To consider and approve annual accounts and annual procedures:
 - a) To note the Internal Auditor's report section of the AGAR 2022/2023.
 - b) To receive and approve the Annual Governance Statement 2022/2023.
 - c) To receive and approve the Accounting Statements for 2022/2023 and to receive the explanations of variances.
 - d) To note the period of public rights and publication of the Annual Governance and Accountability return.
 - e) To review Patchway Town Council's earmarked reserves.
15. To confirm that Patchway Town Council meets criteria for the General Power of Competence and resolves to adopt this power.
16. To appoint an Internal Auditor for the financial year ending 31st March 2024.
17. To confirm insurance arrangements for the 2023/2024 Financial Year:
 - a) Main Insurance Policy.
 - b) Fleet Insurance Policy.
18. To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.
19. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.
20. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.
21. To approve the expenditure report and authorise payments.
22. To consider signing up for the Society of Local Council Clerks 'Civility and Respect Pledge'.
23. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that has been recently undertaken.
24. To consider the quotations for the older persons hard court area in Norman Scott Park.
25. To consider the quotations for replacement play equipment at Norman Scott Park.
26. To consider the quotation report on outdoor machinery.
27. To consider signing up to the Electronic Service of Summons form for the duration of this Council's term.
28. To review the terms and conditions for 2023/2024 for the following facilities:
 - a) Football Pitch Hire.

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- b) The Jason Franklin 3G Facility.
 - c) The Twin-Lane Cricket Net Facility.
 - d) Patchway Town Council Room Hire.
29. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
- a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Three Year Plan review.
 - c) Coniston Community Association.
 - d) Patchway Community Association.
 - e) Avon Local Council's Association.
 - f) Community Engagement Forum.
 - g) Patchway Partnership Meeting.
 - h) Youth Work Working Party.
 - i) Patchway Town Council Events.
 - j) Patchway Community Hub.
 - i. To consider the future of this project.
 - k) Friends of Patchway Twinning Group.
 - l) Almondsbury Joint Burial Committee.
 - m) Almondsbury Charity.
 - n) Avon and Somerset Police.
 - o) Bromford Housing Association – The Parade.
 - p) The merger of the Council's IT supplier.
 - i. To consider the quotation from Soltech IT regarding Councillor devices.
 - q) Patchway Town Council's Capital Projects.
 - r) Patchway Remembrance Day Event 2023.
30. To approve that Patchway Town Council meets at 7pm on the following dates:
Tuesday 20th June 2023 at 7pm.
Tuesday 18th July 2023 at 7pm.
Tuesday 19th September 2023 at 7pm.
Tuesday 14th October 2023 at 7pm.
Tuesday 21st November 2023 at 7pm.
Tuesday 16th January 2024 at 7pm.
Tuesday 20th February 2024 at 7pm.
Tuesday 19th March 2024 at 7pm.
Tuesday 16th April 2024 at 7pm.
Tuesday 21st May 2024 at 7pm.
31. 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.
32. To receive the Town Clerk/RFO's resignation and to action any next steps in the recruitment process.

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Pete Knight
11 Hammond Road
Patchway
Bristol
BS34 5AN

Town Clerk
Patchway Town Council
Callicroft House
150 Rodway Road
Patchway
Bristol
BS34 5DQ

Dear Town Clerk,

I would like to apply for the role of Co-opted Councillor, which is currently advertised on the Patchway Town website.

As a resident of the area for the past 10+ years, I have co-founded and run a charity based in Charlton Hayes since 2015, which has been dedicated to running grass-roots projects aimed at breaking the link between family income and educational achievement.

Having served as a co-opted councillor of Patchway Town Council since July 21, I understand the local issues and affairs of Patchway very well. Moreover, in the last year, I have been serving as the vice-chair of the Patchway Planning & Transport Committee.

In 2019, I played an instrumental role in the development of the Resident Association of Charlton Hayes (ReACH), creating several community involvement projects. I have led resident-led walkabouts and represented resident concerns with various local partnerships and organisations.

Besides, I have worked in large corporations and within specialist contractor roles in management, statistical analysis, accountancy, and project management.

Yours sincerely,



Pete Knight





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CO-OPTED COUNCILLOR APPLICATION FORM - 2023

Patchway Town Council: Co-option to the Town Council

Please complete this application form to be considered as a candidate for membership of the town council then return by post to: Town Clerk, Patchway Town Council, Callicroft House, 150, Rodway Road, Patchway, Bristol, BS34 5DQ or by printable pdf document and e-mail to clerk@patchwaytowncouncil.gov.uk with a covering letter detailing how your experience and skills may be of benefit to the Town Council.

TITLE	MR
FULL NAME	PETER KNIGHT
FULL ADDRESS	11 HAMMOND ROAD PATCHWAY BS34 5AN
TELEPHONE NUMBER	7990766444
EMAIL ADDRESS	peterknight@btinternet.com

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CO-OPTED COUNCILLOR APPLICATION FORM - 2023

Qualifications (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please write 'YES' or 'NO' in the boxes supplied.

Are you registered as a Local Government Elector for the area of Patchway Town Council.	YES
During the whole of the last 12 months have you resided in the Patchway Town Council area or within 3 miles (4.8	YES
During the whole of the last 12 months have you occupied as own or tenant land or premises in the Patchway Town Council area?	
During the whole of the last 12 months has your main place of work been within the Patchway Town Council area?	

Disqualifications (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions then, it is likely that it will not be possible to co-opt you to the Town Council. All information will be treated in the strictest confidence.

Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?	NO
Have you ever been surcharged by the District Auditor for £500 or more?	NO
Have you ever been disqualified by a Court from holding Public Office?	NO
Have you ever been declared bankrupt?	NO

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Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?	NO
Have you ever been found guilty of corrupt or illegal practices under Election Laws?	NO

All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable: - reason for wishing to be councillor, previous community/council work, and other skills that will be appropriate to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information.

The completed co-option request forms will be circulated to town council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the candidates or public.

A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.

A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.

If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).

There will be opportunities for training during the subsequent term of office.

I confirm that all of the information I have supplied is correct and I understand the rules around being a Town Councillor.

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CO-OPTED COUNCILLOR APPLICATION FORM - 2023

SIGNED: 

PRINT NAME: PETE KNIGHT.....

DATE: 05/04/23

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Clerk

From: Daniel Fry <daniel.fry88@googlemail.com>
Sent: 07 May 2023 20:03
To: Clerk
Subject: Co-option application for Daniel Fry
Attachments: Co-option Application Form For Daniel Fry .doc

Good Evening,

Please see the attached application form to be considered as a co option councillor for the Patchway Town Council.

I'm local to the area, currently live in Bradley Stoke, BS32 8ED. I'm a local sole trader (Entertainment, Mobile Disco, PA & AV) and a full time employee of First Bus.

I attend and host charity events within the Parish, use local facilities as social clubs, and my son's football team utilises the fantastic new facilities at Scotts Park.

I do believe I can be an asset if selected to join the council specialising in Public Transport and public engagements.

Kind Regards,
Daniel Fry



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TITLE	Mr
FULL NAME	Daniel Dennis Paul Fry
FULL ADDRESS	15 Mautravers Close Bradley Stoke Bristol BS32 8ED
TELEPHONE NUMBER	07919602904
EMAIL ADDRESS	Daniel.fry88@googlemail.com

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Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council?	NO
Have you ever been surcharged by the District Auditor for £500 or more?	NO
Have you ever been disqualified by a Court from holding Public Office?	NO
Have you ever been declared bankrupt?	NO
Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)?	NO

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The completed co-option request forms will be circulated to town council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the candidates or public.

A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.

A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.

If there are more applicants than seats, then the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.

Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).

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CO-OPTED COUNCILLOR APPLICATION FORM - 2023

There will be opportunities for training during the subsequent term of office.

I confirm that all of the information I have supplied is correct and I understand the rules around being a Town Councillor.

SIGNED: Daniel Fry

PRINT NAME: Daniel Fry

DATE: 07/05/2023

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PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 21st March 2023 at 19:00 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman) , R Walker, I Walker, P Knight, R Loveridge, K Dando, P Cottrell and B Hopkinson (19:01).

In attendance: J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk), A Caswell, T Wiltshire, T Williams, T Stephens-Hickman, C Godsel and P Lusted (Patchway Sports and Social Club)

Absent: Cllrs E Gordon, J Buddharaju and S Shambhu.

Members of the Public: None.

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

21/03/2023 - No 1 To receive questions from members of the public present.

None received.

21/03/2023 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr J Butler (other commitments), Cllr S Scott (other commitments), Cllr T Scott (other commitments) and Cllr E Martin (unwell).

21/03/2023 - No 3 To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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

21/03/2023 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 7th February 2023 and to receive the Clerk/RFO's report for this meeting.

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

21/03/2023 - No 5 To note the minutes of the Finance Committee meeting held on Tuesday 14th March 2023 and to approve the following recommendations:

- a) **To approve the recommendation that Patchway Town Council reduce their hire rates to £100 for adult football pitch hire and £45 for junior football pitch hire, with no block booking discount for the 2023/2024 financial year.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendation with the amendment that the prices from the 2022/2023 financial year were frozen for the 2023/2024 financial year.

- b) **To approve the recommendation that Patchway Town Council adopts the grant awarding policy.**
- c) **To approve the recommendation that Patchway Town Council adopts the sponsorship rates for 2023/2024.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendations.

21/03/2023 - No 6 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 14th March 2023 and to approve the following recommendations:

- a) To approve the recommendation that the S106 monies for an 'Older Persons Hard Court Area' should be drawn down and quotes sought for this purpose.
RESOLVED: It was unanimously agreed to approve the recommendation.

21/03/2023 - No 7 Council Finance

- a) To note the financial position of the Council's bank and investment accounts.
 b) To note the bank reconciliation, bank statements, income and expenditure and monthly summary of accounts reports for January and February 2023.
 The reports were noted.

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
EDF Energy	Electricity at Blakeney Allotments - 23/11/22-22/2/23	£ 213.95	£ 11.26	£ 225.21	03-23-010
Gary Millard Creative	Photography for Remembrance Parade / Fireworks 2022	£ 92.50	£ -	£ 92.50	03-23-011
Network Rail	Land over Patchway Tunnels 25/3/23 to 24/3/24	£ 212.95	£ 42.59	£ 255.54	03-23-012
Advanced Plumbing & Heating	Leak investigation at Blakeney Allotments	£ 70.00	£ 14.00	£ 84.00	03-23-013
South Gloucestershire Council	Christmas Lights 2022 installation / removal	£ 12,286.00	£ 2,457.20	£ 14,743.20	03-23-014
Murray Hire Centres Ltd	Tree cutting equipment hire & fuel	£ 153.45	£ 30.69	£ 184.14	03-23-015
Melhuish & Saunders	NSP Pavilion - small works	£ 450.19	£ 90.04	£ 540.23	03-23-016
Living Wage Foundation	Employer Accreditation 2023	£ 60.00	£ 12.00	£ 72.00	03-23-017
Prolific Solutions Ltd	Photocopying chargers - February 2023	£ 95.78	£ 19.16	£ 114.94	03-23-018
lonet Systems Ltd	Quarterly service Contract Fee	£ 250.00	£ 50.00	£ 300.00	03-23-019
Watt Design Studio Ltd	Casson Centre boiler repairs & site visits	£ 685.80	£ 137.16	£ 822.96	03-23-020
Baker Ross Ltd	Craft supplies for Community Hub at Easter	£ 81.37	£ 15.48	£ 96.85	03-23-021
Kadine A Sutherland	Cleaning - February - Callicroft / Casson / Pavilion	£ 675.00	£ -	£ 675.00	03-23-022
Thornbury Autocentre	PTC truck tracker subscription	£ 324.00	£ 64.80	£ 388.80	03-23-023
Thornbury Autocentre	PTC truck annual service / MoT / repairs	£ 495.22	£ 99.05	£ 594.27	03-23-024
Isobel Walker	Expenses - Community Hub at Casson Centre	£ 105.02	£ 5.83	£ 110.85	03-23-025
Jack Turner	Expenses - various	£ 506.28	£ 85.92	£ 592.20	03-23-026
Brosch	Heavy duty Refuse Bags	£ 330.00	£ 66.00	£ 396.00	03-23-027
Mayors Charity	Donations raised by PTC events payable to Mayor's Charity Fund	£ 1,159.05	£ -	£ 1,159.05	03-23-028
Total for March 23		£18,246.56	£3,201.18	£21,222.53	

21/03/2023 - No 8 To consider the quotation report on the renewal of Patchway Town Council's Motor Fleet Insurance Policy, due for renewal in April 2023.

The Council considered the report and the three quotations gathered.

RESOLVED: It was agreed by a majority with one abstention to approve the quotation from Zurich on a three-year long term agreement for the amount of £2132.02 per annum.

21/03/2023 – No 9 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

- a) Community Engagement.

The Council noted the progress as below, all actions had been completed.

	Priority Projects	Community Engagement
Timescale for Implementation	Responsible Committee	Full Council
2022/2023		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.

21/03/2023 - No 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

- a) **South Gloucestershire Councillors report on items related to Patchway.**
No updates received.
- b) **Future Council Events in Patchway including the 70th Anniversary Celebrations.**
The Council noted that the events web page had gone live.
- c) **The Patchway Community Hub at The Casson Centre.**
The community hub was going well with £7820 being sourced in grants. This would go towards new furniture in the room. Cllr I Walker stated that the Mother's Day event had gone very well and over 70 children had benefited from it.
- d) **Almondsbury Joint Burial Committee.**
The Council noted an update from Cllr K Dando. It was noted that Almondsbury Parish Council were against the employment of the gardener and it was recommended that Patchway Town Council writes to Almondsbury Parish Council to express their unhappiness at this situation.
RESOLVED: It was unanimously agreed to write a letter expressing the Town Council's concerns and to be circulated to the Clerk of the AJBC along with the AJBC Councillors.
- e) **Youth Work in Patchway**
The Council noted an update. FACE were going from strength to strength with their detached youth work as well as the work in the centre. There are still a few issues with the lease on The Patch, which will be worked over by FACE and Southern Brooks over the coming months. FACE were going to be involved heavily with the Twinning visit in May 2023.

21/03/2023 - No 11 To note that the next meeting of Patchway Town Council will be the Annual Meeting of Patchway Town Council held on Tuesday 16th May 2023 at 7pm.

Noted.

21/03/2023 - No 12 To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following agenda items.

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

21/03/2023 - No 13 To receive an update on the lease agreement pertaining to Patchway Sports and Social Club and to agree any actions with respect to the agreement.

Cllr K Dando declared his interest but requested a dispensation to stay in the room on this matter.

RESOLVED: It was agreed by a majority, with one abstention, to grant Cllr K Dando a dispensation on this matter.

The Chairman welcomed the new committee from Patchway Sports and Social Club who spoke about the club's financial position and the plans that they had in place to ensure the long term viability of the club. Councillors asked questions and were happy with the responses that were given. The Council noted an update from the Clerk with regards to the lease agreement and S146 notice.

RESOLVED: It was agreed by a majority, with one abstention, to close off the S146 notice and to further review the lease agreement conditions in 6 months' time.

The meeting was closed at 19:27.



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

Town Clerk and Responsible Finance Officer's Report

Actions from the Meeting of the Full Council on Tuesday 21st March 2023.

21/03/2023 - No 5 To note the minutes of the Finance Committee meeting held on Tuesday 14th March 2023 and to approve the following recommendations:

a) To approve the recommendation that Patchway Town Council reduce their hire rates to £100 for adult football pitch hire and £45 for junior football pitch hire, with no block booking discount for the 2023/2024 financial year.

Clerk wrote to all sports teams to confirm this, and this was met with appreciation from most teams. At present, we have four adult teams and four youth teams booked in for the 2023/2024 season. In the 2022/2023 season, we had six adult teams and four youth teams booked in. There will be some work to do to ensure the budget for sports income is met in the current financial year.

c) To approve the recommendation that Patchway Town Council adopts the sponsorship rates for 2023/2024.

With the implementation of the new rates, there has been four new advertisers in the Town News for at least a six-month period, which may also be extended.

21/03/2023 - No 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

d) Almondsbury Joint Burial Committee.

The letter was sent to the Clerk of both Almondsbury Parish Council and Almondsbury Joint Burial Committee for raising at the next meeting of Almondsbury Parish Council or another relevant committee.



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Terms of Reference - Finance Committee

Composition: Six (6) Elected members (Voting)

Quorum: Three (3) members

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April. A budget meeting may be arranged for November and/or December, if necessary.

Timing: 7pm

Venue: The Board Room, Callicroft House, Rodway Road, Patchway.

Reports to: Full Council

Administration: The Responsible Finance Officer/Clerk

Legal Status: General Data Protection Regulations, Governance & Accountability for Local Councils 2018, VAT regulations, Adopted Code of Conduct, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003, Local Government Act 1972 and Public Bodies (Admissions to meetings) Act 1960

Terms of Reference & Matters Delegated to the Committee

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals prepared by Council Committees and make recommendations that reflect strategic plans to Council on the estimates for the following 3 years in line with financial regulations and the precept set.
3. To review and make recommendations to Council on the provision of appropriate general and earmarked reserves.
4. Regularly monitor reports of income and expenditure against the approved budgets.
5. Responsible for monitoring and undertaking regular risk assessment with regard to Council's accounting procedure.

Patchway is Twinned with Clermont l'Herault and Gauting.



Adopted: 16th May 2023.
Review: May 2024.



PATCHWAY TOWN COUNCIL

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6. To make recommendations to the Council on the use of financial reserves.
7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Finance Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the budget to meet such expenditure).
8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Finance Committee.
9. All members of Full Council not on the Finance Committee may attend and participate in the meeting but non finance committee councillors have no voting rights.
10. To review Council fees and charges submitting recommendations for consideration by Full Council. Expenditure to be in accordance with Financial Regulations.
11. To undertake regular internal control checks and to report to Council together with any actions taken as a result of the check.
12. To review from time to time policy objectives within the committees Terms of Reference for consideration by Full Council.
13. Make recommendations to the Council on all matters not within existing policy.
14. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Town Council's financial affairs and is responsible for the maintenance of any documents and records.

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Adopted: 16th May 2023.
Review: May 2024.



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Terms of Reference - Parks, Open Spaces, Planning and Transport Committee

Composition: Six (6) Elected members (Voting)

Quorum: Three (3) members

Chairmanship: Chairman & Vice-Chairman to be elected by Members at the first committee meeting held in each Council year.

Meetings: Quarterly in line with Financial Year quarters, on the second Tuesday of the month. Meetings to be held in July, October, January, April.

Timing: 8pm

Venue: The Board Room, Callicroft House, Rodway Road, Patchway.

Reports to: Full Council

Administration: Clerk/RFO

Legal Status: General Data Protection Regulations Governance & Accountability for Local Councils 2018 VAT regulations Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Localism Act 2011 Local Government Act 2003 Local Government Act 1972 Public Bodies (Admissions to meetings) Act 1960

Terms of Reference & Matters Delegated to the Committee

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider budget proposals specific on committee related centres as directed by the RFO. To make recommendations for future budgets in line with the three year strategic plan.
3. To review and make recommendations to Council on the provision of expenditure that is not within the budget for this committee.
4. To set out and enforce the terms and conditions for all sports bookings.
5. Responsible for ensuring all Parks and Open Spaces are well maintained and safe for the public.
6. To respond on behalf of the Town Council to all Planning Applications received.

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Adopted: 16th May 2023.
Review: May 2024.



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7. Authorisation of expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council. (The Parks, Open Spaces, Planning and Transport Committee may incur expenditure up to £20,000 per transaction subject to there being sufficient funds in the Budget to meet such expenditure).
8. To consider the recommendations of any Sub-Committees or Working (Advisory) Groups under the control of the Parks, Open Spaces, Planning and Transport Committee.
9. All members of Full Council not on the Parks, Open Spaces, Planning and Transport Committee may attend and participate in the meeting but non committee councillors have no voting rights.
10. To review all strategies and plans developed under the remit of the committee and report to Council.
11. Make recommendations to the Council on all matters not within existing policy.

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2



Adopted: 16th May 2023.
Review: May 2024.



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

Personnel Committee - Terms of Reference

Composition: Five (5) Elected members (Voting)

Quorum: Three (3) members

Chairmanship: Chairman and Vice-Chairman to be elected by the members of the committee on an annual basis.

Meetings: As and when required.

Timing: 6pm.

Venue: Callicroft House.

Reports to: Full Council on all staffing and policy related matters.

Administration: Town Clerk.

Term of Committee Appointment: Annually, with the exception of resignations. In the event of a resignation, a secure handover must take place.

Legal Status: General Data Protection Regulations, Adopted Code of Conduct 2021, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003 Local Government Act 1972, Public Bodies (Admissions to meetings) Act 1960, All Employment related legislation.

Terms of Reference & Matters Delegated to the Committee.

1. Proper Officer appointments

- The Proper Officers of the council are recruited, shortlisted and appointed by an Interview Panel from the Personnel Committee and the Chairman of the Council.
- A recommendation from the Personnel Committee will be submitted to Full Council to ratify the appointment of the Proper Officers.

2. All other staff appointments

- All other staff will be recruited and shortlisted by The Clerk.

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Adopted: 16th May 2023.
Review: May 2024.



PATCHWAY TOWN COUNCIL

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- The successful shortlisted applicants will be interviewed and appointed by an Interview Panel from the Personnel Committee and the Clerk.
3. Deal with staff disciplinary and grievance matters relating to the Proper Officers of the council and report to Full Council on the matters.
 4. Deal with all staff disciplinary and grievance appeals in accordance with the Council's Disciplinary and Grievance procedures.
 5. To oversee any process leading to dismissal of all staff (including redundancy)
 6. Review contracts, staffing policies and procedures and to recommend to Full Council for approval.
 7. Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
 8. Town Clerk to draft job descriptions, person specifications, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.
 9. Consider and recommend pay awards and payroll management.
 10. Review staff pension arrangements, usually by October.
 11. Review staff sickness on a monthly basis and manage long term sickness and incidents at work in the lines with the Council's Absence Management Policy.
 12. Work to determine the staffing levels necessary to efficiently discharge the work required by the Council, review the workloads periodically and to make any necessary recommendations in respect thereof to the Full Council.
 13. Review the policy for the use of Council equipment and any incidents that have occurred.
 14. Ensure that all staff have an annual appraisal, usually by October.
 15. Ensure that the Clerk has everything required for managing other staff.

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2



Adopted: 16th May 2023.
Review: May 2024.



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16. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
17. Undertake training identified from time to time to support their role as the Council's Employment Committee
18. Manage any issues referred to the Committee by the Full Council.
19. Make recommendations to the Council on all matters identified as not included in an existing policy.
20. To review from time-to-time policy objectives within the committees Terms of Reference for consideration by Full Council.

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3



Adopted: 16th May 2023.
Review: May 2024.

Avon Pension Fund

Local Government Pension Scheme

Post: Avon Pension Fund, Bath & North East Somerset Council,
Lewis House, Manvers Street, Bath, BA1 1JG

Web: www.avonpensionfund.org.uk

Tel: 01225 477000

Email: avonpensionfund@bathnes.gov.uk

Fax: 01225 395264



To the Clerks of the Town & Parish
Councils in the Avon Pension Fund

Enquiries to : APF_Governance@bathnes.gov.uk
Our Reference :
Date : 2nd May 2023

Dear Clerk of the Council,

Town and Parish Council Representative on the Avon Pension Fund Committee

The Avon Pension Fund Committee has been constituted to represent the broad range of stakeholders in the Fund. There are 16 members on the Committee, of which 12 are voting members and 4 non-voting members. One of the non-voting members is nominated by the Town and Parish Councils (T&PC) in order that the views of this group of employers are represented on the Committee. Cllr John Goddard of Hanham Parish Council was the T&PC representative but he has now resigned. Please see the attached terms of reference which sets out the Fund's Committee structure.

Following the local elections on 4 May 2023, a T&PC representative will need to be appointed to the new Committee. The Fund is inviting nominations be put forward for this role. If there is more than one nomination, a ballot will be organised for the T&PC by the Fund.

I attach an information pack for prospective representatives, which contains the Committee's Terms of Reference and a job description. The job description sets out the person specification, roles and responsibilities of non-voting members, plus a background note to the Fund. The next meeting of the Committee is on 23 June 2023.

I would appreciate if you could circulate this information to the councillors in your organisation and invite you to nominate a councillor (using the nomination form attached to this letter) by 5pm on 31st May 2023, by email to APF_Governance@bathnes.gov.uk.

Regards,

Carolyn Morgan

Carolyn Morgan
Government & Risk Advisor
Avon Pension Fund

JOB DESCRIPTION FOR NON-VOTING MEMBERS OF BATH & NORTH EAST SOMERSET COUNCIL'S AVON PENSION FUND COMMITTEE

Purpose of Role:

The role of a non-voting member of the Avon Pension Fund Committee is to oversee and make decisions concerning the strategy and operations of the pension fund. This includes scheme administration, the investment and funding strategies and performance of the Fund, its advisors and service providers, plus governance of the Committee and the Fund.

Members have a fiduciary duty to act in the best financial interests of the Avon Pension Fund and its members, i.e. to manage the Fund ensuring financial viability and considering all financially material risks.

Members must be fully conversant with the Committee's Terms of Reference and have sufficient knowledge to make informed decisions.

In relation to Committee meetings:

- 1) Attend meetings of the Avon Pension Fund Committee (quarterly meetings plus ad hoc special meetings and workshops), speak during debates, and ask questions outside the general public access rules.
- 2) Receive all papers for the Committee at the same time as voting members of the Committee.
- 3) Make representations to the Committee on behalf of the represented body.

In relation to Training:

- 4) Non-voting members do not have the same requirement for training as the voting members of the Committee. However internal and external training will be organised as appropriate to the role.

Principal Responsibilities of Committee and Investment Panel:

5) After taking advice from officers and external advisors:

- a) determine the Fund's Investment Strategy Statement and strategic asset allocation including the approach to responsible investing and the setting of climate objectives
- b) determine the Funding Strategy through the approval of the Funding Strategy Statement
- c) determine the Communication and Administration Strategies of the Fund

- d) monitor Brunel Pension Partnership's (Brunel) performance in delivering investment services to the Fund
- e) monitor the governance of Brunel Pension Partnership and make recommendations to the Brunel Oversight Board
- f) approve the process for appointing actuarial, investment and specialist advisors and other third party services

6) Monitor:

- a) the performance of the investments on a regular basis
- b) the voting of the Fund's shares
- c) the pensions administration service and the service budget
- d) the performance and effectiveness of the Fund's advisors and external suppliers and of the Committee itself
- e) the Fund's Additional Voluntary Contributions arrangements periodically
- f) the Fund's compliance with relevant regulations

7) Consider and approve:

- a) the annual report and accounts of the Fund
- b) internal and external audit reports concerning the performance and administration of the Fund
- c) the regulatory statements on investment principles, governance, administration, communication and the funding strategy
- d) the risk register
- e) the three-year Service Plan including the Fund's resource requirements
- f) discretions given by statute and regulation to the committee in relation to benefits under the LGPS
- g) applications from various non-profit making bodies for admitted body status in the Fund where they are not guaranteed by a scheme employer
- h) consultation papers and draft legislation issued by the Government where these have a material impact on the LGPS and the framework for administration

PERSON SPECIFICATION

Requirement	Essential	Desirable
1. Educational		<ul style="list-style-type: none"> • A professional qualification with a financial bias.
2. Work Experience	<ul style="list-style-type: none"> • Experience of risk and performance frameworks. 	<ul style="list-style-type: none"> • Past or present employment in financial services or finance.
3. Skills and Knowledge	<ul style="list-style-type: none"> • Good analytical understanding & enquiring mind. 	<ul style="list-style-type: none"> • Mathematical literacy. • Knowledge of investments and pensions.
4. Abilities	<ul style="list-style-type: none"> • Good verbal communication skills. • Determination to understand an issue fully prior to making a decision. • Self-confidence and ability to defend decisions. 	
5. Motivation	<ul style="list-style-type: none"> • Willingness to commit time to an area which is essentially "apolitical". • Willingness to commit significant time to training. 	
6. Equal Opportunities	<ul style="list-style-type: none"> • Understanding of and commitment to promoting equalities of opportunity within the pension scheme context. 	

Time Commitment

The time commitment required to discharge a Member's responsibility to a satisfactory level is at least 8 days per annum, made up as follows:

1. Committee meetings (8 days):

At least 4 Committee meetings annually plus 1 day for preparation per meeting.

The meeting dates for the rest of the year are:

23 June 2023

22 September 2023

15 December 2023

Plus optional training:

2. Committee workshops (4 days):

2 per annum

1 day for preparation per workshop

3. Ongoing training (3 days):

Up to 3 days per annum attendance at conferences and seminars

4. Fundamental Training course for new members (3 days):

Local Government Pensions Committee Course held over 3 (separate) days which is optional for new non-voting members.

5. The Pensions Regulator Knowledge and Skills Toolkit

Compulsory for all Committee members, web based self-learning modules over c. 3-4 days depending on existing level of knowledge (can be completed by module).

6. Proposed Avon Pension Fund Committee Training Programme 2023 - 2024

The proposed training plan consists of short training modules, provided by Hymans Robertson through their learning academy, and delivered in conjunction with the Committee cycle. This includes sessions on general and technical issues as well as investment and actuarial valuation and current issues.

Workshops will cover a wide range of topics and both these and the Hymans Robertson training modules are aimed to be delivered at most relevant times, according to agendas, throughout the year.

The training programme covers the following during 2023 - 24. This includes extra induction training sessions for the new committee.

Hymans Learning Academy	To be completed by	Title of Module	Content
Module 1	Jun-23	Intro to the LGPS	Intro to LGPS (12 mins) Role of a Councillor (20 mins)
Module 2	Jun-23	Governance & Oversight	LGPS governance (20 mins) LGPS Oversight Bodies - TPR (15 mins) LGPS Oversight Bodies - DLUHC & GAD (10 mins) Business Planning (10 mins)
Module 3	Dec-23	Administration & Fund Management	Intro to Administration (22 mins) Accounting & Audit (11 mins) Additional Voluntary Contributions (12 mins) Policies & Procedures (21 mins) Public Procurement (11 mins)
Module 4	Sep-23	Funding & Actuarial	Introduction to Funding Strategy (10 mins) LGPS Actuarial Valuation - Process & considerations (17 mins) LGPS Actuarial Valuation - Technical aspects (15 mins) LGPS employers (19 mins)
Module 5	Mar-23	Investments	Intro to Investment Strategy (10 mins) Investments - Mifid II (18 mins) LGPS Investment Pooling (12 mins) Performance Monitoring (18 mins) Responsible Investing (12 mins)
Module 6	Ongoing	Current Issues	Understanding McCloud (8 mins) Understanding Goodwin (4 mins) Cost Sharing (10 mins) Climate Change & TCFD (13 mins)

THE AVON PENSION FUND – BACKGROUND

Bath & North East Somerset Council administers the Avon Pension Fund on behalf of approximately 450 employing bodies (i.e. those with current contributors) mostly situated in the former Avon County Council area. The four unitary councils account for c. 56% of the contributing members. The total number of scheme members as at 31 March 2023 was c. 130,000, of whom 31% were contributors, 28% were pensioners and 41% deferred pensioners.

Bath & North East Somerset Council is one of 89 Councils which administer the Local Government Pension Scheme (LGPS) in the United Kingdom. At £5.4 billion, The Avon Pension Fund is one of the larger funds.

The LGPS is a statutory scheme, with all benefits guaranteed. The LGPS provides pensions based on final salary for service until 31 March 2014 and on Career Average Revalued Earnings (CARE) for service accruing from 1 April 2014.

Fund Governance

As administering authority for the Avon Pension Fund, Bath & North East Somerset Council has delegated responsibility for the Fund to the Pensions Committee, the primary decision making body for the Fund. The Public Service Pensions Act 2013 also requires each local LGPS fund to have a Pensions Board. This Board does not replace the Pensions Committee; its role is to ensure compliance with relevant regulations and codes of practice and also to assist the administering authority in achieving its administration strategy.

Administration Strategy

The administration strategy sets out policies in relation to its liaison and communication with scheme employers and how it intends to improve performance and meet all statutory requirements.

Investment Strategy

The Fund can meet its pension payments from contributions paid into the fund and from its investment income. The investment strategy is determined by the Pensions Committee and is currently implemented by external managers appointed by the Fund and by Brunel Pension Partnership.

The Fund is a member of the Brunel Pension Partnership (BPP) who, from April 2018 has been responsible for implementing the Fund's Investment Strategy. The Fund has transferred the management of all its liquid assets to BPP, with the Fund retaining operational responsibility for managing its cash requirement and winding down legacy private market funds with a fixed term to expiry (closed ended funds).

Once Avon's assets are within a BPP portfolio, the appointment, monitoring and deselection of managers is the responsibility of BPP.

Funding Strategy

The regulations require that the Fund's liabilities are valued every three years. The actuarial valuation sets the contribution rates and the deficit payments for the next three years. Each employer in the fund has an employer specific contribution rate set and deficit payment plan.

The last valuation was done at 31 March 2022. At this date the liabilities were valued at £6.1 billion and the assets at £5.8 billion giving a deficit of £0.3 billion, a funding level of 96%. The next valuation is due on 31 March 2025.

The funding position is reviewed regularly by the Committee.

The Fund has its own website www.avonpensionfund.org.uk which contains extensive information about the Fund.



PATCHWAY TOWN COUNCIL



STANDING ORDERS

CONTENTS

INTRODUCTION.....	3
1. RULES OF DEBATE AT MEETINGS.....	3
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY.....	5
4. COMMITTEES AND SUB-COMMITTEES.....	8
5. ORDINARY COUNCIL MEETINGS.....	9
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	11
7. PREVIOUS RESOLUTIONS.....	12
8. VOTING ON APPOINTMENTS.....	12
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICE.....	12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	13
11. MANAGEMENT OF INFORMATION.....	14
12. DRAFT MINUTES.....	14
13. CODE OF CONDUCT AND DISPENSATIONS.....	15
14. CODE OF CONDUCT COMPLAINTS.....	16
15. PROPER OFFICER.....	17
16. RESPONSIBLE FINANCIAL OFFICER.....	19
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	19
18. FINANCIAL CONTROLS AND PROCUREMENT.....	20
19. HANDLING STAFF MATTERS.....	21
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	22
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	22
22. RELATIONS WITH THE PRESS/MEDIA.....	23
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	23
24. COMMUNICATION WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	23
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	24
26. STANDING ORDERS GENERALLY.....	24

1. INTRODUCTION

Meetings of the Council shall be held at Callicroft House, Rodway Road, Patchway on such dates and times as the Council may direct.

All Council and Committee meetings will normally be held on Tuesday evenings, the start time will be determined at the Annual meeting in May and these will usually terminate at 9.30pm. If required, a vote shall be taken by councillors with a view to extending the end time of the meeting.

2. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by

a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

3. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business

on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written response from the Proper Officer or oral response be given. All questions received should go through the Chairman. The Chairman will decide if a response is appropriate at the meeting and if appropriate, which councillor can respond to the question.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions**

under the code on his /her right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 2½ hours.

5. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of an evening meeting or noon the previous day in the case of a day time meeting that they

are unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

6. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of**

the Council at the next annual meeting of the Council.

- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

8. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

9. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may

be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or

xvii. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate

record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but her/his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.

- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to

investigate the complaint or is a legal requirement;

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

16. PROPER OFFICER

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his/her absence the Vice-Chairman (if there is one) of the Council and the Chairman of the Planning and Transport Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning and Transport Committee;
- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

17. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the

annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
 - g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**
20. HANDLING STAFF MATTERS
- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11.
 - b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee, if he/she is not available, the vice-chairman (if there is one) of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
 - c The chairman of the Personnel Committee or in his/her absence, the vice-chairman

shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel committee or in his/her absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS
See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. (For clarity any content in bold will meet the exception criteria).
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

PATCHWAY TOWN COUNCIL

Based in the NALC model Financial Regulations 2019 for England

1. General	2
2. Accounting and audit (internal and external)	5
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	7
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	10
7. Payment of salaries	13
8. Loans and investments	14
9. Income	15
10. Orders for work, goods and services	16
11. Contracts	16
12. [Payments under contracts for building or other construction works]	18
13. [Stores and equipment]	19
14. Assets, properties and estates	19
15. Insurance	20
16. [Charities]	21
17. Risk management	21
18. Suspension and revision of Financial Regulations	21

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO;

- acts under the policy direction of the council;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and The Council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the full Council for all items over **£20,001**
- or Finance Committee for all items up to **£20,000**
- the Parks, Open Spaces, Planning & Transport Committee as a delegated committee of the Council for items up to **£20,000** for expenditure within the Committee budget.
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £10,000.

The Clerk, in an emergency, in conjunction with the Chairman, where possible, for any items below £20,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

The preferred suppliers list sets the limit as £10,000 per supplier. The council can approve the quotation if they are on the preferred suppliers list without the need for subsequent quotes. The council will review its preferred suppliers list every May.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or

c) fund transfers within the councils banking arrangements up to the sum of £250,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope

has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card/Store Card/Trade Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £2500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the personnel committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates if the supplier is not a preferred supplier. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



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

Patchway Town Council

Mayoral Charity Policy

The Mayor is the first citizen of the Town, who acts as the civic head of the Town Council and, in their capacity as Chair of Council, chairs the Council meetings. The Mayor is the public face of the Council and attends the civic and community functions on behalf of the Council. As the First Citizen, the Mayor is a symbol of the authority of the Council and it is his or her duty to represent and promote the interests and welfare of the Town and all those who live, work and visit the Town. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Town. The Mayor is elected amongst the councillors at the Annual Town Council Meeting in May each year.

All proceeds from Patchway Town Council events throughout the Civic year will go as a donation on a 'needs Basis' to local groups and organisations throughout the year, under authority from the Mayor and the RFO.

The group must fall into at least one of the set criteria as set out below:

- 1. Has a registered base in Patchway.**
- 2. Is actively working for the community of Patchway.**
- 4. The bank account is in the organisation's name.**
- 5. The charity isn't associated with a religious body.**

Patchway Town Council's Mayor will choose interested groups from those who express an interest in the need for funding. The mayor along with the RFO will have delegated authority to make payment to groups who meet the criteria above.

The groups who obtain a donation will feature on a dedicated page on the Patchway Town Council website along with the rolling total of what has been raised for the charity at events throughout the year.

The Town Council will donate all proceeds to the nominated charity, from the events below:

- 1. All community events.**
- 2. Selling of community publications (For example, calendars).**
- 3. Any large Civic event held in the year.**
- 4. Any open days throughout the year.**

Patchway is Twinned with Clermont l'Herault and Gauting.





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

Patchway Town Council

Play Area Inspection Policy

Patchway Town Council is committed to providing safe & clean play areas for the local community in accordance with:

The Health & Safety @ Work Act 1974

The Management of Health & Safety @ Work Regulations 1992

The Environment Protection Act 1990

The Occupiers Liability Act 1984

- Daily visual checks will be carried out by Patchway Town Council staff.
- Regular fortnightly checks will be carried out & recorded by Patchway Town Council staff.
- Yearly checks will be carried out & recorded by an independent professional body.
- Any problem that is highlighted by the checks will be reported to the Patchway Town Council Office as soon as is possible.
- The Town Council Office will undertake any appropriate action as soon as is possible.



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

Business Continuity and Disaster Recovery Policy

OVERVIEW TO BUSINESS CONTINUITY PLAN

Business Continuity is the process which a business or organisation undertakes to ensure its resilience to disruption or disaster. In the production of this Business Continuity/Disaster Recovery Policy, Patchway Town Council is committed to minimising the interruption to the Town Council business during a disruption or emergency.

This document will be issued to all members of staff, to be used for reference in the event that any of the identified threats to business continuity should occur.

This document will be reviewed and updated annually, or as and when required, if any new threats are identified or any other changes need to be made.

BUSINESS CONTINUITY & TOWN COUNCIL SERVICES THREAT ANALYSIS

Patchway Town Council has four sites which could be affected by a number of threats to the premises; typically these are fire, flood, structural failure, terrorism, burglary & malicious damage. The four sites are:

- Callicroft House, 150 Rodway Road, Patchway, Bristol, BS34 5DQ.
- The Casson Centre, Rodway Road.
- Norman Scott Park, BS34 5JR.
- Changing rooms within Patchway Sports and Social Club, Norman Scott Park.

Other threats to business continuity include:

- The suspension/failure of utility and communication services; typically, these are power, telephone, fax, post, Internet access systems and the mobile telephone network
- The failure or malicious attack on Internal IT systems; typically this involves the failure of IT hardware and loss of key data through either accidental or malicious attack (IE: computer virus).
- The loss of key staff through illness, accident or personal reasons; typically this involves a non-planned absence which prevents staff from being able to continue to perform their normal working functions.
- Inclement weather or other incidents preventing travel; typically this might prevent staff from attending the office or other sites to provide services and support to residents of Patchway.
- Availability of Company vehicles; typically preventing Patchway Town Council staff from performing their normal duties.

KEY PERSONNEL - AREAS OF RESPONSIBILITY

(Town Clerk and Responsible Finance Officer)

Adopted: 16th May 2023.

Review: May 2024.



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

Administration systems, Utility services (power, water) & communications (telephone, fax, Internet access and mobile phones), Administration staff availability (loss of key staff, staff absence, illness etc)

Finance systems (accounting, banking, pension scheme, customer/order/suppliers database) Finance staff availability (loss of key staff, staff absence, illness etc)

BUSINESS CONTINUITY THREATS PRIORITIES & METHODOLOGY

PERSONNEL

Notify relevant staff (via email/phone) of person not available to perform their normal work duties.

Determine nature and duration of unavailability of staff member.

Notify customers if necessary and advise them of the person to contact until further notice.

Appoint someone to take over that person's responsibilities and duties in their absence.

If the staff member becomes permanently unavailable, notify key customers if required and appoint a permanent replacement as soon as practically possible.

UTILITY SERVICES & COMMUNICATIONS

Internet/Email Access

- Contact Soltech IT.

Telephone Lines/System

- Determine nature of fault, contact South Gloucestershire Council IT helpdesk.
- Source suitable replacement phone switch, if required, at earliest opportunity and install

Mobile Phone Services Provider

- In the event that the EE network should fail, use email and landlines to communicate until the service is re-instated

Power

- Ensure Servers are shut-down correctly if a prolonged outage occurs.
- Contact Total Energies on 03330 037 874, to determine how long power will be unavailable.
- If this is likely to be a prolonged outage, follow procedure to place signs on affected buildings explaining the problem and ensure that a member of staff is on site to explain to hirers/customers.

Water

- Contact Bristol Water on 0845 702 3797 to determine how long water will be unavailable

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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- If this is likely to be a prolonged outage, follow procedure to place signs on affected buildings explaining the problem and ensure that a member of staff is on site to explain to hirers/customers.

IT SYSTEMS & KEY DATA

Preventative Procedures

- Ensure Full System Backup of Servers to Sharepoint has been successful.
- RFO to make additional daily copies of the accounts system folder.
- RFO to make additional regular copies of the accounts system folder to Sharepoint.
- INTY Mail-Defender anti-virus/anti-spam to continue to be used to prevent email virus attack
- INTY Desk-Defender/Web-Defender to continue to be used to prevent other direct Virus, Malware or Spyware attacks

Server Hardware or Software Failure

- Determine nature of fault, rectify immediately if possible.
- If hardware component failure, source replacement (if available) from Ionet Systems Ltd on 0117 929 2029 to arrange for an engineer to repair the product.
- If data corruption has occurred, contact SoltechIT and arrange for them to restore latest copy of data affected from the backup drive.

Note: Other equipment such as printers, faxes etc are not considered critical to the operation of the business and can be repaired or replaced as required in a timely manner.

