



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

Wednesday 9th March 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 the meeting of Patchway Town Council on Tuesday 15th March 2022 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 from Bromford Housing Association regarding the future of The Parade.
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 15th February 2022 and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.
7. To approve the minutes of the Patchway Town Council meeting held on 22nd February 2022 and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.
8. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd February 2022.
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 February 2022.
 - d) To note the income and expenditure reports for February 2022.

Patchway is Twinned with Clermont l'Herault and Gauting.





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- e) To approve the expenditure report and authorise payments.
10. To consider the following planning applications: (Click on the link to view the planning application).
- a) [P22/01184/HH - Demolition of existing detached garage/workshop. Erection of a single storey side extension to form garage \(resubmission of P21/07486/F\). - 13 Redfield Road Patchway South Gloucestershire BS34 6PJ.](#)
11. [To consider Patchway Town Council's response to South Gloucestershire Council's Local Plan Consultation.](#)
12. To consider if Patchway Town Council meets all requirements for the Foundation, Quality and Quality Gold Awards of the Local Council Award Scheme.
13. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
- a) Community Engagement.
 - i. To consider writing to 'The Property Ombudsman' regarding a Bromford property in Stroud Road.
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) Norman Scott Park Pavilion redevelopment project.
 - i. To consider the requirements for the kitchen area of the new pavilion.
 - ii. To consider obtaining a license to permit the sale of alcohol within the new pavilion.
 - c) The Casson Centre refurbishment project.
 - i. To consider the cost plan for the project and agree the next steps for this project.
 - d) Coniston Community Association.
 - e) Bromford Housing Association.
 - f) Youth Work Working Party.
 - g) Queen Elizabeth's Platinum Jubilee 2022.
 - i. To delegate authority to the working group in conjunction with the Clerk/RFO to incur expenditure within the set budget for this project.
 - h) Patchway Twinning Association.
 - i) Almondsbury Joint Burial Committee.
 - j) Coniston Medical Practice.
 - k) Residents Association of Charlton Hayes.
 - l) South Gloucestershire Council – LED street lighting replacement.
 - m) Community Engagement Forum.

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15. To note that the next meeting of Patchway Town Council will be held on Tuesday 26th April 2022 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 the recommendations from the Personnel Committee meeting held on Monday 14th March 2022.
18. To approve the legal notice in relation to Patchway Town Council's lease agreement.
19. To receive an update on the outstanding matters of the Patchway Community Centre Project.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 15th of February 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, J Buddharaju, P Cottrell, D Lawrence, P Knight, S Shambhu B Hopkinson, E Gordon (19:01) and E Martin (19:02).
In attendance:	J Turner (Town Clerk and RFO) and Ternaya Cummings (South Gloucestershire Playscheme)
Absent:	None.
Members of the Public:	Ten.

As the time was 19:00, the Chair, Cllr J Butler 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.

15/02/2022 - No 1 To receive a presentation from South Gloucestershire Playscheme on the Patchway Playscheme.

The Chairman invited Ternaya Cummings to address the Council. 388 children attended the Patchway playscheme over the Summer and 74 families attended the Halloween workshops. 33% of these were from a BAME background. 46% of these children had additional needs. The Council learned that the playscheme worked throughout the pandemic and has gotten strong over this time. The Council were provided with financial documents for the Patchway scheme. The Council learned that Ternaya would be offering a youth worker training programme and this income will pay for some of the playscheme activities. The Chairman stated that it was good to see that a lot of progress had been made in a small amount of time. The Council thanked Ternaya for the presentation.

15/02/2022 - No 2 To receive questions from members of the public present.

A group of residents raised questions over the planning application for five dwellings at the rear of Epney Close. Comments were passed to the Clerk, for a response and the Chairman advised all residents to put their thoughts onto the planning portal. There was concern about over-development, parking and refuse vehicles access. The Council stated that they had objected to this when the scheme was first discussed and that the Parks, Planning and Transport Committee would be writing a formal response at the meeting on Tuesday 22nd February 2022.

A resident raised an issue with the visibility on the road onto the Gloucester Road from the bungalows stating that the access was dangerous. The Clerk would send this onto South Gloucestershire Council and report back to the resident.

15/02/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs S Scott (Working) and T Scott (Prior Commitment).

15/02/2022 - No 4 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.

Cllrs R Loveridge, K Dando and P Cottrell declared their interest in item 21.

15/02/2022 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was agreed by a majority with three abstentions, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 21.

15/02/2022 - No 6 To approve the minutes of the Patchway Town Council meeting held on 18th January 2022 and to note any issues.

a) To receive the Clerk/RFO's report for this committee meeting.

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

15/02/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 25th January 2022 and to consider the below recommendations:

a) To approve the recommendation that Patchway Town Council adopts the unchanged terms and conditions for Football Pitch Hire, 3G Pitch Hire, Cricket Net Hire and Cricket Pitch Hire. The minutes were noted.

RESOLVED: It was unanimously agreed to approve the terms and conditions with the amendments on the '3G Pitch Hire' to remove the 'G' and the change word 'is' to 'are' on item 2.

15/02/2022 - No 8 To note the minutes of the Finance Committee held on Tuesday 8th February 2022 and to consider the below recommendations:

a) To approve the recommendation that Patchway Town Council adopts the hire charges for 2022/2023.

RESOLVED: It was unanimously agreed to adopt the hire charges as below.

Site	Room	Patchway Community Rate (Proof of a Patchway Postcode)	Standard Rate
The Casson Centre	The Casson Centre Hall - Large room including commercial kitchen and fully accessible toilets.	£10 per hour	£12 per hour
Callicroft House	The Boardroom	£10 per hour	£12 per hour
	Meeting Room	£10 per hour	£12 per hour

Facility	Hire Terms	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements
Football Pitches	Adult block bookers - 20 games		£1,224.00
Football Pitches	Adult block bookers - 15 games		£1,008.00
Football Pitches	Adult block bookers - 10 games		£648.00
Football Pitches	Youth (under 18s) block bookers - 20 games		£703.00
Football Pitches	Youth (under 18s) block bookers - 15 games		£518.00
Football Pitches	Youth (under 18s) block bookers - 10 games		£333.00
	Hirers booking 1 - 9 games per season		
Football Pitches	Adult - Regular hirers per game	£86.40	
Football Pitches	Youth (under 18s) - regular hirers per game	£44.40	
Cricket Pitches	All block bookers - Up To 20 games		£1,350.00
3G Facility	1 Hour Hire	£36.00	£30.00
Cricket Net Facility	1 Hour Hire	£36.00	£30.00

15/02/2022 - No 9 Council Finance.

a) To note the current financial position of the two bank accounts.

The Council noted the current positions as of 15th February 2022:

Current Account - £1000

Business Reserve - £127,884.56

b) To note the current financial position of the Town Council's Investments.

The Council noted the current positions as of 1st February 2022:

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for January.

d) To note the income and expenditure reports for January.

e) To approve the expenditure report and authorise payments.

RESOLVED: It was unanimously agreed to approve the reports and authorise payments as below.

Payments for February 2022

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Advanced Plumbing and Heating	Office Toilet Repair.	£ 66.20	£ 13.24	£ 79.44	02-22-001
Alan Coward and Son	Hire of Two Drying Rooms.	£ 240.24	£ 48.05	£ 288.29	02-22-002
Avon Local Councils' Association	FOI Training Course for Clerk.	£ 30.00	£ -	£ 30.00	02-22-003
Avon Local Councils' Association	GDPR Training Course for Clerk.	£ 30.00	£ -	£ 30.00	02-22-004
Avon Local Councils' Association	GDPR Course for Office Administrator.	£ 30.00	£ -	£ 30.00	02-22-005
Avon Local Councils' Association	Strategies to identify new Councillors Course.	£ 30.00	£ -	£ 30.00	02-22-006
Blakeney Road Allotments	Electricity Contribution.	£ 74.66	£ -	£ 74.66	02-22-007
Brosch	Heavy Duty Refuse Sacks.	£ 125.00	£ 25.00	£ 150.00	02-22-008
Cook Brown Building Control.	PCC Project: Building Control.	£ 900.00	£ 180.00	£ 1,080.00	02-22-009
Fleet.	Line Marking Fluid and Machine.	£ 1,207.52	£ 241.50	£ 1,449.02	02-22-010
GB Sports and Leisure.	Skate Park Paint.	£ 133.40	£ 26.68	£ 160.08	02-22-011
GB Sports and Leisure.	Play Park Paint.	£ 987.01	£ 197.40	£ 1,184.41	02-22-012
GB Sports and Leisure.	Birds Nest Seat.	£ 732.38	£ 146.48	£ 878.86	02-22-013
Gordon Playground Inspections.	Operational Inspections - January 2022.	£ 360.00	£ 72.00	£ 432.00	02-22-014
lonet Systems LTD	WAP Web-Management.	£ 6.00	£ 1.20	£ 7.20	02-22-015
J & Sons Electrical Services	Change outdoor box at Scott Park - Cricket Nets.	£ 203.00	£ -	£ 203.00	02-22-016
J & Sons Electrical Services	Callicroft House - Lighting Work.	£ 205.00	£ -	£ 205.00	02-22-017
KT Properties LTD.	Installing VE Bench in Charlton Hayes.	£ 630.00	£ 126.00	£ 756.00	02-22-018
Mytum and Selby LTD	PPE Recycling Boxes.	£ 1,250.00	£ 250.00	£ 1,500.00	02-22-019
National Security group	Security Account - January 2022.	£ 125.00	£ 25.00	£ 150.00	02-22-020
National Security group	Security Account - 2021.	£ 60.00	£ 12.00	£ 72.00	02-22-021
National Security group	Scott Park Security - 2020 Outstanding.	£ 1,745.00	£ 349.00	£ 2,094.00	02-22-022
Patchway Community Association	PCC Project: Electricity Contribution - October 2021 - February 2022.	£ 1,948.81	£ -	£ 1,948.81	02-22-023
Patchway Community Association	PCC Project: Electricity Contribution - March 2021 - September 2021.	£ 1,128.47	£ -	£ 1,128.47	02-22-024
Patchway Community Association	PCC Project: Water Usage - September 2020 - January 2022.	£ 520.85	£ -	£ 520.85	02-22-025
Prolific Solutions	Printing Costs - January 2022.	£ 122.10	£ 24.42	£ 146.52	02-22-026
Pro Structures	NSP Pavilion: Structural Engineer.	£ 270.00	£ 54.00	£ 324.00	02-22-027
RBS Rialtas.	Making Tax Digital Annual Support.	£ 59.00	£ 11.80	£ 70.80	02-22-028
So Clear	Window Cleaning at Callicroft House.	£ 50.00	£ -	£ 50.00	02-22-029
South Gloucestershire Council	Mower Service.	£ 503.96	£ 100.79	£ 604.75	02-22-030
South Gloucestershire Council	Hire of Christmas Lights.	£ 16,834.00	£ 3,366.80	£ 20,200.80	02-22-031
Sundeala	PCC Project: Noticeboards.	£ 769.65	£ 153.93	£ 923.58	02-22-032
The Bush Consultancy	NSP Pavilion: Architect.	£ 1,675.00	£ 335.00	£ 2,010.00	02-22-033
Thornbury Autocentre	Puncture Repair.	£ 15.00	£ 3.00	£ 18.00	02-22-034
Willbox	Hire of Shower Unit.	£ 380.00	£ 76.00	£ 456.00	02-22-035
XL Displays	External Noticeboard.	£ 885.00	£ 177.00	£ 1,062.00	02-22-036
J & Sons Electrical Services	Scott Park Container - Socket Repair.	£ 65.00	£ -	£ 65.00	02-22-037
Melrose Associates	NSP Pavilion: Pre-Contract and Cost Planning.	£ 450.00	£ -	£ 450.00	02-22-038
Watt Design	PCC Project: Site Visit.	£ 270.00	£ 54.00	£ 324.00	02-22-039
	Total for February 2022	£ 35,117.25	£ 6,070.29	£ 41,187.54	

15/02/2022 - No 10 To consider the following planning applications:

a) P22/00476/F - Erection of 1 no. semi-detached dwelling with associated works. - Land At 221 Rodway Road Patchway South Gloucestershire BS34 5EG.

RESOLVED: It was agreed by a majority, with three abstentions, to raise an objection to this planning application. There were concerns over the already overcrowded street next to Callicroft Primary Academy. There were concerns raised about the access from the lane for children during before and after school hours.

b) P22/00550/F - Application for planning permission to extend an existing dropped kerb to allow for additional off street parking on the property. - 20 Callicroft Road Patchway South Gloucestershire BS34 5BX.

RESOLVED: It was unanimously agreed to raise no objections to this application.

15/02/2022 - No 11 To consider the quotation for installing additional lampposts within the Norman Scott Park boundary alongside the pathway from Clermont Close down to the end of Pretoria Road Allotments.

The Council noted only one quotation was provided, however the contractor had been recommended by South Gloucestershire Council's Lighting Team.

RESOLVED: It was agreed by a majority, with two abstentions, to approve the quotation from W & N Adams for the amount of £15,154.56. The Clerk advised this would be taken from the New Projects reserve.

15/02/2022 – No 12 To consider the quotations for running sports workshops during the Easter Half Term, excluding bank holidays.

The Council considered the report from the Clerk.

RESOLVED: It was agreed by a majority, with one abstention, to approve the quotation from Signature Sports Coaching for the amount of £560.

Cllr R Walker left the meeting at 20:07.

15/02/2022 – No 13 To consider whether to tender for the Bradley Stoke Town Council outdoor area maintenance contract.

RESOLVED: It was unanimously agreed to not tender for this contract.

15/02/2022 – No 14 To consider the request from Circus Ginnett to visit Patchway in July 2022.

RESOLVED: It was agreed by a majority with two votes against and one abstention to deny the request from Circus Ginnett.

15/02/2022 – No 15 To consider the consultation regarding the Town and Country Planning Act 1990 - Section 257 South Gloucestershire Council (Footpaths OPA 13 (part) and OAY 81 (part) at Patchway Industrial Estate) Public Path Diversion Order 2022.

Cllr E Gordon declared an interest and had taken no part in the discussion.

RESOLVED: It was unanimously agreed to note the consultation.

15/02/2022 – No 16 To consider Patchway Town Council's response to South Gloucestershire Council's Local Plan Consultation

RESOLVED: It was unanimously agreed to defer this item to the meeting in March.

15/02/2022 – No 17 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2021/2022.

a) Community Engagement.

The Council noted that good progress had been made since the previous meeting.

	Community Engagement
Timescale for Implementation	Full Council
2021/2022	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Flyers and Leaflets.

- i. **To consider writing to ‘The Property Ombudsman’ regarding a Bromford property in Stroud Road.**
RESOLVED: It was unanimously agreed to defer this to the March meeting due to change within Bromford housing.
- ii. **To consider raising a concern regarding Gateway account management fees to ‘The Property Ombudsman’ or similar organisation for further investigation.**
RESOLVED: It was unanimously agreed to raise the concern. Cllr J Buddharaju was happy to take this up with South Gloucestershire Council. The Clerk would invite the managing director of Gateway to a future meeting.

15/02/2022 - No 18 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items related to Patchway.

The Council noted a report from Cllr B Hopkinson on the formation of a new Parish Council for Charlton Hayes. The consultation will now move to phase 2.

The Council noted a report from Cllr S Shambhu on local road re-surfacing on Callicroft, Hazeldene and Sycamore. Hazeldene road had been completed.

Cllr E Gordon asked for the consultation response numbers to the Charlton Hayes Parish Consultation. Cllr E Gordon also asked for an update on his previous request in January. Cllr S Shambhu replied stating that it would not be possible for Highwood Road to be re-opened for the vehicles to have access in peak times due to the data not being strong enough for a re-opening and also the designated bus routes.

RESOLVED: It was unanimously agreed to invite Brian Glasson the next Council meeting to discuss a possible re-opening of Highwood Road now that a new Parish for Charlton Hayes was being formed.

b) Patchway Community Centre Redevelopment.

The Clerk provided an update. Practical Completion was achieved on 2nd February. Work is ongoing to agree the final account.

c) Norman Scott Park Pavilion Redevelopment.

The Clerk provided an update. The works would commence on 28th February 2022.

i. To consider electing a Clerk of Works for the project.

RESOLVED: It was agreed by a majority with one abstention to elect Cllr J Butler.

