



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

Wednesday 20th April 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 26th April 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

A G E N D A

1. To receive an update from Bromford Housing Association regarding the future of The Parade, including the presentation of the public consultation results.
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 March 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 5th April 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 March 2022 and to approve the following recommendations:
 - a) To approve the recommendation that the Parks, Open Spaces, Planning and Transport Committee meetings are moved to 8pm on the second Tuesday of each month.
 - b) To approve the recommendation that Patchway Town Council approves the quotation from South Gloucestershire Council for pedestrian sweeper work.

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- c) To approve the recommendation that Patchway Town Council approves the quote from KT Properties LTD for the extension of the pathway at the rear of the BMX track.
9. To note the minutes of the Finance Committee Committee held on Tuesday 5th April 2022 and to approve the following recommendations:
 - a) To approve the recommendation that Patchway Town Council approves the Sponsorship Rates for the 2022/2023 financial year.
 - b) To approve the recommendation that Car Boot Sales are held at The Tumps between 9am and 12pm on Sunday's to generate income for the Council.
 - c) To approve the recommendation that Patchway Town Council allows vendors into Scott Park to trade to generate income for the Council.
 10. 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 March 2022.
 - d) To note the income and expenditure reports for March 2022.
 - e) To note the monthly summary of accounts for March 2022.
 - f) To approve the expenditure report and authorise payments.
 11. To receive an update on the proposed development at Newnham Place.
 12. To consider if Patchway Town Council would like to take on the running of The Patchway Minibus.
 13. To consider the request from students at SGS College to hold a charity fundraiser at Norman Scott Park.
 14. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
 - a) Community Engagement.
 - i. To consider an update from Cllr P Knight on the Gateway Management Fee situation.
 15. 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 opening hours of the café.
 - ii. To consider the licensing hours of the café.
 - iii. To consider the staffing requirements of the café.
 - c) The Casson Centre refurbishment project.
 - d) Coniston Community Association.

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- e) Youth Work Working Party.
 - f) Queen Elizabeth's Platinum Jubilee 2022.
 - i. To elect volunteers to assist with the Town Council's events over 2nd and 3rd June 2022.
 - ii. To consider the scope of the competition to repaint the Skate Park area in Scott Park.
 - g) Patchway Twinning Association.
 - h) Almondsbury Joint Burial Committee.
 - i) Coniston Medical Practice.
 - j) Residents Association of Charlton Hayes.
 - k) Patchway Partnership Meeting (Formerly PN Group).
 - l) Avon and Somerset Police – Community Payback.
16. To note that the next meeting of Patchway Town Council will be the Annual Meeting of the Town Council which will be held on Tuesday 10th May at 7pm.
- 17. 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.**
18. To receive an update on the outstanding matters of the Patchway Community Centre Project.
19. To receive an update on the grading of the following staff roles:
 - a) Environmental Operative (part-time)
 - b) Deputy Town Clerk (full-time)
20. To receive an update on the issue pertaining to the lease agreement.

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PATCHWAY TOWN COUNCIL

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

Councillors:	J Butler (Chairman), R Walker, I Walker, K Dando, P Cottrell, P Knight, S Shambhu, B Hopkinson, E Gordon, S Scott and T Scott.
In attendance:	J Turner (Town Clerk and RFO) and Mark Greveson (Bromford Housing Association.)
Absent:	None.
Members of the Public:	One.

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.

15/03/2022 - No 1 To receive a presentation from Bromford Housing Association regarding the future of The Parade.

The Chairman invited Mark Greveson to talk to the Council to discuss Bromford's plan for the future of The Parade. Mark confirmed that the issue of The Parade had reached the top directors of Bromford and that a working party had been formed to look at the future options for The Parade. Mark stated that there were three options that were being considered and each had been attributed their own cost. The time-scale for agreeing this was within 3 to 4 months for agreeance at Bromford. The Council expressed their discontent that they had not been involved yet and Mark would feed this back to Bromford. The Chair allowed each member to raise a question and Mark would take this back to the working group and feedback the Council's requests and thoughts. The Chairman invited Mark to provide an update at the April Council meeting. The Council thanked Mark and he left the meeting.

RESOLVED: It was unanimously agreed for Patchway Town Council to have a simple survey on their website asking residents what they wanted to see at The Parade.

15/03/2022 - No 2 To receive questions from members of the public present.

A member of the public raised concerns over the installation of three lighting columns being installed on Ashford Road. The Clerk advised that the Council would consider this as it is on the agenda as a later item. The resident handed over a petition with 15 signatures on it, all opposing the lighting columns being installed.

15/03/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs R Loveridge (Isolating), J Buddharaju (Personal Reason), E Martin (Isolating) and D Lawrence (Away).

15/03/2022 - 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 K Dando and P Cottrell declared their interest in item 18.

15/03/2022 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was agreed by a majority with two abstentions, to approve a dispensation for K Dando and P Cottrell for item 18.

15/03/2022 - No 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.

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.

15/03/2022 - No 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.

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.

15/03/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd February 2022.

The minutes were noted.

15/03/2022 - 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 March 2022:

Current Account - £1000.00

Business Reserve - £67,549.53

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

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

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for February

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

The Council noted the reports. It was asked whether expenditure incurred by the Clerk in conjunction with the Chairman could be separated out so it was easier to identify.

The Clerk would look into this.

e) To approve the expenditure report and authorise payments.

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of Two Drying Rooms.	£ 265.98	£ 53.20	£ 319.18	03-22-001
Avon Local Council's Association	E-Learning Course for Office Administrator.	£ 70.00	£ -	£ 70.00	03-22-002
Avon Local Council's Association	E-Learning Course for Grounds Person.	£ 70.00	£ -	£ 70.00	03-22-003
Avon Local Council's Association	E-Learning Course for Clerk.	£ 140.00	£ -	£ 140.00	03-22-004
Avon Local Council's Association	E-Learning Course for Grounds Person.	£ 70.00	£ -	£ 70.00	03-22-005
Avoncrop	Surrey Loan.	£ 308.00	£ 61.60	£ 369.60	03-22-006
D.J Harrison	Flail Work - Two Days.	£ 800.00	£ 160.00	£ 960.00	03-22-007
DCK Accounting Solutions	February Accounting Assistance.	£ 268.75	£ 53.75	£ 322.50	03-22-008
DCK Accounting Solutions	January Accounting Assistance.	£ 537.50	£ 107.50	£ 645.00	03-22-009
GB Sports and Leisure.	Graffiti Spray.	£ 70.00	£ 14.00	£ 84.00	03-22-010
George Carr and Sons	Outdoor Equipment (Hedgecutter, Pruning Saw and Strimmer).	£ 690.75	£ 138.15	£ 828.90	03-22-011
Gordon Playground Inspections	February - Operational Inspections.	£ 360.00	£ 72.00	£ 432.00	03-22-012
KT Properties LTD	Gate Works in Newnham Place and Allotments. Ground Clearance at The Tumps.	£ 1,575.00	£ 315.00	£ 1,890.00	03-22-014
Lee McGreevy QS Services	PCC - Final Account Work.	£ 568.75	£ -	£ 568.75	03-22-015
Melrose Associates	NSP Pavilion: Contract Administration Work.	£ 2,813.86	£ -	£ 2,813.86	03-22-016
Melrose Associates	PCC Project: Contact Administration Work.	£ 6,105.00	£ -	£ 6,105.00	03-22-017
N Brock	Tree Work in Scott Park.	£ 340.00	£ 13.60	£ 353.60	03-22-018
Paul Swindlehurst	NSP Pavilion: Principle Designer Work.	£ 1,280.00	£ -	£ 1,280.00	03-22-019
Prolific	Printing Costs - February.	£ 155.56	£ 31.12	£ 186.68	03-22-020
Pro Structures	PCC Project: Structural Engineer.	£ 510.00	£ 102.00	£ 612.00	03-22-021
Rob Hainey Signs and Graphics	NSP Pavilion: Scott Park Signs.	£ 225.00	£ -	£ 225.00	03-22-022
Rob Hainey Signs and Graphics	Sub Benches Logos.	£ 160.00	£ -	£ 160.00	03-22-023
Rob Hainey Signs and Graphics	Platinum Jubilee Plaque.	£ 55.00	£ -	£ 55.00	03-22-024
Rob Hainey Signs and Graphics	Nature Area Signs.	£ 95.00	£ -	£ 95.00	03-22-025
Royds Withy King	PCC Project: Account.	£ 1,863.00	£ 372.60	£ 2,235.60	03-22-026
So Clear	Callcroft House Window Cleaning.	£ 50.00	£ -	£ 50.00	03-22-027
The Bush Consultancy.	NSP Pavilion: Architect.	£ 1,675.00	£ 335.00	£ 2,010.00	03-22-028
Willbox	Hire of Shower Block.	£ 420.70	£ 84.14	£ 504.84	03-22-029
Beard	PCC Project: Valuation 18.	£ 7,567.59	£ 1,513.52	£ 9,081.11	03-22-030
	Total for March 2022	£ 29,110.44	£ 3,427.18	£ 32,537.62	

15/03/2022 - No 10 To consider the following planning applications:

- 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.

RESOLVED: It was unanimously agreed to raise no objections.

15/03/2022 - No 11 To consider Patchway Town Council's response to South Gloucestershire Council's Local Plan Consultation.

RESOLVED: It was unanimously agreed to respond to the consultation and to state that the Town Council did not want to lose any employment land and that Patchway has aspirations for a designated town centre and not having one means missing out on serious grant awards for the area.

15/03/2022 – No 12 To consider if Patchway Town Council meets all requirements for the Foundation, Quality and Quality Gold Awards of the Local Council Award Scheme.

RESOLVED: It was unanimously agreed that Patchway Town Council confirms by resolution that it meets all the requirements for the above awards and publishes on its website:

- A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community.
- An annual report, online material, news bulletins and other Council communications with evidence of:
 - Engaging with diverse groups in the community using a variety of methods.
 - Community engagement influencing council activity and priorities.
 - A wide range of council activities, including innovative projects, that produce positive outcomes for the community
 - Co-operating constructively with other organisations

The council also unanimously agreed that it confirms by resolution, that it has prepared statements (Of no more than one page each) to be presented to the accreditation panel showing how it:

- Ensures that the council delivers value for money.
- Provides leadership in planning for the future of the community.
- Engages with the community on issues related to the environment and climate change.
- Manages the performance of the council as a corporate body.

- e) Manages the performance of each individual staff member to achieve its business plan.

15/03/2022 – No 13 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 send the letter.

15/03/2022 - No 14 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 S Shambhu. Cllr Shambhu was happy to take applications for any road closures for the Queen’s Jubilee. The Clerk confirmed the Council would advertise them to be sent to the office and then forwarded onto Cllr S Shambhu.

The Council noted an update on the Local Plan from Cllr S Scott.

Cllr R Walker left the meeting at 20:01.

b) Norman Scott Park Pavilion Redevelopment.

The Clerk provided an update.

- 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.**

RESOLVED: It was agreed by a majority with one against to get a costing for professional opinion on the kitchen area incorporating the traditional café with the ability to cook hot meals. It was further resolved by a majority, with one against, to obtain a license for the sale of alcohol and a marriage license.

c) The Casson Centre refurbishment project.

The Council considered the cost plan.

- i. **To consider the cost plan for the project and agree the next steps for this project.**

RESOLVED: It was unanimously agreed to just carry out the re-roofing of the building.

d) Coniston Community Association.

Cllr E Gordon provided an update. Cllr E Gordon would request that a set of accounts be sent to the Town Clerk.

e) Bromford Housing Association.

No update was given.

f) Youth Work Working Party.

The Council noted that Cllrs S Scott, B Hopkinson and J Buddharaju had given some funding towards youth equipment. Further meeting will be held with Patchway Community School to ascertain what the young people want for a provision.

g) Queen Elizabeth's Platinum Jubilee 2022.

The Clerk provided an update. The Clerk had met with the funfair provider and access to the field in Scott Park was not possible due to the temporary changing rooms.

i. To delegate authority to the working group in conjunction with the Clerk/RFO to incur expenditure within the set budget for this project.

RESOLVED: It was unanimously agreed to delegate authority to the working group in conjunction with the Clerk/RFO. It was further resolved unanimously that the Council will only hold a Beacon lighting event on the Thursday and a music festival in Scott Park on the Saturday, which would be a simple stage and live musicians from 11am to 8pm. A firework event may be organised depending on the budget.

h) Patchway Twinning Association.

The Clerk provided an update. The visit in June was planned and invitations for the welcome event and civic dinner would soon be sent out. The Council noted that they had budgeted for these events and these would be taken from the Civic Fund.

i) Almondsbury Joint Burial Committee.

No update was given.

j) Coniston Medical Practice.

The Council noted the update. The Clerk would feed back to David Clark the concerns over waiting times still. The Clerk would contact the surgery as they would like to put some information into the Town Council's newsletter.

k) Residents Association of Charlton Hayes.

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

l) South Gloucestershire Council – LED street lighting replacement.

RESOLVED: It was unanimously agreed to object to the installation of lighting replacements and request that low level lighting be installed, in support of the residents of Ashford Road.

m) Community Engagement Forum.

The Council noted the update from Cllr P Knight.

15/03/2022 - No 15 To note that the next meeting of Patchway Town Council will be held on Tuesday 26th April 2022 at 7pm.

Noted.

15/03/2022 - No 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.

RESOLVED: It was unanimously agreed to exclude the public and press for the below items.

15/03/2022 - No 17 To consider the recommendations from the Personnel Committee meeting held on Monday 14th March 2022.

- a) **To approve the recommendation that the Local Government Pay Award is applied to all current staff, backdated to 1st April 2021.**
- b) **To approve the recommendation that the Local Government Pay Award is given to Mrs L Squire, backdated from 1st April 2021 to 19th September 2021.**

RESOLVED: It was agreed by a majority with two against and one abstention, to approve the recommendations.

15/03/2022 - No 18 To approve the legal notice in relation to Patchway Town Council's lease agreement.

RESOLVED: It was agreed by a majority with three abstentions to approve the legal notice and for it to be sent to the tenant.

15/03/2022 - No 19 To receive an update on the outstanding matters of the Patchway Community Centre Project.