Virus or Malicious Attack on Systems

- Determine nature if Virus/Spyware or Systems Intrusion
- Contact Soltech IT to remove the Virus/Spyware, or rebuild the affected systems as required
- Investigate source of attack and implement procedure or suitable software fix to prevent any future occurrence

ALL PREMISES

Preventative Procedures

- All key IT equipment (Servers/Switches/Router etc) is located in the secured main office, to reduce the possibility of theft, malicious damage or opportunist robbery.
- Ensure the building's Fire Prevention/Detection Systems are maintained and regularly serviced
- Ensure the building's Monitored Alarm System is maintained and regularly serviced

Major Premises Disruption (Fire, Flood, Terrorism etc)

- Notify staff of the situation and initiate disaster recovery procedures
- Determine the extent and nature of the damage to the Premises and Equipment/Services
- Use the Town Clerk's mobile number.
- Advise Insurers, Zurich, as soon as possible.

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Advise customers, suppliers and other key organisations of the situation as soon as practical via email or phone as necessary
- Arrange for explanatory messages to be placed on Town Council noticeboards and Patchway Town Council website explaining ongoing situation
- Notify Post Office to redirect mail to The Hub, Rodway Road.
- Contact Soltech IT to arrange hire of Standby Server (if appropriate) as an interim measure
- Manage re-instatement of main town council office in a timely manner and move furniture, IT equipment, etc back to the premises as soon as re-instatement has been completed

COMPANY VEHICLES

Preventative Procedures

- Ensure all vehicles are serviced and maintained to optimum operational standards as recommended by the manufacturer
- Each employee is responsible for performing a “visual” daily check and a weekly check on their assigned vehicle to ensure oil, coolant levels and tyre pressures are correct

Accident or Vehicle Breakdown

- In the event of an accident, make a note of the date, time, location and weather conditions at time of the incident. Get the details, including name, address, insurance details and contact information for any involved third party and witnesses
- In the event of an accident to the Ford Flatbed vehicle or Vauxhall Combi, contact Zurich to report the accident.
- Arrange for affected staff member to get back to office/home/seek medical treatment if required
- Arrange for recovery of broken down or damaged vehicle if it cannot be driven safely, through the Town Clerk.
- Arrange for loan/hire or permanent replacement of the vehicle if required and removal of any equipment or tools in damaged vehicle
- Arrange for insurance assessment and repairs as required at earliest opportunity

Theft of Vehicle

- Contact Avon & Somerset Constabulary and insurance company, Zurich.
- Arrange for loan/hire or permanent replacement of the vehicle as required

TRAVEL CONDITIONS

Preventative Procedures

- Wherever possible avoid the need for staff to travel

Inclement Weather & Road Incidents

- In the event of poor weather conditions or road/traffic incidents which prevent Patchway Town Council staff from attending the office sites, advise staff to only travel if absolutely necessary.

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Review: May 2024.



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

PANDEMIC SITUATIONS

Preventative Procedures

- In the event of a global pandemic situation, Patchway Town Council will follow HM Government/Unitary Authority instructions and guidelines regarding dealing with the situation linked to sites, open spaces, play areas, sports facilities, skatepark and personnel. This includes undertaking of relevant risk assessments, sites closures/opening as instructed by HM Government/Unitary Authority.



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Document Management and Archive Policy

Introduction

This policy guides the management and timely disposal of correspondence files and other Town Council documents. This policy also guides members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

Scope

The policy applies to all documents produced by the Town Council and all documents received in the Town Council office. Reviewing and disposal of all such documents will take place on an annual basis. Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

Policy

The following documents will be retained for the periods stated and the reasons given:

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Minute books	Indefinite	Historical
Scale of fees and charges	6 years	Management
Annual audited accounts	Indefinite	Historical
Receipt books	6 years	VAT
All bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
General quotations/tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
Sundry debtor	6 years	VAT
VAT records	6 years	VAT
Petty cash	6 years	Tax, VAT, statute of limitations
Timesheets	Last completed audit year	Audit and Working Time Regulations
Salaries/wages records	12 years	Superannuation
Employers Liability Insurance	Indefinite	Management & Statute of Limitations
Public Liability Insurance	Indefinite	Management & Statute of Limitations
Health and Safety Records	21 years	Management & Statute of Limitations
Investment Records	Indefinite	Audit, Management
Title Deeds, Leases,	Indefinite	Audit, Management

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

Agreements, Contracts		
Members allowances registers	6 years	Tax, Statute of Limitations
For all Town Council premises & facilities, booking schedules & invoices to hirers	6 years	VAT
Special Town Council Projects	Indefinite	Statute of Limitations

At the end of the stated periods, the files will be destroyed.

General Documentation

Other than those documents stated under point 3, general documentation will be destroyed after 6 years. Any documents of a historical nature will be offered to the County Records Office for safe keeping. Any documents relating to Town Council land and property will be retained indefinitely by the Town Council to give a complete overview of refurbishments, disposals or acquisitions.

General e-mails (in relation to day-to-day business and projects) are filed and retained for a period of 2 years.

Development Control (Planning)

If a particular planning application forms part of a Town Council owned property then the application will be kept indefinitely or until such times as the site is developed.

Personnel Documents

A basic level of information will be permanently retained on all employees. (e.g. length of time employed, courses attended etc.) If a member of staff leaves the employment of the Town Council and there is likely to be a claim made against the Town Council under employment or other relevant legislation, the personnel file will be archived until such time as any claim has been dealt with or legal advice states that it may be destroyed.

Storage of Retained Documents

Retained documents will be stored on the Town Council's premises and archived to ensure easy retrieval. A review of the method of storage will be carried out periodically to ensure items continue to be accessible.

Historical Information

Documents and files kept for historical reasons will periodically be reviewed and offered to the County Records Office for safe keeping. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

Adopted: 16th May 2023.
Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Destruction of Documents

All documents earmarked for disposal will be sent for destruction by a recognised contractor specialising in this type of work. All documents will be carefully scrutinised to ensure that anything containing personal information covered by the Data Protection Act is sent for secure destruction by a recognised contractor.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Management of Contractors Policy

Patchway Town Council sometimes employs contractors to carry out the work that council staff are not able to do or are not trained for. This policy will set out the rules for contractors to adhere to when working on any of Patchway Town Council's sites. A contractor is anyone that Patchway Town Council engages to do paid work but is not an employee. Both the contractor and Patchway Town Council have responsibilities under health and safety legislation.

Patchway Town Council will:

- Specify the job and clearly identify all aspects of the work they want the contractor to complete.
- A job specification will consider the health and safety implications and the level of risk associated with the task.
- The Council will provide potential contractors with all information relating to the hazards and risks associated with the task.
- The Council will satisfy themselves that the contractor they appoint will do the task safely, without risks to health.
- The Clerk will enquire about the competency of the contractor, the competency required will depend on the complexity of the task. This will be aided by an employee or member who is a competent person.
- The Clerk will agree with the contractor the best way to communicate with each other.
- The Clerk will undertake periodic site inspections throughout the duration of the contract and complete the site visit record form.
- Any concerns that the Clerk has identified during a site visit will be addressed with the contractor and reported to the Full Council.

The Council will also undertake their own risk assessments prior the job being started and if the work dictates having a method statement, due to the complexity, the council will also agree this.

The Contractor will:

- Sign this agreement before commencement of the job.
- Undertake risk assessments on all tasks, where there are hazards likely to cause harm.
- Supply the Clerk, as the representative of the Council, with a copy of all risk assessments.
- Ensure that their employees and any subcontractors are provided with information, training and instruction.
- Ensure all employees comply with safe systems of work including wearing appropriate personal protective clothing.

The contractor will be responsible for obtaining adequate insurances. The council requires as a minimum public liability, up to £5 million.

Managing and supervising the work:

The Council needs to be satisfied that the contractors are undertaking the tasks in a safe way, complying with the control measures in place and health and safety legislation. The Clerk will agree with the contractors how the work will be carried out and any precautions

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

that will be taken to ensure the safety of employees, members of the public and others who may be affected by the work being undertaken.

In the event of an accident, near miss or ill health associated with the workplace, the Clerk will instigate an investigation, reporting findings to the Chairman or Vice Chairman of the Full Council promptly.

Signed on behalf of Patchway Town Council. _____ Date: _____

Signed on behalf of The Contractor. _____ Date: _____



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

DEBIT CARD USAGE
TERMS & CONDITIONS

1. General Usage

Debit cards are issued by the Clerk to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

2. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN number. Such reports must be made immediately and directly to The Town Clerk or RFO.

Debit Cards

- In the event of the absence of the Town Clerk or RFO, lost and stolen debit cards must be immediately reported directly to the card provider. You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

3. Reporting Expenditures/ Weekly Returns.

Debit Card

- Card holding members must retain all receipts and report to the RFO on a Monday morning. Non activity must also be reported on this basis and receipts must be lodged to cover all expenditures.

4. Failure To Comply

The cards remain the property of Patchway Town Council and, as previously advised, authorised members of staff issued with cards and PIN numbers are responsible for them

Adopted: 16th May 2023.
Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.

By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name

Date



12:

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

Honorary Freeman Procedure

Under the Local Government Act of 1972, section 249, Patchway Town Council can award an Honorary Freeman title to an outstanding member of the community.

Policy Statement

Patchway Town Council wishes to recognize the efforts of members of the community who demonstrate outstanding commitment to the town of Patchway. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman of Patchway. This honour will be awarded only on rare and exceptional occasions. There is no limit to how many people can hold the title of Freeman of Patchway, however if an existing Freeman wishes to retract their title, they can do so.

Nomination Criteria

1. The following will be taken into account when consideration is given to granting the honour of Honorary Freeman of Patchway.
2. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedications and contribution is significantly above that expected for their occupation.
3. All nominees should have carried out their largely voluntary roles for a minimum period of at least 10 years.
4. Any nominated Town Councillor should have retired from the post. Existing councillors are not eligible to be nominated, unless there are 'exceptional circumstances'.
5. The contribution to the community should involve one or more of the following:
 - a) A significant allocation of the person's time in serving members of the community for the improvement of their well-being
 - b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - c) A contribution which is seen to stand above the contributions of most others.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Nomination Procedure:

Nominations should be made in the strictest confidence without the nominee's knowledge.

Nominations must be made in writing to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination it will be circulated to all Councillors for confidential consideration.

If Councillors are in agreement that the nominee should be made an Honorary Freeman of Patchway, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before the Council and a formal vote taken, again in confidence.

No less than two-thirds of the Town Councillors must agree the nomination.

The decision of the Council on all nominations is final.

Confidentiality:

All nominations of Honorary Freeman are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

Entitlement:

The honour will be awarded for the individual's lifetime and not as a hereditary award. Awards cannot be made posthumously.

Any person nominated may designate himself / herself Honorary Freeman of Patchway. The award will be made at the Annual Meeting of the Parishioners. A framed certificate will be presented to the recipient along with a gift from the Town Council.

Expectations:

The Freeman of Patchway, will be invited to all Civic events as a guest and will be introduced to the congregation as a Freeman of Patchway. There is no obligation to attend these events and it will be at the persons discretion as to what event they attend.

Adopted: 16th May 2023.

Review: May 2024.



12j

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

Reserves Policy

Introduction

The Council is required, under statute, to maintain adequate financial reserves to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these two main purposes:

- 1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;*
- 2. Earmarked Reserves (EMR) to ensure that the council has enough funding to see through or undertake any projects they can in their remit. This is also good practice to ensure that public money is being allocated and used the correct way.*

General Reserves:

The council's general reserves are the monies which are held for no specific purpose and are there to cushion the council's finances against any unexpected expenditure or unexpected issues with the council's cash flow. The council's general reserves should be, in line with good practice, three months of the council's 'running costs. It is bad practice for the councils to keep allocating monies from a general reserve for all projects that aren't budgeted for as these reserves are not endless and should not be exhausted. Any surplus funds at the end of the year, from the current budget, should be earmarked in line with the council's strategic plan to ensure that the councils' aims, and objectives are achieved with the correct funding without the need for unnecessary borrowing.

Earmarked Reserves

Earmarked Reserves represents the amounts that are built up over time which are for specific items of expenditure or the council's projects. These will be transferred from the general reserve to earmarked reserves to ensure that the money allocated is not used for something else.

Adopted: 16th May 2023.
Review: May 2024.



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

The Council, when establishing an earmarked reserve, will set out:

1. *The reason / purpose of the reserve;*
2. *How and when the reserve can be used;*
3. *Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.*

Review of the adequacy of balances and reserves

In accessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk



Model Councillor Code of Conduct

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services,

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication

Adopted: 16th May 2023

Review: May 2024



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

- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

Adopted: 16th May 2023
Review: May 2024



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

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against anyone.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone.
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

Adopted: 16th May 2023

Review: May 2024



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

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

10. Gifts and hospitality

As a councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



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

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to one of your Other

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registerable Interests as set out in **Table 2**.

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



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

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



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

RISK MANAGEMENT POLICY AND STRATEGY

CONTENTS

Introduction

- What is Risk Management?
- Why does the Council need a Risk Management Strategy?
- Implementing the Strategy
- Roles and Responsibilities
- Review and monitoring

Policy Statement

The Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses; to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

Responsibility for effective Risk Management rests with all Members of the Council

Risk management is an integral part of the Council's management processes. The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

This policy and strategy applies to all Councillors, employees, contractors or others who may be carrying out operations for and on behalf of the Council, and those who may be affected by their work.

This document outlines the Council's Risk Management Strategy. It details:

- What is risk management;
- Why does the Council need a risk management strategy;
- What is the Council's philosophy on risk management;
- What is the risk management process
- How will risk management feed into the Council's existing policies
- Implementation timetable;
- Roles and responsibilities;
- Future monitoring

The objectives of this strategy are to:

Adopted: 16th May 2023
 Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Continually develop the profile risk management across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management as an integral part of all decision-making processes;
- Manage risk in accordance with best practice.

What is Risk management?

“**Risk management** is the identification, assessment, and prioritisation of risk by the coordinated and economical application of resources to minimise, monitor and control the probability and/or impact of unfortunate events or to maximise the realisation of opportunities.”

Responsibility for effective Risk Management rests with all Members of the Council who have ultimate responsibility for Risk Management as risks threaten the achievement of policy objectives.

In the context of Risk Management Members must;

- exercise leadership,
- consider and adopt current and future risk management policies and strategies, and
- support and monitor the risk management process.

The Chairman has overall responsibility for securing adherence to the Council’s policy on Risk Management.

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management applies to all aspects of the Council’s work not just health and safety.

Risks is not restricted to potential threats but can be connected with opportunities. Risk can be classified into various types but it is important to recognise that the direct financial losses may have less impact than the indirect costs such as disruption of normal working for all the categories described. Examples include:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, including in the labour market, and loss of public confidence.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks expose to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes. Risks to the relationship of mutual trust and confidence between the Council and its Staff

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Not all risks are insurable and even where insurance is available, premiums may not be cost effective and the monetary consideration might not be an adequate recompense. The emphasis by Council should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

Why does the Council need a Risk Management Strategy?

Council is fully committed to effective Risk Management, adopting best practices in the identification, evaluation and control of risks, in order to

- integrate risk management into the culture of the Council,
- eliminate or reduce risks to an acceptable level,
- anticipate and respond to changing social, environmental and legislative requirements,
- prevent injury, sickness, damage and reduce the cost of risk, and
- raise awareness of the need for Risk Management.

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided. The Risk Management Strategy will help to ensure that the Council understands risk and adopts a consistent approach to identifying and prioritising risks, enabling Council to choose the most appropriate method of dealing with each risk.

Risk management is an integral part of the Council audit process and is an important element in demonstrating good governance and continuous service improvement. There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

Implementing the Strategy

Risk management is an on-going activity which requires that all risks should be systematically identified and managed in the most cost-effective manner within overall resources available. Risks and their control are collated into a Risk Register. All projects, changes to services or any partnership agreements will include risks identification and the measures to eliminate or control risks will be documented in agenda reports/briefing papers to be considered by the Council and its committees.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Each risk identified by the Council is recorded in the Council Risk Register.

Risk Analysis

Once risks have been identified the impact and likelihood of risks occurring is systematically assessed and their consequences and appropriate control measures are put in place. If a risk is seen

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

to be unacceptable, then steps need to be taken to control or respond to the risk. Action will be taken to address any risks where risk impact is judged to be major. Residual risks will be subject to monitoring. Action will be taken to minimise residual risk in all cases as resources permit.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists.
- **Reduction** – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.
- **Transfer** – the financial impact is passed to others e.g. by revising contractual terms.
- **Sharing** - the risk is shared with another party.
- **Insuring** - insure against some or all of the risk to mitigate financial impact.
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. The effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities

Risk management must be embedded into the every day culture and performance management process of the Council. The roles and responsibilities below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place.

Elected Members

Responsibility for effective Risk Management rests with all Members of the Council who have ultimate responsibility for Risk Management. Members will lead and monitor the approach to risk management adopted by the Council, including

- Approval of the Risk Management Strategy.
- Review and monitor Risk Register.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Analyse key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk assessed and managed.
- Consider and endorse of the Annual Statement of Internal Control.
- Assessment of risks whilst setting the budget.

Town Clerk/Officers

Responsible for overseeing the implementation of the detail of the Risk Management Strategy. The

Town Clerk/Officers:

- provide advice as to the legality of policy and service delivery choices;
- provide advice on the implications for service areas of the Council's aims and objectives;
- update the Council on the implications of new or revised legislation;
- report progress to Council.

Responsible Finance Officer (RFO)

The RFO will:

- Assess and implement the Council's insurance requirements;
- Assess the financial implications of strategic policy options;
- Provide assistance and advice on budgetary planning and control;
- Ensure that the financial information system allows effective budgetary control;

Finance Committee

This committee will ensure continuous review and improvements to the Risk Management Policy and Strategy and will oversee regular reviews of the Risk Register with reports to Council.

Internal Auditor

Internal Audit provides an important scrutiny role as the auditor carries out an independent audit with written reports detailing recommendations as appropriate. This contributes to good governance arrangements with the Council having the necessary risk management systems in place to effectively manage all significant business risks.

Internal Audit helps the Council to improve and implement proper arrangements to manage both its financial and operational risk, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Council will ensure appointment of independent and competent internal auditors.

Training

The Council will aim to ensure that both Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide and receive risk management training as appropriate.

Relationship between the Clerk/Officer /RFO and the Council

The Council will ensure that it maintains a relationship of mutual trust and confidence with the Clerk/Officer /RFO.

Adopted: 16th May 2023

Review: May 2024



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

Review and Monitoring

This Strategy will be reviewed by council on an annual basis at the Annual Council meeting as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.

It is crucial that the Risk Register is reviewed and updated annually. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local Council forums.

The adoption of a sound risk management approach has a number of benefits. Most importantly, it assists in demonstrating that the Council has in place policies and processes to effectively manage its resources. In addition, it indicates a commitment to continuous service improvement and effective corporate governance.

In accordance with the Freedom of Information Act 2000, the Risk Management Strategy and Risk Register will be posted on the Council's Website www.patchwaytowncouncil.gov.uk and available for inspection at the Council Offices.



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

RISK ASSESSMENT MATRIX

PROBABILITY				
LIKELY	4	8	12	16
OCCASIONAL	3	6	9	12
SELDOM	2	4	6	8
UNLIKELY	1	2	3	4
	MINOR	MODERATE	SUBSTANTIAL	MAJOR

IMPACT

<p>MAJOR</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Death • Medium/long term loss of service capability • Adverse national publicity • More than 10 people involved • Litigation almost certain and difficult to defend • Financial loss in excess of £150,000 • Breaches of law punishable by imprisonment • Long term adverse effects of loss of key staff and key staff knowledge and expertise, including the likelihood being able to find replacements. 	<p>SUBSTANTIAL</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Extensive, permanent injuries, long term sickness • Short/medium term loss of service capability • Adverse local publicity • Up to 10 people involved • Litigation to be expected • Financial loss between £50,000 and £100,000 • Breaches of the law punishable by fines only • Loss of key staff and key staff knowledge and expertise including the inconvenience of finding replacements
<p>MODERATE</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Medical treatment required/long term injury • Short term disruption to service capability • Needs careful public relations • No more than 5 people involved • High potential for complaint, litigation possible • Financial loss between £5,000 and £50,000 • Breaches of regulations/standards • Adverse effects to key staff including the likelihood of finding replacements 	<p>MINOR</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • No injuries beyond first aid level • No significant disruption to service capability • Unlikely to cause any adverse publicity • No more than 2 people involved • Unlikely to cause complaint/litigation • Financial loss below £5,000 • Breaches of local procedures/standards • Adverse effects to key staff affecting their efficiency/effectiveness



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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12m

Information available from Patchway Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	10p per page
Who's who on the Council		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	10p per page
Current and previous financial year as a minimum		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

	(hard copy or website)	10p per page
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Council Plan (current and previous year as a minimum)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.</p> <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p>	(hard copy or website)	10p per page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	(hard copy or website)	10p per page

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>10p per page</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <p>Assets Register</p>		
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p> <p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>10p per page</p>

Adopted: 16th May 2023.

Review: May 2024.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Current information only		
Activity Centres		
Parks, playing fields and recreational facilities		
Seating, litter bins,		
Bus shelters		
Markets		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details: Patchway Town Council – clerk@patchwaytowncouncil.gov.uk



120

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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Media and Publicity Policy

Overview

This policy is based upon the premise that Patchway Town Council values the role of the media. Wherever possible, a positive approach will be taken to meet media requests for interviews with Councillors or others – where appropriate. Council publicity material and communication generally will not support or promote a political point of view. All press released will be issued through the Town Clerk. All media enquiries received should automatically be referred to the Town Clerk, who will then delegate if necessary to the three elected Press and Communication Officers. Journalists will be encouraged to attend Council meetings to enable them to report accurately on those meetings. The roles of the Press and Communication Officers are outlined in 'Appendix 1.'

Three Press and Communications Officers

Patchway Town Council should elect yearly three Press and Communications Officers to oversee all press releases and communication streams relevant to the Town Council. The Officers will work alongside the Office Administrator, Clerk and Deputy Clerk when it comes to content and output. The Officers will seek the opinion of fellow Councillors however no political statements may be made through the official Patchway Town Council streams. The roles of the Press and Communications Officers are outlined in 'Appendix 1', where the role is made clear and what the responsibilities are. The Communications Officers will contact the Clerk or Deputy Clerk when there is elements of non-compliance with policies relating to, but not limited to, communications, social media and general publicity. When a press release needs issuing, the Press and Communication Officers will follow this policy to create and issue the release through the Town Clerk. Officers of the Council should contact the Press and Communication Officers if any releases need to be drafted.

General Media Enquiries

All media enquiries received by staff should be referred to the Town Clerk, who will then delegate as appropriate to the three Press and Communication officers.

Issue of Press Releases on Behalf of the Council

Press releases will be drafted by the three Press and Communication officers, who will gather the opinions of all Councillors and The Clerk if appropriate. These will then be sent to the Chairman and Vice-Chairman of the Council for approval. After approval, the Town Clerk will issue.

Town Council Newsletter

A Town Council newsletter will be published monthly, except August, to promote the Council and Council activities. The Town Council news will be drafted by the Office Administrator but in co-ordination with the three Press and Communications Officers. An annual report will also be published each year (In May) which will detail the Council's achievements and any other information considered relevant.

Social Media and The Website.

Patchway Town Council have a designated website which is updated on a frequent basis by the Office Administrator. Patchway Town Council also use Facebook to reach the parishioners and this is also updated by the Office Administrator daily. These streams are great services to inform the public and the Facebook page gets good engagement and a majority of the reactions are positive. The three Press and Communications Officers will liaise with the Office Administrator over content and

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

press releases for these sites. The Press and Communications Officers will also be responsible for ensuring compliance with the approved 'Communications Strategy' and guiding the output, along with the Office Administrator, of Social Media and the Website in line with the strategy.

Council Meetings

All agendas will be sent to the media along with any supporting documentation if necessary. In appropriate cases, news releases will be issued in advance of the meeting by the Town Clerk to highlight any key items quoting a member of the Council. These will be drafted by the three Press and Communications Officers. Where a journalist wishes to find out what was said by individual Councillors during a meeting, the reporter will be referred to the Councillor direct via email. If a journalist requires any clarification of proceeding at a meeting, he should be referred to the Town Clerk or Deputy Town Clerk.

Individual Councillors

It is the prerogative of individual Councillors to make their own statements relating to local issues. Any Councillor making statements to the press has responsibility for making sure it is clear that the views they express are their own through their own outlets, not via official Town Council sites.



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

Appendix 1 – Press and Communication Officer ‘Job Description’

Outline of Role:

Press officers are utilised by organisations to act as their main point of contact for the media. The officers act as the official representatives of their organisations and handle all matters relating to the press. The main scope of work will be preparing, writing and distributing press releases, handling media queries and constantly liaising with journalists and other media contacts. The role also includes helping with Social Media content and Website content along with the Council’s aims and objectives. Furthermore, you’ll be tracking media coverage relating to The Council, keeping an eye on industry developments and organising press conferences. This role heavily relies on good communication with the Officers of the Council. This is a voluntary role and does not require any remuneration.

Responsibilities:

- To prepare, write and distribute press releases on behalf of the Council to the town Clerk.
- To prepare content for Social Media and Website streams in relation to press releases.
- Create innovative ways of communicating with the residents on existing streams.
- Identifying areas of improvement for the existing streams and bringing new ideas forward.
- To ensure compliance with all policies and strategies relevant to the communication of the Council.
- To liaise with the press and local media on behalf of the Town Council.
- To represent the Council in a fair and transparent manner.
- To deal with any delegated media enquiries raised by the Clerk or Council.
- To report on local issues for all of the local residents, not just one group.
- To ensure Council news is transmitted effectively through the current streams.

Essential Criteria for the Role:

- To have a sound understanding of the Council and its functions.
- To have a good understanding of the role online media has within the Council.
- Be able to write coherently consistently in press releases.
- Have a good level of written and spoken English.
- To be able to represent the Town Council fairly and transparently.
- Good communicative skills with the Council’s Officers.
- To feedback regularly on compliance and non-compliance with policies and strategies.
- To be able to work effectively within a team.

Desirable Criteria for the Role:

- To have a good understanding of Social Media.
- To be able to monitor output and give feedback where appropriate.
- To have skills in photoshop or other media related programmes.
- To have good contacts within local press and local stakeholder groups.
- An innovative mind with the desire to improve current streams.
- Experience of Communications in relevant sectors (Any tier of local or national authority)
- Be able to provide analytics for the Council to consider and report on areas to improve.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Investment Strategy

Patchway Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard
(a) to such guidance as the Secretary of State may issue and
(b) to such other guidance as the Secretary of State may by regulations specify.

This Strategy complies (as appropriate) with legislation including the revised requirements set out in the Guidance on Local Government Investments issued by the Secretary of State for Housing Communities and Local Government in 2018 for periods after 1 April 2018.

This Investment Strategy demonstrates the Town Council's prudent investment of funds held on behalf of its community.

The Council is committed to transparency and openness in reporting and to making it easy for informed observers to understand how good governance and democratic decision accountability have been exercised.

The Council is not allowed in law to borrow more than, or in advance of, their need purely in order to profit from an investment which may be in financial or non-financial assets.

Definition of investment

An investment is defined as all the financial assets and non-financial assets held by the authority primarily or partially to generate profit. Investment also includes loans made by a local authority to others but does not include pension funds or trust fund investments.

Objectives

This Investment Strategy has two underlying objectives:

Security – to protect the capital sum investment from loss.

Liquidity – to ensure that the funds invested are available for expenditure when needed.

When entering into any investment the Town Council will consider the balance between security, liquidity and yield.

The investment objective is to protect public money and raise additional revenue through interest earned using unallocated funds that are not part of the Town Council's operating costs.

Investment choice

The Town Council has determined that for the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- UK Banks
- UK Building Societies
- Local Authorities or other public authorities if appropriate

Adopted: 16th May 2023

Review: May 2024



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

The Council will only make specified investments.

Currently Specified Investment are those offering high security and high liquidity, made in sterling. Such short-term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town/parish council) will automatically be Specified Investments.

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

The Town Council will seek professional, independent advice, should it need to consider longer term investments.

Investment Plan

Natwest is the Town Council's Bankers. Funds not required for immediate use are currently invested in interest into the CCLA Public Sector Deposit Fund. As part of prudent risk management, the Town Council will review and update its investment portfolio.

The Council have invested a significant amount into the CCLA Public Sector Deposit Fund and The Cambridge and Counties Bank Investment Fund. These are not subject to change.

Risk management

For Council's with a budget in excess of 500,000 Euros are not covered under Financial Services Compensation Scheme. Before investing funds, the Town Council will:

- Assess the risks and likely return.
- Consider a wide range of investment opportunities.
- Consider the liquidity of the investment.
- Consider the expected cash flow requirements e.g. funds invested will not exceed more than 6 months average expenditure (precept divided by 12 months multiplied by 6).

All investments will be undertaken with due diligence. The RFO will identify all potential investments and report on these to the Full Council.

Monitoring risk

The Town Council is the corporate body responsible for authorising investment activities. The Town Council will regularly monitor the performance of all investments. If interest rates fall significantly the funds will be transferred to a more stable account, unless there is a general down-turn in interest rates.



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

EQUALITY & DIVERSITY POLICY

Legal Position

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). Patchway Town Council opposes all forms of unlawful and unfair discrimination, whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.



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Breaches of our Equality & Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the Town Council's Grievance Procedure.

This policy is fully supported by all Members of the Town Council

The policy will be monitored and reviewed annually. Other Personnel policies will be reviewed against the values stated in this main Equality & Diversity Policy to ensure that the council strives to remain an Equal Opportunities employer.



129

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TRADE CARD USAGE
TERMS & CONDITIONS

1. General Usage

Trade cards are issued by the RFO to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

2. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN number. Such reports must be made immediately and directly to The Town Clerk or RFO.

Fuel Cards

- In the event of the absence of the Town Clerk or RFO, lost and stolen fuel cards must be immediately reported directly to the card provider. You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

3. Reporting Expenditures/Weekly Returns

Trade Card

- Trade card holding members must retain all receipts and report to the Administration Section on a Monday morning. Non activity must also be reported on this basis and receipts must be lodged to cover all expenditures.

4. Failure to Comply

The cards remain the property of Patchway Town Council and, as previously advised, authorised members of staff issued with cards and PIN numbers are responsible for them and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.



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By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name Date



12r

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Signature

Name Date



125

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Callicroft House, Patchway, Bristol, BS34 5DQ
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Policy for the Use of Social Media

The Patchway Town Council Social Media pages intend to provide Information and updates regarding activities and opportunities within Patchway and promote positive thoughts and comments from residents within the town.

In order to ensure that all discussions on public forum pages are productive, respectful, energised and consistent with the Council's mission and goals, the following guidelines should be followed:

- Be considerate and respectful of others- vulgarity, threats or abuse of language will not be tolerated
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Patchway Town Council members or staff, will not be permitted
- share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due
- stay on topic
- refrain from using social media pages for commercial purposes or to market products
- ensure that you comply with data protection legislation
- members will not and should not discuss meetings on social media platforms, but instead should refer to the accurate minutes (draft and signed) on the council's website.

The sites are not monitored continuously, and the Council will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

Sending a message / post via social media will not be considered as contacting the Council for official purposes, and we will not be obliged to monitor or respond to requests for information through this channel. Instead, please see our contact details on the website - www.patchwaytowncouncil.gov.uk Please do not include personal / private information in your social media posts / messages to us.

We retain the right to remove comments or content that includes:

- obscene or racist content
- personal attacks, insults or threatening language
- potentially libellous statements
- plagiarised material; any material in violation of any laws, including copyright
- private, personal information published without consent
- information or links unrelated to the content of the forum
- commercial promotions or spam

Non-compliance will not be tolerated and can result in a ban

Patchway Town Council is not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Patchway Town Council's social media forums do not necessarily represent those of Patchway Town Council.

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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All comments, once posted, become the property of Patchway Town Council and we reserve the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.

Patchway Town Council is not responsible, liable for and do not endorse the privacy practices of any social media or any linked websites. Your use of social media and any linked websites is at your own risk.

Patchway Town Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from these websites.

Social media sites may occasionally be unavailable and we accept no responsibility for this lack of service.

The presence of any advertisement on social media pages is not an endorsement of the authenticity or quality of the goods, services or website and Patchway Town Council will not be held responsible for any claims arising in that respect.

We will not engage in / with, and we discourage posts or comments on, issues of a political nature.

Comments should not advertise commercial products or services.

All members and employees will not interact in a way on social media that has a negative or detrimental impact upon Patchway Town Council.

Members should not harass staff through social media and should never use it as a means of contact unless told otherwise.

Members should not, without the written consent of the Town Clerk, post anything regarding the Town Council using their own format. A formatted poster will be made available to Members who wish to help promote the Council through social media.

By choosing to comment and / or use any Patchway Town Council social media site, users are deemed to agree to this policy.



126

PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Payments and Receipts Policy

Introduction

Patchway Town Council hires out its facilities such as sports pitches and The Casson Centre to generate income to be reinvested back into these facilities. This income is crucial to the council as it helps fund work on these facilities during the financial year. It is the hirer's responsibility to ensure that all invoices are paid in a timely manner and through arrangement with the Patchway Town Council office.

Patchway Town Council engages contractors to carry out work for which the council cannot use their own staff for such as qualified electricians, architects, and consultants. These contractors are engaged to carry out necessary work to aid the council's running or projects that the council has. These contractors will invoice for the work completed after the job has been finished.

This policy outlines what Patchway Town Council, its contractors and its hirers responsibilities are when it comes down to making and receiving any payment.

1. Payment to Contractor/Suppliers

- Patchway Town Council will supply all contractors/suppliers with this policy prior to work commencing
- The contractor will undertake the work as briefed and in line with their quotation
- At the conclusion of all works, the contractor/suppliers will supply an invoice to the Town Council.
- Patchway Town Council will check the invoice for accuracy and to ensure it is aligned with the quotation received.
- Patchway Town Council will query with any contractor/supplier if there any anomalies.
- Patchway Town Council will consider **ALL INVOICES** on the **third Tuesday** of each month at the meeting of the Full Council.
- **If Patchway Town Council agree the expenditure then you will receive payment by BACS by the last working day of each month, unless otherwise agreed.**
- If the expenditure isn't agreed, it will be automatically referred back to the contractor/supplier then reissued for the next month's Full Council meeting.
- Patchway Town Council will not pay by cheque as of April 1st, 2020 to ensure that public money is used efficiently.
- Any queries regarding payment should be sent for the attention of the Responsible Finance Officer.

2. Receipts from Hirers

- **All hirers** of Patchway Town Council facilities will sign terms and conditions for their hire prior to the period of hire.
- Patchway Town Council will send an invoice to the hirer with the payment terms of strictly 30 days, unless otherwise agreed.

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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- The hirer will pay the invoice before via BACS, Cheque or Cash. (Patchway Town Council prefers BACS payments)
- It is the responsibility of the hirer to ensure that all invoices are paid according to payment date.
- Any invoices that are overdue may be subject to collection activity unless there is a legitimate reason for the late payment.
- Receipts for payments can be issued upon request.
- No monies are refundable; Patchway Town Council will apply credits to another booking date if there is enough notice given of cancellation of booking and there is ample availability in the facility.



120

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Freedom of Information Policy

The Freedom of Information Act 2000 gives individuals the right to access all types of information held by public bodies, including Patchway Town Council

The Act is designed to:

- Encourage greater openness and accountability in public authorities
- Help increase levels of public trust
- Encourage improvements in our dealings with the public.

As a general rule, an individual can request any information created within the Town Council or received from elsewhere and held by the council for any reason although there are some exemptions.

Accessing information held by the council

There are two ways of accessing information held by the Town Council. These are:

Publications Scheme

Part of the Act requires the Town Council to hold a Publications Scheme. This scheme is a guide to the information routinely published by the Town Council. It is not a list of actual publications, but rather it is a description of the classes of information published. The purpose of the scheme is to ensure that significant amounts of information are made available without the need for a specific request.

Individual requests for information

If the information required is not on the Publication Scheme or publicised on the web site, an individual may submit a Freedom of Information request. This request can be made in writing, by email or by completing the Town Council's Freedom of Information Request Form. (Appendix 1).

If an individual submits a Freedom of Information request, the Town Council is legally required to provide the information within 20 working days of receipt; however, we will attempt to provide it sooner if possible.

The request will be acknowledged in writing. Staff will then find the information and check if any exemptions apply. The Town Council will then contact the individual making the request to make suitable arrangements for them to view the information or receive a copy. If it is clearly going to take longer than 20 working days to collate the information that has been requested, the Town Council will tell the individual requesting the information why and how long it will take.

If the information cannot be released due to an exemption or the cost of retrieving that information exceeds the threshold set out in the act, or if the Town Council does not hold the information, the individual requesting the information will be informed accordingly.



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Exemptions

Information can be exempt for several reasons, including:

- It is personal information that is covered by the Data Protection Act
- It is covered by the Environmental Information Regulations
- It is confidential
- It will be published in the future
- It is accessible by other means, such as the publication scheme
- It is prohibited by law
- It is about law enforcement
- It is about investigations and proceedings conducted by the council



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APPENDIX 1

**PATCHWAY TOWN COUNCIL
 INFORMATION ACCESS FORM
 (For Freedom of Information Act Requests)**

To: The Town Clerk
 Patchway Town Council
 Callicroft House
 Rodway Road
 Patchway
 Bristol
 South Glos BS34 5DQ

Request to view or receive copy of Information

APPLICANT

Name	
Address Postcode
Telephone Number	
Fax Number	
E-mail Address	
Is this a Freedom of Information Act Request?	Yes/No (Please delete as appropriate)
REQUEST	
Description of Request (Please include dates, areas of the Council and any other useful information)
In what Format?	
Method of Communication	Post/Email/Fax (One only – Please delete as appropriate)

Do you want: Information to be sent Inspect the Information in
 to you the Council



12v

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Protocol on the Filming and Recording of Town Council, Committee and Sub-Committee Meetings

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014 with the "Openness of Local Government Bodies Regulations 2014" and was given Royal Assent on 6th August 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming or recording the meetings of Patchway Town Council.

The right of the council to exclude the press and public from parts of Town Council meetings for contractual and staff confidentially reasons remain unaffected.

Members of the public are permitted to film or record Town Council meetings, to which they are permitted access, in a non-disruptive manner. The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

The use of digital and social media recording tools, for example, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

Any person or organisation choosing to film, record or broadcast a meeting of the Town Council, committee or sub-committee is responsible for any claims or other liability from them so doing.

The council asks those recording proceedings do not edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Town Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded. All meetings with any members of staff may be recorded also for purposes deemed fit by the council or delegated to the clerk.

The council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Town Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. The Clerk/Deputy Clerk/RFO will record all meetings for accuracy. Once those minutes have been signed as an accurate record, this recording will be kept for 1 year, this recording will not give members a right to question the minutes at a later date. Patchway Town Council will have a designated safe area for anyone who does not wish to be recorded or qualifies as a vulnerable person. These recordings will not be available in the public domain and will not form part of our publication scheme.

Adopted: 16th May 2023
Review: May 2024



12w

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Community Award Protocol

Introduction

Patchway Town Council give out community awards for people who have made an outstanding contribution to the area in which we live. This protocol has been designed to lay out the parameters for nominating someone and ensures that only those who truly deserve the award are put forward.

Nominations for a Patchway Town Council community award will be via a form on the Council's website which will capture details about the nominee. The Council will consider these at quarterly intervals (June, September, December, March) and all winners will be invited to attend the award ceremony held at the Annual Town Assembly Meeting each year.

Patchway Town Council do not have to grant all nominations with an award and reserve the right to withdraw any nominees who do not meet the criteria below.

The Council will accept nominations for a community award if the nominee:

1. Is a resident of Patchway.
2. Is not paid to carry out the work they have been nominated for.
3. Has gone above and beyond for their community.
4. Have given something back to their community.

All award winners will receive a certificate in a frame, signed by the Chairman of the Town Council along with the Clerk of the Council. All award winner's names will be displayed on the Patchway Town Council website and may be used in press articles.



121

PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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CCTV Policy

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at Callicroft House, Rodway Road (Patchway Fire Station) and Norman Scott Park.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2008). This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Patchway Town Council accepts the data protection principles based on the General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information as follows:

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using Town Council facilities, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside Town Council buildings;
- To assist all 'emergency services' to carry out their lawful duties.

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting. All agendas are posted on the Town Council website at least 3 clear days (excluding weekends) before Council meetings.

4. Responsibilities of the Owners of the Scheme

The elected Town Council retains overall responsibility for the scheme.



12y

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Modern Slavery Charter

Patchway Town Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables staff to blow the whistle on any suspected examples of modern-day slavery.
7. Review its contractual spending regularly to identify any potential issues with modern day slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.
11. The Council will seek to use ethically sourced and fair-trade products wherever possible.



PATCHWAY TOWN COUNCIL
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Communications Policy

The aim of the Communications Policy is to improve communication between the Town Council and the residents of Patchway, in order to increase awareness of local issues and council involvement, encourage public participation and receive feedback.

Methods of Communication:

The following tools of publicity/announcement/provision of awareness are available for use by the Town Council:

1. Town Council Website which is updated at least weekly: www.patchwaytowncouncil.gov.uk
2. The use of four Town Council noticeboards.
3. The production of a Town Council newsletter.
4. Agendas for all meetings are published on the Town Council website.
5. The Annual Report is published on the Town Council's website.
6. Annual Town Assembly for residents of the town is held every year.
7. All documents available under the Freedom of Information Act can be accessed via the Town Council website or by email to the Town Clerk at clerk@patchwaytowncouncil.gov.uk
8. Dates of all council meetings publicised on the Town Council website and noticeboards.
9. In line with Standing Order 71, members of the Public and Press are invited to attend all council and committee meetings and generally there is a public participation session at the start of each meeting.
10. Draft Minutes of all Council or Committee meetings will be published on the Patchway Town Council Website at least 5 working days after the meeting.
11. Financial Audit notices placed on Town Council website and noticeboards.
12. Financial Audit documentation placed on Town Council website.
13. Financial reports included with minute documentation on the Town Council website.
14. Active Facebook page.

Reception of Feedback:

1. Feedback from the public is always welcome and can be accepted via methods listed below:
2. Town Council website 'Contact Us' online mechanism
3. Email
4. Telephone
5. Letter
6. Verbal feedback through Councillors

The contact details of all Councillors are available from www.patchwaytowncouncil.gov.uk

Handling of Feedback:

The Clerk to assess all feedback and either take issues to the Council for further investigation or action or deal with direct.



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Reviewing and Assessing Effectiveness of the Strategy:

This policy will be reviewed and updated annually; its effectiveness will be assessed by Councillors and Council staff and amendments/improvements would be recommended if opportunities are identified.

From time to time this consultation strategy can itself be subject to publicity, feedback, review, in order that public opinion on its effectiveness and how it may be improved can be sought.



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Complaints Policy

Definition

Patchway Town Council uses the Local Government Ombudsman’s (LGO) definition of a complaint, which is accepted by National Association of Local Councils (NALC):

‘A complaint is an expression of dissatisfaction by one or more members of the public about the council’s action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.’

In accordance with NALC/LGO guidelines, the Town Council will try to ensure that their complaints system is:

1. well publicised and easy to use;
2. helpful and receptive;
3. not adversarial;
4. fair and objective;
5. based on clear procedures and defined responsibilities;
6. quick, thorough, rigorous and consistent;
7. decisive and capable of putting things right where necessary;
8. sensitive to the special needs and circumstances of the complainant;
9. adequately resourced;
10. fully supported by councillors and officers; and
11. regularly analysed to spot patterns of complaint and lessons for service improvement.

