



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

Wednesday 13th July 2022

Dear Cllr Dayley Lawrence, Cllr Sam Scott, Cllr Jo Buddharaju, Cllr Jon Butler, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Peter Knight, Cllr Roger Loveridge, Cllr Elaine Martin, 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 19th July 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

AGENDA

1. To receive a presentation from FACE regarding Youth Work in Patchway.
2. To receive questions from the members of the public present.
3. To receive any apologies for absence.
4. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
5. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 21st June 2022 and to receive the Clerk/RFO's report for this committee meeting.
6. To note the minutes of the Finance Committee held on Tuesday 12th July 2022.
7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 12th July 2022 and to approve the following recommendation:
 - a) To approve the recommendation that Patchway Town Council purchases the Christmas Lights outright for 40 units and authority is delegated to the Parks, Open Spaces, Planning and Transport Committee to choose designs.

Patchway is Twinned with Clermont l'Herault and Gauting.





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8. Council Finance.
 - a) To note the financial position of the Council's bank and investment accounts.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for June 2022.
 - c) To approve the expenditure report and authorise payments.
9. To consider the cost analysis for the Pedestrian Pavement Sweeper.
10. To consider the quotations for the replacement of outdoor machinery.
11. To consider the quotations for the provision of Internal Audit services.
12. To consider the motion to reduce the authority to spend of the Parks, Open Spaces, Planning and Transport Committee from £10,000 to £2,000.
13. [To consider Patchway Town Council's response to South Gloucestershire Council's consultation on 'Creating a new Parish Council for Charlton Hayes'. \(Click to view\).](#)
14. To consider any planning applications received (click on the link to view the application).
 - a) [P22/03120/HH - Erection of a single storey side extension to form additional living accommodation. - 77 Durban Road Patchway South Gloucestershire BS34 5HG.](#)
15. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
 - a) Community Engagement.
16. 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 tender documents received for the operation of the café at Norman Scott Park.
 - ii. To consider the formal opening of all new facilities at Norman Scott Park.
 - c) The Casson Centre refurbishment project.
 - d) Coniston Community Association.
 - e) Youth Work in Patchway.
 - f) Patchway Town Council's 70th Anniversary Celebrations.
 - g) Future Council Events in Patchway.

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- h) Patchway Twinning Association.
- i) Almondsbury Joint Burial Committee.
- j) Residents Association of Charlton Hayes.
- k) Patchway Minibus.
- l) Patchway Partnership Meeting.
- m) Mayoral Charity.
 - i. To elect a Mayoral Charity for the 2022/2023 Civic Year.

17. To note that the next meeting of Patchway Town Council will be held on Tuesday 20th September 2022 at 7pm.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 21st June 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	D Lawrence (Chairman), S Scott, E Gordon, T Scott, J Butler, R Loveridge, R Walker, I Walker, P Cottrell, E Martin, P Knight, K Dando and J Buddharaju (19:12).
In attendance:	J Turner (Town Clerk and RFO) and Kern Young (YTL Developments).
Absent:	None.
Members of the Public:	Three.

As the time was 19:00, the Chair, Cllr D Lawrence called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

21/06/2022 - No 1 To receive an update from YTL developments on the Brabazon Development.

The Chairman welcomed Kern Young to the meeting. Kern gave an update to members on phase two of the residential package of works to happen on site. This development would take place near to the Concorde Hangar would be a mix of houses, apartments and a retirement village. This planning application will be submitted in July. YTL aim to build on the successes of phase one and learn from their key mistakes. The buildings will consist of a lighter buff brick than phase one however the same design team are on board for this phase. There will be 100 houses and 230 apartments on phase two, 18% of which will be designated social housing.

Councillors raised their concerns over the lack of facilities that the development has at present and expressed their discontent that the houses were coming before any of the key infrastructure such as schools, doctors surgeries and community spaces. Kern responded by saying that Hangar 16U will be turned into a multi-use community space and will come online in the near future. Moreover, he also stated that there would be two larger parks and well as a smaller pocket park in the next phases of development.

The Council noted that in phase two there will be more two or three bed homes, which may make the homes slightly more affordable for residents. The Council noted that the masterplan for the site had been amended and will be agreed soon by South Gloucestershire Council. The masterplan includes all relevant information on what infrastructure will be where on the site.

Councillors raised concerns over the parking and issues that are already present with Charlton Hayes. Kern responded stating that they need to educate residents to park sensibly and if this cannot be done then bollards or other similar deterrents may be implemented to stop overcrowding of parking.

Each home will have a provision for an Electric Vehicle charging point and some guest spaces will have these in as a trial. The Council noted that there would be no gas in phase two and will be replaced by an air source heat pump, which will help towards the carbon neutral target.

It was agreed that the Clerk will contact Kern regarding the masterplan and this will be made available to all members.

The Chairman thanked Kern for attending and he left the meeting.

21/06/2022 - No 2 To receive questions from members of the public present.

Cllr I Walker raised a question on behalf of the residents. The netting that was on the Bristol Mail Centre has become a hazard to birds who are now getting caught and stuck in the netting.

RESOLVED: It was unanimously agreed for the Clerk to write a letter stressing that this is a matter of importance and should be addressed.

21/06/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllr S Shambhu (meeting clash) and Cllr B Hopkinson (attending another event).

21/06/2022 - 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.

21/06/2022 - No 5 To consider and approve any dispensations for this meeting.

None received.

21/06/2022 - No 6 To approve the minutes of the Annual Meeting of Patchway Town Council held on Tuesday 10th May 2022 and to note any issues.

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

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. The action report was noted.

21/06/2022 - No 7 To approve the minutes of the meeting of Patchway Town Council held on Monday 23rd May 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. An amendment will be made to the Clerk's report where it states that a 'meeting' was held. This will be changed to read 'An informal gathering' was held.

21/06/2022 - No 8 To note the minutes of the Finance Committee held on Tuesday 14th June 2022 and to approve the following recommendations:

- a) **To approve the recommendation that Patchway Town Council adopts the Terms of Reference for the Finance Committee.**

RESOLVED: It was agreed by a majority, with one abstention, to adopt the Terms of Reference with the amendment of the authority to spend to be lowered from £10,000 to £2000. The Council noted that this would need to be updated in the Council's Financial Regulations.

- b) **To approve the recommendation that Patchway Town Council members adhere to the electronic service for summons as previously agreed, unless a paper copy of the agenda pack is asked for in advance of the meeting, to save the cost to the Council.**

- c) **To approve the recommendation that Patchway Town Council transfers the earmarked reserve of £21,566.86 from the 3G and Cricket Nets EMR to the Pavilion Project EMR.**

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

21/06/2022 - No 9 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th June 2022 and to approve the following recommendations:

- a) **To approve the recommendations that Patchway Town Council adopts the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.**

- b) **To approve the recommendation that Patchway Town Council approves the quotation of £2039 from preferred supplier, CR Fencing, for the high ball netting at Scott Park.**
RESOLVED: It was agreed by a majority, with one abstention, to approve the recommendations.

21/06/2022 - No 10 To consider and approve annual accounts and annual procedures.

- a) **To note the Internal Auditor's report section of the AGAR 2021/2022.**
The Council noted the report, noting that all positive assurances had been given.
- b) **To receive and approve the Annual Governance Statement 2021/2022.**
RESOLVED: It was unanimously agreed to give positive assurances for all the items and to approve the statement.
- c) **To receive and approve the Accounting Statements for 2021/2022 and to receive the explanations of variances.**
RESOLVED: It was unanimously agreed to approve the accounting statements. The variances were noted.
- d) **To note the period of public rights and publication of the Annual Governance and Accountability return.**
The Council noted that the notice will be displayed on Thursday 23rd June 2022 and the period will run from 24th June 2022 to 5th August 2022, inclusive.

21/06/2022 – No 11. Council Finance.

- a) **To note the current financial position of the two bank accounts.**
As of 21st June 2022, the position was as below.
Current Account: £1000
Reserve Account: £210,925.91
- b) **To note the current financial position of the Town Council's Investments.**
As of 1st June 2022, the position was as below.
CCLA Public Sector Deposit Fund: £760,740.50
Cambridge and Counties: £25,886.32
- c) **To note the Bank Reconciliation and Bank Statements for April 2022.**
- d) **To note the income, expenditure and monthly summary of accounts reports for April 2022.**
- e) **To note the Bank Reconciliation and Bank Statements for May 2022.**
- f) **To note the income, expenditure and monthly summary of accounts reports for May 2022.**
RESOLVED: It was unanimously agreed to note the reports.
- g) **To approve the expenditure report and authorise payments.**
RESOLVED: It was unanimously agreed to approve the expenditure report and authorise payments as below:

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Auditing Solutions LTD	Internal Audit 2021-22	£ 460.00	£ 92.00	£ 552.00	06-22-001
Beard	PCC Project: Valuation 17: Balance	£ 13,712.41	£ 2,742.48	£ 16,454.89	06-22-002
Beard	PCC Project: Valuation 19.	£ 176,287.59	£ 35,257.52	£ 211,545.11	06-22-003
Churches Fire	Fire Extinguisher Service - Callicroft House.	£ 72.84	£ 14.57	£ 87.41	06-22-004
Churches Fire	Fire Extinguisher Service - Casson Centre.	£ 38.50	£ 7.70	£ 46.20	06-22-005
DCK Accounting Solutions	Year End Work.	£ 525.00	£ 105.00	£ 630.00	06-22-006
DCK Accounting Solutions	May Accounts Work.	£ 268.75	£ 53.75	£ 322.50	06-22-007
Dave Bradley	Hire of Marquee for Jubilee Event.	£ 840.00	£ -	£ 840.00	06-22-008
Forever Diamond Music	Music Artist - Jubilee Event.	£ 400.00	£ -	£ 400.00	06-22-009
Gary Millard	Jubilee Event Photography.	£ 189.63	£ -	£ 189.63	06-22-010
IRIS Payroll	Annual License Fee.	£ 261.00	£ 52.20	£ 313.20	06-22-011
Keymaster Bristol	Changing of Locks at Callicroft House and Scott Park.	£ 155.00	£ 31.00	£ 186.00	06-22-012
LR Electrical	Disconnect portacabins and electrical distribution board work.	£ 255.00	£ -	£ 255.00	06-22-013
Melhuish and Saunders	NSP Pavilion: Valuation 3.	£ 112,667.41	£ 22,533.48	£ 135,200.89	06-22-014
Melrose Associates	NSP Pavilion: Contract Administration.	£ 3,057.50	£ -	£ 3,057.50	06-22-015
Mini Concerts	Music Artist - Jubilee Event.	£ 857.50	£ -	£ 857.50	06-22-016
Prolific Solutions	Printing Costs - May 2022.	£ 279.50	£ 55.90	£ 335.40	06-22-017
Pro Structures	NSP Pavilion Project: Structural Engineer.	£ 525.00	£ 105.00	£ 630.00	06-22-018
Pro Structures	NSP Pavilion Project: Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	06-22-019
RSVP Music	Music Artist - Jubilee Event.	£ 550.00	£ -	£ 550.00	06-22-020
RWK Goodman	PCC Project: Legal Fee Account.	£ 217.00	£ 43.40	£ 260.40	06-22-021
Snack Attacks	Twinning Lunches.	£ 531.70	£ -	£ 531.70	06-22-022
Snack Attacks	Additional Lunch.	£ 74.25	£ -	£ 74.25	06-22-023
Steves Medicare Training	Jubilee Event Medical Cover.	£ 200.00	£ -	£ 200.00	06-22-024
The Bush Consultancy	NSP Pavilion: Architect Services.	£ 1,675.00	£ 335.00	£ 2,010.00	06-22-025
Tim Rabbitt	Music Artist - Jubilee Event.	£ 150.00	£ -	£ 150.00	06-22-026
W & N Adams	Scott Park Lighting Work.	£ 15,154.56	£ 3,030.91	£ 18,185.47	06-22-027
	Total for June 2022	£329,855.14	£64,549.91	£394,405.05	

21/06/2022 - No 12. To consider the cost analysis for the Pedestrian Pavement Sweeper.

RESOLVED: It was unanimously agreed to refer this to the Personnel Committee to ascertain the man hours for the machine and to bring back to the Council meeting in October.

21/06/2022 - No 13 To consider the quotations for the replacement of outdoor machinery.

RESOLVED: It was unanimously agreed to gain quotations for a tractor with a topper and finisher on. It was also agreed unanimously that the Clerk could incur expenditure to hire a mower to ensure work is being done.

21/06/2022 - No 14 To elect a representative to represent Patchway Town Council on Almondsbury Charity for the next four years.

RESOLVED: It was unanimously agreed to elect Lewis Gray for the next four years on the proviso that minutes are sent to the Clerk for distribution.

21/06/2022 – No 15 To consider the grant request from South Gloucestershire Playscheme.

RESOLVED: It was unanimously agreed to approve the request of £5000 from the Youth Development budget as part of Patchway Town Council's commitment to youth work.

21/06/2022 – No 16 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Council noted that the community fair on 17th June went very well and the Council had a lot of engagement on their stall.

The Clerk asked the Council whether they would like to start live streaming all of their meetings as this was the only item that had not been actioned or completed.

RESOLVED: It was agreed by a majority, with one against, to live stream all meetings to a platform for residents to view. The Council noted the progress as below:

	Priority Projects	Community Engagement
Timescale for Implementation	Responsible Committee	Full Council
2022/2023		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.

21/06/2022 - No 17 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 Scott regarding the WECA consultation on bus services in the North Fringe. The WECA Mayor would be attending a South Gloucestershire Council meeting next week.

The Council noted a report from Cllr J Buddharaju around the communication of meetings and community Brightside through South Gloucestershire Council. The Clerk asked for Cllr J Buddharaju to send through the relevant information for the Council to promote.

Cllr P Knight raised the issue of the bus gate in Charlton Hayes and asked Cllr J Buddharaju to confirm if it would be going ahead. The developer and South Gloucestershire Council have told ReACH it is going ahead. Cllr J Buddharaju confirmed that £25,000 was put towards consultation on this and the outcome is unclear at present. Cllr P Knight will send some information to Cllr J Buddharaju on this. It was agreed to ask someone from South Gloucestershire Council and Bovis to attend a meeting to clarify the situation.

Cllr E Martin left the meeting at 20:27.

b) Norman Scott Park Pavilion Redevelopment.

The Council noted an update. The project was approximately two weeks behind schedule but no formal claim for time has come in with the contractor hoping to reduce the delay.

i. To consider the cost of the retaining wall for the project.

RESOLVED: It was unanimously agreed to approve the cost of £23,276.28 plus 10% OHP. The Council noted that this was below the budget for the project.

ii. To consider the opening hours of the café at the Norman Scott Park Pavilion.

iii. To consider the licensing hours of the café at the Norman Scott Park Pavilion.

iv. To consider the staffing requirements of the café at the Norman Scott Park Pavilion.

RESOLVED: It was unanimously agreed for the Clerk to draft a tender document to put this out to see if a local business would like to run the café. It was further agreed unanimously to agree the tender document via email, with the Clerk giving a timescale for response from all members. Upon approval, this would be published and invitations to tender will be welcomed.

c) The Casson Centre refurbishment project.

i. To consider the quotations for the re-roofing of the Centre.

RESOLVED: It was unanimously agreed to approve the quotation from AMAC Roofing. The cost to the Council would be £20,625 and the cost to Patchway Community Centre would be £6875. The Chairman of Patchway Community Association was happy to proceed on these terms.

Cllr T Scott left the meeting at 21:03.

d) Coniston Community Association.

Cllr E Gordon provided an update. The centre are looking for a centre manager to cover maternity leave.

Cllr J Butler left the meeting at 21:06.

e) Youth Work in Patchway.

- i. To consider Patchway Town Council's response to the consultation on the recommissioning of the youth activities offer.

RESOLVED: It was unanimously agreed to defer this item.

- ii. **To receive an update on the meeting with FACE.**

The Youth Work Working party met with Debbie and Dawn from FACE. They are going to be taking over the running of the youth centre from July and they will attend the July Council meeting to tell the Council about themselves.

- iii. **To receive an update on the young person's advice drop in.**

The Clerk provided an update. Ternaya Cummings is going to start a drop in and signposting service for young people and Callicroft House will be the base.

- iv. **To receive an update on the skate park mural competition.**

The competition will take place in October half term as this will give the schools plenty of time to plan for this.

- v. **To receive an update on the Scott Park Sport Workshops.**

The Clerk provided an update. 90% of workshops had sold out of the free spaces.

- vi. **To receive an update on a biodiversity morning with Coniston Primary School on 6th July between 9am and 12pm.**

The Clerk requested that if any Councillors were free, could they assist with this day at the primary school to plan some saplings, put up some squirrel and bug hotels and to hand out wildlife packs to the children.

f) Queen Elizabeth's Platinum Jubilee 2022.

The Clerk provided an update. The events all went well with a lot of positive feedback. Residents really enjoyed the music festival and fireworks despite the weather. There were some issues with Patchway Sports and Social Club which would need to be remedied for next time. The Council thanked Cllrs D Lawrence, R Loveridge, S Scott and T Scott and the Clerk and Ground Staff for their assistance with running the events.

g) Patchway Town Council's 70th Anniversary Celebrations.

The Chairman provided an update. An event was being planned for late April for a music festival at Scott Park with a lot of marquee cover for people to sit under.

