



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Wednesday 18<sup>th</sup> May 2022

Dear Cllr Jon Butler, Cllr Roger Loveridge, Cllr Jo Buddharaju, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Peter Knight, Cllr Dayley Lawrence, Cllr Elaine Martin, Cllr Sam Scott, Cllr Toni Scott, Cllr Sanjay Shambhu, Cllr Isobel Walker and Cllr Roland Walker.

You are summonsed to attend a meeting of Patchway Town Council on Monday 23<sup>rd</sup> May 2022 at 7:30pm 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 receive questions from the members of the public present.
2. To receive any apologies for absence.
3. Declarations of Interest.
4. To consider and approve any dispensations for this meeting.
5. To elect a Councillor to the Personnel Committee to replace Cllr K Dando who has resigned from this committee.
6. To consider allowing Bristol BMX Club to use the Tumps as a car park for their event on 5<sup>th</sup> June 2022.
7. To approve the Norman Scott Park Pavilion Performance Bond (Parent Company Guarantee).
8. To consider the Internal Audit Report for 2021/2022 and action any recommendations put forward by the Internal Auditor.
9. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.
10. To approve the expenditure report and authorise payments.
11. To consider Patchway Town Council's 2022 Annual Report and agree to publish the report.

*Patchway is Twinned with Clermont l'Herault and Gauting.*





**PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

12. To consider Patchway Town Council's response to the West of England Combined Authority's consultation on 'A Vision for the North Fringe'. (Click on the agenda item to view the consultation).
13. To consider setting up a community market in Scott Park on 2<sup>nd</sup> July 2022.
14. To consider the quotation report on 'The Purchase of Outdoor Machinery'.
15. To note that the next meeting of Patchway Town Council will be held on Tuesday 21<sup>st</sup> June at 7pm.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



Facility covered by this assessment

**Bristol BMX Track**

Facility Name:

**Bristol BMX Club**

Address / Location

**The Tumps Waterside Drive, Bristol, BS34 5JU**

Assessment Completed by (name / role):

**Pete Ellwood**

Date Completed

**16/05/2022**

### British Cycling Supplementary Risk Assessment for Facilities

Functional Area	Description of the Risk	Who is at Risk			Level of risk (pre-control)			Controls to reduce the Risk			Level of risk (post-control)							
		C	O	P	H	M	L	H	M	L	H	M	L					
Pre-event communication	People not receiving appropriate and accurate information in advance of attending the event	•	•	•		•												•
Car Park Capacity	Insufficient / unsuitable parking spaces creating congestion	•	•	•		•												•
Car Park Opening Times	Attendees arriving too early and causing vehicle queues	•	•	•		•												•
		•	•	•		•												•
		•	•	•		•												•
		•	•	•		•												•

H = High / M = Medium / L = Low

British Cycling event website and social media posts in the days/weeks preceding the event will detail the travel arrangements to the track and the parking arrangements for the event as well as the actions required by the attendees. This information will include a description and visual representation of parking arrangements and entry/exit points and times

Parking provision is adequate based on the number of entrants booked into the activity, estimated 250 competitors.

British Cycling event website and social media will clearly state the car park opening times

The gate will be unlocked at 8am and locked at 11am. Then opened back up after racing has finished (unless for an emergency)

Gates will be closed once the last vehicle has departed. Gates will be manned constantly during the gate open hours to prevent any non-competitor vehicles entering.



The logo for Bristol BMX features the text "BRISTOL BMX" in a bold, italicized, black font. The text is centered within a red rectangular background. Below the red background is a horizontal band with a black and white checkered pattern, resembling a racing flag.

## Bristol BMX Club Regional Race Event – Sunday 5<sup>th</sup> June 2022

Gate Practice Saturday 4<sup>th</sup> June 11am-3pm

Racing Day Sunday 5<sup>th</sup> June 8am-Finish

### Camping:

We would like to use the 'new footpath' at the back of the track for motorhomes or similar to park overnight on Saturday 4<sup>th</sup> June. They will be allowed to arrive between the hours of 10.30am and 7pm. And will depart once the racing has finished. We have a committee member who will camp near the containers/front of the track for the duration who will have keys and will lock and unlock the gate accordingly.

Parking at the track will be limited to officials, committee members and trade stands.

### Car Parking:

We would like use of the field opposite as in previous years for parking. We will have at least 2 marshals on this area one to allow vehicles through the gates and one to park them. The gate will be unlocked from around 8am and locked up around 11am. Then opened back up after racing has finished (unless an emergency) Then closed once the last vehicle has departed. This will be manned constantly during the gate open hours.

Cars will be parked in rows parallel to the road with an adequate space between each row to allow cars or vans to exit in case or an emergency.

We will keep a tally of the number of cars.

Marshalls will be wearing High Visibility Jackets and be in contact with each other and the BMX Track using handheld communicators.

We will limit traffic to 5 MPH in the field and ask people to use a one-way system for exiting, the exit will be marshalled as well as entry.

