

PATCHWAY TOWN COUNCIL

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14th May 2020

Dear Councillor,

You are hereby summonsed by the Chairman to attend the Annual Meeting of Patchway Town Council on **Tuesday 19th May 2020** at **7pm**. The meeting will be held by virtual link and the agenda is below.

Yours sincerely,

Chairman

Town Clerk

AGENDA

[To participate in this meeting please click here](#) then enter access code **762-734-061** when prompted.

PUBLIC SESSION

1. To elect a Chairman for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice-Chairman for the ensuing year.
3. To receive questions from the members of the public present.
4. To receive the apologies for absence and decide whether to accept them.
5. Declarations of Interest
6. To approve Standing Committees of the Council and appoint Members of the Council to service the committees.
 - a. To consider merging of the Parks and Open Spaces committee with the Planning and Transport committee and renaming the committee as the 'Environmental Committee'.
 - b. To elect members of the Council to the Finance Committee
 - c. To elect members of the Council to the Environmental Committee
7. To appoint council representatives for the following outside organisations:
 - a. Almondsbury Joint Burial Committee (5)
 - b. Avon Local Councils Association (2)
 - c. Bromford Housing Representative (1)
 - d. Charlton Hayes Steering Group (1)
 - e. Communities Against Hate Crimes (1)

- f. Coniston Community Association (1)
 - g. Patchway Community Association (2)
 - h. Patchway Community Centre Redevelopment Project Group (3)
 - i. Patchway and Charlton Hayes Community Sports Association (1)
 - j. Patchway, Filton & The Stokes Volunteer Centre (1)
 - k. Patchway: Love Where You Live Steering Group (1)
 - l. Patchway Twinning Association (2)
 - m. The Scott Park Pavilion Project Group (3)
 - n. 3G Pitch and Cricket Nets Project (3)
- 8.** To consider and approve the minutes of the meeting of the Town Council held on 21st April 2020 and to note any issues.
- 9.** To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 28th April 2020 and to note any issues.
- 10.** To note the minutes of the meeting of the Finance Committee meeting held on 12th May 2020.
- 11.** To consider the re-adoption of the following policies and strategies:
- a. Standing Orders
 - b. Financial Regulations
 - c. Code of Conduct for Members
 - d. Publication Scheme
 - e. Risk Management Policy
- 12.** To adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.
- 13.** To consider the membership of the grants working party and agree a date for the next meeting prior to the next Council meeting.
- 14.** To consider the draft risk register and report from the RFO and agree any actions.
- 15.** To appoint Nicholas Morley Architects as the Principle Designer for the Patchway Community Centre redevelopment project after tender stage as per the recommendation from the Project Manager.
- 16.** To formally award the contract for the Scott Park 3G pitch and cricket nets project as per the recommendation from the project evaluation team.
- 17. Council Finance.**
- a. To note the current financial position of all four bank accounts
 - b. To note the Bank Reconciliation and Bank Statements for April
 - c. To note the income and expenditure reports for April
 - d. To note the monthly summary of accounts for April
 - e. To approve the expenditure report and authorise payments.
- 18.** To consider the nominations for the Patchway Town Council Community Award and agree any actions.

19. To consider the Annual Report 2020 and agree to publish for the public to see on the Patchway Town Council website.
20. To consider the Action Tracker for 2019/2020 Council Year.
21. To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area
22. To receive any reports from Local Organisations or working groups
 - a) 3G, Cricket Nets and Pavilion project
 - b) Patchway Community Centre Redevelopment Project
 - c) Coniston Community Association
23. To consider any planning applications received and agree any actions.
24. To note that the next meeting will be on 16th June 2020 at 7pm.

CLOSED SESSION

22. To consider the correspondence relating to a lease agreement, if available.
23. To consider any recommendations from the Personnel Committee and to receive an update on staffing matters.