- h) Patchway Twinning Association.**
The Clerk provided an update. The Twinning exchanged with the French and Germans went very well with the programme being full on activities for them to do. Feedback has been very positive and there is a visit to Gauting in October, for those who wish to visit.
- i) Almondsbury Joint Burial Committee.**
Cllr K Dando provided an update. The burial committee would need to buy land in 5 years' time and Patchway Town Council would need to pay for half of this.
RESOLVED: It was unanimously agreed to invite the Burials Clerk to a future meeting of the Town Council.
- j) Coniston Medical Practice.**
No update was given.
- k) Residents Association of Charlton Hayes.**
Cllr P Knight provided an update. The association had provided a tour of Charlton Hayes to Gauting Road with the Twinning partners. The mural, that the Council had provided a grant towards, will be hung in the Aerospace café.
- l) Avon and Somerset Police – Community Payback.**
No update was given.
- m) Newnham Place Development Site.**
No update was given.
- n) Patchway Minibus.**
Cllr P Knight provided an update. At present, the minibus committee will cease to exist from the summer due to issues around administration and marketing. The current committee do not want to do the roles in the longer term and this will need to be looked at for the future. The proposal in principle is for the Council to take on the longer term running.
RESOLVED: It was agreed to defer this to the next meeting to allow more information to be gathered.
- As the time was 21:30, it was agreed unanimously to suspend Standing Orders to allow the completion of business.
- o) Bromford Housing Association – The Parade.**
No update was given.
- p) Cribbs-Patchway Metrobus Update.**
The Council noted that First Bus would be taking on the service from 2023.
- q) Local Council Award Scheme.**
The Council noted that they had been awarded the Quality Gold Award, which is the highest award possible. This will last for four years.
- r) Patchway Community Market – 2nd July.**
25 stalls had now booked on and some light music had been booked. The Clerk will circulate information for members to see if they wish to volunteer.
- s) Scott Park Food Vendors.**
The Council has generated an income of around £5000 so far from this scheme.

t) Mayoral Charity.

i. To elect a Mayoral Charity for the 2022/2023 Civic Year.

Cllr D Lawrence proposed the Second Patchway Scout Group and The Link Club.

RESOLVED: It was unanimously agreed to defer this to gain more information on The Link Club and percentage of Patchway residents who use this.

21/06/2022 - No 18 To note that the date of the next meeting will be held on Tuesday 19th July at 7pm.

Noted.

21/06/2022 - No 19 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.

21/06/2022 - No 20 To consider the recommendations from the Personnel Committee meeting held on Thursday 19th May 2022.

a) To approve the recommendation that Patchway Town Council approve the Terms of Reference for the Personnel Committee.

RESOLVED: It was unanimously agreed to approve the terms of reference.

21/06/2022 - No 21 To consider the correspondence from Patchway Sports and Social Club in relation to a meeting with representatives of Patchway Town Council.

RESOLVED: It was unanimously agreed that Cllrs D Lawrence and S Scott and the Clerk meet with the club.

The meeting was closed at 21:58.



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Town Clerk and Responsible Finance Officer's Report

Actions from the Annual Meeting of the Full Council on Tuesday 21st June 2022.

21/06/2022 - No 1 To receive an update from YTL developments on the Brabazon Development.

YTL will send the masterplan to the Clerk once it has been finalised and approved.

21/06/2022 - No 2 To receive questions from members of the public present.

The Clerk has sent a letter to Bristol Mail Centre regarding the netting however a response has not been given yet.

21/06/2022 – No 16 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The possibility of live streaming from the CCTV camera in the boardroom is being looked into by the Council's IT provider and hopefully will be fully operational in October.

21/06/2022 - No 21 To consider the correspondence from Patchway Sports and Social Club in relation to a meeting with representatives of Patchway Town Council.

The Clerk is waiting for the club to confirm a suitable date.

Other Items:

- Burials Clerk has been invited to a future meeting however no response has been given.
- The Clerk has worked on strengthening the connections with both Twin Towns through a Young Persons pen-pal scheme as well as encouraging residents to go on the Civic exchange in October 2022.

6

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 12th July 2022 at 19:00 at Callicroft House, Patchway.

Councillors: S Scott (Chairman), R Walker, I Walker, K Dando, D Lawrence.
In attendance: J Turner (Town Clerk and RFO).
Members of the Public: None.
Absent: Cllr E Gordon and Cllr B Hopkinson.

As the time was 19:00, the Chair, Cllr S Scott 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.

12/07/2022-No 1. To receive any questions from members of the public present.

None received.

12/07/2022-No 2. To receive the apologies for absence.

None received.

12/07/2022-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.

12/07/2022-No 4. To consider and approve and dispensations for this meeting.

None received.

12/07/2022-No 5. To approve the minutes of the Finance committee on Tuesday 14th June 2022 and to note any issues.

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

RESOLVED: It was unanimously, to approve the minutes and note the report.

12/07/2022-No 6. To receive and consider the Financial Reports for June 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 committee noted that the salary codes need to be adjusted to reflect actual costs for June (the codes had been applied incorrectly), this was also the case for the grant to South Gloucestershire Playscheme.

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

12/07/2022-No 7. To review the Financial Forecast for the financial year ending 31st March 2023.

a) To consider the effect of the rising price of utilities for the Council's premises.

b) To consider the effect of rising fuel costs for the Council's machinery.

The committee considered these items together. The RFO explained that the Council were heading for a large overspend on utilities and fuel due to the rising costs. It was noted that the RFO was looking into a banded area for fuel, so that it can be delivered to site at a cost saving. The committee noted that although the budget heading had an overspend the overall cost centre was projecting to be an underspend.

The RFO explained that a sub-meter would be installed in the café area and utility costs will form a part of contract negotiations with a contractor.

RESOLVED: It was unanimously agreed to note the forecast.

12/07/2022-No 8. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed to note the account.

12/07/2022-No 9. 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 on the progress as below.

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

12/07/2022-No 10. To note that the next meeting of the Finance Committee will be held on Tuesday 13th September 2022 at 7pm.

Noted.

The meeting was closed at 19:17.

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 12th July 2022 at 20:00 at Callicroft House, Patchway.

Councillors:	R Loveridge (in the chair), P Knight, K Dando, and D Lawrence.
In attendance:	J Turner (Town Clerk and RFO), Paul Thompson (Patchway Cricket Club), Alex Dommett (Patchway Conservation Group)
Absent:	Cllr E Gordon and Cllr E Martin.
Members of the Public:	None.

As the time was 20:00, 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.

12/07/2022 – No 1 To receive any questions from members of the public present.
None received.

12/07/2022 - No 2 To receive any apologies for absence.
The committee noted apologies from Cllr B Hopkinson.

12/07/2022 - 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.

12/07/2022 – No 4 To consider and approve any dispensations for this meeting.
None received.

12/07/2022 - No 5 To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th June 2022.

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

RESOLVED: It was unanimously agreed to approve the minutes of the meeting and the report was noted. The Clerk will purchase 'No BBQ ' signs which will be erected in Scott Park.

12/07/2022 - No 6 To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023.

- a) Outside Areas
- b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made as below.

	Outside Areas	Planning in Patchway
Timescale for Implementation	Parks and Planning	Parks and Planning
2022/2023		
	Tree Planting	Bus Shelters
	Wildflower Meadows	Christmas Lights
	Tree Pruning in Patchway	Road Surfacing
	Open Area Signage	Benches for Charlton Hayes
	Tree Survey for all areas	
	Tree giveaway project.	
	Local Nature Action Plan	

Matters Pertaining to Parks and Open Spaces

12/07/2022 - No 7 To consider installing benches in key open spaces in Patchway.

RESOLVED: It was unanimously agreed to go obtain costings for future budgets for the following locations:

- Gorse Covert
- The Tumps – By the new trees.
- The green at Bevington Walk.
- Eagle Meadow.
- Scott Park Play Area.
- Motorway Bund at Bevington Walk.

12/07/2022 - No 8 To consider the quotation from Wotton Tree Consultancy for a Tree Survey to be carried out at The Tumps and the BMX Track.

RESOLVED: It was unanimously agreed to approve the quotation of £550.00.

12/07/2022 - No 9 To consider setting up a Local Nature Action Plan Working Group with Councillors and members of the community.

RESOLVED: It was unanimously agreed for the Clerk to advertise this and to arrange an initial meeting.

Matters Pertaining to Planning and Transport.

12/07/2022 - No 10 To consider any planning applications received:

- a) **P22/03283/F - Erection of a semi-detached dwelling with associated works. - Land At 2 Southsea Road Patchway South Gloucestershire BS34 5DR.**

RESOLVED: It was unanimously agreed to raise no objections but to make a comment to state there should be an adequate parking provision due to the already congested area.

- b) **P22/03413/ADV - Display of 1 no. freestanding sign and 1 no. externally illuminated sign and vinyl to south and east elevations. - 150 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4UB.**

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

- c) **P22/03439/HH - Installation of front porch. Erection of single storey side and rear extensions to provide additional living accommodation. - 1B Southsea Road Patchway South Gloucestershire BS34 5DR.**

RESOLVED: It was unanimously agreed to raise no objections but to make a comment to state there should be an adequate parking provision due to the already congested area.

- d) **P22/03532/CLP - Installation of hip to gable loft conversion with rear dormer. - 48 Durban Road Patchway South Gloucestershire BS34 5HQ.**
RESOLVED: It was unanimously agreed to raise no objections to this application.
- e) **P22/03471/CLP - Installation of rear dormer to facilitate loft conversion. - 92 Pretoria Road Patchway South Gloucestershire BS34 5PX.**
RESOLVED: It was unanimously agreed to raise no objections to this application.
- f) **P22/03591/HH - Erection of single storey side extension to form annexe ancillary to the main dwelling. - 75 Bradley Road Patchway South Gloucestershire BS34 5HP.**
RESOLVED: It was unanimously agreed to raise no objections to this application.
- g) **P22/03596/ADV - Display of 2no. built up internally illuminated logo signs, 2no. mounted post signs, 2no. single sided wall mounted sign, and 16no. various parking signs. - 720 Waterside Drive Aztec West Almondsbury South Gloucestershire BS32 4UD.**
RESOLVED: It was unanimously agreed to raise no objections to this application.
- h) **Any applications received after the agenda had been issued.**
None received.

12/07/2022 - No 11 To consider the quotations for Christmas Lights in Patchway for the purchase or the hire of lights.

The committee noted the report from the Clerk:

The cost of an electrical box on roundabout for lights for a Christmas tree is £950. The cost of installing Christmas Lights is £154 per unit. The Council have been given a quotation for the purchase of 40 units plus have 31 LED rope lights and 3 motifs. The cost to install these would be £11,396. The cost of hiring the 40 units of lights is £4181.04 per year and the cost to purchase outright is £9411.20.

It is recommended that the Council purchase outright the lights and only budget for installation costs moving forwards. The total sum would be: £20,807.20. The budget currently is £22,500.

RESOLVED: It was unanimously agreed to recommend to Full Council that the Council purchases the Christmas Lights outright and authority is delegated to the Parks, Open Spaces, Planning and Transport Committee to choose designs.

Updates and Reports.

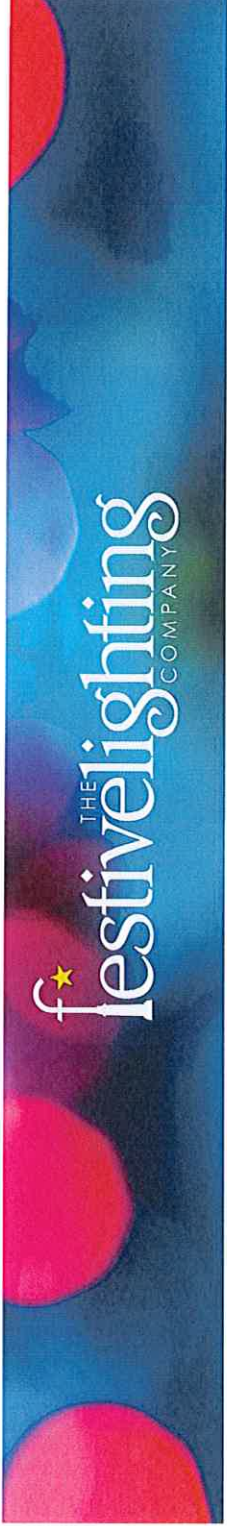
12/07/2022 - No 12 To receive an update on The Norman Scott Park Pavilion project.

The Clerk provided an update. The committee noted that the project was around 14 days behind schedule but work was being done to bring this time back down. The first fix of the M&E works had commenced and were going well.

12/07/2022 - No 13 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee will be held on Tuesday 13th September at 8pm.

Noted.

The meeting was closed by the Chairman at 20:33.



Customer Name:	Patchway Town Council	Quotation No:	RH-240622
Contact Name:	Jack Turner	Quotation Date:	24/06/2022
Account Manager:	Rob Hollingworth	Contact No:	07808 654 403

Lighting Scheme Products

Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost
	123539.B2.200.R23.S1F	2m Holly & Berries	28w	10	£179.00	£1,790.00
	123540.B2.200.R1.S2	2m Star Weave	42w	10	£260.00	£2,600.00
	124014.B2.200.R1.S2	2m Bauble Banner	51w	10	£255.00	£2,550.00
	12727.B2.225.R.S14-E27-NEW	2.25m Minibulb Spray with FITs	26w	10	£170.00	£1,700.00
	FLC2206	Column Mounting Bracket		20	£14.75	£295.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		80	£4.35	£348.00
	TAMBIT	Power Tool Bit		2	£4.10	£8.20
		Delivery		1	£120.00	£120.00
Product Totals						£9,411.20

Quotation Assumptions

All local electrical and physical infrastructure associated with the installation of the products being supplied is compliant with current regulations and fit for use.
All prices quoted are exclusive of VAT and are valid for 60 days.

7a

Our Ref: 15015685\X201\BR
 Date: 10th May 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: 30/04/2021 to 01/05/2022

Date	Description	Debits £	Credits £	Balance £
30/04/2021	Brought forward			25,000.00 Cr
01/05/2021	Interest credited gross 15015685		441.10	25,441.10 Cr
01/05/2022	Interest credited gross 15015685		445.22	25,886.32 Cr

Interest Rate Summary During Statement Period

From	To	Interest Rate
30th April 2021	1st May 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 .

THE PUBLIC SECTOR DEPOSIT FUND



Senator House, 85 Queen Victoria Street, London EC4V 4ET

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

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 30 June 2022

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/06/22	Brought Forward			760,740.57	
23/06/22	Sold - paid to bank	300,000.00		460,740.57	4
30/06/22	Carried Forward			460,740.57	4

Statement of Dividends paid during the month to 30 June 2022

Date	Receiving Account	Amount Paid £
30-06-22	Nominated bank account	530.86

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

CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

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Date: 06/07/2022
Time: 12:59

Patchway Town Council

Page 1
User: AG

Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		1,069.00
Reserve A/c	30/06/2022		94,363.26
			<u>95,432.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			95,432.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			95,432.26
			Balance per Cash Book is :- 95,772.26
			Difference Excluding Adjustments is :- -340.00
<u>Adjustments to Reconciliation</u>			
20/04/2022 DC DVLA		-290.00	
30/05/2022 DC Gift Card		-50.00	
			<u>-340.00</u>
			Unreconciled Difference is :- <u>0.00</u>

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 94848.15		

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 0.10% gross 0.10% AER.
This is based on the balance of 30th of June 2022.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			94,363.26
30-Jun-2022		FROM 01321218		539.16	94,363.26
30-Jun-2022	INT	30JUN GRS 08631638		16.39	93,824.10
29-Jun-2022		FROM 01321218		163.40	93,807.71
28-Jun-2022		TO 01321218	-597.58		93,644.31
27-Jun-2022		TO 01321218	-284.23		94,241.89
24-Jun-2022		TO 01321218	-405,733.65		94,526.12
23-Jun-2022		FROM 01321218		300,154.47	500,259.77
22-Jun-2022		TO 01321218	-10,820.61		200,105.30
21-Jun-2022		FROM 01321218		43.35	210,925.91
20-Jun-2022		TO 01321218	-1,599.98		210,882.56
17-Jun-2022		TO 01321218	-2,583.86		212,482.54
16-Jun-2022		TO 01321218	-27.87		215,066.40
15-Jun-2022		TO 01321218	-112.64		215,094.27
14-Jun-2022		FROM 01321218		246.08	215,206.91
13-Jun-2022		FROM 01321218		75.49	214,960.83
10-Jun-2022		FROM 01321218		30.00	214,885.34
09-Jun-2022		FROM 01321218		84.02	214,855.34
08-Jun-2022		TO 01321218	-1,159.47		214,771.32
07-Jun-2022		TO 01321218	-358.94		215,930.79
06-Jun-2022		FROM 01321218		932.02	216,289.73
01-Jun-2022		FROM 01321218		387.26	215,357.71
		Opening balance			214,970.45
Totals			-423,278.83	302,671.64	