RESOLVED: It was agreed by a majority with one abstention that the Council approves the recommendation from the Finance Committee that the Council negotiates a deal with the contractor up to a maximum of £250,000 and that Cllrs J Butler and S Scott attend the meeting with the contractor.

The meeting was closed at 20:46.



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Town Clerk and Responsible Finance Officer's Report

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

15/03/2022 - No 1 To receive a presentation from Bromford Housing Association regarding the future of The Parade.

The public consultation survey was put online as well as hard copies at Dave the Bakers and Coniston Community Centre. The survey was on the front page of the Town Council newsletter.

15/03/2022 – No 13 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2021/2022.

a) Community Engagement. - To consider writing to 'The Property Ombudsman' regarding a Bromford property in Stroud Road.

Before the letter had been sent, the resident of the property had the outstanding issues resolved by Bromford.

15/03/2022 - No 18 To approve the legal notice in relation to Patchway Town Council's lease agreement.

The legal notice was served in March and the Clerk has not heard from the club since then. Still awaiting bank statements as requested in February 2022.

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 5th of April 2022 at 20:00 at Callicroft House, Patchway.

Councillors:	J Butler (Chairman), R Loveridge, I Walker, K Dando, P Cottrell, P Knight, B Hopkinson, D Lawrence.
In attendance:	J Turner (Town Clerk and RFO).
Absent:	Cllrs E Gordon and T Scott.
Members of the Public:	One.

As the time was 20:00, 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.

05/04/2022 - No 2 To receive questions from members of the public present.
None received.

05/04/2022 - No 3 To receive any apologies for absence.
The Council noted apologies from Cllrs S Scott (Working), R Walker (Working), S Shambhu (Holiday), J Buddharaju (Family Reason) and E Martin (Sick),

05/04/2022 - 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.

05/04/2022 - No 5 To consider and approve any dispensations for this meeting.
None received.

05/04/2022 - No 6 To approve the expenditure report and authorise payments.
RESOLVED: It was unanimously agreed to approve the payments below. The payment to Advanced Plumbing and Heating for repair works was approved, subject to time sheets being obtained by the Clerk.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
	Outstanding Invoices 2021/2022				
Advanced Plumbing and Heating	Radiator Works at Callicroft House.	£ 351.00	£ 70.20	£ 421.20	04-22-001
Advanced Plumbing and Heating	Emergency Tap Repair at Scott Park.	£ 821.90	£ 164.38	£ 986.28	04-22-002
Advanced Plumbing and Heating	Outdoor Tap Repair at Callicroft House.	£ 58.00	£ 11.60	£ 69.60	04-22-003
Alan Coward and Son	Hire of Drying Rooms.	£ 265.98	£ 53.20	£ 319.18	04-22-004
Avon Local Council's Association	Chairman training for D Lawrence.	£ 30.00	£ -	£ 30.00	04-22-005
Avon Local Council's Association	Essential Councillor Training for D Lawrence.	£ 40.00	£ -	£ 40.00	04-22-006
Avon Local Council's Association	Essential Councillor Training for P Knight.	£ 40.00	£ -	£ 40.00	04-22-007
Avon Local Council's Association	Training Course for D Lawrence.	£ 40.00	£ -	£ 40.00	04-22-008
Blakeney Road Allotments	Electricity re-charge.	£ 87.11	£ -	£ 87.11	04-22-009
DCK Accounting Solutions	Accounting Support - March	£ 537.50	£ 107.50	£ 645.00	04-22-010
Glasdon	Eco-Rest Bench X2.	£ 828.52	£ 165.70	£ 994.22	04-22-011
J.M Hazell	PAT Testing at Callicroft House.	£ 70.00	£ 14.00	£ 84.00	04-22-012
Keoghs	Insurance Final Bill.	£ 116.67	£ 23.33	£ 140.00	04-22-013
Lee McGreevy QS Services	Casson Centre Cost Estimate.	£ 487.50	£ -	£ 487.50	04-22-014
Pro Structures	NSP Pavilion: Structural Engineer.	£ 270.00	£ 54.00	£ 324.00	04-22-015
Rob Hainey Signs	Sport Hire Banners.	£ 215.00	£ -	£ 215.00	04-22-016
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-017
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-018
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-019
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-020
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-021
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-022
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-023
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-024
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-025
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-026
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-027
Davies and Partners	PSSC Lease and Advice.	£ 193.52	£ 38.70	£ 232.22	04-22-028
Thornbury Autocentre	Truck MOT.	£ 500.00	£ 100.00	£ 600.00	04-22-029
	Truck MOT.	£ 54.00	£ 10.80	£ 64.80	04-22-030
	2022/2023 Financial Year Invoices.				
The Bristol	Civic Dinner Deposit.	£ 83.33	£ 16.67	£ 100.00	04-22-031
GB Sports and Leisure	Wet Pour Repairs.	£ 7,823.50	£ 1,564.70	£ 9,388.20	04-22-032
Zurich	Fleet Insurance.	£ 1,884.32	£ -	£ 1,884.32	04-22-033
Living Wage Foundation	Employer Accreditation - 2022/2023.	£ 60.00	£ 12.00	£ 72.00	04-22-034
PR Production Services	Stage for Jubilee Event.	£ 1,463.00	£ -	£ 1,463.00	04-22-035
Avon Local Council's Association	2022/2023 Subscription.	£ 1,535.31	£ -	£ 1,535.31	04-22-036
Thornbury Autocentre	Truck Tracker.	£ 312.00	£ 62.40	£ 374.40	04-22-037
	Total for April 2022	£20,296.88	£2,894.88	£23,191.76	

05/04/2022 - No 6 To consider the requirements for the kitchen at the Norman Scott Park Pavilion Café and to set a budget for these requirements.

The Council noted that there was a £10,000 provision within the contract to provide basic commercial equipment for the café.

RESOLVED: It was agreed by a majority, with one against and two abstentions, to increase this allowance to £15,000 and to put in the infrastructure for larger equipment, which can be used at a later date.

05/04/2022 - No 7 The Casson Centre project.

a) **To consider the quotations for an asbestos survey at The Casson Centre.**

RESOLVED: It was unanimously agreed to approve the quotation from Smiths for a value of £315.00.

b) **To consider the quotations for professional services for the project.**

- i. **Contract Management – Lee McGreevy QS Services**
- ii. **Architect Quotation – The Bush Consultancy.**
- iii. **Structural Engineer – Pro Structures.**
- iv. **Overseeing Project Administration – Melrose Associates.**

RESOLVED: It was unanimously agreed to reject all the quotations and to go directly for quotations from roofing contractors.

05/04/2022 - No 8 To consider the quotations for the acoustic works at Patchway Community Centre.

RESOLVED: It was unanimously agreed to reject these quotations due to the already high overspend on this project. The Council noted that this could be re-visited once the financial future of the Town Council was a little more secure.

05/04/2022 - No 9 To consider the consultation for the 'Travellers Rest' site on the A38.

RESOLVED: It was agreed by a majority, with one abstention, to respond subject to land registry checks and state that the Town Council wanted there to be separate entrance and exit points as well as traffic calming measures such as speed camera's and/or traffic lights.

05/04/2022 - No 10 To consider re-painting the skate park area in Scott Park, with the young people of Patchway.

RESOLVED: It was agreed by a majority with two against and one abstention to overpaint the skate park area with white paint and to run a competition with the local school's to design a new mural for this area at the Jubilee event on Friday 3rd June 2022. This would be brought back for formal discussion at the next Town Council meeting.

05/04/2022 - No 11 To note that the next meeting of Patchway Town Council will be held on Tuesday 26th April 2022 at 7pm.

Noted.

05/04/2022 - No 12 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.

05/04/2022 - No 13 To receive an update on the outstanding matters of the Patchway Community Centre Project.

The Clerk provided an update. The sub-committee had agreed a sum of £190,000 however the contractor did not think the liquidated damages were justified.

RESOLVED: It was unanimously agreed to make a payment of £190,000 to the contractor and to pay a further £18,962.25 in the next financial year. The settlement agreement would be amended.

05/04/2022 - No 14 To consider the recommendations from the Personnel Committee meeting held on Wednesday 30th March 2022.

The Council noted that the Personnel Committee had appointed A Jones to the role of Assistant Grounds Person on SCP 11.

a) **To approve the recommendation that the Local Government Pay Award is given to an ex-employee who has requested the back-pay.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendation.

b) **To approve the recommendation that Patchway Town Council do not license the Pavilion, as previously agreed, due to implications with staffing.**

c) **To approve the recommendation that Patchway Town Council re-consider the scope of the café and determine working hours, equipment and duties prior to any role for a café manager or supervisor being agreed.**

- d) To approve the recommendation that Patchway Town Council put out a 'Call for Volunteers' to see if anyone would be interested in helping to volunteer in the café once it is open.
- e) To approve the recommendation that Patchway Town Council sends the current job description for a 'Café Supervisor' to Southwest Council's to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.
RESOLVED: It was unanimously agreed to defer these items to the next Full Council meeting where the whole scope of the café will be decided. It was noted that the Personnel Committee need to review the job description of the Town Clerk due to the increase in work with the Pavilion.
- f) To approve the recommendation that Patchway Town Council approves the quotation for the LANTRA Chainsaw Course for two members staff at a cost of £544.00.
RESOLVED: It was unanimously agreed to approve the recommendation.
- g) To approve the recommendation that Patchway Town Council approves the flexible retirement of the current Environmental Operative, which will reduce the hours worked to 30 hours per week.
RESOLVED: It was unanimously agreed to approve the recommendation.
- h) To approve the recommendation that Patchway Town Council approves the Job Description/Person Specification for a part-time Environmental Operative, to supplement the hours lost and sends the current job description for a part-time 'Environmental Operative' to Southwest Council's to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.
RESOLVED: It was unanimously agreed to approve the recommendation.
- i) To approve the recommendation that Patchway Town Council approves the Job Description/Person Specification for a full-time Deputy Town Clerk, to assist with managing the Town Clerk's workload and sends the current job description for a 'Deputy Town Clerk' to Southwest Council's to evaluate the pay grade within the set scale to determine whether Patchway Town Council can afford this role or if other options need to be sought due to the formation of the Charlton Hayes Parish.
RESOLVED: It was agreed by a majority with one abstention to approve the recommendation.
- j) To approve the recommendation that Patchway Town Council looks at renting a space within Scott Park to a commercial food and drink vendor whilst the Pavilion is being built prior to the opening of the café.
RESOLVED: It was unanimously agreed to defer this item as it had been superseded by the Finance Committee.

05/04/2022 - No 15 To receive an update on an insurance claim.
 The Council noted the update.

The meeting was closed at 21:29.



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 5th April 2022.

05/04/2022 - No 6 To approve the expenditure report and authorise payments.

Job sheets, photographs and invoices had been circulated to all members regarding the Advanced Plumbing and Heating works at Scott Park.

05/04/2022 - No 7 The Casson Centre project.

a) To consider the quotations for an asbestos survey at The Casson Centre.

The survey will take place on Tuesday 26th April 2022 at 9am.

PATCHWAY TOWN COUNCIL

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

Councillors:	R Loveridge (in the chair), D Lawrence, B Hopkinson, K Dando, P Cottrell (19:12).
In attendance:	J Turner (Town Clerk and RFO), Cllr Peter Knight, Tina Brice and John Thomas (Patchway Community Association), Paul Thompson (Patchway Cricket Club).
Absent:	None
Members of the Public:	None.

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.

22/03/2022 - No 1 To receive any questions from members of the public present.
None received.

22/03/2022 - No 2 To receive any apologies for absence.

The committee noted apologies from Cllrs J Butler (Family Emergency) and E Martin (Unwell) and A England (Working) and R Ellwood (Isolating).

22/03/2022 - 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.

22/03/2022 – No 4 To consider and approve any dispensations for this meeting.

None received.

22/03/2022 - No 5 To approve the minutes of the extraordinary meeting of the Parks, Open Spaces, Planning and Transport committee held on 22nd February 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.

22/03/2022 - No 6 To review the Terms of Reference for this committee.

RESOLVED: It was unanimously agreed to recommend to Full Council that this committee meets monthly on the second Tuesday of the month at 8pm.

22/03/2022 - No 7 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	Planning in Patchway
Timescale for Implementation	Parks and Planning	Parks and Planning
2021/2022		
	Maintenance of Sports Equipment	Challenging SGC on pavement parking.
	Upgrade and install exercise equipment	Road Surfacing
	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

22/03/2022 - No 8 To consider the quotation from South Gloucestershire Council for the pedestrian sweeper work to be carried out in Patchway.

RESOLVED: It was unanimously agreed to recommend that Full Council approves the quotation of £220.50 per visit based on a four weekly cycle.

22/03/2022 - No 9 To consider the quotation from preferred supplier, KT Properties LTD, to extend the pathway at the rear of the BMX track.

RESOLVED: It was unanimously agreed to recommend that Full Council approves the quotation of £1911.00 for this work.

22/03/2022 - No 10 To consider the scope of works for the project to be carried out in accordance with the S106 funding from South Gloucestershire Council.

RESOLVED: It was unanimously agreed to look into a hard court area which would be positioned by the 3G pitch for Pickle Ball/Badminton and that the equipment would be hired free of charge from the new Pavilion for older people to use.

22/03/2022 - No 11 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 plant the trees on the rear field at The Tumps.

Matters Pertaining to Planning and Transport.

22/03/2022 - No 12 To consider any planning applications received:

a) P22/01472/PNH - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.5m, for which the maximum height would be 2.9m, and for which the height of the eaves would be 2.7m. - 19 Windermere Road Patchway South Gloucestershire BS34 5PN.

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

- b) **P22/01469/F - Garage conversion and installation of enlarged rear window to facilitate change of use from residential dwelling (Class C3) to a 8 bedroom large house in multiple occupation (HMO) for up to 8 people (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). (Resubmission of P21/06247/F). - 85 Falcon Drive Patchway South Gloucestershire BS34 5RA.**

RESOLVED: It was agreed by a majority with one abstention, to raise an objection on the grounds of over development and the issue of parking within that area of Patchway.