- d) **The Casson Centre refurbishment project.**
The Council noted that the Clerk and Chairman had approved a quote for a cost plan to be drafted up by Lee McGreevy, a QS appointed on the Council's projects.
- e) **Coniston Community Association.**
Cllr E Gordon provided an update. The accounts should be received by the Town Clerk in the next few days as they have now been signed off.
- f) **Bromford Housing Association.**
The Council noted that Mark Greveson would be attending the March council meeting.
- g) **Youth Work Working Party.**
The Council noted that Cllr I Walker had resigned from the Working Party. The Clerk provided an update. The minutes of a meeting between South Gloucestershire Council, Patchway Town Council and Southern Brooks Community Partnerships were circulated. The working party had met with Patchway Community School students and discussed what they would like to see. They had said they want somewhere they can go with little or no supervision, plug their phones in, play music and relax. The young people also wanted some more safe spaces within Patchway and more ownership over what they do in the Youth Centre.
- i. **To consider funding some Easter Activity packs in partnership with Southern Brooks Community Partnerships.**
The Council noted that no quotation has been provided by Southern Brooks despite emails from the Clerk. It was agreed to ask them and South Gloucestershire Playscheme to quote for this work for 2500 children and this would be considered by the Finance Committee in March.
- h) **Queen Elizabeth's Platinum Jubilee 2022.**
- i. **To consider changing the location of the Friday and Saturday event from Scott Park to The Parade.**
RESOLVED: It was unanimously agreed to look into holding the event at The Parade, Coniston Primary School, Aerospace Bristol or on the YTL arena site. The Clerk would feedback to the next meeting.
- ii. **To consider the content of a congratulatory letter to Queen Elizabeth II and agree to send this to Buckingham Palace.**
RESOLVED: It was unanimously agreed to send the letter.
- i) **Patchway Twinning Association.**
The Clerk provided an update. The visit in June was nearly fully planned and all members were urged to attend the welcome event and civic dinner. The Council also noted the Twinning Youth Camp was being set up for August.
- j) **Almondsbury Joint Burial Committee.**
No update was given.
- k) **Patchway 100 Working Party.**
- i. **To re-consider the scope of this project.**
The Clerk provided an update. 275 residents had been given food packages through the February half term help.
RESOLVED: It was unanimously agreed to carry on with this project for the summer and winter holidays focusing on youth. Cllrs B Hopkinson and J Buddharaju would

check their MAF balances and feedback to the Clerk. It was further resolved unanimously to purchase a large television and games console with the MAF money, if available.

l) Coniston Medical Practice.

No update was given. It was agreed to invite David Clark to a future meeting.

m) Residents Association of Charlton Hayes.

The Councillors noted the update from Cllr P Knight on the rewilding project.

15/02/2022 - No 19 To note that the next meeting of Patchway Town Council will be held on Tuesday 15th March 2022 at 7pm.

Noted.

15/02/2022 - No 20 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.

15/02/2022 - No 21 To receive an update on the lease agreement with Patchway Sports and Social Club.

The Council noted the update from the Town Clerk.

RESOLVED: It was unanimously agreed to suspend standing orders at 21:30 to allow the Council to finish the business on the agenda.

RESOLVED: It was agreed by a majority, with three abstentions, for the Chairman, Vice-Chairman and The Clerk to meet urgently with the representatives and present the options and feedback to an extraordinary meeting of the Town Council on 22nd February 2022.

The meeting was closed at 21:52.



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Town Clerk and Responsible Finance Officer's Report

Actions from the meeting of the Full Council on Tuesday 15th February 2022.

15/02/2022 - No 1 To receive a presentation from South Gloucestershire Playscheme on the Patchway Playscheme.

The playscheme report was added to the website and shared onto our social media.

15/02/2022 - No 2 To receive questions from members of the public present.

The question around visibility from the junction at the A38 was raised and is being taken further by the resident, who is supplying more detailed information to South Gloucestershire Council.

15/02/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 25th January 2022 and to consider the below recommendations:

a) To approve the recommendation that Patchway Town Council adopts the unchanged terms and conditions for Football Pitch Hire, 3G Pitch Hire, Cricket Net Hire and Cricket Pitch Hire.

The amendments were made.

15/02/2022 - No 11 To consider the quotation for installing additional lampposts within the Norman Scott Park boundary alongside the pathway from Clermont Close down to the end of Pretoria Road Allotments.

The order has been placed and works are scheduled for April/May depending on weather.

15/02/2022 – No 12 To consider the quotations for running sports workshops during the Easter Half Term, excluding bank holidays.

The workshops sold out within four hours of being live. 20 children per day are attending. A code for the 3G pitch for the contractor to use has been generated.

15/02/2022 - No 18 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items related to Patchway.

Brian Glasson was invited to speak however he did not feel he would be best placed and was trying to find someone to attend a future meeting.

h) Queen Elizabeth's Platinum Jubilee 2022.

i. To consider changing the location of the Friday and Saturday event from Scott Park to The Parade.

Still waiting to hear back from several venues as some had already planned their own events. Clerk to hold a site visit with funfair provider to see if Scott Park can be used as this is the ideal location.

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 22nd of February 2022 at 19:45 at Callicroft House, Patchway.

Councillors: J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, J Buddharaju, P Cottrell, D Lawrence, P Knight, S Scott, T Scott, and B Hopkinson.

In attendance: J Turner (Town Clerk and RFO)

Absent: None.

Members of the Public: None.

As the time was 19:45, the Chair, Cllr J Butler 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.

22/02/2022 - No 1 To receive questions from members of the public present.

None received.

22/02/2022 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllrs E Martin (Isolating), E Gordon (Prior Commitment) and S Shambhu (Working).

22/02/2022 - No 3 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.

Cllrs R Loveridge, K Dando and P Cottrell declared their interest in item 6.

22/02/2022 - No 4 To consider and approve any dispensations for this meeting.

RESOLVED: It was agreed by a majority with three abstentions, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 6.

22/02/2022 - No 5 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.

22/02/2022 - No 6 To receive an update on the lease agreement with Patchway Sports and Social Club.

The Council noted the update from the Town Clerk.

RESOLVED: It was agreed by a majority, with four abstentions, to issue notice to revoke the lease agreement in six months if the fire risk assessment and other health and safety matters have not been addressed.

22/02/2022 - No 7 To consider the recommendations from The Personnel Committee.

The Chairman of the Personnel Committee raised the following recommendations:

1. To approve the recommendation that Patchway Town Council revisits it's budget allocations for 2022/2023 financial year and allow the Finance Committee to review the current budget for approval at Full Council.
2. To approve the recommendation that all members are to email or telephone for an appointment to visit the Town Clerk rather than attending Callicroft House without warning, to ensure that his workload can be managed efficiently.
3. To approve the recommendation that the terms of reference of the Parks, Open Spaces, Planning and Transport meeting are altered so that there is a meeting every two or three months. An item added to the Finance Agenda for any emergency items.
4. To approve the recommendation that the Council does not need proceed with The Casson Centre project until all current projects are resolved. The monies can be held in Earmarked Reserves.
5. To approve the recommendation that an Planning Application procedure is drafted so that all members view the application prior to a meeting and can respond. The procedure to state that any applications not on an agenda can be formally discussed via email with the Clerk drafting a response from members' comments. This will be useful in lieu of a monthly Parks and Planning meeting.

RESOLVED: It was agreed by a majority, with two abstentions, to approve recommendation one and two. It was agreed by a majority, with two abstentions, to refer recommendation three and five back to the Parks, Open Spaces, Planning and Transport Committee for discussion and decision. The Council noted that no progress would be made on recommendation four as the Council are awaiting a cost plan for the scheme.

The meeting was closed at 20:31.



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 22nd February 2022.

22/02/2022 - No 6 To receive an update on the lease agreement with Patchway Sports and Social Club

The Clerk had spoke with the solicitor. A notice was being drafted which would give the Sports and Social Club six months to remedy the issues raised, if they weren't addressed then the Council could revoke the lease.

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the 22nd of February 2022 at 19:00 at Callicroft House, Patchway.

Councillors: R Loveridge (in the chair), J Butler, P Cottrell, D Lawrence. B Hopkinson, K Dando, (19:01).

In attendance: J Turner (Town Clerk and RFO), Cllr Peter Knight, Tina Brice (Patchway Community Association).

Absent: None

Members of the Public: Six.

As the time was 19:00, the Chair, Cllr R Loveridge 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.

22/02/2022 - No 1 To receive any questions from members of the public present.

A resident raised their concerns over the proposed development at Epney Close. The Chairman advised them to go to the consultation evening and to put their comments onto the planning portal so they can be considered by South Gloucestershire Council. Cllr J Butler told them that their deeds were the best line of defence as the deeds grant them vehicular access over the site.

22/02/2022 - No 2 To receive any apologies for absence.

The committee noted apologies from Cllr E Martin (Isolating) and J Thomas, P Thompson and A England.

22/02/2022 - No 3 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.

22/02/2022 – No 4 To consider and approve any dispensations for this meeting.

None received.

22/02/2022 - No 5 To approve the minutes of the extraordinary meeting of the Parks, Open Spaces, Planning and Transport committee held on 25th January 2022.

a) To receive the Clerk/RFO's report for this committee meeting.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting and to note the report.

22/02/2022 - No 6 To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022.

a) Outside Areas

b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made.

	Outside Areas
Timescale for Implementation	Parks and Planning
2021/2022	
	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

Matters Pertaining to Parks and Open Spaces

22/02/2022 - No 7 To consider the quotations from preferred supplier, KT Properties LTD, for the following work:

- a) **To remove and install 6 benches in Scott Park.**

RESOLVED: It was unanimously agreed to approve the quotation of £3066.00. The Clerk would raise the issue of leaving the spoil on site to see if it would reduce the quotation.

- b) **To install 4 benches at Blakeney Road Playing Field.**

RESOLVED: It was unanimously agreed to approve the quotation of £2044.00. The Clerk would raise the issue of leaving the spoil on site to see if it would reduce the quotation.

22/02/2022 - No 8 Local Nature Action Plan for Patchway Town Council.

- a) **To consider and agree locations for three trees to be planted as part of this scheme.**

RESOLVED: It was unanimously agreed to defer this item until the next meeting.

Matters Pertaining to Planning and Transport.

22/02/2022 - No 9 To consider any planning applications received:

- a) **P22/00697/F - Erection of 5 no. dwellings, creation of community garden and associated works. - Land At Epney Close Patchway South Gloucestershire BS34 5LN.**

RESOLVED: It was unanimously agreed to raise an objection to this application on the grounds of supporting the residents. Issues raised such as vehicular access, overcrowding, parking issues, scale and mass as well as the type of housing is unsuitable as Patchway needs larger family homes.

- b) **P22/00706/F - Erection of a two storey side extension to form new fire escape. - Edge Church 1160 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4TF.**

RESOLVED: It was unanimously agreed to raise no objection to this planning application.

- c) **Any applications received after the agenda had been issued.**

None received.

Updates and Reports.

22/02/2022 - No 10 To receive an update on The Norman Scott Park Pavilion project.

The Clerk provided an update. The contractor is due to start on site on Monday 28th February 2022.

22/02/2022 - No 11 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee meeting will be held on Tuesday 22nd March 2022 at 7pm.

Noted.

The meeting was closed by the Chairman at 19:26.

Our Ref: 15015685\X201\GEL
Date: 8th April 2021
DDI: 0344 225 3939
Fax: 0116 254 4637
Email: savings@ccbank.co.uk

Strictly Private & Confidential

Patchway Town Council
Mr J Turner
Callicroft House, 150 Rodway Road
Patchway
Bristol
Avon
BS34 5DQ

Statement of Account

Account name: Patchway Town Council
Account number: 15015685
Sort code: 60-95-86
Product Description: 3 Year Fixed Rate Bond Issue 7 Annual 1.75%
FSCS Eligibility: Eligible
Sheet Number: T 1
Statement Period: 01/03/2021 to 08/04/2021

Date	Description	Debits £	Credits £	Balance £
01/03/2021	Brought forward			25,000.00 Cr

Message Board

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.fscs.org.uk.

The FSCS Information sheet and Exclusions list can be found at www.ccbank.co.uk/fscs.

STATEMENT

Mr J R Turner
Patchway Town Council
Callicroft House
150 Rodway Road
Patchway
Bristol
BS34 5DQ

CLIENT: PATCHWAY TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0134870001PC

Statement at 28 February 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/02/22	Brought Forward			542,740.57	
28/02/22	Carried Forward			542,740.57	

Statement of Dividends paid during the month to 28 February 2022

Date	Receiving Account	Amount Paid £
28-02-22	Nominated bank account	137.17

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk



**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	28/02/2022		1,000.00
Reserve A/c	28/02/2022		67,460.37
			<u>68,460.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			68,460.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			68,460.37
		Balance per Cash Book is :-	68,551.00
		Difference Excluding Adjustments is :-	-90.63
<u>Adjustments to Reconciliation</u>			
17/02/2022 DC B&Q		-66.00	
23/02/2022 DC Murray Hire Centre		-24.63	
			<u>-90.63</u>
		Unreconciled Difference is :-	<u>0.00</u>

Account name or alias PATCHWAY TOWN C BR	Account number 08631638	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 67460.37		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 0.01% gross 0.01% AER.
This is based on the balance of 28th of February 2022.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					67,460.37
28-Feb-2022		TO 01321218	-6,359.07		67,460.37
28-Feb-2022	INT	28FEB GRS 08631638		0.90	73,819.44
25-Feb-2022		TO 01321218	-2,117.80		73,818.54
24-Feb-2022		FROM 01321218		103.21	75,936.34
23-Feb-2022		TO 01321218	-1,066.50		75,833.13
22-Feb-2022		TO 01321218	-49,436.72		76,899.63
21-Feb-2022		TO 01321218	-1,394.22		126,336.35
18-Feb-2022		TO 01321218	-35.08		127,730.57
17-Feb-2022		FROM 01321218		38.47	127,765.65
16-Feb-2022		TO 01321218	-157.38		127,727.18
15-Feb-2022		TO 01321218	-1,364.14		127,884.56
14-Feb-2022		FROM 01321218		388.66	129,248.70
11-Feb-2022		TO 01321218	-255.11		128,860.04
10-Feb-2022		TO 01321218	-292.62		129,115.15
09-Feb-2022		TO 01321218	-1,103.30		129,407.77
08-Feb-2022		FROM 01321218		425.78	130,511.07
07-Feb-2022		TO 01321218	-413.31		130,085.29
04-Feb-2022		FROM 01321218		219.60	130,498.60
03-Feb-2022		FROM 01321218		11.75	130,279.00
02-Feb-2022		FROM 01321218		382.87	130,267.25
01-Feb-2022		FROM 01321218		1,016.38	129,884.38
Opening balance					128,868.00
Totals			-63,995.25	2,587.62	

Account name or alias PATCHWAY TOWN CO ATF	Account number 01321218	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 1272.44		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					1,000.00
28-Feb-2022	POS	4105 27FEB22, AMZNMKTPLACE, AMAZON. CO.UK GB	-17.99		1,000.00
28-Feb-2022	EBP	AVON PENSION FUND, 02-22-046, FP 28/02 /22 40, 10014844707126000N	-2,622.49		1,017.99
28-Feb-2022	EBP	HMRC, 02-22-047, FP 28/02/22 40, 30014825757238000N	-3,694.44		3,640.48
28-Feb-2022	CHG	04FEB-A/C 01321218	-24.15		7,334.92
28-Feb-2022		FROM 08631638		6,359.07	7,359.07
25-Feb-2022	POS	4105 24FEB22, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-176.94		1,000.00
25-Feb-2022	EBP	GB SPORTS AND LEIS, 02-22-013, FP 25/02 /22 40, 45025539667822000N	-878.86		1,176.94
25-Feb-2022	EBP	XL DISPLAYS, 02-22-036, FP 25/02/22 40, 29025503938991000N	-1,062.00		2,055.80
25-Feb-2022		FROM 08631638		2,117.80	3,117.80
24-Feb-2022		TO 08631638	-103.21		1,000.00
24-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 24/02/22 0844, PH737VTI1HM1AHWV00		103.21	1,103.21
23-Feb-2022	D/D	TOTALENERGIES G&P, TGP2200016848491	-869.90		1,000.00
23-Feb-2022	POS	4105 22FEB22, AMZNMKTPLACE, AMAZON. CO.UK GB	-11.98		1,869.90
23-Feb-2022	POS	4105 22FEB22, EE LTD, BRISTOL GB	-159.99		1,881.88
23-Feb-2022	POS	4105 22FEB22 C, MURRAY HIRE CENTRE, YATE GB	-24.63		2,041.87
23-Feb-2022		FROM 08631638		1,066.50	2,066.50
22-Feb-2022	EBP	MYTUM AND SELBY, 02-22019, FP 22/02/22 40, 18023734315019000N	-1,500.00		1,000.00
22-Feb-2022	EBP	FLEET, 02-22-010, FP 22/02/22 40, 62023740530261000N	-1,449.02		2,500.00
22-Feb-2022	EBP	THORNBURY AUTOCENT, 02-22-034, FP 22 /02/22 40, 14023739687345000N	-18.00		3,949.02
22-Feb-2022	EBP	PATCHWAY COMMUNITY, 02-22-024, FP 22 /02/22 40, 39023744111897000N	-1,128.47		3,967.02
22-Feb-2022	EBP	PATCHWAY COMMUNITY, 02-22-023, FP 22 /02/22 40, 16023740896204000N	-1,948.81		5,095.49