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 1600.59		

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			1,069.00
30-Jun-2022		TO 08631638	-539.16		1,069.00
30-Jun-2022	CHG	01JUN A/C 01321218	-29.75		1,608.16
30-Jun-2022	BAC	CHEEKY PANCAKES BR, 2,3,4,5TH MARKETS, FP 29/06/22 2016, 600000000958227672		185.00	1,637.91
30-Jun-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 30/06/22 0848, PH737VTI1HMGUUIK00, RE		59.70	1,452.91
30-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 30/06/22 0841, PH737VTI1HMGUUAU600		174.21	1,393.21
30-Jun-2022		521005		219.00	1,219.00
29-Jun-2022		TO 08631638	-163.40		1,000.00
29-Jun-2022	BAC	PIZZA ADORARE, 2022-23-072, FP 29/06/22 1156, 220629115606815273		60.00	1,163.40
29-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 29/06/22 0840, PH737VTI1HMGMR3C00		103.40	1,103.40
28-Jun-2022	D/D	TOTALENERGIES G&P, 1058915	-191.92		1,000.00
28-Jun-2022	D/D	TOTALENERGIES G&P, 1058913	-37.72		1,191.92
28-Jun-2022	D/D	TOTALENERGIES G&P, TGP2200016848491	-457.94		1,229.64
28-Jun-2022		FROM 08631638		597.58	1,687.58
28-Jun-2022	BAC	WILKINSON D, 2022-23-060, FP 27/06/22 2112, 409681522112726001		30.00	1,090.00
28-Jun-2022	BAC	BOWDEN VAN CATERIN, 30/7 2022-23-074, FP 28/06/22 1749, 3430878D456941B4A9		60.00	1,060.00
27-Jun-2022	D/D	SOUTHGLOS-GENERAL, 000233	-250.00		1,000.00
27-Jun-2022	POS	1306 26JUN22, AMZNMKTPLACE, AMAZON. CO.UK GB	-68.98		1,250.00
27-Jun-2022		FROM 08631638		284.23	1,318.98
27-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 27/06/22 0849, PH737VTI1HMGA3DC00		34.75	1,034.75
24-Jun-2022	EBP	HMRC, 06-22-034, FP 24/06/22 40, 64024511558682000N	-4,120.38		1,000.00
24-Jun-2022	EBP	MELROSE ASSOCIATES, 06-22-015, FP 24 /06/22 40, 54024509429965000N	-3,057.50		5,120.38

24-Jun-2022	EBP	PROLIFIC SOLUTIONS, 06-22-017, FP 24/06 /22 40, 32024446800814000N	-335.40	8,177.88
24-Jun-2022	EBP	SOUTH GLOS PLAYSCH, 06-22-028, FP 24 /06/22 40, 24024459816050000N	-5,000.00	8,513.28
24-Jun-2022	EBP	SNACK ATTACKS, 06-22-022, FP 24/06/22 40, 47024448913548000N	-531.70	13,513.28
24-Jun-2022	EBP	LIAM REXWORTHY, 06-55-013, FP 24/06/22 40, 03024446071091000N	-255.00	14,044.98
24-Jun-2022	EBP	KEYMASTER BRISTOL, 06-22-012, FP 24/06 /22 40, 24024504516038000N	-186.00	14,299.98
24-Jun-2022	EBP	GARY MILLARD, 06-22-010, FP 24/06/22 40, 28024509046450000N	-189.63	14,485.98
24-Jun-2022	EBP	MINI CONCERTS, 05-22-016, FP 24/06/22 40, 17024504389921000N	-857.50	14,675.61
24-Jun-2022	EBP	DCK ACCOUNTING SOL, 06-22-007, FP 24 /06/22 40, 14024459718515000N	-322.50	15,533.11
24-Jun-2022	EBP	SNACK ATTACKS, 06-22-023, FP 24/06/22 40, 38024501938309000N	-74.25	15,855.61
24-Jun-2022	EBP	STEVE SOLLARS, 06-22-024, FP 24/06/22 40, 63024455059590000N	-200.00	15,929.86
24-Jun-2022	EBP	RWK GOODMAN, 06-22-021, FP 24/06/22 40, 51024500216954000N	-260.40	16,129.86
24-Jun-2022	EBP	IRIS, 06-22-011, FP 24/06/22 40, 15024504379530000N	-313.20	16,390.26
24-Jun-2022	EBP	FOREVER DIAMOND MU, 06-22-009, FP 24 /06/22 40, 61024511471560000N	-400.00	16,703.46
24-Jun-2022	EBP	BEARD, 06-22-003, FP 24/06/22 40, 50024509334354000N	-211,545.11	17,103.46
24-Jun-2022	EBP	DAVE BRADLEY, 06-22-008, FP 24/06/22 40, 11024503450280000N	-840.00	228,648.57
24-Jun-2022	EBP	TIM RABBITT, 06-22-026, FP 24/06/22 40, 09024505235281000N	-150.00	229,488.57
24-Jun-2022	EBP	PRO STRUCTURES, 06-22-019, FP 24/06/22 40, 54024449094877000N	-540.00	229,638.57
24-Jun-2022	EBP	CHURCHES FIRE, 06-22-004, FP 24/06/22 40, 07024446157999000N	-87.41	230,178.57
24-Jun-2022	EBP	BEARD, 06-22-002, FP 24/06/22 40, 30024504610100000N	-16,454.89	230,265.98
24-Jun-2022	EBP	AUDITING SOLUTIONS, 06-22-001, FP 24/06 /22 40, 35024509138682000N	-552.00	246,720.87
24-Jun-2022	EBP	AVON PENSION FUND, 06-22-035, FP 24/06 /22 40, 22024504471600000N	-2,760.22	247,272.87
24-Jun-2022	EBP	RSVP MUSIC, 06-22-020, FP 24/06/22 40, 34024446886495000N	-550.00	250,033.09
24-Jun-2022	EBP	PRO STRUCTURES, 06-22-018, FP 24/06/22 40, 03024455149847000N	-630.00	250,583.09
24-Jun-2022	EBP	CHURCHES FIRE, 06-22-005, FP 24/06/22 40, 54024500294940000N	-46.20	251,213.09

24-Jun-2022	EBP	W & N ADAMS, 06-22-027, FP 24/06/22 40, 21024504470520000N	-18,185.47	251,259.29
24-Jun-2022	EBP	THE BUSH CONSULTAN, 06-22-025, FP 24 /06/22 40, 04024503370357000N	-2,010.00	269,444.76
24-Jun-2022	EBP	MELHUIJSH AND SAUND, 06-22-014, FP 24 /06/22 40, 13024446301610000N	-135,200.89	271,454.76
24-Jun-2022	EBP	DCK ACCOUNTING SOL, 06-22-006, FP 24 /06/22 40, 02024505147060000N	-630.00	406,655.65
24-Jun-2022		FROM 08631638		405,733.65
24-Jun-2022	BAC	AUDITING SOLUTIONS, ASL INV 7500, FP 24 /06/22 1239, 44123937084323000N, ASL INV 7500		552.00
23-Jun-2022		TO 08631638	-300,154.47	1,000.00
23-Jun-2022	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-13.68	301,154.47
23-Jun-2022	CHP	PATCHWAY TOWN CO, PCM55CI05801381, CCLA		300,000.00
23-Jun-2022	BAC	BUDDING S, SCOTT BUDDING20JUN, FP 23 /06/22 0702, 436924452070326001		30.00
23-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 23/06/22 0843, PH737VTI1HMFV31U00		138.15
22-Jun-2022	EBP	22-032, FP 22/06/22 40, 21023450562220000N	-812.16	1,000.00
22-Jun-2022	EBP	06-22-031, FP 22/06/22 40, 53023455905295000N	-1,248.25	1,812.16
22-Jun-2022	EBP	06-22-030, FP 22/06/22 40, 07023451548067000N	-1,797.79	3,060.41
22-Jun-2022	EBP	06-22-029, FP 22/06/22 40, 04023450996902000N	-1,655.51	4,858.20
22-Jun-2022	EBP	06-22-033, FP 22/06/22 40, 04023453140252000N	-3,420.31	6,513.71
22-Jun-2022	EBP	06-22-028, FP 22/06/22 40, 04023451545735000N	-1,956.09	9,934.02
22-Jun-2022		FROM 08631638		10,820.61
22-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 22/06/22 0847, PH737VTI1HMFVQVCS00		69.50
21-Jun-2022		TO 08631638	-43.35	1,000.00
21-Jun-2022	D/D	TOTALENERGIES G&P, 1134410	-21.81	1,043.35
21-Jun-2022	D/D	TOTALENERGIES G&P, 1051476	-134.84	1,065.16
21-Jun-2022	BAC	WILKINSON D, 2022-23-060, FP 20/06/22 2024, 106386514202026001		30.00
21-Jun-2022	BAC	OUTSTANDING SERVIC, 2022-23-063, FP 21 /06/22 1239, PGSX1ZBL4YCFP3DW28		50.00
21-Jun-2022	BAC	ISCREAM TACO COMP, 2022-23-039, FP 21 /06/22 0925, 00157450632BBCCDMJW		120.00
20-Jun-2022	C/L	NATWEST 18JUN	-200.00	1,000.00

20-Jun-2022	POS	1306 17JUN22 C, SPAR PATCHWAY, PATCHWAY GB	-9.27	1,200.00
20-Jun-2022	POS	1306 18JUN22, SHIP INN(ALVESTON), ALVESTON GB	-1,484.91	1,209.27
20-Jun-2022	POS	1306 17JUN22 C, SPAR BS34, BRISTOL GB	-17.80	2,694.18
20-Jun-2022		FROM 08631638	1,599.98	2,711.98
20-Jun-2022	DPC	MAWER JL, 2022-23-050, VIA MOBILE - PYMT	12.00	1,112.00
20-Jun-2022	BAC	ADDPAGE CLASSICS L, THE BRISTOL REFUND, FP 20/06/22 1828, 200000000949828920	100.00	1,100.00
17-Jun-2022	D/D	SMITHS GLOUCESTER, P570SGL	-2,646.00	1,000.00
17-Jun-2022	POS	1306 15JUN22 C, SPAR PATCHWAY, PATCHWAY GB	-6.51	3,646.00
17-Jun-2022	EBP	ROB HAINEY, 05-22-040, FP 17/06/22 40, 41024254308786000N	-30.00	3,652.51
17-Jun-2022		FROM 08631638	2,583.86	3,682.51
17-Jun-2022	BAC	BUDDING S, SCOTT BUDDING13JUN, FP 17 /06/22 0814, 070775654180716001	30.00	1,098.65
17-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 17/06/22 0848, PH737VTI1HMF7VQ000	68.65	1,068.65
16-Jun-2022	POS	1306 15JUN22, AMZNMKTPLACE, AMAZON. CO.UK GB	-137.84	1,000.00
16-Jun-2022	POS	1306 15JUN22 C, WH SMITH RETAIL, THORNBURY GB	-41.14	1,137.84
16-Jun-2022		FROM 08631638	27.87	1,178.98
16-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 16/06/22 0842, PH737VTI1HMF1BZX00	139.23	1,151.11
16-Jun-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 16/06/22 0844, PH737VTI1HMF2D7F00, RE	11.88	1,011.88
15-Jun-2022	D/D	EE LIMITED, Q16509023330073618	-77.24	1,000.00
15-Jun-2022	BLN	BANKLINE	-70.15	1,077.24
15-Jun-2022		FROM 08631638	112.64	1,147.39
15-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 15/06/22 0847, PH737VTI1HMEWZW100	34.75	1,034.75
14-Jun-2022		TO 08631638	-246.08	1,000.00
14-Jun-2022	POS	1306 13JUN22, ASDA SUPERSTORE, PATCHWAY GB	-33.90	1,246.08
14-Jun-2022	POS	1306 13JUN22 C, MAX SPIELMANN LTD, PATCHWAY ASDA GB	-4.50	1,279.98
14-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/06/22 0851, PH737VTI1HMEPH8C00	104.48	1,284.48
14-Jun-2022	BAC	WILKINSON D, 2022-23-060, FP 14/06/22 0616, 913374426160416001	30.00	1,180.00

14-Jun-2022	BAC	STOKE LANE UNDER 8, 2022-23-004, FP 14 /06/22 0935, 600000000950347419	150.00	1,150.00
13-Jun-2022		TO 08631638	-75.49	1,000.00
13-Jun-2022	POS	1306 10JUN22, QR-CODE-GEN, ERATOR. COM, BIELEFELD DE, EUR 60.00	-52.68	1,075.49
13-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 13/06/22 0845, PH737VTI1HMEGXMD00	104.48	1,128.17
13-Jun-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 13/06/22 0856, PH737VTI1HMEIGV200, RE	23.69	1,023.69
10-Jun-2022		TO 08631638	-30.00	1,000.00
10-Jun-2022	BAC	BUDDING S, SCOTT BUDDING06JUN, FP 10 /06/22 0750, 080288330570016001	30.00	1,030.00
09-Jun-2022		TO 08631638	-84.02	1,000.00
09-Jun-2022	POS	1306 08JUN22, WWW.PLANNING.CO, BRISTOL GB	-148.20	1,084.02
09-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/06/22 0839, PH737VTI1HME362U00	208.50	1,232.22
09-Jun-2022	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 09/06/22 0844, PH737VTI1HME4LAU00, RE	23.72	1,023.72
08-Jun-2022	D/D	VIRGIN MEDIA PYMTS, 750322001001	-48.00	1,000.00
08-Jun-2022	D/D	SGC, 61906704	-798.00	1,048.00
08-Jun-2022	D/D	SGC, 61571100	-259.00	1,846.00
08-Jun-2022	D/D	INTY LTD, 3MQFKS7	-89.22	2,105.00
08-Jun-2022		FROM 08631638	1,159.47	2,194.22
08-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/06/22 0849, PH737VTI1HMDY2U000	34.75	1,034.75
07-Jun-2022	D/D	ALLSTAR, 299091	-658.94	1,000.00
07-Jun-2022		FROM 08631638	358.94	1,658.94
07-Jun-2022	BAC	DADSV DADS LTD, 2022-23-036 DVD, FP 07 /06/22 1500, 00152242632BHQRWYQ	300.00	1,300.00
06-Jun-2022		TO 08631638	-932.02	1,000.00
06-Jun-2022	BAC	PUBLIC SECTOR DEPO, 0134870001PI	550.48	1,932.02
06-Jun-2022	POS	1306 02JUN22, AMZNMKTPLACE, AMAZON. CO, AMAZON.CO.UK GB, REFUND	8.99	1,381.54
06-Jun-2022	DPC	SWYD UNITED AFC, 2022-23-007, VIA MOBILE - LVP	172.80	1,372.55
06-Jun-2022	BAC	FALKINDER CM, 2022 23 045, FP 01/06/22 2013, 672111633102106001	75.00	1,199.75
06-Jun-2022	BAC	CHEEKY PANCAKES BR, 1ST MARKET, FP 04 /06/22 1031, 300000000949154042	60.00	1,124.75
06-Jun-2022	BAC	BUDDING S, SCOTT BUDDING30MAY, FP 02 /06/22 0844, 806435654480206001	30.00	1,064.75

06-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 06/06/22 0842, PH737VTI1HMDGA1000	34.75	1,034.75
01-Jun-2022		TO 08631638	-387.26	1,000.00
01-Jun-2022	D/D	SCREWFIX DIRECT LT, 6331640020677746	-563.44	1,387.26
01-Jun-2022	D/D	IRIS BUSINESS SOFT, IBSL-66678-63	-13.68	1,950.70
01-Jun-2022	POS	1306 31MAY22 C, ASDA SUPERSTORE, PATCHWAY GB	-26.44	1,964.38
01-Jun-2022	POS	1306 31MAY22 C, ASDA STORES 5150, PATCHWAY GB	-30.31	1,990.82
01-Jun-2022	BAC	PATCHWAY SPORTS &, GROUND RENT, FP 01/06/22 0405, 400000000948953667	986.38	2,021.13
01-Jun-2022	BAC	STRIPE PAYMENTS UK, STRIPE, FP 01/06/22 0839, PH737VTI1HMD86QY00	34.75	1,034.75
Opening balance				1,000.00
Totals			-728,484.82	728,553.82

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Asda	06-22-038	30.31		Asda-Food for jubilee
01/06/2022	Asda	06-22-039	26.44		Asda-Food for jubilee
01/06/2022	IRIS	06-22-073	13.68		1841-Monthly Auro-enrol
01/06/2022	TRADE UK	06-22-040	563.44		1823-Misc maintenance items
06/06/2022	Amazon	REFUND	-8.99		P/Ledger Electronic Payment
07/06/2022	ALLSTAR	06-22-042	658.94		1825-Motor fuel
08/06/2022	South Gloucestershire Council	Std Ord	259.00		SGC-Scott Park Rates 22/23
08/06/2022	South Gloucestershire Council	Std Ord	798.00		SGC-Callicroft Rates 22/23
08/06/2022	INTY LTD	06-22-043	89.22		1826-Monthly charge
08/06/2022	Virgin Media Business	06-22-046	48.00		1827-Monthly broadband charge
09/06/2022	Planning portal	06-22-047	148.20		Planning Quest Limited
13/06/2022	QR Code Generator	06-22-048	52.68		QR Code Generator
14/06/2022	Max Spielman	06-22-049	4.50		Max Spielman-Poster & banner
14/06/2022	Asda	06-22-050	33.90		Asda-Civic
15/06/2022	Natwest	06-22-051	70.15		Natwest Bankline
15/06/2022	EE Limited	06-22-052	77.24		1828-Monthly phone charge
16/06/2022	WH Smith	06-22-053	41.14		WH Smith-Popper wallets
16/06/2022	Amazon	06-22-054	137.84		1834-Desk flags
17/06/2022	SPAR	06-22-055	6.51		SPAR-SP bags
17/06/2022	R Hailey	05-22-040	30.00		1769-Replace emergency plone
17/06/2022	Smith's Gloucester Ltd	05-22-056	2,646.00		1838-Refurb/Demolish Roof
20/06/2022	SPAR	06-22-058	17.80		SPAR-Water
20/06/2022	Chef & Brewer	06-22-059	1,484.91		Civic-Food
20/06/2022	SPAR	06-22-060	9.27		SPAR-SP Bags, etc.
20/06/2022	Cash-Holding deposit Civic Din	06-22-079	200.00		Cash-Holding deposit Civic Din
21/06/2022	Total Gas and Power	05-22-071	134.84		1839-Gas PTC May 2022
21/06/2022	Total Gas and Power	05-22-072	21.81		1840-Gas Callicroft May 2022
22/06/2022	Staff Salaries - June 2022	06-22-28/3	10,890.11		Staff Salaries - June 2022
23/06/2022	IRIS	05-22-073	13.68		1824-Auto enrolment-Monthly
24/06/2022	Dave Bradley	06-22-008	840.00		Maquee hire-Jubilee
24/06/2022	Forever Diamond	06-22-009	400.00		Tribute artist-patchway festiv
24/06/2022	Gary Millard	06-22-010	189.63		Photography-Jubilee event
24/06/2022	Liam REXworthy	06-22-013	255.00		Disconnect x3 Portcabins-Scott
24/06/2022	Mini Concerts C.I.C	06-22-016	857.50		Plat Jubilee-Special performan
24/06/2022	RSVP Music	06-22-020	550.00		RSVP Bahngra 3 performer show
24/06/2022	Snack Attacks	06-22-022	531.70		Buffet lunch June
24/06/2022	Snack Attacks	06-22-023	74.25		Buffet sales
24/06/2022	Steve Sollars	06-22-024	200.00		12hr medic cover-Jubilee
24/06/2022	Tim Rabbitt	06-22-026	150.00		Jubilee celebration music
24/06/2022	HMRC PAYE/NI Due	06-22-034	4,120.38		HMRC PAYE/NI Due
24/06/2022	Avon Pension Due	06-22-35	2,760.22		Avon Pension Due
24/06/2022	South Glos Playscheme	06-22-028	5,000.00		South Glos Playscheme Grant
24/06/2022	DCK Accounting Solutions Ltd	05-22-005	630.00		1806-Year end accounts 21/22
24/06/2022	Melhuish & Saunders Building C	06-22-014	135,200.89		1810-Pavilion certificate no.3
24/06/2022	The Bush Consultancy	06-22-025	2,010.00		1816-NSPPav architectural serv
24/06/2022	W&N Adams Limited	06-22-027	18,185.47		1817-Park street lighting x 6
24/06/2022	Churches Fire	06-22-005	46.20		1805-Site extinguisher service