**PARENT COMPANY GUARANTEE**

DATED \_\_\_\_\_

**MELHUIH & SAUNDERS LIMITED**

and

**MELHUIH & SAUNDERS HOLDINGS LIMITED**

and

**Patchway Town Council**

---

RELATING TO THE CONSTRUCTION

OF

'Demolition of existing and construction of new sports pavilion, office and cafe

AT

Norman Scott Park, Coniston Road, Patchway, South Gloucestershire, BS34  
5DQ



- (d) any alteration to the nature or extent of the Works pursuant to the Contract;
  - (e) any compromise of any dispute with the Contractor;
  - (f) any failure of supervision to detect or prevent any fault of the Contractor;
  - (g) any additional or advance payment by the Beneficiary to the Contractor; or
  - (h) any inspection or approval of or commenting upon any work, design, programme or other thing executed prepared or provided by or on behalf of the Contractor under the Contract.
- 5 This Guarantee is a continuing guarantee and accordingly shall remain in operation until all obligations duties undertakings covenants conditions and warranties now or hereafter to be carried out or performed by the Contractor under the Contract shall have been satisfied or performed in full and is in addition to and not in substitution for any other security which the Beneficiary may at any time hold for the performance of such obligations and may be enforced without first having recourse to any such security and without taking any steps or proceedings against the Contractor.
- 6 The Guarantor shall not by any means or upon any ground claim or recover by the institution of proceedings or fresh proceedings or otherwise any sum paid by the Guarantor hereunder from the Contractor or claim any set off or counterclaim against the Contractor or prove in competition with the Beneficiary in respect of any payment by the Guarantor hereunder or be entitled in competition with the Beneficiary to claim or have the benefit of any security which the Beneficiary holds or may hold for any money or liabilities due or incurred by the Contractor to the Beneficiary and in case the Guarantor receives any sums from the Contractor in respect of any payment of the Guarantor hereunder the Guarantor shall hold such monies in trust for the Beneficiary so long as any sums are payable (contingently or otherwise) under this Guarantee.
- 7 The benefit of this Guarantee may be assigned (including by way of security) by the Beneficiary without the consent of the Guarantor to any bank or financial institution providing finance for the Works or to any person acquiring the Beneficiary's interest in the land on which the Works are to be or have been executed.
- 8 For the avoidance of doubt the parties confirm that this Guarantee shall not and the parties do not intend that this Guarantee shall confer on any third party any right to enforce any term of this Guarantee pursuant to the Contracts (Rights of Third Parties) Act 1999.
- 9 This Guarantee shall be governed by and construed in accordance with the laws of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction hereunder.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.



Signed as a deed by Darryl Mitchard )  
[Melhuish & Saunders Holding Ltd] acting )  
by a director )  
in the presence of ) Director

Witness Signature.....

Witness Name.....

(block capitals)

Witness Address.....

.....

Signed as a deed by )  
Patchway Town Council )  
acting by a director )  
in the presence of ) Director

Witness Signature.....

Witness Name.....

(block capitals)

Witness Address.....

.....

## **Patchway Town Council**

*Internal Audit Report: Final update 2021-22*

---

*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 2021-22 financial year at our offices in advance of our interim and final visits to the Council's offices on 10<sup>th</sup> December 2021 and 11<sup>th</sup> May 2022.

## **Internal Audit Approach**

In undertaking our review for 2021-22 and in accordance with the requirements of the IA Certificate in the AGAR and the latest 2021-22 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.

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.

We thank the Clerk / RFO for his assistance during the course of our reviews and are pleased to acknowledge the actions taken to address the recommendations recorded in previous reports.

## **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 approach to governance matters.

A detailed Statement of Accounts has again been produced by the external accountants and, as a service to the Council, we have checked the content of the detailed Accounts agreeing it to the Omega accounts and supporting working papers created by the accountants.

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 financial ledgers with a daily automatic sweep to keep the Current account balance at £1,000. Separate accounts 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 closing trial balance detail in the 2020-21 closing Trial Balance / AGAR for the Council to the current year's Omega records;
- Verified that the financial ledgers remain "in balance" at the financial year-end;
- Examined detail in the Council's combined Current & Deposit a/c cashbook for April & November 2021, plus January and March 2022 agreeing detail 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 30<sup>th</sup> April and November 2021, plus 31<sup>st</sup> January and March 2022 on all accounts; and
- Ensured the accurate disclosure of the combined account balances in the year's AGAR at Section 2, Box 8.

#### Conclusions

*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.*

### 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 Financial Regulations (FRs) were reviewed and re-adopted in May 2021 with a few relatively minor changes. and have reviewed their content noting that both remain in line with the latest NALC model documents.

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 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 such no issues arise currently.

We note that the external auditors have signed-off the 2020-21 AGAR with no issues arising.

### *Conclusions*

*We are pleased to record that no areas of concern have been identified in this review area.*

## **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 discussed the procedures in place for the processing, certification and release of funds with the Clerk with virtually all payments now paid online and payments set up by the Clerk. 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 retained on file. We consider the controls in place to be appropriate and in line with sound financial control procedures.

We have selected an extended 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 108 individual payments plus 2 NNDR payments to South Gloucester Council made over 10 months of the year and totals £1,644,380 and equates to 89% by value of non-pay related payments in the year with all the above criteria appropriately met: the high percentage arises from the redevelopment work at the Community Centre.

We note that the 2020-21 year-end VAT reclaim was prepared, submitted and repaid by HMRC and have also examined the first three 2021-22 quarterly reclaims, noting that these have also been repaid accordingly during the year. The final quarters reclaim has been prepared, submitted and also been repaid.

