



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

**Wednesday 10<sup>th</sup> November 2021**

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 the meeting of Patchway Town Council on Tuesday 16<sup>th</sup> November 2021 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 receive a presentation and update from Coniston Medical Practice.
2. To receive questions from the members of the public present.
3. To receive any apologies for absence.
4. Declarations of Interest.
5. To consider and approve any dispensations for this meeting.
6. To approve the minutes of the Patchway Town Council meeting held on Tuesday 19<sup>th</sup> October and to note any issues.
  - a) To receive the Clerk/RFO's report for this committee meeting.
7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 26<sup>th</sup> October 2021 and to consider the below recommendations:
  - a) To approve the recommendation that Patchway Town Council vires £12,750 from the 'Scott Park Lighting' budget to the 'Christmas Lights' budget.
  - b) To approve the recommendation that Patchway Town Council approves the quotation of £20,946.80 to install the Christmas Lights, following feedback from public consultation.
  - c) To approve the recommendation that Patchway Town Council allows Patchway Sports and Social Club to advertise at a reduced rate or for free, using the Town Council's advertising platforms.

*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)

8. To note the minutes of the Finance Committee held on Tuesday 9<sup>th</sup> November 2021 and to consider the below recommendations:
  - a) To approve the recommendation that Patchway Town Council notes the budget document for 2022/2023 and the impact upon the Council Tax Precept.
  
9. Council Finance.
  - a) To note the current financial position of the two bank accounts.
  - b) To note the current financial position of the Town Council's Investments.
  - c) To note the Bank Reconciliation and Bank Statements for October.
  - d) To note the income and expenditure reports for October.
  - e) To note the monthly summary of accounts for October.
  - f) To approve the expenditure report and authorise payments.
  - g) To consider making a donation to the Royal British Legion - The Poppy Appeal.
  
10. To consider the following planning applications: (Click on the link to view the planning application).
  - a) [P21/06670/F - Demolition of existing garage. Erection of rear single storey extension to form annexe ancillary to main dwelling house and to include storage area. - 23 Ashford Road Patchway South Gloucestershire BS34 5DX.](#)
  
  - b) [P21/06978/F - Demolition of existing garage and pavilion, and erection of a new single-storey pavilion building with associated landscaping \(resubmission of planning permission P20/20116/F\) - Norman Scott Park Pavilion Coniston Road Patchway South Gloucestershire BS34 5JR.](#)
  
11. [To consider Patchway Town Council's response to the Community Governance Review, in particular, the Charlton Hayes - Parish Council Consultation. \(Click to view the consultation information\).](#)
  
12. To consider the recommendation from the Personnel Committee held on 13<sup>th</sup> October 2021, that Patchway Town Council adopts the following unchanged policies.
  - a) Redundancy Policy.
  - b) Communications for Employees Policy.
  - c) Time Off in Lieu Policy.
  - d) Absence Management Policy.
  - e) Use of Council Equipment Policy.
  - f) Home Working Policy.
  - g) Bereavement Leave Allowance.
  - h) Lone Working and Staff Safeguarding.
  - i) Whistleblowing Policy.
  - j) Member/Officer Protocol.
  - k) Code of Conduct for Employees.
  - l) PPE Policy.
  - m) COSHH Policy.
  - n) Manual Handling Policy.

*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)

- o) Fire Policy.
  - p) Health and Safety Policy.
  - q) Stress Policy.
  - r) Bullying and Harassment Policy.
13. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
- a) Community Engagement.
14. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
- a) South Gloucestershire Councillors report on items relating to Patchway.
  - b) 3G & Cricket Nets Project.
  - c) Coniston Community Association.
  - d) Bromford Housing Association.
  - e) 'Wild Patchway' Photography Competition
    - i. To approve the quotation from preferred supplier, The Design Print Distribution Group, for 500 A3 calendars to be printed at the cost of £1050.
  - f) Youth Work Working Party.
  - g) Patchway Remembrance Service.
  - h) Queen Elizabeth's Diamond Jubilee 2022.
  - i) Patchway Twinning Association.
  - j) Almondsbury Joint Burial Committee.
  - k) Christmas Gift Working Party.
15. To note that the next meeting of Patchway Town Council will be held on Tuesday 21<sup>st</sup> December 2021 at 7pm.
- 16. 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.**
17. To consider any updates and recommendations from the Personnel Committee held on Wednesday 10<sup>th</sup> November 2021, as per the recommendation report.
18. To review the combination of the Town Clerk and Responsible Finance Officer Role as agreed at the meeting of Patchway Town Council on 31st August 2021, now that the Finance Committee and Personnel Committee have reviewed this.
19. To receive an update on the below projects:
- a) Patchway Community Centre Redevelopment Project.
  - b) Norman Scott Park Pavilion Project.
  - c) Patchway Sports and Social Club Changing Rooms.

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

