

PATCHWAY TOWN COUNCIL

Minutes of the Annual Meeting of Patchway Town Council held on the 4th of May 2021 at 19:00 by video link (Go to Meeting Application)

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call.

Councillors: S Scott (as the outgoing chair) J Butler (as the new chair) R Loveridge, J Buddharaju, K Dando, E Martin , E Gordon, B Hopkinson, T Scott, S Shambhu, I Walker and R Walker.

In attendance: L Squire (Clerk)

Absent: None

Members of the Public: Four

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

4/05/2021--No 1 To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.

The councillors proposed Cllrs E Martin and J Butler to fulfil the role of Chairman for the year.

RESOLVED: It was agreed with 8 in favour, to elect J Butler as Chairman. Cllr E Martin had 4 votes in favour.

Cllr Jon Butler assumed the Chair for the meeting.

4/05/2021--No 2 To elect a Vice-chairman to Patchway Town Council for the ensuing year.

The councillors proposed Cllrs R Loveridge and S Scott.

RESOLVED: As both Cllr R Loveridge and Cllr S Scott had 6 votes each the Chairman used his casting vote in favour of Cllr R Loveridge, which meant 7 in favour and Cllr R Loveridge was elected as Vice-chairman.

4/05/2021--No 3 To receive questions from members of the public present.

No questions were received.

4/05/2021--No 4 To receive any apologies for absence.

Cllr P Cottrell (medical)

4/05/2021--No 5 Declarations of Interest

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

4/05/2021-No 6 To consider and approve any dispensations for this meeting.

RESOLVED:-It was unanimously agreed to grant a dispensation to Cllr S Scott for item 12 in relation to insurance.

4/05/2021—No 7 To consider and approve the minutes of the Extraordinary Meeting of Patchway Town Council held on 8th March 2021, now that the amendments have been made.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

4/05/2021--No 8 To consider and approve the minutes of the meeting of the Patchway Town Council meeting held on the 26th of April 2021 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

4/05/2021--No 9 To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport Committee meeting held on 27th April 2021.

It was unanimously agreed to note the minutes.

4/05/2021-No 10 To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from June 2021:

RESOLVED: It was unanimously agreed to commence meetings from June 2021 to reflect the return to face to face meetings and covid guidance.

a) To elect members of the Council to the Finance Committee (7) and to meet on the 2nd Tuesday of the month (excluding August)

RESOLVED: It was agreed that Cllrs Patrick Cottrell, Ken Dando, B Hopkinson, Roger Loveridge, Sam Scott, Isobel Walker and Roland Walker and would sit on the Finance Committee. This would give the committee 7 councillors with a quoracy of 3.

b) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee (7) and to meet on the 4th Tuesday of the month (excluding August).

RESOLVED: It was agreed that Cllrs Jon Butler, Patrick Cottrell, Brian Hopkinson, Roger Loveridge, Elaine Martin, , Ken Dando, and would sit on the Parks and Open Spaces and Planning and Transport Committee. This would give the committee 6 councillors with a quoracy of 3.

RESOLVED:-to look to increase the numbers on this committee at the next Council meeting, once a new councillor has been appointed.

c) To elect members of the Council to the Personnel Committee (6) and to meet as and when required.

RESOLVED:- It was agreed that Cllrs Patrick Cottrell, Ken Dando, Brian Hopkinson, Roger Loveridge, Elaine Martin and Sanjay Shambhu would sit on the Personnel Committee which is held during the working day.

4/05/2021--No 11 To appoint council representatives for the following outside organisations.

a) Almondsbury Joint Burial Committee (5)

RESOLVED: It was agreed that Cllrs Patrick Cottrell, Ken Dando, Brian Hopkinson, Elaine Martin and Sam Scott would represent the council.

b) Avon Local Councils Association (2)

RESOLVED: It was agreed that Cllr Roger Loveridge would represent the council.

c) Bromford Housing Representative (1)

RESOLVED: It was agreed that Cllr Ken Dando would represent the council.

d) Charlton Hayes Steering Group (1)

RESOLVED: It was agreed that Cllr Jo Buddharaju would represent the council.

- e) Coniston Community Association (1)
RESOLVED: It was agreed that Cllr Roland Walker would represent the council.
- f) Patchway Community Association (2)
RESOLVED: It was agreed that Cllr Ken Dando and Brian Hopkinson would represent the council.
- g) Patchway Community Centre Redevelopment Project Group (3)
RESOLVED: It was agreed that Cllrs Jon Butler, Roger Loveridge and Sam Scott would represent the council.
- h) Patchway and Charlton Hayes Community Sports Association (1)
RESOLVED: It was agreed that Cllr Roger Loveridge would represent the council.
- i) Patchway, Filton & The Stokes Volunteer Centre (1)
RESOLVED: No councillors wanted to sit on this group.
- j) Patchway: Love Where You Live Steering Group (1)
RESOLVED:- It was agreed that Cllr Roger Loveridge would represent the council.
- k) Patchway Twinning Association (2)
RESOLVED: It was agreed that Cllrs Elaine Martin would represent the council.
- l) The Scott Park Pavilion Project Group (3)
RESOLVED: It was agreed that Cllrs Jon Butler, Roger Loveridge and Elaine Martin would represent the council.
- n) The Grants working party (6)
RESOLVED: It was agreed that Cllrs Jo Buddharaju, Ken Dando, Roger Loveridge, Sam Scott, Sanjay Shambhu and Isobel Walker would represent the council.