### *Conclusions*

*We are pleased to record that no issues arise from the work undertaken in this area with all payments in our test sample appropriately supported.*

## **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 noted in our interim report that a comprehensive “Risk Management Policy and Strategy” document was in place, which was re-adopted by the Council in May 2021, together with a comprehensive risk register. We note that the register has been subjected to further review, being re-adopted in January 2022: we have examined the content of both documents and consider that they afford the Council an appropriate and effective means of assessing and addressing any specific areas of potentially medium to high risk.

We have also examined the Council’s 2021-22 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 that appropriate to the Council’s present requirements.

### **Conclusions**

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation: we shall continue to monitor the Council’s approach to risk management at future reviews reporting our conclusions accordingly.*

## **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 2022 full Council meeting setting the precept at £796,643 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 with no unexplained / unanticipated variances existing warranting further investigation or explanation.

We have, as part of this final review, considered the ongoing appropriateness of the level of retained reserves noting that total reserves have reduced to £635,000 (£1,572,000 as at 31<sup>st</sup> March 2021) due to costs associated with completion of the Community Centre project. Of the total funds, a series of Earmarked reserves (EMRs) totalling £509,222 exist (£1,415,000 previously) leaving a reduced General Reserve Fund balance of £125,800 (£157,000 as at 31<sup>st</sup> March 2021), which balance equates to approximately three months spending at the 2021-22 level and sits at the lower end of the generally accepted range of between three and twelve months for the General Reserve.

### **Conclusions**

*No issues arise in this area warranting formal comment or recommendation this year, although we urge that the Council monitors the level of the General Reserve balance carefully to ensure that it does not reduce to too low a level: we shall continue to monitor the level of retained reserves at future visits commenting appropriately at that time.*

## **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. Due to the Covid situation during the early part of 2021-22, the halls were closed with a resultant reduction in income.

We also note that, due to the Covid situation and the resultant financial difficulties being experienced by the Sports & Social Club, the Council agreed to waive the rent due from the Club for the early part of the financial year.

Notwithstanding the above, 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 2021 and ensuring that appropriate invoices were raised and that income due to the Council has been received in a timely manner and are pleased to record that no issues have arisen in that respect. We have also reviewed the Clerk's register of invoices raised noting that, at 31<sup>st</sup> March 2022, only 9 invoices remained unpaid the earliest dating back to a booking in September 2021. We are, however, pleased to note that all have now been paid.

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**

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation.*

## **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. We noted at our interim review the significant turnover of staff in recent months with a number of vacancies existing.

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 2021 by reference to the Council's approved spinal points on the nationally agreed salary scales;
- Noted that the 2021-22 national pay award was implemented in March 2022 with arrears backdated to 1<sup>st</sup> April 2021 also duly calculated and paid. We have tested a sample of the arrears calculations and are pleased to record that no significant concerns have been identified in relation to the calculated payments;
- 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 for both November 2021 and March 2022;
- Checked to ensure that the appropriate pension deductions / contributions have been calculated; and
- Ensured the accurate payment of staff net salaries for November 2021 and March 2022, together with payments to HMRC and the Pension Fund administrators based on the supporting payslips and bureau generated payment advice detail.

#### ***Conclusions and recommendation***

*We are pleased to report that no significant concerns arise in this area this year, although we note that, following his promotion to Clerk, his pension contribution should have been increased to 6.8% from 6.5%. We have drawn this to the Clerk's attention so that he may ensure the appropriate contribution rate is applied going forward in 2022-23.*

*R1. The Clerk's pension contribution rate should be revised to ensure it is brought into line with the 6.8% rate applying to his annual salary.*

## **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. In verifying the value of assets disclosed in the year's AGAR, based on the DCK prepared detailed Statement of Accounts, we noted that the recorded value (£4,533,042) significantly exceeds the total value recorded in the Clerk's register (£2,861,318). Both records should reflect the same value and we have drawn this variance to the Clerk's attention. He has agreed to refer the issue to DCKs so that it may be resolved appropriately with a correct value reported in the year's AGAR at Section 2. Box 9.

We are also pleased to note that the register includes photographs of the individual assets, which may assist the Council in pursuing any insurance reclaim of police enquiry in the event of any wilful or accidental damage to Council property.

#### ***Conclusions and recommendation***



*The significant variance in the asset values recorded in the DCK Statement of Accounts and Clerk's Asset Register require further examination to ensure that both records identify the same assets with consistent values assigned in each.*

R2. *The identified imbalance in content and values between the Clerk's Asset Register and the detail generated by DCKs in the Statement of Accounts prepared by them should be reviewed with both records synchronised to help ensure a consistent value is recorded in both and disclosed in the AGAR and detailed Statement of Accounts.*

## **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, we noted last year the placement of a proportion of surplus funds with the CCLA Deposit Fund and Cambridge & Counties Building Society to ensure a better rate of interest is received, although the Covid pandemic has obviously affected the level of interest rates available in the current financial year. We are also pleased to note that a formal Investment Strategy / Policy is in place and has also been subjected to further review and re-adoption by the Council in May 2021.