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2022	Pro Structures	06-22-018	630.00		1813-Structural engineering
24/06/2022	AUDITING SOLUTIONS LTD	06-22-001	552.00		P/Ledger Electronic Payment
24/06/2022	E W Beard LTD	06-22-002	16,454.89		P/Ledger Electronic Payment
24/06/2022	Churches Fire	06-22-004	87.41		1804-Site extinguisher service
24/06/2022	Pro Structures	06-22-019	540.00		1814-Structural engineer serv.
24/06/2022	E W Beard LTD	06-22-003	211,545.11		180.-Patchway comm centre
24/06/2022	IRIS	06-22-011	313.20		1808-Annual licence fee
24/06/2022	Royds Withy King LLP	06-22-021	260.40		1815-PTC v EBeard Prof. fee
24/06/2022	DCK Accounting Solutions Ltd	06-22-007	322.50		1818-Accounts support 31May
24/06/2022	Keymaster Bristol	06-22-012	186.00		1809-Replacement key
24/06/2022	Prolific Solutions South West	06-22-017	335.40		1812-Copier charge
24/06/2022	Melrose Associates	06-22-015	3,057.50		1811-NSPPav admin services
24/06/2022	AUDITING SOLUTIONS LTD	REFUND	-552.00		P/Ledger Electronic Payment
27/06/2022	Amazon	06-22-074	68.98		1842-Mens safety boots
27/06/2022	South Gloucestershire Council	06-22-075	250.00		1843-Lease rent phase 1-Connis
28/06/2022	Total Gas and Power	06-22-076	457.94		1844-Elecc Sports Pav May 22
28/06/2022	Total Gas and Power	06-22-077	37.72		1845-Elec Rodway May 22
28/06/2022	Total Gas and Power	06-22-078	191.92		1846-Elec Callicroft May 22
30/06/2022	Bank charge payable	CHRG	29.75		Bank charge payable
Total Payments			425,268.58		

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Current Bank A/c

Cash Received between 01/06/2022 and 30/06/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/06/2022	3G Pitch Hire - Stripe	STRIPE	3G Pitch Hire - Stripe	36.00
06/06/2022	3G Pitch Hire - Stripe	STRIPE	3G Pitch Hire - Stripe	36.00
08/06/2022	3G Pitch Hire - Stripe	STRIPE	3G Pitch Hire - Stripe	36.00
09/06/2022	3G Pitch Hire - Stripe	Stripe	3G Pitch Hire - Stripe	25.00
09/06/2022	3G Pitch Hire - Stripe	Stripe	3G Pitch Hire - Stripe	-25.00
15/06/2022	3G Pitch Hire - Stripe	STRIPE	3G Pitch Hire - Stripe	36.00
22/06/2022	3G Pitch Hire - Stripe	Stripe	3G Pitch Hire - Stripe	72.00
27/06/2022	3G Pitch Hire - Stripe	Stripe	3G Pitch Hire - Stripe	36.00
20/06/2022	Addpace Classics	BACS	Addpace -Golf club deposit	100.00
30/06/2022	Bank interest receivable	Credit	Bank interest receivable	16.39
13/06/2022	Bruce Bassington	22-23-055	Bruce Bassington-Com Fair Fee	12.00
23/06/2022	CCLA Deposit Fund	TFR	CCLA Deposit Fund	300,000.00
06/06/2022	CCLA Deposit Fund Interest	Credit	CCLA Deposit Fund Interest	550.48
06/06/2022	Cheeky Pancakes - Pitch fee	BACS	Cheeky Pancakes - Pitch fee	60.00
30/06/2022	Cheeky pancakes-Pitch	BACS	Cheeky pancakes-Pitch	185.00
07/06/2022	Ciaran O'Reilly	22-23-036	Ciaran-3G Pitch hire	300.00
06/06/2022	Deja Brew- Pitch Fee	22-23-045	Deja Brew- Pitch Fee	75.00
21/06/2022	I Scream Tacos	22-23-039	I Scream Tacos-Fair fee	120.00
20/06/2022	Jane Mawer	22-23-050	Jane Mawer-Comm Fair fee	12.00
09/06/2022	Nathan Leppier-3g pitch hire	Stripe	Nathan Leppier-3g pitch hire	210.00
09/06/2022	Neighbours Nursery-Fair pitch	22-23-054	Neighbours Nursery-Fair pitch	12.00
21/06/2022	Outstanding Services Ltd	22-23-063	Outstanding Services-Fair fee	50.00
01/06/2022	Patchway Sports Ground Rent	BACS	Patchway Sports Ground Rent	986.38
09/06/2022	Paul Wright	22-23-052	Paul Wright-Comm Fair Pitch	12.00
29/06/2022	Pizza Adorare	22-23-072	Pizza Adorare-Pitch hire	60.00
06/06/2022	Scott Budding - 3g Pitch hire	BACS	Scott Budding - 3g Pitch hire	30.00
09/06/2022	Scott Budding - 3g Pitch hire	Stripe	Scott Budding - 3g Pitch hire	1.28
10/06/2022	Scott Budding - 3g Pitch hire	BACS	Scott Budding - 3g Pitch hire	30.00
17/06/2022	Scott Budding - 3g Pitch hire	BACS	Scott Budding - 3g Pitch hire	30.00
23/06/2022	Scott Budding - 3g Pitch hire	BACS	Scott Budding - 3g Pitch hire	30.00
14/06/2022	Stoke lane	22-23-004	Stoke lane-3g pitch hire	150.00
01/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-1.25
06/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-1.25
08/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-1.25

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Current Bank A/c

Cash Received between 01/06/2022 and 30/06/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
09/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-1.28
09/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-1.50
09/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-0.28
13/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-3.52
13/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-0.31
14/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-3.52
15/06/2022	Stripe Card Processing Fee	STRIPE	Stripe Card Processing Fee	-1.25
16/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-0.12
16/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-4.77
17/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-3.35
22/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-2.50
23/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-5.85
27/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-1.25
29/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-4.60
30/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-5.79
30/06/2022	Stripe Card Processing Fee	Stripe	Stripe Card Processing Fee	-0.30
06/06/2022	SWYD United-Hire main pitch	22-23-007	SWYD United-Hire main pitch	172.80
13/06/2022	Tasneem Mohamed	22-23-056	Tasneem Mohamed-Com Fiar pitch	12.00
28/06/2022	The Crumporium	22-23-040	The Crumporium-Pitch fee	60.00
13/06/2022	Vendor income	Stripe	Vendor income	108.00
30/06/2022	Vendor income	521005	Vendor income	219.00
14/06/2022	Vendor pitch hire	Stripe	Vendor pitch hire	108.00
16/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	12.00
16/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	144.00
17/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	72.00
23/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	144.00
29/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	108.00
30/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	180.00
30/06/2022	Vendor Pitch Hire	Stripe	Vendor Pitch Hire	60.00
14/06/2022	Wilkinson D	22-23-060	Wilkinson D-3G Pitch hire	30.00
21/06/2022	Wilkinson D	2022-23-06	Wilkinson D-3g pitch hire	30.00
28/06/2022	Wilkinson D	22-23-060	Wilkinson D-3G Pitch hire	30.00
Total Receipts				304,730.39

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance								
100 Income								
1076 Precept	0	408,322	816,643	408,322			50.0%	
1090 Interest Received	636	1,243	500	(743)			248.6%	
Income :- Income	<u>636</u>	<u>409,565</u>	<u>817,143</u>	<u>407,578</u>			<u>50.1%</u>	<u>0</u>
Net Income	<u>636</u>	<u>409,565</u>	<u>817,143</u>	<u>407,578</u>				
110 Establishment								
4001 Admin Salary Costs	11,188	24,926	98,644	73,718		73,718	25.3%	
4002 Groundstaff Salary Costs	7,466	34,338	116,100	81,762		81,762	29.6%	
4031 Pension Lump Sum	(883)	(2,650)	(10,600)	(7,950)		(7,950)	25.0%	
4040 Staff Travel	0	0	100	100		100	0.0%	
4060 Staff other Expenses	0	0	1,000	1,000		1,000	0.0%	
4090 Staff Training	0	0	2,000	2,000		2,000	0.0%	
4110 Bank Charges	140	279	750	471		471	37.1%	
4115 Social Media Budget	0	0	100	100		100	0.0%	
4120 Audit Fees	0	460	2,890	2,430		2,430	15.9%	
4121 Accountancy Support fees	1,063	2,138	13,000	10,863		10,863	16.4%	
4130 Professional Fees	0	325	1,000	675		675	32.5%	
4140 Legal Fees	0	500	1,000	500		500	50.0%	
4150 Subscriptions & Memberships	0	2,095	2,500	405		405	83.8%	
4160 Insurance	0	0	7,500	7,500		7,500	0.0%	
4170 Stationery & Printing	314	928	2,000	1,072		1,072	46.4%	
4180 Postage	0	0	200	200		200	0.0%	
4200 Broadband	40	80	550	470		470	14.5%	
4210 Mobile Telephone	64	217	600	383		383	36.1%	
4220 IT Services & Software	411	919	4,500	3,581		3,581	20.4%	
4230 Equipment	0	404	2,500	2,096		2,096	16.2%	
Establishment :- Indirect Expenditure	<u>19,803</u>	<u>64,958</u>	<u>246,334</u>	<u>181,376</u>	<u>0</u>	<u>181,376</u>	<u>26.4%</u>	<u>0</u>
Net Expenditure	<u>(19,803)</u>	<u>(64,958)</u>	<u>(246,334)</u>	<u>(181,376)</u>				
120 Civic/Democratic								
4310 Councillor's Training	0	150	500	350		350	30.0%	
4340 Civic Fund	2,217	2,609	1,500	(1,109)		(1,109)	173.9%	
4341 Queens Platinum Jubilee	3,244	14,541	11,200	(3,341)		(3,341)	129.8%	
4345 Local Council Award Scheme	0	0	75	75		75	0.0%	
4350 Elections	0	0	3,000	3,000		3,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5910 Transfer from EMR	(1,500)	(1,500)	0	1,500		1,500	0.0%	
Civic/Democratic :- Indirect Expenditure	3,961	15,800	16,275	475	0	475	97.1%	0
Net Expenditure	(3,961)	(15,800)	(16,275)	(475)				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	0	0	400	400			0.0%	
Callicroft House :- Income	0	0	400	400			0.0%	0
4235 Property Security\Caretaking	0	0	600	600		600	0.0%	
4240 Property Maintenance	380	2,776	4,500	1,724		1,724	61.7%	
4245 Janitorial	8	201	100	(101)		(101)	201.4%	
4410 Rates	798	2,398	8,250	5,852		5,852	29.1%	
4430 Utilities	332	1,835	5,000	3,165		3,165	36.7%	
Callicroft House :- Indirect Expenditure	1,518	7,211	18,450	11,239	0	11,239	39.1%	0
Net Income over Expenditure	(1,518)	(7,211)	(18,050)	(10,839)				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	0	0	1,200	1,200			0.0%	
Casson Centre :- Income	0	0	1,200	1,200			0.0%	0
4235 Property Security\Caretaking	0	0	350	350		350	0.0%	
4240 Property Maintenance	39	63	4,500	4,437		4,437	1.4%	
4410 Rates	0	0	1,700	1,700		1,700	0.0%	
4430 Utilities	36	208	1,000	792		792	20.8%	
Casson Centre :- Indirect Expenditure	74	271	7,550	7,279	0	7,279	3.6%	0
Net Income over Expenditure	(74)	(271)	(6,350)	(6,079)				
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,325	20,325			0.0%	
Burials :- Income	0	0	20,325	20,325			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	17,520	17,520		17,520	0.0%	
4511 AJBC Other Costs (50%)	0	0	4,605	4,605		4,605	0.0%	
Burials :- Indirect Expenditure	0	0	22,125	22,125	0	22,125	0.0%	0
Net Income over Expenditure	0	0	(1,800)	(1,800)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Capital and Projects</u>								
1100 CIL Payment	0	13,384	0	(13,384)			0.0%	
1700 Grants & Donation Received	0	360,414	0	(360,414)			0.0%	
Capital and Projects :- Income	<u>0</u>	<u>373,798</u>	<u>0</u>	<u>(373,798)</u>				<u>0</u>
9010 Casson Centre Roof	315	315	0	(315)		(315)	0.0%	
Capital and Projects :- Direct Expenditure	<u>315</u>	<u>315</u>	<u>0</u>	<u>(315)</u>	<u>0</u>	<u>(315)</u>		<u>0</u>
5900 Transfer to EMR	21,567	1,090,905	0	(1,090,905)		(1,090,905)	0.0%	
5910 Transfer from EMR	(342,049)	(844,723)	0	844,723		844,723	0.0%	
9001 3G and Cricket Nets Redevelopm	0	1,600	0	(1,600)		(1,600)	0.0%	
9008 NSP Pavilion	118,588	326,067	0	(326,067)		(326,067)	0.0%	
9009 Patchway CC Redevelopment	186,424	196,859	0	(196,859)		(196,859)	0.0%	
9014 Major Projects	15,155	29,916	402,140	372,224		372,224	7.4%	
Capital and Projects :- Indirect Expenditure	<u>(315)</u>	<u>800,623</u>	<u>402,140</u>	<u>(398,483)</u>	<u>0</u>	<u>(398,483)</u>	<u>199.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(427,140)</u>	<u>(402,140)</u>	<u>25,000</u>				
Finance :- Income	636	783,362	839,068	55,706			93.4%	
Expenditure	25,356	889,177	712,874	(176,303)	0	(176,303)	124.7%	
Movement to/(from) Gen Reserve	<u>(24,719)</u>	<u>(105,815)</u>						