4/05/2021—No 12 to review the Preferred Suppliers List:

- a) **To review the suppliers and agree the list.**
RESOLVED:-It was agreed by a majority with 2 abstaining to continue with the preferred supplier list but include the list on the next Council agenda to establish if local suppliers within Patchway and Charlton Hayes are or can be included.
- b) **To consider changing the quotation limit to be £10,000 for all suppliers (noting that any quote over £10,000 would be subject to three quotes.**
RESOLVED:- Unanimously agreed to defer this to the next Finance Committee where the RFO could provide advice.

Cllr Buddharaju left the meeting at 19.35.

4/05/2021--No 13 To consider the re-adoption of the following policies and strategies:

- a) **Standing Orders**
 - i) **To consider whether to allow the public to participate at meetings of Council Committee's other than the Personnel Committee.**
RESOLVED:- To agree by a majority with 3 abstaining to allow public participation in Council and Committee meetings.
- b) **Financial Regulations**

i) To approve the amendment to Financial Regulations to allow committees of the Council to spend £10,000 (previously £7,500)

ii) To approve the amendment to Financial Regulations to raise the quotation limit of the preferred suppliers list to £10,000.

RESOLVED:- Unanimously agreed to defer this until next Council meeting in June.

- c) Councillor Code of Conduct for Members (using the Local Government Association Model 2020)

RESOLVED:- It was agreed by a majority with 2 abstentions to adopt the LGA Councillor code of conduct for Members. It was noted that the Clerk will provide every councillor with a copy of the adopted policy.

- d) Publication Scheme
- e) Risk Management Policy
- f) Reserves Policy
- g) Media and Publicity Policy
- h) Investment Strategy
- i) Equality and Diversity Policy
- j) Use of Trade Card Policy
- k) Use of Fuel Card Policy
- l) Social Media Policy
- m) Payment and Receipts Policy
- n) Freedom of Information Policy
- o) Recording of Meetings Protocol

RESOLVED:- It was unanimously agreed to re-adopt policies (a) and (d to n) as there are no changes to these policies.

RESOLVED:- for (o) It was unanimously agreed that the protocol should be amended and state 'that the recording will be kept for 6 years.

4/05/2021-No 14 To consider earmarking the CIL monies of £49,479.62 which are due to be received late April 2021.

RESOLVED: It was agreed by a majority with one against to defer this to the Finance Committee to discuss how the funding should be used.

4/05/2021- No 15 To review and agree the Risk Assessment for returning to face to face meetings at Callicroft House.

RESOLVED:- To unanimously agree the risk assessment.

4/05/2021- No 16 To consider the purchase of land on Hayes Way- auction to be held on 19th May 2021 at 6pm.

RESOLVED:- It was agreed by a majority with one abstention to try and purchase this land and the potential bid would be discussed at a closed session at the end of the meeting.

Cllr E Martin left the meeting at 20.00.

4/05/2021- No 17 To consider allowing Circus Ginnett to use Patchway Town Council Land in July 2021, now that more information had been obtained.

RESOLVED:- It was agreed by a majority with one against to reject the request for the circus to use Patchway Town Council land.

4/05/2021- No 18 To approve the end of project report for the 3G and Cricket Nets Project.

RESOLVED:- To unanimously agree the report with some slight amendments as proposed by Cllr Butler.

4/05/2021--No 19 To consider the Annual Report 2021 and agree to publish for the public to view on the Patchway Town Council website

Councillors were very pleased with the well-presented informative Annual report.

RESOLVED:- To unanimously agree the Annual report and recordings to be checked for Cllr Shambhu's attendance in June and August 2020 to clarify if the absence is correct before publishing.

4/05/2021--No 21 To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area.

The council noted updates from Cllr S Scott, Cllr S Shambhu and Cllr B Hopkinson.

4/05/2021--No 22 To note that the next meeting will be on 15th June 2021 at 7pm.

Noted

CLOSED SESSION

4/05/2021- No 16a To consider the purchase of land on Hayes Way- auction to be held on 19th May 2021 at 6pm.

The likely value of the woodland was discussed and the minimum and maximum bid that the Council were willing to consider, taking into account the Council's current finances.

Cllr E Gordon left the meeting at 20.26.

RESOLVED:-By a majority to agree the minimum bid with 2 abstentions.

Unanimously agreed the maximum bid subject to the RFO's approval.

The meeting was closed at 20:31