- c) **P22/01471/HH - Erection of a two storey side and rear extension to form additional living accommodation. Erection of front porch. - 90 Cavendish Road Patchway South Gloucestershire BS34 5HH.**

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

- d) **P22/01587/HH - Erection of a two storey side extension to form additional living accommodation. - 104 Coniston Road Patchway South Gloucestershire BS34 5JT.**

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

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

None received.

Updates and Reports.

22/03/2022 - No 13 To receive an update on The Norman Scott Park Pavilion project.

The Clerk provided an update. The works were underway and were on time with the provided schedule.

22/03/2022 - No 14 To receive an update on the back lane amnesty carried out in February 2022.

The Clerk provided an update. The Ground Staff had cleared three truck loads however they could not take the multiple household appliances and residents have been given the information of South Gloucestershire Council's collection service.

22/03/2022 - No 15 To receive an update from the user groups of Patchway Town Council's Facilities.

The committee noted updates from Bristol BMX Club and Patchway Town FC.

22/03/2022 - No 16 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee meeting will be held on Wednesday 27th April 2022 at 7pm.

Noted.

The meeting was closed by the Chairman at 19:37.

PATCHWAY SWEEPER ROUTE- To be completed once every 4 weeks

ROADS TO BE SWEPT	ORDER OF WORK (1 job number to be completed per 4 weeks)	JOB COMPLETED	NOTES (please confirm what roads if any need completing next time)	Invoiced
Coniston Road	1	07/09/2021		X
Waterside Drive Elmore Road Epney Close Blakeney Road Park Leaze	2	05/10/2021		X
Bevington Close Bevington Walk Falcon Drive Falcon Close Falcon Walk	3			
Eagle Drive Kestrel Close Martin Close Linnet Close Swallow Drive	4			
Hawthorn Close Willow Close Sycamore Drive	5			
Larch Way Birch Close Fir Tree Close Spruce Way	6			
Cedar Close Bay Tree Close Cranbourne Road	7			
Rodway Road Thirlmere Road	8			
Windermere Road Pretoria Road Clermont Close	9			
Durban Road Worthing Road Cavendish Road	10			
Stroud Road Lee Close Brighton Road	11			
Bradley Road Arlingham Way Severn Way Tidenham Way	12			
Callicroft Road Ashford Road Hazeldene Road Longney Place Newnham Place	13			
Lower Thirlmere Road The Parade	14			
Ravenscourt Road Redfield Road	15			

Clerk

From: Hayley Brock <Hayley.Brock@southglos.gov.uk>
Sent: 07 March 2022 10:07
To: Clerk
Subject: RE: Pedestrian Sweeper [EXTERNAL]

£36.75 per hour – 6 hours per visit.

Hayley

From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: 07 March 2022 10:01
To: Hayley Brock <Hayley.Brock@southglos.gov.uk>
Subject: RE: Pedestrian Sweeper [EXTERNAL]

Better to be safe than sorry

If you're unsure whether this email is genuine, it's best to stay on the safe side. Don't click on links or attachments, forward it to the South Gloucestershire Council [ITD Service Desk](#).

Hi Hayley,

Thanks for this. Please can you confirm the costs?

Thank you.

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



K T PROPERTIES LIMITED

CIVIL ENGINEERING SERVICES

**Head Office: Canada warehouse Chittening Industrial Estate Worthy Road
Avonmouth Bristol BS11 0YB**

Office: 0117 982 7763

Mobile: 07775 804 841

Email km2010@hotmail.co.uk

**Patchway Town Council
Callicroft House
Rodway Rd
Patchway
Bristol
BS34 5DQ**

QUOTATION

Quote Number

KTP00263

Date: 17/2/22

Ref: Path Installation

Site: Patchway Town Council South Gloucestershire

Site , The Tumps

Supply Terram Membrane roll , Jcb 3cx Road roller and labour to insert a footway parralel to the existing road , using the type 1 on site and leaving the adrisings neatly onsite

Compact stone with road Roller making path approx 1200 - 1500mm wide

This task will take 2 days with the associated plant etc

Supply labour plant and materails

£1911.00 + vat

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 5th April 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	R Loveridge (Chairman), P Cottrell, B Hopkinson, D Lawrence, and K Dando.
In attendance:	J Turner (Town Clerk and RFO).
Members of the Public:	None.
Absent:	None.

As the Chairman and Vice-Chairman of the Finance Committee had given their apologies, it was proposed and seconded that Cllr R Loveridge assume the Chair for this meeting.

RESOLVED: It was unanimously agreed for Cllr R Loveridge to assume the Chair for this meeting.

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's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings.

05/04/2022-No 1. To receive any questions from members of the public present.

None received.

05/04/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllrs S Scott (Working) and R Walker (Working).

05/04/2022-No 3. Declarations of Interest

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.

05/04/2022-No 4. To consider and approve and dispensations for this meeting.

None received.

05/04/2022-No 5. To approve the minutes of the Finance committee on Tuesday 15th March 2022 and to note any issues.

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

RESOLVED: It was agreed by a majority, with two abstentions, to approve the minutes and note the report.

05/04/2022-No 6. To receive and consider the Financial Reports for March 2022.

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income and Expenditure Report

The committee noted the income and expenditure report.

c) Monthly Summary of Accounts

The committee reviewed the summary and was noted. The RFO stated that the position as of 31st March 2022 was an overspend of £25,808, which will be funded from the Council's general reserve.

RESOLVED: The committee unanimously agreed to approve the financial reports.

05/04/2022-No 7. To carry out a review of Patchway Town Council's Earmarked Reserves.

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

05/04/2022-No 8. To approve any budget virements for the 2022/2023 financial year.

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

05/04/2022-No 9. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.

05/04/2022-No 10. To review the sponsorship rates for the 2022/2023 financial year.

RESOLVED: It was unanimously agreed to recommend to Full Council to approve the sponsorship rates.

05/04/2022-No 11. To consider Patchway Town Council's income streams and identify any opportunities to increase income.

The committee considered the report. It was agreed that the Council needed to raise its income.

RESOLVED: It was unanimously agreed to recommend to Full Council that car boot sales are held between 9am and 12pm at The Tumps. It was further agreed unanimously for the RFO to look into getting vendors into Scott Park and recommending that Full Council enters into agreement with commercial vendors, until the café is up and running.

05/04/2022-No 12. To review any outstanding debtors for the current financial year.

RESOLVED: It was unanimously agreed to note the report.

05/04/2022-No 13. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:

a) **Finance, Democracy and Governance.**

The RFO provided an update. The committee noted that the Local Council Award Scheme had been implemented and the review of all governance documents will be continued throughout the year.

	Finance, Democracy and Governance
Timescale for Implementation	Finance Committee
2022/2023	
	Local Council Award Scheme
	Review of all Governance Documents

05/04/2022-No 14. To note that the date of the next Finance Committee meeting be determined at the Annual Meeting of Patchway Town Council.

Noted.

The meeting was closed at 19:29.

PATCHWAY TOWN COUNCIL - SPONSORSHIP OPTIONS 2022/2023

All options include VAT at 20%

The Jason Franklin 3G Facility Sponsorship - £30 per month

Erection of one banner per company around the perimeter of the pitch at Scott Park.

The Cricket Net Facility Sponsorship - £30 per month

Erection of one banner per company around the perimeter of the practice facility at Scott Park.

Planter Sponsorship - £25 per month

Erection of one sign on the planters in Scott Park or on Rodway Road.

Town Council Newsletter - £35 per month

One quarter-page advert included in the monthly Town Council newsletter. Bigger spaces available on request.

Website Sponsorship - £50 per month

Your logo and advert on the Town Council's website.

Noticeboard Advert - £35 per month

One advert in one of eight noticeboards in the Town.

Sub Bench Sponsor - £250 per season

Your logo on the sub benches in Scott Park, used fortnightly plus social media exposure.

Christmas Light Sponsor - £POA

Sponsor a Christmas light and have your business name on the very same lampost.



PATCHWAY TOWN COUNCIL - SPONSORSHIP OPTIONS 2022/2023

All options include VAT at 20%

Hanging Basket Sponsorship - £100

Have your company's name and information displayed directly underneath one of Patchway Town Council's seasonal hanging baskets on Rodway Road. The baskets will be on display from

April - August, giving your business plenty of exposure within Patchway's busiest shopping area.

Play Area Sponsorship - £25 per month

Erection of one banner per company around the perimeter of one of the six play area's.

Platinum Jubilee Event Sponsorship - £50 per company

Erection of one banner per company around the perimeter of the stage zone of the Platinum Jubilee Music Festival in Scott Park on Friday 3rd June. Also, PA announcements for your company as well as social media exposure.

Sponsor a Bench - £35 per plaque

Remember a loved one with this unique opportunity. We are offering the chance for all residents to sponsor a bench in Patchway. Each sponsor will get a memorial plaque engraved and added to a bench of their choice within the Patchway area. This is a great way to remember a loved one or to dedicate to someone you truly care about. We will produce the sign on your behalf.

Social Media Sponsorship - £20 per month

Your logo and advert on the Town Council's Social Media.





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

Town Clerk and Responsible Finance Officer's Report

Income Streams 2022/2023.

Patchway Town Council historically has never really reviewed their income streams, relying on the Precept and reserves to supplement budgets in previous years. However, since 2019/2020, the officers of the Council have been looking into ways to drive income to alleviate the burden on the residents of Patchway. Below is an example of the previous two years' income vs budget, which shows the progress made. However, on a Precepted budget of £730,655 (2020/2021 and 2021/2022 Financial Year) this income is only a small proportion of the overall budget.

Income Heading	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual 2021/2022
Interest Received	1400	315	200	795
Callicroft House	260	0	260	621
Casson Centre	1200	3152	1200	863
Patchway CC Ground Rent	2	2	2	2
Coniston CC Ground Rent	1	1	1	1
Sports Pitches	6000	2365	6000	8361
3G Facility	0	2085	12000	14940
Cricket Net Facility	0	300	0	329
Social Club Income	11840	4932	11840	7891
Allotment Rent	2000	2413	2000	2448
Tumps Ground Rent	30	30	30	30
Totals	£ 22,733.00	£ 15,595.00	£ 33,533.00	£ 36,281.00
	Loss	-£ 7,138.00	Profit	£ 2,748.00

For future years with the new Parish of Charlton Hayes being formed, it would now be wise to look at alternative income streams for the Council which could be implemented as soon as possible. Patchway has a high volume of residents who engage with their community and this could be a good way of looking to increase income.

1. Car Boot Sales

Patchway Town Council could run community car boot sales either in Scott Park or at The Tumps. Both are easily accessible and only have one real entrance point for vehicles, which would make checking permits and payments easier. Patchway has never really had a permanent car boot sale and this could be a real profitable exercise if promoted well. Realistically, the Council would need to have two volunteer marshals or members of staff to work the car boot sale to ensure nothing goes drastically wrong. The Council would need to charge VAT on all pitches as this is a business activity. The RFO would recommend charging cars, £7.50 a pitch and vans £12.50 a pitch. Using the field at the Tumps, it is estimated about 65 vehicles could be pitched at one time and around the same number could use the car park at Scott Park. In the warmer months the main pitch area in Scott Park can be used and this could accommodate around 100 vehicles. This would provide a good amount of income into the Council in the Spring/Summer periods.



PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

2. Vendors

Due to the vast amount of space that Patchway Town Council owns including public open spaces as well as a car park, it would be reasonable to suggest that some of this space could be rented out to commercial vendors such as 'Meat Wagon's' or 'Fruit and Vegetable Stalls' to generate an income to the Council.

3. Sponsorship

To persist with the sponsorship options and to openly approach businesses both local and national to sponsor the Town Council's activities.

Our Ref: 15015685\X201\BR
 Date: 1st April 2022
 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
FSCS Eligibility: Eligible
Sheet Number: T 1
Statement Period: 01/04/2021 to 31/03/2022

Date	Description	Debits £	Credits £	Balance £
01/04/2021	Brought forward			25,000.00 Cr
01/05/2021	Interest credited gross 15015685		441.10	25,441.10 Cr

Interest Rate Summary During Statement Period

From	To	Interest Rate
1st April 2021	31st March 2022	1.75 %

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 31 March 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/22	Brought Forward			542,740.57	
31/03/22	Carried Forward			542,740.57	

Statement of Dividends paid during the month to 31 March 2022

Date	Receiving Account	Amount Paid £
31-03-22	Nominated bank account	217.84

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 31/03/2022
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	31/03/2022		1,000.00
Reserve A/c	31/03/2022		17,714.65
			18,714.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			18,714.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			18,714.65
		Balance per Cash Book is :-	18,714.65
		Difference is :-	0.00

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 17714.65		

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 31st of March 2022.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					17,714.65
31-Mar-2022		FROM 01321218		115.08	17,714.65
31-Mar-2022	INT	31MAR GRS 08631638		0.47	17,599.57
30-Mar-2022		FROM 01321218		114.28	17,599.10
29-Mar-2022		FROM 01321218		300.00	17,484.82
28-Mar-2022		TO 01321218	-7,813.38		17,184.82
25-Mar-2022		FROM 01321218		10.49	24,998.20
24-Mar-2022		TO 01321218	-11,731.29		24,987.71
22-Mar-2022		TO 01321218	-32,778.19		36,719.00
21-Mar-2022		FROM 01321218		1,018.60	69,497.19
18-Mar-2022		FROM 01321218		3,105.41	68,478.59
17-Mar-2022		TO 01321218	-2,176.35		65,373.18
15-Mar-2022		TO 01321218	-38.97		67,549.53
14-Mar-2022		FROM 01321218		169.73	67,588.50
11-Mar-2022		FROM 01321218		243.93	67,418.77
10-Mar-2022		FROM 01321218		90.90	67,174.84
08-Mar-2022		TO 01321218	-391.83		67,083.94
07-Mar-2022		TO 01321218	-570.72		67,475.77
04-Mar-2022		FROM 01321218		923.33	68,046.49
03-Mar-2022		FROM 01321218		131.27	67,123.16
02-Mar-2022		TO 01321218	-765.83		66,991.89
01-Mar-2022		FROM 01321218		297.35	67,757.72
Opening balance					67,460.37
Totals			-56,266.56	6,520.84	