	Actual Current Mth	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	0	0	2	2			0.0%	
Patchway :- Income	0	0	2	2			0.0%	0
Net Income	0	0	2	2				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	0	0	1	1			0.0%	
Coniston :- Income	0	0	1	1			0.0%	0
4610 Ground Rent	250	250	1,000	750		750	25.0%	
4620 PWLB Repayment	0	8,705	21,757	13,052		13,052	40.0%	
Coniston :- Indirect Expenditure	250	8,955	22,757	13,802	0	13,802	39.4%	0
Net Income over Expenditure	(250)	(8,955)	(22,756)	(13,801)				
<u>320 Rodway Road</u>								
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
5320 Christmas Decoration	0	0	3,000	3,000		3,000	0.0%	
5330 Planter and Tree Maintenance	139	229	750	521		521	30.5%	
Rodway Road :- Indirect Expenditure	139	229	4,750	4,521	0	4,521	4.8%	0
Net Expenditure	(139)	(229)	(4,750)	(4,521)				
<u>330 Charlton Hayes</u>								
4230 Equipment	0	0	1,500	1,500		1,500	0.0%	
5320 Christmas Decoration	0	0	2,500	2,500		2,500	0.0%	
Charlton Hayes :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
<u>340 The Parade</u>								
5320 Christmas Decoration	0	0	2,000	2,000		2,000	0.0%	
5350 Street Scene Enhancement	0	0	1,500	1,500		1,500	0.0%	
The Parade :- Indirect Expenditure	0	0	3,500	3,500	0	3,500	0.0%	0
Net Expenditure	0	0	(3,500)	(3,500)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Youth & Community</u>								
4710 Patchway Youth Work	5,000	5,000	0	(5,000)		(5,000)	0.0%	
4868 Monthly Newsletter	0	0	200	200		200	0.0%	
4869 Youth Development	0	560	15,000	14,440		14,440	3.7%	
Youth & Community :- Indirect Expenditure	<u>5,000</u>	<u>5,560</u>	<u>15,200</u>	<u>9,640</u>	<u>0</u>	<u>9,640</u>	<u>36.6%</u>	<u>0</u>
Net Expenditure	<u>(5,000)</u>	<u>(5,560)</u>	<u>(15,200)</u>	<u>(9,640)</u>				
<u>410 GRANTS</u>								
4600 Grants Paid	0	0	10,000	10,000		10,000	0.0%	
4605 Grants - Community Centres	0	0	6,000	6,000		6,000	0.0%	
GRANTS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>16,000</u>	<u>16,000</u>	<u>0</u>	<u>16,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(16,000)</u>	<u>(16,000)</u>				
<u>500 Scott Park</u>								
1450 Vendor/Events Income	1,971	2,599	0	(2,599)			0.0%	
1510 Sports Income	144	1,290	7,500	6,210			17.2%	
1520 3G Sports Facility Income	1,080	3,279	15,000	11,721			21.9%	
1525 Cricket Net Facility Income	0	1,350	0	(1,350)			0.0%	
Scott Park :- Income	<u>3,195</u>	<u>8,518</u>	<u>22,500</u>	<u>13,982</u>			<u>37.9%</u>	<u>0</u>
4160 Insurance	0	1,844	2,000	156		156	92.2%	
4235 Property Security\Caretaking	0	555	1,500	945		945	37.0%	
4240 Property Maintenance	78	1,614	2,500	886		886	64.6%	
4245 Janitorial	0	194	100	(94)		(94)	193.5%	
4410 Rates	259	782	2,675	1,893		1,893	29.2%	
4430 Utilities	382	2,018	1,500	(518)		(518)	134.5%	
4650 CCTV	0	0	1,000	1,000		1,000	0.0%	
4930 Petrol and Diesel	549	1,248	1,500	252		252	83.2%	
4935 Machinery Repair	0	0	2,000	2,000		2,000	0.0%	
4940 Maintenance - Machinery	0	2,317	2,000	(317)		(317)	115.8%	
4945 Maintenance - Sports Facilitie	101	1,175	11,500	10,325		10,325	10.2%	
4950 Machinery & Tools	0	139	500	361		361	27.8%	
4965 Maintenance - Play Equipment	0	693	2,000	1,307		1,307	34.7%	
4970 Fencing	0	875	1,500	625		625	58.3%	
4975 Skip	1,890	3,780	13,860	10,080		10,080	27.3%	
4991 Stripe charge	43	87	0	(87)		(87)	0.0%	
4992 Scott Park Tree Maintenance	0	0	1,250	1,250		1,250	0.0%	
4995 Staff Uniform	69	718	500	(218)		(218)	143.5%	
4997 Sports Equipment	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4998 Access Gates	0	0	2,000	2,000		2,000	0.0%	
4999 Portable Changing Rooms	255	1,757	9,000	7,243		7,243	19.5%	
Scott Park :- Indirect Expenditure	<u>3,625</u>	<u>19,795</u>	<u>59,385</u>	<u>39,590</u>	<u>0</u>	<u>39,590</u>	<u>33.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(430)</u>	<u>(11,277)</u>	<u>(36,885)</u>	<u>(25,608)</u>				
<u>510 Sports and Social Club</u>								
1500 Social Club Income	986	2,959	11,840	8,881			25.0%	
Sports and Social Club :- Income	<u>986</u>	<u>2,959</u>	<u>11,840</u>	<u>8,881</u>			<u>25.0%</u>	<u>0</u>
Net Income	<u>986</u>	<u>2,959</u>	<u>11,840</u>	<u>8,881</u>				
<u>600 Allotments</u>								
1440 Allotment Rents	0	0	2,500	2,500			0.0%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4430 Utilities	0	0	250	250		250	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	0	30	30			0.0%	
Tumps and BMX Track :- Income	<u>0</u>	<u>0</u>	<u>30</u>	<u>30</u>			<u>0.0%</u>	<u>0</u>
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	0	190	250	60		60	75.9%	
5334 Improvement Fund	0	2,860	3,000	140		140	95.3%	
Tumps and BMX Track :- Indirect Expenditure	<u>0</u>	<u>3,050</u>	<u>3,750</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>81.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(3,050)</u>	<u>(3,720)</u>	<u>(670)</u>				
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	0	8,544	8,000	(544)		(544)	106.8%	
5334 Improvement Fund	0	2,262	2,500	238		238	90.5%	
Play Area :- Indirect Expenditure	<u>0</u>	<u>10,855</u>	<u>10,600</u>	<u>(255)</u>	<u>0</u>	<u>(255)</u>	<u>102.4%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(10,855)</u>	<u>(10,600)</u>	<u>255</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>720 Open Spaces Administration</u>								
5300 Litter Bins	0	0	875	875		875	0.0%	
5320 Christmas Decoration	0	0	15,000	15,000		15,000	0.0%	
5330 Planter and Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
5340 Outside Area Maintenance/Biodi	0	1,929	5,000	3,071		3,071	38.6%	
Open Spaces Administration :- Indirect Expenditure	0	1,929	21,875	19,946	0	19,946	8.8%	0
Net Expenditure	0	(1,929)	(21,875)	(19,946)				
<u>800 Street Furniture & transport</u>								
5333 Signage Repair/Replace	0	0	500	500		500	0.0%	
5450 Street Cleaning Supplies	0	139	500	361		361	27.8%	
Street Furniture & transport :- Indirect Expenditure	0	139	1,000	861	0	861	13.9%	0
Net Expenditure	0	(139)	(1,000)	(861)				
Parks & Open Spaces :- Income	4,181	11,477	36,873	25,396			31.1%	
Expenditure	9,014	50,511	163,067	112,556	0	112,556	31.0%	
Movement to/(from) Gen Reserve	(4,833)	(39,034)						
Grand Totals:- Income	4,818	794,839	875,941	81,102			90.7%	
Expenditure	34,370	939,688	875,941	(63,747)	0	(63,747)	107.3%	
Net Income over Expenditure	(29,552)	(144,849)	0	144,849				
Movement to/(from) Gen Reserve	(29,552)	(144,849)						

Payments for July 2022

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
AJ Mowers	Hire of Toro Mower - 2 Weeks.	£ 650.00	£ 130.00	£ 780.00	07-22-001
Avon Local Council's Association	VAT Training for Clerk.	£ 30.00	£ -	£ 30.00	07-22-002
Bowcom	Line Marker.	£ 210.00	£ 42.00	£ 252.00	07-22-003
Blakeney Road Allotments	Electric Recharge.	£ 207.65	£ 10.38	£ 218.03	07-22-004
Bradley Stoke YFC	Hire Fee Refund.	£ 30.00	£ -	£ 30.00	07-22-005
Brosch	Black Refuse Sacks.	£ 139.00	£ 27.80	£ 166.80	07-22-006
Coniston Community Association	Jubilee Event - Refreshment Refund.	£ 16.09	£ -	£ 16.09	07-22-007
Gary Millard	Twinning Photography and Logo re-make.	£ 97.13	£ -	£ 97.13	07-22-008
GB Sports and Leisure	Finger Plate for Zip Wire.	£ 36.00	£ 7.20	£ 43.20	07-22-009
Gordon Playground Inspections	Operational Inspections - May 2022.	£ 540.00	£ 108.00	£ 648.00	07-22-010
Insight Security	3G Roller Barrier.	£ 11,049.32	£ 2,209.86	£ 13,259.18	07-22-011
Lister Wilder	Hire of Mower - Two Weeks.	£ 665.00	£ 133.00	£ 798.00	07-22-012
Melhuish and Saunders	NSP Pavilion - Valuation 4.	£ 80,656.55	£ 16,131.31	£ 96,787.86	07-22-013
Melrose Associates	NSP Pavilion - Contract Administration.	£ 2,590.00	£ -	£ 2,590.00	07-22-014
Mini Concerts	Jubilee Event - Solo Singer.	£ 149.00	£ -	£ 149.00	07-22-015
Murray Hire Centre	Stihl Strimmer.	£ 383.33	£ 76.67	£ 460.00	07-22-016
Prolific Solutions	Printing Costs - June 2022.	£ 131.57	£ 26.31	£ 157.88	07-22-017
Pro Structures	NSP Pavilion - Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	07-22-018
Pro Structures	NSP Pavilion - Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	07-22-019
PSS LTD	Play Area Training and Exam.	£ 910.00	£ 160.00	£ 1,070.00	07-22-020
Raycox Turf LTD	Topsoil and Turf.	£ 160.80	£ 32.16	£ 192.96	07-22-021
Select Security Solutions	Call out X3.	£ 192.00	£ 38.40	£ 230.40	07-22-022
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-023
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-024
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-025
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-026
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-027
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-028
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-029
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-030
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-031
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-032
South Gloucestershire Council	Casson Centre Rates 22/23.	£ 1,521.95	£ -	£ 1,521.95	07-22-033
The Bush Consultancy	NSP Pavilion - Architect.	£ 1,675.00	£ 335.00	£ 2,010.00	07-22-034
Thornbury Autocentre	Service on Truck.	£ 494.76	£ 98.96	£ 593.72	07-22-035
Win Williams	Reimbursement for Jubilee Bunting.	£ 30.00	£ -	£ 30.00	07-22-036
Wybone	Dog Waste Bags.	£ 53.49	£ 10.70	£ 64.19	07-22-037
Zurich Municipal	Main Insurance Policy 2022/23.	£ 7,105.83	£ -	£ 7,105.83	07-22-038
Zurich Municipal	Insurance Policy - Hire Cover (1 Year).	£ 96.77	£ -	£ 96.77	07-22-039
	Total for July 2022	£112,656.44	£20,144.75	£132,801.19	

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

Pedestrian Sweeper Cost Analysis

In 2021, Patchway Town Council contracted South Gloucestershire Council to carry out a trial run of the pedestrian sweeper. This sweeper was impressive and the work that was carried out really did make a difference. However, South Gloucestershire Council only have the capacity to focus on one area of Patchway per month due to the machine being the only one within the Local Authority.

Option A – South Gloucestershire Council.

£36.75 per hour – Each route takes 6 hours = £220.50 per route.

South Gloucestershire Council are proposing 15 visits to cover the whole of Patchway, once every four weeks. This would mean that the whole of Patchway would have a sweeper visit once a month for 15 months to cover the Town. This does not include repeat cleaning in any of their proposed zone.

The cost per 15 months for this is £3307.50.

Option B – PTC Hire Their Own Pedestrian Sweeper.

Patchway Town Council could hire their own sweeper as and when work is needed to be done. This means that a member of Town Council staff would need to be trained in safe operation of the machine and a full risk assessment had been carried out. The machine would be up to 60L capacity and would run on petrol.

Click on the quotation price to see the machine.

- [National Tool Hire - £327.08 per week.](#)
- [Martin Plant Hire - £185.00 per week.](#)
- [Cleaning Equipment Services - £140 per week.](#)

Option C – PTC Purchase Their Own Pedestrian Sweeper

Click on the quotation price to see the machine.

- [Viking Direct - £3984.00](#)
- [Bradfor's Building Supplies - £2910.95](#)
- [Travis Perkins - £3,908.08](#)

At the meeting of Patchway Town Council in June, they referred this to the Personnel Committee to look into the manning hours of the machine. It was agreed that the Council, at present, could man it for up to 2 days a week. However, the employment of a part-time Environmental Operative could increase this to three full days a week. It was also considered that another full time Environmental Operative, that also has cleansing duties, would be beneficial to Patchway. It is the recommendation of the Personnel Committee that Patchway Town Council employs a Full-Time Environmental Operative rather than a part-time role. This salary could be transferred from the café staff salary, due to the Council outsourcing this provision.



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

Town Clerk and Responsible Finance Officer's Report

The Purchase of Outdoor Machinery

Patchway Town Council currently has three 'ride-on mowers' which are used to cut the different areas within the Town Council's remit in Patchway. These mowers are as below:

Machine Name	Machine Registration	Machine Hours - June
Ransomes 6010 (Bat Wing)	WX14 CJO	11,013
Ransomes HR300 (Rotary)	WX17 CLF	477.6
Ransomes HR2250 (Cylinder)	WX61 7786	7,786.

The Ransomes 6010 is used the most to cut large areas such as Scott Park and The Tumps.

The Ransomes HR300 is used for small area mowing such as verges.

The Ransomes HR2250 is used just for the outfield in Scott Park.

The mowers have not been maintained at an acceptable level and now we are using them how they should be, they cannot cope and have become defunct. The 6010 mower has an engine failure and does not cut evenly. The HR300 has had a long-standing hydraulic issue and is in for a repair and investigation. The HR2250 is fine for what it is needed for.

At the Council meeting in June, the Council wanted to look into options of tractors with attachments as well as mowers. The Clerk consulted with the Ground Staff on this decision and they had raised concerns over the use of the tractor. All three staff asked to speak directly to the Council, so they were invited to the Personnel Committee to tell of their concerns.

They were concerned that the use of a tractor would not be suitable for all areas and appreciated that the idea was good for areas such as Scott Park but not the other grass areas. They stated that a tractor with attachments would be a good long-term aspiration but they would prefer to use mowers for their work.

In light of this, the Clerk obtained quotations for mowers and tractors with attachments. The quotes are appended to this report. The Council are awaiting a quotation from Lister Wilder.

It is the recommendation of the Personnel Committee that a Toro ZMaster® 7500 Mower is purchased on a hire purchase option as per the quotation from AJ Mowers. The Clerk will ensure the issues with the HR300 are rectified and that a budget for tractor attachments are added to the budget for next year.



**Groundcare Machinery Specialist
Sales - Service - Parts**

Our Ref: AJM/NS063022

Date; 30th June 2022

Callicroft House
150 Rodway Road,
Bristol
BS34 5DQ

For the attention of Mr. Jack Turner

Dear Mr. Turner.

Following our recent conversation, we have pleasure in quoting you for the attached machines as requested. We have listed a few different options and they are priced / financed individually to allow the council to choose the package that best suits you.

These quotations include the key specification of the machines, features, accessories and any optional extra's as required.

All new Toro Cylinder mowers are supplied with 2 years manufacturer's warranty and all Toro ZMaster machines are supplied with 5 years, 2000 hours warranty and the Farmtrac range comes with 3 years' limited warranty. The machines will come with a full pre-delivery inspection, Full operator installation and operators and parts manuals.

This quotation is subject to manufacturers price increase and VAT at current rate.

This quotation is valid for 10 days from the date of this letter

We hope that this quotation meets with your approval and if you require further assistance, please do not hesitate to contact me on mobile number 07392 948439 or Email sales@ajmowers.co.uk

Yours sincerely
A J Mowers

Nigel Stacey.
Sales director



**Groundcare Machinery Specialist
Sales - Service - Parts**

1 no. Toro ZMaster® 7500 Mower *New*



KEY SPECIFICATIONS:

- 37 hp Yanmar® liquid cooled Stage 5 compliant turbo diesel engine
- 1"-6" Height of Cut
- Wide variety of Optional Accessories
- Guardian® Recycler® Cutting Decks

KEY MODEL FEATURES:

- PTO shaft-driven mower deck
- High-strength 7 gauge welded steel decks
- Industry's toughest spindle assembly
- Direct drive hydro transmission with a wet disc clutch
- Zero turn steering for increased mowing productivity
- Manoeuvrability around obstacles and quick turning
- Mow/transport speed around 21 km/h (13 mi/h)
- High ground clearance - able to climb an 20 cm (8") curb
- Low centre of gravity for improved hillside stability
- 5-year 2000 Hour limited warranty

WITH ACCESSORIES:

- | | |
|--|---|
| <input type="checkbox"/> Rear Segmented Grooming Broom | <input type="checkbox"/> Leaf Mulching Kit |
| <input type="checkbox"/> Atomic® Mulching Blade | <input type="checkbox"/> Rear Quick Attach System |
| <input type="checkbox"/> Rear Debris Blower | |

Nett Price:

£23,400.00 + VAT

60" rear discharge Turbo-Force cutting deck

INCLUDED OPTIONAL ACCESSORIES:

**LED Flashing beacon kit
Number plate**



Groundcare Machinery Specialist Sales - Service - Parts

1 no. Toro LT2240 Mower *New*



KEY SPECIFICATIONS:

- Compact in size
- Compact transport width 52" (1300mm)
- Kubota® 18.7 kW (24.8 hp) diesel engine Stage 5 compliant
- 212 cm (83.5") width of cut
- CrossTrax 4WD Transmission System
- Outstanding service access for detailed maintenance
- Overheat Protection System
- Limited lift in reverse
- Cutting unit options for all cutting conditions

KEY MODEL FEATURES:

- The new LT2240 has been designed to provide the solution to mowing operations in areas of restricted access and limited manoeuvrability. The LT2240 is ideally suited to applications where narrow access, gates and bollards prove to be an issue but with a cutting width of 212cm (83.5") and independent cutter head lift, productivity remains at its optimum. The LT2240 features the current, proven Mk3 200mm (8") cutting units in numerous blade configurations, providing flexibility to suit the mowing environment. The new OPS (Overheat Protection System) and optional LSDL (Limited Slip Diff Lock) also feature on this product.
- The LT2240 provides access into the most confined environments, whether it is through gates, bollards or for transport on trailers or within vans - overcoming the need for a commercial license, the LT2240 provides the ideal solution for mowing applications such as schools, caravan parks and cemeteries.
- The LT2240 features a new dual screen air-intake system designed to ensure optimum engine cooling and performance.
- The LT2240 is unrivalled when it comes to service access.
- With the changing climates and the operator being required to spend more time in the seat, the LT2240 has been developed with their comfort and requirements at the forefront.
- The ECM (Electronic Control Module) follows the move in technology that has become common in agricultural vehicles and provides many benefits including; Limited Lift to the Cutter units (also in reverse), on-board machine diagnostics, and also the OPS (Overheat Protection System). This system provides both a visual and audible warning to the operator of a potential overheat, followed by shut-down of the cutter units. Operation resumes once the engine temperature falls to within operating parameters.
- Featuring the new LSDL system (Limited Slip Diff Lock), this optional addition provides added versatility and traction in extreme conditions.