22-Feb-2022	EBP	NATIONAL SECURITY, 02-22-022, FP 22/02 /22 40, 14023734123126000N	-2,094.00	7,044.30
22-Feb-2022	EBP	KT PROPERTIES LTD, 02-22-018, FP 22/02 /22 40, 56023740359241000N	-756.00	9,138.30
22-Feb-2022	EBP	J AND SONS ELECTRI, 02-22-017, FP 22/02 /22 40, 22023741002275000N	-205.00	9,894.30
22-Feb-2022	EBP	JACK TURNER, 02-22-045, FP 22/02/22 40, 59023740444558000N	-2,868.79	10,099.30
22-Feb-2022	EBP	SOUTH GLOUCESTERSH, 02-22-031, FP 22 /02/22 40, 32023741199650000N	-20,200.80	12,968.09
22-Feb-2022	EBP	RHIANNE INNOCENT, 02-22-044, FP 22/02 /22 40, 05023817761755000N	-509.68	33,168.89
22-Feb-2022	EBP	STEVEN LIDDIATT, 02-22-042, FP 22/02/22 40, 35023828240251000N	-1,826.23	33,678.57
22-Feb-2022	EBP	DERRICK FENNING, 02-22-043, FP 22/02/22 40, 12023740827853000N	-1,432.19	35,504.80
22-Feb-2022	EBP	MELROSE ASSOCIATES, 02-22-038, FP 22 /02/22 40, 12023734053568000N	-450.00	36,936.99
22-Feb-2022	EBP	J AND SONS ELECTRI, 02-22-037, FP 22/02 /22 40, 53023740292859000N	-65.00	37,386.99
22-Feb-2022	EBP	WILLBOX, 02-22-035, FP 22/02/22 40, 18023740941047000N	-456.00	37,451.99
22-Feb-2022	EBP	SUNDEALA, 02-22-032, FP 22/02/22 40, 10023739557080000N	-923.58	37,907.99
22-Feb-2022	EBP	RBS RIALTAS, 02-22-028, FP 22/02/22 40, 03023817693107000N	-70.80	38,831.57
22-Feb-2022	EBP	J AND SONS ELECTRI, 02-22-016, FP 22/02 /22 40, 33023743983371000N	-203.00	38,902.37
22-Feb-2022	EBP	BROSCH, 02-22-008, FP 22/02/22 40, 33023828170753000N	-150.00	39,105.37
22-Feb-2022	EBP	BLAKENEY ROAD ALLO, 02-22-007, FP 22/02 /22 40, 10023733988330000N	-74.66	39,255.37
22-Feb-2022	EBP	AVON LOCAL COUNCIL, 02-22-005, FP 22 /02/22 40, 48023740193660000N	-30.00	39,330.03
22-Feb-2022	EBP	AVON LOCAL COUNCIL, 02-22-003, FP 22 /02/22 40, 14023740877009000N	-30.00	39,360.03
22-Feb-2022	EBP	PROLIFIC SOLUTIONS, 02-22-026, FP 22/02 /22 40, 12023739617675000N	-146.52	39,390.03
22-Feb-2022	EBP	SO CLEAR, 02-22-029, FP 22/02/22 40, 01023817620438000N	-50.00	39,536.55
22-Feb-2022	EBP	PRO STRUCTURES, 02-22-027, FP 22/02/22 40, 29023743919047000N	-324.00	39,586.55
22-Feb-2022	EBP	NATIONAL SECURITY, 01-22-021, FP 22/02 /22 40, 31023828090168000N	-72.00	39,910.55
22-Feb-2022	EBP	COOK BROWN BUILDIN, 02-22-009, FP 22/02 /22 40, 05023740663803000N	-1,080.00	39,982.55
22-Feb-2022	EBP	AVON LOCAL COUNCIL, 02-22-004, FP 22 /02/22 40, 08023733920399000N	-30.00	41,062.55

22-Feb-2022	EBP	THE BUSH CONSULTAN, 02-22-033, FP 22 /02/22 40, 08023739436114000N	-2,010.00	41,092.55
22-Feb-2022	EBP	STEPHEN ELLIS, 02-22-041, FP 22/02/22 40, 17023739854086000N	-1,757.12	43,102.55
22-Feb-2022	EBP	WATT DESIGN, 02-22-039, FP 22/02/22 40, 11023818017074000N	-324.00	44,859.67
22-Feb-2022	EBP	GB SPORTS AND LEIS, 02-22-012, FP 22/02 /22 40, 46023744242521000N	-1,184.41	45,183.67
22-Feb-2022	EBP	AVON LOCAL COUNCIL, 02-22-005, FP 22 /02/22 40, 40023828460402000N	-30.00	46,368.08
22-Feb-2022	EBP	ADVANCED PLUMBING, 02-22-001, FP 22/02 /22 40, 25023741069607000N	-79.44	46,398.08
22-Feb-2022	EBP	SOUTH GLOUCESTERSH, 02-22-030, FP 22 /02/22 40, 20023734403163000N	-604.75	46,477.52
22-Feb-2022	EBP	IONET SYTEMS LTD, 02-22-015, FP 22/02/22 40, 38023741334073000N	-7.20	47,082.27
22-Feb-2022	EBP	J ALDHOUSE, 02-22-040, FP 22/02/22 40, 15023739757457000N	-1,826.03	47,089.47
22-Feb-2022	EBP	PATCHWAY COMMUNITY, 02-22-025, FP 22 /02/22 40, 09023817934085000N	-520.85	48,915.50
22-Feb-2022	EBP	NATIONAL SECURITY, 02-22-020, FP 22/02 /22 40, 42023744177998000N	-150.00	49,436.35
22-Feb-2022	EBP	GORDON PLAYGROUND, 02-22-014, FP 22 /02/22 40, 38023828398078000N	-432.00	49,586.35
22-Feb-2022	EBP	GB SPORTS AND LEIS, 02-22-011, FP 22/02 /22 40, 20023740998487000N	-160.08	50,018.35
22-Feb-2022	EBP	ALAN COWARD AND SO, 02-22-002, FP 22 /02/22 40, 16023734192192000N	-288.29	50,178.43
22-Feb-2022		FROM 08631638	49,436.72	50,466.72
22-Feb-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 21 /02/22 2231, 025407441322122001	30.00	1,030.00
21-Feb-2022	D/D	TOTALENERGIES G&P, 1134410	-63.32	1,000.00
21-Feb-2022	D/D	TOTALENERGIES G&P, 1051476	-1,400.38	1,063.32
21-Feb-2022		FROM 08631638	1,394.22	2,463.70
21-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 21/02/22 0904, PH737VTI1HM0V1J400	69.48	1,069.48
18-Feb-2022	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-13.68	1,000.00
18-Feb-2022	POS	4105 17FEB22, PATCHWAY SERVICE, STATI, BRISTOL GB	-56.14	1,013.68
18-Feb-2022		FROM 08631638	35.08	1,069.82
18-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 18/02/22 0849, PH737VTI1HM0NLHQ00	34.74	1,034.74
17-Feb-2022		TO 08631638	-38.47	1,000.00
17-Feb-2022	POS	4105 16FEB22 C, B & Q 1081, BRISTOL GB	-66.00	1,038.47
17-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 17/02/22 0842, PH737VTI1HM0IR2D00	104.47	1,104.47

16-Feb-2022	POS	4105 15FEB22, AMAZNMKTPLACE, AMAZON.CO.UK GB	-109.99		1,000.00
16-Feb-2022	POS	4105 15FEB22, AMAZON.CO.U, K*2L3BN7244, AMAZON.CO.UK GB	-47.39		1,109.99
16-Feb-2022		FROM 08631638		157.38	1,157.38
15-Feb-2022	D/D	TOTALENERGIES G&P, 1058913	-46.23		1,000.00
15-Feb-2022	D/D	EE LIMITED, Q16509023296955909	-76.91		1,046.23
15-Feb-2022	D/D	SMITHS GLOUCESTER, P570SGL	-1,512.00		1,123.14
15-Feb-2022	BLN	BANKLINE	-29.00		2,635.14
15-Feb-2022		FROM 08631638		1,364.14	2,664.14
15-Feb-2022	DPC	SWYD UNITED AFC, 2021-22-122, VIA MOBILE - LVP		270.00	1,300.00
15-Feb-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 14 /02/22 2209, 591198239022412001		30.00	1,030.00
14-Feb-2022		TO 08631638	-388.66		1,000.00
14-Feb-2022	POS	4105 08FEB22, WIX.COM*979838539, 97235454942 LU	-100.08		1,388.66
14-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/02/22 0852, PH737VTI1HM02YWF00		34.74	1,488.74
14-Feb-2022	BAC	PATCHWAY SPORTS &, PATCHWAY TOWN FC, FP 12/02/22 1815, 300000000892019461		454.00	1,454.00
11-Feb-2022	D/D	TOTALENERGIES G&P, 1058915	-409.85		1,000.00
11-Feb-2022		FROM 08631638		255.11	1,409.85
11-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/02/22 0843, PH737VTI1HMZVV2A00		34.74	1,154.74
11-Feb-2022	BAC	STOKE LANE TIGERS, 2021-22-008 FEB 22, FP 11/02/22 1738, 400000000893016328		120.00	1,120.00
10-Feb-2022	POS	4105 09FEB22, ASDA STORES 5150, PATCHWAY GB	-291.36		1,000.00
10-Feb-2022	POS	4105 09FEB22, ASDA SUPERSTORE, PATCHWAY GB	-36.00		1,291.36
10-Feb-2022		FROM 08631638		292.62	1,327.36
10-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 10/02/22 0853, PH737VTI1HMZSCX600		34.74	1,034.74
09-Feb-2022	D/D	TOTALENERGIES G&P, 1058915	-193.03		1,000.00
09-Feb-2022	D/D	TOTALENERGIES G&P, TGP2200016848491	-285.08		1,193.03
09-Feb-2022	POS	4105 08FEB22, ENTERPRISE RENT A, CAR, BRISTOL GB	-255.05		1,478.11
09-Feb-2022	POS	4105 08FEB22, ALDI 58 780, BRADLEY STOKE GB	-404.88		1,733.16
09-Feb-2022		FROM 08631638		1,103.30	2,138.04
09-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/02/22 0852, PH737VTI1HMZMKQT00		34.74	1,034.74
08-Feb-2022		TO 08631638	-425.78		1,000.00

08-Feb-2022	D/D	VIRGIN MEDIA PYMTS, 750322001001	-48.00	1,425.78
08-Feb-2022	D/D	INTY LTD, 3MQFKS7	-89.22	1,473.78
08-Feb-2022	POS	4105 07FEB22, ENTERPRISE RENT A, CAR, BRISTOL GB	-164.33	1,563.00
08-Feb-2022	BAC	STOKE LANE AFC, 2021-22-116, FP 08/02 /22 0837, 400000000891283748	44.40	1,727.33
08-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/02/22 0840, PH737VTI1HMZHQOL00	69.73	1,682.93
08-Feb-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 07 /02/22 2134, 324994254312702001	30.00	1,613.20
08-Feb-2022	BAC	STOKE LANE AFC, 2021-22-115, FP 08/02 /22 0836, 300000000889884850	583.20	1,583.20
07-Feb-2022	D/D	ALLSTAR, 299091	-176.82	1,000.00
07-Feb-2022	POS	4105 04FEB22, ENTERPRISE RENT A, CAR, BRISTOL GB	-236.49	1,176.82
07-Feb-2022		FROM 08631638	413.31	1,413.31
04-Feb-2022		TO 08631638	-219.60	1,000.00
04-Feb-2022	BAC	STOKE LANE AFC, 202122-111,105,104, FP 04/02/22 0916, 300000000888111521	219.60	1,219.60
03-Feb-2022		TO 08631638	-11.75	1,000.00
03-Feb-2022	POS	4105 02FEB22 C, PATCHWAY SERVICE, STATI, BRISTOL GB	-22.99	1,011.75
03-Feb-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/02/22 0850, PH737VTI1HMYV5H00	34.74	1,034.74
02-Feb-2022		TO 08631638	-382.87	1,000.00
02-Feb-2022	BAC	PUBLIC SECTOR DEPO, 0134870001PI	84.33	1,382.87
02-Feb-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 02/02/22 0852, PH737VTI1HMYV6U600, RE	298.54	1,298.54
01-Feb-2022		TO 08631638	-1,016.38	1,000.00
01-Feb-2022	BAC	PATCHWAY SPORTS &, GROUND RENT, FP 01/02/22 0347, 100000000879637561	986.38	2,016.38
01-Feb-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 01 /02/22 0835, 389102405380102001	30.00	1,030.00
		Opening balance		1,000.00
			Totals	-67,731.03 67,731.03

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List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2022	Applegreen rewards	2-22-072	22.99		Applegreen-Carlube adblue
03/02/2022	IntY LTD	02-22-070	89.22		IntY-Recurring charge
07/02/2022	Enterprise	DC05	236.49		P/Ledger Electronic Payment
07/02/2022	ALLSTAR	DD01	176.82		1508-Motor fuel
08/02/2022	Enterprise	DC06	164.33		P/Ledger Electronic Payment
08/02/2022	Virgin Media Business	DD02	48.00		1509-Monthly broadband
08/02/2022	Enterprise	DC10	255.05		P/Ledger Electronic Payment
09/02/2022	Aldi Ltd	02-22-058	404.88		Aldi-Food
09/02/2022	Total Gas and Power	DD03	285.08		1510-Elec charge 01/11/21
09/02/2022	Total Gas and Power	DD04	193.03		1524-Elec 1/11/2021
10/02/2022	Asda	02-22-055	36.00		Asda-Xmas support food
10/02/2022	Asda	02-22-055	291.36		Asda-Xmas support Food
11/02/2022	Total Gas and Power	DD05	409.85		1525-Elec charge Nov-Dec 2021
14/02/2022		DC07	100.08		1515-Annual service Feb 22/23
15/02/2022	Natwest	02-22-050	29.00		Natwest-Bank charge payable
15/02/2022	Smith's Gloucester Ltd	DD06	1,512.00		1512-Skip hire
15/02/2022	EE Limited	DD07	76.91		1513-Monthly phone charge
15/02/2022	Total Gas and Power	DD08	46.23		1514-Elec charge Dec 21
16/02/2022	Amazon	DC08	47.39		1517-Assembly point sign
16/02/2022	Amazon	DC09	109.99		1518-Office shredder
17/02/2022	Applegreen Rewards	02-22-057	56.14		Applegreen-Fuel
18/02/2022	IRIS	DD09	13.68		1519-Monthly enrolment
21/02/2022	Staff salaries Feb 2022	02-22-40/5	10,220.04		Staff salaries Feb 2022
21/02/2022	Total Gas and Power	DD10	1,400.38		1520-Gas Oct-Jan22
21/02/2022	Total Gas and Power	DD11	63.32		1521-Gas Jan 2022
22/02/2022	Alan Coward and Sons	02-22-002	288.29		1564-Hire of 2 drying rooms
22/02/2022	GB Sports & Leisure	02-22-011	160.08		1555-Steel skate ramp
22/02/2022	Gordon Playground Inspections	02-22-014	432.00		1552-Operational inspect-Jan
22/02/2022	National Security Group	02-22-020	150.00		1546-Unlock premises Jan 22
22/02/2022	Patchway Community Association	02-22-025	520.85		1541-Water usage Sept20-Jan22
22/02/2022	Ionet Systems LTD	02-22-015	7.20		1551-WAP web management
22/02/2022	South Gloucestershire Council	02-22-030	604.75		1536-Wheel service
22/02/2022	Advanced Plumbing and Heating	02-22-001	79.44		1565-Toilet -main office
22/02/2022	Avon Local Council's Associati	02-22-005	30.00		1561-Communication course RI
22/02/2022	GB Sports & Leisure	02-22-012	1,184.41		1554-Play area bark
22/02/2022	Watt Design M and E	02-22-039	324.00		1527-Site visit
22/02/2022	The Bush Consultancy	02-22-033	2,010.00		1533-NSPP-Architectual service
22/02/2022	Avon Local Council's Associati	02-22-004	30.00		1562-Communication course
22/02/2022	Cook Brown Building Control	02-22-009	1,080.00		1557-PCC development
22/02/2022	National Security Group	02-22-021	72.00		1545-Unlock Casson centre
22/02/2022	Pro Structures	02-22-027	324.00		1539-Development-Pavillion
22/02/2022	So Clear	02-22-029	50.00		1537-Window cleaning
22/02/2022	Prolific Solutions South West	02-22-026	146.52		1540-ICT Support
22/02/2022	Avon Local Council's Associati	02-22-003	30.00		1563-Communication course
22/02/2022	Avon Local Council's Associati	02-22-05	30.00		1560-Communication course
22/02/2022	EDF Energy	02-22-007	74.66		1559-Elec charge 26Aug-22Nov
22/02/2022	BroschDirect	02-22-008	150.00		1558-Heavy duty refuse bag