Confidentiality

The LGO/NALC advises that the identity of a complainant should only be made known to those who need to consider a complaint. Patchway Town Council will take care to maintain confidentiality where circumstances demand (e.g. where matters concern financial or sensitive information or where third parties are concerned).

Complaints Procedure

The procedure set out in this in this policy is not appropriate for use where a complaint is made against an individual. Serious complaints relating to the conduct of an individual can be dealt with in the following way:

Complaints against Members of the Town Council through South Gloucestershire Council’s Monitoring Officer

Complaints against members of staff – through internal procedures.

The following procedure is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Town Clerk or the Chair of the Council.



PATCHWAY TOWN COUNCIL

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At all times, the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

Before the Meeting

The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Town Clerk.

If the complainant does not wish to put the complaint to the Town Clerk, he/she should be advised to address it to the Chair of the Council.

The Town Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by a committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).

The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the meeting

The Council will consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the council meeting in public. The Chairman to introduce everyone and explain the procedure.

The complainant (or representative) to outline the grounds for complaint.

Members to ask any questions of the complainant.

Members to ask any questions of Town Clerk

Town Clerk and complainant to be offered the opportunity to summarise their position (in this order).

Town Clerk and the complainant should be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back). Town Clerk and complainant return to hear decision, or to be advised when decision will be made. Decision confirmed in writing within seven working days together with details of any action to be taken.

Adopted: 16th May 2023

Review: May 2024



12bb

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Callicroft House, Patchway, Bristol, BS34 5DQ
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Volunteering Policy

Introduction

Many of the Town Council's activities involve working in partnership with community and voluntary groups, also volunteers work directly with the Council, some key reasons are:

1. To increase our contact with the local community we serve
2. To ensure our services best reflect the needs of our community
3. To increase skills, experience, perspectives, and diversity in the workplace
4. To temporarily increase capacity

We will ensure that volunteers are included as part of the Town Council structure by enabling them to contribute to our ongoing service and development.

We will invite volunteers to join staff information sessions, these will be optional for volunteers. Volunteers will receive regular supervision.

We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their role.

We acknowledge that volunteers require satisfying roles and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their assigned role effectively.

Volunteers may come through community groups or directly from the community.

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our website.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their placement might be realised.

An interview does not guarantee any placement, but details may be held for six months in case a suitable position is found. Applicant will be advised accordingly.

A placement of a volunteer does not replace paid staff. There is no contract implied or otherwise to do so.

Volunteer Agreement and Task Descriptions

Patchway Town Council undertakes to provide a signed for written agreement outlining the specific work and associated duties they will be undertaking. Each volunteer will receive an information pack about the Council.

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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A volunteer is governed by the same insurances, acceptances and policy as that of paid staff.

Expenses

Volunteers will receive reasonable out-of-pocket expenses. The Council believes that volunteers should not be in any respect financially disadvantaged by volunteering. These expenses must be claimed within three months and receipts produced. Before accruing any expenses, the Volunteer will seek permission from the Town Clerk. It is anticipated that volunteer expenses will not exceed £5 per day.

Where exceptional working is required, the Town Council may supply certain items, such as litter-picks, high-visibility coats, gloves, and plastic bags.

Volunteers may request sundries such as pen and paper and use of office supplies to undertake their duties. Anything else at discretionary approval.

Induction and training

All volunteers will receive an induction into Patchway Town Council services and their own area of volunteering, with appropriate training provision.

Where possible, volunteers may be entitled to receive additional training on the same basis as paid staff. This is discretionary based upon factors including role, timeline of expected service, and cost.

All volunteers will receive appropriate documentation and are expected to adhere to conditions therein.

Support

All volunteers will have a named, paid member of staff allocated as their main point of contact. This contact will provide regular supervision, feedback on progress, and opportunities to discuss future development and air any problems.

Volunteers may from time to time be asked to undertake other capable duties.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Patchway Town Council operations, its work to staff and upon elected councillors to their main point of contact. This is confidential.

Where a complaint is to be made, this is taken by the most senior paid staff member on duty and will be handled appropriately as per our complaints policy.

All volunteers are expected to follow our IT and social media policy and to exercise media caution in what they might say or publish.

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PATCHWAY TOWN COUNCIL
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Insurance

Patchway Town Council's insurance policy covers volunteers whilst they are engaged on any assigned volunteering role on behalf of Patchway Town Council.

All volunteers must make every effort not to behave in a way that invalidates the insurance policy

Health and Safety

Volunteers are covered by Patchway Town Council's Health and Safety Policy; a copy will be provided to each volunteer.

A copy of Patchway Town Council's Safeguarding policy will be provided to each volunteer.

Protection of Children and Vulnerable Adults

A copy of Patchway Town Council's Protection of Children and Vulnerable Adults Policy will be provided to each volunteer.

Equal Opportunities

A copy of Patchway Town Council's Equality & Diversity Policy will be provided to each volunteer.

Problem Solving and Complaints

A copy of Patchway Town Council's Complaints Policy and procedure will be provided to each volunteer.

General Data Protection Regulation and social media

Patchway Town Council's GDPR and Social Media policies are available for consultation in the main office. Volunteers are advised to read them at induction.

Confidentiality, honesty and good standing

All volunteers will be bound by the same requirements for confidentiality and behaviours as paid staff.

Discipline

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

Public at large

All volunteers whilst engaged upon assignment may encounter the general public at large. All volunteers are expected to remain polite and disengage from situations that might escalate and are to report back to their nominated contact or most senior paid staff member on duty.

Volunteers should advise the public to take all concerns to the Town Council.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

All volunteers are under the guidance and instructions of the Patchway Town Council paid staff members; no other instructions are valid unless such are being given in public safety requirements or by members of the emergency services.

All volunteers are to know where the defibrillator emergency pack is situated within their working area and the procedure used to gain access. This information will be given at induction. Volunteers are not expected to be a first-aider unless they have undertaken specific training.



12cc

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Fair Use Policy

Policy Scope:

1. This policy only applies to the land that Patchway Town Council owns.
2. This policy is to ensure fair usage of land for all groups and organisations.
3. This policy alone does not indemnify an organisation to use the land.
4. The Council will only permit the use of the land once the set criteria has been met by the organisation.
5. Patchway Town Council reserves the right to refuse access to any organisation at any time if they do not meet the set-out criteria.

Criteria for Hiring Patchway Town Council Land:

1. Detailed method statement of what is to happen on that land.
2. A full risk assessment of the event.
3. A copy of your public liability insurance.

Anyone wishing to hire land that is owned by Patchway Town Council for an event, whether it be a singular event or multiple, is to contact the Town Clerk in the first instance by email to office@patchwaytowncouncil.gov.uk with the date and times of their proposed events.



12 dd

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Planning Application Procedure Policy

INTRODUCTION

Town and Parish councils are statutory consultees on any planning application received by the local planning authority. The knowledge of the parish councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

AIMS

The aim of this planning applications policy is to improve the way in which Patchway Town Council responds to planning applications and promote parishioner engagement with this process.

OBJECTIVES

The objectives are to streamline and speed up the consultation process and to ensure that residents informed about developments happening in the Town.

POLICY

Patchway Town Council will consider all planning applications as notified by South Gloucestershire Council in their capacity as statutory consultees on all planning applications relating to land and/or property that are within the Town Boundary.

All planning applications that are received at least three clear working days before a Town Council/Committee meeting, will be included on the agenda for that next, and the Town Council's response will be recorded in the minutes of that meeting.

For all planning applications where the consultation period ends before the next regular meeting, all Members of the Parks, Open Spaces, Planning and Transport Committee will be emailed with a link containing the relevant information for those applications, for independent comment, investigation, and debate via email. In this case the Clerk will advise Members of a deadline by which to reply to them with their comments on that application. The Members responses to this will then be collated, and a draft summary of these will then be drafted by the Clerk. If opinion is found to be divided a formal meeting will then be arranged to debate the issues and formulate a response to that consultation. A Council Member can ask that any such application be considered by a full meeting of the committee subject the statutory notice period being available.

All planning applications for Houses of Multiple Occupancy (HMO) will be shared onto the Town Council's social media and website.



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Employer’s Pension Discretions Policy

Local Government Pension Scheme Regulations 2013

Policy on Employer Discretions

The Town Council, as an employing body, is required to formulate a Statement of Policy in respect of certain discretionary provisions within the Pensions Regulations (2013):

- Regulation 12: Power to increase of total membership of active members
- Regulation 13: Power to award additional pension.
- Regulation 18: Flexible Retirement
- Regulation 30: Choice of early payment of pension
- Regulation 30A: Choice of payment of pension: pensioner member with deferred benefits

Note that references in this document to ‘he’ or ‘him’ apply equally to ‘she’ and ‘her’.

Regulation 12: Power of employing Authority to increase total membership of active members.

Explanation

An employer may resolve to increase the total membership of an active member. A member’s total additional membership under this regulation (including additional membership in respect of different employments) must not exceed 10 years.

Policy

The Town Council notes the discretion to increase an employee’s total membership but has no intention to make general use of this discretionary power. It may wish to consider its use in exceptional cases in the future.

Regulation 13: Power of employing Authority to award additional pension.

Explanation

An employer may resolve to award a member additional pension of not more than £5,000 a year payable from the same date as his pension payable under any other provisions of the pension regulations. Additional pension may be paid in addition to any increase of total membership resolved to be made under regulation 12.

Policy

The Town Council notes the discretion to award additional pension benefits. It has no intention to make general use of this discretionary power but may wish to consider its use in exceptional cases in the future.



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Regulation 18: Flexible retirement

Explanation

A member who has attained the age of 55 and who, with their employer's consent, reduces the hours they work, or the grade in which they are employed, may make a request in writing to the appropriate administering authority to receive all or part of his benefits under these Regulations, and the authority may pay those benefits to him notwithstanding that he has not retired from that employment.

If the payment of benefits referred to above takes effect before the member's 65th birthday, the benefits payable are reduced in accordance with guidance issued by the Government Actuary. The employer may, however, agree to waive, in whole or in part, any such reduction as is referred to above.

Where a member is receiving benefits under this regulation, the period of membership used to calculate those benefits is not taken into account in any subsequent calculation of such benefits to which he is entitled under these Regulations.

Policy

The Town Council notes this discretion to allow an employee to take 'Flexible Retirement' pension benefits. The Council, when exercising its right to agree to an employee's 'Flexible Retirement', will consider each application on its merit.

The Town Council will consider each individual case upon a written request from an individual member of staff.

Regulation 30: Choice of early payment of pension

Explanation

If a member leaves local government employment before he is entitled to the immediate payment of retirement benefits (apart from this regulation), once he has attained the age of 55 he may choose to receive payment of them immediately.

Note that:

- A choice made by a member of less than 60 is ineffective without the consent of his employing authority or former employing authority.
- If the member so chooses, he is entitled to a pension payable immediately calculated in accordance with regulation 29.
- His pension must be reduced by the amounts shown as appropriate in guidance issued by the Government Actuary.
- A member's employing authority may determine on compassionate grounds that his retirement pension should not be reduced under the above.

Policy

The Town Council notes that an employee is allowed to receive his pension before his normal retirement date, and that it may waive reduction due to early receipt on compassionate grounds.

Adopted: 16th May 2023.
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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

The Town Council has no intention to make general use of this discretionary power but may wish to consider its use in exceptional cases in future.

Regulation 30A: Choice of payment of pension: pensioner member with deferred benefits

Explanation

Where a member who is treated as a pensioner member with deferred benefits under regulation 20(9) has reached the Scheme's normal retirement age, he is entitled to immediate payment of his retirement pension without reduction.

Such a member may choose upon reaching the age of 55 to receive his retirement pension immediately. However, approval must be sought from the former employing authority where the member is aged less than 60 and, unless the former employing authority so determines on compassionate grounds, the member's pension must be reduced by the amounts shown as appropriate in guidance issued by the Government Actuary.

Policy

The Town Council notes the discretion to allow a pensioner member with deferred benefits to seek early payment of his pension, and to do so without reduction on compassionate grounds. The Town Council has no intention to make general use of this discretionary power but may wish to consider its use in exceptional cases in the future.

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12 JJ

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www.patchwaytowncouncil.gov.uk

Grievance Policy

1 Policy Statement

The Council recognises that individual employees or groups of employees may, from time to time, feel aggrieved about an aspect of their employment and accepts that each employee has the right to raise this grievance and to expect that management will consider it and respond.

The purpose of the accompanying procedure is to provide a framework for dealing promptly and fairly with such grievances. The aim is to resolve grievances as near as possible to their point of origin.

Matters appropriately dealt with under the Council's grievance procedure include all questions relating to the individual rights of employees in respect of their employment other than:

- Grievances that have already been considered in accordance with the procedure;
- Grievances arising from disciplinary or capability process in which the employee is already involved and where there is an appeals procedure in place;
- Grievances in respect of issues over which the Council has no control. e.g. external legislation; and
- Grievances that are already the subject of a collective grievance or dispute.

The timescales shown in the accompanying procedure may be altered by mutual agreement.

The nature and number of grievances raised in accordance with the accompanying procedure will be monitored annually by the Town Clerk.

This policy and the accompanying procedure will be the subject of periodic review.

Responsibility for conducting this review will rest with the Town Clerk.

2 Procedural Guidelines

2.1 Informal Resolution

Where an employee is aggrieved about any matter relating to their employment, they should raise the matter informally with the Town Clerk as soon as possible and, other than in exceptional circumstances, within **twenty working days** of the incident or event. However, employees will be permitted to raise as part of a grievance a series of directly related incidents having a cumulative effect.

The Town Clerk should consider and seek to resolve the grievance within ten working days. Whether or not this proves possible, the Town Clerk should in every case inform the employee of the decision and, if appropriate, any action taken.

Employees may wish to seek the advice of a trade union representative or colleague prior to raising a grievance at this informal level.

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

2.2 Formal Resolution

If the employee is not satisfied with the result of the informal process, they can take the matter up with the Town Clerk, in writing, stating the nature of the grievance. This should be done within **ten working days**.

The Town Clerk will arrange a meeting with the employee to discuss the grievance as soon as possible and normally within **ten working days**. If the Town Clerk hearing the grievance determines that further investigation is required – having listened to the employee’s submission – the meeting will be adjourned for a period during which time the Town Clerk or an appropriate investigator will conduct any necessary research; including, if appropriate, liaising with other parties. The investigation will be concluded as soon as reasonably practicable.

It is not expected that other parties would attend the reconvened hearing. However, if it is determined by the Town Clerk that their contributions would facilitate consideration of the grievance they will be asked to make themselves available, in order that they may respond to any matters raised by the aggrieved individual during the course of the hearing.

A formal written response to the grievance should be issued within 5 working days of either the initial or subsequent grievance hearing as appropriate.

2.3 Appeal

If the employee is still aggrieved, there is a right of appeal to a panel of members of the Personnel Committee. The notice of appeal should be submitted in writing within **ten working days** of receipt of the formal written response issued by the Town Clerk. The Appeal Panel shall consider the appeal within **twenty working days** of receipt of the written appeal.

There is no further right of appeal.

2.4 Grievances Relating to the Town Clerk

If the grievance relates directly to the action or omission of the Town Clerk, the grievance should be submitted in writing directly to the Chair of the Personnel Committee who will investigate and respond to the grievance as outlined above.

If the grievance is being raised by the Town Clerk on his/her own behalf, the grievance should be submitted in writing to the Chair of the Personnel Committee as above. If the grievance relates to the action or omission of the Chair of the Personnel Committee then it should be directed to Chairman of the Council.

2.5 Representation

An individual raising a formal grievance may be accompanied throughout the process by a trade union representative or colleague of their choice and reasonable preparation for the hearing will be allowed.



1299

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Disciplinary Procedure Policy

1 Introduction

This procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of conduct and job performance. The aim is to ensure consistent and fair treatment for the individual. This procedure sets out the framework for resolving issues relating to misconduct and unsatisfactory performance in accordance with the Employment Rights Act 1996, Human Rights Act 1998, and the ACAS Code of Practice on Disciplinary Procedures.

This procedure applies to all employees except where it conflicts with a contractual or statutory requirement, which takes precedence.

2 General Principles

The procedure is not a substitute for good management practices and should only be invoked when initial attempts to improve conduct have been made following discussions between the employee and their manager. However, where there has been gross misconduct or a serious breach of disciplinary rules, the formal procedure should be actioned immediately.

No disciplinary action will be taken against an employee until the circumstances have been fully investigated.

The employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case at the appropriate stage.

The employee has the right to be represented at disciplinary hearings and appeals.

In all instances of alleged misconduct, the employee will be given at least 5 working days' notice of the requirement to attend a hearing or appeal. Should the employee fail to attend without an acceptable reason, then the Chair of the hearing or appeal may proceed in the employee's absence.

Any disciplinary action taken will depend on the nature of the offence, the past recorded behaviour of the employee concerned, the consequence to the Council of the offence, and any explanation presented by the employee.

Employees have the right to appeal against any disciplinary warnings and dismissal.

3 Roles and Responsibilities

Normally, The Town Clerk will consider minor disciplinary issues and resolve them, if they can, without recourse to the formal procedure.

Allegations of more serious misconduct or where a previous warning has been given but the required improvement has not been made should immediately be referred to the Town Clerk who will then be responsible for nominating an Investigating Officer. If the misconduct relates to the Town Clerk, this should be referred to the Personnel Committee.

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

The Investigating Officer who carries out an investigation should not participate in any subsequent decision to take action under the procedure. Likewise, the Disciplinary Panel members hearing the case should not be involved in the investigation beforehand. It is important that respective roles are identified at an early stage so that those roles are not compromised. The Investigating Officer need not be the employee's supervisor, although this would normally be the case.

Only the Town Clerk has the right to suspend an employee and provide verbal or written warnings for minor misconduct.

4 Representation

Employees have the right to representation, either by a trade union representative or a work colleague, at the hearing and appeal stages of the formal procedure.

Representatives have the right to address the hearing or appeal. They may also ask questions and present the employee's case. However, they have no right to answer questions on the employee's behalf.

5 Informal Procedure

5.1 Informal Advice and Guidance

Where a minor breach of acceptable/established standards of conduct occurs, which does not justify formal disciplinary action, the Town Clerk or Chair of Personnel if it relates to the Town Clerk will advise the employee concerned of the conduct and the standard expected in the future. In many cases, this will provide sufficient encouragement for the employee not to commit further acts of misconduct.

The employee will be offered guidance, support, and additional training – where appropriate – to achieve the necessary standards. Representation will not normally be appropriate. The Town Clerk should make a note of such informal advice and guidance and should set out in writing the required improvements and standards of conduct that are expected in the future. Records of informal advice/counselling should be kept on employee's personal files.

The formal procedure will apply when:

- Previous informal advice or warnings have proved ineffective;
- The allegation is of a serious nature; or
- A number of minor allegations are made which taken together constitute a serious breach of discipline.



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6 The Formal Procedure

6.1 Suspension

In some circumstances, the Town Clerk may consider suspension with pay, pending further investigation or until the disciplinary hearing takes place. Suspension may be appropriate where:

- Cases potentially involve gross misconduct;
- Relationships have broken down; or
- There is a risk to the employer's property or to other people.

An employee should be advised that suspension in itself does not constitute disciplinary action.

An employee should be advised of the reasons for suspension. The period of suspension should not normally last for more than 20 working days. However, this period can be extended where necessary.

The decision regarding whether or not suspension is necessary can be reviewed at any time during the disciplinary process.

6.2 Investigation

Before any decision can be made about whether or not a disciplinary hearing is necessary, an investigation must take place. The Town Clerk (or the Personnel Committee, in relation to matters concerning the Town Clerk) will appoint an appropriate Investigating Officer – who could be an external adviser – who will report back with their findings and make recommendations as to whether a disciplinary hearing should be convened.

The responsibilities of the Investigating Officer are to collect evidence by interviewing any relevant witnesses and gathering all documentation. An Investigatory Interview will normally be held with the employee concerned. The purpose of the interview is to gather the employee's initial response to the allegations and to identify whether any further investigation is needed.

For the benefit of the employee and the Council, any investigation must be concluded within a reasonable timescale. If there is a delay in completing the investigation, it is the responsibility of the Investigating Officer to regularly update the employee or their representatives on the progress of the investigation.

Once the Investigating Officer has gathered all the relevant facts and reviewed the evidence, a report should be drafted to the Town Clerk (or Personnel Committee) recommending one of the following:

- Take no further action and inform the employee accordingly;
- Advise the arrangement of counselling, training, extra supervision, or written advice (as appropriate); or
- Arrange a disciplinary hearing.

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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6.3 Arranging a Hearing

If, following the recommendations of the Investigating Officer, the Town Clerk concludes that a hearing is required then the necessary arrangements should be made by the Town Clerk. The employee will be given at least 5 working days' notice in writing. The letter should include a clear written statement of the allegation and should enclose any documentary evidence being relied upon and a reminder of the employee's right to be represented.

The Investigating Officer is responsible for presenting the case and making arrangements for any witnesses that he or she relies upon to attend the meeting.

The employee is responsible for arranging any representation they choose to have and any witnesses that they may wish to call. Details of any witnesses the employee intends to call and a copy of all documents that the employee may wish to refer to at the hearing must be submitted to the Investigating Officer at least 3 working days prior to the hearing.

6.4 Conducting a Hearing

The Panel for a hearing will normally comprise of the Town Clerk (or three members of the Personnel Committee, in relation to matters concerning the Town Clerk) and an independent HR representative to advise, as appropriate.

The objective is:

- To hear the evidence in respect of the allegation, the employee's response, and to decide whether or not the allegation is substantiated; and
- If the allegation is substantiated, to determine the disciplinary sanction to be applied in light of the seriousness of the offence and having regard to previous relevant disciplinary history.

The procedure to be followed is:

1. Introduction of the Panel Members and outline of their roles;
2. Statement of the purpose of the hearing and the allegation;
3. Presentation of the case by the Investigating Officer with witnesses called as necessary;
4. Questions by employee or their representative;
5. Questions by the Panel;
6. Presentation of the case by the employee or their representative with witnesses called as necessary;
7. Questions from Investigating Officer;
8. Questions from Panel;
9. Concluding statement by Investigating Officer;
10. Concluding statement by employee or their representative;
11. Adjournment of the Panel to make their decision;
12. The Panel reconvenes and the employee/representative is informed of the decision and, if necessary, their rights of appeal.

Adopted: 16th May 2023

Review: May 2024



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

Requests for an adjournment can be made at any stage and it is up to the Chair to decide whether or not a request should be granted.

The decision of the Panel will be confirmed to the employee in writing within 5 working days. The letter should clearly set out:

- The Panel’s decision;
- The length of time that any warning will be active for;
- The expected improvement in conduct;
- Any assistance that will be provided to achieve this; and
- The employee’s right to appeal.

6.5 Levels of Disciplinary Action

In determining the appropriate disciplinary action, regard should be given to the employee’s previous record, the gravity of the offence, and any explanation given.

Although the procedure implies a sequential approach, there may be certain circumstances where the matter needs to be considered immediately under Stages 2, 3, or 4.

Stage	Outcome	Description
Stage 1	Oral Warning	For a minor offence, a formal verbal warning (confirmed in writing) making it clear that further misconduct will render the employee liable to further disciplinary action including more severe consequences.
Stage 2	First Written Warning	For a more serious offence or where a previous warning to the employee has not resulted in the required improvement to their conduct.
Stage 3	Final Written Warning	For a sufficiently serious offence, which might warrant only one written warning but is insufficiently serious to justify dismissal, or where previous warnings have been ineffective.
Stage 4	Dismissal With Notice	For an act or acts of misconduct, other than gross misconduct, by an employee who is under a written or final warning. The employee will be liable to dismissal with notice or pay in lieu of notice.
	Dismissal Without Notice	In cases where gross misconduct is established, the employee will be liable to summary dismissal, i.e. without notice or pay in lieu of notice.



PATCHWAY TOWN COUNCIL
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www.patchwaytowncouncil.gov.uk

6.6 Length of Warnings

Records of informal meetings and formal warnings will be kept on employee's personal files. An oral warning will be live for 6 months and written warnings for 12 months from the date of the disciplinary hearing. Final written warnings will be live for 2 years.

7 The Right of Appeal

An employee has the right to appeal against disciplinary action resulting in a warning or their dismissal. Three members of the Appeal Committee will hear the appeal, providing that they have had no previous involvement in the matter, assisted by an independent adviser, if appropriate.

An employee who wishes to appeal must do so in writing to the Town Clerk (or Chair of the Personnel Committee, in relation to matters concerning the Town Clerk). This must be done within 10 working days of the disciplinary hearing informing them of the disciplinary action taken. The appeal letter must set out the grounds for the appeal, normally under one of the following headings:

- The severity of the disciplinary action;
- The findings of the Panel on a point of fact which is pertinent to the decision of the hearing; and
- A failure to adhere to the disciplinary procedure.

7.1 Arranging an Appeal

The date and time of the appeal will be organised by the Town Clerk (or Chair of the Personnel Committee, in relation to matters concerning the Town Clerk). It is the responsibility of each side to prepare themselves for the appeal, including arranging for any witnesses to attend.

The Chair of the original Panel and the employee or their representative will, where possible, agree papers for submission to the appeal 5 days prior to the hearing.

7.2 Conducting an Appeal Hearing

The objective is:

- To review the decision of the disciplinary hearing and decide whether that action is warranted or not; and
- If the action is not warranted, to determine what action if any is appropriate;

In doing so, the Appeal Panel will have regard to seriousness of the offence and any previous relevant disciplinary history.

The procedure to be followed is:

1. Presentation of the case by the Manager (the Chair of the previous hearing) who took the disciplinary action;
2. Questions by the appellant to the Manager;

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

3. Presentation of the appellant's case, including calling any witnesses;
4. Questions by the Manager to the appellant and their witnesses;
5. Questions by the Appeals Panel to both parties and their witnesses;
6. Concluding statements by the parties. No new information should be introduced at this stage and the appellant should have the opportunity to sum up last;
7. Adjournment of the Panel to make their decision;
8. The appeal is reconvened if possible and both parties are informed of the decision;
9. Written confirmation of the Appeals Panel's decision within 5 working days of the hearing.

The Appeals Panel has the right to call its own witnesses should it consider this to be of assistance in making its decision.

8 Trade Union Officials

In normal circumstances, no action will be taken against an officer of a recognised trade union until the matter has been discussed with a full-time officer of that union.

9 Disciplinary Rules

It is difficult to define all the acts of misconduct that might lead to disciplinary action. As a general principle, a test of reasonableness would be applied, i.e. would a reasonable person be aware that disciplinary action would result from a certain act or omission?

The following are examples of the types of conduct that are unacceptable and might lead to disciplinary action. The list is not exhaustive and other behaviour not listed may lead to disciplinary action.

- Poor time-keeping/attendance;
- Unjustifiable absence from work;
- Waste, loss or damage of Council property through failure to take due care;
- Negligence or failure in performance of duty;
- Inappropriate or unauthorised use of e-mail, IT, or telephone facilities; or
- Being under the influence of alcohol or drugs.

9.1 Types of Gross Misconduct

Unacceptable conduct, which may be regarded as gross misconduct, is likely to lead to an employee's summary dismissal. This means dismissal without notice and occurs when the employment relationship between the Council and employee, and the trust which is inherent in that, is irrevocably broken.

The list below gives examples of matters likely to be regarded as gross misconduct and is not exhaustive.

- Refusing to follow reasonable management instructions;
- Theft from the Council, its Members, employees, or the public;

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Physical assault or verbal abuse;
- Fraud or deliberate falsification of records;
- Falsification of qualifications;
- Serious negligence which causes unacceptable loss, injury, or damage;
- Serious acts of insubordination;
- Serious breach of confidence;
- Use of privileged information for personal gain;
- Malicious damage to the Council's property;
- Sexual misconduct at work;
- Discrimination, victimisation, or harassment;
- Serious breaches of safety rules;
- Serious incapability through alcohol or drugs;
- Accessing or distributing pornography on the Council's IT facilities.

10 Training

Appropriate training will be given to the Town Clerk or any Members who might be involved in disciplinary or appeals meetings to ensure that they fulfil their responsibilities under this procedure.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Redundancy Policy

1. Policy Statement

It is necessary for every organisation to adapt to change if they are to remain viable. Although the Council's policy is to avoid redundancies wherever possible, the needs of the Council may from time to time require a reduction in the overall number of staff employed or to make organisational changes that result in employees being made redundant. The Council aim to keep compulsory redundancies to a minimum and where possible will consider alternative options such as voluntary redundancy and effective redeployment mechanisms. This policy commitment is reflected in the procedures referred to below.

This policy applies to all Patchway Town Council employees.

2. Legal Background

Redundancy is a potentially fair reason for dismissal. An employee's post may be redundant if the employer intends to stop or requires fewer people to do a particular kind of work at the place where they are employed. The law on redundancy ensures that employers do not dismiss employees without considering alternatives and outlines the:

- Need to treat each individual employee fairly by ensuring that all redundancies are genuine, handled sensitively and any unfair dismissals are avoided.
- Need to consult recognised Trade Unions about any large-scale proposals to try to avoid redundancies, where possible.
- Payment of any redundancy compensation due.

In cases where the business or part of the business transfers to another provider, employees are not necessarily redundant and would normally transfer to another employer on their terms and conditions, commonly referred to as "TUPE" regulations (Transfer of Undertakings Protection of Employment).

3. Setting Redundancy in Context

A redundancy situation may arise when there has been or is going to be:

- A change in the way a service is provided or closure of a workplace
- Restructuring
- A need to make budget savings or
- A diminished need for employees to carry out work of a particular kind.

If the potential for redundancy is identified, the Council will take steps to ensure that redundancy and redeployment discussions are handled with care and consideration, taking all reasonable steps to ensure that decisions about redundancy are consistent and fair, and seen to be so.

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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

The approach that Council will take when undergoing a redundancy process will be in line with legislation and the guidance issued by ACAS.

Where potential redundancy situations are identified, the Council/Town Clerk will prepare a report setting out the details which may include:

- The nature of the proposed change
- The business case supporting the change
- Arrangements and timeframes for consultation
- Selection criteria
- Alternative options being considered.

The business case will include consideration of service delivery changes and the financial consequence of any redundancy payment and pension recovery payback over a period no greater than 5 years.

4. Minimising Compulsory Redundancies

The Council is committed to minimising compulsory redundancy. Measures to achieve this may include:

- Redeployment to other jobs within the Council (if there are any suitable).
- Financial management to reduce other budget costs
- Controls on recruitment e.g. not filling vacancies (natural wastage)
- Accepting requests to job share or reduce hours. Consulting with employees and their representatives as early as possible to share ideas about alternative options that do not involve redundancy.

The Council may also consider requests from employees for voluntary redundancies. The organisation reserves the right as its absolute discretion to decline requests for voluntary redundancy.

5. Consultation

The Council will carry out appropriate consultations with employees and relevant recognised Trade Unions in respect of any proposals for organisational change including redundancy proposals at the earliest opportunity.

Employees have the right to be accompanied by a work colleague or their trade union representative at all stages of the process.

6. Selection

Where the redundancy applies to a job held by one individual, the post would be redundant without the need for selection.

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

Where there are multiple redundancies or a reduction in posts within a group of employees the 'pool' of employees from which the redundancies will be drawn must be defined.

Selection Criteria

The criteria used for redundancy selection must be fair, clear, objective and non-discriminatory, precisely defined and capable of being applied in an independent way. The criteria must be applied fairly and consistently to all employees at Patchway Town Council who have been identified as at risk.

The criteria applied, will as far as possible, be measurable and supported by documentary evidence. Appendix 4 specifies the Redundancy selection matrix.

7. Suitable alternative employment

The Council will make every effort to establish whether there is suitable alternative employment available and offer such employment to the individual(s) concerned. If 'suitable alternative employment is not available redundancy may then apply.

When assessing whether a post is suitable alternative employment, the Council will consider whether the employee can reasonably be expected to do the role, taking into account their level of seniority and skills and whether the role is on terms and conditions that are not substantially less favourable to the employee. As part of this the Council will consider the following factors:

- The nature of the work and how similar it is to the current role.
- The terms of the job being offered.
- Relevance of an employee's skills, qualifications, abilities and experience to the requirements of the post.
- The pay (including benefits), status, hours and location.
- Not involve unreasonable additional inconvenience.

The Council will give prior consideration for suitable alternative employment to employees at risk of redundancy provided the employee's skills and abilities match the criteria of the post or will do so with reasonable training. While priority may be given to employees at risk of redundancy, the Council reserves the right to select the best available candidate in relation to any given vacancy. Employees have a separate legal entitlement to be offered any suitable alternative work that is available if they are made redundant while on maternity leave.

All posts offered for re-deployment will be subject to a trial period.

If an employee refuses an offer of alternative employment which the Council deems suitable and the refusal is considered to be unreasonable, the individual will lose their entitlement to a redundancy payment, and potential early access to their pension benefits.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

8. Formal Notification of Redundancy

If, by the end of the period of consultation no alternative to redundancy has been identified notification of redundancy will be given, providing employees with appropriate notice of their employment being terminated.

The notice period will be an individual's contractual or statutory notice period, whichever is the greater. Wherever possible notice should be worked and not paid in lieu. In those exceptional circumstances where full notice is not worked the balance will be paid in lieu except when a termination date is mutually agreed prior to the contractual date. Then any balance in lieu is not applicable.

Continuous Service	Statutory Notice
1 month but less than 2 years	1 week
2 years but less than 12 years	1 week of each year of continuous employment
12 years or more	Not less than 12 weeks

9. Right of Appeal

The employee has the right of appeal if they believe that the selection for redundancy has been is unfair or a fair process has not been followed.

The employee should put their appeal, in writing to the Town Clerk stating the full grounds of the appeal within 10 working days of the notification of dismissal. The appeal will be heard within fifteen working days or as soon as practicable after receiving the appeal. Individuals have the right to be accompanied by a work colleague or, trade union representative.

Appeals against the redundancy selection would normally be heard by the Town Clerk.

10. Compensation

Where there is a redundancy, there may be entitlement to redundancy pay and other benefits. Compensation for loss of employment due to redundancy will not be calculated on less favourable terms than in accordance with statutory entitlement laid down in existing legislation. All employees who receive redundancy payment will be given a written notification of their redundancy pay.

11. Continuity of Service

Continuity of service will not be broken if the employee at risk of redundancy receives and accepts an offer of employment with an organisation covered by the Redundancy Modification Order before their employment ends with Patchway Town Council and they start their new job before the 5th Monday following the date of their termination of employment. In this situation the employee will not be entitled to a redundancy payment.

Where a redundancy payment is made, continuity of service will be broken for the purposes of calculating future redundancy payments. In the case of an employees who has had more than one job with the Council, continuity of service will be based on the redundant post. However, if at the time of redundancy, the employee is employed under one contract but in that past has had one or

Adopted: 16th May 2023.

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

more overlapping contracts the length of service can be counted back to the start of the first contract if the service has been continuous.

12. Employee Support

Subject to the Council's operational needs and with approval of the Town Clerk, employees will be granted reasonable time off with pay during their notice period to look for work or to seek retraining opportunities in accordance with current legislation.



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

Appendix 1: Statutory Redundancy Payments

Currently, statutory payments depend on:

- Length of continuous service by the employing authority/ies; • How continuous service related to a particular age band; and
- Weekly pay.

Appendix 2: Inappropriate Redundancy Selection Criteria

The following grounds shall **not** be used as criteria when selecting staff for compulsory redundancy:

- Participation in trade union activities, or membership or non- membership of a trade union
- Having requested flexible working arrangements
- Having taken lawfully organised industrial action lasting 8 weeks or less (or more than 8 weeks in certain circumstances)
- Having asserted a statutory employment right
- Maternity -related reasons, or in relation to other rights for working parents (for example adoption leave and paternity leave)
- Having exercised or sought to exercise the right to be accompanied at a disciplinary or grievance hearing
- A reason relating to the member of staff's rights under the Working Time Regulations 1998
- A reason relating to the member of staff's rights under the National Minimum Wage Act 1998
- A reason relating to the member of staff's rights under the Maternity and Parental Leave etc Regulations 1999
- A reason specified in the Fixed- Term Workers (Prevention of Less Favourable Treatment) Regulations 2002
- Having made a protected disclosure within the meaning of the Public Interest Disclosure Act 1998
- Having taken action on health and safety grounds as a designated health and safety matter, or as a member of staff in particular circumstances
- Having taken part (or proposed to take part) in consultation on specified health and safety matter, or taken part in elections for representatives of member of staff safety

Appendix 3 Redundancy Procedure

- Following 1st consultation meeting with staff to agree job description for post/s being considered for redundancy
- Agree timeframe for matrix to be completed, the date the scoring will be based on, the date the matrix will be finalised and timetable of all meetings, in order to give all parties clear information
- Clerk to complete the matrix for all staff affected by the redundancy/ies
- Deputy Clerk to quality assure the scoring
- Arrange 2nd consultation meeting to explain the matrix scores with staff, give the right to appeal the decision as set out in the policy

Adopted: 16th May 2023.
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Following the expiry of the appeal period arrange 3rd consultation meeting to confirm the staff not selected for redundancy and discuss the options with the staff that have been selected for redundancy that are now at risk
- Following the decision by the Personnel sub Committee issue final notice letter to the unsuccessful staff giving the right of appeal against dismissal.

Appendix 4 Redundancy Selection Matrix ** The Lowest score/s achieved is the employee/s that will be selected for redundancy.**

Length of Service (Mandatory)

The Council uses length of service as part of the selection criteria and recognises that this cannot be used as the only qualifying factor in selection for redundancy. The Council's aim is to apply this as part of the selection criteria for redundancy. In addition to this the Council will also apply length of service as a factor in a tie-break situation. Where there is a tiebreaker in respect of the scoring, final selection will be made by reference to length of service, where the person with the longest continuous (unbroken) local council service will be retained.

1 day – 1 years' service	5
1 year – 3 years' service	10
3 year – years' service	15
5 years – 10 years' service	20
10-15 years' service	25
15 years or more	30

Attendance Record (Mandatory)

For the purpose of attendance records the Council will score the Attendance record criteria over a 4year period with effect from the date of marking. All individuals within the selection pool including those not selected for redundancy will be subject to further scoring for selection. The Council reserves the right to revisit the scoring at any point during the notice period.

Please note that consideration is required upon absences that could fall within the remit of the Equality Act 200, further advice and guidance is available at <https://www.gov.uk/definition-ofdisability-under-equality-act-2010>

In case whereby absences maybe linked to a work-related accident, these should be considered separately.

Occasions of Absence (Mandatory)

7 or more periods of absence	0
5-6 periods of absence	10
3-4 periods of absence	15
1-2 periods of absence	20
No absences	25

Adopted: 16th May 2023.

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Occasions of Absence are the number of times a person has been off sick over the previous 4 years i.e. 1 period of 4 weeks absence and 1 period of 2 days absence would be 2 occasions. This must be formally recorded and available for review by the employee.

Days of Absence (Mandatory)

41 or more days	0
31-40	5
21-30	10
11-20	15
1-10	20
Nil	25

Days of absence are the total amount of days lost to absence.

Disciplinary Record (Mandatory)

Only disciplinary warnings that are current and do not expire prior to the date of the termination will be used when scoring this section

Final Written Warning	0
First Written Warning	10
Nothing on Record	20

Capability (Mandatory)

(Evidenced) issues of performance being addressed through supervisions, performance management or training	15
Nothing on Record	20



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

Communication for Employees Policy

1. Introduction

1.1 This policy has been devised so that employees are able to obtain the maximum benefit from Town Council communications equipment including electronic mail, the internet, office phones and mobile phones. It is designed to protect employees, the Council and the Council's equipment.

1.2 The policy applies to all employees who use Patchway Town Council's communications facilities.

1.3 The policy reaffirms the Town Council's general requirements in terms of ensuring that:

- There is no misuse of Town Council's facilities;
- Standards of behaviour and language are maintained in internal and external communications;
- Material that could be considered as racist, sexist, or otherwise cause deliberate offence is banned.

1.4 It is the responsibility of each employee to ensure that they understand and adhere to the principles forming this policy.

2. E-mail and the Internet

2.1 The policy states the requirements that apply to the standards to which users are expected to observe in the use of electronic mail and internet facilities provided by the Council.

2.2 Misuse of electronic mail and/or internet facilities is a misuse of Town Council resources, which may lead to action under the disciplinary procedure.

2.3 The following must be adhered to:

- E-mails must be composed with care. The content and language used in the message must be consistent with best practice;
- E-mails containing sexist, racist, derogatory or inappropriate comments which advocate the commission of unlawful acts of violence or discrimination towards other people must not be sent;
- Aggressive, abusive or offensive language must not be used;
- E-mails must not be sent to more than 50 people simultaneously;
- Employees must not copy, download or forward material written by anyone else that is potentially libellous or otherwise unlawful;
- Employees must not give out e-mail addresses carelessly;
- E-mails are not to be sent hastily or in anger;
- Employees are to be aware that external e-mail is not secure and delivery is not guaranteed;
- Unauthorised, illegally copied or other unofficial software must not be used.



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

2.4 Unacceptable use or behaviour on the Internet by employees includes:

- Allowing non-authorised users to access the internet using employees log in or while logged on;
- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Passing on such material to colleagues or external people;
- Using the computer to perpetrate any form of fraud, or software, film or music piracy;
- Using the Internet to send offensive or harassing material to other users;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence;
- Hacking into unauthorised areas;
- Publishing defamatory and/or knowingly false material about the Council, its employees, members, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format;
- Undertaking deliberate activities that waste staff effort or networked resources;
- Introducing any form of malicious software into the corporate network; Gambling on-line;
- Disclosure of any confidential corporate information without express consent;
- Any other area that the Council reasonably believes may cause them problems.

3. Privacy/Security

3.1 Security is essential. Employees may be held personally liable for any misuse by another person.

3.2 There is no central log or monitoring of electronic mail. However, in certain circumstances it may be necessary to enter an employee's e-mail account. These circumstances include sudden absences and allegations of serious wrongdoing. Emails may also be accessed when collating information for Freedom of Information and Subject Access Requests.

3.3 All staff are required to ensure that they do not disclose their passwords to anyone. Patchway Town Council's IT Support company will enable access to others accounts (in times of absence etc) as passwords are not held by the Town Clerk or their Deputy.

3.4 Access to the internet is recorded and traceable.

4. Personal Use

4.1 Reasonable personal use on an occasional basis is allowed, provided it does not interfere with employee workload.

5. Mobile Phones

5.1 Where employees have been provided with a mobile telephone for use in their work, such phones are for business purposes and not for private use. However, if in exceptional circumstances it



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

becomes necessary for an employee to use a council mobile phone for private calls, the cost of the calls must be reimbursed to the council.

5.2 Personal mobile phones should be switched to silent or vibrate mode during working hours.

6. Mobile Phones and Driving

6.1 In respect of the laws which came into effect on 1 December 2003, Patchway Town Council forbids employees to use mobile phones whilst driving. This applies to hands-free sets as much as conventional mobiles as accident evidence shows that even hands-free sets are a major distraction.

6.2 If an employee needs to stop, s/he must do so in a safe place. Stopping is only permitted on motorway hard shoulders in the event of an emergency. (Receiving or making a mobile call is very rarely an emergency).

6.3 Employees should ensure mobiles are switched off or diverted to voicemail before embarking on a journey in order to minimise distraction.

7. Office Phones

7.1 In the event of an emergency, staff are permitted to receive incoming calls/make outgoing calls of a personal nature. Frequent use of office phones is not permitted for a number of reasons including:

- Disruption of work productivity;
- Ties up the phone lines;
- Calls of an outgoing nature incur expenditure.

8. Violation of the Policy

8.1 Should the Town Council consider that there has been an unacceptable violation of the policy, it will be dealt with in accordance with the Town Council's Managing Employee Performance Procedure.