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 362322.98		

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
31-Mar-2022		TO 08631638	-115.08		1,000.00
31-Mar-2022	CHG	04MAR A/C 01321218	-24.15		1,115.08
31-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 31/03/22 0853, PH737VTI1HM5MNSN00		139.23	1,139.23
30-Mar-2022		TO 08631638	-114.28		1,000.00
30-Mar-2022	BAC	400024447090027494		61.17	1,114.28
30-Mar-2022	BAC	400024447090027493		18.83	1,053.11
30-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 30/03/22 0845, PH737VTI1HM5H0ZY00		34.28	1,034.28
29-Mar-2022		TO 08631638	-300.00		1,000.00
29-Mar-2022	BAC	STOKE LANE 2005/06, 2021-22-132, FP 29 /03/22 1829, 500000000911064308		300.00	1,300.00
28-Mar-2022	D/D	SOUTHGLOS-GENERAL, 000233	-250.00		1,000.00
28-Mar-2022	EBP	AVON PENSION FUND, 03-21-039, FP 28/03 /22 40, 43013814253080000N	-3,138.11		1,250.00
28-Mar-2022	EBP	HMRC, 03-21-038, FP 28/03/22 40, 45013805150079000N	-4,458.81		4,388.11
28-Mar-2022		FROM 08631638		7,813.38	8,846.92
28-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 28/03/22 0842, PH737VTI1HM5317B00		33.54	1,033.54
25-Mar-2022		TO 08631638	-10.49		1,000.00
25-Mar-2022	POS	4105 24MAR22, INTERNET PHOTO, SERVICE, 6RR WARWICK GB	-4.00		1,010.49
25-Mar-2022	POS	4105 24MAR22, AMZ*AMAZON.CO.UK, AMAZON.CO.UK GB, REFUND		12.39	1,014.49
25-Mar-2022	POS	4105 24MAR22, AMZ*AMAZON.CO.UK, AMAZON.CO.UK GB, REFUND		2.10	1,002.10
24-Mar-2022	POS	4105 23MAR22, AMZNMKTPLACE, AMAZON.CO.UK GB	-5.16		1,000.00
24-Mar-2022	EBP	JALDHOUSE, 03-21-031, FP 24/03/22 40, 05023839458803000N	-1,826.03		1,005.16
24-Mar-2022	EBP	D FENNING, 03-22-034, FP 24/03/22 40, 42023836234214000N	-1,943.35		2,831.19

24-Mar-2022	EBP	R INNOCENT, 03-22-036, FP 24/03/22 40, 63023825837008000N	-834.01	4,774.54
24-Mar-2022	EBP	L SQUIRE, 03-22-035, FP 24/03/22 40, 38023832943908000N	-260.27	5,608.55
24-Mar-2022	EBP	J TURNER, 03-22-037, FP 24/03/22 40, 60023905027879000N	-3,178.50	5,868.82
24-Mar-2022	EBP	S ELLIS, 03-22-032, FP 24/03/22 40, 46023833091482000N	-1,871.35	9,047.32
24-Mar-2022	EBP	S LIDDIATT, 03-22-033, FP 24/03/22 40, 37023922174033000N	-1,917.09	10,918.67
24-Mar-2022		FROM 08631638	11,731.29	12,835.76
24-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 24/03/22 0848, PH737VTI1HM4Q9RJ00	104.47	1,104.47
22-Mar-2022	D/D	TOTALENERGIES G&P, 1134410	-64.89	1,000.00
22-Mar-2022	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-13.68	1,064.89
22-Mar-2022	POS	4105 21MAR22, SURVEYMONKEY, 0035315920752 IE	-192.00	1,078.57
22-Mar-2022	EBP	BEARD, 03-22-030, FP 22/03/22 40, 01023732564807000N	-9,081.11	1,270.57
22-Mar-2022	EBP	PRO STRUCTURES, 03-22-021, FP 22/03/22 40, 59023718946452000N	-612.00	10,351.68
22-Mar-2022	EBP	DJ HARRISON, 03-22-007, FP 22/03/22 40, 13023726888951000N	-960.00	10,963.68
22-Mar-2022	EBP	AVON LOCAL COUNCIL, 03-22-005, FP 22 /03/22 40, 02023712907006000N	-70.00	11,923.68
22-Mar-2022	EBP	AVON LOCAL COUNCIL, 03-22-004, FP 22 /03/22 40, 34023721572287000N	-140.00	11,993.68
22-Mar-2022	EBP	DCK ACCOUNTING SOL, 03-22-008, FP 22 /03/22 40, 16023721148189000N	-322.50	12,133.68
22-Mar-2022	EBP	WILLBOX, 03-22-029, FP 22/03/22 40, 31023800794873000N	-504.84	12,456.18
22-Mar-2022	EBP	AVONCROP AMENITY P, 03-22-006, FP 22 /03/22 40, 62023732337687000N	-369.60	12,961.02
22-Mar-2022	EBP	DCK ACCOUNTING SOL, 03-22-009, FP 22 /03/22 40, 48023808547262000N	-645.00	13,330.62
22-Mar-2022	EBP	ROB HAINEY, 03-22-023, FP 22/03/22 40, 07023726684618000N	-160.00	13,975.62
22-Mar-2022	EBP	ROB HAINEY, 03-22-022, FP 22/03/22 40, 56023712685781000N	-225.00	14,135.62
22-Mar-2022	EBP	PAUL SWINDLEHURST, 03-22-019, FP 22/03 /22 40, 27023721365216000N	-1,280.00	14,360.62
22-Mar-2022	EBP	MELROSE ASSOCIATES, 03-22-016, FP 22 /03/22 40, 58023715592000000N	-2,813.86	15,640.62
22-Mar-2022	EBP	LEE MCGREEVY QS SE, 03-22-015, FP 22/03 /22 40, 28023800653511000N	-568.75	18,454.48
22-Mar-2022	EBP	ALAN COWARD AND SO, 03-22-001, FP 22 /03/22 40, 39023808142607000N	-319.18	19,023.23

22-Mar-2022	EBP	THE BUSH CONSULTAN, 03-22-028, FP 22 /03/22 40, 04023715819004000N	-2,010.00	19,342.41
22-Mar-2022	EBP	ROB HAINEY, 03-22-025, FP 22/03/22 40, 60023732186221000N	-95.00	21,352.41
22-Mar-2022	EBP	ROB HAINEY, 03-22-024, FP 22/03/22 40, 04023726556455000N	-55.00	21,447.41
22-Mar-2022	EBP	MELROSE ASSOCIATES, 03-22-017, FP 22 /03/22 40, 25023721296064000N	-6,105.00	21,502.41
22-Mar-2022	EBP	KT PROPERTIES LTD, 03-22-014, FP 22/03 /22 40, 27023800564977000N	-1,890.00	27,607.41
22-Mar-2022	EBP	GORDON PLAYGROUND, 03-22-012, FP 22 /03/22 40, 37023808076559000N	-432.00	29,497.41
22-Mar-2022	EBP	GEORGE CARR AND SO, 03-22-011, FP 22 /03/22 40, 59023732121405000N	-828.90	29,929.41
22-Mar-2022	EBP	AVON LOCAL COUNCIL, 03-22-002, FP 22 /03/22 40, 29023718304207000N	-70.00	30,758.31
22-Mar-2022	EBP	PROLIFIC SOLUTIONS, 03-22-020, FP 22/03 /22 40, 47023718633690000N	-186.68	30,828.31
22-Mar-2022	EBP	SO CLEAR, 03-22-027, FP 22/03/22 40, 48023715371953000N	-50.00	31,014.99
22-Mar-2022	EBP	ROYDS WITHY KING, 03-22-026, FP 22/03/22 40, 18023759833902000N	-2,235.60	31,064.99
22-Mar-2022	EBP	N BROCK, 03-22-018, FP 22/03/22 40, 58023732056337000N	-353.60	33,300.59
22-Mar-2022	EBP	GB SPORTS AND LEIS, 03-22-010, FP 22/03 /22 40, 26023718229445000N	-84.00	33,654.19
22-Mar-2022	EBP	AVON LOCAL COUNCIL, 03-22-003, FP 22 /03/22 40, 63023726328530000N	-70.00	33,738.19
22-Mar-2022		FROM 08631638	32,778.19	33,808.19
22-Mar-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 22 /03/22 1809, 391347429081223001	30.00	1,030.00
21-Mar-2022		TO 08631638	-1,018.60	1,000.00
21-Mar-2022	POS	4105 18MAR22, DRIVE VAUXHALL, BRISTOL 5 GB	-581.40	2,018.60
21-Mar-2022	BAC	SOUTHGLOS-GENERAL, 0419138	1,500.00	2,600.00
21-Mar-2022	BAC	SHIRTO F, FRANKSHIRTO, FP 19/03/22 0103, RP4679963058632200	100.00	1,100.00
18-Mar-2022		TO 08631638	-3,105.41	1,000.00
18-Mar-2022	POS	4105 17MAR22, AMAZON.CO.U, K*217TE0T04, AMAZON.CO.UK GB	-29.99	4,105.41
18-Mar-2022	DPC	PAINTER SJ, 2021-22-112, VIA MOBILE - LVP	602.00	4,135.40
18-Mar-2022	BAC	PATCHWAY SPORTS &, PATCHWAY TOWN FC, FP 18/03/22 1729, 600000000905449150	86.40	3,533.40
17-Mar-2022	D/D	SMITHS GLOUCESTER, P570SGL	-1,512.00	3,447.00
17-Mar-2022	POS	4105 16MAR22, EURO CAR PARTS P, 214 AVONMOUTH GB	-854.43	4,959.00

17-Mar-2022		FROM 08631638	2,176.35	5,813.43
17-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 17/03/22 0839, PH737VTI1HM3X3QS00	139.21	3,637.08
17-Mar-2022		521005	2,497.87	3,497.87
15-Mar-2022	D/D	EE LIMITED, Q16509023305149241	-67.30	1,000.00
15-Mar-2022	BLN	BANKLINE	-41.15	1,067.30
15-Mar-2022		FROM 08631638	38.97	1,108.45
15-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 15/03/22 0850, PH737VTI1HM3IKF500	69.48	1,069.48
14-Mar-2022		TO 08631638	-169.73	1,000.00
14-Mar-2022	BAC	SHIRTO F, FRANKSHIRTO, FP 12/03/22 0255, RP4679962207468800	100.00	1,169.73
14-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/03/22 0844, PH737VTI1HM3BKH400	69.73	1,069.73
11-Mar-2022		TO 08631638	-243.93	1,000.00
11-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 11/03/22 0850, PH737VTI1HM3535200	243.93	1,243.93
10-Mar-2022		TO 08631638	-90.90	1,000.00
10-Mar-2022	POS	4105 09MAR22 C, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-67.99	1,090.90
10-Mar-2022	POS	4105 09MAR22 C, HALFORDS 0720, CRIBS CAUSEWY GB	-32.99	1,158.89
10-Mar-2022	DPC	SWYD UNITED AFC, 2021-22-134, VIA MOBILE - LVP	86.40	1,191.88
10-Mar-2022	DPC	STOKE LANE FC, 2021-22-131, VIA MOBILE - LVP	36.00	1,105.48
10-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 10/03/22 0836, PH737VTI1HM2YOZA00	69.48	1,069.48
08-Mar-2022	D/D	VIRGIN MEDIA PYMTS, 750322001001	-48.00	1,000.00
08-Mar-2022	D/D	INTY LTD, 3MQFKS7	-89.22	1,048.00
08-Mar-2022	D/D	TOTALENERGIES G&P, 1058913	-134.62	1,137.22
08-Mar-2022	POS	4105 07MAR22, GREENCARE, SCARISBRICK GB	-239.99	1,271.84
08-Mar-2022		FROM 08631638	391.83	1,511.83
08-Mar-2022	BAC	STOKE LANE TIGERS, 2021-22-008 MAR 22, FP 08/03/22 1343, 100000000897516858	90.00	1,120.00
08-Mar-2022	BAC	BUDDING S, SCOTT BUDDING HIRE, FP 07 /03/22 2321, 469745241232703001	30.00	1,030.00
07-Mar-2022	D/D	ALLSTAR, 299091	-208.74	1,000.00
07-Mar-2022	POS	4105 06MAR22, AMZNMKTPLACE, AMAZON.CO.UK GB	-9.49	1,208.74
07-Mar-2022	POS	4105 04MAR22, MURRAY HIRE, CENTRES, BRISTOL GB	-52.59	1,218.23

