

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Monday 23rd May 2022 at 19:30 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman), E Martin, P Cottrell, R Walker, I Walker, P Knight, S Shambhu, J Butler and R Loveridge.

In attendance: J Turner (Town Clerk and RFO).

Absent: J Buddharaju, K Dando and E Gordon.

Members of the Public: One.

As the time was 19:30, the Chair, Cllr D Lawrence 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's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

23/05/2022 - No 1 To receive questions from members of the public present.

None received.

23/05/2022 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllrs S Scott (Working), T Scott (Working) and B Hopkinson (Unable to make the meeting).

23/05/2022 - 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.

23/05/2022 - No 4 To consider and approve any dispensations for this meeting.

None received.

23/05/2022 - No 5 To elect a Councillor to the Personnel Committee to replace Cllr K Dando who has resigned from this committee.

Councillors proposed Cllr E Martin and Cllr J Butler to fulfil the roles.

RESOLVED: It was agreed by a majority with six in favour to elect Cllr E Martin. Cllr J Butler had four votes in favour.

23/05/2022 - No 6 To consider allowing Bristol BMX Club to use The Tumps as a car park for their event on 5th June 2022.

RESOLVED: It was agreed by a majority with one against and one abstention to allow the BMX Club to use the Tumps as well as introducing a Fair Use Policy. This policy will have a set criteria for events to happen on The Tumps, which are correct public liability insurance, method statement and risk assessment. The Council noted it may be necessary to charge a hire fee for some events. The Clerk will check with Network Rail about any restrictions for use.

23/05/2022 - No 7 To approve the Norman Scott Park Pavilion Performance Bond (Parent Company Guarantee).

RESOLVED: It was agreed by a majority with one against and one abstention to approve the Performance Bond document and this would be duly signed by Cllr D Lawrence. It was further resolved by a majority with one against and one abstention, that the Council agrees to incur expenditure up to



£40,000 to fit out the commercial kitchen in the café and that the Council rent a coffee machine rather than purchase one. The Council noted that they had budgeted £25,000 towards this in their Major Projects budget as well as having a small internal contingency for the project.

23/05/2022 – No 8 To consider the Internal Audit Report for 2021/2022 and action any recommendations put forward by the Internal Auditor.

The Chairman invited the Clerk to speak on this item. There were three recommendations put forward by the Internal Auditor and these have been rectified by the Clerk as below:

- The Clerk’s pension contributions rate should be revised to ensure it is brought into line with the 6.8% rate applying to his annual salary.
This has been actioned on the payroll software.
- The identified imbalanced in content and values between the Clerk’s Asset Register and the detail generated by DCK’s in the Statement of Accounts prepared by them should be reviewed with both records synchronised to help ensure a consistent value is recorded in both and disclosed in the AGAR and detailed Statement of Accounts.
The imbalances in content and values have been synchronised and both registers’ now balance.
- The correct residual loan liability of £120,000 on 31st March 2022 should be recorded in the Council’s AGAR at Section 2, Box 10, that value having been advised by the UK Debt Agency as the residual value at that date.
Noted.

RESOLVED: It was unanimously agreed to note the report. The Council noted that the contract would be re-tendered for the 2022-2023 financial years.

23/05/2022 - No 9 To carry out the Annual Review of Patchway Town Council’s Fixed Asset Register.

RESOLVED: It was unanimously agreed to approve the register.

23/05/2022 - No 10 To approve the expenditure report and authorise payments.