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List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2022	J and Sons Electical Services	02-22-016	203.00		1550-Change outdoor box
22/02/2022	Rialtas Business Solutions	02-22-028	70.80		1538-MTC annual support
22/02/2022	Sundeala Limited	02-22-032	923.58		1534-Sundeala boards
22/02/2022	Willbox Tough Storage Solution	02-22-035	456.00		1531-Shower block
22/02/2022	J and Sons Electical Services	02-22-037	65.00		1529-Call out to no power
22/02/2022	Melrose Associates	02-22-038	450.00		1528-Planning service-Pav
22/02/2022	South Gloucestershire Council	02-22-031	20,200.80		1535-Xmas lights 21/22
22/02/2022	J and Sons Electical Services	02-22-017	205.00		1549-Change outdoor flood ligh
22/02/2022	KT Properties Limited	02-22-018	756.00		1548-Bench installation
22/02/2022	National Security Group	02-22-022	2,094.00		1544-Scott park pav
22/02/2022	Patchway Community Association	02-22-023	1,948.81		1543-Elec usage Oct21-Feb22
22/02/2022	Patchway Community Association	02-22-024	1,128.47		1542-Elec usage Mar21-Sept21
22/02/2022	Thornbury Self Drive Here	02-22-034	18.00		1532-Puncture repairs
22/02/2022	Fleet Line Markers LTD	02-22-010	1,449.02		1556-Pitchmarker
22/02/2022	Mytum & Selby (Hull) Ltd	02-22-019	1,500.00		1547-PPE recycling box
23/02/2022	EE Limited	DC11	159.99		1522-Samsung phone
23/02/2022	Amazon	DC12	11.98		1526-Samsung phone glass prote
23/02/2022	Total Gas and Power	DD12	869.90		1523-Elec Nov-Jan 22
24/02/2022	Almondsbury Garden Centre	02-22-051	176.94		Almondsbury-Misc items
25/02/2022	XL Display Ltd	DD13	1,062.00		1530-Wall mounted noticeboard
25/02/2022	GB Sports & Leisure	02-22-013	878.86		1553-Birds nest seat
28/02/2022	Avon Pension Fund	02-22-046	2,622.49		Avon Pension Fund
28/02/2022	HMRC PAYE/NI Due	02-22-047	3,694.44		HMRC PAYE/NI Due
28/02/2022	Bank charge payable	CHRG	24.15		Bank charge payable
28/02/2022	Amazon	DC13	17.99		1566-Plastic planters
Total Payments			65,053.68		

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Current Bank A/c

Cash Received between 01/02/2022 and 28/02/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/02/2022	Bank interest receivable	Credit	Bank interest receivable	0.90
02/02/2022	CCLA Interest receivable	Credit	CCLA Interest receivable	84.33
04/02/2022	Hire of bottom pitch	21-22-111	Hire of bottom pitch	133.20
04/02/2022	Hire of pitch-Scott park	21-22-104	Hire of pitch-Scott park	86.40
02/02/2022	Jon Body-3g hire	21-22-100	Jon Body-3g hire	300.00
01/02/2022	Patchway Ground rent-Feb	Credit	Patchway Ground rent-Feb	986.38
14/02/2022	Patchway Town FC-Hire	21-22-114	Patchway Town FC-Hire	454.00
11/02/2022	Pitch hire	21-22-008	Pitch hire	120.00
15/02/2022	Scott Budding - Hire	BACS	Scott Budding - Hire	30.00
01/02/2022	Scott budding - Hire of 3g pit	BACS	Scott budding - Hire of 3g pit	30.00
08/02/2022	Scott Budding - Pitch hire	BACS	Scott Budding - Pitch hire	30.00
22/02/2022	Scott Budding -Hire	BACS	Scott Budding -Hire	30.00
08/02/2022	Stoke Lane-Pitch hire	21-22-115	Stoke Lane-Pitch hire	583.20
08/02/2022	Stoke Lane-Pitche hire	21-22-116	Stoke Lane-Pitche hire	44.40
02/02/2022	Stripe charge	21-22-100	Stripe charge	-1.46
03/02/2022	Stripe-3G Income	STRIPE	Stripe-3G Income	36.00
03/02/2022	Stripe-Card processing charge	STRIPE	Stripe-Card processing charge	-1.26
08/02/2022	Stripe-Card processing charge	STRIPE	Stripe-Card processing charge	-1.27
09/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-1.26
10/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-1.26
11/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-1.26
14/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-1.26
17/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-3.53
18/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-1.26
21/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-2.52
24/02/2022	Stripe-Card processing charge	Stripe	Stripe-Card processing charge	-4.79
08/02/2022	Stripe-Pitch hire	STRIPE	Stripe-Pitch hire	71.00
09/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	36.00
11/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	36.00
14/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	36.00
17/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	108.00
18/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	36.00
21/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	72.00
24/02/2022	Stripe-Pitch hire	Stripe	Stripe-Pitch hire	108.00

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Current Bank A/c

Cash Received between 01/02/2022 and 28/02/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/02/2022	Stripe-Pitch Hire	Stripe	Stripe-Pitch Hire	36.00
15/02/2022	SWYD United	21-22-122	SWYD United	270.00
			Total Receipts	<u>3,736.68</u>

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance							
100 Income							
1076 Precept	0	730,655	730,655	0			100.0%
1090 Interest Received	85	795	200	(595)			397.5%
1100 CIL Payment	0	49,480	0	(49,480)			0.0%
Income :- Income	<u>85</u>	<u>780,930</u>	<u>730,855</u>	<u>(50,075)</u>			<u>106.9%</u>
5900 Transfer to EMR	0	49,480	0	(49,480)		(49,480)	0.0%
Income :- Indirect Expenditure	<u>0</u>	<u>49,480</u>	<u>0</u>	<u>(49,480)</u>	<u>0</u>	<u>(49,480)</u>	
Net Income over Expenditure	<u>85</u>	<u>731,450</u>	<u>730,855</u>	<u>(595)</u>			
110 Establishment							
1350 SSP Grant	0	193	0	(193)			0.0%
Establishment :- Income	<u>0</u>	<u>193</u>	<u>0</u>	<u>(193)</u>			
4001 Admin Salary Costs	6,208	107,221	130,231	23,010	23,010		82.3%
4002 Groundstaff Salary Costs	11,179	106,805	132,729	25,924	25,924		80.5%
4003 Cleaning Staff Salary Costs	0	7,263	19,364	12,101	12,101		37.5%
4004 HR Support	0	0	7,500	7,500	7,500		0.0%
4005 Ammorisation of Contract	0	123	0	(123)	(123)		0.0%
4006 COVID-19 Response Budget	0	47	3,000	2,953	2,953		1.6%
4007 Bank Holiday Payments	0	3,888	6,600	2,712	2,712		58.9%
4009 Misc Staff Salaries Cost	0	61,914	0	(61,914)	(61,914)		0.0%
4031 Pension Lump Sum	(850)	(9,350)	(10,200)	(850)	(850)		91.7%
4040 Staff Travel	0	0	100	100	100		0.0%
4060 Staff other Expenses	0	1,033	1,000	(33)	(33)		103.3%
4090 Staff Training	120	2,595	3,000	405	405		86.5%
4110 Bank Charges	53	832	700	(132)	(132)		118.9%
4115 Social Media Budget	0	0	100	100	100		0.0%
4120 Audit Fees	0	860	2,890	2,030	2,030		29.8%
4121 Accountancy Support fees	0	1,646	2,500	854	854		65.8%
4130 Professional Fees	0	6	2,000	1,994	1,994		0.3%
4140 Legal Fees	2,852	15,562	1,000	(14,562)	(14,562)		1556.2%
4150 Subscriptions & Memberships	0	2,621	2,500	(121)	(121)		104.8%
4160 Insurance	0	6,884	6,000	(884)	(884)		114.7%
4170 Stationery & Printing	253	2,158	2,500	342	342		86.3%
4180 Postage	0	65	250	185	185		26.0%
4200 Broadband	40	440	550	110	110		80.0%
4210 Mobile Telephone	207	1,255	300	(955)	(955)		418.4%

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 IT Services & Software	234	4,804	4,500	(304)		(304)	106.8%
4230 Equipment	0	2,844	2,500	(344)		(344)	113.8%
5910 Transfer from EMR	0	(12,543)	0	12,543		12,543	0.0%
Establishment :- Indirect Expenditure	<u>20,297</u>	<u>308,975</u>	<u>321,614</u>	<u>12,639</u>	<u>0</u>	<u>12,639</u>	<u>96.1%</u>
Net Income over Expenditure	<u>(20,297)</u>	<u>(308,782)</u>	<u>(321,614)</u>	<u>(12,832)</u>			
<u>120 Civic/Democratic</u>							
1351 Support Grant	0	1,000	0	(1,000)			0.0%
Civic/Democratic :- Income	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>			
4310 Councillor's Training	0	60	1,000	940		940	6.0%
4340 Civic Fund	0	1,297	500	(797)		(797)	259.5%
4342 Christmas Support	723	3,911	3,000	(911)		(911)	130.4%
4345 Local Council Award Scheme	0	50	150	100		100	33.3%
4350 Elections	0	6,163	3,000	(3,163)		(3,163)	205.4%
Civic/Democratic :- Indirect Expenditure	<u>723</u>	<u>11,482</u>	<u>7,650</u>	<u>(3,832)</u>	<u>0</u>	<u>(3,832)</u>	<u>150.1%</u>
Net Income over Expenditure	<u>(723)</u>	<u>(10,482)</u>	<u>(7,650)</u>	<u>2,832</u>			
<u>200 Callicroft House</u>							
1400 Callicroft House Income	0	499	260	(239)			192.0%
Callicroft House :- Income	<u>0</u>	<u>499</u>	<u>260</u>	<u>(239)</u>			<u>192.0%</u>
4235 Property Security\Caretaking	0	600	500	(100)		(100)	120.0%
4240 Property Maintenance	321	2,319	1,500	(819)		(819)	154.6%
4245 Janitorial	0	45	500	455		455	9.0%
4410 Rates	0	7,984	8,100	116		116	98.6%
4430 Utilities	1,801	3,638	5,000	1,362		1,362	72.8%
Callicroft House :- Indirect Expenditure	<u>2,123</u>	<u>14,587</u>	<u>15,600</u>	<u>1,013</u>	<u>0</u>	<u>1,013</u>	<u>93.5%</u>
Net Income over Expenditure	<u>(2,123)</u>	<u>(14,088)</u>	<u>(15,340)</u>	<u>(1,252)</u>			
<u>210 Casson Centre</u>							
1410 Casson Centre Income	0	443	1,200	757			36.9%
1425 Casson Centre Ground Rent	0	0	1	1			0.0%
Casson Centre :- Income	<u>0</u>	<u>443</u>	<u>1,201</u>	<u>758</u>			<u>36.8%</u>
4235 Property Security\Caretaking	185	480	650	170		170	73.8%
4240 Property Maintenance	0	2,094	1,000	(1,094)		(1,094)	209.4%
4245 Janitorial	0	3	250	247		247	1.0%
4430 Utilities	44	437	1,000	563		563	43.7%

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4991 Stripe charge	0	0	0	(0)		(0)	0.0%
Casson Centre :- Indirect Expenditure	229	3,013	2,900	(113)	0	(113)	103.9%
Net Income over Expenditure	(229)	(2,571)	(1,699)	872			
220 Burials							
4500 Burials Expenditure	0	2,814	3,000	186		186	93.8%
Burials :- Indirect Expenditure	0	2,814	3,000	186	0	186	93.8%
Net Expenditure	0	(2,814)	(3,000)	(186)			
900 Capital and Projects							
1705 MUGA S106 Monies	0	26,567	0	(26,567)			0.0%
1707 Blakeney Road S106	0	700	0	(700)			0.0%
Capital and Projects :- Income	0	27,267	0	(27,267)			
5250 Patchway Map	0	5,212	2,500	(2,712)		(2,712)	208.5%
5900 Transfer to EMR	0	301,581	0	(301,581)		(301,581)	0.0%
5910 Transfer from EMR	(9,915)	(1,177,410)	0	1,177,410		1,177,410	0.0%
9004 New Play Equipment	732	28,946	10,000	(18,946)		(18,946)	289.5%
9008 NSP Pavilion	2,395	90,010	201,814	111,804		111,804	44.6%
9009 Patchway CC Redevelopment	5,538	1,042,496	0	(1,042,496)		(1,042,496)	0.0%
9013 Litter Champions	0	490	0	(490)		(490)	0.0%
9014 Major Projects	1,250	10,496	10,000	(496)		(496)	105.0%
Capital and Projects :- Indirect Expenditure	0	301,822	224,314	(77,508)	0	(77,508)	134.6%
Net Income over Expenditure	0	(274,555)	(224,314)	50,241			
Finance :- Income	85	810,331	732,316	(78,015)			110.7%
Expenditure	23,372	692,172	575,078	(117,094)	0	(117,094)	120.4%
Movement to/(from) Gen Reserve	(23,286)	118,159					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Parks & Open Spaces</u>							
<u>300 Patchway</u>							
1416 Patchway CC Ground Rent	0	2	2	0			100.0%
Patchway :- Income	0	2	2	0			100.0%
Net Income	0	2	2	0			
<u>310 Coniston</u>							
1415 Coniston Ground Rent	0	1	1	0			100.0%
Coniston :- Income	0	1	1	0			100.0%
4610 Ground Rent	0	750	1,000	250		250	75.0%
4620 PWLB Repayment	0	38,272	40,396	2,124		2,124	94.7%
Coniston :- Indirect Expenditure	0	39,022	41,396	2,374	0	2,374	94.3%
Net Income over Expenditure	0	(39,021)	(41,395)	(2,374)			
<u>320 Rodway Road</u>							
4650 CCTV	0	660	350	(310)		(310)	188.5%
5320 Christmas Decoration	0	2,472	3,000	528		528	82.4%
5330 Planter and Tree Maintenance	147	284	750	466		466	37.8%
5334 Improvement Fund	0	1,234	0	(1,234)		(1,234)	0.0%
Rodway Road :- Indirect Expenditure	147	4,650	4,100	(550)	0	(550)	113.4%
Net Expenditure	(147)	(4,650)	(4,100)	550			
<u>330 Charlton Hayes</u>							
4230 Equipment	630	1,888	1,500	(388)		(388)	125.8%
5320 Christmas Decoration	0	2,472	2,500	28		28	98.9%
Charlton Hayes :- Indirect Expenditure	630	4,359	4,000	(359)	0	(359)	109.0%
Net Expenditure	(630)	(4,359)	(4,000)	359			
<u>340 The Parade</u>							
5320 Christmas Decoration	0	2,472	2,000	(472)		(472)	123.6%
5350 Street Scene Enhancement	0	0	1,500	1,500		1,500	0.0%
The Parade :- Indirect Expenditure	0	2,472	3,500	1,028	0	1,028	70.6%
Net Expenditure	0	(2,472)	(3,500)	(1,028)			

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
400 Youth & Community							
4845 Patchway Festival	0	6,200	6,540	340		340	94.8%
4865 Patchway People Newsletter	0	0	3,000	3,000		3,000	0.0%
4867 Community Events/Engagement	0	0	500	500		500	0.0%
4868 Monthly Newsletter	0	0	200	200		200	0.0%
4869 Youth Development	0	4,000	15,000	11,000		11,000	26.7%
Youth & Community :- Indirect Expenditure	0	10,200	25,240	15,040	0	15,040	40.4%
Net Expenditure	0	(10,200)	(25,240)	(15,040)			
410 GRANTS							
4600 Grants Paid	0	5,746	9,500	3,754		3,754	60.5%
4605 Grants - Community Centres	0	0	15,000	15,000		15,000	0.0%
GRANTS :- Indirect Expenditure	0	5,746	24,500	18,754	0	18,754	23.5%
Net Expenditure	0	(5,746)	(24,500)	(18,754)			
500 Scott Park							
1510 Sports Income	1,299	7,641	6,000	(1,641)			127.4%
1520 3G Sports Facility Income	1,278	13,794	12,000	(1,794)			115.0%
1525 Cricket Net Facility Income	0	29	0	(29)			0.0%
1700 Grants & Donation Received	0	6,052	0	(6,052)			0.0%
Scott Park :- Income	2,577	27,516	18,000	(9,516)			152.9%
4160 Insurance	0	1,948	2,250	302		302	86.6%
4230 Equipment	19	7,372	0	(7,372)		(7,372)	0.0%
4235 Property Security\Caretaking	1,745	2,710	2,500	(210)		(210)	108.4%
4240 Property Maintenance	0	1,391	500	(891)		(891)	278.2%
4245 Janitorial	0	50	300	250		250	16.6%
4410 Rates	0	2,595	2,650	55		55	97.9%
4430 Utilities	1,171	2,279	2,500	221		221	91.1%
4650 CCTV	0	788	750	(38)		(38)	105.1%
4930 Petrol and Diesel	194	1,584	3,000	1,416		1,416	52.8%
4935 Machinery Repair	504	850	2,000	1,150		1,150	42.5%
4940 Maintenance - Machinery	15	2,773	2,500	(273)		(273)	110.9%
4945 Maintenance - Sports Facilitie	786	12,586	12,500	(86)		(86)	100.7%
4950 Machinery & Tools	758	1,502	750	(752)		(752)	200.3%
4955 Pitches Supplies	0	0	1,500	1,500		1,500	0.0%
4965 Maintenance - Play Equipment	987	1,434	2,000	566		566	71.7%
4970 Fencing	0	0	2,500	2,500		2,500	0.0%
4975 Skip	1,260	8,717	6,000	(2,717)		(2,717)	145.3%