07-Mar-2022	POS	4105 04MAR22, ALMONDSBURY GARDEN, CEN, BRISTOL GB	-299.90	1,270.82
07-Mar-2022	POS	4105 04MAR22 C, RAYCOX TURF LTD, BRISTOL GB	-100.00	1,570.72
07-Mar-2022		FROM 08631638	570.72	1,670.72
07-Mar-2022	BAC	SHIRTO F, FRANKSHIRTO, FP 04/03/22 2009, RP4679961311647800	100.00	1,100.00
04-Mar-2022		TO 08631638	-923.33	1,000.00
04-Mar-2022	POS	4105 03MAR22, SP * SECURITY, BOLLARDS, GRAYS GB	-1,562.00	1,923.33
04-Mar-2022	POS	4105 03MAR22, OEPPWEBECOM, WWW. DVLA.GOV. GB	-85.84	3,485.33
04-Mar-2022	EBP	BEARD, 03-22-001, FP 04/03/22 10, 57140144747135000N	-2,784.55	3,571.17
04-Mar-2022	BAC	SOUTHGLOS-GENERAL, 0419138	4,654.00	6,355.72
04-Mar-2022	POS	4105 03MAR22, AMZ*JUSTAR OFFICE, AMAZON.CO.UK GB, REFUND	109.99	1,701.72
04-Mar-2022	DPC	CHARLTON SUPER KIN, 2021-22-124, VIA MOBILE - LVP	300.00	1,591.73
04-Mar-2022	BAC	STATE BANK OF INDI, 2021 22 128, FP 04/03 /22 1618, 37161834388259000N, 2021 22 128	72.00	1,291.73
04-Mar-2022	BAC	BUDDING S, S BUDDING 28 FEB, FP 03/03/22 2221, 087181921222303001	30.00	1,219.73
04-Mar-2022	BAC	AVON INDIAN COMMUN, INVOICES 076-123, FP 04/03/22 1151, 300000000902293836	120.00	1,189.73
04-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 04/03/22 0845, PH737VTI1HM2CCU900	69.73	1,069.73
03-Mar-2022		TO 08631638	-131.27	1,000.00
03-Mar-2022	POS	4105 02MAR22 C, B & Q 1081, BRISTOL GB	-10.21	1,131.27
03-Mar-2022	DPC	STOKE LANE FC, 2021-22-098, VIA MOBILE - LVP	72.00	1,141.48
03-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/03/22 0847, PH737VTI1HM25Z9300	69.48	1,069.48
02-Mar-2022	POS	4105 01MAR22, SOUTH GLOS COUNCIL, BRISTOL GB	-686.44	1,000.00
02-Mar-2022	POS	4105 01MAR22, AMZNMKTPLACE, AMAZON.CO.UK GB	-216.56	1,686.44
02-Mar-2022		FROM 08631638	765.83	1,903.00
02-Mar-2022	BAC	PUBLIC SECTOR DEPO, 0134870001PI	137.17	1,137.17
01-Mar-2022		TO 08631638	-297.35	1,000.00
01-Mar-2022	D/D	SCREWFIX DIRECT LT, 6331640020677746	-401.00	1,297.35
01-Mar-2022	D/D	WATER2BUSINESS, 1372694101	-91.65	1,698.35
01-Mar-2022	D/D	WATER2BUSINESS, 1179006101	-68.53	1,790.00
01-Mar-2022	D/D	WATER2BUSINESS, 1158395601	-222.49	1,858.53

01-Mar-2022	POS	4105 28FEB22, AMZNMKTPLACE, AMAZON.CO.UK GB	-7.99	2,081.02
01-Mar-2022	POS	4105 28FEB22, AMZ*AMAZON.CO.UK, AMAZON.CO.UK GB, REFUND	32.90	2,089.01
01-Mar-2022	BAC	PATCHWAY SPORTS &, GROUND RENT, FP 01/03/22 0358, 100000000893639130	986.38	2,056.11
01-Mar-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 01/03/22 0846, PH737VTI1HM1W7C800	69.73	1,069.73
Opening balance				1,000.00
Totals			-69,546.45	69,546.45

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance								
100 Income								
1076 Precept	730,656	730,655	730,655	0			100.0%	
1090 Interest Received	315	933	200	(733)			466.4%	
1100 CIL Payment	24,493	49,480	0	(49,480)			0.0%	
1200 MAF	880	0	0	0			0.0%	
1700 Grants & Donation Received	1,880	0	0	0			0.0%	
1990 Other Income	9	0	0	0			0.0%	
Income :- Income	<u>758,234</u>	<u>781,067</u>	<u>730,855</u>	<u>(50,212)</u>			<u>106.9%</u>	<u>0</u>
4090 Staff Training	60	0	0	0		0	0.0%	
5900 Transfer to EMR	0	49,480	0	(49,480)		(49,480)	0.0%	
Income :- Indirect Expenditure	<u>60</u>	<u>49,480</u>	<u>0</u>	<u>(49,480)</u>	<u>0</u>	<u>(49,480)</u>		<u>0</u>
Net Income over Expenditure	<u>758,174</u>	<u>731,588</u>	<u>730,855</u>	<u>(733)</u>				
6001 less Transfer to EMR USE 5900	27,253	0						
Movement to/(from) Gen Reserve	<u>730,920</u>	<u>731,588</u>						
110 Establishment								
1300 Refund of Stationary	276	0	0	0			0.0%	
1350 SSP Grant	1,342	193	0	(193)			0.0%	
1417 Training Course Refund	220	0	0	0			0.0%	
Establishment :- Income	<u>1,837</u>	<u>193</u>	<u>0</u>	<u>(193)</u>				<u>0</u>
4001 Admin Salary Costs	129,102	114,842	130,231	15,389		15,389	88.2%	
4002 Groundstaff Salary Costs	165,631	119,461	132,729	13,268		13,268	90.0%	
4003 Cleaning Staff Salary Costs	17,830	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	63,709	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%	
4010 Irrecoverable VAT	1,511	0	0	0		0	0.0%	
4031 Pension Lump Sum	(9,495)	(10,200)	(10,200)	0		0	100.0%	
4040 Staff Travel	34	0	100	100		100	0.0%	
4060 Staff other Expenses	3,483	1,033	1,000	(33)		(33)	103.3%	
4090 Staff Training	1,313	2,945	3,000	55		55	98.2%	
4110 Bank Charges	724	898	700	(198)		(198)	128.2%	
4115 Social Media Budget	0	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Audit Fees	2,905	860	2,890	2,030		2,030	29.8%	
4121 Accountancy Support fees	2,324	2,452	2,500	48		48	98.1%	
4130 Professional Fees	6	6	2,000	1,994		1,994	0.3%	
4140 Legal Fees	5,970	3,450	1,000	(2,450)		(2,450)	345.0%	
4150 Subscriptions & Memberships	4,203	2,621	2,500	(121)		(121)	104.8%	
4160 Insurance	6,073	6,884	6,000	(884)		(884)	114.7%	
4170 Stationery & Printing	1,547	2,238	2,500	262		262	89.5%	
4180 Postage	177	65	250	185		185	26.0%	
4200 Broadband	558	480	550	70		70	87.3%	
4210 Mobile Telephone	420	1,311	300	(1,011)		(1,011)	437.1%	
4220 IT Services & Software	3,355	5,050	4,500	(550)		(550)	112.2%	
4230 Equipment	2,320	2,944	2,500	(444)		(444)	117.8%	
5910 Transfer from EMR	0	(12,543)	0	12,543		12,543	0.0%	
Establishment :- Indirect Expenditure	<u>403,699</u>	<u>318,034</u>	<u>321,614</u>	<u>3,580</u>	<u>0</u>	<u>3,580</u>	<u>98.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(401,862)</u>	<u>(317,841)</u>	<u>(321,614)</u>	<u>(3,773)</u>				
6000 plus Transfer from EMR USE 5910	2,458	0						
Movement to/(from) Gen Reserve	<u>(399,404)</u>	<u>(317,841)</u>						
<u>120 Civic/Democratic</u>								
1351 Support Grant	0	1,000	0	(1,000)			0.0%	
1700 Grants & Donation Received	0	1,500	0	(1,500)			0.0%	
Civic/Democratic :- Income	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>(2,500)</u>				<u>0</u>
4310 Councillor's Training	120	60	1,000	940		940	6.0%	
4340 Civic Fund	956	1,411	500	(911)		(911)	282.3%	
4342 Christmas Support	0	3,911	3,000	(911)		(911)	130.4%	
4345 Local Council Award Scheme	0	50	150	100		100	33.3%	
4350 Elections	6,805	6,163	3,000	(3,163)		(3,163)	205.4%	
5900 Transfer to EMR	0	1,500	0	(1,500)		(1,500)	0.0%	
Civic/Democratic :- Indirect Expenditure	<u>7,881</u>	<u>13,096</u>	<u>7,650</u>	<u>(5,446)</u>	<u>0</u>	<u>(5,446)</u>	<u>171.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,881)</u>	<u>(10,596)</u>	<u>(7,650)</u>	<u>2,946</u>				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	0	584	260	(324)			224.7%	
Callicroft House :- Income	<u>0</u>	<u>584</u>	<u>260</u>	<u>(324)</u>			<u>224.7%</u>	<u>0</u>
4235 Property Security\Caretaking	329	600	500	(100)		(100)	120.0%	
4240 Property Maintenance	2,263	2,463	1,500	(963)		(963)	164.2%	
4245 Janitorial	191	45	500	455		455	9.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Rates	7,984	7,984	8,100	116		116	98.6%	
4430 Utilities	2,621	3,769	5,000	1,231		1,231	75.4%	
Callicroft House :- Indirect Expenditure	<u>13,387</u>	<u>14,860</u>	<u>15,600</u>	<u>740</u>	<u>0</u>	<u>740</u>	<u>95.3%</u>	<u>0</u>
Net Income over Expenditure	(13,387)	(14,276)	(15,340)	(1,064)				
210 Casson Centre								
1410 Casson Centre Income	3,152	809	1,200	391			67.4%	
1425 Casson Centre Ground Rent	1	0	1	1			0.0%	
Casson Centre :- Income	<u>3,153</u>	<u>809</u>	<u>1,201</u>	<u>392</u>			<u>67.4%</u>	<u>0</u>
4235 Property Security\Caretaking	374	480	650	170		170	73.8%	
4240 Property Maintenance	395	2,094	1,000	(1,094)		(1,094)	209.4%	
4245 Janitorial	121	3	250	247		247	1.0%	
4430 Utilities	393	656	1,000	344		344	65.6%	
4991 Stripe charge	0	0	0	(0)		(0)	0.0%	
4996 Refund of Hire Charges	460	0	0	0		0	0.0%	
Casson Centre :- Indirect Expenditure	<u>1,743</u>	<u>3,233</u>	<u>2,900</u>	<u>(333)</u>	<u>0</u>	<u>(333)</u>	<u>111.5%</u>	<u>0</u>
Net Income over Expenditure	1,410	(2,424)	(1,699)	725				
220 Burials								
1031 AJBC Income (50%)	20,325	0	0	0			0.0%	
Burials :- Income	<u>20,325</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4500 Burials Expenditure	0	2,814	3,000	186		186	93.8%	
4501 AJBC Staff Costs (50%)	17,520	0	0	0		0	0.0%	
4511 AJBC Other Costs (50%)	4,605	0	0	0		0	0.0%	
Burials :- Indirect Expenditure	<u>22,125</u>	<u>2,814</u>	<u>3,000</u>	<u>186</u>	<u>0</u>	<u>186</u>	<u>93.8%</u>	<u>0</u>
Net Income over Expenditure	(1,800)	(2,814)	(3,000)	(186)				
6000 plus Transfer from EMR USE 5910	1,800	0						
6001 less Transfer to EMR USE 5900	2,732	0						
Movement to/(from) Gen Reserve	(2,732)	(2,814)						
900 Capital and Projects								
1700 Grants & Donation Received	7,500	4,654	0	(4,654)			0.0%	
1705 MUGA S106 Monies	249,433	26,567	0	(26,567)			0.0%	
1706 PCC Redevelopment S106	1,496,230	0	0	0			0.0%	
1707 Blakeney Road S106	6,300	700	0	(700)			0.0%	
Capital and Projects :- Income	<u>1,759,463</u>	<u>31,921</u>	<u>0</u>	<u>(31,921)</u>				<u>0</u>