120

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

Time Off in Lieu (TOIL) Policy

Purpose:

The Council recognises that it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is only for the benefit of the Council and no other outside body.

The purpose of this policy is to ensure that all Council employees and members are aware of and understand the Council's time off in lieu (TOIL) arrangements so that they are applied consistently.

Scope:

This policy applies to all employees of the Council except for casual staff who work on an ad hoc basis and those whose terms and conditions of employment do not accommodate reimbursement for additional hours worked. All staff have a TOIL clause in their contracts, where additional hours may have to be worked outside of normal working hours.

Definition:

TOIL is defined as Time Taken Off in Lieu or time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL Rates:

TOIL will be accrued at the following rates for time worked in addition to normal working hours:

Monday to Sunday – Time

Accruing TOIL:

Toil accrued will be included on the monthly lieu time tracker for each employee, as will TOIL taken. Each timesheet is signed and authorised by the employee's line manager. The core hours of any working day shall be 9 am to 5pm (37 hours per week) when office cover is required. All employees are to agree TOIL with their line manager, except for the Town Clerk, to ensure the business needs of the Council are met. The Town Clerk will need to agree this with the Chairman or Vice-Chairman of the Council.

However, the Council realises that it is unlikely that the Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so in a way that meets the business needs of the Council as well as the work life balance of the Town Clerk. The Clerk's monthly timesheet should show all TOIL accrued or taken, being signed and noted by the Chairman.

When attending Council events or events where the employee is invited as a Council employee, it will be down to the employee's manager or Clerk to assess whether TOIL shall be accrued. For example, helping with road closures will accrue TOIL, simply attending an event will not necessarily guarantee that you are eligible for accruing TOIL, unless it can be evidenced that work has been

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

undertaken. In exceptional circumstances for commercial reasons and where commercially viable paid overtime can be authorised by the Town Clerk.

Excessive levels of TOIL should not be accumulated in one month (i.e. more than one standard working week). However, in exceptional circumstances managers have discretion to agree to more. This is however only advised if it is felt that employee will be able to take the TOIL within a rolling year period. (See Using TOIL section).

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL:

TOIL can only be taken if agreed, in advance, with the employee's manager. Any requests will be considered in line with staffing levels and operational requirements. The Clerk will be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is for an employee to come in later than his/her normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the rolling yearly period, the employee can request payment for the hours owed based on their actual hourly rate. This request should be made in writing by the employee to their line manager. This payment will be made at an employee's basic hourly rate if the staff work 37 hours per week. For part-time staff this will be pro-rated based on the number of hours they work. Some occasions, such as community events where the council may play a large part, will be taken as TOIL at the discretion of the Clerk.

Working Time Regulations:

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the manager must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations. If the employee's weekly working hours will exceed the 48 hours maximum, the manager must ensure that the employee completes an opt out form. The opt out form can be obtained from the Town Council office and must be retained in the employee's personnel file.



124

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

Use of Council Equipment Policy

1. Statement of Policy

- a. This policy outlines the appropriate measures for the use of Council equipment on all the Council sites, unless otherwise specified.
- b. This policy should always be adhered to when working for Patchway Town Council.
- c. As an employee of Patchway Town Council, it is your duty to acknowledge this policy in the duties that you always carry out.
- d. Failure to be compliant with this policy will lead to disciplinary action taken against you, as Patchway Town Council deem fit and appropriate.

2. IT Equipment

- a. Patchway Town Council will support its officers with suitable IT Equipment deemed sufficient for them to carry out their duties.
- b. The IT equipment will be industry standard and P.A.T tested to ensure the equipment is not defective.
- c. All equipment belonging to Patchway Town Council must be treated with respect and any breakages of equipment should be reported to the Town Clerk as a matter of urgency.
- d. As an employee, you are responsible for ensuring that the equipment you work on is not defective and that every part of the equipment is how it should be.
- e. Any disposal of equipment as agreed by Patchway Town Council will be updated on the Council's asset register.
- f. Failure to comply with this policy will lead to disciplinary action being taken against you.

3. Outdoor Machinery

- a. Patchway Town Council will support its ground staff with suitable equipment which is of a good quality and is not defective.
- b. The machinery will be up to industry standard, with regular service and MOT on all machines.
- c. All machinery used on roads will be taxed.

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Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- d. If you are using a piece of machinery, as an employee of the Council it is your responsibility to ensure that you have detailed all the correct information on the vehicle/machine log for that piece of machinery.
- e. Before taking the machinery out, it is your responsibility to check for any damage or signs of damage and report it immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk along with the appropriate officers will undertake a review of the log to see how it became defective.
- f. When returning a piece of machinery, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- g. Report immediately to the Clerk/Deputy Clerk for inspection. If the machine is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- h. All equipment must be risked assessed at least once a month, with the form supplied by the office. No equipment is to be used if it doesn't have a risk assessment and a up to date checklist form.
- i. All COSHH sheets are to be filed correctly and stored in the COSHH cabinet to comply with health and safety regulations.
- j. All damage must be reported to the Clerk/Deputy Clerk.
- k. Patchway Town Council will operate a very strict policy on damage to Council machinery and failure to comply will result in a possible fixed-term ban and may lead to disciplinary action being taken against you. Also, you may be asked to recompense the Council for the repair or a replacement item.

4. Council Vehicles

- a. Patchway Town Council own's two road vehicles, which can be driven by any insured persons.
- b. The vehicles will all be serviced and have the relevant MOT.
- c. If you are using a vehicle, as an employee of the Council it is your responsibility to ensure that you have detailed all the correct information on the vehicle log for that vehicle.
- d. Before taking the vehicle out, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the vehicle is deemed defective, the Clerk/Deputy Clerk along with the appropriate officers will undertake a review of the log to see how it became defective.

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Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- e. When returning the vehicle, it is your responsibility to check for any damage or signs of damage and report immediately to the Clerk/Deputy Clerk for inspection. If the vehicle is deemed defective, the Clerk/Deputy Clerk will undertake a review of the log to see how it became defective.
- f. All vehicles have a logbook which must be filled in every time there is a new driver during that day. These sheets must be filled in fully and saved to the server.
- g. All damage must be reported to the Clerk/Deputy Clerk.
- h. Patchway Town Council will operate a very strict policy on damage to Council vehicles and failure to comply will result in a possible fixed-term ban and may lead to disciplinary action being taken against you. Also, you may be asked to recompense the council for the repair or a replacement item.

5. Monitoring

- a. Regular inspections will take place and regular reports will be compiled and taken to the monthly personnel committee meeting for review.



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

Home Working Policy

The Council recognise that to provide high quality services to the public, modern working practices should be developed and encouraged where productivity and performance improvements can be made, and work-life balance can be maintained.

Occasional Homeworking may be appropriate in the following circumstances:

1. To allow the opportunity to work on a particular piece of work more effectively, avoiding office environment interruptions.
2. To prepare urgent important policies and procedure to meet essential Council requirements and make improvements;
3. To provide a solution to a temporary problem which renders an employee unable to travel to work.

In these circumstances, it should be noted that the office is the normal place of work, and as such, there is no automatic right for employees to work at home, and any such arrangement will therefore be exclusively agreed with the Town Clerk. Where it is felt that it will be necessary or beneficial to work from home on an ad hoc basis, agreement should be sought in advance from the Town Clerk, and this should include required performance outcomes.

The Town Clerk may refuse the request for operational or practical reasons. If the Town Clerk requires to work from home, the Chairman should agree.

Employees are responsible for completing their contractual hours and they must take a half hour break for every 6 hours worked, in line with the Working Time Regulations. It is important for all employees to be mindful of health and safety and not work excessive hours.

The relationship between individuals, teams and managers must be based on trust. Time worked must be accurately recorded.

HEALTH AND SAFETY MATTERS

Staff working on any homeworking arrangement have a duty to ensure that they comply with the Council's Health and Safety Policy. As a guide the following points should be adhered to:

- Wires connected to IT equipment should be tidy and pose no risk to the user or others.
- Electricity outlets should meet the relevant safety standards to protect equipment. The employee must ensure that no electricity socket is overloaded by the overuse of multi-socket adapters.
- A suitable desk or furniture with a comfortable chair and sufficient uncluttered space for the home PC or laptop and peripherals is essential to prevent risk of postural problems. If employees use a wrist rest or footrest in work, they may take these home whilst homeworking.

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Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- Sufficient lighting to allow reading comfortably is required. However, the light should not be positioned directly in-front or behind the user and, ideally, should be above, but also slightly behind, the desk.
- Employees must not attempt to use a PC / laptop that has suffered any damage. If any liquid is spilled on or near the computer, or if any physical damage or blow is inflicted to the computer, then it should be immediately switched off and left unplugged from the mains electricity.
- A user must never attempt to open the external casing of a laptop nor attempt to repair or upgrade any of the Council's computer equipment or software. In any such circumstance, the equipment should be returned to the office for maintenance. Particular care of the mains power adapter must be taken which must be protected from damp, moisture or physical harm.
- If an employee has any injury to the wrist, hand, or eye, they should avoid using the PC / laptop. Employees must ensure that they take regular breaks away from the PC / laptop.

Data Access

Patchway Town Council and the Clerk to the Council will ensure that other household members do not have access to personal data as defined in the General Data Protection Regulation 2016. Appropriate security measures must be considered and put in place to satisfy the requirements of the Act. This extends to security of electronic files, disposal of confidential waste, locking away the home/office computer and an automatic laptop log off time after a specified period of inactivity.

Employees must be aware that they have a duty of confidentiality to protect all information, particularly personal information, from unauthorised access. Care should be taken to ensure the security of such information and ICT equipment at home. Failure to do so could be a breach of the General Data Protection Regulation 2016 and potentially lead to disciplinary action.

Each home worker will use their own independent laptop and separate UDB drives will be used. Working from home may be suspended where needs of the service require physical presence in the workplace. Examples include:

1. covering for absence within the team;
2. Attendance at meetings, whether formal or informal;
3. Peaks in workload, expected or unexpected.

Abuse of the scheme

All homeworking arrangements are based on trust. If it is felt that an employee may be abusing these arrangements, then this will be dealt with under the Disciplinary Code.



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

Bereavement Leave Allowance Policy

The Council wish to assist employees to take time off work to balance their work and home life responsibilities, particularly where the employee has recently experienced a bereavement of a near relative.

Bereavement of Near Relative

Up to 5 days WITH PAY (including the funeral) at the discretion of the Clerk.

Does not need to be taken as consecutive days, however, it should be taken in a reasonable timescale at or around the time of the bereavement.

Any additional time off required the employee will normally need to take annual leave or unpaid leave and this will be granted at the discretion of the Clerk.

- A Near Relative is defined as: - Husband, Wife, Partner, Mother, father, Son, Daughter, brother, Sister including 'in-law', step and half blood relatives or by adoption
- This will also include any member of staff who holds power of attorney for the person who has died.

Funeral of Near Relative

Up to 1 day WITH PAY

For any other funerals, annual leave or unpaid leave will need to be taken and this will be granted at the discretion of the Clerk.

Where the employee is representing the Council, this will be with pay.



1200

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

Lone Working and Staff Safeguarding Policy

The Town Council is committed to an approach that offers its staff a sound framework for the Management of Health and Safety within which they undertake their daily work. It is recognized that the staff have jobs that daily require them to work alone. The risks associated with working alone can be considerable, and it is not possible to offer a single blueprint to the approach taken.

The following policy statement acknowledges that the Council has the final responsibility for ensuring that staff are covered by a policy and procedures that meet the specific requirements of the jobs carried out.

Definition of Lone Working:

People who work by themselves without close or direct supervision. The Council recognises that this affects two categories of staff, i.e. those who:

1. Regularly work alone
2. Occasionally work alone

It is of paramount importance that issues of safety are always considered. The following parameter should always be followed to ensure the safety and protection of everyone.

General

1. Never leave keys in the door, to avoid being locked in
2. Use all safety locks provided on the premises – to prevent unwanted visitors entering
3. Read all safety procedures for the building

Implementation of the Policy

Within the Council, the Town Clerk/Line Manager will implement this policy by:

1. Ensuring that written policies and procedures are available at all times
2. Ensuring staff are aware of the arrangements they must make for themselves to fit the circumstances that arise
3. Ensuring that all staff are properly trained in the Health and Safety requirements about working alone or in isolated situations as they relate to their particular job
4. Reminding individual staff of their personal responsibility under health and safety legislation

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Management Guidance for Staff Who Work Alone

The following notes are intended to provide practical guidance for a Line Manager who has members of staff who work alone or in an isolated situation in undertaking risk assessments and preparing local Procedural Guidelines.

1. Activities that Carry Risks

1.1 the following are examples of some of the activities carried out by lone workers which could expose them to risk.

- ❖ Staff working alone in the office or machinery shed
- ❖ Staff handling or carrying cash
- ❖ Staff working alone in open spaces
- ❖ Meetings terminating late in the evening
- ❖ Travelling on foot particularly after dark
- ❖ Parking restrictions which prevent parking close to intended destination

This is not an exhaustive list.

2. Risk assessments

2.1 The Management of Health and Safety at Work Regulations 1999 places a duty on the employers to make suitable and sufficient assessment of the health and safety risks to which their employees (and others in their employment) may be subjected.

2.2 The Line Manager is required to follow up any hazards identified through risk assessments with arrangements to ensure that risks are either eliminated or adequately controlled. When it is not possible to devise arrangements to ensure that risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one-person, alternative arrangements providing help or back-up have to be devised.

2.3 Risk assessments can be summarized in the following 5 steps:

- Look for potential hazards
- Evaluate the risk, the severity of a possible outcome, the likelihood of the hazard causing harm
- Search for preventative measures, deciding whether existing precautions are adequate
- Create local codes of practice and put them into effect

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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➤ Check that the measures work – review and if necessary, revise

2.4 Staff who work alone should also assess their ways of working. Many people do their jobs the way they have always done them without thinking about whether they are putting themselves at unnecessary risks. Some things to consider when examining possible risks to staff:

- ❖ Does anyone know where they are?
- ❖ If they change their plans, have they informed the Line Manager?
- ❖ Can they be contacted?
- ❖ Do they think about where they park – is it safe?
- ❖ Is it safe for them to use an item of equipment or machinery alone?
- ❖ Are they sufficiently competent to use the equipment alone?
- ❖ Are they currently medically fit to work alone?

3. Staff Working Arrangements

3.1 Existing safe working arrangement for lone workers is no different from organising the safety of other employees. The Council needs to recognise the existing law and standards that apply to their work, and then assess if the requirements can be met safely by people working alone. If not, appropriate arrangements must be made.

3.2 Lone workers face problems and some issues which need to be addressed when planning safe working environments are identified in the following paragraphs.

3.3 Lone workers should not be exposed to significantly more risks than employees who work together.

Precautions should take into account normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, illness, violent incidents and accidents. Questions that should be asked where staff work alone are:

- † Does the workplace or activity present a special life risk to the lone worker?
- † Is there a safe access and exit for staff?
- † Are staff aware of the emergency procedures?
- † Can one person safely handle all the circumstances which are likely to arise?



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- † Can all the equipment, substances and processes involved in the work be safely handled by one person?
- † Will the work involve heavy lifting of objects?
- † Will cash be handled?
- † Will there be a risk of violence?
- † How will the person be supervised?

3.4 Although lone workers cannot be subjected to constant supervision, it is still the Line Manager's duty to provide appropriate control at work. Supervision complements information, instruction and training and helps to ensure that staff members understand the risks associated with their work, and the necessary safety precautions are carried out.

3.5 Lone workers should also be capable of responding correctly in emergency situations wherever they arise, by using outside telephone lines or mobile phones and emergency exits. Emergency procedures should be established where necessary, and staff members trained to implement them. Lone workers should have adequate first aid facilities.

3.6 Suitable systems should be devised to monitor lone workers, and include checks at the end of the working period to confirm that all is well.

4. Handling Money and Valuables

4.1 Any staff members carrying or dealing with money or valuables are clearly at risk and must be protected.

4.2 The Line Manager needs to assess the risks affecting the safety of staff and devise measures which will eliminate them to an acceptable level. This process should be carried out with the participation and cooperation of the staff members concerned.

4.3 It is important for both the Council and the Line Manager to be aware that under the Trade Union Reform and Employment Rights Act 1993, employees can refuse to carry out work where there is a serious and imminent risk of danger. They can advise others to do the same without being dismissed as a result.

5. Violence to Staff

5.1 Serious acts of violence towards employees who work alone are relatively infrequent. Nevertheless, indicators do point to a rise in violence and aggressive incidents in the course of work. Men as well as women are at risk and violence occurs in any community.

5.2 What is interpreted as violent behaviour by one person may not be seen in the same way by another. For example you may find swearing offensive, but your colleague may not. For this reason, the definition used is as follows:

Adopted: 16th May 2023

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

“Violent behaviour is that which produces damaging or hurtful effects, physically or emotionally in other people”

5.3 Reporting violent or potentially violent incidents.

All violent incidents should be reported immediately to the Clerk of the Town Council.

Reducing the likelihood of violence

The following notes give further information on how to reduce the likelihood of encountering aggressive incidents and what to do if violence occurs.

- ✦ When meeting someone for the first time, staff should ascertain whether it is suitable or possible to arrange a meeting in the office. If this is not possible, then a telephone number should be asked for, and arrangements made to either telephone them back, or to meet at another time.
- ✦ Wherever possible, appropriate phone calls should be made to gain as much information as possible.

Meetings should be arranged during daylight hours whenever possible.

Avoid walking in poorly lit areas after dark.

It is imperative that an adequate record is kept of the whereabouts of all staff. Good practice dictates the office has these details to pass on if an emergency occurs.

Wear an ID badge at all times and have a mobile phone to hand.

Be aware of anyone following you into the building. Make sure that they are known to you, or have an appointment with you.

If you are working on your own late at night, it is advisable to let a colleague or a member of your team know.

Always carry your mobile phone and make sure that it is switched on.

6. Training

It is essential that the Council ensures that training in personal safety and awareness in the dealing with money and valuables, coping with violence and developing risk assessments is given top priority. The Clerk must ensure that staff receive personal training as part of the induction procedure. All staff that require training should be directed to suitable courses.

The Clerk is to make sure that all staff take full advantage of the training opportunities available.



12 pp

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Whistleblowing Policy

This Whistleblowing Policy sets out the process for a protected disclosure of information to be made in situations where employees and other workers/suppliers covered by this policy have reasonable belief that there is serious wrong-doing at work by other employees, managers, councillors, suppliers, contractors or others acting on behalf of the council and that this disclosure is in the public interest.

This policy covers all staff and will be subject to a formal review on a two-yearly basis and will be kept under review by the Town Council.

Definitions:

Whistleblowing – a protected disclosure of information where employees and other workers (i.e. Agency staff, trainers, volunteers, consultants, contractors and councillors) have reasonable belief that there is a serious wrong-doing at work by other employees, managers, councillors, suppliers, contractors or others acting on behalf of the council and that the disclosure is in the public interest.

Complaint - A complaint is an expression of dissatisfaction about the council's action or lack of action, the standard of service, or where a concern has been previously raised with the council and was not resolved to the satisfaction of the complainant.

Safeguarding Adults – The safeguarding adults procedure aims to provide a system that can be used by a range of organisations or individuals to report and respond to situations where it is suspected, alleged or known that a vulnerable adult has been abused.

Safeguarding Children – Child protection is about the safeguarding children who are being abused or are in danger of being abused. The council has multiple groups and agencies dedicated to the safeguarding of children. Children's services, health services, police and voluntary groups and groups concerning children, parents, carers and schools all work together to ensure that children are safe and protected.

The Whistle-Blowing policy should be followed for whistle-blowing disclosures. For complaints, safeguarding adults and safeguarding children issues, separate policies and procedures exist which should be followed in these cases.

Please note: The Complaints Procedure does not cover employee concerns covered by Whistleblowing, Bullying, and Harassment or Grievance Procedures.
council or the safety of its employees or the general public and that the disclosure is in the public interest.



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

1. When Should You Use Whistleblowing

- a) The Whistleblowing Policy allows for a protected disclosure of information to be made in situations where employees have a reasonable belief that there is serious wrongdoing in respect of work or practices which affect the integrity of the Council or the safety of its employees or the general public and that the disclosure is in the public interest.
- b) The wrongdoing could be by other employees, managers, councillors, suppliers, contractors, or others acting on behalf of the Council.
- c) Concerns could be about acts or omissions, which have led, or could lead to future wrongdoing within the Council. Examples are provided within the Whistleblowing Policy.

2. Raising a Concern

- a) The Code of Conduct for employees makes it clear that the Council expects employees who have serious concerns about aspects of work, or practices which affect the integrity of the Council, or the safety of its employees or the general public, to come forward and voice those concerns.
- b) In most situations, an employee should raise their concerns in the first instance with the Town Council. If an employee feels unable to, the employee could raise their concerns with the Chairman of The Council.
- c) When raising an issue, it is important to make it clear that it is part of the Whistleblowing Policy. Concerns such as complaints or safeguarding adults/children issues should be raised under those specific policies.
- d) All cases raised under this policy must be registered immediately with the Town Council. To do this, concerns should be raised in writing to the Town Council. In the case of financial irregularity e.g. fraud, corruption or unauthorised use of public funds, the Town Clerk should also contact the Internal Auditor.
- e) The Town Council will contact The Chairman of The Council and Head of Legal and Democratic Services.
- f) In some situations, an employee may wish to take advice from and/or involve a colleague or Trade Union representative. They may also be present during any subsequent interview or meeting.
- g) Where an issue is raised about another employee's conduct, following an initial investigation under the Whistleblowing Policy, the matter may then be dealt with by the Council as part of an appropriate HR procedure e.g. Managing Employee Performance or Bullying and Harassment.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- h) Employees raising concerns under this policy and the Town Council to whom allegations are disclosed must maintain confidentiality in all areas, including amongst service users and other employees.
- i) In considering anonymous allegations, the Council will take the following factors into not account:
 - The seriousness of the matter raised
 - The credibility of the allegation
 - The likelihood of obtaining information which could confirm the allegation

3. Response

Depending on the nature of the alleged wrongdoing, the Council will arrange for the matter to be:

- a) Investigated internally by the Town Council Internal Audit or the Personnel Committee and/or
- b) Referred to the External Auditor to be investigated and/or
- c) Referred to the appropriate external enforcement agency e.g., Health and Safety Executive, Environmental Agency, or the appropriate Government Department.

In some situations, the problem may be resolved without the need for an investigation e.g. if urgent action is needed to secure relevant information to protect the safety of the individuals, action may be taken immediately. The Town Council will write to the complainant within 10 working days of the concern being raised to acknowledge receipt of the concern and to indicate how the Council proposes to deal with the matter. The Town Council will monitor the situation and ensure the matter is progressed.

4. Steps to Take

- a) The investigating officer will inform the employee raising the concern with initial feedback on the actions being taken and the likely timescales within 20 working days of the complaint being made. Thereafter, feedback will be provided on an agreed regular basis.
- b) Subject to any legal constraints, the Council will inform the whistleblower of the outcome of the investigation.
- c) If the employee, when informed of the response to the complaint is dissatisfied, they should put their concerns in writing to the Leader of The Council, who will arrange for the concerns to be further considered.



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

5. Support

- a) The Council will identify an individual to provide support and advice to the whistleblower throughout the investigation and during any subsequent developments.
- b) A contact/liason officer will be provided to an employee under investigation as part of a whistleblowing complaint.
- c) If the whistleblower feels victimised or harassed as a result of raising a concern in accordance with this procedure, they should advise the person identified in 3.1
- d) If a whistleblower is dissatisfied with the application of the policy, they should contact The Chairman of The Town Council.
- e) Free, personal and confidential counselling service is available to all Council employees from the Chairman.
- f) Alternatively, if you do not feel able to discuss any concerns that you may have with the Chairman, then you could contact the charity Public Concern at Work on 020 7404 6609 or email: wishle@pcaw.org.uk who will provide advice on how to proceed.

6. **Councillors, Employees and Contractors**

- a) If the whistleblower is dissatisfied with the Council's response throughout its internal procedures, they could then consider contacting an external organisation. These could include: Environment Agency; External Auditor; Health & Safety Executive; Care Quality Commission (CQC).
- b) Advice should be taken before making an external disclosure and the internal procedure should normally have been followed first.
- c) Council would not expect whistleblowers to make disclosures to the press.
- d) The Public Interest Disclosure Act 1998 provided some employment protection rights to individuals who 'blow the whistle' outside their organisation. However, the types of information and the situations in which concerns are disclosed externally are tightly defined in the legislation. The Act only protects those making disclosures which are considered to be in the public interest.
- e) In exceptional circumstances the Council reserves the right to take action in accordance with the Managing Employee Performance Procedure against an employee where an external disclosure is made without first using the internal process. This would be, for example, in cases when the Council finds that an employee has made allegations maliciously or for personal advantage.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- f) This policy applies to Council employees and other workers, including freelance staff, temporary and agency staff, trainers, volunteers, consultants, contractors and Members.
- g) This policy applies to all employees in organisations who work in partnership with the Council who wish to raise a concern.
- h) The policy is also available to suppliers. They should raise any issues with the Town Clerk or, if not appropriate, the Chairman of The Council.
- i) The policy will be published to all such groups and should a member of these groups wish to raise a concern, the procedures in this document should be followed.
- j) The policy is not to be used by members of the public to pursue complaints about services. These should be dealt with through the Council's Complaints Procedure.
- k) Ensure their staff (including agency staff, contractors, volunteers, consultants, etc.) are aware of and follow Council financial, health and safety and other procedures: Register whistleblowing cases brought to their attention immediately with the Head of HR and provide support to any employee making a whistleblowing complaint.
- l) Councillors respond to whistleblowing submissions positively within the timescales set out within this policy.
- m) Raise serious concerns about aspects of work or practices which affect the integrity of the Council or the safety of employees or the public.
- n) The Town Council has overall responsibility for overseeing the Whistleblowing Procedure and agreeing actions.
- o) The Town Council to record and deal with whistleblowing issues.
- p) The Town Council will write to the complainant within 10 days of the concern being raised.
- q) The Chairman will provide support and advice to the Town Council as required; including attendance at meetings as necessary.

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1292

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

Member/Officer Protocol Policy

1. Introduction

Patchway Town Council exists to serve the interests of Patchway. Members (Councillors) and officers have a joint responsibility to ensure that they work collaboratively to ensure an efficient, transparent and democratic Council focused on these interests.

- 1.1. Members and officers will conduct a regular review of the Member Officer Protocol and its application, to ensure continued high standards of relations between members and officers.
- 1.2. The Council has agreed the following protocol about the relationship between members and officers in order to clarify roles and responsibilities.
- 1.3. Given the variety and complexity of such relations, this protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive and offer guidance on some common issues and provide points of principle that can be applied to other issues that might arise.

2. Roles of Members and Officers

- 2.1. Members and officers depend upon each other in carrying out the work of the Council.
- 2.2. Members are responsible to their electorate for so long as their term of office lasts and have a duty to act in the best interests of the electorate and the Council. Officers are responsible to the Council.
- 2.3. Members ensure the Council and its officers are aware of the concerns of their electorate and help decide the overall direction of the Council and, where appropriate, act in a supporting role in carrying out the work of the Council. Members have personal, individual and collective responsibility for the Council and its activities. They are responsible for ensuring that adequate management and financial arrangements are in place and they monitor the performance, development, continuity and overall well-being of the Council. Members may be designated to act in a certain role or as a positive focus for a particular section of the Council's activities. However, the Council is not entitled to delegate decision-making on behalf of the Council to individual members. The Council is entitled to delegate certain decision-making and functions to an officer or to committees of members.
- 2.4. Officers give advice to the members and carry out the decisions and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decision, within agreed policy. They provide advice to the public and members in respect of the services provided. They initiate policy proposals, implement agreed policy, ensure that the Council acts lawfully and in accordance with the principles of sound financial management and represent the Council on external bodies.

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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3. Respect and Courtesy

3.1. In order to serve its community and deliver its stated aims and objectives, functions and duties, members and officers must work together in a harmonious relationship based upon mutual respect, courtesy, trust, honesty and understanding of each other's roles. This should prevail in all meetings and contacts whether formal or informal. This protocol should also inform behaviour with external contacts e.g. from partner organisations to ensure that members and officers are conducting themselves in a way that is appropriate when representing the Council.

3.2. Neither members nor officers should seek to take unfair advantage of their position in their dealings with each other. Members should be aware that officers, especially junior officers, may sometimes be overawed and feel at a disadvantage. Such feelings are intensified given that members make decisions that directly affect officers.

3.3. Members should not apply pressure on officers to do anything that they are unwilling to do or are not empowered to do. Similarly, officers must not seek to use influence on an individual member to make a decision in their personal favour, as opposed to in the interests of the Council.

3.4. Close personal familiarity between individual members and officers can damage the principle of mutual respect. It could also, intentionally or unintentionally, lead to the passing of confidential information which should not properly be passed between them, such as personal details. Such familiarity could also cause embarrassment to other members and/or other officers and could even give rise to suspicions of favouritism. It should therefore be avoided.

3.5. Inappropriate relationships can be inferred from language/style. Therefore, members and officers should always seek to address each other with courtesy.

3.6. Members must not obstruct the work of officers by unnecessarily taking up their time or in any way acting to impede their ability to proceed with their professional duties. Officers must equally respect the role of members and will only request additional supporting work from members where necessary or beneficial to the Council.

3.7. Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.

3.8. Members and officers must not conduct themselves in an unacceptable manner. This includes discrimination which is a failure to afford equal opportunities in the workplace irrespective of disability, gender, race, religion, age, sexuality, and marital status. It includes harassment which is conduct that is unwanted and offensive and affects the dignity of an individual or group of individuals. It includes bullying which is a type of harassment consisting of

Adopted: 16th May 2023

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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

persistent actions, criticism or personal abuse in public or private, which humiliate, intimidate, frighten, undermine or demean the individual. When defining behaviour in cases of harassment, it is appropriate to place emphasis on the recipient's experience rather than the perpetrator's motivation. The following examples show the variety of ways in which unacceptable behaviour can occur and are taken from actual cases from various sources. This list is neither comprehensive nor exclusive. It serves to illustrate a range of potential indicators of unacceptable behaviour.

- Using aggressive language, threatening, ridiculing, ignoring people, or shouting.
- Shifting blame to others.
- Phoning people at home unnecessarily (especially demanding work when the person is absent due to sickness or ill health).
- Focusing only on weaknesses.
- Bringing up details of someone's private life inappropriately.
- Leaving impossibly long lists of tasks and making unreasonable demands.
- Criticising people in their absence.
- Racist comments or jokes, including those about distinctive peoples and nationalities.
- Questioning an individual about his/her sexual relationship/preferences.
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning.
- Repeated staring or leering or suggestive looks at parts of the body.
- Physical contact ranging from unwanted kissing, touching of any kind, through to assault or rape.
- Making unwanted sexual advances.
- Comments about or the excluding of a colleague from workplace talk or activities because of their age, disability, colour, race, religion, ethnic origin, gender or sexual orientation.
- Threatening or implying that you will cause the person to lose their job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage.
- Using language and/ or gestures in such a way that someone fears for their personal safety.
- Coercing someone to join the harassment/bullying of another person.

4. Officer Support to the Council.

4.1. It is clearly important that there should be a close working relationship between members and the officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officers ability to deal impartially with other members. Officers must ensure their neutrality in representing the Council is not compromised. (Also see 3.4 above).

4.2. Whilst members might be consulted as part of the process of drawing up proposals for consideration on the agenda of a forthcoming meeting, it must be recognised that officers are under a professional duty to provide an agenda.

4.3. Officers also submit reports based on their professional judgment to the Council. The Clerk or other senior officer will always be responsible for the contents of any report submitted in their name. This means that any such report will be amended only where the amendment



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

reflects the professional judgment of the author of the report. Any issues arising between a member and the Clerk or other senior officer should be resolved informally if possible using appropriate line management and, where appropriate progressing through relevant Council procedures where more formal resolution becomes necessary.

4.4. Officer advice must be full and impartial and should include all relevant options to enable a full considered decision of the Council.

5. Members Access to Documents.

5.1. Members' right to inspect Council documents is restricted and will not apply to certain items, for example because they relate to individual employees. Officers will provide documents, which are, on the face of it, reasonably necessary to enable members properly to perform their duties for the Council. This is often referred to as the 'need to know' principle. However, members do not have a 'roving commission' to examine any documents nor access the computers of the Council. Mere curiosity is not sufficient.

5.2. A member requesting access to documents should direct their enquiry to the Clerk or other relevant senior officer. Officers will furnish Council members with such information, advice and access to documents which they require for the proper performance of their duties conducted for the Council. If disclosure of a document is in the officer's view either not required or not appropriate, they will inform the members and will give reasons why disclosure would not be appropriate.

5.3. Any dispute regarding a member's access to a document should be referred for resolution using appropriate line management and, where needed, through formal Council procedures.

6. Information and Advice to Members.

6.1. Any Council information provided to a member must only be used by that member for the purpose for which it was provided, namely in connection with the member's duties as a member of the Council, unless the information is already in the public domain.

6.2. Members must not disclose information given to them in confidence by anyone without the consent of the person authorised to give it, or unless they are required to do so. Equally, members must not prevent other persons from gaining access to information to which those persons are entitled by law.

6.3. In order to safeguard against possible breaches of the General Data Protection Act Regulations (which applies to all information of a personal nature) members should always seek advice from the Clerk before disclosing confidential information. Generally, personal information cannot be released without the consent of the person to whom it relates. Improper disclosure of confidential information can put the member and the Council at legal and financial risk.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

6.4. Regular contact between members and senior officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of officers to perform their duties on behalf of the Council. Planned appointments, where meetings are needed to further the interests of the Council, are the best way of arranging contact between members and officers. This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the officer to carry out the work of the Council is not impeded and to ensure that the officer can set aside an appropriate amount of time to meet with and concentrate on a member or group of members.

7. Representing Interests

7.1. Officers are neutral in that they serve the whole Council and not a particular sector or political group. Members might have an affiliation with a particular group within the public but should be making decisions based on their responsibility to the Council and its electorate as a whole. This does not preclude members and officers from reacting to a political issue where it affects the interests of the electorate in that area.

8. Communication and Advice

8.1. Save in exceptional circumstances, all letters and other communications on official Council business should be sent out only in the name of the Proper Officer (the Clerk). Communications which create obligations or give instructions on behalf of the Council should never be sent out under the name of a member.

9. Public Relations and Press Releases.

9.1. The Clerk has overall responsibility for public relations and press releases on behalf of the Council. Political and lobby/action group press releases and publicity must not be issued at the initiative of individual members or officers using the resources of the Council. There is, of course, nothing to prevent any member from communicating with the media, but they should bear in mind that they are not doing so on behalf of the Council and should not use Council facilities or resources for this purpose.

10. Disputes.

10.1. With goodwill, respect and integrity on both sides there ought to be very few occasions when a disagreement between an officer and a member cannot be resolved amicably. If there is a serious dispute of substance it should be discussed in the first instance between the member and the Clerk and dealt with using appropriate line management and, where needed, Council procedures. It should be noted that two frequent routes of action for unresolved disputes and behaviour issues are recourse to disciplinary/grievance procedures (and in some cases employment tribunals) and reports of breaches of the Code of Conduct.

Adopted: 16th May 2023

Review: May 2024



12/11

PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Code of Conduct for Employees Policy

Aims and Objectives

The public is entitled to expect the highest standards of conduct of Council employees. The aim of this Code is to ensure that the rules and standards that the Council expects of its employees are clear. Breaches of the standards set out in the Code will be dealt with through the Disciplinary Procedure.

Scope

The provisions of the Code will apply to all Council employees, volunteers, casual workers, consultants and anyone else who is providing a service on behalf of the Council in all activities in which they are engaged in the course of their employment, whether or not they take place at their normal place of work.

Roles and Responsibilities

It is the responsibility of all employees to read, understand and work in accordance with the Code of Conduct and to:

- Maintain conduct of the highest standard such that public confidence in their integrity is sustained
- To be fair and honest in all activities at work
- Incorporate and promote equality and diversity in all that is done
- Ask for clarification on any aspects of the Code when there is uncertainty
- Take appropriate action at the earliest opportunity to report non-compliance with the standards of the Code

The Employee Code of Conduct

1. Public Concern

The public expects conduct of the highest standards from Council employees and their confidence would be shaken if the least suspicion arose that any employee might be influenced by improper motives.

An employee must not in his/her official capacity, or any other circumstance, conduct himself/herself in a manner which could reasonably be regarded as bringing the Council into disrepute.

2. Corruption

Employees who have public funds or assets entrusted to them must use them responsibly and lawfully. It is a serious criminal offence for employees to receive or give any gift, loan, fee, reward or advantage for acting or failing to act or for showing favour or disfavour to any person in their official capacity.

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL
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3. Declaration of Interest/Potential Conflicts of Interest

Conflicts of interest may occur if a decision of the Council could affect you, or close friends and relatives, either positively or negatively.

Definition of "Relative"

A relative means a spouse (husband or wife), partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons.

Examples of potential conflict of Interests could include

- involvement with businesses which have existing or proposed contracts with the Council
- membership of organisations or groups which may oppose Council policies
- roles undertaken outside of work (e.g. acting as a school governor, a member of an NHS trust board).

You should ask yourself the question "Would a member of the public think that my family or I would benefit from the connection between my personal interest and my employment?"

If the answer is yes then you must declare the interest by informing the Clerk at the earliest opportunity. A Staff Register of Interest/potential conflicts of interest form should be completed and held by the Clerk. However, individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

Under section 117 of the Local Government Act 1972 you must disclose any interest in an existing or proposed contract in writing as soon as is reasonably practicable.

4. Private Purchasing

Employees must not use the Council's purchasing systems to purchase items for private use or to secure personal advantage. Employees are not entitled to receive any discount or advantage as a result of their employment with the Council unless this is permitted by the Clerk.

5. Equality

Employees must ensure that they treat colleagues, members of the public and Councillors fairly, impartially and with dignity and respect.

Employees must not discriminate unlawfully against any person and treat members and co-opted members of the authority professionally.

Employees are expected to treat each other with respect and in a manner which is professional, courteous, non-aggressive and helpful.



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Callicroft House, Patchway, Bristol, BS34 5DQ

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If you have any involvement in making appointments you should ensure that your decisions are based only on the ability of the candidate to undertake the duties of the post. If any applicant is a close personal friend or relative you must not be involved in the appointment process.

You should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

6. Political Neutrality

Some employees may be required to provide information and advice to individual Councillors. In so doing, they must ensure that they remain politically neutral.

7. Copyright

All records, documents and other papers relating to the Council's business which are made or obtained by employees in the course of their employment are the property of the Council. The copyright on all such documents belongs to the Council.

8. Committee Procedures and Contact with The Media

Employees must not disclose to the public or media the contents of a confidential or exempt report made to a Committee or the Council. Where a Committee considers matters in confidential session, those proceedings, including all documentation before the Committee, must not be disclosed to members of the public unless required by law or expressly authorised. Employees must not make statements on matters of policy to the media without consulting the Clerk.

9. Confidential Information

Employees will often receive written, oral and computerised information which is of a confidential nature. Employees must be aware which information in the Council's possession is classed as confidential and act accordingly. Information which is classed as confidential must not be disclosed except where there is a legitimate reason to do and not otherwise unless specific approval has been given by the Clerk. If there is doubt about whether information can be disclosed, employees must consult with the Clerk. Deliberate disclosure of confidential information may be considered gross misconduct and may result in dismissal under the Council's Disciplinary procedure. It may also be a criminal offence and lead to criminal proceedings during and potentially after the employee's employment has ended.

10. Personal Information

Employees must not provide information held by the Council about Councillors, members of the public or personal information concerning other employees without their consent. Exceptionally, such information may be disclosed where it is allowed in law, where it is necessary to co-operate with the investigations of official agencies and in the provision of confidential employer references. Employees must maintain the confidentiality of all personal information that they have access to in the course of their employment. Deliberate disclosure of personal information may be considered gross misconduct and may result in dismissal under the Council's Disciplinary procedure. It may also

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

be a criminal offence and lead to criminal proceedings during and potentially after the employee's employment has ended.

11. Relationships/Personal Relationships

Employees must declare to the Clerk any situation where their impartiality, objectivity, or honesty may be compromised due to their being related to or having a close personal relationship with someone at work. Councillors - Mutual respect between employees and Councillors is essential to good local government. Employees are required to observe the Protocol on Member/Officer Relations. Local Community and Service Users - Employees have responsibilities to all residents of the Town Council and must ensure courteous, efficient and impartial service delivery to all groups and individuals. Contractors/Procurement - Orders and contracts must be awarded impartially and on merit through fair competition in accordance with procedure rules and legal provisions.

Employees whose work involves the procurement, appointment or supervision of contractors must disclose any former or current private or official relationship with relevant contractors to the Clerk. When a conflict of interest is disclosed, the Council reserves the right to remove the employee from any areas of direct or indirect involvement in the matter concerned.

12. Confidential Reporting Procedure (Whistleblowing)

The Council is committed to the highest possible standards of openness, probity and accountability, and expects employees who become aware of activities which they believe are illegal, improper, unethical or otherwise inconsistent with this Code to report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998. Employees must ensure that public interest and assets are protected by reporting immediately to the Clerk or Chairman any concerns about dishonesty or impropriety which they suspect has occurred or is likely to occur. If an employee makes an allegation which it transpires is frivolous, malicious or for personal gain, the Council will treat this as a serious matter which may lead to disciplinary action. Employees must assist in any investigation or hearing into suspected misconduct.

13. Health and Safety

The Health & Safety at Work Act 1974 places a duty on employees, whilst they are at work, to take reasonable care for the health and safety of themselves and others. Consequently, employees are legally bound to comply with all safety rules and instructions set by the Council.

14. Other Employment

Employees must not allow their private interests to come into conflict with their work. Employees must devote their working hours to the work of the Council and may not engage in any other business or take up any other additional employment without the written permission of the Council. This does not preclude employees from undertaking additional work outside their working hours providing that it does not impact on, distract them from or conflict with their Council work and is subject at all times to written permission being granted. All employees who undertake additional work (either paid or voluntary) must notify the Clerk in order to ensure compliance with the Working Time Regulations 1998.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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15. Alcohol, Drugs or Other Substance Misuse

The Council takes the health and well-being of employees seriously and wishes to minimise problems at work arising from the effects of alcohol and drugs (whether prescribed or illegal). Where the behaviour or performance of employees falls below expected standards and presents a risk to colleagues, Councillors, members of the public or others due to alcohol, drugs or other substance misuse, this will be addressed under the Disciplinary policy.

Employees have a duty to report any medical conditions and prescribed medication they are taking to the Clerk and any other problems associated with their ability to drive, use equipment or perform other work related tasks and must not drive or use such equipment whilst their judgment and/or physical ability may be impaired by the use of alcohol, drugs, medicines or fatigue. Random alcohol and or drug tests may be required to ensure appropriate safety standards are being complied with.

16. Use of Social Media

Social media is the term commonly given to websites and online tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. Examples of social media websites include (this list is not exhaustive):

- Social Networking (e.g. www.facebook.com)
- Video Sharing (e.g. www.youtube.com)
- Blogs (e.g. www.london2012.com/blog)
- Micro-blogging (e.g. www.twitter.com)
- Message Boards (e.g. <http://forums.moneysavingexpert.com>)
- Wikis (e.g. www.wikipedia.org)
- Social Bookmarking (e.g. www.delicious.com)

All members and employees will not interact in a way on social media that has a negative or detrimental impact on Patchway Town Council.

Access needs to be handled in a sensible and considered way so that neither you nor the Council is put at potential risk of embarrassment, loss, disciplinary action or criminal proceedings.