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4991 Stripe charge	21	62	0	(62)		(62)	0.0%
4992 Scott Park Tree Maintenance	0	1,270	3,000	1,730		1,730	42.3%
4993 Container Replacement	0	1,190	0	(1,190)		(1,190)	0.0%
4995 Staff Uniform	0	721	1,000	279		279	72.1%
4997 Sports Equipment	0	7,405	1,250	(6,155)		(6,155)	592.4%
4998 Access Gates	0	875	2,000	1,125		1,125	43.8%
4999 Portable Changing Rooms	685	11,654	0	(11,654)		(11,654)	0.0%
5300 Litter Bins	0	632	0	(632)		(632)	0.0%
5330 Planter and Tree Maintenance	0	746	0	(746)		(746)	0.0%
5333 Signage Repair/Replace	0	495	0	(495)		(495)	0.0%
5900 Transfer to EMR	0	1,550	0	(1,550)		(1,550)	0.0%
Scott Park :- Indirect Expenditure	8,146	75,178	51,450	(23,728)	0	(23,728)	146.1%
Net Income over Expenditure	(5,568)	(47,661)	(33,450)	14,211			
510 Sports and Social Club							
1500 Social Club Income	986	6,905	11,840	4,935			58.3%
Sports and Social Club :- Income	986	6,905	11,840	4,935			58.3%
Net Income	986	6,905	11,840	4,935			
600 Allotments							
1440 Allotment Rents	0	0	2,000	2,000			0.0%
Allotments :- Income	0	0	2,000	2,000			0.0%
4430 Utilities	0	134	250	116		116	53.8%
5000 Pretoria Road	0	0	250	250		250	0.0%
5010 Blakeney Road	0	0	250	250		250	0.0%
Allotments :- Indirect Expenditure	0	134	750	616	0	616	17.9%
Net Income over Expenditure	0	(134)	1,250	1,384			
700 Tumps and BMX Track							
1435 Tumps Ground Rent Income	0	30	30	0			100.0%
Tumps and BMX Track :- Income	0	30	30	0			100.0%
4420 Maintenance	0	1,942	1,000	(942)		(942)	194.2%
4450 Rent Payable to Network Rail	0	0	250	250		250	0.0%
5330 Planter and Tree Maintenance	0	395	0	(395)		(395)	0.0%
5333 Signage Repair/Replace	0	405	0	(405)		(405)	0.0%
5334 Improvement Fund	0	4,727	3,500	(1,227)		(1,227)	135.1%
Tumps and BMX Track :- Indirect Expenditure	0	7,469	4,750	(2,719)	0	(2,719)	157.2%
Net Income over Expenditure	0	(7,439)	(4,720)	2,719			

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
710 Play Area							
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%
5101 Land at Coniston P Sch Rent	0	50	0	(50)		(50)	0.0%
5200 Repairs and Maintenance	360	7,748	2,000	(5,748)		(5,748)	387.4%
5334 Improvement Fund	0	7,143	7,500	357		357	95.2%
Play Area :- Indirect Expenditure	<u>360</u>	<u>14,941</u>	<u>9,550</u>	<u>(5,391)</u>	<u>0</u>	<u>(5,391)</u>	<u>156.4%</u>
Net Expenditure	<u>(360)</u>	<u>(14,941)</u>	<u>(9,550)</u>	<u>5,391</u>			
720 Open Spaces Administration							
1700 Grants & Donation Received	0	100	0	(100)			0.0%
Open Spaces Administration :- Income	<u>0</u>	<u>100</u>	<u>0</u>	<u>(100)</u>			
5300 Litter Bins	0	199	875	676		676	22.7%
5320 Christmas Decoration	16,834	19,389	16,250	(3,139)		(3,139)	119.3%
5330 Planter and Tree Maintenance	15	228	2,000	1,772		1,772	11.4%
5334 Improvement Fund	885	1,693	0	(1,693)		(1,693)	0.0%
5340 Outside Area Maintenance/Biodi	1,632	10,355	0	(10,355)		(10,355)	0.0%
Open Spaces Administration :- Indirect Expenditure	<u>19,366</u>	<u>31,863</u>	<u>19,125</u>	<u>(12,738)</u>	<u>0</u>	<u>(12,738)</u>	<u>166.6%</u>
Net Income over Expenditure	<u>(19,366)</u>	<u>(31,763)</u>	<u>(19,125)</u>	<u>12,638</u>			
800 Street Furniture & transport							
5450 Street Cleaning Supplies	125	520	750	230		230	69.3%
Street Furniture & transport :- Indirect Expenditure	<u>125</u>	<u>520</u>	<u>750</u>	<u>230</u>	<u>0</u>	<u>230</u>	<u>69.3%</u>
Net Expenditure	<u>(125)</u>	<u>(520)</u>	<u>(750)</u>	<u>(230)</u>			
Parks & Open Spaces :- Income	<u>3,564</u>	<u>34,554</u>	<u>31,873</u>	<u>(2,681)</u>			<u>108.4%</u>
Expenditure	<u>28,774</u>	<u>196,554</u>	<u>189,111</u>	<u>(7,443)</u>	<u>0</u>	<u>(7,443)</u>	<u>103.9%</u>
Movement to/(from) Gen Reserve	<u>(25,211)</u>	<u>(162,000)</u>					
Grand Totals:- Income	<u>3,649</u>	<u>844,885</u>	<u>764,189</u>	<u>(80,696)</u>			<u>110.6%</u>
Expenditure	<u>52,146</u>	<u>888,726</u>	<u>764,189</u>	<u>(124,537)</u>	<u>0</u>	<u>(124,537)</u>	<u>116.3%</u>
Net Income over Expenditure	<u>(48,497)</u>	<u>(43,841)</u>	<u>0</u>	<u>43,841</u>			
Movement to/(from) Gen Reserve	<u>(48,497)</u>	<u>(43,841)</u>					

LOCAL COUNCIL AWARD SCHEME TRIAGE FEEDBACK FORM

Foundation level – **PATCHWAY TOWN COUNCIL**

CRITERIA	COMMENT	PASSED
The Council confirms by resolution that all documentation and information is in place for a specified award	This section has been missed and so no evidence supplied Resolution for gold quality passed at meeting of Full Council on 15th March 2022.	×
Criteria	Triage Feedback	
1 Its standing orders and financial regulations	Evidence supplied	✓
2 Its financial regulations	Evidence supplied	✓
3 Its Code of Conduct and a link to councillors' registers of interests	Evidence supplied	✓
4 Its publication scheme	Evidence supplied	✓
5 Its last annual return	Evidence supplied • Public rights – the two explanatory pages were missing for the public to understand what their rights are (usually supplied by Ext.Auditor). This has now been uploaded to https://www.patchwaytowncouncil.gov.uk/finance	✓
6 Transparent information about council payments	Evidence supplied	✓

7	A calendar of all meetings including the annual meeting of electors	Evidence supplied	✓
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Evidence supplied	✓
9	Current agendas	<p>Evidence supplied</p> <p>The Agenda pack does not include supporting reports/documents for the public to read in line with the Transparency code (Part 2, 10g: 29, 30).</p> <p>Current agenda from March 2022 now has this. - https://www.patchwaytowncouncil.gov.uk/agendas-minutes</p>	
10	The budget and precept information for the current or next financial year	Evidence supplied	✓
11	Its complaints procedure	Evidence supplied	✓
12	Its accessibility statement	Evidence supplied	✓
13	Its privacy notice	Evidence supplied	✓
14	Council contact details and councillor information in line with the Transparency Code	Evidence supplied	✓
15	Its action plan for the current year	Evidence supplied	✓
16	Evidence of consulting the community	Evidence supplied	✓

17 Publicity advertising council activities	<p>This linked to the agenda and as mentioned above at item 9 the agenda does not have supporting documents published so this is not a good example for the Panel.</p> <p>Current agenda from March 2022 now has this. - https://www.patchwaytowncouncil.gov.uk/agendas-minutes</p>	
18 Evidence of participating in town and country planning	Evidence supplied	✓
19 A risk management scheme	Evidence supplied	✓
20 A register of assets	<p>Evidence offered 'can be supplied' but not seen. The Panel may wish to see these and so do need to be provided.</p> <p>Asset Register Can Be Viewed Here</p>	
21 Contracts for all members of staff	<p>Evidence offered 'can be supplied' but not seen. The Panel may wish to see these and so do need to be provided.</p> <p>Clerk contract can be seen here</p>	
22 up-to-date insurance policies that mitigate risks to public money	<p>Evidence offered 'can be supplied' but not seen. The Panel may wish to see these and so do need to be provided.</p> <p>Insurance schedule can be seen here.</p>	
23 Disciplinary and grievance procedures	Evidence supplied	✓

24 A policy for training and development of staff and councillors	Link supplied was to the Policies section and no Training policy was in the list. Update link to a document to guide the Panel to the information. Can be viewed here:	
25 A record of all training undertaken by staff and councillors in the last year	Evidence supplied	✓
26 A clerk who has achieved 12 CPD points in the last year	Evidence supplied but, the recording of CPD points not found on the documents CPD Record	✓

Quality level – **PATCHWAY TOWN COUNCIL**

CRITERIA	COMMENT	PASSED
Council Resolution prescribed, at a full council meeting that: “... it meets all requirements for the Foundation Award and that it publishes on its website:”	This section has been missed and so no evidence supplied <u>Resolution passed at meeting on 15th March 2022</u>	×
Criteria	Triage Feedback	
1 Draft minutes of all council and committee meetings within four weeks of the last meeting	Evidence supplied	✓
2 A Health and Safety policy	Evidence supplied	✓
3 Its policy on equality	Evidence supplied	✓
4 Councillor profiles	Evidence supplied	✓
5 A community engagement policy involving two-way communication between council and community	Evidence supplied	✓
6 A grant awarding policy	Evidence supplied	✓
7 Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence supplied	✓
8 An action plan and related budget responding to community engagement and setting out a timetable for action and review	Evidence supplied	✓
9 Evidence of community engagement, council	Evidence supplied	✓

activities and the promotion of democratic processes in an annual report, online material and regular news bulletins		
10 Evidence of helping the community plan for its future	Evidence supplied	✓
11 a scheme of delegation (where relevant)	Evidence supplied	✓
12 at least two-thirds of its councillors who stood for election	No evidence supplied Panel will need to see the some evidence eg, results of the election, link to election page, scan of the page you receive from the elections officer Results Here Results Here	x
13 a annual report that is actively shared with the community	Evidence supplied	✓
14 Evidence of customer service in how the council handles correspondence with the public	Evidence the Council listens to residents at a meeting, as noted in Minutes but no evidence of customer service supplied. For the Panel you need to show some follow up or response or actions. Follow up action here. Follow up action here.	
15 a qualified clerk	No evidence supplied. For the Panel scan in your certificate. Certificate	x

16 a formal appraisal process for all staff	Evidence supplied	✓
17 a training policy and record for all staff and councillors	Evidence supplied	✓

Quality Gold level – **PATCHWAY TOWN COUNCIL**

CRITERIA	COMMENT	PASSED
Council Resolution prescribed, at a full council meeting that: “... it meets all requirements for the Foundation and Quality Awards and also publishes on its website:”	This section has been missed and so no evidence supplied <u>Resolution passed at meeting on 15th March 2022</u>	×
1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	Evidence supplied	✓
2 An annual report, online material, news bulletins and other council communications with evidence of	Evidence supplied	✓
a) engaging with diverse groups in the community using a variety of methods	Evidence supplied	✓
b) community engagement influencing council activity and priorities	Evidence supplied	✓
c) A wide range of council activities, including innovative projects, that produce positive outcomes for the community	Evidence supplied	✓

d) co-operating constructively with other organisations	Evidence supplied	✓
3 Ensures that the council delivers value for money	Evidence supplied	✓
4 Provides leadership in planning for the future of the community	Evidence supplied	✓
5 Engages with the community on issues related to the environment and climate change	Some evidence supplied The Agenda pack does not include supporting reports/documents for the public to read in line with the Transparency code (Part 2, 10g: 29, 30). Current agenda from March 2022 now has this. - https://www.patchwaytowncouncil.gov.uk/agendas-minutes	
6 Manages the performance of the council as a corporate body	Evidence supplied	✓
7 Manages the performance of each individual staff member to achieve its business plan	Evidence supplied	✓



CASSON CENTRE, PATCHWAY

PRELIMINARY ORDER OF COST ESTIMATE NO.1

PATCHWAY TOWN COUNCIL

3rd March 2022



CONTROL ISSUE SHEET

Document Issue	Status	Prepared, Checked and Issued by	Date
DRAFT	Issued to Melrose for comment	Lee McGreevy	28/02/2022
FORMAL	Issued to Melrose and Patchway Town Council	Lee McGreevy	03/03/2022

CONTENTS

Section	Section Contents
1	Executive Summary and Commentary
2	Construction Cost Summary
3	Area Schedule
4	Assumptions and Basis of Estimate Schedule
5	Clarifications and Exclusions Schedule
6	Design Information Schedule
7a	Detailed Estimate Breakdown - Casson Centre
7b	Detailed Estimate Breakdown - Community Centre
8	Tender and Construction Inflation Benchmarking Table (Including Risk Statement)
9	Development Fee Summary

SECTION 1 - EXECUTIVE SUMMARY

The Estimate has been based upon the comments made at the site visit on 22nd February attended by Melrose, Bush Consultancy, Patchway Town Council and LMQS. No design information has been received. The report provides an Order of Cost for the proposed re-roofing and external redecorating of both The Casson Centre and Community Centre and internal refurbishment of The Casson Centre only at Patchway. An option cost is also stated should Patchway Town Council wish to replace the uPVC double glazed windows of the Casson Centre. A summary of the total Construction costs (inclusive of on-costs such as Main Contractor Preliminaries and Risk allowances, exclusive of VAT) is shown below:

	Casson	Community	Total	£/m2 GIA	£/ft2 GIA
Net Construction Cost	£61,000	£19,000	£80,000	£741	£69
Main Contractor Preliminaries	£14,000	£7,000	£21,000	£194	£18
Main Contractor OH&P	£7,000	£3,000	£10,000	£93	£9
Design and Construction Risk	£8,000	£3,000	£11,000	£102	£9
Tender and Construction Inflation	Excluded	Excluded	Excluded	Excluded	Excluded
Estimated Construction Cost	£90,000	£32,000	£122,000	£1,130	£105
Professional Fees	£21,000	£8,000	£29,000	£269	£25
Client Contingency	£7,000	£3,000	£10,000	£93	£9
Estimated Development Cost (1)	£118,000	£43,000	£161,000	£1,492	£139
Option - Replace Windows	£9,000	£0	£9,000	£83	£8
Estimated Development Cost (2)	£127,000	£43,000	£170,000	£1,575	£147

It should be noted that the above Estimated Construction Cost is priced at current inflation levels with no inflation added to the anticipated mid-point of construction. There are a number of labour/material availability, transportation and cost issues arising from the combined impacts of recent government legislation, global impacts on fuel prices, Covid 19 and Brexit that will need to be managed as the project progresses. These are briefly discussed at Section 8 of the report.

Allowances have been included for Main Contractor Preliminaries based on a combined project duration of 6 weeks for the works to the Casson Centre and Community Centre and Main Contractor Overheads and Profit of 10% across all construction works. In addition, due to the current stage and level of design information, risks for design development and construction risk have been included at a total of 10% of all costs. A procurement route is yet to be agreed and design fees for works undertaken on a Design and Build Procurement route are EXCLUDED.

Similarly the risk allowances mentioned above that we have included in our Estimate relate specifically to design development and pricing and are not to be considered a Client Contingency. We would recommend that a separate Client owned Contingency for the project covering all aspects of the project and not just construction is set aside in a separate budget and have included an allowance of £10,000 as a development cost below the construction cost line which equates to 6.6% of the combined total of Construction costs and Development Fees.

