

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 17th March 2020 at 19:10 via conference call.

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call. It was unanimously agreed that all those who could not attend the meeting via conference call would have their apologies accepted due to the exceptional circumstances.

Councillors: E Martin (in the chair), R Loveridge, T Scott, R Walker, I Walker, S Shambhu, J Buddharaju, J Butler, K Dando (19.20), G Pykov, S Scott, T Bathe-Taylor

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

Absent:

Members of the Public:

Before the meeting commenced Cllr E Martin stated that in light of recent events and advice from the UK government that all items except, items 10, 11f and 16, would be deferred until a time when a meeting can be convened with measures in place.

17/03/2020--No 10. To consider the Coronavirus plan and agree any actions.

Clerk stated that the council were awaiting further guidance and information from the National Association of Local Councils regarding what the council should do with regards to meetings.

The Clerk informed the councillors that herself and the Deputy Clerk were working from home with immediate effect in line with the UK's government advice.

The Clerk informed the councillors that South Gloucestershire Council were going to assist with emptying the litter bins around the Town.

The Clerk informed the councillors that all bookings in The Casson Centre and at Scott Park had been cancelled until further notice.

The Clerk informed councillors that the Deputy Clerk would go and check the mail and answer phone each day.

RESOLVED: It was unanimously agreed to create a new budget titled 'COVID-19 Emergency'.

- It was resolved further that the council should stick strictly to NALC and NHS guidance on all matters.
- To have a virtual update Council meeting every Tuesday at 7pm
- to agree the Coronavirus plan, risk assessment and business continuity response to COVID19 with the amendment to recommendation iii) to read that implementation of working from home will be the decision of the Town Clerk in conjunction with the Chairman of the Council and Chairman of Personnel and reflect the risk to staff/Councillors of community spread in line with Government guidance.
- That a virtual Personnel Committee virtual meeting should be arranged.

17/03/2020--No 11 f). To approve the expenditure report and authorise payments.

More clarification was needed on the invoice from Nicholas Morley Architects.

RESOLVED: It was unanimously agreed to pay the invoices on the schedule below.*

17/03/2020--No 16. To Consider any planning applications received.

RESOLVED: It was unanimously agreed that Cllrs T Bathe-Taylor, K Dando, E Martin would view the planning applications and respond to the Clerk via email with any comments for a response to be sent to South Gloucestershire Council.

Meeting closed at 19.39

17/03/2020--No 11 f). To approve the expenditure report and authorise payments.*

Company	Invoice	Net (cost to council)	VAT	Gross	Power	Our Ref
Melrose Associates	Procurement for the 3G and Cricket Net Project	£ 3,500.00	£ -	£ 3,500.00	LGA 1972, s.111	03-20-002
Thornbury Autocentre	Tracker Subscription for Truck	£ 26.00	£ 5.20	£ 31.20	Public Health Act 1875, s.164	03-20-003
Avon Local Council Associations	Subscription for 2020/21	£ 1,258.24	£ -	£ 1,258.24	LGA 1972, s111	03-20-004
Building Supplies Patchway	Postfix and Top Soil	£ 64.62	£ 12.92	£ 77.54	Public Health Act 1875, s.164	03-20-006
Prolific Solutions LTD	Printing Costs	£ 92.73	£ 18.54	£ 111.27	LGA 1972, s.111	03-20-007
The Consortium	A4 Paper	£ 20.70	£ 4.14	£ 24.84	LGA 1972 s111	03-20-008
National Security Grpup	January Caretaking Costs	£ 437.00	£ 87.40	£ 524.40	LGA 1972, s.133	03-20-009
Patchway People	Quarterly Newsletter	£ 360.00	£ -	£ 360.00	LGA 1972, s.142	03-20-010
George Carr & Sons	Protective Clothing (Visors and Specs)	£ 120.75	£ 24.15	£ 144.90	LGA 1972, s111	03-20-011
S Smith	Training Courses and Hoover attachment	£ 43.83	£ -	£ 43.83	LGA 1972, s111	03-20-012
C White	Mileage for Training Course	£ 27.90	£ -	£ 27.90	LGA 1972, s111	03-20-013
J Turner	Traning Courses and Mileage (Oct - Mar)	£ 106.50	£ -	£ 106.50	LGA 1972, s111	03-20-014
British Gas	Overdue Account from 2018	£ 312.41	£ 62.48	£ 374.89	LGA 1972, s133	03-20-015
JM Hazell Electrical	Lighting Works at Callicroft House	£ 525.00	£ 105.00	£ 630.00	LGA 1972, s133	03-20-022
Onestop Promotions LTD	Union Jack Flag	£ 70.95	£ 14.19	£ 85.14	LGA (Miscallaneous Provisions) Act 1976, s19	03-20-023
Furniture at Work	Hand Sanitiser and Dispenser	£ 177.00	£ 35.40	£ 212.40	LGA 1972, s111	03-20-024
Brosch	Cleaning Materials and Refuse Sacks	£ 66.60	£ 13.32	£ 79.92	LGA 1972, s111	03-20-025
Sutcliffe Play	Swing Seats	£ 185.92	£ 37.18	£ 223.10	LGA (Miscallaneous Provisions) Act 1976, s19	03-20-026
The Consortium	Flipchart	£ 47.93	£ 9.59	£ 57.52	LGA 1972, s111	03-20-027
L Squire	Mileage and Bin Liners	£ 79.69	£ 0.10	£ 79.79	LGA 1972, s111	03-20-029
Patchway Window Cleaners	February Window Cleaning	£ 90.00	£ -	£ 90.00	LGA 1972, s111	CHQ 013095
Blakeney Road Allotments	Electricity	£ 66.81	£ -	£ 66.81	Small Holding and Allotments Act 1908, ss.23-25	CHQ 013096
G W Parker	Tree Pruning at the Tumps	£ 240.00	£ -	£ 240.00	LGA 1972, s111	CHQ 013097
	Total for March 2020	£7,920.58	£429.61	£8,350.19		

Payments for March 2020						
Company	Invoice	Net (cost to council)	VAT	Gross	Power	Our Ref
The Consortium	Square Cut Folders	£ 21.34	£ 4.27	£ 25.61	LGA 1972, s.111	03-20-031
Bowcom	Line Marking Fluid	£ 200.00	£ 40.00	£ 240.00	Open Spaces Act 1906 s9&10	03-20-032
J Turner	Parking for ACAS training course	£ 8.00	£ -	£ 8.00	LGA 1972, s111	03-20-034
The Consortium	White A4 Paper	£ 20.70	£ 4.14	£ 24.84	LGA 1972, s111	03-20-043
Clive Onions	Advice on the MUGA as per fee proposal	£ 714.25	£ 142.85	£ 857.10	LGA 1972, s111	03-20-044
	Total for March 2020	£964.29	£191.26	£1,155.55		