The Council acknowledges the right of employees to freedom of expression; however, you must be aware of the potential legal implications of material, which could be considered abusive or defamatory.

In order to ensure confidentiality and the reputation of the Council are protected, you are required when using Social Networking sites to:

- Ensure that you do not conduct yourself in a way that is detrimental to the Council
- Not refer to your employer, other employees, or your employment with the Council in a way that is detrimental to the Council or its employees
- Not publish any content, which may result in actions for defamation, discrimination, breaches of confidentiality or copyright, data protection or other claims for damages. This

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute

- Not post images of clients, service users or incidents that take place during work
- Not send or post abusive or defamatory messages. Social networking websites are a public forum; do not assume that your entries on any website will remain private
- Take care not to allow your interaction with others on these sites to damage working relationships between members of staff, clients, service users or partner agencies
- Not use Council logos on personal web pages
- Be aware that information shared with a third party could be published by them and attributed to you implicitly or explicitly You should always use your own judgement but should bear in mind the principles of the Code of Conduct and other policies which are part of your professional and employment requirements.

You should notify the Clerk:

- If you receive press or media contact regarding the content of your personal web page which relates to your employment or the work of the Council
- If you feel you are, or someone else is, subject to abuse by colleagues through use of a social networking site which has some reference to either parties being under the employment of the Council
- If you are unsure as to the appropriateness of information or images you want to publish on your personal web page

Other things to consider include:

- Journalists increasingly use the web to research stories and may report photographs or comments they may find. Similarly, customers and clients are able to search the Internet for information on Council staff they have involvement with. Check your security settings on social networking sites so that your information is only visible to the people who you want to see it
- Put your name into an Internet search engine to see what people can find out about you. Are you happy with what they can see?
- Help your friends and colleagues out – let them, or your manager know if you notice things on social networking pages that might be misconstrued

Any inappropriate social use of the Internet outside the workplace could result in disciplinary action if it brings the Council's reputation into disrepute, destroys working relationships or it exposes the Council to potential liabilities.

17. Safeguarding

The Council has a statutory duty to ensure the safety and welfare of children, young people and adults at risk. All employees who, during the course of their employment, have direct or indirect contact with children or adults at risk, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and adults at risk. The Safeguarding Policy is available from the Clerk and compliance with it is mandatory.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

18. Personal Appearance

The Council expects employees to observe a standard of personal appearance which is appropriate to the nature of the work undertaken, follows operational requirements and which portrays a professional approach which the public will have confidence in. Employees are expected to observe a high standard of cleanliness and personal hygiene.

19. Hospitality and Gifts

With the exceptions listed below, employees must refuse any personal gift offered to them that has any significant financial or other business connection to the Council. In monetary terms, this is any gift or combination of gifts valued at over £10. If employees are in any doubt, they must refer this to the Clerk immediately. Exceptions to this requirement are:

- a) A modest gift of a promotional nature given to a wide range of people, such as pens, diaries and other such articles; and
- b) A modest gift where refusal would cause needless offence and the giver is not seeking a business decision but merely wishes to express thanks for service, advice or co-operation received, for example a box of chocolates or a bottle of wine.

At all times employees must consider if the gift is so significant that a member of the public may think that their judgment when dealing with the matter would be prejudiced by the gift.

** Where any of this code relates to the Clerk individually, then he/she will notify the Chairman accordingly.



125

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

Personal Protective Equipment Policy

Patchway Town Council employs ground staff to look after the council's open spaces and planters around the town, which may involve the use of a variety of Personal Protective Equipment (PPE) to achieve safe and fair systems of work. The Personal Protective Equipment at Work Regulations 1992 places duties on employers to provide such equipment where all other means of reducing the risks have been considered and it has either not been possible to fully reduce the risks or the costs of the risk reduction measures is not reasonably practicable and therefore PPE use must be considered as the last resort.

The purpose of this policy is to formalise Patchway Town Council's arrangements for the provision of PPE, the recording of issuing and training, the inspection of and ongoing maintenance and storage of such equipment.

The purpose of this policy is to provide clear definitions of responsibilities in relation to PPE. The policy applies to all staff employed by Patchway Town Council or volunteers who work in all locations irrespective of whether premises are managed, owned or leased by the Council or owned by third parties.

There are other Regulations which encompass the provision and use of specific PPE such as the COSHH Regulations 2002 (as amended), the Noise at work Regulations 2005 and the Confined Space Regulations 1997. The primary objective of this policy is to ensure the legal requirements in the provision of PPE are outlined in more general terms.

1. Responsibilities, Accountabilities and Duties

1.1 The Council will;

- Ensure adequate budgeting provision is made for PPE
- Bring to the attention of all their staff the contents of this policy
- Bring to the attention of staff any additional hazards that wearing PPE may give rise to e.g. latex sensitisation, reduced visibility with goggles, visors etc.
- Ensure all PPE is correctly accounted for, for each member of staff
- Ensure PPE is to the correct standard at all times
- Report to the Clerk if a member of staff is working without PPE, when they should have been wearing it. This will be for the employee's safety and no individual gain.

1.2 The Personnel Committee will;

- Act as the focus for advice on PPE
- Ensure Managers are aware of any new PPE coming to the market
- Follow up any reported PPE/ill health related incident
- Report on any hazards associated with any particular PPE coming to light during use

Adopted: 16th May 2023
Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

1.3 Clerk and/or Deputy Clerk will, if required, seek advice from a suitably competent person to ensure any requirements related to PPE are implemented and;

- Conduct workplace risk assessment to identify all different workplace hazards which are of significant risk and review the possibilities of reducing the risks by means other than PPE usage
- Identify the need for PPE type
- Research manufacturer's and supplier's literature and, in conjunction and cooperation with users, select suitable and appropriate equipment
- Provide a suitable quantity with an appropriate stock level being maintained
- Provide appropriate PPE cleaning arrangements / regime where applicable
- Provide all staff with instruction/training in correct usage, identification of wear and tear and any known faults together with any maintenance that may be required
- Make provision so that users have suitable storage facilities for PPE
- Audit and inspect PPE on a periodic basis and record the findings
- Maintain records of issue and receipt for PPE and use PPE Personal Equipment
- Signature form for employee to sign for the receipt of any issued PPE
- Monitor any new PPE coming to the market, which may offer improved protection or acceptance to wear

1.4 All Patchway Town Council Staff will;

- Co-operate with managers in any PPE selection process
- Sign for any issued PPE – see appendix 1
- Wear/use the PPE correctly
- Carry out PPE maintenance and cleaning where necessary
- Store the PPE correctly
- Report any defects or wear and tear
- Obtain replacement for lost or damaged equipment
- Not misuse any PPE issued to them

Failure to use the PPE provided may result in disciplinary action.



1744

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

Control of Substances Hazardous to Health (COSHH) Policy

The COSHH Regulations 2002 and approved Code of Practice require employers to evaluate and control the risks which employees and others may be exposed to from hazardous substances at work.

It applies to all workplaces and includes any substances, materials, processes or by-products that are hazardous to health e.g. clinical waste, microbiological agents, dusts of any kind in substantial quantities and all chemicals categorised as hazardous to health in any form i.e. solid, liquid, gas or vapour.

The health effect of hazardous substances is directly linked to:

- i) The nature of the substances
- ii) Duration of exposure
- iii) Quantity exposed to

This policy applies to all employees as well as visitors, contractors and members of the public who come into contact with hazardous substances used or produced at Patchway Town Council.

Definitions

“Substances Hazardous to Health” means anything:

- i) Listed as dangerous for supply within the Chemical (Hazard Information and Packaging for Supply) Regulations (CHIP Regulations) and which indicates specific dangers as: very toxic, toxic, harmful, corrosive or irritant
- ii) With a workplace exposure limit approved by the Health and safety Commission (HSC)
- iii) Which is a biological agent
- iv) Which is dust of any kind in sufficient quantity
- v) Which is present in the workplace and which creates a risk to health e.g. micro-organisms, allergens etc.

The aim of the Policy is to:

- a) Assess the risk to health that may arise from exposure to hazardous substances
- b) Establish precautions and control measures needed appropriate to the risk. Wherever possible, risks should be eliminated
- c) Monitor control measures to ensure they are adhered to and working properly. This includes maintenance and testing of any equipment involved
- d) Monitor the extent to which employees are exposed to hazardous substances and carry out health surveillance where necessary
- e) Inform, instruct and train employees regarding the hazards, risks and precautions needed



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

Responsibilities

The Clerk and/or Deputy Clerk is responsible for:

- a) Ensuring the effective implementation of this Policy
- b) Allocating sufficient resources to enable the Policy to be delivered
- c) Monitoring the overall effectiveness of the Policy
- d) Substances hazardous to health are identified and assessments of the associated risks to health are carried out within their roles by nominated, appropriately trained, competent people
- e) Appropriate resources are available to support safe working practice and take into account appropriate control measures
- f) Assessments are reviewed annually or more frequently if circumstances change
- g) Identifying all hazardous substances within their area and recording with a COSHH inventory
- h) Ensuring material safety data sheets are available for reference, identifying, nominating and supporting the COSHH assessor(s) through training. Ensuring that assessor have a good working knowledge of working procedures and practices
- i) Ensure the COSHH register is up to date and filled in correctly

COSHH assessments should take a systematic approach by considering all factors relating to the use of substances hazardous to health. The assessment must also include reference to any emergency plans or procedures e.g. dealing with fire, spillage or first aid. They must clearly show all the control measures put in place either to prevent exposure or to achieve and maintain adequate control of exposure. Assessments must be working documents, copies of which must be kept readily available for reference. Where assessments require further control measures to be put in place, an action plan must be developed with responsibilities clearly allocated and actions timed. Re-assessment must be undertaken whenever there are significant changes to: the substance's data sheet; the quantity or way in which it is used or if there is reason to suspect that health is being adversely affected.

Control Measures

Control measures must be determined by the level of risk to health and must take into account:

- a) Elimination and/or use of alternative, less hazardous substances and materials where possible
- b) Modification of the use or process to eliminate, isolate or reduce exposure
- c) Elimination and/or reduction of numbers of people exposed to the hazardous substance
- d) The outcome of any environmental monitoring, as appropriate, which has been undertaken by a competent person
- e) The provision, maintenance and use of any control equipment required
- f) The use of Personal Protective Equipment (PPE) to reduce or control exposure to hazardous substances/materials. PPE should be regarded as a 'last resort' in providing protection from exposure to substances hazardous to health

Failure to comply with the identified control measures may result in disciplinary action. Employees are required to use PPE provided in accordance with the training they have been given and report any faults/defects or concerns regarding PPE to their manager.

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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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All purchases of goods and substances must be undertaken in accordance with recognised and agreed procedures. No other purchasing approaches should be adopted. Manufacturers and suppliers of substances and materials have a legal duty to supply material safety data sheets for the materials provided. All purchases/requisitions should include a request to supply data information sheets.

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

Manual Handling Operations Policy

Manual handling includes transporting a load, supporting a load in a static posture, intentionally dropping a load or throwing a load through the use of direct human effort or indirectly through lever, rope etc. It also includes those tasks where mechanical assistance is used, e.g. a power hoist, but human effort is still required to move, steady or position the load.

Patchway Town Council will ensure that the potential for harm to staff and hirers as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled.

All staff will be provided with information, instruction, and training in manual handling.

All significant manual handling risks will be assessed, monitored, and reviewed in accordance with:

The Health & Safety @ Work Act 1974

The Management of Health & Safety @ Work Regulations 1992

The Manual Handling Operations Regulations 1992, amended 2002

The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)

Patchway Town Council will ensure that staff undertaking manual handling activities are involved in this risk assessment process.



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Fire Safety Management
Policy
and
Fire Emergency Plan
for
Patchway Town Council
Callicroft House
Rodway Road
Patchway
BS34 5DQ

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

FIRE SAFETY MANAGEMENT

Statement of Intent

Patchway Town Council believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health
2. Compliance with statutory requirements as a minimum
3. Assessing and controlling the risks that arise from our work activities
4. Providing a safe and healthy working and learning environment
5. Ensuring safe working methods and providing safe working equipment
6. Providing effective information, instruction, and training
7. Consulting with employees and their representatives on health and safety matters
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness
9. Setting targets and objectives to develop a culture of continuous improvement
10. Ensuring adequate welfare facilities exist throughout the department
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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1. Introduction and Scope

1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid upon Patchway Town Council as the employer, occupier/owner or *'responsible person'*.

1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of Patchway Town Council as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.

1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.

1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.

1.6 Patchway Town Council will, so far as reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:

- Provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;

- Provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;

- Provide a programme of fire safety training;

- Carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;

- Have in place a programme of works to improve or maintain the existing fire safety specifications;

Adopted: 16th May 2023

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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

-Identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;

-Where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2. Practical Fire safety Arrangements

2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

- Materials specification, design, construction and inspection of buildings, fire doors and escape routes, taking into account the needs of pupils, service users, people with disabilities, contractors, the public etc;
- Appropriate safe and secure location of building services e.g. gas and electricity;
- Provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- Provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of a fire; and
- Education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:

- The installation, maintenance, inspection and weekly testing of fire alarms;
- The appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- The provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;
- A quarterly/six monthly/annual premises fire safety inspection will be carried out.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and safety Management*. The main strands will involve:-

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

3. Planning

3.1 Fire Risk Assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premise or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks
Medium Risk	=	Work to be completed within 6 months
Low Risk	=	Work to be completed within 1 year

3.4 Risk assessments must take into account those who could be affected, e.g., numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, members or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

4. Organisation and Control

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training.



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Callicroft House, Patchway, Bristol, BS34 5DQ

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4.2 Town Clerk will:

- Ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 Councillors and Office Staff will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
 - ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
 - ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
 - ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
 - arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
 - arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
 - ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
 - ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
 - ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
 - ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
 - ensure that effective arrangements are in place for contacting the emergency services;
 - ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
 - confirm that their quarterly premises fire safety inspections address fire safety arrangements;
- and
- liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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4.4 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

5. Review

5.1 Annual audit of all fire systems by the Town Council to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

5.2 Active reviews will take place quarterly prior to any likely accident or event

5.3 Reactive reviews will take place following a fire safety event occurring

5.4 A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role

6. Visitors and/or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

In buildings do not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitor's book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

- Visitors on site for all occasions.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- A method of ensuring that all visitors are evacuated and accounted for.
- Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.)



12ww

PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Health and Safety Policy

General Statement of Policy

It is the policy of Patchway Town Council to comply with the terms of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Patchway Town Council's health and safety objective is as follows:

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Patchway Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Patchway Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Patchway Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to the Town Clerk or Deputy Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee's responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

ALL injuries, however small, sustained by a Patchway Town Council employee at work or any person on Patchway Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Patchway Town Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council's operations occur. Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation.

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Stress Policy

Patchway Town Council is committed to protecting the health, safety & welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Town Council will:

- Ensure that work related stress and health issues are treated seriously and responded to positively.
- Have good, open, communication between employees and between employees and management
- Consult staff in decisions that may affect them
- Support staff emotionally and practically
- Encourage staff to “buy into” their work, i.e. they understand what they are trying to achieve and are made to feel proud of their achievements
- Recognise problems and solving them promptly
- Adopt a sensible approach to working long hours and taking work home (outside of flexible working practice) remaining mindful of other Patchway Town Council policies and procedures i.e. Lone Working Policy.

The Town Clerk will:

- Ensure good communications between management and staff, particularly where there are organisational and procedural changes.
- Ensure sufficient supervision & support to enable staff to be clear of their roles and responsibilities and have the appropriate tools & resources to achieve them.
- Ensure staff are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded or overworking.
- Ensure that bullying and harassment are not tolerated
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement.

Health & Safety Officer Will:

- Conduct and implement recommendations of risk assessment within their jurisdiction.
- Provide information on stress and its symptoms
- Monitor and review the effectiveness of measures to reduce stress

Employees will:

- Receive information on stress and its symptoms
- Inform their Manager if they feel stressed
- Accept opportunities for counselling if appropriate

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1233

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

Bullying & Harassment Policy

1 Purpose and Scope

1.1 Statement

1.1.1 In support of our value to respect others, Patchway Town Council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the Council or members of the public from the community which we serve. The Town Council is committed to the elimination of any form of intimidation in the workplace.

1.1.2 This policy reflects the spirit in which the Town Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Town Council's procedures on Grievance and Managing Employee Performance and also, the Member-Officer Protocol.

1.1.3 The Town Council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The Town Council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions (Derived from ACAS (Advisory, Conciliation and Arbitration Service) guidance on the topic)

1.2.1 Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress".

1.2.2 Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

1.2.3 Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the Town Council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

1.3 Examples of Unacceptable Behaviour (This list is not exhaustive)

1.3.1 Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities, publicly commenting about an individual's performance who is not present to defend themselves. Bullying and harassment may occur face-to-face, in meetings,



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

through written communication, including e-mail, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties

1.4.1 Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Managing Employee Performance Procedure and may result in dismissal from the Town Council for employees or through referral to South Gloucestershire Council's Monitoring Officer as a contravention of the Member's Code of Conduct which may result in penalties against the member concerned. In extreme cases harassment can constitute a criminal offence and the Town Council should take appropriate legal advice, sometimes available from the Town Council's insurer, if such a matter arises.

1.5 The Legal Position

1.5.1 Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. Under the Equality Act 2010 bullying or harassment may be considered unlawful discrimination and the legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc. and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the Town Council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

2. Process for Dealing with Complaints of Bullying and Harassment

2.1 Informal Approach

Anyone (employee, contractor, member or visitor) who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort. In the interests of maintaining good working relations, the employee is encouraged to discuss any grievance first with his/her Line Manager or the Town Clerk with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate, or he or she wishes to pursue a formal grievance, they should follow the procedure detailed below.

2.2 Formal Approach

2.2.1 Employees

Where the employee feels unable to resolve the matter informally, any complaint about harassment or bullying should be put in writing and a copy to the employee's Line Manager or the Town Clerk. This will enable the formal Grievance Procedure to be invoked. (See the Town Council Grievance/Managing Employee Performance Procedures)

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Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

2.2.2 Others

Any other party to the Town Council (other than an employee) who feels he or she is being bullied or harassed should raise their complaint with a Town Councillor, where possible, or the Monitoring Officer at South Gloucestershire Council if an informal notification to a member has been unsuccessful at eliminating the problem or where a member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of a Town Council should use the Town Council's official Complaints Policy.

2.3 Disciplinary Action

2.3.1 Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

2.3.2 For an **Employee** found to have been bullying/harassing others this will follow the Town Council's Managing Employee Performance Procedure.

2.3.3 For **Members** who the Town Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Town Council activities, the action taken must be reasonable and in some cases counselling or training in appropriate skill areas (e.g. inter-personal communication, assertiveness, chairmanship), may be more appropriate than a penalty. The range of disciplinary sanctions available to the Council, where a member has been involved in bullying/harassment include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the council and representation on any outside bodies, a referral to South Gloucestershire Council's Monitoring Officer (or equivalent) by the council and/or the aggrieved victim. There may also be a referral to the Police under the Protection from Harassment Act 1997, or a claim to an Employment tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in the most extreme cases. (This list is not exhaustive).

2.4 False Allegations

2.4.1 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Managing Employee Performance Procedure and/or a referral to South Gloucestershire Council's Monitoring Officer.

3 Responsibilities

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

3.1 All parties to the Town Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

3.2 The Town Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

3.2 A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Town Clerk and reported to Full Council for approval. The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

4 Useful Contacts

- ACAS www.acas.org.uk (08457 474747)
- SLCC www.slcc.co.uk (Advisory Note 24)



1222

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

GDPR and Privacy Notice Policy

This Privacy Policy will explain how Patchway Town Council uses the personal data we collect from you when you use our website, email or telephone the council.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy Policies of other websites
- Changes to our Privacy Policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

The Council collects the following data:

Personal identification information (name, email address, phone number, etc.)

How do we collect your data?

You directly provide Patchway Town Council with most of the data we collect. We collect data and process data when you:

Register online or place an order for any of our products and services

Voluntarily complete a customer survey or provide feedback on any of our message boards or via email

Use or view our website via your browser's cookies

Emails into the office

Visitor's book

Patchway Town Council may also receive your data indirectly from the following sources:

The Electoral Register

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

How will we use your data?

Our Council collects your data so that we can:

Respond to queries

Email you regarding Town Council news

To contact a company

To respond to a member/member of public/staff

To share your information with other organisations, with your permission

How do we store your data?

Patchway Town Council securely stores your data online on our database

Patchway Town Council will keep your personal contact information for a six-monthly period, or otherwise specified. Once this time period has expired, we will delete your data by secure removal from our systems.

What are your data protection rights?

Patchway Town Council would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – you have the right to request Patchway Town Council for copies of your personal data. We may charge you a small fee for this service

The right to rectification – You have the right to request that Patchway Town Council correct any information you believe is inaccurate. You also have the right to request Patchway Town Council to complete the information you believe is incomplete

The right to erasure – You have the right to request that Patchway Town Council erase your personal data, under certain conditions

The right to restrict processing – You have the right to request that Patchway Town Council restrict the processing of your personal data, under certain conditions

The right to object to processing – you have the right to object to Patchway Town Council processing any of your personal data, under certain conditions

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: clerk@patchwaytowncouncil.gov.uk



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Patchway Town Council uses cookies in a range of ways to improve your experience on our website, including:

Keeping you signed in

Understanding how you use our website

There are a number of different types of cookies, however, our website uses:

Functionality – Patchway Town Council uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and what location you are in. a mix of first-party and third-party cookies are used.

Advertising – Patchway Town Council uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and your IP address. Patchway Town Council sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Patchway Town Council website contains links to other websites. Our Privacy Policy applies only to our website, so if you click on a link to another website, you should read their Privacy Policy.

Changes to our Privacy Policy

Patchway Town Council keeps its Privacy Policy under regular review and places any updates on this web page. This Privacy Policy was last updated January 2023.

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Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

How to contact us

If you have questions about Patchway Town Council's Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at: clerk@patchwaytowncouncil.gov.uk

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Patchway Town Council has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

PATCHWAY TOWN COUNCIL
DRAFT

12/04

Subject	Risk No.	Risks Identified	Probability	Impact	Total	Controls
Councillors	1	Unfilled vacancies	3	1	3	Encourage standing for election. Fill vacancies with co-option if required but promote standing for election as it is a criteria for power of competence. Councillors to sign code of conduct upon appointment and to receive training. Published process for reporting and investigating alleged breaches of the code of conduct.
	2	Council being inquorate	1	1	1	
	3	Fewer than two thirds of councillor being elected	1	2	2	
	4	Breaches of councillor code of conduct	2	2	4	
Business Continuity	5	Council unable to continue its operation due to unexpected or tragic circumstances	3	3	9	Business Continuity Plan has been ongoing. Charlton Hayes Parish Split will reduce the tax base by 44.5%. Business interruption insurance cover.
Precept	6	Non submission of Precept Form on time	1	1	1	Ensure Precept is set each January. Clerk to confirm submission and its safe receipt by SGC. Precept income shown in finance reports to council.
Financial Records	7	Inadequate records	1	1	1	Designated Responsible Finance Officer. Internal Controller checks to be introduced. Internal Audit Reviews. Annual External Audit. Maintain and review Financial Regulations.
	8	Financial irregularities	1	2	2	
Bank and banking	9	Inadequate checks	2	2	4	Financial regulations cover banking, payments, cheques and reconciliations. Monthly payments and reconciliations reported to council. Confirm and appoint sufficient signatories/authorisers. Investment policy and regular review to protect public money
	10	Bank mistakes	1	2	2	
	11	Loss	1	1	1	
	12	Changes	1	1	1	
	13	Loss of signatories/authorisers	1	2	2	
Cash/Loss	14	Loss through theft or dishonesty	1	2	2	Financial regulations. Internal Controls and Audit. Insurance cover arranged.
Litigation	15	Potential risk of legal action being taken	1	2	2	Public and Employers Liability Insurance cover in place. Advice taken from insurers and insurance broker.
Reporting and Auditing	16	Inadequate reports	1	1	1	Scheduled financial reports from RFO. Engagement of professional accountant as required to support end of year accounts. Submission of records to auditors. Inspection of site. Notice given of public inspection period. Matters raised by auditor fully responded to. Internal auditor tests and reviews processes and makes reports to council with recommendations. Checks made in accordance with Financial Regulations. Bills and invoices presented with cheques for signature or initialling of authorisation record if payment has been made electronically.
	17	Failure to carry out Internal and External Audits	1	1	1	
	18	Failure to meet timetable for publication and inspection	1	1	1	
	19	Objections to annual accounts	1	1	1	
	20	Goods not supplied but billed	1	2	2	
Billing and Debts	21	Incorrect invoicing	1	2	2	Council hold General Power of Competence.
	22	Cheques payable incorrect	1	1	1	
	23	Loss of stock	2	2	4	
	24	Unpaid invoices	1	2	2	
Powers to spend	25	Lack of authority to incur expenditure	1	1	2	
Grant Conditions	26	Adherence to grant terms and conditions	2	2	4	File to be held on grants. RFO to ensure grant conditions are adhered to. Monitoring reports supplied to funding bodies. Key implications drawn to attention of councillors.
Committed Sums	27	Lack of deliverable projects to utilise monies	2	2	4	Projects to only be funded by grants from 2023/2024, due to the reduction in Council Tax Base.
Procurement	28	Work awarded incorrectly	2	2	4	Dependent on the value concerned Financial Regulations require specified numbers of quotation to be obtained or complete tendering to be used in accordance with Public Contracts Regulations 2015
	29	Overspend	2	2	4	
Salaries	30	Salary paid incorrectly	1	2	2	Salary payments are calculated from contracted spinal column points. Payment of expenses approved and supported by receipts. Payments appear on the monthly payments list presented to council for approval. NI and Tax due calculated using HMRC Real Time Information system and shown in Annual Return. P60 and P11D forms issued to employees as applicable. Records subject to check by Internal Controller, Internal Audit and External Audit. Payments due made if monthly meetings do not take place in order to ensure contractual obligations are met.
	31	Wrong hours/rates paid	1	2	2	
	32	Payment of expenses	1	1	1	
	33	False employee	1	1	1	
	34	Wrong deduction of NI or Tax	1	1	1	
Employees	35	Unpaid NI & Tax contributions to HMRC	1	1	1	Business Continuity Plan. Insurance cover regards to fraud. Clerk as the Proper Officer advises council, supported to be in membership of SLCC and to become CICLA qualified. Health and safety policy and working practices monitored and staff issued with adequate direction, protective clothing and safety equipment. RFO ensures monthly payments and annual returns made to pension providers. Sickness monitored and referral to occupation health if required
	36	Loss of key personnel	2	2	4	
	37	Fraud by staff	1	2	2	
	38	Actions undertaken by staff	2	2	4	
	39	Health and safety breaches	2	2	4	
	40	LGPS cessation cost when last active members leaves	1	1	1	
	41	Excessive sickness or accident	2	2	4	

PATCHWAY TOWN COUNCIL
Approved May 2024

1	Risk No.	Risks Identified	Probability	Impact	Total	Controls
Election Costs	42	Costs of poll conducted for contested elections	2	2	4	Earmarked reserve maintained to cover the cost of charges made by SGC when it conducts an election when seats on the council are contested in a normal year or through bye-elections.
VAT	43	Failure to reclaim VAT.	1	2	2	Financial Regulations to be adhered to. VAT paid to be recovered. Expenditure reports and accounts to show sending net of VAT. Records subject to inspection and audit.
Minutes, Agendas and Reports	44	Failure to charge VAT where applicable.	1	2	2	
	45	Failure to produce and display agendas on time	1	2	2	Clerk acts as Proper Officer responsible to production of agendas and minutes which meet legal requirements and reflect best practice. Clerk supported to be in membership of SLCC and to become
	46	Minutes not approved and signed	1	1	1	GLCA qualified. Minutes to be approved and signed at the following council and committee minutes.
	47	Files not maintained	1	1	1	Notices placed on council noticeboards and website. Chairs and Vice Chairs trained and supported to
Members Interests	48	Business not conducted in accordance with Standing Orders	2	2	4	conduct business as per Standing Orders.
	49	Disclosable Member interests not recorded	1	2	2	Members register disclosable interest. Clerk publishes these and makes them open to inspection.
	50	Conflicts of interest occurring without disclosure	2	2	4	Members sign a declaration of interests book at meetings where specific items relate to their interests.
	51	Potential for public concern at potential conflicts of interest	2	2	4	Members are encouraged to declare non-pecuniary interests which they may not be legally required to declare. Advice available from the Clerk, SGC Monitoring Officer and ALCA. Protocol followed that those
Insurance	52	Inadequate insurance cover	2	1	2	Review of cover undertaken at the time of policy renewal and when any new area requiring cover is
	53	Claims disputed	2	1	4	identified. Broker used to obtain specialist cover customised for local councils. Better value achieved
	54	Insurance premiums become excessive	2	1	2	through broker searching the market and using multi-year policies. Internal Controller checks and
	55	Injury to volunteers resulting in claim.	2	1	2	Internal Audit review of insurance processes. To make sure that all liability insurance are up to date.
Data Protection	56	Failure to register	1	1	1	Council is registered with the Information Commissioner and has a Data Protection Policy approved by
	57	Disclosure of sensitive personal data	1	1	1	council and published.
Freedom of Information and Transparency	58	Failure to meet requests made under Freedom of Information Act	2	1	2	Clerk ensures that information is published in accordance with the Transparency Code agreed by council.
	59	Failure to publish required information under the council's transparency code	1	1	1	Clerk assesses work required to meet any FOI request and advises Chair of Council where the request
	60	FOI requests become unduly burdensome and costly to meet	1	2	2	would result in many hours of work and can legally refuse a request in defined circumstances, such as where information is exempt from disclosure being of a personal nature or commercially sensitive.
						Advice available for SGC Monitoring Officer, SLCC and ALCA.
Assets	61	Loss or Damage	1	2	2	Asset Register updated annually and when new purchases or disposals occur. Insurance provision
	62	Risk/damage to the property of third parties	2	1	2	checked. Secure and locked filing cabinet used. Buildings alarmed. Grounds equipment securely locked and alarmed. Assets include mowers, van, truck, laptops, PC, hearing loop, screen, projectors and other
Maintenance	63	Poor condition and spillages	2	2	4	Checks carried out and recorded at regular intervals. Immediate hazards repaired or closed. Programmed
	64	Assets not be maintained so they are not fit for purpose	2	2	4	maintenance carried out at set intervals such as tests of electrical and fire safety equipment. Planned
	65	Loss of income or availability	2	2	4	maintenance schedule under review. Legionella testing undertaken and scoring reduced from '6' to '4'.
	66	Risks to users of council facilities and third parties	2	2	4	Spillages to be cleaned up as and when to avoid possible fines.
	67	Legionnaire Bacteria	1	2	2	Locations inspected and insured. Repairs and maintenance carried out as required.
Notice Boards	68	Risk/damage/injury to third parties	2	2	4	Locations inspected and insured. Keys held by Parish Council office. Repairs and maintenance carried out
	69	Road side safety	2	2	4	by staff or contractors.
Bus Shelters	70	Risk/damage/injury to third parties	2	2	4	Locations inspected and insured. Specialist inspectors and contractors used as required. Log of
	71	Road side safety	2	2	4	maintenance issues is maintained. Facilities closed off if an immediate hazard occurs. Specify if the risk is
Play and Sports Areas	72	Risk/damage/injury to children	2	2	4	from the equipment damage or the equipment failure.
	73	Equipment failure and lack of availability	2	2	4	Locations inspected and insured. Specialist contractors used as required. Log of maintenance issues is
Street Furniture	74	Damage/loss of use of pitch	2	2	4	maintained. Facilities closed off if an immediate hazard occurs.
	75	Risk/damage/injury to third parties	2	2	4	Inspected weekly and replacements and repairs carried out where necessary
Dog and Waste Bins	76	Road side safety	2	2	4	Town Hall is made available for meetings and is accessible.
	77	Failure to empty bins	2	2	4	Records including historic records, leases, contracts and staff records are secured in securely in The
Meeting Location	78	Cost of emptying and replacing bins	2	2	4	Cloud. Building alarm system installed and used.
	79	Inadequate and inaccessible premises for council, committee and public meetings	1	2	2	Electronic records stored on council computer. Back-ups of the files taken and stored in a cloud system
Council Paper Records	80	Loss through theft, fire or damage	2	2	4	at least once a day. Building alarm system installed and used.
	81	Loss through theft, fire or damage	1	2	2	
Council Electronic Records	82	Corruption of computer	1	2	2	



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

Safeguarding Children and Young People and Vulnerable Adults Policy

Patchway Town Council provides the following activities:

- Town Celebrations to celebrate National Events
- General day to day running of the Town including Town meetings

Whilst these do not include direct services or support for children, young people and vulnerable adults Patchway Town Council recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

Patchway Town Council is committed therefore to ensure that the whole Council, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

(Working Together to Safeguard Children 2013)

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual

All Patchway Town Council activities with children are run with the parents or carers of the children present. Volunteers and Management Committee members are not permitted at any time to be alone with children.

All Patchway Town Council volunteers and members and those who participate in activities run by the organisation are inducted into this policy and procedure and have an understanding of what forms of abuse can take and how to report any concerns.

Patchway Town Council will ensure all who are arranging events on their behalf are made aware of this policy.



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
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Definition of Vulnerable Adults

Someone 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm'

No Secrets: Department of Health, March 2000

This means that not all adults are vulnerable, but some may be vulnerable at times and others will be vulnerable all the time. It is important to talk to the appropriate people (in South Gloucestershire this is the Adult Customer Service Desk in the Children, Adult and Health Department of the Council).

Definition of Abuse

'Abuse is a violation of an individual's human and civil rights by any other person or persons'

No Secrets: Department of Health, March 2000

Abuse Includes:

- Physical abuse, hitting, slapping, punching, burning
- Sexual abuse, rape, indecent assault, inappropriate touching
- Emotional abuse, belittling, name calling,
- Financial or material abuse, stealing, selling assets
- Neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- Discriminatory abuse (including racist, sexist, based on a person's disability and
- Other forms of harassment)
- Institutional

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however, the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

Advice and Information

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information. Contact 01454 868007.

Reporting Concerns

If a crime may have been or is being committed, contact the Police on 101 or 999

Volunteers and members should report any concern that they have about a child or vulnerable adult to Town Clerk, who will contact the SGC Team below.

Adopted: 16th May 2023
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PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Members of the public can follow the instructions below:

Children and Young People

Contact South Gloucestershire Council's First Point Team on 01454 868000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165

Vulnerable Adults

To raise a concern contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent through to the office of Patchway Town Council.

Managing Allegations Against Staff or Volunteers

Any allegation will be fully investigated and Patchway Town Council will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Review of This Policy

Patchway Town Council will review this policy annually.

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PATCHWAY TOWN COUNCIL
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Financial Procedures



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

CONTENTS

INTRODUCTION.....	3
1. PURCHASING	
a) Purchase Order Forms	3
b) Inputting the Invoice	3/4
c) Paying Invoices.....	4
d) Procedure Note for Financial Checks.....	5/6
e) Paying Invoices on the RBS System.....	6
f) Direct Debits and Standing Orders.....	6
2. INVOICING	
a) The Invoice.....	6
b) Inputting the receipts into the RBS software.....	6/7
c) Receipt Reporting.....	7
3. RBS Omega Software	
a) Journals.....	7
b) Bank Reconciliations.....	7
c) VAT Returns.....	8
d) Month End Processing.....	8
e) Backups.....	8
4. IRIS PAYROLL SOFTWARE	
a) Payroll Input.....	8
b) Enter Variations.....	8
c) Calculate.....	9
d) Print Summaries.....	9
e) Finalising the Payroll	9
f) Alterations to the Payroll.....	9
g) Year End.....	10
h) Pension Deductions.....	10
i) HMRC Deductions.....	10
j) Payslips.....	10
k) P45s.....	10
l) P60s.....	10



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

INTRODUCTION

Patchway Town Council has developed a raft of financial procedure documentation detailing the procedures to be followed in processing transactions on the various financial systems. This document is in line with best practice recommendations from our Internal Auditor and will protect the council and its employees in the event that any untoward activity occurs either wilfully or by accident. This document will act as a guide to councillors and staff on how to effectively manage and use the council's own financial procedures.

1. Purchasing

a) Purchase Request

Patchway Town Council operates a purchasing system whereby an official order is raised and agreed by the Town Clerk/Council before any order is placed. This is to ensure that there is sufficient enough budget for the items and that the council's money is being spent in the best possible way. These orders will then be sent to the supplier who will then subsequently return an invoice. The invoice will then be checked by the Responsible Financial Officer (RFO) for accuracy and signed accordingly.

b) Inputting the Invoice

The invoice will then be put into the RBS Omega financial software and carry out the following using the purchase ledger.

- This can be found by logging into the RBS Software and on the left-hand side menu there is an option which will say 'Omega', double click this then 'Purchase Ledger', and click on 'Enter Invoice'.
- You then enter the invoice into the boxes on the software lifting the information from the supplier's invoice. The software will display a reference number which will then need to be written onto the invoice and filed in that order.
- Once the invoice details have been inputted and the correct VAT code applied on the system, the person inputting has to code the NET figure (cost to the council) using centre and nominal code. (N.B: The centre is the place in which the payment relates to i.e. establishment, scott park etc) and the nominal code is the budget heading it relates too (i.e. janitorial, maintenance). Once these codes have been added, they should then be written onto the invoice in order to track the spend. The person inputting should click save and complete the process for all invoices that need to be input.
- Once all invoices have been input, the person inputting should click on the left-hand menu 'post invoices', this will then process the invoices that are due for payment. The report should be printed off and filed into the RBS trail file located in the Finance cupboard. That completes the purchasing procedure for all invoices that are to be paid.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

- If the supplier you are inputting the invoice for doesn't appear on the supplier's list, you will have to create them a new code.
- Click the three dots next to 'supplier' and clicking the word 'create'. The code should be three letters followed by '001' which relates to the supplier, i.e. Patchway Town Council will be PTC001. The short name, long name, VAT number and company address should all be input as well on the same screen.

c) Paying Invoices

When the invoices are due to be paid at the meeting of the Full Council, the RFO should produce a list of invoices to be paid. This can be found on the RBS Omega software under 'Omega' // 'Purchase Ledger' // 'Ledger Reports' // Unpaid Invoices. In this report, the RFO will find all of the items that are listed to be paid and how much is due. If Patchway Town Council has the General Power of Competence, the RFO can just use this report to authorise payments at the council meeting. However, if the council does not have the General Power of Competence, then the power to spend for each item will have to be added accurately. This report is then sent to councillors and is a standing item of the full council agenda to authorise the spend. If councillors authorise the spend, then the preferred payment method is by using NatWest Bankline for BACS.

However, some smaller suppliers will only be paid via cheque. The procedure note below documents how Patchway Town Council should be paying invoices and the authorisation required to do so. The reference for any BACS payment will be a number format which reflect the month and year in which the payment was made, i.e. a payment made in January 2020 will carry its own reference of '01-20-001'. The reference for the cheque payments should always be the cheque number on the payment list. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

d) Procedure Notes for Financial Checks

Under *Accounts and Audit regulations 2015*, responsibility for financial governance lies with councillors. Patchway Town Council must demonstrate and carry out good practice measures to prevent and detect fraud and corruption.

Authorisation of Invoices

- **Check invoice for PAYEE name** – Does this agree with the cheque or BACS name?
- Check the **amount on the invoice** and check it **correlates with the cheque or BACS value?**

When you are satisfied payee and amounts are correct:

Adopted: 16th May 2023

Review: May 2024



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

- INITIAL the **payment schedule**
- INITIAL the **invoice** by the '**Councillor Stamp**' and **date** the signature
- SIGN cheque or sign into NatWest Bankline to **authorise payments**

In line with Patchway Town Council's standing orders, authorisation is as follows:

- Any **BACS** payment needs **TWO members** to authorise
- Any **cheque** payment **below £1,000** needs **TWO members** to authorise
- Any **cheque** payment **above £1,000** needs **THREE members** to authorise

Online Payment Authorisation

Patchway Town Council make payment by BACS. This is helped by NatWest Bankline, where it lets two members sign in to **authorise payments**. Below is how members should be authorising BACS payment.

- Sign into NatWest Bankline
- Click on the '**Authorise Payments**' tab
- Read the **payment schedule** (emailed to members who are authorising)
- Check payments are the same on the **online payment portal** as they are on the **signed schedule**
- Click '**Authorise**' and follow the instructions on the screen
- You will need to sign the invoices in line with the signed payment schedule once these payments have been authorised.

Authorisation of Salaries

As Patchway Town Council have a duty to pay their employees, this authorisation control differs from the payment authorisation. These payments will be made via BACS at least three clear working days before the employee's pay date. Below is how members should be authorising salary payments:

- Sign into NatWest Bankline
- Click on the '**Authorise Payments**' tab
- Make sure the total for the salary payments and other associated payments come to the total amount emailed to the members.

Adopted: 16th May 2023
Review: May 2024



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

- Click '**Authorise**' and follow the instructions on the screen.
- You will need to sign the salary report, pension report and PAYE report, once the payments have been authorised.

e) Paying Invoices on the RBS System

Once the payments have been agreed and sent via the preferred methods, the RFO will have to 'pay' the invoices on the RBS system. This is done by going to 'Omega' // 'Purchase Ledger' // 'Pay Invoices' // 'Enter Payments'. This portal will allow you to remit payment. The RFO will search for the supplier the payment is for and then enter the payment reference along with the amount and then pay these using the 'pay invoice' button. If the balance at the bottom of the screen is '0.00' then the payment has successfully matched the invoices, if it doesn't then double check the figures on the invoice and payment schedule. Once the payment run is complete, the RFO will then print off the report and file in the RBS trail file.

f) Direct Debits and Standing Orders

For direct debits and any standing orders that Patchway Town Council have agreed too, these are usually input into the system using the purchase ledger as above. However, if it is a regular amount and will never change these can be input onto the system by clicking on 'cashbook' // 'standing orders' // 'standing order payments'.

2. Invoicing

a) The Invoice

Patchway Town Council invoices regular hirers of facilities in advance of their booking in line with good practice. Due to the small amounts of income that Patchway Town Council receives, the process for invoicing is very straightforward. The invoices are run on a financial year consecutive basis with reference starting from '2019-20-001' and running consecutively. There is a master controls spreadsheet which all the invoices should be input onto. The invoice template is saved in the financial year folder under 'invoices. The template should be filled out in the highest detail with the VAT code being applied and the correct VAT amount being charged. These are then sent to the hirers for payment within 14 days in a PDF format.

b) Inputting the Receipts into the RBS Software

Once the invoice has been paid and is clearly shown on the bank statement, only then should the invoice be put into the system. It is bad practice to input the invoice when it has been created as if it is not paid, it will stay on the system until it is cancelled out. To input the invoice, the RFO will need to go to the 'cashbook' tab and click 'enter receipts'. This will take the RFO to the receipt portal where the screen is self-explanatory. After entering all the information, the RBS software will need to code that transaction. Similar to expenditure



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

coding however, all income codes are '1000'. Once the correct code is supplied, the transaction should be saved by clicking 'save receipt' // 'save slip'. If multiple transactions are on one paying in slip, then the coding will have to be separated by inputting actual amounts from the invoices.

c) Receipt Reporting

After the receipts have been input using the 'cashbook' facility, the RFO should print off the report under 'cashbook reports' entitled 'receipt by name' and file this in the RBS trail folder.