We have also been asked to advise the following Option Cost:

SECTION 1 - EXECUTIVE SUMMARY

Replacement of windows to the Casson Centre - the cost to replace the existing 8nr uPVC double glazed windows with a similarly specified but more modern window selection will be in the order of £9,000 inclusive of Main Contractor Overheads and Profit and Design Risk allowance. This cost assumes that the window replacement works can be undertaken within the same project duration as the combined works to the Casson Centre and Community Centre above. If this is not the case we would suggest that additional Preliminaries costs to extend the project Programme will be in the order of £3,000 per additional week of Programme duration.

We have not been provided with a firm indication of the project budget and we understand that the Estimate is being used to assist with the decision making of the scope of works to be undertaken by Patchway Town Council. Therefore we have not considered Value Engineering at this stage.

The Cost Plan has been prepared for use by Melrose Associates and Patchway Town Council only specifically in connection with the Casson Centre project and shall not be relied upon by any other party for any reason without the express permission of Lee McGreevy Quantity Surveying Services.

SECTION 2 - CONSTRUCTION COST SUMMARY

KEY DATA

GIFA (m2)	108	m2
GIFA (ft2)	1163	ft2

Section	Element	Casson Centre	Community Centre	Total	£/m ²	£/ft ²	%
0	Facilitating Works	£0	£0	£0	£0	£0	0.00%
1	Substructure	£0	£0	£0	£0	£0	0.00%
2	Superstructure	£27,000	£19,000	£46,000	£426	£40	37.70%
3	Internal Finishes	£13,000	£0	£13,000	£120	£11	10.66%
4	Fittings, Furnishings and Equipment	£4,000	£0	£4,000	£37	£3	3.28%
5	Building Services	£10,000	£0	£10,000	£93	£9	8.20%
6	Prefabricated Buildings/Building Units	£0	£0	£0	£0	£0	0.00%
7	Work to Existing Buildings	£7,000	£0	£7,000	£65	£6	5.74%
8	External Works	£0	£0	£0	£0	£0	0.00%
Building Works Sub Total		£61,000	£19,000	£80,000	£741	£69	65.57%
9	Main Contractor Preliminaries	£14,000	£7,000	£21,000	£194	£18	17.21%
10	Construction Design Fees/Surveys	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
11	Main Contractor Overheads and Profit (10%)	£7,000	£3,000	£10,000	£93	£9	8.20%
12	Contractors Design Risk Allowance (%)	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
13	Design Contingency Allowance (10%)	£8,000	£3,000	£11,000	£102	£9	9.02%
14	Tender and Construction Inflation (%)	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
Building Works Total		£90,000	£32,000	£122,000	£1,130	£105	100.00%

SECTION 3 - AREA SCHEDULE

M ²	Plant	Ancillary	Circulation	NIA	GIFA	GEFA
Ground	0	41	6	61	108	N/A
Totals	0	41	6	61	108	N/A

FT ²	Plant	Ancillary	Circulation	NIA	GIFA	GEFA
Ground	0	441	65	657	1,163	N/A
Totals	0	441	65	657	1,163	N/A

SECTION 4 - ASSUMPTIONS AND BASIS OF ESTIMATE SCHEDULE

Nr	Estimate Assumption/Basis
1	It is assumed that the building is either owned by Patchway Town Council or that, as tenant, they have received or will receive the necessary License(s) to Alter the building in accordance with the proposed works.
2	Estimated costs have been priced at current day pricing levels (1Q22). We will require a Programme for the works to accurately predict likely inflation. However for a guide on future Tender and Construction Price Inflation refer to the separate LMQS benchmarking table for predicted inflation levels reported by various organisations in the construction industry in Section 8 of the report.
3	No Programming and Phasing details have been stated for the works. However we have based the Preliminaries allowance on a six week construction duration for the combined works to the Casson and Community Centres.
4	Costs for the construction works are based upon approximate quantities, cost m ² /ft ² , empirical cost data taken from LMQS's construction cost database and direct cost information from suppliers/installers where available.
5	Measurements contained within the estimate have been prepared solely for the valuation of the proposed construction works and should not be relied upon for any other use by any party.
6	It must be emphasised that the estimate has been prepared based upon verbal indication of scope with no architectural, structural or services details provided and may be subject to adjustment as the project develops.
7	A number of potential works items have been excluded from the estimate and are listed at Section 5 of the report. Please familiarise yourself with these.
8	Allowances have been include for Main Contractor Preliminaries and Main Contractor Overheads and Profit across all construction works.
9	Preliminaries include for time related and fixed running costs and are typically split into costs for site accommodation and establishment, management and staff, plant/small tools/protection systems, site security, temporary services for the site, safety and environmental protection, temporary works, skips, cleaning, provision of documentation such as O&M manuals and insurances/bonds/guarantees/warranties.
10	Overheads and Profit include a proportion of the Main Contractor's central overheads including head office and head office staff costs, which are not included in the Preliminaries allowance, plus an amount for profit.
11	Items of specific Sub-Contractor Preliminaries additional to Main Contractor Preliminaries allowances are priced separately in the construction works where required.
12	The status of the design is RIBA Stage 0 (Strategic Definition). Design and Construction risk allowances have been included at a level of 10% which LMQS considers to reflect the status of the design to date.
13	Any specific Client contingency, risk and other allowances are deemed to be considered by the Client outside of this Cost Estimate and therefore budgeted for elsewhere. We would recommend that a minimum Client Owned Construction Contingency allowance of £10,000 is set aside for this project.
14	The procurement strategy for the works has yet to be determined although we have assumed that it will be a fixed price, lump sum arrangement, competitively tendered and utilising a JCT form of building contract.
15	The Gross Internal Floor Area of the building has been measured from drawing DM01A Demolition Plan which is a drawing relating to the Main Project works and includes the Entrance area.
16	We have not received any designs and cannot confirm or assume that the works comply with current Building regulations and any other relevant statutory regulations.
17	It is assumed that items of loose furniture, fittings, equipment and the like will be removed by Patchway Town Council prior to the commencement of works.
18	The Estimate is reporting on the cost of the Construction works only and therefore excludes Design Fees, Surveys and other fees and costs outside of the building contract itself in relation to the works. Patchway Town Council need to set aside a separate budget for these items of cost.
19	The following works items are not scoped in sufficient detail for LMQS to adequately price and therefore PROVISIONAL budget allowances have been included in the current Estimate:
	Treat/Replace water damaged timber to roof trusses and purlins (Casson Centre) - £2,500 (risk item)
	Treat/Replace water damaged timber to roof trusses and purlins (Community Centre) - £2,500 (risk item)
	Making good floor screeds where required following removal of floor finishes - £500 (risk item)

SECTION 5 - CLARIFICATIONS AND EXCLUSIONS SCHEDULE

Nr	Clarification/Exclusion	Included	Excluded	Client	Risk	Occupier
1	Value Added Tax (specialist advice to be obtained if VAT liability reduction is being sought)		X	X		
2	Finance, Legal and Marketing Costs		X	X		
3	Professional Fees and Survey Costs		X	X		
4	Planning and Building Regulation Fees		X	X		
5	Fees and Costs for Rights of Light Agreements, Party Wall Awards and Oversailing Agreements		X	X		
6	Project Insurances	Contractor Insurances	Client Insurances	X		
7	Section 108/278 Contributions		X	X		
8	Community Infrastructure Levy Contributions or similar		X	X		
9	Capital Allowances Benefits		X	X		
10	Government Incentives and Grants		X	X		
11	Currency and Exchange Rate Fluctuations		X		X	
12	Tariffs/other charges arising from United Kingdom withdrawal from the European Union		X		X	
13	Statutory changes		X		X	
14	Works outside of the site boundary except where specifically identified		X		X	
15	Phasing of works		X		X	
16	Out of hours working		X		X	
17	Removal of corrugated asbestos roof sheeting		X		X	
18	Major strengthening works to existing roof structure		X		X	
19	Beetle Eradication works		X		X	
20	Removal of loose furniture, fittings and equipment		X	X		
21	Works to parapet gutter	Cleaning and Unblocking	Over-lining		X	
22	Re-fixing or replacement of existing window blinds		X	X		
23	Replacement of sanitaryware in WC's		X		X	
24	Replacement lighting controls		X		X	
25	Replacement of Hand Dryers in WC's		X	X		
26	Data outlets to new office		X	X		
27	New Office furniture and fit-out		X			X

SECTION 6 - DESIGN INFORMATION SCHEDULE

This Cost Estimate has been prepared using the following design information:

Architectural Information

Reference Nr.	Title	Revision ref.	Date of Issue
	No Design Information available		

Structural Information (Pro Structures)

Reference Nr.	Title	Revision ref.	Date of Issue
L2472/EB1	Visual Structural Inspection Report for the Roof	A	Dec-19

Services Information

Reference Nr.	Title	Revision ref.	Date of Issue
	No Design Information available		

Due to the unavailability of Design Information the estimate has been prepared based on a walk around the building and site and verbal advice from Melrose Associates, Bush Consultancy and Patchway Town Council.

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost
				£	£	£/m2
0	Facilitating Works				0	0
0.1	Toxic/Hazardous/Contaminated material removal				0	0
0.1.1	Asbestos removal				Excluded	
0.2	Major Demolition Works				0	0
0.2.1	None Required					
0.3	Specialist Groundworks				0	0
0.3.1	None Required					
0.4	Temporary Diversion Works				0	0
0.4.1	None Required					
0.5	Extraordinary Site Investigation Works				0	0
0.5.1	None Required					
1	Substructure				0	0
1.1.1	None Required					
2	Superstructure				26,926	249
2.1	Frame				0	0
2.1.1	None Required					
2.2	Upper Floors				0	0
2.2.1	None Required					
2.3	Roof				16,672	154
2.3.1	Clean existing parapet gutters at completion of roofing works; unblock outlets as required	5	hrs	25	125	
2.3.2	Treatment/replacement of sections of water damaged timber to roof trusses and purlins	1	PS	2,500	2,500	
2.3.3	Single skin insulated colour coated box profiled galvanised steel roof covering; 0.7 thick steel outer sheet; side laps sealed and stitched; 62 deep top hats; 280 galvanised steel support brackets; support bars; 300 insulation quilt; vapour control layer; fixing with self drilling tek screws and matching colour caps; standard colour	172	m2	65	11,180	
2.3.4	Raking cutting	5	m	5	25	
2.3.5	Ridge flashing and fillers	18	m	25	450	
2.3.6	Sloping parapet flashing	10	m	35	350	
2.3.7	Site applied GRP junction detail at valley junction with existing roof	5	m	90	450	
2.3.8	Flashing at junction with secret gutter behind parapet	18	m	15	270	
2.3.9	0.7 thick colour coated galvanised steel eaves box gutter; restraint straps at 1m centres; factory applied protective coating to water carrying surfaces	18	m	35	630	
2.3.10	Stopends	1	nr	50	50	
2.3.11	Outlets	1	nr	50	50	
2.3.12	100 diameter aluminium downpipes including brackets	6	m	47	282	
2.3.13	extra over for swan necks	2	nr	90	180	
2.3.14	extra over for shoes at base of rainwater pipe	2	nr	65	130	
2.3.15	Roofing sub-contractor preliminaries				Included	
2.4	Staircases, Ramps, Handrails and Balustrading				0	0
2.4.1	None Required					
2.5	External Walls				7,150	66

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost
				£	£	£/m2
2.5.1	Three coats paint to existing render coating of Casson Centre; (Kiem Soldalit or similar)	95	m2	18	1,710	
2.5.3	Scaffolding for external envelope works; Casson Centre	136	m2	40	5,440	
2.6	Windows, Curtain Walling and External Doors				2,850	26
2.6.1	Remove and replace double glazed windows (assume aluminium replacements)				OPTION	
2.6.2	Glazed/Spandrel uPVC framed panel at previous location of single external door in Office; one top hung opening light and trickle vent; 1000 x 2700	1	nr	800	800	
2.6.3	Glazed/Spandrel uPVC framed panel at previous location of double external door in Office; one top hung opening light and trickle vent; 1600 x 2400	1	nr	1,200	1,200	
2.6.4	PVC framed, medium density fibreboard reinforced external single PAS 23/24 entrance door, fanlight and ironmongery (including security cylinder); 1000 x 2400	1	nr	850	850	
2.7	Internal Walls and Partitions				0	0
2.7.1	None Required					
2.8	Internal Doors and Ironmongery				254	2
2.8.1	Two coats Dulux Trade gloss paint to WC and entrance doors	6	m2	12	72	
2.8.2	Two coats Dulux Trade gloss paint to door frames and architraves	26	m	7	182	
3	Internal Finishes				12,940	120
3.1	Wall Finishes				2,552	24
3.1.1	Whiterock/tiled splashbacks around worktops; assumed 300 high	9	m	25	225	
3.1.2	Sand existing surfaces, filling as required; two coats Dulux Trade emulsion to existing plaster walls	193	m2	10	1,930	
3.1.3	One mist coat and two coats Dulux Trade emulsion to new plaster walls	5	m2	9	45	
3.1.4	Medium density fibreboard window boards, 25 thick	3	m	30	90	
3.1.5	Two coats Dulux Trade gloss paint to new and existing window boards	14	m	8	112	
3.1.4	Manifestation to Pre-School window	1	item	150	150	
3.2	Floor Finishes				5,138	48
3.2.1	Latex screed to vinyl areas	88	m2	11	968	
3.2.2	Non-slip vinyl floor finish to Kitchen area and WC's	14	m2	35	490	
3.2.3	Vinyl floor finish to Hall and Kitchen Prep area	74	m2	35	2,590	
3.2.4	Carpet floor finish to Office	17	m2	30	510	
3.2.5	Threshold trims	1	item	125	125	
3.2.6	Two coats Dulux Trade gloss paint to existing and new skirtings	65	m	7	455	
3.3	Ceiling Finishes				5,250	49
3.3.1	Plasterboard suspended ceilings, skim coat finish	45	m2	40	1,800	
3.3.2	One mist coat and two coats Dulux Trade emulsion to new plaster ceilings	45	m2	10	450	
3.3.3	Lay-in grid suspended mineral tile ceiling; primary and secondary suspension grid, integrated services fixings and perimeter edge trims	60	m2	50	3,000	
4	Fittings, Furnishings and Equipment				3,900	36

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost
				£	£	£/m2
4.1	Joinery				3,450	32
4.1.1	Fitted Kitchen units and laminate faced worktop, refrigerator and dishwasher	1	nr	2,750	2,750	
4.1.2	3000 x 600 x 38 laminate faced chipboard worktops on metal legs to each side of Kitchen Prep area	2	nr	350	700	
4.2	Other Fittings, Furnishings and Equipment				450	4
4.2.1	Mirrors	2	nr	150	300	
4.2.2	Statutory Signage	1	item	50	50	
4.2.3	Blinds				By PTC	
4.2.4	WC Fittings - allowance for new toilet roll holder and soap dispenser	2	nr	50	100	
5	Building Services				10,037	93
5.1	Isolations and Removals				990	9
5.1.1	Isolate and remove sink hot and cold water pipework prior to re-routing	3	m	60	180	
5.1.2	Isolate and remove heating flow and return pipework prior to re-routing	6	m	35	210	
5.1.3	Remove WC extract fans	2	nr	25	50	
5.1.4	Remove luminaires - 14nr	1	item	300	300	
5.1.5	Isolate gas supply and remove gas cooker	1	item	250	250	
5.2	Sanitary Appliances				310	3
5.2.1	Unfix existing kitchen sink, move to new location and re-fix (water pipework and thermostatic mixing valve modifications priced elsewhere)	1	item	310	310	
5.3	Disposal Installations				300	3
5.3.1	Allow for modifications to disposal system in Kitchen including additional waste pipework as required and capping off/removal of redundant waste pipework	1	item	300	300	
5.4	Water Installations				475	4
5.4.1	Allow for new thermostatic mixing valve to relocated sink	1	nr	175	175	
5.4.2	15 diameter pipework and fittings to re-routed hot and cold water sink pipework	12	m	25	300	
5.5	Heat Source				0	0
5.5.1	No works required					
5.6	Space Heating and Air Conditioning				385	4
5.6.1	Isolate water supply prior to undertaking heating pipework amendments	1	item	160	160	
5.6.2	15 diameter pipework and fittings to re-routed heating flow and return pipework; Kitchen area wall	9	m	25	225	
5.7	Ventilation				1,375	13
5.7.1	WC extract fans	2	nr	445	890	
5.7.2	Kitchen extract fan; Vent Axia pull chord type	1	nr	485	485	
5.8	Electrical Installations				2,975	28
5.8.1	WC luminaires	1	item	300	300	
5.8.2	Main Hall luminaires	1	item	1,080	1,080	
5.8.3	Kitchenette luminaires	1	item	660	660	
5.8.4	Office luminaires	1	item	290	290	
5.8.5	Entrance luminaire	1	item	145	145	