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4004 HR Support	5,804	0	0	0		0	0.0%	
4006 COVID-19 Response Budget	2,767	0	0	0		0	0.0%	
5250 Patchway Map	0	5,212	2,500	(2,712)		(2,712)	208.5%	
5900 Transfer to EMR	0	306,235	0	(306,235)		(306,235)	0.0%	
5910 Transfer from EMR	0	(1,223,016)	0	1,223,016		1,223,016	0.0%	
9001 3G and Cricket Nets Redevelopm	271,432	0	0	0		0	0.0%	
9002 New vehicles and equipment	2,155	0	0	0		0	0.0%	
9004 New Play Equipment	0	28,946	10,000	(18,946)		(18,946)	289.5%	
9007 VE Day Celebrations	2,194	0	0	0		0	0.0%	
9008 NSP Pavilion	35,131	96,576	201,814	105,238		105,238	47.9%	
9009 Patchway CC Redevelopment	408,826	1,075,492	0	(1,075,492)		(1,075,492)	0.0%	
9013 Litter Champions	1,252	490	0	(490)		(490)	0.0%	
9014 Major Projects	0	10,496	10,000	(496)		(496)	105.0%	
Capital and Projects :- Indirect Expenditure	<u>729,561</u>	<u>300,431</u>	<u>224,314</u>	<u>(76,117)</u>	<u>0</u>	<u>(76,117)</u>	<u>133.9%</u>	<u>0</u>
Net Income over Expenditure	<u>1,029,902</u>	<u>(268,510)</u>	<u>(224,314)</u>	<u>44,196</u>				
6000 plus Transfer from EMR USE 5910	437,729	0						
6001 less Transfer to EMR USE 5900	1,708,830	0						
Movement to/(from) Gen Reserve	<u>(241,199)</u>	<u>(268,510)</u>						
Finance :- Income	2,543,012	817,074	732,316	(84,758)			111.6%	
Expenditure	1,178,456	701,948	575,078	(126,870)	0	(126,870)	122.1%	
Net Income over Expenditure	<u>1,364,556</u>	<u>115,126</u>	<u>157,238</u>	<u>42,112</u>				
plus Transfer from EMR USE 5910	441,987	0						
less Transfer to EMR USE 5900	1,738,815	0						
Movement to/(from) Gen Reserve	<u>67,728</u>	<u>115,126</u>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Parks & Open Spaces</u>								
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	2	2	2	0			100.0%	
Patchway :- Income	2	2	2	0			100.0%	0
4895 Patchway Community Association	9,000	0	0	0		0	0.0%	
Patchway :- Indirect Expenditure	9,000	0	0	0	0	0		0
Net Income over Expenditure	(8,998)	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	1	1	1	0			100.0%	
Coniston :- Income	1	1	1	0			100.0%	0
4610 Ground Rent	1,000	1,000	1,000	0		0	100.0%	
4620 PWLB Repayment	41,860	38,272	40,396	2,124		2,124	94.7%	
Coniston :- Indirect Expenditure	42,860	39,272	41,396	2,124	0	2,124	94.9%	0
Net Income over Expenditure	(42,859)	(39,271)	(41,395)	(2,124)				
<u>320 Rodway Road</u>								
4650 CCTV	350	660	350	(310)		(310)	188.5%	
5320 Christmas Decoration	0	2,472	3,000	528		528	82.4%	
5330 Planter and Tree Maintenance	0	534	750	216		216	71.2%	
5334 Improvement Fund	0	1,234	0	(1,234)		(1,234)	0.0%	
Rodway Road :- Indirect Expenditure	350	4,900	4,100	(800)	0	(800)	119.5%	0
Net Expenditure	(350)	(4,900)	(4,100)	800				
<u>330 Charlton Hayes</u>								
4230 Equipment	0	1,888	1,500	(388)		(388)	125.8%	
5320 Christmas Decoration	0	2,472	2,500	28		28	98.9%	
Charlton Hayes :- Indirect Expenditure	0	4,359	4,000	(359)	0	(359)	109.0%	0
Net Expenditure	0	(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%	0
Net Expenditure	0	(2,472)	(3,500)	(1,028)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Youth & Community								
4700 4 Towns Play Association	2,000	0	0	0		0	0.0%	
4710 Patchway Youth Work	10,000	0	0	0		0	0.0%	
4740 Community Development	8,000	0	0	0		0	0.0%	
4750 Library Service	9,000	0	0	0		0	0.0%	
4845 Patchway Festival	0	6,200	6,540	340		340	94.8%	
4865 Patchway People Newsletter	3,000	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	<u>32,000</u>	<u>10,200</u>	<u>25,240</u>	<u>15,040</u>	<u>0</u>	<u>15,040</u>	<u>40.4%</u>	<u>0</u>
Net Expenditure	<u>(32,000)</u>	<u>(10,200)</u>	<u>(25,240)</u>	<u>(15,040)</u>				
410 GRANTS								
4600 Grants Paid	3,410	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	<u>3,410</u>	<u>5,746</u>	<u>24,500</u>	<u>18,754</u>	<u>0</u>	<u>18,754</u>	<u>23.5%</u>	<u>0</u>
Net Expenditure	<u>(3,410)</u>	<u>(5,746)</u>	<u>(24,500)</u>	<u>(18,754)</u>				
500 Scott Park								
1510 Sports Income	2,365	7,713	6,000	(1,713)			128.6%	
1520 3G Sports Facility Income	2,085	16,184	12,000	(4,184)			134.9%	
1525 Cricket Net Facility Income	300	329	0	(329)			0.0%	
1700 Grants & Donation Received	0	6,052	0	(6,052)			0.0%	
Scott Park :- Income	<u>4,750</u>	<u>30,278</u>	<u>18,000</u>	<u>(12,278)</u>			<u>168.2%</u>	<u>0</u>
4160 Insurance	2,195	1,948	2,250	302		302	86.6%	
4230 Equipment	0	7,372	0	(7,372)		(7,372)	0.0%	
4235 Property Security\Caretaking	12,977	2,710	2,500	(210)		(210)	108.4%	
4240 Property Maintenance	1,033	1,399	500	(899)		(899)	279.9%	
4245 Janitorial	133	56	300	244		244	18.8%	
4410 Rates	2,595	2,595	2,650	55		55	97.9%	
4430 Utilities	2,364	2,421	2,500	79		79	96.8%	
4650 CCTV	6,935	788	750	(38)		(38)	105.1%	
4930 Petrol and Diesel	2,861	1,758	3,000	1,242		1,242	58.6%	
4935 Machinery Repair	672	894	2,000	1,106		1,106	44.7%	
4940 Maintenance - Machinery	2,972	4,018	2,500	(1,518)		(1,518)	160.7%	
4945 Maintenance - Sports Facilitie	12,658	12,913	12,500	(413)		(413)	103.3%	
4950 Machinery & Tools	187	2,370	750	(1,620)		(1,620)	316.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4955 Pitches Supplies	200	70	1,500	1,430		1,430	4.7%	
4960 Tree Planting & Landscaping	205	0	0	0		0	0.0%	
4965 Maintenance - Play Equipment	121	1,594	2,000	406		406	79.7%	
4970 Fencing	2,408	0	2,500	2,500		2,500	0.0%	
4975 Skip	5,970	9,977	6,000	(3,977)		(3,977)	166.3%	
4990 Lighting	12,485	0	0	0		0	0.0%	
4991 Stripe charge	0	101	0	(101)		(101)	0.0%	
4992 Scott Park Tree Maintenance	3,330	1,270	3,000	1,730		1,730	42.3%	
4993 Container Replacement	5,305	1,611	0	(1,611)		(1,611)	0.0%	
4995 Staff Uniform	896	792	1,000	208		208	79.2%	
4997 Sports Equipment	1,250	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	0	11,920	0	(11,920)		(11,920)	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	590	0	(590)		(590)	0.0%	
5900 Transfer to EMR	0	1,550	0	(1,550)		(1,550)	0.0%	
5910 Transfer from EMR	0	(13,117)	0	13,117		13,117	0.0%	
Scott Park :- Indirect Expenditure	79,753	67,258	51,450	(15,808)	0	(15,808)	130.7%	0
Net Income over Expenditure	(75,002)	(36,980)	(33,450)	3,530				
6000 plus Transfer from EMR USE 5910	8,150	0						
6001 less Transfer to EMR USE 5900	28,150	0						
Movement to/(from) Gen Reserve	(95,002)	(36,980)						
510 Sports and Social Club								
1500 Social Club Income	4,932	7,891	11,840	3,949			66.6%	
Sports and Social Club :- Income	4,932	7,891	11,840	3,949			66.6%	0
Net Income	4,932	7,891	11,840	3,949				
600 Allotments								
1440 Allotment Rents	2,413	2,448	2,000	(448)			122.4%	
Allotments :- Income	2,413	2,448	2,000	(448)			122.4%	0
4430 Utilities	189	134	250	116		116	53.8%	
5000 Pretoria Road	320	0	250	250		250	0.0%	
5010 Blakeney Road	340	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	849	134	750	616	0	616	17.9%	0
Net Income over Expenditure	1,564	2,313	1,250	(1,063)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Tumps and BMX Track								
1435 Tumps Ground Rent Income	30	30	30	0			100.0%	
Tumps and BMX Track :- Income	<u>30</u>	<u>30</u>	<u>30</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4420 Maintenance	702	1,942	1,000	(942)		(942)	194.2%	
4450 Rent Payable to Network Rail	172	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	8,504	3,500	(5,004)		(5,004)	243.0%	
Tumps and BMX Track :- Indirect Expenditure	<u>875</u>	<u>11,246</u>	<u>4,750</u>	<u>(6,496)</u>	<u>0</u>	<u>(6,496)</u>	<u>236.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(845)</u>	<u>(11,216)</u>	<u>(4,720)</u>	<u>6,496</u>				
710 Play Area								
5100 Blakeney Road Path Rent	50	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	0	(50)		(50)	0.0%	
5200 Repairs and Maintenance	1,051	8,108	2,000	(6,108)		(6,108)	405.4%	
5334 Improvement Fund	0	7,543	7,500	(43)		(43)	100.6%	
Play Area :- Indirect Expenditure	<u>1,101</u>	<u>15,700</u>	<u>9,550</u>	<u>(6,150)</u>	<u>0</u>	<u>(6,150)</u>	<u>164.4%</u>	<u>0</u>
Net Expenditure	<u>(1,101)</u>	<u>(15,700)</u>	<u>(9,550)</u>	<u>6,150</u>				
720 Open Spaces Administration								
1700 Grants & Donation Received	1,563	100	0	(100)			0.0%	
Open Spaces Administration :- Income	<u>1,563</u>	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>0</u>
5300 Litter Bins	312	199	875	676		676	22.7%	
5320 Christmas Decoration	7,039	19,389	16,250	(3,139)		(3,139)	119.3%	
5330 Planter and Tree Maintenance	3,045	228	2,000	1,772		1,772	11.4%	
5334 Improvement Fund	0	1,693	0	(1,693)		(1,693)	0.0%	
5340 Outside Area Maintenance/Biodi	12,945	10,612	0	(10,612)		(10,612)	0.0%	
5910 Transfer from EMR	0	(12,244)	0	12,244		12,244	0.0%	
Open Spaces Administration :- Indirect Expenditure	<u>23,342</u>	<u>19,876</u>	<u>19,125</u>	<u>(751)</u>	<u>0</u>	<u>(751)</u>	<u>103.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(21,778)</u>	<u>(19,776)</u>	<u>(19,125)</u>	<u>651</u>				
800 Street Furniture & transport								
5420 Road Signs & Repairs	150	0	0	0		0	0.0%	
5450 Street Cleaning Supplies	506	520	750	230		230	69.3%	
Street Furniture & transport :- Indirect Expenditure	<u>656</u>	<u>520</u>	<u>750</u>	<u>230</u>	<u>0</u>	<u>230</u>	<u>69.3%</u>	<u>0</u>
Net Expenditure	<u>(656)</u>	<u>(520)</u>	<u>(750)</u>	<u>(230)</u>				
Parks & Open Spaces :- Income	<u>13,692</u>	<u>40,750</u>	<u>31,873</u>	<u>(8,877)</u>			<u>127.9%</u>	
Expenditure	<u>194,195</u>	<u>181,684</u>	<u>189,111</u>	<u>7,427</u>	<u>0</u>	<u>7,427</u>	<u>96.1%</u>	
Net Income over Expenditure	<u>(180,503)</u>	<u>(140,934)</u>	<u>(157,238)</u>	<u>(16,304)</u>				

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plus Transfer from EMR USE 5910	8,150	0						
less Transfer to EMR USE 5900	28,150	0						
Movement to/(from) Gen Reserve	(200,503)	(140,934)						
Grand Totals:- Income	2,556,704	857,825	764,189	(93,636)			112.3%	
Expenditure	1,372,651	883,632	764,189	(119,443)	0	(119,443)	115.6%	
Net Income over Expenditure	1,184,053	(25,808)	0	25,808				
plus Transfer from EMR USE 5910	450,137	0						
less Transfer to EMR USE 5900	1,766,965	0						
Movement to/(from) Gen Reserve	(132,775)	(25,808)						

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	Amazon	DC01	7.99		1633-Disposable gloves
01/03/2022	Water To Business	DD01	222.49		1623-Water 05.08.21-04.02.22
01/03/2022	Water To Business	DD02	68.53		1622-Water 06.08.21-24.01.22
01/03/2022	Water To Business	DD03	91.65		1621-Water 06.08.21-24.01.22
01/03/2022	TRADE UK	DD04	401.00		1620-Metal roller frame, etc.
02/03/2022	Amazon	DC02	216.56		1632-Vsafety-Warning CCTV sign
02/03/2022	South Gloucestershire Council	DC03	686.44		1614-Building control fee
03/03/2022	B&Q	03-22-057	10.21		B&Q-Cable ties
04/03/2022	Security Bollards Direct	03-22-059	1,562.00		Security-Telescopic bollard
04/03/2022	DVLA	03-22-058	85.84		DVLA-Penalty payment
04/03/2022	E W Beard LTD	03-22-001A	2,784.55		P/Ledger Electronic Payment
07/03/2022	Almondsbury Garden Centre	03-22-071	299.90		Garden Centre-Forge basket
07/03/2022	Raycox Turf Ltd	03-22-070	100.00		Raycox-Grass seed
07/03/2022	Murray Hire Centres LTD	DC04	52.59		1613-Vehicle maintenance
07/03/2022	Amazon	DC05	9.49		1627-Year planner 2022
07/03/2022	ALLSTAR	DD05	208.74		1612-Vehicle fuel
08/03/2022	Green Care	DC06	239.99		1611-Weed killer
08/03/2022	Total Gas and Power	DD06	134.62		1635-Elec Rodway Road Jan22
08/03/2022	INTY LTD	DD07	89.22		1610-Recurring charge
08/03/2022	Virgin Media Business	DD08	48.00		1609-Monthly broadband charge
10/03/2022	Almondsbury Garden Centre	03-22-079	67.99		Garden Centre-Sorbus commixta
10/03/2022	Halfords	03-22-078	32.99		Halfords-Machinery Maintenance
15/03/2022	Natwest	03-22-048	41.15		Natwest-Bank charge
15/03/2022	EE Limited	DD09	67.30		1626-Monthly mobile charge
17/03/2022	Euro Car Parts Avonmouth	03-22-080	854.18		Euro Car-Turbocharge new Vauxh
17/03/2022	Euro Car Parts Avonmouth	03-22-080/	0.25		Euro Car-Donation
17/03/2022	Smith's Gloucester Ltd	DD10	1,512.00		1608-General commercial waste
18/03/2022	Amazon	DC07	29.99		1625-Copy printer paper
21/03/2022	Drive Vauxhall	DC08	581.40		1606-Replace turbo unit-Maint
22/03/2022	Survey monkey	03-22-083	192.00		Survey monkey-Annual plan
22/03/2022	Avon Local Council's Associati	03-22-003	70.00		1601-E-Learning course Steve E
22/03/2022	GB Sports & Leisure	03-22-010	84.00		1594-Graffiti Trigger action
22/03/2022	N Brock Countyside	03-22-018	353.60		1587-Raise canopy tree-Bevingt
22/03/2022	Royds Worthy King LLP	03-22-026	2,235.60		1579-PTC v EW Beard-Prof fee
22/03/2022	So Clear	03-22-027	50.00		1578-Window cleaning
22/03/2022	Prolific Solutions South West	03-22-020	186.68		1585-ICT support and printing
22/03/2022	Avon Local Council's Associati	03-22-002	70.00		1602-E-Learning Rhianne I
22/03/2022	George Carr & Sons (Saws) LTD	03-22-011	828.90		1593-Machinery maintenance
22/03/2022	Gordon Playground Inspections	03-22-012	432.00		1592-Operational inspect-Feb22
22/03/2022	KT Properties Limited	03-22-014	1,890.00		1591-Civil works-PTC south glo
22/03/2022	Melrose Associates	03-22-017	6,105.00		1588-QS services on PCC projec
22/03/2022	R Hailey	03-22-024	55.00		1581-Fit brass effect plaque
22/03/2022	R Hailey	03-22-025	95.00		1580-Composite panels to rail
22/03/2022	The Bush Consultancy	03-22-028	2,010.00		1577-NSPP architectural serv.
22/03/2022	Alan Coward and Sons	03-22-001	319.18		1603-Hire of 2 drying rooms
22/03/2022	Lee McGreevy QS Services	03-22-015	568.75		1590-PCC-final account check
22/03/2022	Melrose Associates	03-22-016	2,813.86		1589-Admin serv.-Pavilion proj