In checking the receipt and recording of interest for the year at our interim review, we noted that accrued interest of £441.10 is reported as received in the Cambridge and Counties Bank account on 20<sup>th</sup> April 2021, had not at the time of that review been added to either the current year's accounts.

We have checked and agreed both half-yearly PWLB loan repayment instalments made in the year as part of our previously referenced payment review, by reference to the relevant PWLB demand notice. We have also now, by reference to the UK Debt Agency formal advice, verified the residual loan liability to be recorded in the year's AGAR as £120,000, noting that the DCK advised value is shown as £146,182 at Section 2, Box 10. This will require appropriate amendment before the AGAR is adopted by the Council and submitted to the external auditors.

### **Conclusions and recommendation**

*The apparent oversight of inclusion of interest arising during 2020-21 on the Cambridge and Counties bank account identified at our interim review has been rectified accordingly. As indicated above, the DCK advised outstanding loan liability to be reported in the AGAR at Section 2, Box 10 should be amended to read £120,000.*

R3. *The correct residual loan liability of £120,000 at 31<sup>st</sup> March 2022 should be recorded in the Council's AGAR at Section 2, Box 10, that value having been advised by the UK Debt Agency as the residual value at that date.*

## **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 have reviewed 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. We are pleased to report that no other issues to that referred to under the Fixed Assets section of this report have been identified, with all other values agreed to the underlying records.

### **Conclusions**

*We are pleased to record that no additional, to the asset value, issues arise in this area this year and we have, based on the overall satisfactory conclusions drawn from our review programme for the year, duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area. We ask that once the asset value position has been established, we be advised of any amendment to the asset value reported in either the detailed DCK Statement of Accounts and / or the Clerk's Asset Register.*

*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 2021-22.*

Rec. No	Recommendation	Response
<b>Review of Staff Salaries</b>		
R1	The Clerk's pension contribution rate should be revised to ensure it is brought into line with the 6.8% rate applying to his annual salary.	
<b>Fixed Asset Registers</b>		
R2	The identified imbalance in content and values between the Clerk's Asset Register and the detail generated by DCKs in the Statement of Accounts prepared by them should be reviewed with both records synchronised to help ensure a consistent value is recorded in both and disclosed in the AGAR and detailed Statement of Accounts.	
<b>Investments and Loans</b>		
R3	The correct residual loan liability of £120,000 at 31 <sup>st</sup> March 2022 should be recorded in the Council's AGAR at Section 2, Box 10, that value having been advised by the UK Debt Agency as the residual value at that date.	

Code	Description	2019		2020		2021		
		Additions	Disposals	Additions	Disposals	Additions	Disposals	
1/01	Freehold Land and Buildings							
1/02	Patchway Community Centre	1		408,826		408,827		
1/03	Coniston Community Centre	1,625,600		1,625,600		1,625,600		
1/04	Casson Centre	1		1		1		
1/05	Scott Park Pavillion	129,798		129,798	29,885	159,683	256,259	
1/06	Workshops at Pretoria Road Allotments	15,000		15,000		15,000		
1/07	Callicroft House	250,000		250,000		250,000		
1/08	Garage x 3	33,326		33,326		33,326		
	Allotment Hut at Blakeney Road Allotments	1,500		1,500		1,500		
		2,055,226		2,055,226	438,711	2,493,937	1,172,069	
							3,666,006	
<b>Equipment and Machinery</b>								
21/01	Casson Centre Furniture & Equipment	5		5		5		
21/02	Computer equipment	25,049		24,069		24,069	24,069	
21/03	CCTV (Rodway Road)	5,984	980	5,984		5,984	5,984	
21/03/1	CCTV (Scott Park)				5,246	5,246	5,246	
21/04	High Ball Netting (Scott Park)	1,500		1,500		1,500	1,500	
21/05	Yanmar Tractor							
21/06	Iseki Tractor	7,800		7,800		7,800	7,800	
21/07	Ransome HR6010							
21/08	Ransome Mower HR300	22,500		22,500		22,500	22,500	
21/09	Ransome Mowers HR2250	10,000		10,000		10,000	10,000	
21/09/1	Ransome 213	10,000		10,000		10,000		
21/10	McCormick Tractor with Bucket	12,500	12,500					
21/11	Renault Kango Van	2,000	2,000					
21/12	Transit Van E018 ENY	19,671		19,671		19,671	19,671	
21/13	Vauxhall Combo HX17 UMJ	7,340		7,340		7,340	7,340	
21/14	Small Machinery & Equipment	9,702	1,275	8,427	2,155	4,382	4,382	
21/15	Accessories and Small Tools	145,000		145,000		145,000	145,000	
21/16	Play Equipment	260,028	17,013	257,041		257,041	288,850	
21/17	Bins & Planters (5)	2		2		2	2	

	539,081	17,013 -	36,755	519,339	7,401 -	16,200	510,540	28,809 -	2	539,347
<b>Infrastructure Assets</b>										
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
<b>Community Assets</b>										
61/01	25,551	-	-	25,551	274,590	-	300,141	13,891 -	3,696	310,336
61/02	1,380			1,380			1,380			1,380
61/03	13,106			13,106			13,106			13,106
								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
<b>As Per Annual Return</b>										
				2,614,602			3,319,104			4,533,042
				153,825						