Nett Price:

£41,460.00 + VAT



Groundcare Machinery Specialist
Sales - Service - Parts

1 no. Toro LT3340 Mower *EX DEMONSTRATOR*



KEY SPECIFICATIONS:

- Kubota® 4-cylinder 26kW (35hp) Diesel indirect injection water cooled diesel
- 4WD Hydrostatic with diff lock
- Ground Speed 0 – 25km/h (15 mph)
- Heavy Duty Mk.3 200mm (8”) or 250mm (10”) Reels Available in 4, 6, 8 & *10-Blade Configurations
- Cutting Width up to 212cm (83.5”)
- Fuel Capacity of 45.7 Litres (10 Gal) – provides a full day operation
- Stability at 20 degrees (measured in accordance with EN836)
- Weight 1,280kg (2,822lbs)
- 2 Years Limited Warranty

*10-Blade only available on 200mm (8”) reels.

KEY MODEL FEATURES:

- Designed to meet the demanding needs of the commercial turf-care market. The new Toro LT3340 has been developed to capture the required elements of durability, strength and performance to ensure a productive and efficient mowing operation.
- Tilting platforms and large wide opening engine covers continue to feature on the new LT, helping to maintain reduced running costs and improved profitability through easier and clearer access to all the main service items.
- With the optional full weather cab, the LT3340 offers high levels of operator comfort in all weather extremes. With a heater / blower offered as standard or the optional air-conditioning and a choice of high-quality seats, the LT will keep you cool and comfortable all year round.



Groundcare Machinery Specialist
Sales - Service - Parts

- Designed from the start for the commercial mowing market. Whether it's municipal mowing in parks and road-side verges or private establishments, such as caravan parks or schools.
- The LT3340 offers the versatility, durability and performance to ensure a first-class finish, every time!

Machine specification

2018 ex-demo with only 30 hours on the clock will come with a free first 50-hour service

Nett Price:

£32,000.00 + VAT

Included optional extra's

Road legal lighting kit

Flashing beacon

Number plate



Groundcare Machinery Specialist
Sales - Service - Parts

1 No. Farmtrac FT26 HST



Key Specification

Get unmatched versatility in a compact design with the FT26 and FT26HST. These tractors are ideal for multiple applications, such as greenhouses, smallholdings, paddocks or orchards. Powered by a 24.4hp Mitsubishi diesel engine with selectable 4WD and available with a 9×3 manual transmission or a 3-range HST transmission. There's an abundance of versatility with the FT26 models.

Machine specification

- Power (HP)24.4
- Lift Capacity750kg
- Transmission Manual or HST
- Rear Linkage Cat 1
- PTO540
- Spool Valves1 DA
- 3 Years' limited warranty
- Turf Tyres
- Road legal with number plate and flashing beacon

Nett Price:

£9,500.00 + VAT



Groundcare Machinery Specialist
Sales - Service - Parts

1 No. Winton WFM180 Finishing Mower



KEY SPECIFICATIONS:

- 180cm cutting width
- Mulching kit

Nett Price:

£1,393.00 + VAT

OPTIONAL EXTRA'S

Rear roller kit for stripping

Nett Price:

£835.00 + VAT

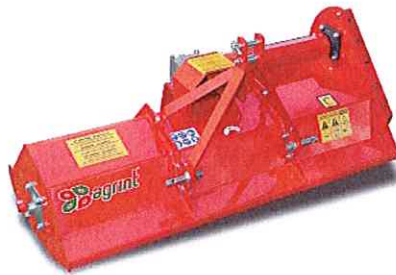


AJ Mowers



Groundcare Machinery Specialist
Sales - Service - Parts

1 No. MIST132 FLAIL MOWER



KEY SPECIFICATIONS:

- 132cm cutting width

Nett Price:

£1,043.00 + VAT



Groundcare Machinery Specialist
Sales - Service - Parts

Finance costs

The following figures are Hire purchase figures and will require the total amount of VAT to be paid with the first monthly payment.

Machine	Net cost	1 + 59 HP	Comments
Farmtrac FT26 HST C/w	£9,500.00	£185.30	Road legal inc. number plate
Turf Tyres, Front Weights			and flashing Beacon kit.
Winton WFM180 Finishing	£1,393.00	£27.17	Mower, Inc. Mulch Kit
Optional Rear roller Kit	£835.00	£16.29	for stripping
MIST132 1.32 Flail mower	£1,043.00	£20.34	
Attachment			
Toro ZMaster 7500, 60"	£23,400.00	£456.43	Flashing beacon
Rear discharge cutting deck			Number plate
			5 years-2000-hour warranty
Ex-Demo LT3340, Triple mower	£32,000.00	£624.18	Number plate
			Road legal lighting kit, 2018
			Flashing beacon
New Toro LT2240 light weight Triple mower	£41,460.00	£808.71	6 blade x 8" cutting unit

Finance figures are supplied by AG Finance.

T H WHITE GROUNDCARE

T H WHITE Ltd
Sherston Works, Knockdown,
Tetbury, Glos GL8 8QY
Telephone 01454 238181
Facsimile 01454 238772
Email groundknockdown@thwhite.co.uk
www.thwhite.co.uk

25th May 2022

Mr J. Turner
Patchway Town Council
Patchway
Bristol

Dear Mr Turner

Following your recent enquiry, please find below a detailed quotation as requested. If you should require any further information, please do not hesitate to contact me.

Quotation.

To supply:

One new Ransomes HR380 Out-front Rotary Mower

- 38HP Kubota stage v diesel engine
- 4 Wheel drive hydrostatic transmission
- Hydrostatic brakes
- Power steering
- Operator control pod with joy stick lift and lower control
- 1.52M (60") Rear discharge deck
- Individual hydraulic drive to each cutter blade
- LED Road lighting kit
- Rotating beacon
- Road registered
- Delivery late 2022/2023

£32,500.00

Option of one currently in stock, delivery 2 weeks

£28,500.00

One new Ransomes MP653XC Wide Area Rotary Mower

- 65.2hp Kubota 4 cylinder common rail stage V compliant turbo diesel engine.
- SureTrac 4 Wheel drive parallel-cross-series hydrostatic transmission
- 4 Wheel drive in reverse
- Transport speed of 15.5mph and cutting speed of 7.5mph
- ISO mounted operator platform
- Q Amp variable rate hydrostatic power steering
- Automotive display.
- Adjustable travel speeds.
- Quick select drive modes.
- Tilt Sensor Technology kit (TST)
- Tilt adjustable steering wheel
- 3.5m Width of cut
- Contour wing decks fold up within the width of front deck
- Individual lift and lower of each deck
- Electro hydraulic wing deck transport lock
- High strength Domex steel construction
- Electrically operated hydraulic weight transfer
- Suspension seat c/w lap belt
- Fingertip controls
- Folding ROPS frame
- LED Road lighting kit
- Equipment carry cage
- Road registered
- Delivery 2023

£65,000.00

Option of one new Ransomes MP653, same specifications as above except for 3.3m width of cut, one available July 2022

£61,800.00

Flexible finance available.

Please contact our Finance Manager, Faye Parsons on 07810 850189.

The above quotation is valid for 14 days, exclusive of VAT and is subject to our standard terms and conditions.

E & O E

Service and Warranty

For the items listed below prices are available on application.

Extended warranty service.

Routine Service Contract.

Maintenance Contract.

To compliment the above we have our own fleet of fully equipped mobile workshops with factory trained engineers. We operate out of three large depots carrying extensive parts stocks and modern workshop facilities.

Yours sincerely

S. Fry
Groundcare Sales
Mobile: 07774 212926

T H WHITE GROUNDCARE

T H WHITE Ltd
Sherston Works, Knockdown,
Tetbury, Glos GL8 8QY
Telephone 01454 238181
Facsimile 01454 238772
Email groundknockdown@thwhite.co.uk
www.thwhite.co.uk

1st July 2022

Mr J. Turner
Patchway Town Council
Patchway
Bristol



Dear Mr Turner

Following your recent email, please find below a detailed quotation as requested. If you should require any further information, please do not hesitate to contact me.

Quotation.

To supply:

One new Iseki SF237 OutFront mower

- 35hp, Stage V Iseki diesel engine
- 2 Pedal hydrostatic transmission
- Selectable 2 and 4wd
- Differential lock
- 60" Out front rear discharge deck
- Tool carrier cargo box
- Road lighting and road registered
- Folding ROPs frame
- 2 Years warranty

£26,800.00

5 Year Hire Purchase – Deposit of £2,311.60 plus full VAT, followed by 55 monthly payments of £462.32

Or

One ex-demonstration Iseki SF235 OutFront mower

- Same specification as above except of Stage IV Iseki diesel engine

£18,750.00

5 Year Hire Purchase – Deposit of £1,816.25 plus full VAT, followed by 55 monthly payments of £363.25

One new Iseki TM3267 compact tractor

- 24.4hp diesel engine
 - 3 Range hydrostatic transmission
 - Selectable 2 and 4 Wheel drive
 - Differential lock
 - Turf tyres
 - Mid and rear PTO's
 - 600kgs 3-point linkage lift capacity
 - 2 x Double acting spool valves
 - Folding ROPs frame
 - 4 x Front weights
 - 60" side discharge mid mounted mowing deck
- £19,000.00**

5 Year Hire Purchase – Deposit of £1,845.40 plus full VAT, followed by 55 monthly payments of £369.08

Flexible finance available.

Please contact our Finance Manager, Faye Parsons on 07810 850189.

Please note: The finance figures are calculated on the current interest rates and are liable to change. Full VAT is due with deposit.

Finance agreements subject to administration fees.

The above quotation is valid for 7 days, exclusive of VAT and is subject to our standard terms and conditions.

E & O E

Service and Warranty

For the items listed below prices are available on application.
Extended warranty service.
Routine Service Contract.
Maintenance Contract.

To compliment the above we have our own fleet of fully equipped mobile workshops with factory trained engineers. We operate out of three large depots carrying extensive parts stocks and modern workshop facilities.

Yours sincerely

S. Fry
Groundcare Sales
Mobile: 07774 212926



Mr. J Turner
Town Clerk
Patchway Town Council
Callicroft House
150 Rodway Rd
Patchway
Bristol BS34 5DQ

25th June 2022

Dear Jack

Provision of Internal Audit services

Thank you for your enquiry request for an updated quote for the continued the provision of the internal audit service to Patchway Town Council for 2022-23. I apologise for the delay in submitting this quote, but as I am sure you will appreciate I have been extremely busy at the present time with the 30th June deadline rapidly approaching.

By way of background information for the Council, whose members may have changed since our original appointment, I am the owner and director of this company, which was established to meet the requirements of the revised audit arrangements introduced with effect from the financial year beginning 1st April 2001. I have over 40 years' experience in the external audit of public sector bodies, the first 22 being spent on the audit of National Health Service clients, apart from a three-year break as Chief Internal Auditor of the Hong Kong Urban Council in the mid-1970s. Following the NHS reforms in 1990, I worked for the District Audit Service as an Audit Manager with responsibility for both Local Government District Councils and NHS bodies in Wiltshire, including management responsibility for all the parish and town councils in the last three years prior to the establishment of this company in 2002.

We provide a service nationally to over 300 councils and other bodies ranging from the very small to the largest Town Councils nationally such as Shrewsbury, Weston-super-Mare, Chippenham., Dunstable, Leighton Linlade, Thame, Witney and Abingdon-on-Thames.

We employ a number of contractors to assist with the workload, who bring a variety of skills and experience to our overall approach: details of their experience and qualifications may be found on our website (www.auditingolutions.co.uk), together with our approach to GDPR and other regulatory requirements. The audit would, should we be appointed, be allocated to one of my colleagues who lives in your area. Should you wish to seek references from any of our clients, we would be pleased to provide contact details.

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the new audit arrangements, but also to give elected members and the electorate the same high degree of assurance that was provided under the previous arrangements.

Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ
Tel: 07986 095004: E-mail anne@councilaudit.co.uk
www.auditingolutions.co.uk

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. We see it as our role not purely to sign off the Internal Audit Report in the Annual Governance and Accountability Return (AGAR), but to provide the Council with a balanced service aimed at assisting the implementation of new legislation and ensuring that the Council is able to function in the most cost effective and efficient way possible.

We believe strongly that for internal audit to be effective, it must be preventative rather than historical and, as in the past few years, generally undertake an interim and final review. Consequently, I consider that two days is required to undertake the review, sign-off the AGAR IA Certificate and prepare / issue a comprehensive report setting out the areas examined, together with any recommendations for potential improvements. Whilst we have not finally determined our fees for 2022-23, they will obviously, given the current national financial situation, have to rise on those charged in 2021-22: however, I intend to keep them at a maximum of £480 per day plus VAT giving a maximum fee of £960 for 2022-23.

Our fees are all inclusive with no hidden extras such as mileage, and, as above, we will endeavour to keep the fee commensurate with the necessary level of cover being provided to facilitate our "sign-off" of the Council's AGAR. Additionally, we consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research requiring additional time, the above fee covers the full year. Should the Council request additional work over and above the basic level of cover, our fees would be at the same daily rate and be agreed in advance with the Council before commencement of any such work.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. We are fully GDPR compliant with a raft of relevant and required policies in place: these are posted on our website and can, on request, be provided electronically.

I also attach a copy of a Letter of Engagement for the Council and, should the Council determine to appoint us, would appreciate your signing and returning one copy to me in due course.

I look forward to hearing from you and trust that we may be of service to the Council.

Yours sincerely

Stuart J Pollard

Stuart J Pollard
Director

Proposal for Patchway Town Council
Provision of Internal Audit Services
April 2022 – March 2023

Proposal for the Provision of Internal Audit Services

South Gloucestershire Council Internal Audit Services (SGCIAS) is delighted to submit this proposal for the provision of an internal audit service in accordance with NALC guidance and the Annual Governance and Accountability Return (AGAR).

We are excited about the opportunity to work with you and this proposal outlines what we can do for you and the many benefits of commissioning our services. Our relationship will be forged on partnership, integrity and professionalism. This document will also include some of the assumptions we have built into this proposal. These assumptions do not limit our involvement, we would be happy to more fully explore your requirements and have a proven track record of tailoring our services to our partners' needs.

Contract Period

The contract period being referred to in this proposal commences on 1st April 2022 and will cover the period to 31st March 2023 (12 months). Thereafter the Council will have the opportunity to have a Three Year Contract with South Gloucestershire Council's Internal Audit Services which is in line with other Town and Parish Councils we audit.

Experience and Skill Set of Staff

We are the in-house Internal Audit team for South Gloucestershire Council and also have a varied portfolio of commercial partners ranging from 15 existing Town and Parish Council contracts to large Multi-Academy Trusts.

We are based at the Badminton Road Offices of South Gloucestershire Council in Yate near Bristol, however during the coronavirus pandemic, we were initially working fully remotely during 2020, before moving onto a more hybrid approach during 2021. The team work in conformance with the Public Sector Internal Audit Standards. The team have been recently externally quality assessed this year and were found to conform to the standards.

The following members of the team would be specifically assigned to deliver services for your organisation:

Justine Poulton (BA Hons, CPFA, CMIIA) – Head of Audit Team

Justine is a full chartered member of the Institute of Public Finance and Accountancy and has completed a diploma with the Chartered Management Institute studying best practice in management and leadership. Justine is a fully qualified Chartered Member of the Institute of Internal Auditors and has extensive audit experience across a range of sectors with specific commercial audit experience spanning more than 10 years. Justine would provide the strategic direction and planning support as well as a robust quality assurance approach to all work completed for your organisation.

Justine Lawson (CIA, MAAT), and Emily Mattock (ACA, BFP) Assistant Audit Managers

Justine Lawson and Emily Mattock will support Justine Poulton and Maria and will carry out the final review of audit files, reports and any high level Audit Management correspondence required between the Town Council and the Audit service.

Maria Bowes (BA, CIA, MAAT), Senior Audit Officer – Contracts Manager and Town & Parish Council Supervisor / Researcher

Maria will support Audit Management with overseeing the Town and Parish Council Internal Audit Service. She will be your main point of contact for all contractual and financial matters. She has experience of a wide variety of internal audit assignments, is AAT qualified to Technician level and is a fully qualified member of the Chartered Institute of Internal Auditors.

Your Auditors:

Rachel Massey, (MAAT), Audit Officer, and Kerry Woodey, Audit Officer

Rachel is AAT qualified and Kerry is working towards a professional qualification. Both Auditors have a wide range of experience auditing Town and Parish Councils, Academy Trusts and Maintained School Audits, and In-house Audits.

Other audit colleagues may be asked to assist with your contract. All staff are fully trained in audit techniques and have experience of working with commercial partners.

Scope of Audit & Approach to Meeting the Specification & Delivery of Assurance

Town and Parish Councils are required to be assessed by their Internal Auditors against the Control Objectives as specified in the AGAR.

This is achieved by an in year assurance audit and a shorter year end audit.

To maximise the time available for audit, a pre-audit questionnaire and checklist of key documentation will be issued to the Council at least two working weeks in advance of the audit. This checklist details the key documents to be emailed to your Auditor in advance. The Auditor will prepare using these documents to ensure most efficient time use. It is for this reason that we reserve the right to levy a charge if the audit visit is cancelled by the Council less than 48 hours prior to the agreed visit. If levied, this will be equivalent to one half day of service and covers preparation time spent.

