

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 16th June 2020 at 19:00 by video link (Go to Meeting Application)

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

Councillors: S Scott (in the chair), R Loveridge, T Scott, P Cottrell, K Dando, J Butler, B Hopkinson, R Walker, I Walker, J Buddharaju, E Gordon and S Shambhu (19:07)

In attendance: L Squire (Clerk), J Turner (Deputy Clerk)

Absent: Cllr T Bathe-Taylor

Members of the Public: Two

As the time was 19:00, the Chair, Cllr S Scott called the meeting to order.

16/06/2020--No 1 To receive any questions from members of the public present

There were no questions raised by the public.

16/06/2020--No 2 To receive and consider apologies for absence and decide whether to accept them.

Cllr E Martin (Sickness) and G Pykov (Working)

RESOLVED: The council unanimously agreed to accept these apologies.

16/06/2020--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.

16/06/2020—No 4 To consider and approve the minutes of the of the Annual Meeting of Patchway Town Council held on 19th May and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

16/06/2020--No 5 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 1st June 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

16/06/2020--No 6 To note the minutes of the meeting of the Finance Committee meeting held on 9th June 2020 and consider any recommendations:

a) To consider the Terms of Reference and agree to adopt them for 2020/21.

b) To consider amending Financial Regulations 4.1 to reflect the change for the Finance Committee to authorise spending of up £7500, instead of £5,000.

RESOLVED: To unanimously agree the recommendations. The minutes were noted.

16/06/2020--No 7 To consider the recommendation from the Grants Working Party as detailed in the Report on Grants 2020 document and agree any actions.

It was unanimously agreed to defer this to closed session due to some sensitive information.

16/06/2020--No 8 To consider the quotations for the main insurance policy and agree any actions.

Cllr S Scott declared his interest and left the room. However, the Councillors agreed to let Cllr Scott stay in the room due to his expertise on the matter. Cllr S Scott re-joined the meeting. Cllr R Loveridge assumed the chair for this item.

The Deputy Clerk and RFO explained the report to the Councillors and the past claims history. Only two companies would quote for the insurance policy out of five asked for. The Council asked the RFO to ask how much it would be to add on the 3G, Cricket Nets and The Pavilion onto the schedule once work has been completed. Also, to ask if there were any implications with the contractors on site around the Council Offices once the Patchway Community Centre Redevelopment is underway. It was also asked to ask about the Gross Revenue Income cover and whether it should be increased.

RESOLVED: The majority agreed, with two abstentions, to enter into a three-year long-term agreement with Zurich.

16/06/2020—No 9 For the Patchway Community Centre redevelopment project: -

a) To consider the tender document for the redevelopment of Patchway Community Centre and agree any actions.

RESOLVED: The majority agreed with one against to allow the Clerk to send out the tender to the five contractors who were successful from the PQQ.

b) to consider the Project Managers update report for the Community Centre redevelopment

The report was noted.

16/06/2020--No 10 For the 3G & The Crickets nets project:-

a) To consider awarding the contract for the 3G and Cricket Nets project and agree any actions.

RESOLVED: It was unanimously agreed to award the contract to Blakedown Sports and Leisure.

b) to consider the Project Managers update report for the 3G & cricket nets

The report was noted.

16/06/2020--No 11 Council Finance

a) To note the current financial position of all three bank accounts

Current Account - £1000

Business Reserve - £440,388.28

Unity Bank - £82,546.59

b) To note the Bank Reconciliation and Bank Statements for May

c) To note the income and expenditure report for May

d) To note the monthly summary of accounts for May

The council noted the above items.

e) To approve the expenditure report and authorise payments.

It was unanimously agreed to defer this item to closed session.

f) To approve the addition of 'Ecosolve' onto the preferred suppliers list under 'Pitch Maintenance'.

RESOLVED: It was unanimously agreed to add Ecosolve onto the preferred suppliers list.

g) To approve the addition of 'CR Fencing' onto the preferred suppliers list under 'Grounds Maintenance'.

RESOLVED: The majority agreed with one abstention to add CR Fencing onto the preferred suppliers list.

16/06/2020--No 12 To consider any correspondence received

a) Email from the Reverend at St Chads Church relating to a Memorial for those who have lost their lives due to the COVID-19 pandemic.

RESOLVED: It was unanimously agreed defer this to the Parks, Open Spaces, Planning and Transport Committee.

b) Email from a resident about anti- social behaviour at Scott Park and how the Council could assist in preventing this.

The Council discussed this item. It was mentioned that in a few months' time when the new 3G facility is completed, CCTV systems will be erected.

RESOLVED: The majority agreed with one abstention to obtain quotations for a security company to deter any anti-social behaviour in the evenings and early hours of the morning. These quotations would go to the next available committee when the quotes have been received.

16/06/2020--No 13 To note that the next meeting will be an Extraordinary Council meeting on the 18th June 2020 at 7pm.

Noted.

CLOSED SESSION

16/06/2020--No 14 To consider the advice received relating to the funding agreement between the Town Council and South Gloucestershire Council.