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2022	Paul T Swindlehurst	03-22-019	1,280.00		1586-Principle designer role
22/03/2022	R Hainey	03-22-022	225.00		1583-fit 4 no panel signs-Lamp
22/03/2022	R Hainey	03-22-023	160.00		1582-Fit vinyl logo
22/03/2022	DCK Accounting Solutions Ltd	03-22-009	645.00		1595-Accounts support-Jan22
22/03/2022	Avoncrop Amenity Products	03-22-006	369.60		1598-Super surrey loam
22/03/2022	Willbox Tough Storage Solution	03-22-029	504.84		1576-6 Bay shower block
22/03/2022	DCK Accounting Solutions Ltd	03-22-008	322.50		1596-Accounts support-Feb22
22/03/2022	Avon Local Council's Associati	03-22-004	140.00		1600-E-learning couose JT
22/03/2022	Avon Local Council's Associati	03-22-005	70.00		1599-E-learning course
22/03/2022	D J Harrison	03-22-007	960.00		1597-Flailing work-Trumps
22/03/2022	Pro Structures	03-22-021	612.00		1584-PCC -Commercial dev. Inv9
22/03/2022	E W Beard LTD	03-22-030	9,081.11		P/Ledger Electronic Payment
22/03/2022	IRIS	DD11	13.68		P/Ledger Electronic Payment
22/03/2022	Total Gas and Power	DD12	64.89		P/Ledger Electronic Payment
24/03/2022	Staff salaries - Mar 2022	03-22-31/7	11,830.60		Staff salaries - Mar 2022
24/03/2022	Amazon	DC09	5.16		1624-Fire safety log book
25/03/2022	Boots Photo	03-22-085	4.00		Boots Photo-Print
28/03/2022	HMRC PAYE/NI Due	03-21-038	4,458.81		HMRC PAYE/NI Due
28/03/2022	Avon Pension Fund due	03-21-039	3,138.11		Avon Pension Fund due
28/03/2022	South Gloucestershire Council	DD13	250.00		1604-Lease rent phase 1-Connis
31/03/2022	Bank charge payable	CHARGE	24.15		Bank charge payable
Total Payments			63,026.08		

Current Bank A/c

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/03/2022	Allotment rent received	521005	Allotment rent received	2,447.87
25/03/2022	Amazon-Assembly point sign	REFUND	Amazon-Assembly point sign	12.39
25/03/2022	Amazon-Assembly point sign	REFUND	Amazon-Assembly point sign	2.10
01/03/2022	Amazon-Fire assembly point	REFUND	Amazon-Fire assembly point	32.90
04/03/2022	Amazon-Office shredder	REFUND	Amazon-Office shredder	109.99
04/03/2022	Avon India-Casson Centre Hire	BACS	Avon India-Casson Centre Hire	120.00
31/03/2022	Bank interest receivable	Credit	Bank interest receivable	0.47
02/03/2022	CCLA Deposit Fund-Interest	Credit	CCLA Deposit Fund-Interest	137.17
03/03/2022	Charlton Super Kings-Cricket	BACS	Charlton Super Kings-Cricket	300.00
07/03/2022	Christ Embassy-Casson Hire	BACS	Christ Embassy-Casson Hire	100.00
14/03/2022	Christ Embassy-Casson Hire	BACS	Christ Embassy-Casson Hire	100.00
21/03/2022	Christ Embassy-Casson Hire	BACS	Christ Embassy-Casson Hire	100.00
17/03/2022	FAB Ladies-Callicroft hire	521005	FAB Ladies-Callicroft hire	30.00
18/03/2022	Painter SJ-2021-22-112	BACS	Painter SJ-2021-22-112	602.00
18/03/2022	Patchway Town FC-Pitch hire	BACS	Patchway Town FC-Pitch hire	86.40
01/03/2022	PSSC Ground Rent March 22	BACS	PSSC Ground Rent March 22	986.38
04/03/2022	S Budding - 3g Pitch Hire	BACS	S Budding - 3g Pitch Hire	30.00
08/03/2022	S Budding - Pitch hire	BACS	S Budding - Pitch hire	30.00
22/03/2022	S Budding - Pitch hire	BACS	S Budding - Pitch hire	30.00
04/03/2022	South Gloucestershire Council	BAC	South Gloucestershire Council	4,654.00
21/03/2022	South Gloucestershire Council	BACS	South Glos-Jubilee party grant	1,500.00
04/03/2022	State Bank of India-Boardroom	BACS	State Bank of India-Boardroom	72.00
17/03/2022	Steve Sollars-Boardroom hire	521005	Steve Sollars-Boardroom hire	20.00
08/03/2022	Stoke Lane U15-3G pitch hire	BACS	Stoke Lane U15-3G pitch hire	90.00
29/03/2022	Stoke Lane U15-3G pitch hire	BACS	Stoke Lane U15-3G pitch hire	300.00
03/03/2022	Stoke Lane U9-3G pitch hire	BACS	Stoke Lane U9-3G pitch hire	72.00
10/03/2022	Stoke Lane U9-3G Pitch hire	BACS	Stoke Lane U9-3G Pitch hire	36.00
03/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	72.00
04/03/2022	STRIPE-3g pitch hire	STRIPE)	STRIPE-3g pitch hire	72.00
10/03/2022	STRIPE-3g pitch hire	STRIPE)	STRIPE-3g pitch hire	72.00
10/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	-2.52
11/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	252.00
14/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	72.00
15/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	72.00

12:00

Current Bank A/c

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	144.00
24/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	108.00
28/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	36.00
30/03/2022	STRIPE-3g pitch hire	STRIPE	STRIPE-3g pitch hire	36.00
31/03/2022	STRIPE-3g Pitch Hire	STRIPE	STRIPE-3g Pitch Hire	144.00
01/03/2022	STRIPE-3G pitch hire	STRIPE	STRIPE-3G pitch hire	72.00
01/03/2022	STRIPE-Card charge	STRIPE	STRIPE-Card charge	-2.27
03/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-2.52
04/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-2.27
11/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-8.07
14/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-2.27
15/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-2.52
17/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-4.79
24/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-3.53
28/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-2.46
30/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-1.72
31/03/2022	STRIPE-Charge	STRIPE	STRIPE-Charge	-4.77
10/03/2022	SWYD United-Football pitch	BACS	SWYD United-Football pitch	86.40
30/03/2022	Water2Business	REFUND	Water2Business-Water Refund	61.17
30/03/2022	Water2Business	REFUND	Water2Business-Water Refund	18.83
Total Receipts				13,280.36

Clerk

From: Khalil Rahman <Khalil.Rahman@southglos.gov.uk>
Sent: 11 April 2022 10:29
To: Clerk
Subject: RE: Newnham Place [EXTERNAL]

Hello Jack

Hope all is well.

I have recently joined the council and have been passed this project to deal with over from Ian Lyons.

I have been asked to make contact and introduce myself.

I am familiarising myself with the project so anything I can help with please do let me know.

I can advise that the project is still progressing and when I have spoken to the team I can update you on progress.

I believe a meeting was held last year about the location of the boundary fence around the adjoining allotments and it was agreed that it was not in the correct place. Do you know whether the fence has been moved now or is this still required so I can make arrangements to do this?

Look forward to hearing from you.

Kind Regards

Khalil Ur Rahman FRICS

Senior Valuer

Property Services

South Gloucestershire Council

Tel: 01454 863654

Mob: 07551535709

Email: khalil.rahman@southglos.gov.uk

Postal Address:

South Gloucestershire Council,
Chief Executive & Corporate Resources Department,
PO Box 1953, Property Services, Bristol BS37 0DB

Visitor Address:

Property Services, South Gloucestershire Council,
Badminton Road, Yate, South Gloucestershire, BS37 5AF



Keep yourself
and others safe

www.southglos.gov.uk/coronavirus



Clerk

From: Katie Hanning <katiehanning@southernbrooks.org.uk>
Sent: 07 April 2022 10:44
To: Clerk
Subject: PMB

Hi Jack,

I know this has been brought up a number of times, and you said you would need it in writing from the Committee, but I am trying to work with Win on this but the committee that are left once she fully leaves are completely disengaged and I believe are not able to continuing running without anyone heading it up.

What I need to find out from you (or the council) is on what capacity could the council take over running/overseeing this? If at all....They have drivers who cover most the runs they are doing, so this could continue (and I assume they would all like to really, and would want to be able to continue to serve the groups that they take people to) but in terms of the admin side of things, there is very little input from anyone...Even the booking system is rather antiquated and a slow process!

I think it might be time for them to hand over - I can ask four towns and vale (I asked them to contact them anyway to offer the use of the bus while they are short on buses, but I don't think anyone has actioned that) but if there was some way to keep it as a Patchway thing that could be better. What do you think is actually possible to offer?

Thanks

Katie Hanning
Patchway Community Development Co-ordinator & Volunteer Centre Co-ordinator
07971744846

Working days: Tuesday, Wednesday, Thursday.



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Clerk

From: Erin Krowitz <erin.krowitz@yahoo.com>
Sent: 05 April 2022 11:59
To: Clerk
Subject: Re: SGS college, Charity fundraiser for Southern Brooks

Hello, thankyou for the swift reply, is there a date that you can do? A Sunday for example, maybe the 15th or the 22nd?

As it now also stays light until later in the evening we could also do weekdays, 3:30-6:30pm?
Our window is from the 11th May to the 25th of May.

Kind Regards Erin

On Tuesday, 5 April 2022, 10:55:39 BST, Clerk <clerk@patchwaytowncouncil.gov.uk> wrote:

Hi Erin,

Sadly due to sports matches that are on that weekend, we are unable to offer any free space at Scott Park.

Sorry.

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



Patchway Town Council have been accredited as a Living Wage Employer (March 2021).

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Please note that we may intercept, monitor and store emails for the purposes of ensuring compliance with law, our policies and for audit purposes.

From: Erin Krowitz <erin.krowitz@yahoo.com>
Sent: 05 April 2022 10:53
To: Office <office@patchwaytowncouncil.gov.uk>
Subject: SGS college, Charity fundraiser for Southern Brooks

To whom this may concern,

We are a group of 16/17 year old girls from SGS College in Filton, who are trying to raise money for Southern Brooks Charity, who are helping the Afghan and Ukrainian families during this fearful time. This event is also part of our Business studies course as we have to plan an event.

We would like to ask for your permission to use Scotts Park to hold an activity fair for the local community. This will be open to the public and we will do our own advertising and promotion for it before the event takes place. Activities that we will like to include are potentially a bean bag toss, tombola, water balloon throwing, penalty shootout and have a bake sale. We will be selling food and refreshments and asking for donations through a go fund me page which we will share the link with everyone at the event and this will go directly to Southern Brooks. We are considering the 14th or the 21st of May, 12-3pm. As this is a college requirement, we are under tight deadlines so we are restricted slightly with dates and timeframe.

Thankyou so much for your time and consideration and look forward to hearing from you shortly.

Kind Regards,

Erin Krowitz, Elle Jones, Ellie Haddow and Georgia Morris

Level 3 BTEC Business students



This document will be an appendix to the 3 year strategic plan document and should be read with implementation dates of the plan and provides the residents with all the information in one table. the budget document.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Compound Container		Social Media		Development of Policies
		Charlton Hayes		Live Streaming Meetings		Staff Capacity
		The Parade		Community Events		
		Roadway Road		Flyers and Leaflets.		
		Tree Survey				
		Play Area Strategy				
		The Town's Planters				
		Allotment Container				
2022/2023	Redevelopment of Patchway Community Centre	Tree Survey	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
	Scott Park Pavilion Project	Wildflower Meadows	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
		Tree Planting	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Wildflower Meadows	Road Surfacing	Social Media		Development of Policies
		Tree Pruning in Patchway	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
		Open Area Signage		Community Events		
		Tree Survey for all areas		Flyers and Leaflets.		
		Tree Giveaway project.		Housing.		
		Local Nature Action Plan				
2023/2024	Redevelopment of Patchway Community Centre	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
	Scott Park Pavilion Project	Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
		Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
		Tree give away project.		Social Media		Development of Policies
		Local Nature Action Plan		Live Streaming Meetings		Staff Capacity
				Community Events		

**Coniston Community Association (Registered with the Charity
Commission as a Charitable Incorporated Organisation)**

Unaudited Financial Statements

31 March 2021

ELLIOTT BUNKER LIMITED

Chartered Accountants

61 Macrae Road

Ham Green

Bristol

BS20 0DD

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Financial Statements

Year ended 31 March 2021

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Statement of financial activities	5
Statement of financial position	6
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Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report

Year ended 31 March 2021

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name	Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)	
Charity registration number	1036917	
Principal office	The Parade Coniston Road Patchway Bristol BS34 5LP	
The trustees	Mr E Bathe-Taylor Mr E Gordon Mr L Gray Mrs L M Hamid Mrs A Rao Mr R Rao Mr D Sully Mrs W Williams Mrs S Williams	(Retired 31 July 2021)
Independent examiner	Mr P Cridland FCA 61 Macrae Road Ham Green Bristol BS20 0DD	

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Structure, governance and management

The Charity was registered with the Charity Commission in 1994 and it is governed by 9 elected Trustees. The Chairman is Lewis Gray, and the other trustees are Edward Bathe-Taylor, Eric Gordon, Lucy Hamid, Alison Rao, Robert Rao, David Sully, Susan Williams, and Winifred Williams. The trustees have undertaken external training covering all aspects of their work in managing the charity and the Community Association and meet monthly. At the annual meeting in 2020, the charity became a Charitable Incorporated Organisation, the members of which are the trustees.

The trustees ensure that the facilities in the building are maintained and improved to suit the requirements of the users and to attract new groups.

New trustees are appointed by the Board of Trustees. When recruiting new trustees, the board looks for individuals with skills and experience which are of value to the Trust, and which are not represented by existing trustees. New trustees are provided with a pack of information including recent accounts, a copy of the Trust Deed and information regarding finances, governance and charitable objectives including minutes of the previous trustees' meeting.