Actual

- 1,320  
- 5,000  
- 2,000  
7,324  
929  
-  
17,013

Spreadsheet

- 1,767 447  
- 4,500 - 500  
- 3,000 1,000  
7,340 - 16  
1,114 - 185  
2,976 - 2,976  
- 17,013

14,783



# Annual Report

2021/2022

**Patchway Town Council**

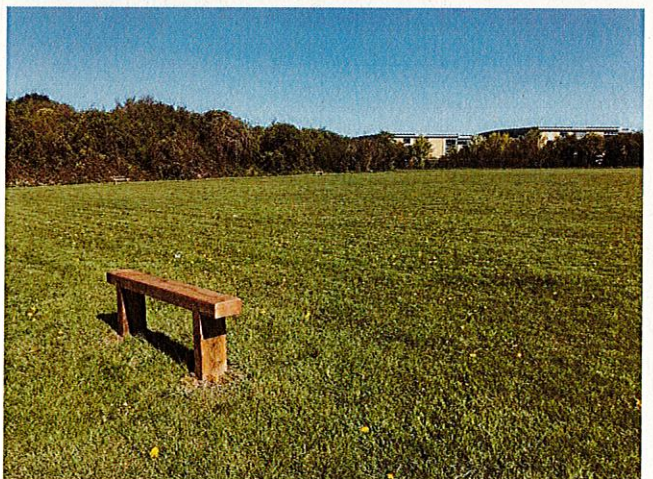
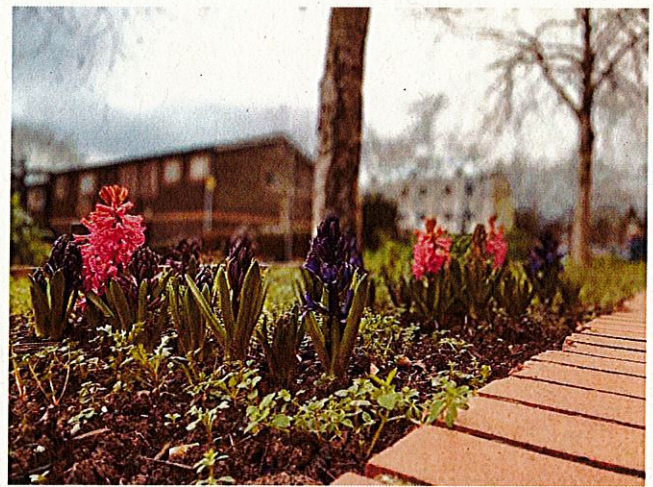
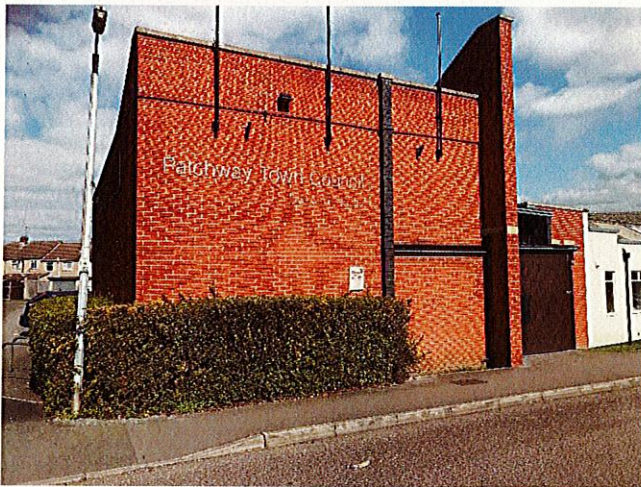
Callicroft House, Rodway Road, Patchway, South Glos, BS34 5DQ

T: 01454 868530

E: [Office@patchwaytowncouncil.gov.uk](mailto:Office@patchwaytowncouncil.gov.uk)

'Like' us on Facebook – Patchway Town Council

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)



6

## A View From The Chair: Mayor's Message



I would like to begin this year's report by saying thank you to the people of Patchway and Charlton Hayes. Over the last 12 months, we have seen our community bounce back from numerous lockdowns and restrictions and we have really seen the Patchway community spirit shine through. Since May 2021, the Council has been working hard together to deliver infrastructure projects for our community. In the last year, we have seen the redevelopment of Patchway Community Centre which has given the centre two new larger halls as well as freeing up other rooms, to ensure that Patchway has a community space for everyone.

We have seen the Norman Scott Park redevelopment get underway and we hope to have this new facility open by Autumn 2022 which will include a new community café, office space as well as four changing rooms. Whilst we have delivered on the key projects, we must not forget the other side of the coin. Every month, the Council meets to discuss ways in which to improve Patchway and to benefit local residents. I am proud to see the amount of work the Council has put in with regards to Youth Work, ensuring there is a suitable and viable programme for our young people as well as the Council taking on our own 'Youth Work' through having sport's workshops in half term holidays, free of charge to Patchway residents. This has been a main priority of this Council year and we are glad to have offered fully funded workshops to over 120 children so far. We have also successfully delivered a community litter champion scheme whereby over 50 people have gone out and collected litter in the Town. This has helped us drastically over the last year and we hope to keep this project going for a number of years to come. We have also improved the security of the field at The Tumps from any unwanted visitors and now we hope to utilise this space for events in the near future. You can read more about what we have achieved this year later in this report.