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item	Item Cost
					Cost	£/m2
				£	£	£
5.8.6	Lighting controls				Existing	
5.8.7	Allow for additional socket outlets in relocated Kitchen and Office room	4	nr	125	500	
5.9	Gas Installation				0	0
5.9.1	No new works - refer to section 5.0					
5.10	Fire and Lightning Protection				0	0
5.10.1	No works required					
5.11	Communication, Security and Control Systems				250	2
5.11.1	Additional smoke detector to new Kitchen position	1	nr	250	250	
5.12	Specialist Installations				0	0
5.12.1	No works required					
5.13	Lift Installations				0	0
5.13.1	None Required					
5.14	Testing and Commissioning				500	5
5.14.1	Allowance for testing and commissioning	1	item	500	500	
5.15	Building Services Preliminaries, Overheads and Profit				1,512	14
5.15.1	Preliminaries, Overheads and Profit on MEP Services Sub-Contractor(s)	20	%	7,560	1,512	
5.16	Builders Work In Connection with Building Services				965	9
5.16.1	Two coats Dulux Trade gloss paint to existing and re-routed exposed heating and water pipework	71	m	7	497	
5.16.2	Two coats Dulux Trade gloss paint to existing radiators	4	m2	12	48	
5.16.3	100 diameter hole and fire stopping for Kitchen extract fan duct	3	nr	90	270	
5.16.4	Boxing out existing boiler including access door	1	item	150	150	
6	Prefabricated Buildings and Building Units				0	0
6.1	Prefabricated Buildings and Building Units				0	0
6.1.1	None Required					
7	Work to Existing Buildings				6,547	61
7.1	Minor Demolition and Alteration Works				6,547	61
	Demolition Works (disposal unless noted otherwise)					
7.1.1	Remove single external door, frame, fanlight and ironmongery - 2nr	1	item	300	300	
7.1.2	Remove double external door, frame fanlight and ironmongery - 1nr				Included	
7.1.3	Remove single internal door, frame and ironmongery - 2nr				Included	
7.1.4	Remove timber access hatch, frame and ironmongery - 1nr				Included	
7.1.5	Remove existing wall tiles in Kitchen	51	m2	20	1,020	
7.1.6	Remove existing floor finishes	1	item	650	650	
7.1.7	Remove existing ceiling finishes	1	item	1,300	1,300	
7.1.8	Remove existing Kitchen area worktops, Kitchen units and the like	1	item	300	300	
7.1.9	Strip out of remaining wall fixed fittings (e.g. mirrors, notice boards, dispensers and the like)	1	item	300	300	
	Alteration Works					
7.1.10	Blocking up opening in Kitchen	1	item	300	300	
7.1.11	Blocking up doorway between Kitchen and Office	1	item	300	300	
7.1.12	Blocking up access hatch between Kitchen and Office	1	item	50	50	

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost
				£	£	£/m2
7.1.13	Making good opening after removal of internal door to Kitchen area not being replaced	1	item	50	50	
7.1.14	Making good walls, following removal of wall tiles, with skim coat to receive paint finish or Whiterock/tiles as required	51	m2	8	408	
7.1.15	Allowance for making good floor screeds where required following removal of floor finishes	1	PS	500	500	
7.1.16	Skip allowance	15	%	4,860	729	
7.1.17	MEWPS allowance	7	%	4,860	340	
7.2	Repairs to Existing Services				0	0
7.2.1	Refer to Section 5 of the Estimate					
7.3	DPC's/Fungus and Beetle Eradication				0	0
7.3.1	EXCLUDED					
7.4	Façade Retention				0	0
7.4.1	None Required					
7.5	Façade Cleaning				0	0
7.5.1	Casson Centre Façade repainted therefore no cleaning required					
7.6	Renovation Works				0	0
7.6.1	EXCLUDED					
8	External Works				0	0
8.1	Site Preparation Works				0	0
8.1.1	None Required					
8.2	Roads, Paths, Pavings and Surfacing				0	0
8.2.1	None Required					
8.3	Soft Landscaping, Planting and Irrigation Systems				0	0
8.3.1	None Required					
8.4	Fencing, Railings and Walls				0	0
8.4.1	None Required					
8.5	External Fixtures				0	0
8.5.1	None Required					
8.6	External Drainage				0	0
8.6.1	None Required					
8.7	External Services				0	0
8.7.1	None Required					
8.8	Minor Building Works and Ancillary Buildings				0	0
8.8.1	None Required					
Sub-Total Facilitating Works and Building Works					60,350	559
9.1	Main Contractor Preliminaries				14,000	130
9.1.1	Main Contractor Preliminaries	4	wks	3,500	14,000	
10.1	Construction Design Fees/Surveys				0	0
10.1.1	Assume traditional procurement route				Excluded	
11.1	Main Contractor Overheads and Profit				7,435	69
11.1.1	Main Contractor Overheads and Profit	10	%	74,350	7,435	
12.1	Contractors Design Risk Allowance				0	0
12.1.1	Assume traditional procurement route				Excluded	
13.1	Design Contingency Allowance				8,179	76

SECTION 7A - DETAILED ESTIMATE BREAKDOWN CASSON CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost £/m2
				£	£	£
13.1.1	Design Risk	10	%	81,785	8,179	
14.1	Tender and Construction Inflation				0	0
14.1.1	No Programme Received - See Section 8				Excluded	
Total Construction Works (at 1st Quarter 22)					89,964	833

SECTION 7B - DETAILED ESTIMATE BREAKDOWN COMMUNITY CENTRE

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost £/m2
				£	£	£
0	Facilitating Works				0	0
1	Substructure				0	0
2	Superstructure				19,429	180
2.1	Frame				0	0
2.1.1	None Required					
2.2	Upper Floors				0	0
2.2.1	None Required					
2.3	Roof				13,817	128
2.3.1	Clean existing parapet gutters at completion of roofing works; unblock outlets as required	5	hrs	25	125	
2.3.2	Treatment/replacement of sections of water damaged timber to roof trusses and purlins	1	PS	2,500	2,500	
2.3.3	Single skin insulated colour coated box profiled galvanised steel roof covering; 0.7 thick steel outer sheet; side laps sealed and stitched; 62 deep top hats; 280 galvanised steel support brackets; support bars; 300 insulation quilt; vapour control layer; fixing with self drilling tekscrews and matching colour caps; standard colour	127	m2	65	8,255	
2.3.4	Raking cutting	5	m	5	25	
2.3.5	Ridge flashing and fillers	20	m	25	500	
2.3.6	Sloping parapet flashing	0	m	35	0	
2.3.7	Site applied GRP junction detail at valley junction with existing roof	10	m	90	900	
2.3.8	Flashing at junction with secret gutter behind parapet	20	m	15	300	
2.3.9	0.7 thick colour coated galvanised steel eaves box gutter; restraint straps at 1m centres; factory applied protective coating to water carrying surfaces	12	m	35	420	
2.3.10	Stopends	2	nr	50	100	
2.3.11	Outlets	2	nr	50	100	
2.3.12	100 diameter aluminium downpipes including brackets	6	m	47	282	
2.3.13	extra over for swan necks	2	nr	90	180	
2.3.14	extra over for shoes at base of rainwater pipe	2	nr	65	130	
2.3.15	Roofing sub-contractor preliminaries				Included	
2.4	Staircases, Ramps, Handrails and Balustrading				0	0
2.4.1	None Required					
2.5	External Walls				5,612	52
2.5.1	Three coats paint to existing render coating of Casson Centre; (Kiem Soldalit or similar)	74	m2	18	1,332	
2.5.2	Scaffolding for external envelope works; Casson Centre	107	m2	40	4,280	
2.6	Windows, Curtain Walling and External Doors				0	0
2.6.1	None Required					
2.7	Internal Walls and Partitions				0	0
2.7.1	None Required					
2.8	Internal Doors and Ironmongery				0	0
2.8.1	None Required					
3	Internal Finishes				0	0
4	Fittings, Furnishings and Equipment				0	0
5	Building Services				0	0

PRELIMINARY ORDER OF COST ESTIMATE

Job Nr : 0056
 CASSON CENTRE, PATCHWAY TOWN COUNCIL
 3rd March 2022

Cost Centre	Group Element/Element	Quantity	Unit	Rate	Total Item Cost	Item Cost £/m2
				£	£	£
6	Prefabricated Buildings and Building Units				0	0
7	Work to Existing Buildings				0	0
8	External Works				0	0
Sub-Total Facilitating Works and Building Works					19,429	180
9.1	Main Contractor Preliminaries				6,500	60
9.1.1	Main Contractor Preliminaries	2	wks	3,250	6,500	
10.1	Construction Design Fees/Surveys				0	0
10.1.1	Assume traditional procurement route				Excluded	
11.1	Main Contractor Overheads and Profit				2,593	24
11.1.1	Main Contractor Overheads and Profit	10	%	25,929	2,593	
12.1	Contractors Design Risk Allowance				0	0
12.1.1	Assume traditional procurement route				Excluded	
13.1	Design Contingency Allowance				2,852	26
13.1.1	Design Risk	10	%	28,522	2,852	
14.1	Tender and Construction Inflation				0	0
14.1.1	No Programme Received - See Section 8				Excluded	
Total Construction Works (at 1st Quarter 22)					31,374	291

SECTION 8 - TENDER AND CONSTRUCTION INFLATION BENCHMARKING TABLE

The following is included to give you an indicative guide on how various organisations within the construction industry view future potential Tender and Construction inflation in the South West region. Data has been captured from the websites and/or press releases of the companies included in the table during 1Q2022 and represents the latest view that has been published on their website. LMQS is not responsible for it's accuracy and the below should not be construed as Professional Advice.

Year	LMQS	Cost Modelling Ltd	Gardiner & Theobald	Currie and Brown	Turner & Townsend	Mace	Arcadis	BCIS All-In TPI	Average
2022	4.00%	2.60%	2.50%	4.50%	4.50%	4.50%	4.00%	4.30%	3.86%
2023	3.50%	3.55%	2.00%	4.00%	3.50%	3.50%	3.00%	4.10%	3.39%

Risk Statement

It should be noted in conjunction with the above that the current UK Construction Market is undergoing a period of turbulence in both capacity and pricing at the moment due to the following:

- Fuel cost increases
- Raw materials availability
- Raw materials cost increases
- Transport availability
- Labour shortages and associated wage increases including uplift to the minimum wage
- National Insurance contribution increases
- General inflation in the UK economy

The above has led to the following associated issues:

- Increases in manufacturing and delivery times affecting overall construction duration
- Contractors requiring lump sum payments for materials "up-front" in order to secure manufacturing slots
- Contractors either decreasing timescales for holding their lump sum price or requesting price fluctuation provisions

In terms of the Casson Centre project specifically the main areas of risk relate to the re-roofing and window replacement works (if required) and the procurement of these works will need to be managed carefully in order to arrive at the optimum price and programme duration for the project.

SECTION 9 - DEVELOPMENT FEE SUMMARY

Cost Centre	Group Element/Element	Quantity	Rate £	Total Item Cost £	Item Cost £/m2 £
1	Professional Fees				
1	Design Fees			28,920	268
1.1.1	Project Monitoring Fee - Melrose			28,170	261
1.1.2	Architect / Interior Designer - Bush Consultancy	BUDGET		3,000	
1.1.3	Contract Administrator and Quantity Surveyor - LMQS	BUDGET		10,000	
1.1.4	CDM Principal Designer - Bush Consultancy	6.00%	122,000	7,320	
1.1.5	MEP Services Engineer			Included	
1.1.6	Structural / Civils Engineer	BUDGET		1,500	
1.1.7	Planning Application Fees	BUDGET		4,000	
1.1.8	Planning Consultant - Bush Consultancy Scope	BUDGET		600	
1.1.9	Building Regulations - TBC			Excluded	
1.1.10	Legal Advice - assume PTC direct cost	BUDGET		1,750	
1.1.11	Clerk of Works / QM Surveyor			Excluded	
1.2	Survey/ Other				
1.2.1	Rights of Light / Party Wall Advice			750	7
1.2.2	Air Quality Report			Excluded	
1.2.3	Thermal Modelling			Excluded	
1.2.4	SBEM / SAP's / EPC's			Excluded	
1.2.5	Asbestos R&D Demolition Survey			Excluded	
1.2.6	Drainage Survey / CCTV	BUDGET		750	
Total Development Fees				28,920	10

Office

From: CLARK, David (MENDIP VALE MEDICAL PRACTICE) <david.clark23@nhs.net>
Sent: 09 March 2022 09:40
To: Clerk
Subject: RE: Update for PTC meeting
Attachments: March 2022 MV Patient Newsletter docx.pdf

Morning Jack

Attached the new Newsletter which will shortly go out.

In addition we are now well recruited at Coniston, we are working with the Clinical Commissioning Group (CCG) to have our sites at Coniston and Monks Park having their own Primary Care Network (PCN) from April 1st. This will mean better funding for some additional roles such as First Contact Physiotherapist, Social Prescribers and Physicians Associates, so an increase in access to these services for our patients. Coniston also now has Advanced Practitioners, whom are available for a variety of illnesses and reviews. This is great news to increase our numbers at Coniston and supporting our clinicians to give our patients more options. The slight issue is space, and again we are working with the CCG to see if we can add more clinical rooms to the site.

If you need anything further please let me know

RFegards

David Clark
Managing Partner

Mendip Vale Medical Group
[01934 854724](tel:01934854724)
david.clark23@nhs.net

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From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: 09 March 2022 09:33
To: CLARK, David (MENDIP VALE MEDICAL PRACTICE) <david.clark23@nhs.net>
Subject: Update for PTC meeting

Hi David,

Is there any updates for our meeting next week?

Thanks!

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



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March 2022 Patient Newsletter

Welcome to the March 2022 edition of our patient newsletter.

In this issue:

- Mendip Vale Fact File
- Community based catch-up clinics
- Covid Vaccination Programme – Current and Future Cohorts
- Wellbeing Lifestyle Club
- A message from the Fraud Team at Avon and Somerset Police
- Are you interested in joining the Patient Participation Group?
- We Want to Hear from You!



Mendip Vale Fact File

- **67586** - Patients registered as of 28th February 2022
- **7,639** – Number of appointments attended by patients for the week 28th Feb – 5th March 2022
- **Over 400,000** – The number of appointments Mendip Vale provide each year across our sites.

Community based catch-up clinics

Sirona are holding a series of community based catch up clinics offering first and second dose Covid vaccinations for those aged 12-15 years. Please see the following links below for more information –

<https://imms.sirona-cic.org.uk/coviddose2/2021/book>

Covid Vaccination Programme – Current and Future Cohorts

As at 25 January 2022

Current Adult Cohorts

[Link to grabajab.net](http://link.to.grabajab.net)

[Link to the JCVI COVID-19 Green Book chapter 14a](http://link.to.the.JCVI.COVID-19.Green.Book.chapter.14a)

Cohort	Vaccine	Booster/Primary	Doses	When	Place of Delivery
Anyone aged 18+ except those who are severely immunocompromised	MRNA OR AZ if age 40+	2 Primary Doses	2 doses 2 nd dose 8 weeks after 1 st dose Must be at least 4 weeks (28 days) after positive COVID test	Now	<ul style="list-style-type: none"> - Walk-ins - Book on the Day - Vaccination Centre - PCN Clinics - Community Pharmacy - Outreach - Hospital clinics where appropriate
	MRNA (unless PEG allergy then AZ)	1 Booster Dose	1 dose At least 3 months after final primary dose Must be at least 4 weeks (28 days) after positive COVID test	Now	
Anyone 18+ who is severely immunocompromised	MRNA	3 Primary Doses	3 doses 3 rd dose is 8 weeks after 2 nd dose Must be at least 4 weeks (28 days) after positive COVID test	Now	With evidence of eligibility: <ul style="list-style-type: none"> - PCN clinics - Walk Ins - Book on the day - Community Pharmacy - Outreach - Vaccination Centre - Hospital clinics where appropriate
	MRNA (unless PEG allergy then AZ)	Booster	1 Dose booster dose 3 month after 3 rd dose Must be at least 4 weeks (28 days) after positive COVID test	Now	

Current Children and Young People Cohorts [Link to grabajab.net](http://mendipvale.nhs.uk/grabajab.net) [Link to the JCVI COVID-19 Green Book chapter 14a](#)

Cohort	Vaccine	Booster/ Primary	Total Doses	When	Place of Delivery
Healthy 12 -15 Year olds	Pfizer	2 Primary Doses	2 doses Must be at least 12 weeks from Positive Covid Test Result 2 nd dose at least 12 weeks after 1 st dose	Now	<ul style="list-style-type: none"> School and Colleges by SAIS Community clinics for 2nd dose Vaccination Centre (NBS appointments) PCNs (where subcontracted and using NBS), walk in or local booking system Outreach clinics
Children aged 12 - 15 severely immunocompromised	Pfizer	3 Primary Doses	3 doses 3 rd dose 8 weeks after 2 nd dose (if possible delayed until 2 weeks post immunosuppression) Must be at least 4 weeks (28 days) after positive COVID test	Now	<ul style="list-style-type: none"> PCN clinics via Digital Booking System Vaccination Centre with prior agreement
	Pfizer	Booster Dose	1 Dose 30 micrograms Pfizer-BioNTech COVID-19 vaccine (Comirnaty [®]) no sooner than 3 months after completion of their primary course:	Now	Staged consent not require if parent /legal guardian is present at point of vaccination
Clinically at risk 12-15 year olds or a household contact of someone with a weakened immune system	Pfizer	2 Primary Doses	2 doses Must be at least 4 weeks (28 days) after positive COVID test 2 nd dose 8 weeks after 1 st dose.	Now	<ul style="list-style-type: none"> PCN clinics via local Digital Booking System Also will be Identified via school based immunisation team Vaccination Centre with prior agreement
	Pfizer	Booster Dose	1 Dose 30 micrograms Pfizer-BioNTech COVID-19 vaccine (Comirnaty [®]) no sooner than 3 months after completion of their primary course:	Now	Staged consent not require if parent /legal guardian is present at point of vaccination
Clinically extremely vulnerable children with severe neuro-disabilities					Children who turn 12 between 1st and 2nd doses should receive the same 2nd dose as 1st ie 10µg.