Objectives and activities

The aims of the charity are to promote the benefit of the inhabitants of Patchway and the neighbourhood without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious, or other opinions to advance education and to provide facilities in the interests of social welfare for recreations and leisure-time occupation and to maintain and manage Coniston Community Centre in furtherance of these aims. The Association arranges a varied programme of events through working with other groups and organisations and publicises these on its website and through local posters and leaflets.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives.

Achievements and performance

The Trustees employ a full-time manager to carry out the aims and objectives listed above and other sessional workers as well as caretaking and cleaning staff. The Trustees support and guide the manager and other staff in the performance of their duties and are always looking for new ways to provide a variety of activities which will attract more residents to use the Centre.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Financial review

During this financial year, the Association has maintained tenancy of the offices on the second floor and gained more hirers for the community rooms on the first and ground floors. The rent is used to maintain the building and pay for the staff to operate it. This year the income and expenditure for the operation of the building is shown as unrestricted but income and expenditure which is exclusively for particular groups which are members of the Association are shown as restricted. This relates to groups using the centre but funded separately. The funds carried forward at the end of the financial year not relating to other groups were £28,589.

During the year the Association took over the running of the community café from Southern Brooks Community Partnership from September 2020, renaming it Coniston café. The café provides an essential part of our service to the community of Patchway and is run with a team of volunteers, helping the manager, and is supported by Fairshare donations of food.

The impact of COVID-19 on the Association's income has been severe as the building was largely closed to the public throughout the period under review. Government grants including furlough payments have enabled the Association to continue to operate throughout the lockdown and the trustees hope to be able to rebuild its customer base in the next financial year.

Reserve policy

The charity's free reserves are represented by the unrestricted funds not committed or invested in tangible fixed assets.

Given the nature of the Trust's funding being mainly by grants and investment income, the trustees believe that the Trust's free reserves should be around six months' of the resources expended, which equates to approximately £38,000. At the year-end the Trust's free reserves were £28,589 being around £9,411 below target. The reserve position has worsened on the prior year where the shortfall was around £5,000.

The trustees' annual report was approved on 26 January 2022 and signed on behalf of the board of trustees by:

Mr L Gray
Trustee

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Independent Examiner's Report to the Trustees of Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation) ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr P Cridland FCA
Independent Examiner

61 Macrae Road
Ham Green
Bristol
BS20 0DD

26th January 2022

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Statement of Financial Activities

Year ended 31 March 2021

		2021		2020	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	4	60,825	1,740	62,565	12,512
Charitable activities	5	9,244	–	9,244	–
Other trading activities	6	1,633	1,546	3,179	21,426
Investment income	7	26,099	–	26,099	81,167
Total income		<u>97,801</u>	<u>3,286</u>	<u>101,087</u>	<u>115,105</u>
Expenditure					
Expenditure on charitable activities	8,9	102,212	3,544	105,756	119,056
Total expenditure		<u>102,212</u>	<u>3,544</u>	<u>105,756</u>	<u>119,056</u>
Net expenditure and net movement in funds		<u>(4,411)</u>	<u>(258)</u>	<u>(4,669)</u>	<u>(3,951)</u>
Reconciliation of funds					
Total funds brought forward		33,000	(285)	32,715	36,666
Total funds carried forward		<u>28,589</u>	<u>(543)</u>	<u>28,046</u>	<u>32,715</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	14	6,217	3,084
Current assets			
Debtors	15	394	5,305
Cash at bank and in hand		24,490	25,825
		<u>24,884</u>	<u>31,130</u>
Creditors: amounts falling due within one year	16	<u>3,055</u>	<u>1,499</u>
Net current assets		<u>21,829</u>	<u>29,631</u>
Total assets less current liabilities		<u>28,046</u>	<u>32,715</u>
Funds of the charity			
Restricted funds		(543)	(285)
Unrestricted funds		28,589	33,000
Total charity funds	18	<u>28,046</u>	<u>32,715</u>

These financial statements were approved by the board of trustees and authorised for issue on 26 January 2022, and are signed on behalf of the board by:

Mr L Gray
Trustee

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Parade, Coniston Road, Patchway, Bristol, BS34 5LP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. We confirm that there are no critical judgements or estimates to note.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of support costs.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources *(continued)*

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	-	33% reducing balance
Equipment	-	20% reducing balance

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Government grants *(continued)*

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	44	–	44
Grants			
Quartet Foundation - Cafe'	3,502	–	3,502
Patchway Town Council - General	–	–	–
Quartet Foundation - Plodder Pals Co Op	2,500	–	2,500
West of England Westport - Friendship Club	–	1,740	1,740
Neighbourly - Cafe'	400	–	400
Government grant income	54,379	–	54,379
	<u>60,825</u>	<u>1,740</u>	<u>62,565</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	–	–	–
Grants			
Quartet Foundation - Cafe'	3,825	–	3,825
Patchway Town Council - General	6,000	–	6,000
Quartet Foundation - Plodder Pals Co Op	–	–	–
West of England Westport - Friendship Club	2,687	–	2,687
Neighbourly - Cafe'	–	–	–
Government grant income	–	–	–
	<u>12,512</u>	<u>–</u>	<u>12,512</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Cafe income	<u>9,244</u>	<u>9,244</u>	<u>–</u>	<u>–</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Charitable activities *(continued)*

During the year the association took over the running of the café. Income and expenses of the café were as follows;

	2021 £
Income	
Quartet grant	3,502
Neighbourly grant	400
Cafe sales and donations	9,244
HMRC Furlough grant	<u>5,220</u>
	18,366
Expenses	
Wages	(12,225)
Pension	(211)
Supplies	(3,244)
Repairs and Maintenance	(174)
Equipment	(658)
	£
Publicity & Printing	(260)
Telephone	(127)
Light and heat	(1,449)
Other	(15)
	<u>4</u>

6. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Fundraising events	13	–	13
Other income	1,110	–	1,110
Income from activities	510	1,546	<u>2,056</u>
	<u>1,633</u>	<u>1,546</u>	<u>3,179</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Fundraising events	52	–	52
Other income	4,260	–	4,260
Income from activities	–	17,114	17,114
	<u>4,312</u>	<u>17,114</u>	<u>21,426</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Rent and subscriptions	26,097	26,097	81,159	81,159
Bank interest receivable	2	2	8	8
	<u>26,099</u>	<u>26,099</u>	<u>81,167</u>	<u>81,167</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Rent, rates and water	470	–	470
Depreciation	3,807	–	3,807
Café supplies and sundries	3,661	–	3,661
Activities expenditure	–	3,135	3,135
Maintenance	9,560	–	9,560
Wages, Salaries and NI	65,642	364	66,006
Light and heat	10,696	–	10,696
Telephone and internet	1,557	45	1,602
Printing, postage and stationery	919	–	919
Sundries	103	–	103
Support costs	5,797	–	5,797
	<u>102,212</u>	<u>3,544</u>	<u>105,756</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Rent, rates and water	3,588	–	3,588
Depreciation	1,514	–	1,514
Café supplies and sundries	–	–	–
Activities expenditure	–	10,125	10,125
Maintenance	30,684	–	30,684
Wages, Salaries and NI	46,158	8,081	54,239
Light and heat	10,248	–	10,248
Telephone and internet	1,408	–	1,408
Printing, postage and stationery	81	–	81
Sundries	653	–	653
Support costs	6,516	–	6,516
	<u>100,850</u>	<u>18,206</u>	<u>119,056</u>

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Rent, rates and water	470	–	470	3,588
Depreciation	3,807	–	3,807	1,514
Café supplies and sundries	3,661	–	3,661	–
Activities expenditure	3,135	–	3,135	10,125
Maintenance	9,560	–	9,560	30,684
Wages, Salaries and NI	66,006	–	66,006	54,239
Light and heat	10,696	–	10,696	10,248
Telephone and internet	1,602	–	1,602	1,408
Printing, postage and stationery	919	–	919	81
Sundries	103	–	103	653
Governance costs	–	5,797	5,797	6,516
	<u>99,959</u>	<u>5,797</u>	<u>105,756</u>	<u>119,056</u>

10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>3,807</u>	<u>1,514</u>

11. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,554</u>	<u>1,440</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<u>66,006</u>	<u>54,239</u>

The average head count of employees during the year was 7 (2020: 8).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing, and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £24,332 (2020: £27,251).

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

13. Trustee remuneration and expenses

No member of the committee received remuneration during the year either directly or indirectly.

No member of the committee was reimbursed for expenses during the year.

14. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 1 April 2020	4,684	14,682	19,366
Additions	–	6,940	6,940
At 31 March 2021	4,684	21,622	26,306
Depreciation			
At 1 April 2020	4,525	11,757	16,282
Charge for the year	32	3,775	3,807
At 31 March 2021	4,557	15,532	20,089
Carrying amount			
At 31 March 2021	127	6,090	6,217
At 31 March 2020	159	2,925	3,084

15. Debtors

	2021 £	2020 £
Prepayments and accrued income	254	1,474
Other debtors	140	3,831
	394	5,305

16. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,555	–
Professional fees	1,500	1,499
	3,055	1,499

17. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2021 £	2020 £
Recognised in income from donations and legacies:		
Government grants income	54,379	–

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

17. Government grants *(continued)*

Government grants comprises of South Gloucestershire Council COVID 19 grants and HMRC Furlough grant income.

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	33,000	97,801	(102,212)	28,589

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	35,859	97,991	(100,850)	33,000

Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Friendship Group	705	2,227	(2,250)	682
Link Centre	(201)	364	(364)	(201)
Watercolour Group	(961)	695	(930)	(1,196)
L.G.B.T	172	–	–	172
	(285)	3,286	(3,544)	(543)

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Friendship Group	1,034	4,046	(4,375)	705
Link Centre	–	9,897	(10,098)	(201)
Watercolour Group	(479)	3,171	(3,653)	(961)
L.G.B.T	252	–	(80)	172
	807	17,114	(18,206)	(285)

Coniston Community Association (Registered with the Charity Commission as a Charitable Incorporated Organisation)

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	6,217	–	6,217
Current assets	24,884	–	24,884
Creditors less than 1 year	(2,512)	(543)	(3,055)
Net assets	<u>28,589</u>	<u>(543)</u>	<u>28,046</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	3,084	–	3,084
Current assets	31,130	–	31,130
Creditors less than 1 year	(1,214)	(285)	(1,499)
Net assets	<u>33,000</u>	<u>(285)</u>	<u>32,715</u>

20. Registering as a charitable incorporated organisation

On 28 October 2020 the unincorporated association (charity registration number 1036917) became registered as a Charitable Incorporated Organisation (CIO), the members of which are the trustees. All assets and liabilities at this date being transferred to the CIO.

21. Related parties

Coniston Community Association rent the building in which they reside (The Parade, Coniston Road, Patchway) for a peppercorn rent of £1 from Patchway Town Council.



**Patchway Twinning Association
Minutes of the Meeting held on
Thursday 10th March 2022
at Coniston Community Centre**

Present: John Thomas
Chris Lee
Amelia Jackson (by phone)
Lucy Hamid
Sylvaine Jestin Haurine

1. Welcome & Apologies

John welcomed everyone to the meeting.
Apologies received from: Jack Turner, Eve Orpen, Tom Counsell, Alison Rao, Ternaya Cummings, Barbara Ball, Elaine Martin, Paul Martin and Rachel Holden.

2. Members & Accommodation

We further discussed the members that would be able to host and needed to ask if more were willing.

3. Schools and Other School Involvement

Set out and planned to inform schools and town council on what we want, based on our programme.

4. Programme for June (15th – 19th June)

Programme

Wed 15 June

Visitors arrive. No timings yet
Reception at Callicroft House, welcome buffet.
Guests to hosts/hotels
Hotel guests eat at The Village, A38.

Thurs 16 June

All day coach trip to Dorset's Jurassic Coast.
John has spoken to 6 coach companies. Most reasonable were EuroTaxis £695 and Applegates £620. Agreed to book Applegates and ask their advice on route, stopping place for coffee/lunch etc. Amelia and Sylvaine will take a trip and investigate the area. Alan Bamforth has agreed to write geographical notes which Sylvaine will translate into French.
In the evening, we will all eat together at The Village.

Fri 17 June

Patchway and Schools

Amelia said planned meeting with schools had been cancelled due to Jack's illness. Ternaya had spoken to The Three Engineers microbrewery at Winterbourne Barn about a late afternoon visit. Sylvaine had spoken to the library about a visit and display & will contact Hub Manager and to Patchway Minibus Committee about transport of guests.

10:00: Meet at library for talk and display of flags and books from France and Germany. S

10.30: Visit Charlton Wood School

11am: Visit Gauting Road for photos and introduction to Charlton Hayes by CH Councillors/Residents Association

11.15: Callicroft School for tour and presentation on environmental theme.

12 noon: Arrive at Community College by Patchway Minibus and cars for tour of school, lunch and seminar with senior pupils on green energy, climate change, Cop26 decisions etc. TBA. Possible participation by EDF which is based at Aztec West. Sylvaine's husband Rémy works for them.

3pm: Leave College for Winterbourne Barn by Minibus/Cars

7pm: Dinner at Coniston Café TBA

Sat 18 June Visit Bristol

Times and details TBA

Possible morning visit to Concorde Museum. Amelia will enquire about reduced/free admission for guests. Travel by M1 Metrobus into Bristol. Need to check bus stops. Tour of Bristol. Blue Badge Guide. Lunch in a pub at the docks.

7.30 pm Civic Dinner at Bristol Golf Club. Menu agreed at last meeting and booking made.

Invite former Mayors who were involved with Twinning, i.e. Lew Gray and Eve Orpen.

Sun 19 June

Departure of visitors. No times yet.

8. Any other business?

Reminder: If anyone has any French or German books that they could donate or loan to the library for the display, please bring these along to the next meeting.

9. Date of next meeting

Thursday 7th April 2022, 7pm at Coniston Community Centre in Coniston Café

[Shortly after this meeting and before the notes were provided, it was agreed to try and bring this meeting forward and/or to arrange a day time meeting, so the meeting on the 7th would unlikely take place.]

These minutes are true to account, documented by Sylvaine Jestin Haurine and Lucy Hamid & provided to Amelia Jackson to write up and provide to other members.