The Clerk provided an update. The agreement was with the legal department at South Gloucestershire Council considering the Council and solicitors queries and alterations.

16/06/2020--No 15 To consider the recommendation from the Grants Working Party as detailed in the Report on Grants 2020 document and agree any actions.

In light of an email that was received this item was taken in closed session. The RFO explained the report to the Councillors and the justifications for those decisions. The Councillors expressed their concerns over the contents of an email and asked for a formal apology to be issued. It was suggested that the grant application from the Residents Association of Charlton Hayes be taken out from the grants budget and earmarked from general reserves.

RESOLVED: It was agreed with two abstentions to accept the report's recommendations, awarding £3000 to Patchway People Newsletter, £250 to Citizens Advice South Gloucestershire and £350 to Mamma's Bristol CIC. It was agreed that some grants were deferred until July and others were refused. It was **further resolved** to earmark £2250 from general reserves towards a grant to The Residents Association of Charlton Hayes.

16/06/2020--No 11 Council Finance

e) To approve the expenditure report and authorise payments.

It was unanimously agreed pay all items on the report detailed below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Advanced Plumbing and Heating	Annual Boiler Service (Scott Park)	£ 283.20	£ 56.64	£ 339.84	Public Health Act 1975, s.164	06-20-001
Cordell Health	Consultation for member of staff (February)	£ 285.00	£ -	£ 285.00	LGA 1972 S111	06-20-002
Cordell Health	Consultation for member of staff (May)	£ 285.00	£ -	£ 285.00	LGA 1972 S111	06-20-003
CR Fencing	Restating the posts and fencing at Scott Park (pavilion side)	£ 1,623.00	£ 324.60	£ 1,947.60	Open Spaces Act 1906	06-20-004
GW Parker	Remove over hanging branches from 3G site and back lane.	£ 650.00	£ -	£ 650.00	Open Spaces Act 1906	06-20-005
IRIS Payroll	Payroll Software License Fee 2020/21	£ 330.00	£ 66.00	£ 396.00	LGA 1972 S111	06-20-006
Melrose Associates	To provide project co-ordination and monitoring Services for Patchway Community Centre during May 2020	£ 3,555.00	£ -	£ 3,555.00	LGA 1972 S111	06-20-007
Nicholas Morley Architects	All work to tender stage (all contractors) as approved by project manager	£ 22,741.45	£ 3,348.29	£ 26,089.74	LGA 1972 S111	06-20-008
National Security Group	May Account	£ 32.50	£ 6.50	£ 39.00	Open Spaces Act 1906	06-20-009
Prolific Solutions	May Printing Costs and IT Support	£ 21.59	£ 4.31	£ 25.90	LGA 1972 S111	06-20-010
Robert Action Products (BAGO)	4 X Litter Grabbers	£ 122.00	£ 24.40	£ 146.40	Public Health Act 1975, s.164	06-20-011
Southern Brooks	Refund of Casson Centre Hire charges.	£ 460.00	£ -	£ 460.00	LGA 1972 S111	06-20-012
Thornbury Self Drive Hire	Monthly Tracker Subscription	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906	06-20-013
Tincknell Fuels	Standard Red Diesel	£ 839.70	£ 41.99	£ 881.69	Open Spaces Act 1906	06-20-014
Brosch Direct LTD	Heavy Duty Refuse Sacks	£ 65.10	£ 13.02	£ 78.12	Public Health Act 1975, s.164	06-20-015
Blakeney Road Allotments	Electricity Feb 2020 - May 2020	£ 62.84	£ -	£ 62.84	LGA 1972 S111	06-20-016
EE	Phone Bill for Office Administrator	£ 16.10	£ 3.22	£ 19.32	LGA 1972 S111	06-20-017
Sandra Smith	2 X Reams of A4 Paper (Certificate paper)	£ 12.92	£ 2.58	£ 15.50	LGA 1972 S111	06-20-018
Sandra Smith	Cannon Printer and Scanner	£ 20.00	£ -	£ 20.00	LGA 1972 S111	06-20-019
Jack Turner	Ink for printer	£ 21.50	£ -	£ 21.50	LGA 1972 S111	06-20-020
Advanced Plumbing and Heating	Repair to Water Tap at Scott Park	£ 112.00	£ 22.40	£ 134.40	Public Health Act 1975, s.164	06-20-021
Grants Approved June 2020	Grants Awarded					
Patchway People	Grant award for printing costs and Town Council news.	£ 3,000.00	£ -	£ 3,000.00		06-20-022
Citizens Advice South Glos	Grant award towards running costs for Patchway area.	£ 250.00	£ -	£ 250.00		06-20-023
Mamma's Bristol CIC	Grant award towards the running costs for cooking meals and events during COVID-19 pandemic.	£ 350.00	£ -	£ 350.00		06-20-024
	Total for June 2020	£35,164.90	£3,919.15	£39,084.05		

The meeting was closed at 20:17.