RESOLVED: It was unanimously agreed to approve the report and authorise payments as below. The Clerk will check the authorisation on the invoice to Lee McGreevy QS Services.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Angelside Operations	Security for Jubilee Events.	£ 1,900.00	£ 380.00	£ 2,280.00	05-22-031
Auditing Solutions LTD	Final Internal Audit 21-22.	£ 460.00	£ 92.00	£ 552.00	05-22-032
Brosch	Refuse Sacks.	£ 139.00	£ 27.80	£ 166.80	05-22-033
DCK Accounting Solutions	April Accountancy Work.	£ 537.50	£ 107.50	£ 645.00	05-22-034
KT Properties LTD	Remove and install benches at Scott Park.	£ 3,888.00	£ 777.60	£ 4,665.60	05-22-035
Lee McGreevy QS Services	Casson Centre Order of Cost Estimate Revisions and PCC Acoustic Tender.	£ 975.00	£ -	£ 975.00	05-22-036
Melrose Associates	NSP Pavilion: Contract Administration.	£ 2,590.00	£ -	£ 2,590.00	05-22-037
Pro Structures	NSP Pavilion: Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	05-22-038
Pro Structures	NSP Pavilion: Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	05-22-039
Rob Hainey Signs and Graphics	Replacing emergency phone numbers on panel.	£ 30.00	£ -	£ 30.00	05-22-040
Rob Hainey Signs and Graphics	Fitting names to the Honours Board.	£ 65.00	£ -	£ 65.00	05-22-041
Rob Hainey Signs and Graphics	Supplying 15 Café Promo Banners.	£ 425.00	£ -	£ 425.00	05-22-042
Raycox Turf LTF	Top Soil.	£ 85.00	£ 17.00	£ 102.00	05-22-043
SAFPRO	Staff Uniform - May 2022.	£ 214.24	£ 42.85	£ 257.09	05-22-044
SAFPRO	Staff Uniform - May 2022.	£ 120.15	£ 24.03	£ 144.18	05-22-045
SAFPRO	Staff Uniform - December 2021.	£ 141.99	£ 28.40	£ 170.39	05-22-046
SAFPRO	Staff Uniform - December 2021.	£ 136.18	£ 27.24	£ 163.42	05-22-047
Select Security Solutions	NSP Pavilion: Relocation of existing CCTV Cameras	£ 2,208.76	£ 441.75	£ 2,650.51	05-22-048
Silvertrain	Platinum Jubilee - 60 Minute Performance.	£ 400.00	£ -	£ 400.00	05-22-049
The Smokin' Hotshots	Platinum Jubilee - 60 Minute Performance.	£ 350.00	£ -	£ 350.00	05-22-050
So Clear	Callicroft House Window Cleaning.	£ 50.00	£ -	£ 50.00	05-22-051
South Gloucestershire Council	Mower Repair and Service Account (All mowers).	£ 1,642.15	£ 328.44	£ 1,970.59	05-22-052
Watt Design	PCC Project - M+E Consultant.	£ 225.00	£ 45.00	£ 270.00	05-22-053
West Country Plumbing and Heating	Remove plumbing from shower unit at Scott Park.	£ 213.50	£ 42.70	£ 256.20	05-22-054
Total for May 2022		£17,696.47	£2,562.31	£20,258.78	



23/05/2022 - No 11 To consider Patchway Town Council's 2022 Annual Report and agree to publish the report.

RESOLVED: It was unanimously agreed to approve the report and publish it on the Council's website.

23/05/2022 – No 12 To consider Patchway Town Council's response to the West of England Combined Authority's consultation on 'A Vision for the North Fringe'.

RESOLVED: It was unanimously agreed to respond to the consultation on the following points:

- a) Highwood Road should be re-opened. The reasons for this is that it is no longer needed to unite the communities on either side due to the creation of the Charlton Hayes Parish. The traffic levels are not the same and this will be aided by Hayes Way.
- b) Bus Service Level – The bus to Thornbury from Patchway has stopped running so to ask to reinstate this service. Also, M1 and 73 buses frequency have been reduced from the area so ask to reinstate this service.

23/05/2022– No 13 To consider setting up a community market in Scott Park on 2nd July 2022.

RESOLVED: It was unanimously agreed to set up the community market between 10am and 2pm on 2nd July 2022.

23/05/2022 – No 14 To consider the quotation report on 'The Purchase of Outdoor Machinery'.

RESOLVED: It was unanimously agreed to defer this item.

23/05/2022 – No 15 To note that the next meeting of Patchway Town Council will be held on Tuesday 21st June at 7pm.

Noted.

The meeting was closed at 20:22.



21/06/2022