3. RBS Omega Software

a) Journals

If a transaction is entered incorrectly and the amount is coded to the wrong code, then the RFO must re-code the entry. This can be done via a 'Standard Journal' on the RBS Omega Software which can be found 'Omega' // 'Management Accounts' // 'Journal Entries' // 'Standard Journals'. To find where the transaction has been coded to, click 'view nominal' on the bottom of the page whereby you can see every transaction for every code. Once the incorrect code is known and the new code is found, then the RFO must create a journal to rectify this. The best way for this is to enter the wrong code and centre first and CREDIT that code with the amount you're moving. In the 'transaction description', the RFO must state the action that is being carried out in fine detail. The RFO will then put the correct code and centre in and DEBIT that code with the amount. At the bottom of the page, the narrative should be written to describe what has been moved and why. This journal should then be posted and printed and signed off by the Town Clerk or a member of the council for scrutiny.

b) Bank Reconciliations

At the end of each month, the RFO must reconcile the council's cashbooks and ensure they balance with the bank statement. To do this click on 'Omega' // 'Cashbook' // 'Reconciliation' // 'Update Reconciliation' and enter the date the reconciliation is too. It is best practice to reconcile one page of the bank statement at a time to ensure nothing is missed and a thorough reconciliation is carried out. The RFO can search by reference number or payment amount and then should go through the bank statement and reconcile both receipts and payments. If a payment does not appear, check the 'unpaid invoices' tab to see if it appears as it may have been entered wrong. If not, then enter the payment through the purchase ledger. Once the reconciliation is complete, the RFO should print off both reconciliation reports and file in the RBS trail folder. If the reconciliation does not balance, the RFO must investigate and ensure the payments match each other, even if the reconciliation has to be started again.

c) VAT Returns

Patchway Town Council submits VAT returns quarterly throughout the year. Each transaction on the RBS system (if applicable) should have the correct VAT amount entered with the

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

transaction. To process the VAT return, the RFO should go to 'Omega' // 'Management Accounts' // 'VAT Return' // 'Current VAT Return'. This will then display the VAT report for the period entered. The RFO will thoroughly check through all the transactions to ensure the VAT is correct and the council are only claiming what they should be. The RFO should then print off and sign the report and send to HMRC. If the council are on the MTD version (Making Tax Digital), the return can be submitted online by pressing the submit button.

d) Month End Processing

After the bank reconciliation is complete and all cashbooks have been reconciled and filed, the RFO needs to change the month on the RBS system. This is simply done by going to 'Omega' // 'Management Accounts' // 'Change Month'. Once a month is closed down, no information for that month can be entered or altered, therefore all essential procedures need to be followed before the month-end processing such as printing all reports and reconciling the cashbooks.

e) Backups

The RFO is responsible for ensuring that all RBS data is successfully backed up onto the system. This is done by going to 'Manage' // 'Database'. The RFO would then need to put the superuser password in and backup the software to the server or if unavailable a local PC. It is good practice to do this every time the RFO works on the software.

4. IRIS Payroll Software

a) Payroll Input

Patchway Town Council pays staff on or just before the 26th of each month using BACS. The council uses IRIS Payroll Software which is accessed on the RFO's laptop using a username and password. Once logged into the system, click 'Pay' to move to the payments tab. On this tab, the RFO can input people's hours and double check salaried payments and any deductions. This is the only tab where the RFO can check deductions, ensuring that any additional hours are calculated correctly and ensuring to submit HMRC reports.

b) Enter Variations

The first tab is called 'Enter Variations' and by clicking on this, the RFO can enter all the hourly paid staff's hours as well as double checking the salaried staff's figures and inputting additional hours. Any backdated pay or deductions are listed and inputted in the 'Pay/Ded Name' box. If the person is hourly paid, the number of hours they are claiming on their timesheet should be input into 'Hours' tab on the line which states 'Basic Pay'. If the person is salaried then the RFO would check the 'salary' box and proceed. Once the information has been input, the 'preview' button will show all of that employee's payslip. This is where the RFO should check all figures and ensure they are all correct and then click save to proceed to the next employee, where the process is then carried out until the very last employee. Once all the employees have been entered, the tab can be closed.

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

c) Calculate

In order to calculate the salaries correctly and ensure they translate to the report, the RFO should press the 'Calculate' button, which will automatically calculate what has been entered onto the system.

d) Print Summaries

Good practice would be to print the following summaries and file them in the payroll folder:

- o Pension Summary by Employee
- o Pension Summary by Fund
- o Payroll Summary
- o Pension Summary for Period.

Once these have been printed, the RFO can move onto the next step.

e) Finalising the Payroll

When the above reports have been printed off, the RFO should press the 'finalise' button to finalise the whole payroll and close down the month. During this process a real time submission will be sent to HMRC which will automatically tell them the council's employers' deductions and amount the council owe them. Once that step has been done, the RFO should print off the 'Payroll Summary' and 'P30 Report, which will detail the amount owing to each employee and the P30 report will tell the RFO how much is owing to HMRC. After both of those reports are printed and filed, the RFO should follow the on-screen instructions to close down the month and move into the next month.

f) Alterations to the Payroll

If there is any mistake or alterations to the payroll, before the payment is made then the RFO can click the employee on the left-hand tab and then click 'Undo Payroll'. This will undo the current period for that employee and will delete all entered information for that month. The RFO would follow the on-screen instructions to roll back the period and enter the new details and confirm this on the system. This may prompt the RFO to produce new pensions and PAYE reports, which should supersede the previous reports. If the payment of the salary has been made already, the difference should be worked out and then either paid back to the employer or given to the employee in the next period.

g) Year End

Adopted: 16th May 2023

Review: May 2024



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

At the end of March and after the payroll run has been successfully completed for month 12, the RFO should perform the year end processing. This can be found under the 'yearend' tab and is a self-explanatory guide to the close down for the system.

h) Pension Deductions

Patchway Town Council and their employees are members of the Local Government Pension Scheme and Patchway Town Council is contractually obliged to pay this. The 'Pension Summary' reports by fund are key to this process. The council's payment is worked out on the Avon Pension Fund Website through a form called the LGPS50, which is a calculation of pensions, pension percentages and pensionable pay. The RFO should log in using the username and password and search for the relevant form (LGSP50). The form should then be populated from the 'Pension Summary' report and filled out accordingly. When it is submitted, the RFO should print out the LGPS50 form and file it in the payroll folder. The ICONNECT summary should also be entered onto a different website, which details the pensionable pay and the employer's deductions for the period.

i) HMRC Deductions

The automatic deductions are submitted from the payroll software, but the payment isn't. The P30 summary will show the amount that the council owe for that period.

j) Payslips

Patchway Town Council should aim to give employees their payslips at least 5 working days in advance of receiving the payment. These are printed off from the system under the 'print payslip's tab and are printed onto the perforated slips that are located in the RFO's desk. These should be printed and sealed in an envelope for each employee. The RFO should retain a copy of this and file it away.

k) P45s

When an employee leaves Patchway Town Council, they should be given a P45. These can be found on IRIS under 'Reports' // 'Employee Reports' // 'P45 Online' and should then be given to the employee in a sealed envelope.

l) P60s

Patchway Town Council's employees must receive a P60 at the end of each Tax Year. These can be found on IRIS under 'reports' // 'Year End Report' // 'P60 Mailer' and print the report on the P60 paper. Once all these steps are complete, the payroll should be paid via BACS on or around the 26th of each month.

12 ddd



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

GRANT AWARDING POLICY

Introduction

Patchway Town Council offers grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Patchway, and which demonstrate a long-term benefit to the Community.

All grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Patchway Town Council is the completion and return of a completed Grant Application Form and a formal receipt for the money granted. This can be in the form of a letter or email to the Clerk of the Council. A further condition is to produce at least one update report or presentation for the Town Council.

Grant funding opens on **1st April** of each year and will run until **1st September**. The grant applications will be considered by the Grant's Working Party who make recommendations to Full Council on which applications should be approved. The timetable for grant applications to be received and considered is below:

Application Received	Application Considered	Application Decided
1 st April – 30 th June	July (Second Week)	July (Third Week)
1 st July – 1 st September	September (Second Week)	September (Third Week)

Organisations should only apply once for a grant award from Patchway Town Council. Grant applications are awarded for the current financial year only and any applications for the new financial year should be submitted on 1st April, of the year that the work or project is to be carried out in.

Adopted: 16th May 2023

Review: May 2024

Patchway is Twinned with Clermont l'Herault and Gauting.





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1. Scope

The policy applies to all grant funding awarded by the Town Council.

2. Grants Available

- **Small grants** – Up to the amount of **£150**
- **Medium grants** – Up to the amount of **£350**
- **Large grants** – Up to the amount of **£500**

Patchway Town Council will only consider applications over £500 if the following criteria is met, that has a negative impact on the residents of Patchway:

- An immediate cut to service or provision in the Patchway area.
- Immediate running costs to ensure the provision is retained.
- An immediate impact the local community.

3. How to be awarded a Grant

Patchway Town Council is empowered to award grants to groups running projects in Patchway or benefiting the residents of Patchway, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

- A. The Town Council reserves the right to use its discretion in the operation of its grants policy.
- B. Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
- C. Upon receipt of properly completed forms, the Council will consider grant applications at the next scheduled meeting as per the schedule above.
- D. The Council considers grants between **1st April** and **1st September** for items between £25 and £500. The Council will not consider grants over £500 unless it meets the criteria as set out above, in section 2.
- E. Grant applications are not considered in retrospect.

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- F. A condition of receiving a grant from Patchway Town Council is the completion and return of an application form and evidence of your organisation's present bank balance and your annual accounts, if applicable.
- G. If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
- H. A detailed update report or presentation should be sent to the Town Council once the project has been completed.
- I. All opportunities should be taken to recognise assistance from Patchway Town Council. All printed material should include the following statement: **This group has received financial assistance from Patchway Town Council.**
- J. You may in future be approached by Patchway Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
- K. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
- L. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk or Deputy Town Clerk.
- M. Completed applications forms should be sent to the **Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ** or returned via email to office@patchwaytowncouncil.gov.uk.
- N. For legal reasons under section 137 of the Local Government Act 1972, applications cannot be considered from the following:
- Individuals
 - Organisations which support or oppose any political party.
 - Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or

Adopted: 16th May 2023

Review: May 2024

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- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

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Scheme of Delegation

Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority. The Town Council does not have the power to delegate a decision to an individual Councillor.

Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

1. Approving the precept level of the Town Council.
2. Authorising borrowing.
3. Appointing representatives to outside bodies.
4. Making, amending, revoking, re-enacting, or adopting by-laws.
5. Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a subcommittee.

Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them". Decisions can at any time be delegated to Town Council Staff.

The following have been delegated to the Town Clerk:

1. To sign on behalf of the Council any document to give effect to any decision of the Council.
2. To manage the Council's facilities, property and assets.
3. To act on behalf of the Council as a designated officer with respect to complying with legislation.
4. To instigate and authorise the repair and maintenance of Town Council equipment, property or assets so long as the Town Council's Financial Regulations are adhered to and the cost does not exceed the current budget;
5. To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets.
6. To dispose of Town Council equipment or assets with an estimated worth of less than £1500.
7. To incur expenditure for all Town Council events, subject to the budget being available.
8. The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

Adopted: 16th May 2023
 Review: May 2024



Patchway Town Council

Internal Audit Report: Final update 2022-23

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). This report sets out the work undertaken in relation to the 2022-23 financial year both at our offices and during our two onsite visits which took place on 15th December 2022 and 21st April 2023.

Internal Audit Approach

In conducting our review for 2022-23 and in accordance with the requirements of the IA Certificate in the AGAR and the latest edition of The Practitioner's Guide, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrepresentation in the Accounts / AGAR, together with examining the overall governance framework.

We have previously discussed the financial procedures in place for recording and authorising various transactions with the Clerk / RFO which has assisted us in determining an appropriate review and testing strategy, whilst also having regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is also designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

We are pleased to again acknowledge the effectiveness of the existing accounting arrangements with support from an external contractor (DCK Accounting), the quality of retained documentation and overall approach to governance matters. One or two relatively minor matters have been identified during the course of our review, detail of which we have discussed with the Clerk: these are set out in the body of the following detailed report with resultant recommendations further summarised in the appended Action Plan.

We thank the Clerk / RFO for his assistance during the course of our visits and are pleased to acknowledge the actions taken to address recommendations recorded in our prior year reports.

Based on the satisfactory conclusions drawn from this year's work programme we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council's accounting records are maintained using Rialtas Omega software with Current and Deposit accounts in place with NatWest, transaction detail being recorded in a single cashbook in the Omega accounts with a daily automatic sweep to keep the Current account balance at £1,000. Separate accounts holding surplus finds are also in place with the CCLA Deposit Fund and Cambridge and Counties Building Society.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To meet that objective, we have: -

- Verified the accurate carry forward of balances as recorded in the 2021-22 closing Trial Balance / AGAR to the current year's Omega records;
- Verified that the financial ledgers remain "in balance" at the financial year-end;
- Verified detail in the Council's combined Current & Deposit a/c cashbooks for April, July & November 2022, plus March 2023 to the relevant bank statements, including the daily inter-account transfers;
- Similarly checked and agreed detail of the other account transactions for the full financial year;
- Verified the accuracy of detail in bank reconciliations as at 30th April, 31st July and 30th November 2022 plus 31st March 2023 on all accounts; and
- Ensured the accurate disclosure of the combined account balances in the year's AGAR at Section 2, Box 8.

Conclusions and recommendation

We are pleased to record that no issues have been identified in this review area also again noting that bank reconciliations are subject to regular member review and sign-off as required by the adopted Financial Regulations (FRs).

Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's SOs and FRs have been further reviewed and re-adopted in May 2022 and have reviewed their content noting that both remain in line with the latest NALC model documents.

We take this opportunity to advise the Clerk and Council of a recent revision to the Public Contract Regulations clarifying the value at which contracts must be published on the Government's Contract Finder website: the value is now clarified as £30,000 including VAT, which should now be identified accordingly in the Council's SOs and FRs when they are next the subject of review and formal re-adoption.

We have continued our review of minutes for the financial year reading all those for the full Council and Standing Committees as posted on the website to the present date to ensure that the Council has neither considered nor is taking any actions that may result in ultra vires expenditure being incurred and are pleased to report that no such issues arise.

We note that the external auditors signed off the 2021-22 AGAR reporting a typographical error which was corrected accordingly, also advising erroneously the misstatement of the outstanding PWLB loan at Section 2, Box 10 of the year's AGAR quoting in their report an outstanding value of £120,000. The advice note received from the UK Debt Agency and recorded on their website quotes the value as £112,000, which was recorded on the AGAR submitted to the external auditors. The Clerk has referred this back to the auditors, but has heard nothing further.

We are also pleased to note compliance with the requirement to publicise on the Council website the Notice of Public Rights for 2021-22 for the requisite period of 30 working days.

Conclusions

We are pleased to record that no areas of concern have been identified in this review area. We shall continue to review the Council's governance arrangements at future visits, also reviewing minutes as posted on the website.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously discussed the procedures in place for the processing, certification and release of funds with virtually all payments paid online and payments set up by the Clerk / RFO. Members are then provided with scanned copies of the purchase invoices and, following review, they go online themselves to release the funds to the respective payees. Members subsequently sign-off the original hard copy invoices which are appropriately retained on file. We consider the controls in place to be appropriate and in line with sound financial control procedures.

We have selected a sample of payments processed throughout the year reviewing the files of hard copy documents to ensure compliance with the above criteria: our test sample includes 94 individual payments plus 2 NNDR payments to South Gloucester Council paid over 10 months of the year and totals £1,980,700 equating to 92% by value of non-pay related payments in the year with all the above criteria appropriately met: the high value and percentage arise from the redevelopment project at the Community Centre.

We note that the 2021-22 year-end and first three quarterly VAT reclaims for 2022-23 have been prepared, submitted and repaid by HMRC during the financial year, with the final quarter's reclaim also prepared and submitted, with repayment still awaited at the time of our final review visit. We have agreed each quarterly reclaim detail to the Omega nominal control account.

Conclusions

We are pleased to record that no concerns have been identified in this area this year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the "Risk Management Policy and Strategy" document was re-adopted by the Council in May 2022. The supporting comprehensive risk register has also been subjected to further review and update being re-adopted by the Council at their meeting in January 2023. We have examined both documents and consider them appropriate for the Council's present requirements. We also note the existence of a raft of venue specific risk assessments.

We have also examined the Council's 2022-23 insurance policy with Zurich Municipal with cover in place for Council premises, property and equipment, together with Public and Employer's Liability cover in place at £15 million and £10 million respectively and Fidelity Guarantee (FG) cover set at £2 million all of which we consider appropriate to the Council's present requirements. We note that Business Interruption – Loss of Revenue cover is also in place at £10,000: whilst we understand that even following completion of the Community Centre project, the Council is not anticipating variable income likely to increase and exceed £10,000: even so, we suggest that the position be kept under review to ensure that if required, cover is increased accordingly in this respect.

Conclusions and recommendation

We are pleased to record that no issues of concern arise in this area currently although we urge that the financial risk register is subjected to formal review / revision and re-adoption prior to the financial year-end: we shall continue to monitor the Council's approach to risk management at future reviews reporting our conclusions accordingly.

R1. The position in relation to variable income and potential for loss of revenue in the event of damage to Council premises rendering them inoperable for any lengthy period of time should be kept under review and, if appropriate, insurance cover be increased accordingly in this respect. Noted and will be kept under review.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from South Gloucester Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following detailed consideration of its budgetary requirements, the Council formally approved the budget and precept for 2022-23 at the January 2023 full Council meeting setting the precept at £540,271 minuting the approval accordingly.

We are also pleased to note that members continue to receive routine budget reports throughout the year based on the accounting software and have examined the final Omega budget outturn report, also examining the detailed transaction reports for the year where any significant variances are apparent noting that the majority of significant variances arise in relation to property maintenance costs at various sites and with capital spending on projects such as the Community Centre where no formal budgets are recorded for all such projects in the Omega accounts.

We undertook this review within a couple of days of the Omega accounts being closed down by the Council's contract accountants who will be producing, as last year and in due course, a detailed Statement of Accounts. Rather than delay issue of this report pending receipt of those Accounts, we are issuing the report as a holding measure and will, if appropriate, issue an update in relation to the financial standing of the Council at the financial year-end once the detailed Accounts are available for our examination.

We have, however, noted the concerns expressed by the Council towards the end of the financial year with the possible need to seek an advance payment of the 2023-24 precept to ensure the Council had sufficient resources to finance the residual expenditure for the 2022-23 financial year. Fortunately, that need was avoided although only £36,300 was held in the Council's bank accounts at the year-end compared with in excess of £500,000 at the start of the financial year, those funds being required for the Community Centre redevelopment.

Conclusions

No issues arise in this area warranting formal comment or recommendation at present: we shall, as indicated above, revisit this area on receipt of a copy of the detailed Statement of Accounts for the year updating this report appropriately if deemed necessary.

Review of Income

Our objective in this area is to ensure that the Council identifies all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of areas in addition to the annual precept, primarily by way of hall and sports field hire, together with various grants, donations, recoverable rents and VAT and other miscellaneous events, etc.

We have examined the controls in place over the recovery of fees for hire of sports facilities referring the Clerk's diary for bookings in October 2022 and ensuring that appropriate invoices were raised and that income due to the Council has been received in a timely manner: we are pleased to record that no issues have arisen in that respect. We have similarly at this final visit examined the booking diary for the Casson Centre for November and December 2022 ensuring that appropriate invoices have been raised for each booking and that they have been settled within a reasonable time frame with no issues arising.

We have also examined the detailed income transaction reports for the financial year ensuring, as far as we are reasonably able, that all income due to the Council has been received and accounted for appropriately.

Conclusions and recommendation

We are pleased to record that significant issues arise in this area this year, although at our interim review we noted that the file of raised invoices was not being maintained in a tidy manner with invoices filed out of chronological sequence: we understand this arises due to work undertaken on them by the external accounting contractor. We are pleased to note that the invoices continue to identify the date of payment and, following our previous suggestion are now having the top right-hand corner of the invoices cut off to help clearly identify any unpaid accounts.

R2. To provide a clear audit trail, invoices should be filed in sequential order and, ideally, have the top right-hand corner cut off when payment is received. This has been actioned accordingly.

Petty Cash Account

The Council does not operate a petty cash account, any out-of-pocket expenses incurred by officers being reimbursed through the normal trader payment process.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions and contributions to the LG Pension Fund.

The Council uses an external agent to prepare the monthly payroll with copy payslips and all other relevant documentation to facilitate payments to individuals, HMRC and the Pension Fund Administrators produced and retained. To meet the above objective, we have:

- Agreed the gross salaries paid to all staff in post in November 2022 by reference to the Council's approved spinal points on the nationally agreed salary scales, also noting that the 2022-23 national pay award has been applied appropriately and have agreed to revised pay rates for each employee accordingly ;
- Checked, by reference to the relevant HMRC tax and NI tables, that deductions have been made appropriately in accordance with the individuals' tax codes and NI Table;
- Checked to ensure that the appropriate pension deductions / contributions have been calculated; and
- Ensured the accurate payment of staff net salaries for November 2022, together with payments to HMRC and the Pension Fund administrators based on the supporting payslips and bureau generated payment advice detail.

Conclusions

We are pleased to report that no matters arise in this area this year warranting formal comment or recommendation.

Fixed Asset Registers

The Practitioner's Guide requires all councils to develop and maintain a register of its stock of assets with detail updated annually to reflect the purchase cost, net of VAT, of any new acquisitions less any disposals at the previously recorded value.

We are pleased to note that the Clerk is maintaining a Fixed Asset Register that is updated routinely each year to reflect the cost of any new acquisitions (net of VAT) with the value of any disposals removed from the register.

Conclusions

Once we have received the contract accountants detailed year-end Statement of Accounts, we will ensure that the value of assets recorded therein is consistent with the Clerk's asset register.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through the "investment / deposit" of surplus funds in appropriate banking institutions. As recorded earlier in this report, the Council has placed surplus funds with the CCLA Deposit Fund and Cambridge & Counties Building Society to ensure a better rate of interest is being received. We have also noted previously that a formal Investment Strategy / Policy is in place which has been subjected to further review and re-adoption by the Council in May 2022.

We have checked and agreed the two half-yearly PWLB loan repayment instalments made in May and November 2022 as part of our previously referenced payment review, by reference to the relevant PWLB demand notices.

We have obtained a copy of the UK Debt Agency statement confirming the value of residual loan liability as at 31st March 2023 and will, on receipt of the accountants detailed Statement of Accounts and detail to be reported in the year's AGAR, ensure the accuracy of the assigned loan liability value in the AGAR Section 2, Box 10 by reference to the UK Debt Agency record.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Statement of Accounts and AGAR

The AGAR now forms the statutory Accounts of the Council, subject to external audit scrutiny and certification. The Council uses the services of DCK Accounting to undertake the year-end closedown of the Omega accounts and to prepare a detailed Statement of Accounts for presentation to and adoption by the Council in addition to the detail to be reported in the year's AGAR at Section 2.

As a courtesy to the Council, we will, on receipt of the documentation, review the content of the detailed Statement of Accounts and AGAR financial information by reference to the year's closing Omega Trial Balance and DCKs working papers used to produce the detailed Statement of Accounts and, hence, the AGAR financial detail for Section 2 and advise the Clerk accordingly as to its accuracy and appropriateness for disclosure in the year's AGAR.

Conclusions

We are pleased to record that currently no issues arise in this area: as indicated above, we will liaise with the Clerk once we have had an opportunity to review the detailed Accounts and confirm, or otherwise, the accuracy of detail to be reported in the AGAR.

We remind the Clerk and RFO of the need to ensure full disclosure in the Council's website of the detail as set out in the preface to the year's AGAR, together with ensuring adherence to the timing requirements of adopting the AGAR and posting the Notice of Public Rights for 2022-23.

We have duly signed-off the IA Certificate in the year's AGAR assigning positive assurances I each relevant area.

Rec. No	Recommendation	Response
Assessment and Management of Risk		
R1	The position in relation to variable income and potential for loss of revenue in the event of damage to Council premises rendering them inoperable for any lengthy period of time should be kept under review and, if appropriate, insurance cover be increased accordingly in this respect.	<i>Noted and will be kept under review.</i>
Review of Income		
R2	To provide a clear audit trail, invoices should be filed in sequential order and, ideally, have the top right-hand corner cut off when payment is received.	<i>This has been actioned accordingly.</i>



The General Power of Competence (GPC) England

Home > Qualifications > The General Power of Competence (GPC)

An Introduction to Key Facts for Local Councils in England

Local councils in England were given a GPC in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CILCA questions and pass criteria (see also the Portfolio Guide) and some useful weblinks.

The Freedom of GPC

Councils no longer need to ask whether they have a specific power to act. GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use GPC to raise taxes.

on the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation. GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

Criteria for Eligibility

The freedom of GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

The Two Criteria for Eligibility

1. Elected Councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election (including at a bye-election) whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

2. A Qualified Clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass Section 7 in Isolation Module in order to be fully qualified for the purposes of the GPC (see CiLCA Section 7 & GPC section at top of this page).

The recognised sector-specific qualifications are:

1. The Certificate in Local Council Administration (CiLCA) awarded by Ascentis (or previously by Monitoring and Verification Board or the AQA). If the CiLCA certificate was awarded pre 2012, you must also hold GPC Section 7 in Isolation Module certificate.

2. Or one of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely:

- The Certificate of Higher Education in Local Council Administration
- The first level of the Foundation Degree in Community Engagement
- The Certificate of Higher Education in Local Policy and Governance (the Level Four course)
- Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (after the ordinary election). If it has already started an activity under GPC for which there is no other specific power, it remains eligible for the purpose of completing that activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

Risks and Restrictions Limiting GPC

There are some risks associated with using GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of GPC.

If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:

- The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2008 s17).
- The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
- The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.

There are also many procedural and financial duties that remain in place for regulating the governance of a local council.

Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.

The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under GPC.

Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council.

(although it might need to set up an appropriate delivery body first).

If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

There is a risk of being challenged

Trading activities could damage competing local activities

The council risks its reputation and public money if a project goes wrong.

S137 and How it relates to the GPC?

The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1)).

CILCA Section LO7 'General Power of Competence' in Isolation for England

LO7 only applies to those who passed CILCA pre-2012.

CILCA forms part of the criteria for the council to exercise the General Power of Competence.
Complete LO7 and claim one CPD point.

Eligibility to take Section LO7 in Isolation

If a clerk in England holds the following then LO7 in the CILCA Portfolio guide must be passed as a stand-alone module in order to exercise the General Power of Competence (GPC).

- Holds CILCA prior to 2012 or AQA
- You hold the tailored qualification from the University of Gloucestershire (but not /CILCA)

If you do not hold any qualifications presently you are required to pass CILCA in its entirety

Training

For those students who are eligible to take section LO7 in isolation it is recommended that you attend training on section 7 to assist you in completing the in isolation module.

Contact your County Association in the first instance, to find out dates and cost of your County Association training.

SLCC also provides training for The GPC LO7 – [click here to view SLCC's available training](#).

Please note that the cost for the Section 7 training course is separate to the GPC in isolation module.

Students must register for the GPC in isolation module separately

Portfolio Guide

Once you have booked onto section 7 the GPC training, download the CILCA Portfolio Guide Digital 2021.

It is advisable to read the portfolio guide assessment criteria for LO7 prior to starting your training.

Apply for The GPoC in Isolation Module

Applications are made online for the England Section LO7 GPC in Isolation module.

The cost of the module is £30 (non-vatable)

Important: Please ensure that, when you apply for The GPC in isolation module online, you login and register for yourself and not on behalf of someone else.

If you have a colleague who wishes to register for CILCA please ask them to setup a user account [here](#).

[Click here to enrol for the England GPC L07 in Isolation Module >](#)

The Society of Local Council Clerks is a company limited by guarantee, registered in England and Wales with company registration number 10566132. Registered office: Collar Factory, Suite 2.01, 112 St. Augustine Street, Taunton, Somerset TA1 1QN

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Aubergine262.com

Mr Jack Turner
Patchway Town Council
Callicroft House
150 Rodway Road
Patchway
Bristol
Avon
BS34 5DQ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720864463
Insured	Patchway Town Council
Business	Parish / Town Council
Period of Insurance	
From	02 nd December 2022
To	07 th July 2023

and any other period for which cover has been agreed.

Adjustment Premium	£ 578.94
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	108425185
Long term agreement active until	08 th July 2023
Preparation Date	02 nd December 2022
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACE06

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Council Offices, Address, Callicroft House, 150 Rodway Road, Patchway, Bristol, BS34 5DQ	£570,603.00	N/A	£0.00	£0.00	£63,028.07	£0.00	£0.00	£0.00	£0.00
2. Workshop, Store, Kitchen & Toilets, Address, Pretoria Road, Patchway, Bristol, BS34 5PS	£70,859.43	N/A	£16,331.49	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Norman Scott Park Pavilion, Address, Norman Scott Park, Patchway, Bristol, Gloucestershire, BS34 5JR	£1,800,000.00	N/A	£7,741.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Community Centre, Address, The Cason Centre, 150 Rodway Road, Patchway, Bristol, BS34 5DQ	£319,309.00	N/A	£0.00	£0.00	£33,180.71	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Variable contents excess active:

Premises	Contents	Excess
Premises 1: Callicroft House, 150 Rodway Road, Patchway, Bristol, BS34 5DQ	Office, Computer and Sports Equipment	£250
Premises 2: Pretoria Road, Patchway, Bristol, BS34 5PS	Furniture, Fixtures & Fittings	£250
Premises 3: Norman Scott Park, Patchway, Bristol, Gloucestershire, BS34 5JR	Furniture, Fixtures & Fittings	£250
Premises 4: The Cason Centre, 150 Rodway Road, Patchway, Bristol, BS34 5DQ	Office, Computer and Sports Equipment	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£50,000	12	N/A		£10,000	24

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£65,866.44	£250
Gates, Fences & Walls	£6,489.53	£250
Playground Equipment & Surfaces	£565,698.66	£250
Allotment Hut & Equipment	£8,529.64	£250
War Memorials	£21,896.98	£250
Laptop Computers & Portable Electronic Equipment	£2,095.28	£100
Regalia	£2,094.22	£100
Garden & Maintenance Machinery/Tools Etc	£107,881.17	£100
Floodlights at Scott Park	£4,455.78	£250
Hired In Plant	£25,000.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity:

£15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Additional Cover : Section 24

U. Occasional Business Use
V. Loss of No Claim Discount/Excess

Not Operative
Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part N – Fidelity Guarantee

Persons Guaranteed:

All members and employees

Sum Guaranteed

£2,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	9 x Employees	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease

- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims		
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 4231113).

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Patchway
Bristol
Avon
BS34 5DQ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720863113
Insured	Patchway Town Council
Business	Parish / Town Council
Period of Insurance	
From	08 th April 2023
To	07 th April 2024
and any other period for which cover has been agreed.	

Renewal Premium	£ 2,132.02
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	110916542
Long term agreement active until	08 th April 2026
Preparation Date	25 th March 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part I – Motor Vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 22
A. Comprehensive

Excess : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party
Additional to any other Excess which applies	

Age and Inexperienced Driver Excess: Section 11		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims)
Personal assault under Money			
Personal accident			
Financial and administrative liability			
Professional negligence		Address:	zmflc@uk.zurich.com (subsequent correspondence)
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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

Town Clerk and Responsible Finance Officer's Report

Standing Order 5x – Review of Arrangements.

As set out under Standing Order 5x, Patchway Town Council are responsible for reviewing arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

The below table documents all of the Council's current arrangements.

The Town Council as Landlord:

Organisation	Property	Rent P.A
Patchway Community Association	Patchway Community Centre	£1.00
Coniston Community Association	Coniston Community Centre	£1.00
Bristol BMX Club	The BMX Track	£30.00
Patchway Sports and Social Club	Patchway Sports and Social Club	2% of Annual Turnover.
Snack Attacks at The Park	Norman Scott Park Café.	£8400.00
Blakeney Road Allotment Association	Blakeney Road Allotments.	N/A
Pretoria Road Allotment Association.	Pretoria Road Allotments.	N/A

The Town Council as Tenant:

Organisation	Property	Rent P.A
Network Rail	The Tumps	£300.00
South Gloucestershire Council	Blakeney Road Path	£50.00
South Gloucestershire Council	Land at Coniston Community Centre	£1000.00
South Gloucestershire Council	Land at front of Coniston Primary School	£50.00

Rates Payable:

Organisation	Property
South Gloucestershire Council	Callicroft House
South Gloucestershire Council	The Casson Centre
South Gloucestershire Council	Norman Scott Park
South Gloucestershire Council	Norman Scott Park Lighting



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Leases or Hire purchases held:

Organisation	Property	Term
GRENKE Leasing	Photocopier, Screen and Hearing Loop.	Expires 2024
Lister Wilder	Kubota Tractor and attachments.	Expires 2027

Public Works Loan Board Loans Held:

Loan For	Term Remaining
Coniston Community Centre	Expires 2029 (5.5 Years)
Norman Scott Park Pavilion	Expires 2026
Almondsbury Joint Burial Committee	Expires 2027 (if drawn down in 2023).

Contracts and Subscriptions Held:

Organisation	Contract For
Virgin Media Broadband	Callicroft House and The Casson Centre Broadband.
Virgin Media Broadband	Norman Scott Park Pavilion Broadband.
EE Telephone	Mobile Telephone for all staff.
Total Energies - Electric	Callicroft House.
Total Energies – Electric	The Casson Centre.
Total Energies - Electric	Norman Scott Park.
Total Energies – Gas	Callicroft House.
Water 2 Business	Callicroft House.
Water 2 Business	The Casson Centre.
Water 2 Business	Norman Scott Park.
IRIS Payroll	Payroll Software.
INTY LTD	IT Security.
Canva Software	Promotional images, posters and newsletter software.
RBS Omega Finance Software	Financial Accounts package.
Simply Washrooms	Sanitary Bin – Callicroft House.
Simply Washrooms	Sanitary Bin – Norman Scott Park Pavilion.
Kadine Sutherland	Cleaning all premises – Pay as you go.
Avon Local Council's Association	Yearly subscription for legal advice, online training and references.
South West Councils	HR Support.
Society of Local Council Clerks	Clerk support, training and legal advice.
lonet Systems LTD	IT support.
DCK Accountancy	Financial support.
Smiths Gloucester	Skip exchanges.
EDF Energy	Electric at Blakeney Road Allotments (Subsidised by £96 p.a from Men in Sheds and £96 p.a from Blakeney Road Allotments)



Patchway Town Council

Preferred Suppliers List

The Preferred Supplier List is the document which Patchway Town Council will use to contact businesses, in the first instance, to carry out work for the Council. Through having this supplier list and a limit £10,000 per supplier, which is reflected in the Financial Regulations, it reduces the need for officers to obtain three quotations for works to be carried out.

Area of Work	Business Details	Contact Details
Accountancy	DCK accounting	admin@dckaccountingsolutions.co.uk 01793 739110
Acoustic Survey	Red Twin LTD	01454 203777
CCTV Maintenance	Select Security Solutions	01179664881
Cleaning (Including chemical)	Simply Washrooms	01992 575563
	A Cleaning Service LTD	01173259250 hello@acleaningservice.co.uk
Cleaning Products	The Consortium	hello@consortiumeducation.com 0800 042 2222
	Brosch	sales@broschdirect.com 01733 230 230
Councillor/Officer Training	ALCA	avoncalc@gmail.com 07496 514035
	SLCC	qualifications@slcc.co.uk 01823 253646
Electrical Works	JEFF Electrical	jeff@jmhazellelectrical.co.uk 0117 953 2838
	J & Sons Electrical	jason.electricalservices@googlemail.com 07900924658
Financial Software	RBS Rialtas	01793 731296
Fire Risk Assessment	Safety Matters LTD	0800 288 9521

Adopted:
Reviewed:

Gates and Security	Chew Valley Gates	ian@chewvalleygates.co.uk 01275 331333
	Select Security Solutions	jason.paskey@selectsecuritysolutions.com 0117 966 4881
	KT Properties LTD	km2010@hotmail.co.uk
Grounds Maintenance	Avoncrop Amenities	01344 891730
	Ecosolve	Tina.hull@ecosolve.co.uk 01666 861250
	CR Fencing	jack@crfencing.co.uk 0117 9465323
	Raycox Turf	info@raycoxturf.co.uk
	Murray Hire	01454 310 606
HR Support	South West Councils	01823 425222
Internal Auditing	Auditing Solutions LTD	stuart@councilaudit.co.uk 01380 850 588
Installation of Equipment	KT Properties LTD	km2010@hotmail.co.uk
IT Solutions	Ionet	sales@ionet.co.uk 0117 929 2029
	Prolific Solutions	accounts@prolific-solutions.co.uk 0117 905 9274
Leaflet Printing and Distribution	The Design Print Distribution Group	info@hengroveprinting.co.uk
Legal Advice	ALCA	avoncalc@gmail.com 07496 514035
Locksmith	Keymaster Bristol	0117 957 0011
Machinery Maintenance	South Gloucestershire Council	Ron.Dovey@southglos.gov.uk 01454 863918
	AJ Mowers	ashley@ajmowers.co.uk
	Lister Wilder	Ian@listerwilder.co.uk
Medicals for Staff/Occupational Health	Cordell Health	admin@cordellhealth.co.uk

Adopted:
Reviewed:

Mower Tyre Repair	HI-Q (Goodyear Dunlop)	0121 378 7000
Outside Staff Uniform	SAFPRO	salesledger@safpro.co.uk 01452529050
Payroll Software	Total Workwear	https://www.totalworkwear.co.uk/
Pitch Marking Supplies	IRIS	0344 815 5656
Play Area Maintenance Equipment	Bowcom	sales@bowcom.com 029 2038 8349
Play Area Small Items	GB Sports and Leisure	sales@gbsportsandleisure.co.uk 01934 628 620
Play Area Inspection	Dragon Play and Sports	sales@gbsportsandleisure.co.uk 01934 628 620 leon@dragonplay.co.uk
Planning Consultant	Louisa Hill	lhill@pssltd.co.uk 07818 426651
Plumbing and Heating	Stokes Morgan Planning	kit.stokes@stokesmorgan.co.uk 01275 390648
Property Alarms	Advanced Plumbing and Heating West Country Electrical and Plumbing	01454 414 809 info@westcountryph.com
Signage	Advanced Security Solutions	thomas.ibyrne@btinternet.com 0117 969 6500
Scrap Metal	Rob Hainey	rob@robhaineey.com
Skip Hire	Ironman Metal Recycling	carl@ironmanmetalrecycling.co.uk 01454 501080
Solicitor	Smiths of Gloucester	josh.hill@smiths-gloucester.co.uk
	Davies and Partners	01454 619619

Adopted:
Reviewed:

Street Lighting	South Gloucestershire Council W & N Adams LTD	Mark.Williams1@southglos.gov.uk info@wnadams.co.uk
Street Furniture	Wybone Broxap XL Displays Glasdon	https://wybone.co.uk/ https://www.broxap.com/ https://www.xlplays.co.uk/ https://uk.glasdon.com
Truck and Van Maintenance	HMC Garage Thornbury Autocentre	info@hmcpatchway.co.uk 0117 969 5409 thornburyautocentre@gmail.com 01454 419985
Tree Works	N Brock	Nickbrock76@hotmail.com
Town Council Events	Mini Concerts – Live Music PR Production Services – Stage and PA Dynamite Fireworks DLB Party Services – Marquee hire Steve Sollars – First Aid Response Gary Millard - Photography Signature Sports Coaching	info@miniconcerts.org contact@pr-productionservices.co.uk tim@dynamitefireworks.co.uk Davebradley76@hotmail.co.uk stevesollars@hotmail.com 07935079123 signaturesports@outlook.com

Code	Restated 2019	Additions	Disposals	2020	Additions	Disposals	2021	Additions	Disposals	2022
Freehold Land and Buildings										
1/01	1			1	408,826		408,827	1,075,493		1,484,320
1/02	1,625,600			1,625,600			1,625,600			1,625,600
1/03	1			1			1			1
1/04	129,798			129,798	29,885		159,683	96,576		256,259
1/05	15,000			15,000			15,000			15,000
1/06	250,000			250,000			250,000			250,000
1/07	33,326			33,326			33,326			33,326
1/08	1,500			1,500			1,500			1,500
	2,055,226	-	-	2,055,226	438,711	-	2,493,937	1,172,069	-	3,666,006
Equipment and Machinery										
21/01	5			5			5	-	2	3
21/02	25,049		980	24,069			24,069			24,069
21/03	5,984			5,984			5,984			5,984
21/03/1	-			-	5,246		5,246			5,246
21/04	1,500			1,500			1,500			1,500
21/05	-			-			-			-
21/06	7,800			7,800			7,800			7,800
21/07	-			-			-			-
21/08	22,500			22,500			22,500			22,500
21/09	10,000			10,000			10,000			10,000
21/09/1	10,000			10,000	-	10,000	-			-
21/10	12,500	-	12,500	-			-			-
21/11	2,000	-	2,000	-			-			-
21/12	19,671			19,671			19,671			19,671
21/13	7,340			7,340			7,340			7,340
21/14	9,702		1,275	8,427	2,155	6,200	4,382			4,382
21/15	145,000			145,000			145,000			145,000
21/16	260,028	17,013	20,000	257,041			257,041	28,809		285,850
21/17	2			2			2			2
	539,081	17,013	36,755	519,339	7,401	16,200	510,540	28,809	2	539,347
Infrastructure Assets										
41/01	11,992			11,992			11,992	1,928		13,920
41/02	7,392			7,392			7,392	-	3,696	3,696
41/03	-			-			-			-
41/04	1,000			1,000			1,000	4,486		5,486
								377		377
41/05	5,167			5,167			5,167			5,167
41/06	-			-	267,232		267,232			267,232
41/07	-			-	4,200		4,200			4,200
41/07	-			-	3,158		3,158			3,158
41/08	-			-			-			-
41/09	-			-			-	858		858
41/10	-			-			-	1,030		1,030
41/11	-			-			-	5,212		5,212
	25,551	-	-	25,551	274,590	-	300,141	13,891	3,696	310,336
Community Assets										
61/01	1,380			1,380			1,380			1,380
61/02	13,106			13,106			13,106			13,106
61/03	-			-			-	2,867		2,867
	14,486	-	-	14,486	-	-	14,486	2,867	-	17,353
	2,634,344	17,013	36,755	2,614,602	720,702	16,200	3,319,104	1,217,636	3,698	4,533,042

As Per Annual Return	2,614,602	3,319,104	4,533,042
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153,825

Actual

Spreadsheet

-	1,320	-	1,767	447
-	5,000	-	4,500	500
-	2,000	-	3,000	1,000
	7,324		7,340	16
	929		1,114	185
	-		2,976	2,976
	17,013		-	17,013
				-
				14,783

Civility and Respect Pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



24

PATCHWAY TOWN COUNCIL
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Quotation for Older Persons Hardcourt Area for Scott Park

At the 21 March 2023 Full Council, Meeting, the Council unanimously agreed to approve the recommendation for creating an Older Persons Hard Court Area at Scott Park using the £12,622.17 Section 106 monies from South Gloucestershire Council.

The Council have received a quote from G B Sport & Leisure on the Council Preferred Supplier list for **£14,064.85** + Vat as follows for construction and installation of a new 80m² tarmacadam hard standing surface to include:

- Mechanically excavate 10.0m (long) X 8.0m (wide) equalling 80.0m² of grassed park land
- Remove all waste created by excavation away from site to contractor tip (approx. 41 tonne)
- Supply and lay new weed protector geotextile terram to the base of the excavation.
- Supply, lay, regulate and compact 150mm depth of type 3 stone to form new sub-base to create new levels and falls.
- Supply and install 36 linear meters of concrete path edging set in semi dry concrete foundations to encase the new tarmacadam area.
- Supply, lay, roll and compact 50mm depth of 14mm Ultiporous binder course ready to receive new surface course.
- Supply, lay, roll and compact 30mm depth of 6mm Ultiporous leisure surface course to form new tarmacadam surface.
- Set out, supply and spray Safemark acrylic line paint to BS EN 1871 - 50mm wide lines to Short Tennis Court

Recommendation

Due to the competitive nature of the quote from a Preferred Supplier with significant experience of supply and installation of equipment in Scott Park, the Council is recommended to approve this quote in order to progress the Hardcourt Area for summer use of residents. The S106 monies also need to be utilised by end of June.