The audit approach concentrates on ascertaining, documenting and evaluating internal control procedures and reporting on their adequacy. To achieve this, it is normal practice to discuss procedures with the appropriate staff, record details of the system, and carry out a range of tests in order to confirm that controls are operating in practice.

Management of Audit Assignments and Reporting

We adopt a risk based systematic approach to all reviews. This involves a combination of compliance and substantive testing to obtain assurance over the robustness and efficiency of controls operating. At the conclusion of each in year

assurance audit, we will produce a report within one month. This report will contain information as follows:

- Details of the scope of the work – as documented in the AGAR, including compliance against statutory requirements;
- Any best practice observations;
- Areas of good practice;
- Matters arising with their associated risk;
- Recommendations, where appropriate, to enhance financial and other controls and risk management.

Any matters arising will be identified and prioritised to assist Staff and Councillors in reviewing the significance of these matters and proposed recommendations.

We will then follow up the in year assurance audit at the Year End audit when we undertake our Year End testing and finalise the process with the completion of the Internal Audit Section of the AGAR.

Quality Assurance

Our quality assurance systems ensure that each audit is independently reviewed by an Assistant Audit Manager followed by a final review, for Town Councils, by the Audit Manager, before release to the Council. All audit working papers will be the property of the Town Council.

We have a customer charter which is available for your review.

We believe in a constructive and supportive approach, working together with our clients, to gain the most value from the independent review we provide. We apply our experience and judgement to prepare dynamic plans based on a rigorous assessment of audit needs.

We will make a positive contribution to your Council by:

- Reviewing risk management arrangements
- Securing the relevance, reliability and integrity of information
- Providing reassurance that an anti-fraud and corruption culture exists
- Providing advice and assistance and sharing best practice.

Pricing Schedule

The cost per day for Financial Year 2022/23 is £275 plus VAT. This rate is inclusive of all expenses. There are no differential rates for different audits. We would require 4 days in total to undertake our audit assurance work in line with the requirements as laid out in the AGAR. This is an estimate of time needed based on the size of your Council and would be based on 3 days In Year Assurance work plus a further day at Year End. If the Internal Audit Service considers that more time is needed as the audit progresses, it will not proceed without the permission of the Council.

Internal Audit Services will invoice for services provided after the In Year Assurance audit. Internal Audit Services does require reasonable notice of any cancellations of audits by the Council. As mentioned above, in some circumstances, fees may be levied if cancellation is within 48 hours. This will be subject to local agreement.

The Council's External Auditors will seek to place reliance upon the work of the Internal Audit service. Liaison may be necessary with your External Auditors to form this opinion. This would not normally give rise to additional fees.

The Internal Audit Service's work is performed in accordance with statutory requirements and in compliance with the Public Sector Internal Auditing Standards.

Motion/Report to Patchway Town Council/Committee

(PTC Standing orders number 9)

Title: Motion to Amend Parks Committee Terms of Reference

Author:

Status of the report: ~~For action~~ / **For discussion and consideration** / ~~For information~~
(delete as required)

1. Outline/Proposed motion.

To amend Parks Terms of Reference Authority to Spend from £10,000 to £2,000 in line with other Committees

2. Detail.

The current Terms of Reference give an Authority to Spend of £10,000.

3. Recommendations.

To amend Parks Terms of Reference Authority to Spend from £10,000 to £2,000 in line with other Committees

4. Environmental/financial /legal implications for the council.

Reducing the Authority to Spend to £2,000 will allow Council to have oversight in all areas of the budget during this difficult financial year.

**** This must be submitted 7 clear days before the date of the meeting you would like it to be considered at** However please note the Clerk will assess which meeting it should be considered at**

	Priority Projects Responsible Committee	Community Engagement
Timescale for Implementation 2022/2023		Full Council
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.



LSF

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

Patchway Town Council 70th Anniversary Celebrations

Draft Event Plan

Main Event: Saturday 29th April 2023 – Scott Park – 10am – 9:15pm.

A Platinum Party for Patchway

Scope

The purpose of this day of celebration is to unite the community of Patchway. Patchway Town Council was formed in 1953 and 70 years is a big moment for the Town. The Council here has represented generations of residents and this should be reflected in this one day celebration. The celebration should bring the community together, something Patchway is renowned for. This event will come off of the back of a very successful Jubilee celebration in Patchway, learning from key moments as well as incorporating other elements we feel the residents would like to see.

Main Stage

The stage will be the hive of activity. The Council should look to hire the same stage in which they did for the Jubilee event. The music will be provided by local musicians and tribute artists. It is envisaged that the music will start at 10:15am then play through all day with 45 minute sets. The music will reflect the 70 years from 1953, ensuring there is something for everyone.

Below is a draft plan of what the main stage can look like:

Time	Act	Estimated Cost
ALL DAY	Stage	£2500.00
10:15am – 11am	Solo Singer – 50's	£200.00
11:15am – 12pm	Live Band – Covers	£400.00
12:15pm – 1pm	Solo Singer – 60's	£200.00
1:15pm – 2pm	Tribute Act	£450.00
2:15pm – 3pm	Live Band – Covers	£400.00
3:15pm – 4pm	Solo Singer – 70's	£200.00
4:15pm – 5pm	Live Band – Covers	£400.00
5:15pm – 6pm	Solo Singer – 80's	£200.00
6:15pm – 7pm	Tribute Act	£450.00
7:15pm – 8pm	Solo Singer – 90's	£200.00
8:15pm – 9pm	Solo Singer – 00's to Now.	£200.00
9:05pm – 9:15pm	Firework Display	£6000.00
	Total Estimated Cost	£11,600.00

Patchway is Twinned with Clermont l'Herault and Gauting.





PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

www.patchwaytowncouncil.gov.uk

Seating Area

One area in which our events need improvement is the need for covered seating with tables. We have in the past two events hired one marquee however due to the attendance this hasn't been enough. We propose that the Council hires one large marquee (9m x 12m) as well as three smaller marquees (6m x 9m) with tables and chairs. The approximate cost for this would be **£3500**. This will keep people longer in the area if we can provide some shelter for them.

Food and Drink

Usually at events, Patchway Town Council and Patchway Sports and Social Club work together to ascertain which vendors are coming and what needs to be brought in for the event. However, in recent years the promise of an outdoor bar hasn't come to fruition and the Jubilee event proved that we have a need for a more diverse range of food except from the usual burger and chips. We propose that the Patchway Sports and Social Club sell from inside their club as usual however the Town Council takes control of all external vendors. This means that the income will come directly to the Town Council. For this event, due to the timing in the year, we propose a pitch fee of £100 plus VAT for each vendor. Going on popularity of the Patchway People, the food vendors we would approach are:

1. The Burger Bus Bristol.
2. Pizza Adorare.
3. Vintage Ices.
4. Cheeky Pancakes Bristol.
5. The Crumporium.
6. I-Scream Tacos.
7. Deja Brew Coffee.
8. Sweet Bella Boo Retro Sweets Company.
9. The Booze Box Bristol.
10. Evie's Mac and Cheese.

Having these vendors placed around the event area would be beneficial as it would allow residents to access these whilst having full view of the stage. We anticipate that this would create an income of £1000 for the Council. This also ensures no duplication of vendors, which has been an issue in previous years. We recommend that The Booze Box Bristol is the only outdoor alcohol vendor too to save any confusion.

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Children's Zone

To make this more of a family event, as it is designed to encourage others out of their houses and into our park to come together, we propose creating a children's zone. This would cater for children and also allow them a safe space to have fun in. The proposal is to have a marquee in which we have table arts and crafts for all children as well as a magician, who will perform between 11am and 7pm a variety of magic, puppet and balloon modelling. In addition to this marquee, we will also hope to have a inflatable theme park for children aged to 16 to play on. We recommend that the Council hires these from Bristol Fun for Hire and use their staff to run the inflatables. We also recommend that the Council creates a wristband, to be purchased in advance for £10, to give unlimited access to all of the inflatables. Not only does this give an income to the Council, it also reduces the risk of handling cash on each individual piece of equipment. Even if 50 wristbands, were sold it would generate an **income of £500**. There could be different options for different ages (5 and under and a 6 plus category). Below is a proposal for the children's zone.

Item	Estimated Cost	Link to Product (if applicable)
Marquee with tables and chairs	£850.00	
Magician Act for Children	£500.00	
Super Mario Bowers assault course	£195.00	Click Here
Ultimate Wipeout	£1200.00	Click Here
Pirate Bounce and Slide	£90.00	Click Here
Shooting Star Slide	£160.00	Click Here
Large Castle	£120.00	Click Here
Midi Activity Centre	£60.00	Click Here
Farmyard Zone	£95.00	Click Here
Staffing	£1000.00	
	Total Estimated Cost	£4270.00

Security

Due to the event capacity, external security should be obtained as well as volunteers. We believe we can do this for **£1800**.

Total cost for the Saturday event: £19,670.

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Other events for the 70th Anniversary Celebrations.

- A Platinum Postcard for Patchway – Get young people (under 16) involved with drawing their Patchway on the front of a postcard and then adding a message about why they love where they live which can be stored in a time capsule, to be planted in Scott Park memorial garden to commemorate the 70th anniversary of the Town Council. Involve local schools, youth centre and scouts.
- Poem for Patchway – Get young people (under 16) to create a poem about what they like in Patchway and how they feel about their Town. Get these read aloud by the children on the day of the party.
- A Virtual History of Patchway – To create a story for online viewing which takes residents around modern Patchway showing them the historical sights and what they used to look like. Can be done by using Google My Maps as well as our website.

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ReACH. Minutes of Meeting: Wednesday 6th July 2022

An urgent ReACH Meeting was held today to review current work in hand and to establish priorities, in terms of timings, dates and subject matter. Items in hand are therefore:-

1) Aerospace Bristol:

- (a) It has long been planned to display the Community Mega Mural produced by ReACH in 2020 which, due to unforeseen circumstances (ie. Covid) has not yet been properly unveiled to Residents of Charlton Hayes and the general public, although smaller digital versions have featured in a new Community Leaflet.
- (b) After lengthy discussions, it is now broadly agreed that this mega Mural could actually be displayed in the spacious and modern café area of Aerospace Bristol and a site meeting has already taken place to discuss where to hang it and how.
- (c) A further site meeting is to be held to discuss practical details, timings and costings. At the moment, the plan is to hang the Mural against the main back wall area and provide adjacent leaflet dispensers for the above Leaflets.
- (d) A further discussion point, was to look at the possibility of 'naming' the café to differentiate it from the main general and Concorde Museums, which require tickets to be purchased for viewing. This way, the general public can be encouraged to visit time and again, to meet friends, enjoy delicious food in an attractive and spacious room with a pleasing atmosphere and an interesting backdrop and Heritage story.
- (e) So, timing-wise, we envisage the Mural to be installed from late-July to mid-August, with its presence to stay there for several months. We would hope.

2) Heritage Trail:

- (a) Supporting the hanging of our new mega Mural at Aerospace Bristol, ReACH has produced a quantity of 2pp Community Leaflets in full colour, which feature the trajectory of the Community Mural from the demise of Charlton Village, to enable the building of a new, longer runway on Filton Airfield and therefore help develop both the Brabazon and Concorde into world-beating iconic aeroplanes. Then it goes past old BAC biplanes, Bristol cars, trams and Rolls Royce signage, to Aerospace Bristol and Concorde taking off. Moving on to Charlton Hayes, with its modern new Academy School and Charlton Square then the Brabazon New Neighbourhood Development and YTL Arena Bristol.
- (b) The leaflet features Aerospace Bristol prominently and then looks at Charlton Hayes in 2022, post Community Surveys and with new shops, more green spaces and activities for all the family.
- (c) The Heritage Trail is something we could develop with Jack at PTC, who is very keen, especially if we link it in with both Patchway and Filton history – so, for example, we could bring in the author June Keating, who lived in Charlton Village at the time and has written at least four local books on the subject, which are all in Patchway Library. And the Filton Voice publication has always wanted to do something similar with its local Residents (and BAC workers).

3) Local Media News Features:

- (a) We have previously had articles on Charlton Hayes written about us from various major news media outlets and they worked very well. But they were approx. three years ago, before the Covid pandemic – when everything stopped. So imagine what could be produced now, with Charlton Hayes almost finished and linked-up to our position between Filton Airfield, Patchway Town, Aerospace Bristol and the new Brabazon Neighbourhood city district and Arena Complex!
- (b) Preliminary reports have already been sent out to these respected journalists and they need following-up diligently, with lots of support given to them.

4) Bus Gate:

- (a) Situated at the bottom of Charlton Boulevard, these are destined to operate seven days a week, twenty-four hours a day – with no exceptions. These proposals - initiated back in 2003, when Charlton Hayes wasn't even built – were the result of a computer model, forecasting traffic difficulties at a later date.
- (b) Now, ten years after these houses have been built and people settled into their own lifestyles, the proposal is set to be completed – against the will of local Residents. ReACH is trying to get official answers to this problem and has put questions to the full SGC to that effect. We hope to have an answer on 19th July.

5) Charlton Square:

- (a) A similar problem has cropped-up around Charlton Square and Charlton boulevard. Previously, ReACH had asked SGC to put road markings down to show who had the right of way at this busy junction. It happened and it worked successfully until the road was resurfaced when, of course, the markings were lost. Now though, the intention of SGC Planning is to NOT replace these markings or signs, and hope that traffic would drive sensibly and carefully, to avoid accidents. Obviously, based on good intentions and in reality, this works to an extent because most drivers have to behave sensibly to avoid accidents. But it has to be said that Residents have shown their disapproval in volume, by saying how confusing the junction is and why should they have to play 'chicken' with speeding drivers, where the fastest always wins?
- (b) A representative from SGC Planning is supposed to be making a site visit soon to look at this junction, in reality. When we know this is going to happen, ReACH will inform Residents immediately.

6) Patchway Twinning Visit:

- (a) On Friday 17th June (and the hottest day of the year so far), ReACH welcomed visitors from France and Germany to show them around Charlton Hayes, courtesy of PTC. This went very well and we had prepared 'Welcome to Charlton Hayes' hand-out sheets in English, French and German to ease their understanding of what we were telling them.
- (b) We also gave out new Community Leaflets, which told of our Heritage Story and also featured a digitalised version of the new Community Mural, due to be displayed in the Summer.

7) **Rewilding Project:**

- (a) Following-on from the results of our recent Community Survey, which showed that Residents overwhelmingly wanted 'more green spaces' throughout Charlton Hayes and our plans to answer those questions, we were also asked to look at setting-up an initial Rewilding Project, with a view to rolling it out around Charlton Hayes at a later date.
- (b) This we did, in a POS (Public Open Space) area by Great Pease Park and High Street Gardens. But first, we had to present our proposals to both Bovis and SGC, which we did and got approval to do a short survey amongst the immediate Residents in that area. We are pleased to say that that received an almost universal 100% approval rate and we are now in the process of completing the detail work (supported by Sovereign Housing and Patchway Conservation Group) before we begin planting. So, if anybody is available and wanting to volunteer to help Residents improve their bit of Charlton Hayes, we would be very interested in hearing from you. Thanks.

8) **Pop-Up Event (Charlton Square):**

- (a) On Thursday 23rd June, ReACH, together with Sovereign Housing, held a very successful Pop-Up Event on Charlton Square, where we aimed to listen to questions put to us by residents and tenants, living in the area. Food and drink was available and other support groups turned up to explain what they do for people in Charlton Hayes.
- (b) Subjects discussed included: **The Bus Gate issue** and why are we not being told what is happening (ReACH is chasing answers for this in both Councils and should have an official answer by Tuesday 19th July); **Traffic around Charlton Square** and why are there no road signs to tell drivers who has the right of way here – people are scared that somebody will get hurt or even killed one day and that could easily be a child. Something has to be done (ReACH has approached SGC Planning about this and have asked for a site visit to be carried out, which has been accepted, with a date still to be given) and **Boy Racers at night** particularly, causing noise and regular disturbances as they race around Sainsbury's car park, the Square itself and down Borkley Street. Both of these issues have been sent to the Police and will be discussed at the next PTC Meeting for urgent action.

9) Food Festival (Charlton Hayes):

- (a) ReACH has been asked to support a further Pop-Up Event in Charlton Hayes during the Summer, but this one celebrating the numerous food speciality dishes available in the local Communities. So for example, a representative from the Avon Indian Community Association who runs Diwali events here and is currently planning an Indian Food Festival in Bradley Stoke in the Summer, will be on board and a meeting is planned for Friday 8th July to discuss details.
- (b) This is a commendable use of ReACH's time and efforts to spread goodwill throughout the wider community – and very nice food to eat as well.

ENDS



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REF: Full Council Meeting (19/07/22)

- Patchway Minibus Update - Agenda Item 16.(k)

Dear Councillors,

On Tuesday 21st June under item 17 (n), I presented a proposal 'in principle' for Patchway Town Council to take over the running of the PMB service. There were some reservations over not having a Deputy Clerk in position along with requiring additional financial feasibility study.

PMB Committee kindly invited me along on the 27th June to a full meeting to discuss the proposal and the Council views. There was some initial concerns on if the funds in the accounts would fall back to St. Chad's Church or could be transferred to PTC as per my proposal and would be completely up to the committee to decide by vote if that became option as the current 'constitution' no clause set either way.