I would like to thank all my fellow Councillors and Staff at Patchway Town Council for improving the standards for Patchway Town Council and to thank all of our residents who have supported the Council this year.

*Cllr. Jon Butler* - Mayor of Patchway

## Full Council Attendance 2021-2022

Full Council Meetings	4th May 2021	15th June 2021	29th June 2021	5th August 2021	31st August 2021	21st September 2021	5th October 2021	19th October 2021	16th November 2021	21st December 2021	18th January 2022	15th February 2022	22nd February 2022	15th March 2022	5th April 2022	26th April 2022	Attended out of 16	As a percentage
			e	e	e	e						e		e				
Extraordinary Meetings (e)			e	e	e	e						e		e				
Jo Buddharaju																	10	62.50%
Jon Butler																	16	100.00%
Patrick Cottrell																	13	81.25%
Ken Dando																	16	100.00%
Eric Gordon				A	A		A	A		A					A	A	5	31.25%
Brian Hopkinson																	15	93.75%
Peter Knight																	9 out of 9	100.00%
Dayley Lawrence																	12 out of 15	80.00%
Roger Loveridge																	15	93.75%
Elaine Martin																	7	43.75%
Sam Scott																	13	81.25%
Toni Scott			A		A										A		8	50.00%
Sanjay Shambhu																	12	75.00%
Isobel Walker																	13	81.25%
Roland Walker																	13	81.25%
Key																		
Present																		
Apologies Given																		
Absent																		
Not Elected																		



## What We Have Achieved

- ✓ A consistently good Internal Audit report with specific praise for the high quality of financial documentation retained.
- ✓ Securing The Tumps with a permanent solution as well as tidying up the area around the entrance way.
  - ✓ We have successfully run sports workshops for over 120 children in Patchway.
- ✓ Produced and installed 'Patchway Maps' detailing all of the local amenities that our area has to offer.
  - ✓ Completed the redevelopment of Patchway Community Centre.
  - ✓ Started the redevelopment of Norman Scott Park Pavilion.
- ✓ Investigated the current youth provision in Patchway and have worked with a range of providers to improve this provision for our young people.
- ✓ Upgraded and installed new play equipment in all of our play areas including a basketball court at Blakeney Road playing field, a tennis table at Arlingham Way pocket park and spring animals at Scott Park.
  - ✓ Relocated the Beacon to the BMX track to ensure safety for all spectators.
- ✓ Supported residents views on planning matters and have represented the community voice with South Gloucestershire Council.
- ✓ Produced and gave out 1000 free Patchway calendars with the winning photographs each having a prize.
  - ✓ Created a brand new community newsletter that is available online and in print.
- ✓ Gave out 65 free sessions of training at the Cricket Net facility for young people under the age of 14.
  - ✓ Applied for the 'Quality Gold Status' of the Local Council Award Scheme.
- ✓ Successfully ran the 'Patchway 100' food aid project giving out over £3000 of food to those who needed it most.
  - ✓ Set up a Town Council sponsorship scheme which will benefit all of our community.
  - ✓ Adopted and implemented a Local Nature Action Plan for Patchway.
- ✓ Supporting residents to take action against their housing associations to ensure that any problems in their property are fixed.
  - ✓ Increased the amount of street-lights in Scott Park to ensure safety for all users.
    - ✓ Installed various benches around the Town replacing the older ones.
  - ✓ We are working with local organisations to create a 'Bee Highway' in Patchway.
  - ✓ We have invested over £15,000 to repair the surfaces in all of our play areas.
    - ✓ We have upgraded all of our noticeboards to keep our residents informed.
- ✓ Created a new 'Nature Area' within Scott Park complete with benches and a walking trail.
  - ✓ Installed a new 'Access Gate' in Scott Park replacing the smaller and older gate.
- ✓ We held a 'Fly Tipping Amnesty' morning to try and clear the worst of our back lanes.
  - ✓ Invested over £20,000 into new Christmas Lights for the whole community.

## Grants Paid To Local Organisations 2021-2022

Organisation	£
South Gloucestershire Play Scheme	4000
The Link Club	1000
Patchway Town FC	1000
Citizens Advice South Gloucestershire	750
Bristol BMX Club	746
Patchway Cricket Club	500
ReACH	500
Mamas Bristol CIC	250
<b>TOTAL</b>	<b>£8746</b>

# Keeping up to date with Patchway Town Council

There are many ways that you keep up to date with all that Patchway Town Council are doing for the community.