£1,442.68 could be funded from the New Projects budget.



25

PATCHWAY TOWN COUNCIL
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Quotation for Play Equipment at Norman Scott Park

The children's play area at Norman Scott Park is currently in a state of disrepair, especially in the older children's section at the rear of the main playground. Due to vandalism, we have had to remove the bird nest swing and rope climber. We also now have to remove the existing Kopman Unit (seat and swizzle sticks) due to excessive wear and tear and parts not being available.

Patchway Town Council has invested over £2,000,000 into Scott Park since 2020 but sadly the play area facilities have not kept up the usage that the park gets. With the introduction of a new family friendly café and the reinvigoration of Patchway Sports and Social Club, it is a necessity to get this play area returned to a useable state.

The Council have received a quote from preferred supplier, GB Sports and Leisure for this work. The Council contacted two other companies, who have not provided a quote. The quotes are attached as an appendix.

Funding for this project should be taken from the Community Infrastructure Levy as well as other Earmarked Reserves and budget headings as shown below:

EMR – CIL 2022/2023	£13,384
CIL 2023/2024	£18,696
EMR – Sport and Play Equipment	£1,500
EMR – Youth Equipment	£3,654
New Projects	£15,000 (leaving £30k loose capital)
Total Available:	£52,234.00

Recommendation

Due to the competitive nature of the quotes from a Preferred Supplier with significant experience of supply and installation of equipment in Scott Park, the Council is recommended to approve the quote as below:

Steel Group Swing	£5,835
Roundabout	£6,422.27
Madera Combination Unit (statement piece)	£28,085
Total Expenditure:	£40,342.27

Clerk

From: Helen Curnow <Helen@gbsportandleisure.co.uk>
Sent: 09 May 2023 15:42
To: Clerk
Subject: Play equipment and installation estimate - Norman Scott park
Attachments: Work details.pdf

Good Afternoon Jack,

Norman Scott Park, Coniston rd, Patchway, BS34 5JR.

Following on from the site visit at Norman Scott Park, please see the estimate below based on your request with installation for each piece of equipment including the swing frame, roundabout followed by the space net and Madera combi unit, see works details attached.

Once you can confirm which pieces of equipment you would like, I can raise an official quotation accordingly and the costs for installation can be confirmed, (currently based on individual install).

The estimate is based on the 4 items below

- 2 bay swing frame
- Roundabout
- 4m high space net
- Madera combination unit

Swings

2 bay swing frame	£3330.00	
2 no. flat seats @ £37 each,	total £74.00	
2 no. flat seat chains @ £48.95 each,	total £97.90	
2 no. Cradle seats @ £82.50 each,	total £165.00	
2 no. Cradle seat chains @ £45.95,	total £91.90	
INSTALLATION	£3120.00	total £6878.80 (plus vat)

Roundabout (140cm diameter)

£3062.27		
Installation	£3360.00	total £6422.27 (plus vat)

Space net (activity net 4000)

£9093.60		
Grass mats/mesh/ties/pegs	£1551.00	
Installation	£7860.00	total £18504.60 (plus vat)

Madera Combination Unit

£19379.00		
import fee	£145	
Grass mats/mesh/ties/pegs	£1481.00	
Installation	£7080.00	total £28,085.00 (plus vat)

I hope this is of interest and look forward to hearing from you.

Norman Scott Park, Coniston Road, Patchway, Bristol BS34 5JR

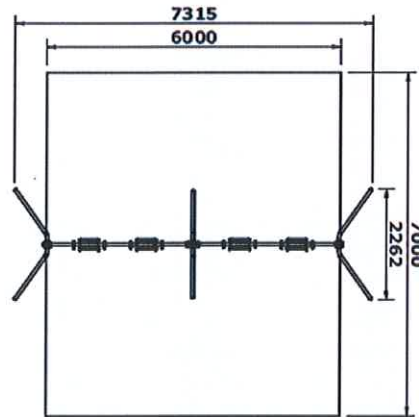
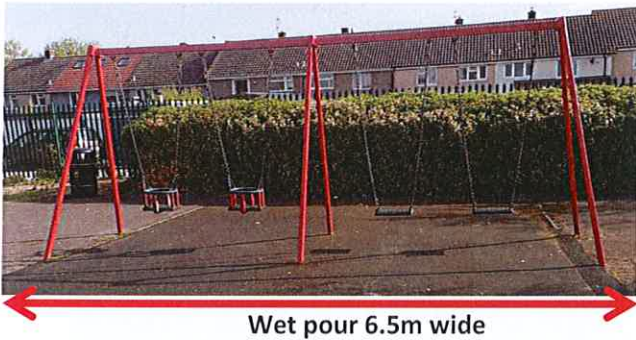
Vehicle access up to site. Storage available nearby. 



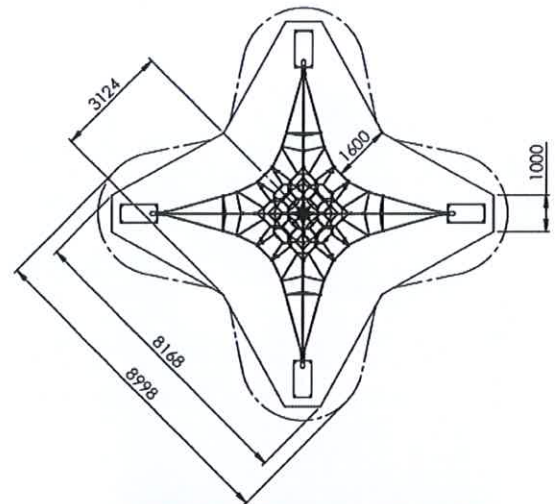
Item 1: Remove 2080mm diameter wheelchair roundabout to tip.
Install Carousel 1. Make good black/dark brown rubber mulch.



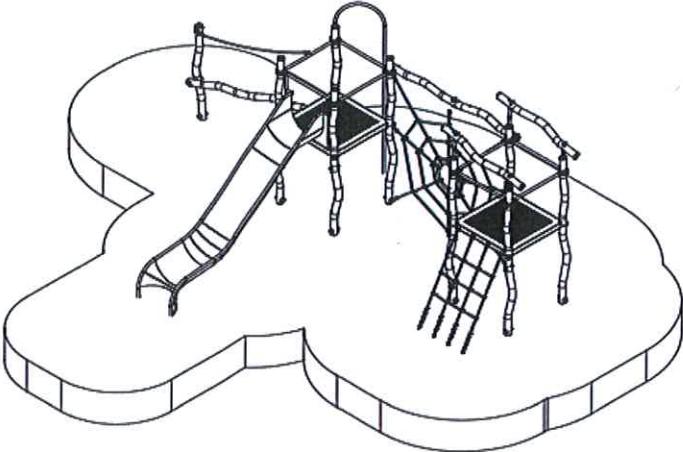
Item 2: Remove 4 seat swing to tip. Install 2.4m high 4 seat swing with 2 flat + 2 cradle seats. Make good black wet pour. New swing outer legs will be outside of wet pour. Existing wet pour 6.5m wide.



Item 3: Install 4m high Tayplay Space Net into grass with 9m x 9m grass mats and mesh. **This area is a former car park so there may be concrete below ground.**



Item 4: Remove Kompan unit to tip. Install Madera Combination Unit c/w 76m² grass mats & mesh (51 mats)



G B Sport & Leisure

Unit 7
Oakwood Business Park
Oldmixon Crescent
Weston Super Mare
BS24 9AY
01934 628620
www.gbsportandleisure.co.uk
sales@gbsportandleisure.co.uk



QUOTE

Customer Name & Address Jack Turner Patchway Town Council Callicroft House 150 Rodway Road Patchway Bristol BS34 5DQ United Kingdom	Delivery Address Patchway Town Council Callicroft House 150 Rodway Road Patchway Bristol BS34 5DQ 01454 868530	FAO: Jack Turner Order Date: 09/05/2023 Your Acc No: PATCHWAY Your Order No: basket swing install Taken By: Helen Our Ref 26115
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Norman Scott Park, Coniston rd, Patchway, Bristol, BS34 5JR

Qty	Code	Description	Price Each	Line Total	Line VAT
1.00	SP-100-210	Steel Group Swing - 2.4m - c/w Basket Seat - supply and deliver	3,285.00	3,285.00	657.00
1.00	INSTALLATION	Installation as described below Remove and dispose of Kompan Giant Swing Installation of basket swing Grass mat surfacing to remain in situ, includes ground re-instatement	2,550.00	2,550.00	510.00

Delivery 0.00

Please check all order details including delivery address. Should the goods or order details be amended after despatch a re-stocking charge and/or a re-delivery charge maybe incurred.

Due to stipulations from our carriers any damaged or missing goods must be reported to us within 24 hours on receipt of delivery. Please check that the consignment has been received in good condition prior to the driver leaving. Please check the contents against the delivery note and advise us within 24 hours if goods are damaged or missing.

We reserve the right to pass on any fees and tariffs in respect of Brexit.

Please note, for any repair/installation works your "End User Status" is required prior to your order being processed.

Order Net:	5,835.00
VAT:	1,167.00
Total:	7,002.00

Pound sterling

Quote Validity Period: 7 days
subject to confirmation

Registered Address: 96 Drove Road, Weston-super-Mare BS23 3NW

VAT Registration No: 634 5525 40
Company Reg No: 07524601

Printed: Tuesday, 09/05/2023 15:58
Page 1 of 2

Quote for Patchway Town Council - PATCHWAY - Order No: 26115

TERMS AND CONDITIONS OF SALE

1. DEFINITION

In these terms and conditions:
"The Company" means GB Sport & Leisure UK Ltd and its subsidiary or related companies –
"The Customer" means the person or organisation purchasing the goods or service.

2. QUOTATIONS

Quotations are produced based upon costs provided by suppliers. As some suppliers are based overseas, fluctuations in currency and transportation costs can result in changes to costings originally calculated and therefore The Company reserves the right to withdraw or amend quotations if necessary. The Customer will be re-quoted and given the opportunity to accept or decline the new quotation prior to proceeding with the order.

3. PAYMENT

Standard payment terms for customers with agreed credit accounts are 30 Days from date of invoice for all Customers.

Orders from customers who do not have an agreed credit account will only be accepted against prepayment in full.

Any extension of time to pay shall not be effective unless agreed in writing by the Company, before the supply of any goods or services. Amounts may not be withheld or delayed by the customer for returns or otherwise, without the written agreement of the Company.

b) The Company reserves the right to charge interest on a daily basis from the date payment is due until the date payment is received. The basis of the interest will be 8% above Santander Bank's base rate from time to time in force.

c) All costs incurred in recovering overdue debts including without limitation legal expenses will be payable by the customer.

d) The Company may terminate this agreement and/or withhold further supplies in the event of amounts payable being overdue, breach of any of these Terms and Conditions of Supply or any other reason which at the discretion of the Company warrants such action.

e) Where payment for goods or services is made by credit card, the Company reserves the right to charge a 3.0% card fee. No fee will be charged if payment is made on an individual's personal debit card. Business debit cards will be liable to the 3% card fee.

f) Where goods are to be imported from abroad to fulfil an order and the goods are costed to the Company in a foreign currency, the Company reserves the right to amend quoted prices in light of currency alterations prior to orders from suppliers being placed.

g) Quotations where goods are being imported to fulfil orders are only valid for a period of 14 days (subject to clause 2f above).

4. Prices

Whilst quotations will provide prices of goods or services, as some of the products offered are sourced from abroad, we reserve the right to vary the price where the cost to us of acquiring or supplying the Goods or Services is increased between the date of the quotation and delivery to account for, without limitation, increases in the cost of Goods or Services, carriage, packaging or taxes, duties or insurance, or increases arising from a change in exchange rates. Also, a change in delivery date, quantities, pricing errors or delay caused by your instructions.

5. PROPERTY AND RISK

a) Title to any goods supplied at any time to the customer by the Company shall not pass to the customer, notwithstanding delivery of any goods or any documents representing them, until payment in full for any and all such goods supplied and all other amounts on any account whatsoever due from the customer to the Company has been made in full by the customer.

b) Until the passing of property under clause 3a) above, the customer shall be the bailee of the goods for the Company and:

i) Shall keep the goods in its possession and control, intact and in good condition;

ii) pending the passing of property in the Goods under clause 3a) above, the customer shall not dispose of, charge or encumber any of the goods or purport to do so except that the Company licenses the customer to supply the goods on arm's length terms in the ordinary course of its business.

c) For the avoidance of doubt, arms length terms will allow the customer to supply on the goods to a third party, but if the passing of property under clause 3a above has not been fulfilled at the point of supply, the customer must make their client aware that title of the goods or service remains with the Company until full payment is received by the Company.

d) The Company shall be entitled at any time before the passing of property in the Goods under clause 3a) above, to terminate the license granted to the Customer under clause 3b) (i) above and to enter upon the Customers premises (or any other premises where the goods are kept) for the purpose of removing them.

e) The illegality or enforceability of any part of clause 3 shall not affect the validity and enforceability of the remainder of clause 3 and if any part of clause 3 is held not to be valid if part of the wording were deleted or modified then that provision shall apply with such modification as may be necessary to make it enforceable.

f) Goods supplied by the Company are at the customer's risk from the time they are duly delivered to the relevant delivery address or if the Customer is responsible for collecting the goods from the time they leave the Company's premises. The customer will be responsible for insuring the goods while they are at its risk.

g) If goods are supplied on a sale or return basis, unless previously agreed in writing, the details of the returns policy is stated below:-

Prior authorization is required as long as:-

6. DELIVERY

As our deliveries are normally undertaken by external carriers, we are not always able to control the timing of the delivery or, provide advance notice of the carrier's arrival.

A) All delivery times are approximates only. Exceeding the delivery time, for any reason whatsoever, shall not entitle The Customer to claims for non-fulfilment of any obligation assumed towards the Company, including any compensation, unless the Customer has evidence of intent or gross negligence on the part of the Company.

B) If the Customer is unable to accept the delivery of goods that have been ordered from the Company, then the Company is entitled to charge any additional costs of transport and storage to the Customer without any further notice.

C) If the Customer's delivery locations are unmanned for periods of time, or no person who is authorised to accept receipt of consignments is present, this should be notified by the Customer to The Company at the initial enquiry, in order that arrangements for timed deliveries can be quoted for by The Company.

D) For the avoidance of doubt, the Company will not offer to leave goods at the point of delivery, unless a specific written request is made by the Customer. The Customer takes full liability for the loss or damage of any goods delivered on such consignments.

E) Prices for delivery whether published on a price list or on the Company website, are applicable to UK mainland addresses only. For delivery to offshore or foreign addresses, a separate carriage price quotation will have to be obtained.

7. RETURNS POLICY

Any returned products must be in good clean resalable condition without defacing marks, stickers or damage. If these conditions are not met, GB Sport & Leisure UK Ltd reserve the right to return any shipment at the Customer's cost without credit.

The Company reserve the right to apply a 25% handling fee in respect of the return of products or the cancellation of orders for stocked products. Where a cancelled order is for non stocked goods or special services, the Company reserve the right to charge 100% of the invoice value.

8. COMPANY'S LIABILITY

a) The Company does not make or give any warranty, representation or undertaking as to the quality of the Goods, their correspondence with description or fitness for purpose that the Goods are not defamatory, injurious, obscene, unlawful, or in breach of copyright in any other manner whatsoever.

b) Without prejudice to the foregoing provisions of this clause, claims for any damage to or shortages in goods delivered must be notified to the Carrier and the Company at the time of delivery (if the Goods are inspected by or on behalf of the Customer at the time of delivery) or, if the Goods are not so inspected, immediately upon inspection after delivery and in both cases confirmed to the Carrier and the Company in writing within 1 day of delivery. Written notice of claims for non-delivery must be given to the Company within 1 day of the delivery date. On no account will claims be considered if notified outside of these periods.

c) Subject to the foregoing provisions of this clause the Company will not in any circumstances be liable to the customer or any successor or assignee of the customer in respect of any loss of whatsoever nature occurring to the customer

arising from the supply of goods or from non-delivery, delayed delivery, damage to or loss of the goods owing to any act or omission by the company (including negligence) or any cause not within the company's control including (without limitation) fire, flood, accident, strike, riot, lock-out, trade dispute, industrial action, terrorism, nuclear accident, war, insurrection, act or restraint of Government.

d) The customer shall notify the Company forthwith in writing of any claim for infringement of any patent, copyright, design, trade mark or other industrial or intellectual property rights in the goods covered by this invoice of which the customer becomes aware.

e) No variation to these terms and conditions shall be binding unless agreed in writing between the authorised representatives of the Company and the customer.

f) By accepting delivery of the goods from the Company the customer acknowledges receipt and thereby agrees to be bound by these terms and conditions and further acknowledges that these terms and conditions comprise the only terms and conditions which goods are supplied and that they shall not be deemed to be, altered or varied to any extent by any previous correspondence between the Company and the customer or by provision by the customer to the Company or any other terms and conditions in respect of the Company's goods.

9. Safety surfacing – supply and installation

Polyurethane binders darken in colour in hot, sunny conditions. This can cause discolouration of the surface. This is normally temporary and the discolouration of binder wears off the surface with use. Temporary discolouration is not a defect.

All colours are subject to ultra violet light degradation and as such total colour stability cannot be guaranteed, especially with bright red, bright yellow and orange. Polyurethane bound surfaces will emit an odour when first laid. The odour will diminish with use and is not a defect.

Rubberised surfaces such as wet pour and rubber mulch, together with resin bound path products can sometimes be slippery on initial use. Care should be taken if damp ground conditions prevail when the surfaces are first used.

Rubber mulch surfacing is comprised of a relatively open matrix of shredded rubber. Air-born seeds can germinate in this matrix, resulting in vegetative growth in the surface. This is not an installation defect. Should this occur treat the affected areas with a weed killer available from any garden centre. Rubber mulch and rubber track surfaces will darken in shade over time.

Repairs to wet pour and mulch-style surfaces: it is impossible to guarantee repairs to these types of surfaces, as we are repairing surfaces laid by other contractors, as it is impossible to ascertain the strength of the original surfaces and whether or not they will continue to move in the future, which could affect the integrity of our repairs. The finished surface level of repairs may vary by up to 5mm from the surrounding surface.

Installation: Quotations which include installation are based upon above ground observations, service drawings (if available) and information supplied.

If any below ground obstructions or adverse digging conditions are encountered which affect the progress of work you will be advised immediately and asked how you wish to proceed.

10. TERMINATION

a) This agreement shall terminate forthwith if an order is made for bankruptcy of or an effective resolution is passed for the winding-up of the customer or if the customer being a company is unable to pay its debts within the meaning of Section 123 of the insolvency Act 1986 or any statutory re-enactment or modification thereof, or makes a composition with creditors or if a supervisor, receiver, administrator, administrative receiver or other encumbrancer takes possession of or is appointed over the whole or any part of the assets of the customer.

b) The Company reserves the right to terminate this Agreement with the customer at any time if trading terms and conditions are violated by the customer.

c) Termination of this Agreement shall not affect any rights or obligations of the parties hereto arising prior to such termination.

11. LAW

a) All contracts under these terms shall be governed by and construed in accordance with the Laws of England and all disputes shall be submitted to the non-exclusive jurisdiction of the English courts.

b) The Company sell to business customers only. Therefore the distance selling regulations do not apply to sales made by GB Sport & Leisure UK Ltd via means of telephone, fax, e-mail & on-line. By making a purchase from the Company, you will be deemed to have accepted our terms and conditions of trading.



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

Electronic Service of Summons Consent Form

To the Town Clerk of Patchway Town Council,

*Summons to attend meetings.
Consent under Local Government Act 1972 sch 12 para 10(2)(b)*

I give my consent for the summons to attend meetings to be transmitted in electronic form to the **electronic address as issued by Patchway Town Council ONLY**. This consent will continue until I give notice to you withdrawing my consent. I shall inform you of any change of electronic address.

Name of Councillor:	
Signed:	
Date:	

Explanatory note

The Local Government Act 1972 sch 12 para 10(2) requires the proper officer of the Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member's usual place of residence or, with the consent of the member, in electronic form to the member's electronic address.

Patchway is Twinned with Clermont l'Herault and Gauting.





28

PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Terms and Conditions for the use of Football Pitches

1. Match fees will be payable, one month in arrears, payable in 30 days. No VAT will be charged. You may not be able to partake in the match if your pitch fees become overdue.
2. All bookings must go through the Patchway Town Council office and not via any of the Ground Staff or Councillors. Any games which have not been booked through the Patchway Town Council office will not go ahead and if the game is played, will be charged at the standard rate.
3. Alternative dates will be allocated by the Council to a team for matches cancelled due to weather conditions only. Matches can be re-arranged through the council office, if the pitch required is available. If a game is cancelled by the Council, this will be reflected on your invoice. No monies will be refunded unless in exceptional circumstances.
4. A nominated person by the Council will be the sole judge as to the fitness of the pitch for play and his decision shall be final and irrevocable. For Gloucester County League matches, the referees can request to inspect the pitch and make the judgement. This for GCL games is the best possible route and the council will allow the referee to make the decision in most cases. On the weekends, a representative of the Council may be available to assess the condition of pitches prior to kick off.
5. Teams will obtain adequate indemnity from a reputable insurance company for any claims that may arise out of their use of the ground or buildings, which are not attributable to negligence on the Council or any of its employees. The Council considers that £2m public liability insurance would be adequate. A copy of your policy must be provided before the season commences.
6. The season will commence on the main pitch in August and on the top and bottom pitch in September. The season will finish at the end of April or as notified.
7. Goalposts need to be removed from the compound and erected in sockets provided. At the end of each match goalposts are to be removed, redeposited in the compound and locked into position unless you have been informed to the contrary (i.e. another team is waiting to use the pitch). All borrowed equipment, i.e. corner flags, nets will be returned at the conclusion of your game. It is the hirer's responsibility to ensure all equipment is put back correctly at the end of a game. If any equipment is damaged or is lost, the team who used it will be held responsible for replacing the items.
8. Teams will be responsible for unlocking and locking changing rooms where applicable and responsible for any damage or costs incurred by the Council by failing to do so.



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

Terms and Conditions for the use of Football Pitches

9. If no other team is waiting to use the facilities, ensure that all lights are turned off, electric power switched off, windows closed, and all doors locked.
10. Please leave the changing rooms and showers as you would wish to find them. A brush is provided for this purpose. Boots must **NOT** be cleaned in the showers.
11. Smoking is **NOT** permitted in the pavilion. Studded boots or shoes are **NOT** permitted and should be removed before entering any of the pavilions.
12. Teams using the pitches at Scott Park and their supporters must undertake to abide by the By-laws of the Park, particularly as they relate to ***no dogs in the Park*** (to safeguard the health of players) and ***no organised games or training without prior permission***. ***Metal pegs are strictly forbidden and cannot be used under any circumstance. Plastic pegs shall be used for all matches.*** Any club found to be using metal pegs, will be subject to a fine due to the damages the pegs cause to machinery.
14. All hirers will be allowed to train on the football pitches. The weather must be dry, and permission must be obtained from the council in advance of the session.
15. Any changes to fixtures lists supplied must be notified to the Council office as soon as possible. If notification is not received by the Friday morning for weekend fixtures, the Club will be charged for the pitch.
16. In the case of matches called off due to the pitch being unfit, the Club will be informed on Friday and an alternative date for that match will be made at the end of the season unless another pitch is available that day. For Gloucester County League games, the referee can call off the match on the day and has to be subject to the referee's inspection. The referee is the sole person responsible for calling of a match on the day as a result on the inspection of the pitch.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer
Team Name



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

Terms and Conditions for The Jason Franklin 3G Facility

1. No bookings may be made by any person under the age of 18 years and every session of hire and/or use MUST be supervised by a responsible adult who is either the hirer or an authorised representative of the hirer.
2. The hire charges are defined by Patchway Town Council and are reviewed annually.
3. All hirers are provided a copy of the Terms and Conditions of hire and for completeness, a copy is available via the website.
4. Patchway Town Council does not provide changing facilities for the use of the 3G pitch and hirers are advised to make their own provisions for changing.
5. The use of floodlights is included in the price and these will be turned on at the start of your booking period.
6. Car parking is available in Scott Park.
7. Users should only walk on the path which has been fitted with streetlights to access the 3G pitch and users should not walk across the grass to get to the facility.
8. This facility has been provided for all of the community to use so please be courteous when using the surface.
9. There will be no food or chewing gum allowed on the 3G pitch at all. Any hirer found to be in breach of this will forgo all future hirers.
10. The facility is managed by Patchway Town Council and issues should be report instantly to office@patchwaytowncouncil.gov.uk.
11. All Hirers (whether present or via telephone/email) must provide sufficient information to constitute a Hire Agreement and must confirm that they have agree to the terms and conditions of hire as made available.
12. All bookings will be made by an online booking system, administered by Patchway Town Council.
13. All hire fees are payable before use and no use of the pitch will be granted until a payment has been received.
14. If you are unable to fulfil your booking, Patchway Town Council will credit a new session for you rather than refunding the monies owed.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Terms and Conditions for The Jason Franklin 3G Facility

15. All organisations will be expected to have Public Liability Insurance; evidence of the insurance may be required.
16. Smoking is not permitted, and no alcohol is permitted on the 3G surface at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
17. No food or drink (other than water intended for normal refreshment of players) is allowed on the 3G area. All water must be contained in plastic water bottles may be taken onto pitch and disposable bottles should be disposed of in the waste containers.
18. The 3G facility has equipment that is available for use for differing types of configuration of pitch and the Hirer should identify at the time of booking the configuration required. All equipment provided will be maintained and regularly checked for defects by Patchway Town Council. Any problems should be reported to the Patchway Town Council office.
19. Any dispute relating to the hire of the facility will be referred to the Town Council.
20. Users are expected to respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.
21. Those admitted to the facility must observe the conditions and regulations. The contract of hire will be deemed in force upon receipt of payment and/or use of the facility be signed by at least one adult who must remain on the premises during the contract of hire.
22. All bookings must be paid within 30 days of the invoice or in advance, if paying online. Payments made are non-refundable within 48 hours of the booking unless agreed. The payment method should be agreed at the time of booking.
23. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings.
24. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
25. Patchway Town Council will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Scott Park. Anyone entering or using the facility does so at his or



PATCHWAY TOWN COUNCIL

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Terms and Conditions for The Jason Franklin 3G Facility

her own risk, and Patchway Town Council accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake any risk assessment of their activities and provide to Patchway Town Council.

26. Players should wear appropriate footwear. No metal studs.

27. Users are responsible for locking the gate after them when they leave and not letting others in. Failure to adhere to this condition may result in the user not being able to use the facility in the future.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer



280

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

Terms and Conditions for the use of The Cricket Nets

1. No bookings may be made by any person under the age of 18 years and every session of hire and/or use MUST be supervised by a responsible adult who is either the hirer or an authorised representative of the hirer.
2. The hire charges are defined by Patchway Town Council and are reviewed annually.
3. All hirers are provided a copy of the Booking Form including the Terms and Conditions of hire and for completeness, a copy is available via the website.
4. Patchway Town Council does not provide changing facilities for the use of the Cricket Nets and hirers are advised to make their own provisions for changing.
5. **Players should wear appropriate footwear. No spikes are to be worn at all.**
6. Car parking is available in Scott Park.
7. Users should only walk on the path which has been fitted with streetlights to access the facility and users should not walk across the grass to get to the facility.
8. This facility has been provided for all of the community to use so please be courteous when using the surface.
9. **There will be no food or chewing gum allowed in the facility at all. Any hirer found to be in breach of this will forgo all future hirers.**
10. **Smoking is not permitted, and no alcohol is permitted on the surface at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.**
11. **No food or drink (other than water intended for normal refreshment of players) is allowed in the facility. All water must be contained in plastic water bottles may be taken onto pitch and disposable bottles should be disposed of in the waste containers.**
12. The facility is managed by Patchway Town Council and issues should be reported instantly to office@patchwaytowncouncil.gov.uk.
13. All Hirers (whether present or via telephone/email) must provide sufficient information to constitute a Hire Agreement and must confirm that they have agree to the terms and conditions of hire as made available.



PATCHWAY TOWN COUNCIL
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Terms and Conditions for the use of The Cricket Nets

14. All bookings will be made by an online booking system, administered by Patchway Town Council.
15. All hire fees are payable before use and no use of the pitch will be granted until a payment has been received.
16. If you are unable to fulfil your booking, Patchway Town Council will credit a new session for you rather than refunding the monies owed.
17. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
18. Any dispute relating to the hire of the facility will be referred to the Town Council.
19. Users are expected to respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.
20. Those admitted to the facility must observe the conditions and regulations. The contract of hire will be deemed in force upon receipt of payment and/or use of the facility be signed by at least one adult who must remain on the premises during the contract of hire.
21. No young person, under the age of 16 years without adult supervision are allowed to use the facility.
22. Teams and or clubs making bookings on behalf of their team/club that is a member of a Club and/or League will be deemed to be CRB cleared as this is a requirement of membership of an affiliated Club and/or League.
23. All bookings must be paid for in advance. The payment method should be agreed at the time of booking.
24. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings.
25. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
26. Patchway Town Council will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Scott Park. Anyone entering or using the facility does so at his or



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Terms and Conditions for the use of The Cricket Nets

her own risk, and Patchway Town Council accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake any risk assessment of their activities and provide to Patchway Town Council.

I hereby agree to the above terms and conditions.

X

On Behalf of Patchway Town Council

X

On Behalf of Hirer
Team Name



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

PATCHWAY TOWN COUNCIL
ROOM HIRE BOOKING FORM

Please complete all sections and e-mail to: office@patchwaytowncouncil.gov.uk to confirm your booking

Contact name:

Company:

Address:

Invoice address and contact name:
(if different from above)

Telephone Number:

E-mail address:

Date of event:

Room Required:

- Casson Centre
- Callicroft House Board Room
- Callicroft House Meeting Room

Time of event - from: to:

Number of delegates:

Purchase Order or Reference Number:

For Office use only:

- Booking in diary.
- Client details updated in spreadsheet.
- Completed form received from client.
- Invoice raised.

Patchway Town Council
Callicroft House 150 Rodway Road, Patchway, Bristol, BS34 5DQ.
VAT Registration No: 338 4427 87



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

**PATCHWAY TOWN COUNCIL
ROOM HIRE BOOKING FORM**

Terms and Conditions of Use

I wish to hire the room(s) stated and agree to the conditions of hire which are:

- 1. To pay the hire within 30 days of the date of hire.*
- 2. To provide as much notice as possible should the booking need to be cancelled.*
- 3. To leave the room in the same condition in which it was found e.g. all rubbish to be cleared away, tables to be wiped clean, crockery and cutlery to be washed and kitchen to be left clean and tidy.*
- 4. To adhere to all appropriate fire safety measures by switching off and unplugging electrical appliances, not wedging open any identified fire doors or blocking any fire exits.*

The Hirer is liable for all damages which must be reported immediately to the Town Council. The Council will not tolerate any violent or abusive behaviour towards any of its staff. In order to obtain access to the building outside of office hours, the hirer will be given a set of keys or let in by the council. Patchway Town Council reserve the right to charge any hirer for any damages incurred during the hire period. Patchway Town Council agrees to provide a clean and safe environment in accordance with the health and safety regulations and to the hirer's requirements.

I hereby agree to the Terms and conditions as set out above.

X

On Behalf of Patchway Town Council
Name:

X

On Behalf of Hirer
Name:

For Office use only:

- Booking in diary.
- Client details updated in spreadsheet.
- Completed form received from client.
- Invoice raised.

Patchway Town Council
Callicroft House 150 Rodway Road, Patchway, Bristol, BS34 5DQ.
VAT Registration No: 338 4427 87



Strategic Plan ²⁹⁵

2021-2023

Patchway Town Council

Callicroft House, Rodway Road, Patchway, South Glos, BS34 5DQ

T: 01454 868530

E: Office@patchwaytowncouncil.gov.uk

'Like' us on Facebook – Patchway Town Council

www.patchwaytowncouncil.gov.uk



A plan for Patchway for the future.

Patchway Town Council's Strategic Plan 2021-2023

Patchway is a town in South Gloucestershire, England, situated 10 km (6.2 mi) north-north west of central Bristol. The town is a housing overflow for Bristol being contiguous to Bristol's urban area and is often regarded as a large outer suburb. Nearby are the other Bristol satellite towns of Filton and Bradley Stoke. Patchway is twinned with Clermont l'Herault, France, and Gauting, Germany. It was established as a civil parish in 1953, becoming separate from the parish of nearby Almondsbury. The 2011 Census states that there are 10,511 residents in Patchway but we believe this figure to be higher with the population of the new Charlton Hayes Development.

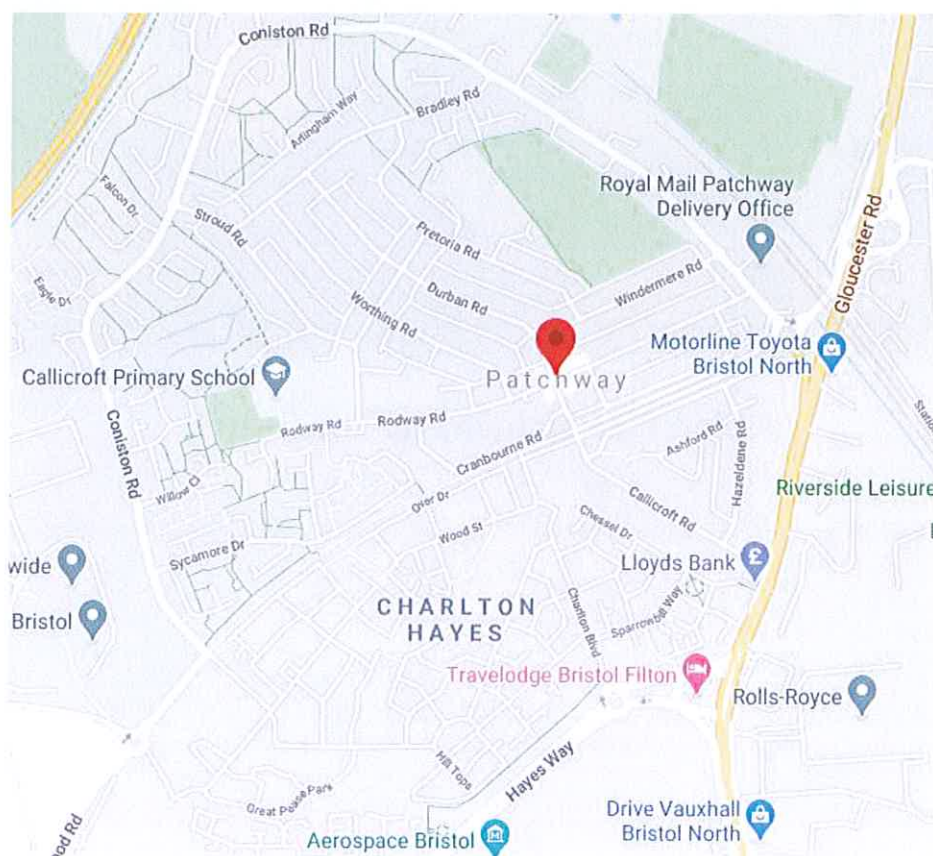
Patchway Town Council is one of over 10,000 local councils in England. Parish and Town Council's make up the first tier of local government in most parts of the country. Patchway Town Council was established in 1953 (then as a 'Parish Council') and exists to represent the people of Patchway and the new development in Charlton Hayes. The council is a democratically elected public body and has elections every four years for the 15 places on the council. Councillors are not paid and give up their time freely to serve the local community. The next council elections will take place in May 2023.

The powers and responsibilities of Town and Parish Councils have been determined by central government legislation over many years. Within the legislative framework, Patchway Town Council's roles and responsibilities are as follows:

- Democracy – To give all local people a voice.
- Services – To provide a range of services to our community.
- Improving the area in which we live and work in.
- Supporting the Community.

Patchway Town Council raises money for its local services through an additional charge on the council tax, known as the precept. In the 2019/20 financial year the council's income was £680,558 (as of 9th March 2020). £624,170 was raised through the council tax precept with £56,388 from other sources such as room hire and sports pitch hire. The council also has reserves which are earmarked for delivering certain projects and specific services.

The council also employ a range of staff to help deliver local services and to support the elected councillors, they are as follows: Clerk, Deputy Clerk and Responsible Financial Officer, Administration Assistant, Five Groundstaff, A Street Cleaner and Three Cleaners.



Patchway Town Council's Strategic Plan 2021-2023

Patchway Town Council strives to be a forward-thinking council at the heart of the community. We want the Town Council to be seen as a body that works for Patchway and everyone in the community taking into account everyone's viewpoints to move forward collectively. We want to see the council develop its community leadership, being at the forefront of community engagement and to build extensive partnerships with local organisations. We want to deliver on giving people value for money with the services that we provide and ensure that good financial governance is apparent throughout all that we do.

Patchway Town Council will strive to be:

- Open and transparent with the whole community
- Ambitious but realistic
- Community minded
- Sustainable
- Relevant to the modern day
- Empowering and engaging for the whole community
- Leading on community engagement in Patchway
- Delivering high quality projects for the whole of Patchway
- Ensuring financial practices and systems are robust to ensure money is safeguarded
- Efficient at all times

How will Patchway Town Council deliver this strategy?

Patchway Town Council would like all residents to be consulted on this with developmental meetings being held in May 2020 to engage what the community would like the council to do. All feedback will be presented to the council and a decision on the final strategy will be made with the community's feedback leading the way.

Delivering this strategy will be at the forefront of Patchway Town Council over the next three years. Once this plan has developed and is adopted by the Full Council the 3-year budget will follow and that is how most of the aims will be achieved of this plan. Patchway Town Council delegates some powers to its committee's and it will be their role to review specific projects and feedback on the plan to the council.

This strategy will have the aim of being complete in three years however due to ever increasing pressure on all local councils, some aims may not be achievable during this three-year period. Residents will be able to monitor progress of the plan through minutes of the meetings and being invited to consultation workshops, where their voices will be heard.



Patchway Town Council's Strategic Plan 2021-2023

Patchway Town Council is responsible for a variety of facilities in Patchway and below you can see what we are responsible for:

- Scott Park – Football and Cricket Pitches, Multi-Use-Games-Area and Play Area.
- Blakeney Road Play Area and Field
- Bevington Close Play Area
- Gorse Covert Play Area
- Arlingham Way Pocket Park
- Callicroft Road Play Area
- The Tumps and BMX Track

- Blakeney Road Allotments
- Pretoria Road Allotments

- We own both Patchway and Coniston community centres which are run by their own community associations.
- The Casson Centre
- Callicroft House (Town Council Offices)

- Three Bus Shelters
- Christmas Lights around the Town
- Red Benches around the Town
- Over 50 Dual Use Bins
- Two 24 Hour Defibrillators

- Providing grants to local and community organisations to support them.
- Providing funding for Patchway Library to remained staff.

- Active Social Media (Facebook)
- An up to date Website



Delivering our strategy – Priority Projects

1) The Redevelopment of Patchway Community Centre

Patchway Community Centre is one of the oldest buildings in Patchway and it serves the local community superbly with the different array of rooms and lots of local groups who use this centre. Patchway Town Council have been granted Section 106 monies to redevelop the community centre and make it a centre for the 21st century and beyond. Planning permission has already been granted for a new 'annexe' to be built at the rear of the building. This new building will be a two-storey high building which will be fully accessible. The ground floor of this building will house Patchway Pre-School and Tots and the second floor will be a large open plan room which will be available to hire. This new building will increase the capacity of the community centre as well as freeing up daytimes for the main hall to be hired out. The next stage of this project will be to refurbish the existing community centre to ensure it is a modern facility which is fully accessible for everyone to use. This will include re-roofing the whole building and the Casson Centre whilst giving the building a new exterior on Rodway Road. This will ensure the building will last for the long-term future of Patchway and will continue to serve the whole community of Patchway. It will bring Patchway Community Centre up to date with other local developments too.

Timescales: Building work to be finished by 2021.

2) Scott Park Pavilion Project

This will be the second development happening at Scott Park in the near future, a well needed update and refresh to our existing pavilion building. The pavilion at present serves home and away teams for cricket and football in Scott Park and is a well-used facility. However, it is a tired and old building in need of a much-improved facility which is modern for the whole community to use.

The initial talks have already started around this project and the outline plans have been drafted for the council to see. The proposed new facility includes more car parking space at Scott Park, modern changing facilities and a café with views over the field.

Timescales: Project Completion in 2022.