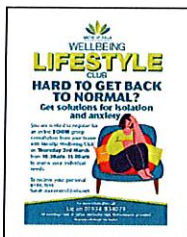
Current Children and Young People Cohorts [Link to grabajab.net](http://mendipvale.nhs.uk/grabajab.net) [Link to the JCVI COVID-19 Green Book chapter 14a](#)

Cohort	Vaccine	Booster/ Primary	Total Doses	When	Place of Delivery
16 & 17 Year Olds (unless severely immunocompromised - see below)	Pfizer	2 Primary Doses	2 doses Must be 12 weeks after positive COVID test result 2 nd dose at least 12 weeks after 1 st dose	Now	Where staff signed off: <ul style="list-style-type: none"> Schools/ Colleges Community Pharmacies Outreach Walk Ins PCN Vaccination Centre
	Pfizer	Booster Dose	1 Dose 30 micrograms Pfizer-BioNTech COVID-19 vaccine (Comirnaty [®]) no sooner than 3 (91 days) months after completion of their primary course:	Now NBS open for Booster doses from 17/1/22	
Household contact of people with weakened immune system aged 16-17	Pfizer	2 Primary Doses	2 doses Must be at least 4 weeks (28 days) after positive COVID test 2 nd dose 8 weeks after 1 st dose.	Now	<ul style="list-style-type: none"> Schools/ Colleges Community Pharmacies Outreach Walk Ins PCN Vaccination Centre
	Pfizer	Booster Dose	1 Dose Must be at least 4 weeks (28 days) after positive COVID test No sooner than 3 (91 days) months after completion of their primary course:	Now	<ul style="list-style-type: none"> Schools/ Colleges Community Pharmacies Outreach Walk Ins PCN Vaccination Centre
16 & 17 Year Olds - Severely immunocompromised	Pfizer	3 Primary Doses	3 doses Must be at least 4 weeks (28 days) after positive COVID test 3 rd dose 8 weeks after 2 nd dose (if possible delayed until 2 weeks post immunosuppression.)	now	<ul style="list-style-type: none"> PCN clinics via Digital Booking System Vaccination Centre with prior agreement Hospital
	Pfizer	1 Booster Dose	1 dose Must be at least 3 months(91 days) after primary in line with the clinical advice	Now	<ul style="list-style-type: none"> PCN clinics via Digital Booking System (Rivlam) Vaccination Centre with prior agreement Hospital

5-11 Year Olds [Link to grabajab.net](http://mendipvale.nhs.uk/grabajab.net) [Link to the JCVI COVID-19 Green Book chapter 14a](#)

Cohort	Vaccine	Booster/ Primary	Total Doses	When	Place of Delivery
5-11 Year Olds- At Risk including household contacts people with weakened immune system	Pfizer	Primary	Pfizer BioNTech COVID-19 2 x vaccine 10µg. 8 week interval between 1st and 2nd dose The minimum interval between any vaccine dose and recent COVID-19 infection should be 4 weeks.	No earlier than 26 th January 2022	<ul style="list-style-type: none"> PCN based clinic – opt out arrangement Community clinics where PCNs have opted out Vaccination Centre "mop up" clinics
5-11 Year Olds- Healthy	Pfizer	Primary	Awaiting JCVI Decision	Awaiting JCVI Decision	<ul style="list-style-type: none"> Community clinics supporting group of local schools Parental supervision Will require support to release students to attend clinic with parents Outreach – Family Clinics PCN delivery (where opt in) Vaccination Centre

Wellbeing Lifestyle Club



Hard to get back to Normal? Get solutions for isolation and anxiety.

You are invited to register for an online Zoom group consultation from your home with Mendip Wellbeing Club (Associated with Mendip Vale Medical Group). The Zoom meeting is taking place on Thursday 3 March from 10:30am – 11:00am to assess your individual needs. To receive your personal invite please email – sarah.stammers1@nhs.net

A Message from the Fraud Team at Avon and Somerset Police

Computer Software Service Fraud

Computer Software Service Fraud typically involves a cold call from a fraudster pretending to be from a company, such as your broadband provider. They might say that they are calling to improve the speed of your internet, that there is a virus on your computer, or to “fix” something. They will convince you to download a remote access tool onto your mobile phone or computer which will allow them access to your device. They will then coerce you into logging onto your online banking. The problem is, they will now also have access to it and will be able to transfer money to their own account.

There are other scams which involve an element of remote access, such as the well-known “Amazon” calls. In these scams, the fraudster will usually gain access to your online banking by making you believe that they are supporting you with a refund due to an unauthorised payment.

The bottom line is that as soon as the caller asks you to get your computer, or ask you to download an app on your phone, hang up – it’s a scam.

Are you interested in joining our Patient Participation Group?

A reminder that following the annual review of membership in December, two of the Sunnyside team have decided that it is time to stand down, and one of the Pudding Pie Lane members. We also have a vacancy at St Georges. We have given our sincere thanks to them for their support over the period since the wider PPG was formed several years ago. We already had a potential member on the reserve list for the Pudding Pie Lane vacancy, but would any patients who use the Sunnyside or St Georges surgery get in touch if you would be interested in joining. Please express your interest through our practice email address - bnssg.mendipvale.scanners@nhs.net

We Want To Hear From You!

We would very much like to involve our patients in this newsletter – after all, it’s written for you and for your benefit! Please send us your suggestions for future topics, your good news stories and also feedback on how we’re doing. We are continually looking to turn our patients’ feedback into real improvements in the services we provide. Contact us via the means outlined below or visit our website <https://www.mendipvale.nhs.uk/patient-group/patient-feedback/>

By email: bnssg.mendipvale.scanners@nhs.net
By phone: 01934 839820
(or 01275 873588 if you live in the Clevedon area)
By post:
Mendip Vale Medical Group,
Pudding Pie Lane,
Langford, Bristol BS40 5EL



Office

From: James Hare <James.Hare@southglos.gov.uk>
Sent: 02 March 2022 15:26
To: Clerk
Cc: Andrew Porter
Subject: RE: Street Lighting LED replacement [EXTERNAL]

Good afternoon Jack,

Sorry to bother you again, I wanted to make you aware that following our letter drop we have had an objection to a proposed infill outside of number 13/15 Ashford Road. It was from the resident of 15, and we have had received no other comments.

The objection was made on the following.

- One, it obscures the view of the lovely triangle I have from my master bedroom window.
- Two, the light from it will be coming straight into that bedroom window when I'm trying to sleep at night.
- Three, when I purchased this house just over a year ago one of the reasons why I liked it was because there were no street lights out the front and it meant it was darker for me.
- Four, why was this not put to the residents before going ahead.
- And five, why is the council wasting money putting new street lights where they are not needed.

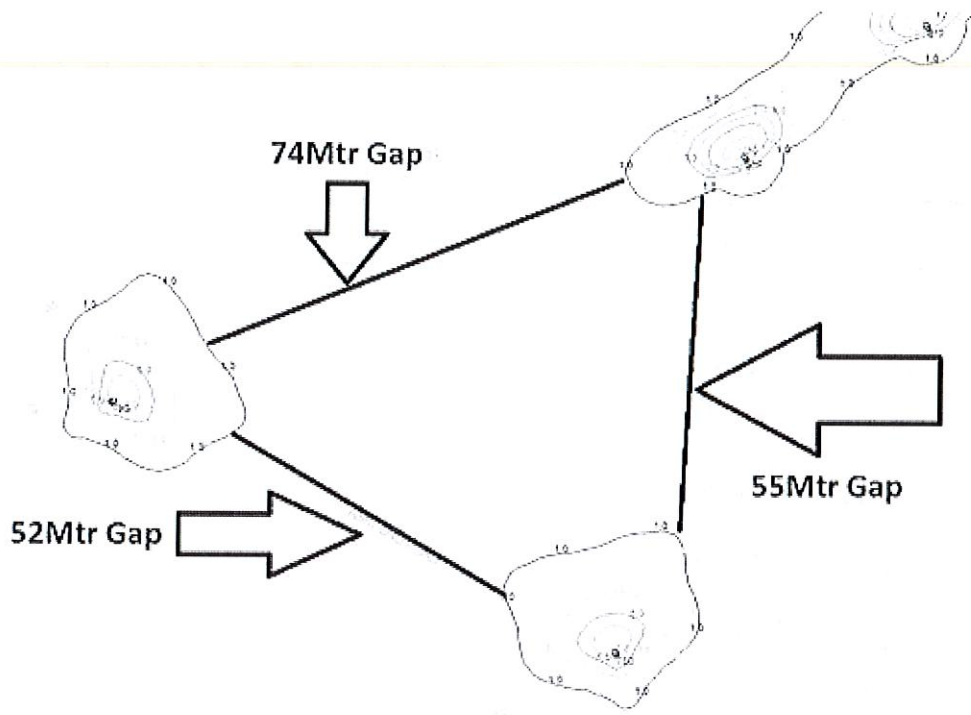
We have not formally responded to the resident other than to thank you for the feedback and to say we will not be installing the columns until further notice.

We also had an enquiry from Jack Lopresti's office whereby the same constituent cited similar concerns to those they raised with us. We have formally responded to Jack Lopresti's office explaining how we arrived where we are, and that no decision has been made as yet.

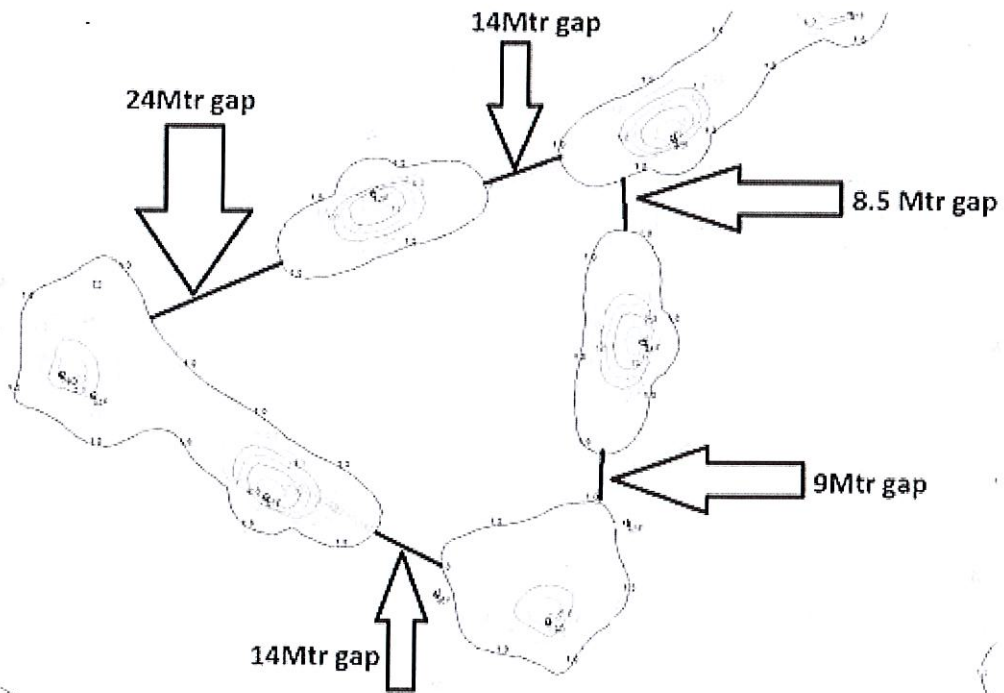
We have reviewed what we have done and are prepared to respond to both the resident and Jack Lopresti accordingly. However prior to this we would like to know if the town council has any view on the matter please? We are happy to meet and/or discuss if that helps.

For your info and as justification of our proposal please see below:

The current lighting levels: Please note that the road is well below the recommended standard. (This why we proposed the three new lights which will improve the lighting significantly.)



The new levels with the extra columns with significantly improved lighting.



Kind regards,



James Hare
Lighting Design



m: 07899847319

e: James.Hare@southglos.gov.uk

Postal: StreetCare, PO Box 1954, Bristol, BS37 0DD

Office: Broad Lane Depot, Engine Common Lane, Yate, BS37 7PN

"WE CARE about the efficient and effective management of street lighting"

From: James Hare

Sent: 28 February 2022 12:15

To: 'Clerk' <clerk@patchwaytowncouncil.gov.uk>

Subject: RE: Street Lighting LED replacement [EXTERNAL]

Hi Jack,

Many thanks for confirming.

Kind regards,



James Hare

Lighting Design

m: 07899847319

e: James.Hare@southglos.gov.uk

Postal: StreetCare, PO Box 1954, Bristol, BS37 0DD

Office: Broad Lane Depot, Engine Common Lane, Yate, BS37 7PN

"WE CARE about the efficient and effective management of street lighting"

From: Clerk [<mailto:clerk@patchwaytowncouncil.gov.uk>]

Sent: 28 February 2022 11:52

To: James Hare <James.Hare@southglos.gov.uk>

Subject: RE: Street Lighting LED replacement [EXTERNAL]

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Hi James,

The Council didn't have any questions and were happy with the proposed scheme.

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



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From: James Hare <James.Hare@southglos.gov.uk>
Sent: 25 February 2022 15:16
To: Clerk <clerk@patchwaytowncouncil.gov.uk>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: RE: Street Lighting LED replacement

Dear Patchway Town Council,

I am contacting you to see if you have had the chance to look at the proposed new lighting column & new pole brackets locations that I sent as part of the presentation. Please feel free to contact me if you have any questions at all? Please find the list below.

Proposed New Lighting Columns

ASHFORD ROAD	3N	P852k	20W	M19	Proposed 6Mtr Infill
ASHFORD ROAD	5N	P852k	20W	M19	Proposed 6Mtr Infill
ASHFORD ROAD	7N	P852k	20W	M19	Proposed 6Mtr Infill
CRANBOURNE ROAD	004N	P852K	20W	M19	Proposed 6Mtr Infill
CRANBOURNE ROAD	006N	P852K	20W	M19	Proposed 6Mtr Infill
LOWER THIRLMERE ROAD	001N	P852K	20W	M19	Proposed 6Mtr Infill
LOWER THIRLMERE ROAD	001	P852K	20W	M19	Proposed Discon remove
LOWER THIRLMERE ROAD	002N	P852K	20W	M19	Proposed 6Mtr Infill

Proposed New Lighting on Existing WPD Wooden Poles

HEMPTON LANE	2N	P852k	20W	M19	PB- New Infill Pole Bracket - Number 2
THE COMMON	10N	P852k	20W	M19	PB- New Infill Pole Bracket - Number 10

Kind regards,



James Hare

Lighting Design

m: 07899847319

e: James.Hare@southglos.gov.uk

Postal: StreetCare, PO Box 1954, Bristol, BS37 0DD

Office: Broad Lane Depot, Engine Common Lane, Yate, BS37 7PN

"WE CARE about the efficient and effective management of street lighting"

From: James Hare
Sent: 04 January 2022 14:12
To: Patchway Town Council <clerk@patchwaytowncouncil.gov.uk>
Cc: 'deputyclerk@patchwaytowncouncil.gov.uk' <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Street Lighting LED replacement

Dear Patchway Town Council,

I would like to inform you that the LED replacement program is due in Patchway this Spring (the actual start date will be confirmed later). This program shall be replacing all of the non-LED street lighting lanterns with an LED type.

Given the current circumstances, we are still unable to attend Parish Meetings, as such I have provided an electronic copy of the proposal in the form of a presentation. We have also included a FAQs leaflet. Please share these with the relevant parties.

We will be in touch again in the next few months to confirm the start date in the meantime if you have any queries please do not hesitate to contact us.

Kind regards,



James Hare

Lighting Design

m: 07899847319

e: James.Hare@southglos.gov.uk

Postal: StreetCare, PO Box 1954, Bristol, BS37 0DD

Office: Broad Lane Depot, Engine Common Lane, Yate, BS37 7PN

"WE CARE about the efficient and effective management of street lighting"

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