Website – [www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

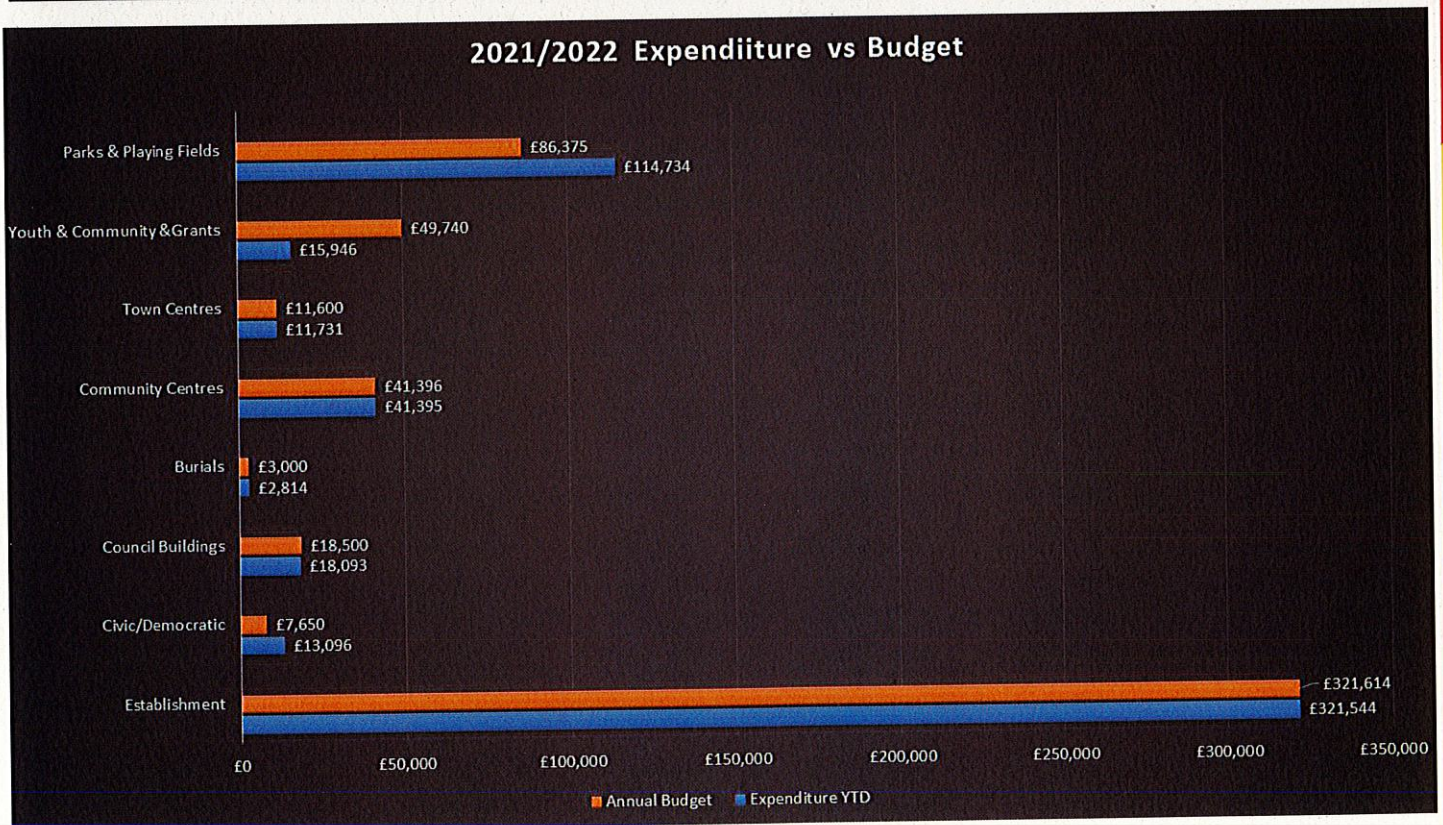
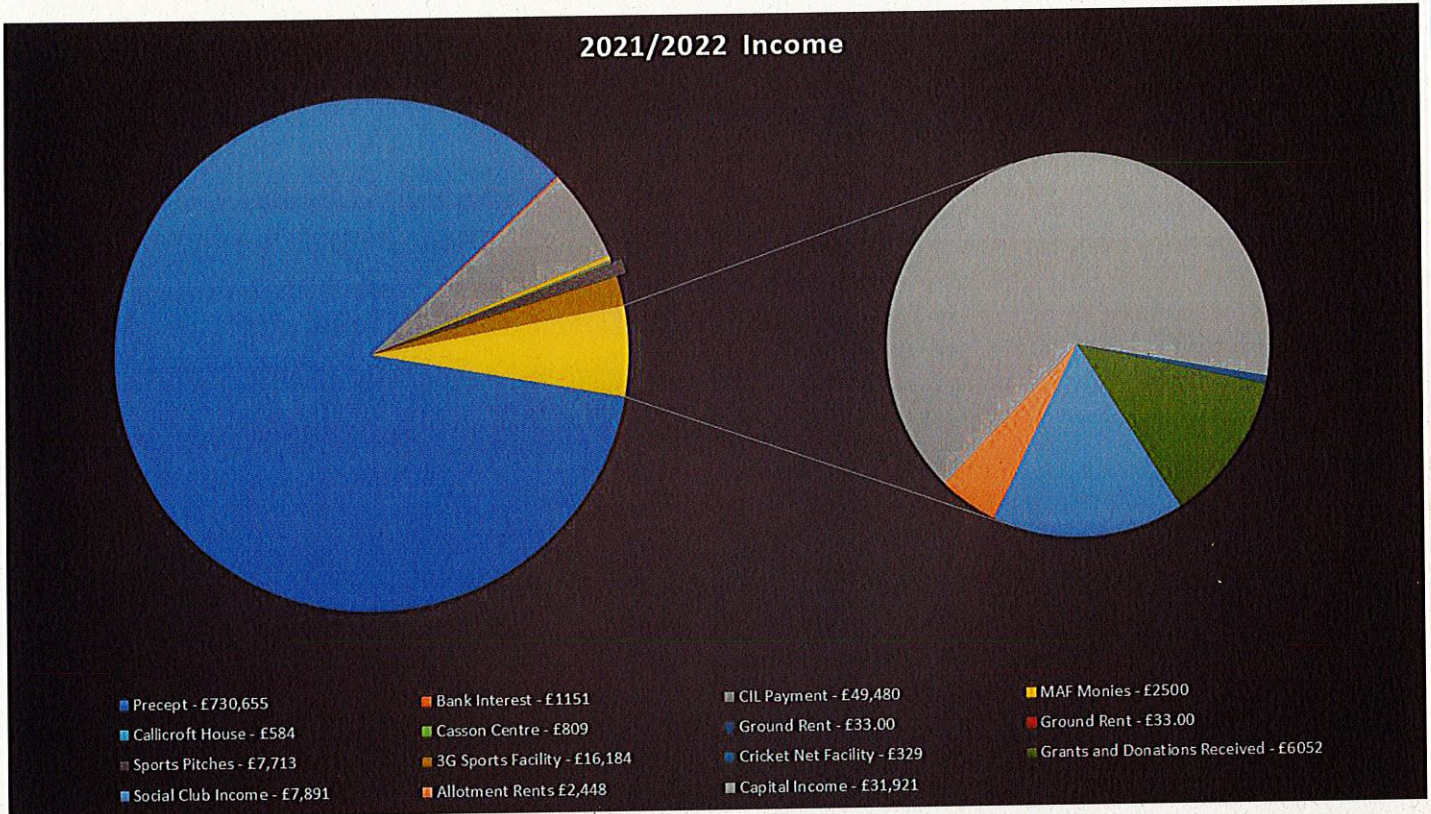
Facebook – Patchway Town Council