Outside Areas in Patchway

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Tree Survey	Undertake tree survey to map trees on Town Council land. Review report annually.	Ongoing	New budget item each year to cover costings.	Parks & Planning
Play Area Strategy	To follow and amend the play area strategy to suit the community and to upgrade all of our play area's into modern facilities.	Ongoing	Earmarked Reserves and Grant Monies if not in the budget.	Parks & Planning
Tree Planting	As a result of the climate emergency to consider planting trees on Town Council owned land.	Ongoing	Trees sourced from third parties.	Parks & Planning
Wildflower Meadows	In order to reduce maintenance and to be a welcoming feature, plant wildflower meadows around the town.	2021	New budget item.	Parks & Planning
Maintenance of Sports Equipment.	To ensure that the sports equipment, that is hired out, is fit for use and maintained properly.	2021	New budget item and grant funding.	Parks & Planning Finance Full Council
Exercise Equipment	To upgrade and install exercise equipment in all of our areas to promote wellbeing and encourage children to get active.	2021	Grant funding.	Parks & Planning
Scott Park Access Gates	Installing new gates which will let wheelchair users easily access Scott Park as the current gates are not wide enough in some entrances.	2023	New budget item.	Parks & Planning Finance Full Council
Scott Park Lighting	To increase security and visibility in Scott Park to ensure our community feels safe when using the facility.	2024	Increase costs each year in budget for necessary works.	Parks & Planning Finance Full Council

The Town's Planters	To refresh and re-plant all of our planters and hanging baskets throughout the Spring and Summer and water regularly.	Ongoing	Already costed into budget.	Parks & Planning
Allotment Container	To install a new container/fixed structure into Pretoria Road allotments for the council's outside staff to use as a base.	2020/2021	Already costed into budget.	Parks & Planning
Compound Container	To erect a container inside the compound at the Sports and Social Club to store property belonging to the Town Council.	2021	New budget item.	Parks & Planning Finance Full Council
Tree Pruning in Patchway	To prune trees which are an obstruction. Trees will not be removed but 'trimmed' in order to be easily maintained.	2022	Already costed into budget.	Parks & Planning
Charlton Hayes	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
The Parade	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
Rodway Road	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
Open Area Signage	To purchase and install new signs for all open spaces.	2023	New budget item.	Parks & Planning

Planning in Patchway

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Bus Shelters	Undertake a survey to ascertain if the bus shelters are still needed and look to upgrade all three that the town council own.	2023	New budget item.	Parks & Planning
Defibrillators	Research the best and practical locations for two more 24-hour defibrillators and install them.	2021	Money already budgeted.	Parks & Planning
Road Surfacing	Hold South Gloucestershire Council to task and ensure that our roads and pathways are updated and repaired in a programme.	Ongoing	SGC	Parks & Planning
Christmas Lights	To replace and renew the old Christmas Lights and install brighter and better motifs around the town.	2022	Increase budgeted money. Earmarked Reserves.	Parks & Planning Finance Full Council
The Parade Car Park	To actively support the residents in reducing the parking times for the cars in some of the bays and ensuring South Gloucestershire Council enforce this.	2024	N/A	Parks & Planning

Community Engagement in Patchway

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Community Events	To lead a range of community events to ensure the public are consulted on projects that will affect them before actioning the project.	Ongoing	New budget item.	Full Council Officers
Quarterly Newsletter	To provide quarterly updates in the Patchway People community newsletter which is also published online.	Ongoing	Money already budgeted.	Full Council Officers
Monthly Newsletter	To develop a monthly newsletter which can be published online and in notice boards.	2021	N/A	Full Council Officers
Patchway Festival	To hold a stall to tell residents about what Patchway Town Council does for them.	Ongoing	N/A	Full Council
Social Media	To consider increasing our social media to include a positive Instagram page to promote Patchway.	2021	N/A	Full Council Officers
Live Streaming Meetings	To consider live streaming all meetings on Social Media Platforms so all residents are aware of what is happening in their local area.	2021	New budget item.	Full Council

Finance, Democracy and Governance

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Local Council Award Scheme	Investigate the feasibility of applying for the foundation status for this award and any relevant costs.	2021 2022 2023	New budget item 2021/22.	Finance
Review of all Governance Documents	Annual review of all governance documents and internal controls.	Ongoing	N/A	Finance

Human Resource and Management

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Health and Safety	Undertake a full review of all procedures on an annual basis.	Ongoing	New budget item.	Personnel
Continuing professional development	Ensure all staff have access to courses to enable them to deliver the council's aims effectively.	Ongoing	Existing Budget	Personnel
Development of policies	Identifying and producing policies on a regular basis.	Ongoing	N/A	Full Council
Staff Capacity	Ensure that the correct staffing levels are kept ensuring the council achieves its aims and objectives.	Ongoing	N/A	Personnel



Patchway Town Council
Strategic Three Year Plan
Yearly Summary



This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the information in one table.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre Scott Park Pavilion Project	Maintenance of Sports Equipment Upgrade and install exercise equipment Compound Container Charlton Hayes The Parade Rodway Road Tree Survey Play Area Strategy The Town's Planters Allotment Container Tree giveaway project. Local Nature Action Plan Wildflower Meadows	Challenging SGC on pavement parking. Road Surfacing	Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets.	Local Council Award Scheme Review of all Governance Documents	Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity
2022/2023	Redevelopment of Patchway Community Centre Scott Park Pavilion Project	Tree Planting Wildflower Meadows Tree Pruning in Patchway Open Area (MAP) Tree Survey for all areas Tree giveaway project. Local Nature Action Plan	Bus Shelters Christmas Lights Road Surfacing Benches for Charlton Hayes	Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets. Housing.	Local Council Award Scheme Review of all Governance Documents	Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity
2023/2024	Priority Projects Responsible Committee	Outside Areas Parks and Planning Scott Park Access Gates Scott Park Lighting Tree give away project. Local Nature Action Plan	Planning in Patchway Parks and Planning Road Surfacing Revamping The Parade	Community Engagement Full Council Monthly Newsletter Patchway Festival Social Media Live Streaming Meetings Community Events Flyers and Leaflets.	Finance, Democracy and Governance Finance Committee Review of all Governance Documents	Human Resource and Management Personnel Committee Review of Health and Safety Continuing Professional Development Development of Policies Staff Capacity

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CHARITY REGISTRATION NUMBER: 1036917

**Coniston Community Association (Registered with the Charity
Commission as a Charitable Incorporated Organisation)**

Unaudited Financial Statements

31 March 2022

ELLIOTT BUNKER LIMITED

Chartered Accountants

61 Macrae Road

Ham Green

Bristol

BS20 0DD

**Coniston Community Association (Registered with the Charity
Commission as a Charitable Incorporated Organisation)**

Financial Statements

Year ended 31 March 2022

	Page
Trustees' annual report	1
Independent examiner's report to the trustees	4
Statement of financial activities	5
Statement of financial position	6
Notes to the financial statements	7

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report

Year ended 31 March 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and administrative details

Registered charity name	Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)
Charity registration number	1036917
Principal office	The Parade Coniston Road Patchway Bristol BS34 5LP

The trustees

Mrs L M Hamid	
Mr L Gray	
Mr E Gordon	
Mr D Sully	
Mr E Bathe-Taylor	(Retired 31 March 2022)
Mrs W Williams	
Mrs S Williams	(Retired 31 July 2021)
Mrs A Rao	(Retired 31 July 2022)
Mr R Rao	(Retired 31 July 2022)
Mrs E. Orpen (co-opted)	(Appointed 30 April 2022)
Mrs H. Thompson (co-opted)	(Appointed 30 April 2022)
Mr K. Walker (co-opted)	(Appointed 30 June 2022)

Independent examiner	Mr P Cridland FCA 61 Macrae Road Ham Green Bristol BS20 0DD
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Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report *(continued)*

Year ended 31 March 2022

Structure, governance, and management

The Charity was registered with the Charity Commission in 1994 and it is governed by 9 elected Trustees. During the year, some trustees have resigned, and others have been co-opted or elected. The Chairman is Lewis Gray and the other trustees at the end of March 2022 were Eric Gordon, Lucy Hamid, Alison Rao, Robert Rao, David Sully, Susan Williams, and Winifred Williams. In the year commencing April 2022 3 new trustees have joined the board. The trustees have undertaken external training covering all aspects of their work in managing the charity and the Community Association and meet monthly. At the annual meeting in 2020, the charity became a Charitable Incorporated Organisation, the members of which are the trustees.

The trustees ensure that the facilities in the building are maintained and improved to suit the requirements of the users and to attract new groups.

New trustees are appointed by the Board of Trustees. When recruiting new trustees, the board looks for individuals with skills and experience which are of value to the Trust, and which are not represented by existing trustees. New trustees are provided with a pack of information including recent accounts, a copy of the Trust Deed and information regarding finances, governance and charitable objectives including minutes of the previous trustees' meeting.

Objectives and activities

The aims of the charity are to promote the benefit of the inhabitants of Patchway and the neighbourhood without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious, or other opinions to advance education and to provide facilities in the interests of social welfare for recreations and leisure-time occupation and to maintain and manage Coniston Community Centre in furtherance of these aims. The Association arranges a varied programme of events through working with other groups and organisations and publicises these on its website and through local posters and leaflets.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives.

Achievements and performance

The Trustees employ a full-time manager to carry out the aims and objectives listed above, a café manager/chef and other sessional workers as well as caretaking and cleaning staff. The Trustees support and guide the manager and other staff in the performance of their duties and are always looking for new ways to provide a variety of activities which will attract more residents to use the Centre.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report *(continued)*

Year ended 31 March 2022

Financial review

During this financial year, the Association has maintained tenancy of the offices on the second floor and gained more hirers for the community rooms on the first and ground floors. The rent is used to maintain the building and pay for the staff to operate it. This year the income and expenditure for the operation of the building is shown as unrestricted but income and expenditure which is exclusively for particular groups which are members of the Association are shown as restricted. This relates to the groups using the centre but funded separately. The funds carried forward at the end of the financial year not relating to other groups were £3,288.

The Association has continued to run the community café, named Coniston Café. The café provides an essential part of our service to the community of Patchway and is run with a team of volunteers, helping the manager/chef and is supported by Fare Share donations of food. The café also operates a Community Larder and Fridge which is available to residents to collect items of donated food.

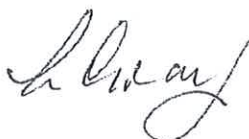
The impact of the pandemic on the Association's Income has continued during the period under review. The trustees hope to be able to rebuild its customer base in the next financial year and have been reviewing expenditure as well as applying for additional funding.

Reserves policy

The charity's free reserves are represented by the unrestricted funds not committed or invested in tangible fixed assets.

Given the nature of the Trust's funding being mainly by grants and investment income, the trustees believe that the Trust's free reserves should be around six months of the resources expended, but it has not been possible to allocate these funds in this financial year. The trustees will work hard to improve the financial position in the forthcoming year.

The trustees' annual report was approved on 27 January 2023 and signed on behalf of the board of trustees by:



Mr L Gray
Trustee

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Independent Examiner's Report to the Trustees of Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation) ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr P Cridland FCA
Independent Examiner

61 Macrae Road
Ham Green
Bristol
BS20 0DD

27 January 2023

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Statement of Financial Activities

Year ended 31 March 2022

		2022		2021	
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	11,824	–	11,824	62,565
Charitable activities	5	39,146	–	39,146	9,244
Other trading activities	6	2,320	10,506	12,826	3,179
Investment income	7	58,711	–	58,711	26,099
Total income		<u>112,001</u>	<u>10,506</u>	<u>122,507</u>	<u>101,087</u>
Expenditure					
Expenditure on charitable activities	8,9	137,302	7,382	144,684	105,756
Total expenditure		<u>137,302</u>	<u>7,382</u>	<u>144,684</u>	<u>105,756</u>
Net expenditure and net movement in funds		<u>(25,301)</u>	<u>3,124</u>	<u>(22,177)</u>	<u>(4,669)</u>
Reconciliation of funds					
Total funds brought forward		28,589	(543)	28,046	32,715
Total funds carried forward		<u>3,288</u>	<u>2,581</u>	<u>5,869</u>	<u>28,046</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

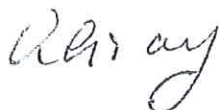
**Coniston Community Association (Registered with the Charity
Commission as a Charitable Incorporated Organisation)**

Statement of Financial Position

31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	14	6,041	6,217
Current assets			
Debtors	15	–	394
Cash at bank and in hand		3,655	24,490
		<u>3,655</u>	<u>24,884</u>
Creditors: amounts falling due within one year	16	3,827	3,055
Net current liabilities		<u>(172)</u>	<u>21,829</u>
Total assets less current liabilities		<u>5,869</u>	<u>28,046</u>
Funds of the charity			
Restricted funds		2,581	(543)
Unrestricted funds		3,288	28,589
Total charity funds	18	<u>5,869</u>	<u>28,046</u>

These financial statements were approved by the board of trustees and authorised for issue on 27 January 2023, and are signed on behalf of the board by:



Mr L Gray
Trustee

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements

Year ended 31 March 2022

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Parade, Coniston Road, Patchway, Bristol, BS34 5LP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The impact of the pandemic on the Association's income has continued during the period under review. Unrestricted funds have reduced from £28,589 to £3,288 and there are currently net liabilities of £172. The trustees are taking advice from South Gloucestershire Council which will probably result in some cost restructuring. The trustees consider that the charity will continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. We confirm that there are no critical judgements or estimates to note.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of support costs.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Incoming resources *(continued)*

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable, and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	-	33% reducing balance
Equipment	-	20% reducing balance

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements (continued)

Year ended 31 March 2022

3. Accounting policies (continued)

Government grants (continued)

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Donations	1	–	1
Grants			
Quartet Foundation - Cafe'	–	–	–
Quartet Foundation - Plodder Pals	–	–	–
South Glos Council	3,167	–	3,167
West of England Westport	1,896	–	1,896
Almondsbury Charity	1,200	–	1,200
Neighbourly - Cafe'	–	–	–
Quartet Foundation	1,873	–	1,873
South Glos Council - Plodder Pals	500	–	500
Franklin Butt Foundation - Cafe	500	–	500
Government grant income	2,687	–	2,687
	<u>11,824</u>	<u>–</u>	<u>11,824</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	44	–	44
Grants			
Quartet Foundation - Cafe'	3,502	–	3,502
Quartet Foundation - Plodder Pals	2,500	–	2,500
South Glos Council	–	–	–
West of England Westport	–	1,740	1,740
Almondsbury Charity	–	–	–
Neighbourly - Cafe'	400	–	400
Quartet Foundation	–	–	–
South Glos Council - Plodder Pals	–	–	–
Franklin Butt Foundation - Cafe	–	–	–
Government grant income	54,379	–	54,379
	<u>60,825</u>	<u>1,740</u>	<u>62,565</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

5. Charitable activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Cafe income	<u>39,146</u>	<u>39,146</u>	<u>9,244</u>	<u>9,244</u>

During the year the association took over the running of the café. Income and expenses of the café were as follows;

	2022 £	2021 £
Income		
Grants	500	3,902
Cafe sales and donations	39,146	9,244
HMRC Furlough grant	–	5,220
	<u>39,646</u>	<u>18,366</u>
Expenses		
Wages	(25,890)	(12,225)
Pension	(113)	(211)
Supplies	(11,681)	(3,244)
Repairs and Maintenance	(2,707)	(174)
Equipment	(1,191)	(658)
Publicity & Printing	–	(260)
Telephone	–	(127)
Light and heat	(54)	(1,449)
Other	–	(15)
Membership fees	(1,420)	–
(Deficit)/Surplus for the year	<u>(3,410)</u>	<u>4</u>

6. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Fundraising events	185	–	185
Other income	677	–	677
Income from activities	<u>1,458</u>	<u>10,506</u>	<u>11,964</u>
	<u>2,320</u>	<u>10,506</u>	<u>12,826</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Fundraising events	13	–	13
Other income	1,110	–	1,110
Income from activities	<u>510</u>	<u>1,546</u>	<u>2,056</u>
	<u>1,633</u>	<u>1,546</u>	<u>3,179</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Rent and subscriptions	58,711	58,711	26,097	26,097
Bank interest receivable	–	–	2	2
	<u>58,711</u>	<u>58,711</u>	<u>26,099</u>	<u>26,099</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Rent, rates and water	1,953	–	1,953
Depreciation	5,615	–	5,615
Café supplies and sundries	17,053	–	17,053
Activities expenditure	3,054	3,110	6,164
Maintenance	14,202	–	14,202
Wages, Salaries and NI	77,876	4,272	82,148
Light and heat	8,379	–	8,379
Telephone and internet	1,731	–	1,731
Printing, postage and stationery	746	–	746
Sundries	277	–	277
Support costs	6,416	–	6,416
	<u>137,302</u>	<u>7,382</u>	<u>144,684</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Rent, rates and water	470	–	470
Depreciation	3,807	–	3,807
Café supplies and sundries	3,661	–	3,661
Activities expenditure	–	3,135	3,135
Maintenance	9,560	–	9,560
Wages, Salaries and NI	65,642	364	66,006
Light and heat	10,696	–	10,696
Telephone and internet	1,557	45	1,602
Printing, postage and stationery	919	–	919
Sundries	103	–	103
Support costs	5,797	–	5,797
	<u>102,212</u>	<u>3,544</u>	<u>105,756</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements (continued)

Year ended 31 March 2022

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Rent, rates and water	1,953	–	1,953	470
Depreciation	5,615	–	5,615	3,807
Café supplies and sundries	17,053	–	17,053	3,661
Activities expenditure	6,164	–	6,164	3,135
Maintenance	14,202	–	14,202	9,560
Wages, Salaries and NI	82,148	–	82,148	66,006
Light and heat	8,379	–	8,379	10,696
Telephone and internet	1,731	–	1,731	1,602
Printing, postage and stationery	746	–	746	919
Sundries	277	–	277	103
Governance costs	–	6,416	6,416	5,797
	<u>138,268</u>	<u>6,416</u>	<u>144,684</u>	<u>105,756</u>

10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	<u>5,615</u>	<u>3,807</u>

11. Independent examination fees

	2022 £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,602</u>	<u>1,554</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022 £	2021 £
Wages and salaries	<u>82,148</u>	<u>66,006</u>

Included in staff costs above are pension costs in respect of defined contribution pension plans of £708 (2021 - £754).

The average head count of employees during the year was 8 (2021: 7).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £26,054 (2021: £24,332).

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

13. Trustee remuneration and expenses

No member of the committee received remuneration during the year either directly or indirectly.

No member of the committee was reimbursed for expenses during the year.

14. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 1 April 2021	4,684	21,622	26,306
Additions	—	5,439	5,439
At 31 March 2022	<u>4,684</u>	<u>27,061</u>	<u>31,745</u>
Depreciation			
At 1 April 2021	4,557	15,532	20,089
Charge for the year	26	5,589	5,615
At 31 March 2022	<u>4,583</u>	<u>21,121</u>	<u>25,704</u>
Carrying amount			
At 31 March 2022	<u>101</u>	<u>5,940</u>	<u>6,041</u>
At 31 March 2021	<u>127</u>	<u>6,090</u>	<u>6,217</u>

15. Debtors

	2022 £	2021 £
Prepayments and accrued income	—	254
Other debtors	—	140
	<u>—</u>	<u>394</u>

16. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	1,602	1,555
Social security and other taxes	725	—
Professional fees	1,500	1,500
	<u>3,827</u>	<u>3,055</u>

17. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2022 £	2021 £
Recognised in income from donations and legacies:		
Government grants income	<u>2,687</u>	<u>54,379</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

17. Government grants *(continued)*

Government grants comprises of South Gloucestershire Council COVID 19 grants and HMRC Furlough grant income.

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income	Expenditure	At 31 March 2022
	£	£	£	£
General funds	28,589	112,001	(137,302)	3,288

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	33,000	97,801	(102,212)	28,589

Restricted funds

	At 1 April 2021	Income	Expenditure	At 31 March 2022
	£	£	£	£
Friendship Group	682	2,577	(2,210)	1,049
Link Centre	(201)	5,503	(4,272)	1,030
Watercolour Group	(1,196)	2,426	(900)	330
L.G.B.T	172	–	–	172
	<u>(543)</u>	<u>10,506</u>	<u>(7,382)</u>	<u>2,581</u>

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Friendship Group	705	2,227	(2,250)	682
Link Centre	(201)	364	(364)	(201)
Watercolour Group	(961)	695	(930)	(1,196)
L.G.B.T	172	–	–	172
	<u>(285)</u>	<u>3,286</u>	<u>(3,544)</u>	<u>(543)</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	6,041	–	6,041
Current assets	1,074	2,581	3,655
Creditors less than 1 year	(3,827)	–	(3,827)
Net assets	<u>3,288</u>	<u>2,581</u>	<u>5,869</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	6,217	–	6,217
Current assets	24,884	–	24,884
Creditors less than 1 year	(2,512)	(543)	(3,055)
Net assets	<u>28,589</u>	<u>(543)</u>	<u>28,046</u>

20. Registering as a charitable incorporated organisation

On 28 October 2020, the unincorporated association (charity registration number 1036917) became registered as a Charitable Incorporated Organisation, the members of which are the trustees.

21. Related parties

Coniston Community Association rent the building in which they reside (The Parade, Coniston Road, Patchway) for a peppercorn rent of £1 from Patchway Town Council.

CONISTON COMMUNITY ASSOCIATION



ANNUAL REPORT

2022

CHAIRMAN'S REPORT 2022

Our last Annual Meeting was held in January 2022 and it is my pleasure to give this report on the work of the Association in the last twelve months. The Community Association was formed in 1993 and its committee, now Charity Trustees, have been working hard all these years to create and maintain a community centre for the Coniston area of Patchway, where there were previously no community facilities.

Firstly, we persuaded the District Council to rent us enough land at The Parade to place a two-bay container, where we ran a pre-school group, women's group and café for ten years. Later, with much fundraising and help from the Town Council, we built a permanent centre with a community nursery on the ground floor, two community rooms on the first floor and an office for a local charity on the second floor. After nearly ten years more, with a substantial grant from the Big Lottery and other funders, we opened the community centre which you see today in 2011.

The task of maintaining our community centre and developing the activities offered, including the community café, is not easy, particularly with less financial help from the local council in recent years, the effect of the pandemic on our ability to rent out rooms and offices and now the steep increase in utility bills.

With advice from the S.G. Council for Voluntary Service and South Gloucestershire Council, the Trustees are working hard to increase the use of the building, cut down on staffing and other costs, apply for additional grant funding and attract more groups and users to the Centre.

I would like to thank the Trustees, Volunteers and Staff for their hard work during 2022 which we are confident will lead to a bright future for Coniston Community Centre, which is so much needed by the people of Patchway.

I have enjoyed being Chairman of the Community Association since 2012 and will be standing down at this AGM but hope to continue as a Trustee.

Lew Gray
Chairman
February 2023

OFFICERS & TRUSTEES 2021-22

Chairman: Lew Gray
Vice Chairman: Eric Gordon
Secretary: Lucy Hamid
Treasurer: vacant

Trustees:

Cllr. Ted Bathe-Taylor (resigned March 2022)
Cllr. Eric Gordon
Mr. Lew Gray
Mrs Lucy Hamid
Mrs Eve Orpen (appointed April 2022)
Mrs Alison Rao (resigned August 2022)
Mr. Robert Rao (resigned August 2022)
Mr. David Sully
Mrs Heather Thompson (appointed April 2022)
Mr. Keith Walker (appointed April 2022)
Mrs Sue Williams (resigned July 2021)
Mrs Win Williams

REPORT ON THE MANAGEMENT OF CONISTON COMMUNITY CENTRE IN 2022

In August 2022, our Manager, Amelia Jackson, commenced her Maternity Leave and the Trustees appointed a job-share of Jon Hosgood and Martin Poole to run the Centre. Unfortunately, this arrangement did not work well and Martin resigned in October and Jon at the end of November. From December, we have been managing with voluntary help from various Trustees, but this has given us the opportunity to review the work and financial situation of the charity.

Since December the Trustees and Staff have achieved the following:

- Updated our publicity in leaflets, articles and social media
- Served Christmas Lunches for ten days and decorated the Centre for the season
- Held a publicity stall at Patchway's Christmas Market
- Started a new Stay & Play group for pre-school children and carers in January
- Been awarded grants to refurbish the kitchen, develop the outreach of our Watercolour and Friendship & Exercise groups, open a Community Warm Space and fund the Stay & Play Group leader
- Made an application to Quartet Foundation for core funding to ensure the Association's continued operation and development
- A support meeting organised by Southern Brooks Community Partnerships was attended by South Gloucestershire Council, the Council for Voluntary Service and Patchway Town Council
- Increased our room hire and office rental rates
- Agreed a payment plan with our electricity supplier, noting the help we receive in reducing costs from our ground-source heat pump, solar panels, energy-saving LED lights, auto-sensors for lights, toilet flush and taps
- Acknowledged the help of café staff in running the Centre
- Made staffing changes for efficiency and economy
- Had the accounts for the year ended March 2022 examined by our accountant and sent them to the Charity Commission.

Various discussions are taking place to attract a new anchor tenant which would help with the financial situation and the CVS are helping the Trustees to draw up a new business plan which will show our impact and how we are adding social value to Patchway. This will help in grant applications.

The Trustees are pleased that Coniston Café continues to run successfully and profitably with a full-time Manager and a team of excellent volunteers. Changes were made to the menu following a customer survey and special events such as Music Mondays attract new customers and increase our sales. A buffet service is also offered to those hiring rooms for events.

The café continues to provide a vibrant heart to the Community Centre and attracts residents and workers to enjoy breakfasts and lunches as well as hot drinks and cakes.

Maintenance continues to be a constant expense and the Association misses the regular grant paid by the Town Council to help with these costs for many years. Unfortunately, the Town Council has been unable to make this grant for the past three years. This year we have had to replace a water heater and kitchen fittings, repair light switches and fittings and carry out costly repairs to the lift and the underfloor heating. Thanks to the Co-op for a grant towards the kitchen expenses.

A number of organisations which held meetings and activities at Coniston closed down or moved away during the pandemic closures and this has severely affected our rental income. We are working hard to attract new groups, particularly for children and families and have already had some success, but this work continues.

GROUPS

The following groups operate from Coniston on a regular basis:

Patchway Watercolourists

This much-loved group has been meeting at Coniston for over 15 years with its tutor, Roma Widger, inspiring the members to create varied art work in watercolour paints. Up to 20 people attend the class on Tuesday afternoons and we are delighted to have been awarded a grant from the Quartet Foundation to develop the work of the group and extend it to new members of the community.

Coniston Stay & Play

A new group, supported by South Gloucestershire Council, led by a qualified play leader, meets on Wednesday morning and is attracting a good number of mums, carers and toddlers to play, sing, listen to a story and have a drink. We welcome the families to stay on for lunch at the café if they wish.

Friendship & Exercise Group

This group holds two sessions on Friday mornings and attracts over 20 older people to enjoy an hour of activity which aims to provide healthy living and improved mobility in a friendly and welcoming environment. In addition to exercise sessions and a cup of tea, the Club organises outings and excursions which are enjoyed by all. This group has benefitted from a grant from Wesport this year to extend its publicity and draw in new members.

Ladybirds

This friendly group for mature women meets at the Centre on alternate Mondays throughout the year and is attended by around 25 ladies for discussions, speakers, entertainment and refreshments.

Link Club

Operating at Coniston since 2009, this club for young people and adults with learning difficulties is attended weekly by up to 40 members. The Club opens on Tuesday evening and Wednesday morning and provides life skills and sports activities. This spring there will be a 6 week cooking course. Members enjoy regular music sessions and play pool and other games as well as outings for bowling and outdoor activities. The members also support the café.

Sunday Tea Party

For the last 10 years, a dedicated group of volunteers have been providing a free tea party with home made cakes for any older people who would like to join them on the last Sunday of each month. Open to all, community transport is available from Four Towns Transport. This group is part of Precious Time, a Patchway umbrella group whose members provide a range of activities for older people: Men in Sheds, Silver Surfers, Memory Café and Patchway Minibus.

Patchway Pole

A qualified teacher of pole dancing for fitness runs classes twice a week on Wednesdays and Fridays for beginners, intermediate and advanced, which are well supported and have been running for several years at Coniston.

HD Dance

A new ballet class for young dancers is held at the Centre every Thursday afternoon, using Room 3 which has a sprung floor, ideal for dancing.

Wargaming Groups

Coniston is used by two wargaming groups each week: Apocalypse War Gamers on Sunday evenings (and once a month all day) and Chaotic War Gaming on Friday evenings. Both groups welcome new members.

Language and Cultural Groups

Coniston is pleased to welcome various groups to use our facilities on a weekly, bi-monthly and monthly basis. These include:

Tamil Learning Centre

Finnish Saturday School

Indonesian Society

Avon Indian Community Association

Health & Support bookings

We have regular bookings from the NHS for vaccination clinics, Dance for Parkinson's, Speak Out, Post-natal Physio and Pilates classes, Wellbeing Group and the National Childbirth Trust.

South Gloucestershire Play Association

Regular bookings in holidays and half-term breaks of free play scheme activities for primary aged children.

OFFICES

Our offices on the second floor are rented by organisations providing vital services to the community:

Southern Brooks Community Partnerships

Works across South Gloucestershire to help people make a difference in their lives, families and neighbourhoods. We want to see strong communities powered by people.

Our community development worker has organised a number of events at Coniston, most recently the Elf Workshop before Christmas and has supported the Community Centre and Coniston Café.

DHI

Developing Health & Independence is based at Coniston and works to help anyone in the area who is struggling with drugs or alcohol. Following an initial assessment, they offer 1 to 1 sessions, a structured group programme, give harm reduction advice and peer support.

Descare

Provides adult social care solutions for Patchway and the surrounding areas, specialising in support for those with learning difficulties and challenging behaviour through the support of trained staff, strategies, activities and interventions.

Ann Physiocare

Physiotherapy service provider which has operated from Coniston for seven years, offering a holistic approach to treatment which focusses on alleviating symptoms as well as addressing the causes to prevent recurrence. We help those with spinal injuries, degenerative conditions, accident rehabilitation and work related injuries. We also help older people and dementia sufferers to maintain and increase mobility.

We have one vacant office, for which we are actively seeking a new tenant to supplement the services provided by the existing organisations to the local community.

IONET SYSTEMS LTD – Merger with SOLTECH IT LTD

Date: 20th March 2023

To whom it may concern

Ionet Systems Ltd have been supplying customers with IT & AV products and support services since 1986; trading with some of our customers for over 36 years now; and we have formed a very strong and lasting relationship with many individuals, companies and organisations over this time

We have also worked closely with a number of other IT Resellers and IT Support companies over this time, forming a strong and trusted partnership supplying products and services to their customers

Many staff have been working for IONET for over 30 years, which has created a stable and knowledgeable workforce. Other staff have left IONET and gone on to have very successful careers both in IT and other fields

A number of key staff at IONET are now approaching retirement and so we took the decision to discuss a merger with a LOCAL IT supplier and support company, with whom we already had a long standing working relationship and who could also continue to provide similar products, services and IT support to our customers; with the same level of care, professional and personal service to which our customers have become accustomed. Because we have such strong relationships with our loyal customers it was always very important that the company we would merge with, would have the same working philosophy and relationships with their customers

After discussions with a number of companies we have decided that SOLTECH IT LTD provides the best fit with a similar product and services portfolio to IONET and a solid IT Support offering with experienced and personable staff supplying a very similar customer base. Importantly they are a local company (based in Midsomer Norton) with offices servicing other areas of the UK

Soltech IT's founding director, Richard Sheppard, said 'I would like to take this opportunity to welcome each and every Ionet Systems customer to Soltech IT. We are a leading IT solutions provider to businesses, the public sector, charities and education. We work with clients of all sizes including household names such as Wessex Water, the University of Oxford and Scomis. Having previously worked with the Ionet Systems team on a number of different projects, it made complete sense for two businesses with great synergy to collaboratively come together to combine knowledge and resources, whilst also further enhancing the range of products and services that can be offered to clients'

All IONET staff will transfer to SOLTECH IT Ltd from 1st May 2023, apart from those who will be retiring; namely Mike Nevin, Marek Staniaszek & Tim Deighton; we wish them all a pleasant retirement Customers who are primarily supported by these technicians will be contacted during March and April to arrange a site meeting along with a Soltech IT technical team leader and tech support engineer to introduce Soltech to your organisation and to familiarise them with your IT & AV systems. This meeting at your premises should take between 1-2 hours and will allow the new primary support technician for your organisation to be allocated and to familiarise themselves with your systems, procedures and key personnel

The information on the following pages will hopefully answer most questions, however please do contact us if you have any other questions

Yours Sincerely



Z. Staniaszek



M. Nevin



M. Staniaszek

Directors of IONET SYSTEMS LTD

When will the merger happen ?

All IONET SYSTEMS LTD staff and customers will transfer to Soltech IT Ltd as of 1st May 2023

Who are Soltech IT Ltd ?

Soltech IT are an established, locally based IT & AV equipment and support services supplier to both the business and education sectors; employing a highly skilled team of consultants and technicians. Soltech have won numerous IT Business awards and pride themselves on providing a very friendly and personal service to their customers. For further information please visit the website: www.soltechit.co.uk

What happens to existing orders for goods and installation services with IONET ?

All outstanding orders for products, services and any work in progress will be completed by Soltech IT assisted by IONET staff who have transferred to Soltech IT. The products and services will be invoiced by Soltech IT as quoted by IONET and ordered by our customers. Any products or services supplied during March and April 2023 will continue to be invoiced by IONET

Where can I get quotes for products, services and project work prior to 1st May 2023 ?

Until 30th April 2023 all quotes and site surveys will continue to be provided by IONET, although we may involve Soltech IT staff during site surveys for work to be completed from 1st May onwards

Who do we pay any outstanding IONET invoices to ?

All invoices raised by IONET up to 30th April 2023 should be paid to IONET by BACS or Cheque
Account details:- IONET SYSTEMS LTD, Account No: 01649205, Sort Code: 600238

What happens to my existing IT Support Contract with IONET ?

All IONET IT Support Contracts will continue to operate, with all support requests now handled by the Soltech IT help desk. The existing contracts will continue to be invoiced by Soltech IT on a monthly, quarterly or annual basis as at present

How will Soltech IT be able to support us ?

During March and April we will arrange a site visit to your premises with an IT technician/team leader from Soltech IT and your existing primary IONET support technician, to ensure that everyone is familiar with your IT systems and procedures; and your key staff know who to contact for support. Any questions relating to support can also be answered at this time. For customers who operate from virtual offices/home we can also arrange to meet key people either personally or via a telephone/video conferencing call. We are aiming to provide a seamless migration of sales and support, with the same friendly and efficient service you have become used to

Who do we call/contact for IT Support after 30th April 2023 ?

You can call the Soltech IT Help Desk on 01275-277299 or email helpdesk@soltechit.co.uk

Soltech IT will either deal with the support request over the phone, via remote access or may need to involve a field technician if a site visit is deemed necessary to resolve the issue

How will remote access be possible ?

In order for Soltech IT technicians to access your device remotely a new remote access application (Splashtop) will have to be installed. This application will enable secure remote access to your device in the same way that we have been using TeamViewer to resolve problems. TeamViewer will be de-installed and Splashtop installed on your device the first time you contact Soltech IT for support

What if we have an issue which Soltech IT are struggling to resolve ?

IONET staff who have transferred to Soltech IT may well be dealing with your issue, however if it relates to customer accounts who have been primarily supported by Mike, Tim or Marek; then Soltech IT will still be able to contact them for additional information and assistance in resolving the problem if necessary

All IONET systems documentation relating to your equipment, software, services, configuration information, admin access rights etc will be accessible to Soltech IT technicians

PLEASE do NOT contact Mike, Tim or Marek

Who do we call/contact for accounts or admin queries ?

You can email Ionet Systems Ltd for accounts queries to accounts@ionet.co.uk or call 07970 956190

You can contact Soltech IT on 0117 2140 299 or email accounts@soltechit.co.uk

Who do we contact to obtain a quote for equipment or services ?

Until 30th April 2023

Continue to contact IONET on 0117 929 2029 or email sales@ionet.co.uk

From 1st May 2023

You can contact Soltech IT on 0117 2140 299 or email sales@soltechit.co.uk or zig@soltechit.co.uk

29p;



Prepared by: Gareth Jones
On: 02.05.23

www.soltechit.co.uk

Prepared for: Jack Turner
Of: Patchway Town Council

Apple iPad Quotation

[Click here](#) to go direct to your quote

Servers
Networks

Support
Maintenance

Microsoft 365
Cloud Solutions



CorporateLiveWire
**INNOVATION
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AWARDS 2018**

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& EXCELLENCE
AWARDS 2017**

— **WINNER** —

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Linux



Consultants
Network

Confidentiality

Soltech IT Ltd takes confidentiality seriously, we will observe our obligations relating to data protection legislation currently in force which arise in connection, with this document.

Both parties agree to keep confidential any information obtained under this agreement and shall not disclose any information to a third party without prior written consent of the other party.

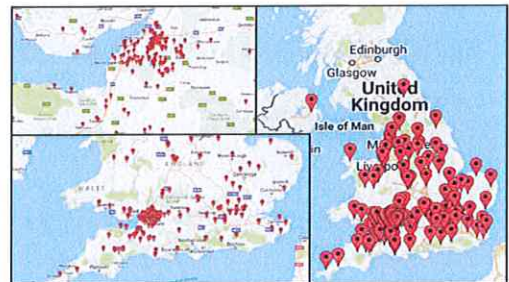
Get In Touch

This proposal has been prepared against our understanding of your requirements based on the information supplied by Jack Turner Patchway Town Council to Gareth Jones of Soltech IT Ltd.

To discuss this proposal in further detail please do not hesitate to contact me. I can be contacted as follows:

Gareth Jones

Office 0117 2140 299
Email Gareth.jones@soltechit.co.uk
Web www.soltechit.co.uk



Regional Contact Information

North East North West	01484 937 299
Midlands and Wales	0121 6631 299
London and South West	01442 927 299
South	01934 235 299 / 01225 667 299

In addition, our support desk can be contacted as follows:

Support Helpdesk

Office 01275 277 299
Email support@soltechit.co.uk
Web www.soltechit.co.uk

About Us

We love computers, and we're passionate about technology and how it never stays the same. We focus on success, whether it's being shortlisted alongside the likes of Google and Apple for the '2017 Innovation and Excellence Awards', or helping our 700 UK based customers stay one step ahead of their industry and business challenges.

We come to work every day to have fun and to attack everything with a high energy and ambition. We are always punching above our weight and will always strive to be better at what we do.

As a leading IT support provider, we act differently and think differently.

Meet The SMT



Richard Sheppard
Managing Director

With just £3,000, Richard founded Soltech IT in 2009. Today the company works with over 700 clients throughout the UK, including globally recognised organisations such as, The University of Oxford and The Royal British Legion.



Stuart Clark
UK Sales Director

Having held director level roles within IT markets, Stuart forms an integral part of our senior management team. He is responsible for overseeing Soltech IT's nationwide expansion, whilst managing the sales divisions within the company.



Adam Lane
UK Technical Director

Adam has extensive experience in managing support divisions within the IT Sector. Prior to joining Soltech IT, Adam spent 12 years managing the IT systems and operations of Focus DIY's regional offices and stores.



Lee Botley
UK Apple Support Manager

Lee is responsible for managing and controlling Soltech IT's UK Apple division, a role that allows Lee to be very much 'hands on' with our client base. Lee not only brings a wealth of Apple certified qualifications to the business, but many years experience dealing with prestigious public and private schools, as well as various LEAs and SMEs.



Nicola Edgerton
Finance Manager

Heading up our finance team at Soltech IT, Nicola is responsible for ensuring the companies financial functions serve both the businesses internal requirements and our clients needs. Nicola is certified by The Association of Accounting Technicians and has previously worked for Taylor Maxwell, Co-Op and Easy Jet.



Gabrielle Cox
Marketing Manager

Gabrielle is responsible for all of our digital marketing and social media management. Having single handedly launched and developed her own business in 2014, as well as experience working in multiple high profile publications and PR companies, Gabrielle understands what a vital role digital marketing plays.

Selection of our Customers and Awards



Belfast, Northern Ireland



Clevedon School



Church of England Primary School



Exeter Children's Federation



LIGHTHOUSE SCHOOLS PARTNERSHIP



COSTA

Taylor Wimpey



Customers cont...



Midsomer Norton
Schools Partnership



References & Testimonials

Please feel free to contact the below references, additional references are available on request:

Clevedon Learning Trust (Inc Secondary school and all Primary Schools)

David Bishop – Business Manager

Soltech IT were contacted by Clevedon School to provide emergency support across the secondary and primary schools linked to the MAT whilst an internal recruitment process was underway.

Soltech IT were providing a regular engineer three time a week to Clevedon Secondary School and also regular visits to the primary schools. Soltech IT now have a positive relationship with Clevedon School and provide help with projects and cavalry support.

Abbeyfield Secondary School

Lorna Lumb – Business Manager

Soltech IT have provided complete managed service to Abbeyfield on many occasions including cover for staff when on sabbatical, and also on emergency cover. Running multiply servers on a VLAN, SCCM system, Cluster servers and managed switches, with various wireless systems.

Soltech IT were providing a regular engineer three days a week with senior engineer fortnightly visits and account management by Stuart Clark.

Yatton Federated Schools

Sue Warneford -Thomson Federated School Business Manager

sWarneford-Thomson@yattonschools.co.uk

Soltech IT is now in its 6th year of supporting Yatton schools consisting of both Infants and Primary with 15 classrooms and 500 pupils. The provision of proactive ICT support including our bursar and curriculum loan boxes. In the few weeks of taking over support, all long-standing issues were resolved and as part of our bursar services managed to save the school in excess of £8,000 per year through broadband services and efficient use of hardware.

A continued level of support and financial savings has resulted in a large-scale upgrade to their network infrastructure, included implementing a new server, complete ICT suite, all teacher computer and iPads with an advanced MDM solution.

WASPS Comenius Multi-Academy Trust

Dr Anne Bull OBE Headteacher and National Leader in Education

01225 421786

Soltech IT were asked to provide support to Western All Saints School in 2015. The previous IT providers had not met the high standards that are expected by Dr Anne Bull OBE.

Dr Bull OBE was looking for a IT company that would both support the school's overall infrastructure, and also help improve academic standards within the school.

"The academic standards are the thing you have to bring to the school," she says. "It's all very well saying, 'let's have a creative curriculum,' but you have to deliver the standards alongside"

Awards

We at Soltech IT Ltd are proud to have been nominated for and won a whole range of awards and accreditation's. We are always looking to develop and increase our range of recognition in order to provide a brilliant service to our customers. As a national, leading IT services provider we are deeply committed to supporting and helping local communities, whilst running an environmentally sustainable business. Soltech IT is also committed to equal rights, tolerance and diversity and supporting our employees, who play such a large part in our success.



Soltech IT Ltd has proudly been nominated, and won a variety of local and national awards for the services we provide

Recognised For Excellence In IT Support UK For Businesses

We gained recognition for the IT services we provide to our business clients throughout the UK when winning the Innovation & Excellence Awards 2017 for 'Excellence in IT Support Services UK'.



Education, Awarded Best In Specialist IT Support Services UK

We also gained further national recognition for the services we provide to our education clients throughout the UK when we were named winners of the Innovation & Excellence Awards 2018 for 'Best in Specialist IT Support Services UK'.

Commenting on our success in winning our second Innovation and Excellence Award in just 12 months.

"If you look through past publications, it is genuinely rare that companies get picked in successive years, it's a remarkable achievement for Soltech IT, well done."

John Hart of Corporate LiveWired



Most Outstanding IT Support Services Firm 2018 UK

Itemised Quotation

	Unit Price	QTY	Line Price
Apple iPad 10.2"			
Wifi only in space grey, 64Gb HDD	£329	15	£4935
Rugged iPad Case	£30	15	£450
Jamf MDM	£25	15	£375 Annual Price
Setup	£600	1	£600
Add the new iPads to the existing DEP apple account, join to JAMF MDM and deploy suitable Apps. Deliver to Town Council and join to wifi ready to use. Installation of new cases and ensure that each user has received training on how to access emails and SharePoint data.			
Delivery	£10.00	1	£10.00
	Total Hardware and setup Ex VAT		£5995
	Total Annual ex VAT		£375 per year

Quotation subject to VAT at the rate of 20%. Errors and Omissions Omitted

Terms & Conditions – Sign Off

Terms

Our full terms and conditions can be found online at <http://www.soltechit.co.uk/terms-and-conditions>

Agreement Acceptance

I, the undersigned wish to confirm my order. I confirm that I have read, understood and accept the terms and conditions.

Organisation _____

Contact Name _____

Purchase Order Number _____

Signature _____

Date _____

Thank you for your order.

Clerk

From: Clerk
Sent: 09 May 2023 11:24
To: Roland Walker; Dayley Lawrence
Subject: Resignation of Role

Dear Cllr Walker and Cllr Lawrence,

It is with great sadness that I am informing you that I intend to resign from my role as Town Clerk and Responsible Finance Officer on Friday 30th June 2023, due to relocating.

I am very proud of what has been achieved since I joined the Council in 2018. I appreciate all of the support that previous Councillors and staff have afforded me, and I feel we have really made a positive change in Patchway. I do hope that this work continues into the new Council and you all have nothing but my best wishes moving forwards.

I intend to take 5 days of annual leave, so my last working day will be on Friday 23rd June 2023.

If I can be of any assistance after this date, then I am happy to be so in a remote capacity whether it be as a consultant or a confidant to the existing staff structure.

I truly wish you and all of the Councillors the very best for the next four years.

Best Wishes,

Jack Turner B.A (Hons), Cert. CiLCA, PSLCC.
Town Clerk and Responsible Finance Officer

Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol
BS34 5DQ

Patchway Town Council Office: 01454 868530
Direct Line: 07903 628422
Clerk@Patchwaytowncouncil.gov.uk



This message (including any attachments) is sent for and on behalf of Patchway Town Council. It may contain private proprietary or legally privileged statements and information. No confidentiality or privilege is waived or lost by any mistransmission. If you are not the intended recipient, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, copy or rely on any part of the message if you are not the intended recipient. Any views expressed in this message (including any attachments) are those of the individual sender. This communication is subject to the usual hazards of Internet communication including virus contamination and we do not assure the security of information electronically transmitted. Your communication with us through electronic mail shall signify your acceptance of all such risks and we do not accept liability for any such risks.

Please note that we may intercept, monitor and store emails for the purposes of ensuring compliance with law, our policies and for audit purposes.