It has been agreed that some administration tasks, i.e update of the constitution and policies along with some "Business As Usual" activities will be supported by myself along with creating strategic plan to be presented in the September PMB meeting as without being fully compliant makes it more difficult to join accredited schemes and grant applications. E.g PMB received a grant of £2,500 from Quartet in 2019 to enable them to run affordable trips for members of the community.

I just wish to very briefly outline the situation again to council, Patchway Minibus has been running since 1974, the change over in PMB personnel over the last few years has led to a situation where some members consider that it is not sustainable.

During my update to full Council on 21st June, I stated 'PMB Committee will cease to exist from the summer'. This was incorrect, the current committee seem to be content for it to continue "as is" at present. However, the present Chairman & Secretary is supporting on a very temporary basis and do not wish to continue the roles and many other committee members have already resigned leaving a huge shortfall in all aspects of the administration and back office running of the service.

The previous Chair stood down at the A.G.M in 2020, she offered to help anyone who volunteered to oversee any areas necessary for the efficient running of this essential service but apart from the two above mentioned well qualified volunteers, no-one else has come forward and although concerned about the sustainability of PMB the ex-chair is stepping down as a Trustee from the end of July 2021.

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Financially the service is solid but no fundraising activities have recently been done to build up a vehicle replacement fund, day to day running expenses or general marketing has either been done. Im sure PMB would welcome any support PTC can offer.

I will provide a more detailed update in the September Full council meeting.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Pete Knight".

CLlr Pete Knight
peter.knight@Patchwaytowncouncil.gov.uk

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Clerk

From: Katie Hanning (Southern Brooks)
<katiehanning@southernbrooks.org.uk@mlsend.com> on behalf of Katie Hanning
(Southern Brooks) <katiehanning@southernbrooks.org.uk>
Sent: 05 July 2022 14:19
To: Clerk
Subject: Patchway Partnership Meeting Notes from July 5th 2022

[View in browser](#)



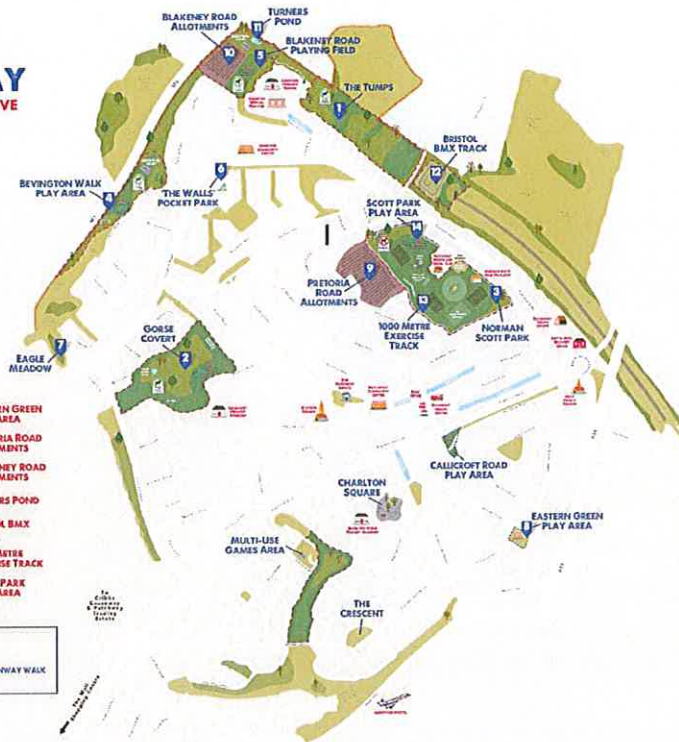
Patchway Partnership Meeting Notes

5/7/22

working together to make Patchway great



- | | |
|-------------------------------|------------------------------|
| 1 THE TUMPS | 8 EASTERN GREEN PLAY AREA |
| 2 GORSE COVERT | 9 PRETORIA ROAD ALLOTMENTS |
| 3 NORMAN SCOTT PARK | 10 BLAKENEY ROAD ALLOTMENTS |
| 4 BEYINGTON WALK PLAY AREA | 11 TURNERS POND |
| 5 BLAKENEY ROAD PLAYING FIELD | 12 BRISTOL BMX TRACK |
| 6 THE WALLS POCKET PARK | 13 1000 METRE EXERCISE TRACK |
| 7 EAGLE MEADOW | 14 SCOTT PARK PLAY AREA |
-
- | | |
|-------------|------------------------|
| GREEN SPACE | LOCAL SHOPS |
| GRASSLAND | LIBRARY |
| WOODLAND | PATCHWAY GREENWAY WALK |
| PLAYGROUNDS | FIRE STATION |



What the Partnership meetings aim to do:

Provide networking opportunities for partners and join up any overlapping work to prevent duplication and strengthen the work in Pathway.

Allow information-sharing between partners about projects, events, programmes, good news stories and challenges that are happening locally.

Keep us accountable for delivering the Patchway Community Plan actions.

Give us space and opportunity to consider the challenges faced by Patchway as a Priority Neighbourhood and how we can improve the community for all

Patchway Partnership meeting notes 5th July 2022.

Attended by:

Chair: Rover Loveridge (chair) Patchway Town Council

Facilitator: Katie Hanning: Southern Brooks: Community Development and Volunteer Coordinator

Sarah Grimes: Southern Brooks: Wellbeing online and 121 wellbeing sessions and support: <https://southernbrooks.org.uk/...>;

Peter Knight: ReACH (residents association CH), PTC (councilor) and Aura Ion (director) on agenda

Henry Palmer: Sovereign Housing: Community Development Officer

Jack Tuner: Town Clerk on agenda

Jaimi Otterwell: Bromford Housing Community Coach

Angharad Morgan: Avon & Somerset Police: Early Intervention Sergeant on agenda

Helen Jones – Sovereign Housing funding available for groups, charities and organizations who are running projects that are supporting people with employment and training.

Kaylah Ellis: One Planet Matters <https://www.oneplanetmatters.com/> on agenda

Tony Gilbert: Wheels, Skills & Thrills on agenda

Ellen Tomkies: Patchway Community School: assistant head Ellen said please feel free to send any community events and activities to her as she will share it within their comms systems.

Debbie Teml: FACE on agenda

Dawn Young: FACE on agenda

Annalise Goodare: Community Learning

Patchway Town Council Updates

North Fringe Consultation: Residents concerns around the bus route going through The Tumps. It has been confirmed that the Town Council own this land.

Scotts Park development is 2 months away from completion. The café has been put to out to tender, for local businesses within a 3 mile radius of Patchway. For more info on Scotts Park: <https://www.patchwaytowncouncil.gov.uk/scottspark>

There will be a skate park competition in October half term – working with schools to create a new mural.

In June there was a twin town visit for 3 days, there will be a reciprocal visit later in the year. For more information. <https://www.patchwaytowncouncil.gov.uk/post/three-towns-come-together-to-celebrate-20-years-of-twinning>.

Jubilee events went well and were well attended. For more info:

<https://www.patchwaytowncouncil.gov.uk/jubilee>.

Have been working with Coniston School to increase biodiversity.

Casson Centre will reopen in October.

Free sports activities over summer (free for Patchway residents under 12) are fully booked. For more info: <https://www.patchwaytowncouncil.gov.uk>;

Angharad Morgan - Somerset & Avon Police - Youth Community Engagement Day.

Overview of the Violence Reduction Units

The Office of the Police and Crime Commissioner (OPCC) was awarded £1.16 million funding from the Home Office in 2019 to introduce Violence Reduction Units (VRUs) across the Avon and Somerset area.

The OPCC devolved the funding to the five local authority areas within Avon and Somerset to ensure that opportunities for prevention of serious violence and early intervention were considered and delivered at a local level.

Each area has developed its own unit approach but works to a multi-agency model, utilising specialist roles and interventions.

The Avon and Somerset as a whole has an overarching strategic board, known as a Violence Reduction Strategic Governance Group, made up of various key partners who oversee the creation and completion of projects and themes of work crucial to tackling serious violence in the area.

Avon and Somerset Police are working to develop specialist roles and data analytics to identify those most vulnerable to serious violence.

This multi-agency approach is based on the findings of the [Developing a Serious Violence Strategy for Avon and Somerset Report \(PDF\)](#).

Each local VRU produces its own individual Strategic Needs Assessment or Problem and Response Strategy. These along with other partner data formed our [Avon and Somerset Serious Violence Strategic Needs Assessment](#), which helps inform the direction of our work.

Community Engagement Day

A Youth & Violence Community Engagement Day has now been set for the 25th July - 12-7pm in some key hotspot areas around Patchway. This is off the back of information that there are concerns in the community about exploitation, drugs and weapons that isn't

being reported so the police and partners wanted to get out into community talk to people. Conisdon Community Centre will be the base for the event, but conversations will be out in the community.

The main aim of the day is simply to talk to people and to create engagement around the problem. They are wanting as many partners and volunteers to be involved as possible – if you want to support the event or get more info please contact Angharad.

Peter Knight: Requested relevant statistics as Patchway statistics can be disproportionate due to Cribbs Causeway etc. Wants to get a more informed and accurate picture.

Dawn Young: FACE have got a “crime prevention through sports” grant and will be providing sports coaches who will be running sessions alongside youth workers in the Summer and Autumn in Patchway. There will also be the opportunity for young people to undertake a sports coaching course themselves.

Dawn Young/Debbie Teml: FACE youth work

Foundation for Active Community Engagement (FACE) is a registered youth & community charity based in Filton, running regular activities for people of all ages and backgrounds across the wider Bristol & South Glos areas.

Our target work is grounded within youth work, however our focus is on supporting people of all ages to improve their lives and the community around them; through better skills, knowledge, opportunities, access to wider support, and making a positive difference by being 'active' in their community.

FACE have taken over the youth work provision in Patchway since the 1st July 2022.

See below for poster of current sessions

They also have received HAF funding which they will target towards 13-16 year olds and will be taking young people to The Wave over the summer.

On the 26th July they will be hosting a funday/launch day at the Patch.

They are currently looking for Staff and Volunteers to help run the sessions.

Peter Knight - Food Survey Results

Pete was involved in discussions around possible food initiatives in Patchway, and then became part of the south glos. food alliance. He decided to put out a survey to get targeted data about what kinds of specific food insecurities there were in Patchway in order to create a foundation for what kind of work is wanted/needed.

I have attached his report as a separate attachment – which is a great, clear account of his findings and worth a read through.

Kayla Ellis: One Planet Matters

One Planet Matters' mission is to create environmental and social change through action and understanding. We do this through our activities, such as our Growing Communities Network initiative which creates networks, linking our growing spaces and school and community orchards with a wider local network.

They have been working with Callicroft and Conniston Primary schools creating raised beds and orchards. They are looking to apply for Quartet funding to fund a bee highway – that fits in with the Biodiversity and Pollination plan.

They have been working with Southern Brooks but would like to link in with other partners in the area to support the work that is already happening in the area.

Tony Gilbert - Wheels, Skills and Thrills

WST3 is the third iteration of a project to explore the effects of carefully designed driver coaching on the driving behavior of young men from deprived backgrounds. Our target cohort is male, aged 18-25 years, and living in an area in the first or second decile of the Index of Multiple Deprivation. This group is over represented in road safety statistics and is particularly resistant to traditional road safety messaging.

Participants will receive six in-car coaching sessions of around an hour each, delivered by volunteers sourced primarily from the IAM Roadsmart charity. The sessions are carefully designed to introduce the concepts of advanced driving in a way that makes them acceptable to the cohort. They are encouraged to develop their observation and anticipation by emphasising the benefits they can gain from it. The aim of the coaches is not to challenge the participant's self-image of their driving skill, but to close the gap between their perceived ability and their actual ability.

Each session has an accompanying briefing sheet that details the subject to be covered, and also has notes just for the coaches of the unstated aims of the session. These include encouraging a tolerance of the mistakes of others, and consideration for vulnerable road users.

We will be measuring the effects of the intervention in several ways. Participants' cars are fitted with a black box that records speed and high-g cornering and braking events, and we expect to see changes in the number and type of these. Before the coaching sessions and again after they have completed them, participants drive a fixed route in a car fitted with monitoring equipment. This will show any changes in behaviours that are markers of advanced driving such as mirror use, road positioning and cornering technique. We will

also ask participants to complete a standard driver attitude questionnaire before and after the intervention.

Finally, the cohort will be divided into two groups. The first will receive the coaching sessions as described, followed by up to six further months of black box monitoring to ensure any behavioural changes are maintained. The second group will have the six months of monitoring before being offered the coaching. As age is associated with driving risk, comparing results of the two groups should establish whether the intervention is more effective than simply getting six months older.

WST3 is designed to use behavioral change techniques with a particularly difficult group, to get results not achievable by more conventional methods.

Tony is looking for local partners/pointers/trusted voices who can act as 3rd party referrers.

Community Development - Katie - Community Plan, Community Walkabout, Summer Litter Pick.

Please help to spread the word about the summer litter picking competition.

See poster below.

Here are the details for the community walkabout on the 14th July. If you would like to be involved in the planning we are meeting THIS WEEK – Thursday 7th at 9am at the council offices. Or come along on the day.

See poster below

Community Plan, planning session

20th July 10am-12pm

The community plan has been compiled but needs to be populated. On the 20th July we will meet to discuss what is already in place, where our work sits and identify any work or projects that are needed. The more people involved with this the better.

NEXT PARTNERSHIP MEETING: 4th October 2022

Patchway Litter Picking Bingo Competition

- **GET ACTIVE**
- **FREE TO TAKE PART**
- **PRIZES TO BE WON**
- **MAKE PATCHWAY
LITTER FREE & A
GREAT PLACE TO BE**



TO TAKE PART SIMPLY PICK UP YOUR BINGO SHEET & LITTER PICKING EQUIPMENT FROM:

**PATCHWAY TOWN COUNCIL OFFICE
MON/WED/THURS 10AM-2PM
CONISTON COMMUNITY CENTRE CAFE
MON-FRI 8AM-2.30PM**



**COMPETITION RUNS FROM
MONDAY 25TH JULY -
MONDAY 1ST SEPTEMBER
WINNERS WILL BE
ANNOUNCED AFTER THIS DATE**

**FOR MORE INFO EMAIL [KATIEHANNING@SOUTHERNBROOKS.ORG.UK](mailto:katiehanning@southernbrooks.org.uk)
or FIND US ON FACEBOOK: PATCHWAY LITTER PICKERS**

Bingo Competition Prizes

PRIZES WILL BE AWARDED FOR:

MOST LITTER COLLECTED (TOP 3)
OLDEST & YOUNGEST LITTER PICKERS
WIERDEST ITEMS FOUND (TOP 3)
MOST DAYS OUT COLLECTING
PLUS PRIZE DRAW FOR MORE PRIZES!

WHAT CAN YOU WIN?

A small prize for all who take part

A family ticket for Aerospace Bristol

**A meal for 2 (2 burritos and 2 drinks) from
Texs snax shack (food truck at Scotts Park)**

£5 voucher to spend at Konbini (30 available)

**A box of Brownies & A box of cupcakes from
Truly Scrumptious.**

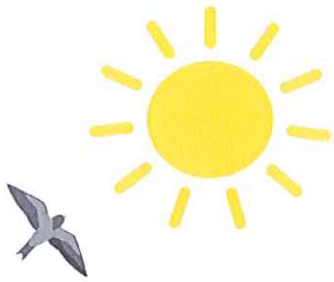
**A hot drink & a hot snack (voucher) for new
Pavillions Cafe from Patchway Town Council**

Breakfast for 2 at Snack Attacks

Set of Lash Extensions from Iperfection

**One month of classes (one class per week)
with Perspective Health & Wellbeing**





COMMUNITY WALKABOUT

HELP MAKE PATCHWAY A
GREAT PLACE TO LIVE

COME JOIN US FOR A WALK AROUND PATCHWAY TO
IDENTIFY PROBLEM AREAS (RUBBISH, FLY TIPPING,
DAMAGE, ETC) AND AREAS OF OPPORTUNITY (SPACES
FOR MORE BENCHES, BINS, ACTIVITY, PLANTING ETC)

THURSDAY 14TH JULY: 9AM
STARTING OUTSIDE PATCHWAY COMMUNITY SCHOOL



FOR MORE INFO CONTACT

KATIEHANNING@SOUTHERNBROOKS.ORG.UK

IF YOU ARE UNABLE TO MAKE THIS DATE BUT WOULD LIKE TO SEND INFORMATION OF
REGULAR PROBLEM AREAS YOU KNOW ABOUT PLEASE EMAIL US TO ADD TO OUR MAP



Foundation for Active **Community** Engagement
FACE is the new Youth Work provider in Patchway

We will be running 'The Patch' youth club so come along and check it out...

MONDAYS-DETACHED & OUTREACH

TUESDAYS- SENIOR YOUTH CLUB

YEAR 8+ 7-9PM

THURSDAYS- JUNIOR YOUTH CLUB

YEAR 5-7 3:30-5:30PM

FRIDAYS- ART CLUB 5:30-7:30PM

YEAR 6 +



check out our website!

Please contact the youth worker Dawn for more info
Email: dawn@facecharity.org.uk
07398153547



FACEcharity



facecharityuk

Southern Brooks Community Partnership

The Patchway Partnership Group Meetings are facilitated by Southern Brooks Community

Partnerships and led by our volunteer Chairperson.

Katie Hanning: Patchway Community Coordinator (SBCP)

Roger Loveridge - Chairperson

If you know someone who would like to join our group, please do get in touch so that we can add them to our list of contacts.

katiehanning@southernbrooks.org.uk

You received this email as a valued partner of the Patchway partnership meeting. We understand that member roles or contacts may change. You may unsubscribe at any time, however this means you may miss out on important community updates.

[Unsubscribe](#)