Town Council Newsletter – [www.issuu.com/patchwaytowncouncil](http://www.issuu.com/patchwaytowncouncil)

Community Noticeboards – Rodway Road, Callicroft House, The Parade, Scott Park, Charlton Boulevard, Sparrowbill Way Play Area.

Community Leaflets and Information – Callicroft House.

## Patchway Town Council Finance 2021/2022 (as at 31<sup>st</sup> March 2022)



**Clerk**

---

**From:** Consultation <Consultation@westofengland-ca.gov.uk>  
**Sent:** 06 May 2022 16:54  
**Subject:** A vision for the north fringe of Bristol

Dear Stakeholder,

The West of England Combined Authority, Bristol City Council, South Gloucestershire Council are jointly working on a vision for the north fringe of Bristol. This document will be called the 'Strategic Infrastructure-led Masterplan for the north fringe of Bristol' and covers the areas; Filton, Cribbs Causeway, Patchway, Bradley Stoke, Stoke Gifford, Harry Stoke, Henbury and Brentry. The masterplan will set out a vision for the area and recommendations for how the vision can be delivered.

To date we have spoken to a number of stakeholders including technical specialists, local councillors, businesses, education providers across the area to understand the key challenges and opportunities that need to be addressed. The work we are now presenting has been built on these conversations; we hope the public engagement activities stated below will provide us the opportunity to present our vision to those who were involved in the process.

As part of this work, we want to hear from residents, businesses, and other members of the community to help us finalise the strategic masterplan, which will set out our aspirations for this area for the next 30 years.

We are running public engagement for six weeks to gather views on:

- the long-term vision and objectives;
- illustrations prepared for Cribbs Causeway; UWE / Abbeywood to Stoke Gifford; Aztec West Business Park; Highwood Road; Bradley Stoke and the A38 which demonstrate how the vision might work in key locations across the area;
- our recommendations for short-term projects.

Further information, including a summary of the strategic masterplan is provided on our engagement webpage [www.westofengland-ca.gov.uk/north-fringe/](http://www.westofengland-ca.gov.uk/north-fringe/)

We're asking people to give us their views by completing a short survey, either online on our [engagement webpage](#) or in a paper format. Paper copies of the survey or any alternative formats can be requested by email or by phone (please contact [consultation@westofengland-ca.gov.uk](mailto:consultation@westofengland-ca.gov.uk) or call 07436 601889). Paper copies of the survey can also be collected at a number libraries – please visit our [engagement webpage](#) for more information.

As part of the engagement, we are inviting people to join us at one of our drop in events:

- Thursday 19 May, 2pm – 6pm, Patchway Community Centre, Rodway Road, Patchway, BS34 5PF
- Tuesday 24 May, 6pm – 8.30pm, Little Stoke Hall café, Little Stoke Lane, BS34 6HR

Please can I ask you to share this information around your community and encourage as many people as possible to complete the survey.

To find out more about the project please visit: [www.westofengland-ca.gov.uk/north-fringe/](http://www.westofengland-ca.gov.uk/north-fringe/)

**Disclaimer**

\*\*\*\*\*

The contents of this email message, and any attachments, are confidential and intended solely for the use of the individual or entity to whom they are addressed. The message does not necessarily express the views of the West of England Combined Authority and should be considered personal unless there is a specific statement to the contrary.