

## PATCHWAY TOWN COUNCIL

### Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 19<sup>th</sup> May 2026 at 19:00 at Callicroft House, Patchway.

<b>Councillors:</b>	Cllr Dayley Lawrence (Chair), Cllr Kim Cooper, Cllr Sharon Cox, Cllr Ken Dando, Cllr Dan Fry, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Angela Morey and Cllr Keith Walker.
<b>In attendance:</b>	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).
<b>Absent:</b>	Cllr Sam Scott
<b>Members of the Public:</b>	Two

As the time was 19:00, the outgoing 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.

#### **19/05/2026 - No 1. To elect a Chair to Patchway Town Council for the ensuing year and to receive the Chair's declaration of acceptance of office and to be made 'The Mayor'.**

Councillors proposed Cllr Loveridge to fulfil the role of Chair/Mayor for the ensuing year, and this was seconded.

Cllr Lawrence addressed the Council with a prepared speech to Council Members and online viewers stating how much he had enjoyed being Mayor of Patchway from 2022 to 2026 and what has been achieved by the Mayor and Council during this time.

**RESOLVED:** It was unanimously agreed by a majority to elect Cllr Loveridge as Chair to Patchway Town Council for the ensuing year. Upon being elected Cllr Loveridge was made 'The Mayor' by pledging an oath to the Town Council.

Upon being elected, Cllr Loveridge signed the Chair's declaration of acceptance of office, and this was duly signed by the Town Clerk.

Cllr Loveridge assumed the Chair for the meeting.

#### **19/05/2026 - No 2. To elect a Vice-Chair to Patchway Town Council for the ensuing Year and to be made 'The Deputy Mayor'.**

Councillors proposed Cllr Knight to fulfil the role of Vice-Chair for the ensuing year, and this was seconded.

**RESOLVED:** It was unanimously agreed to elect Cllr Knight as Vice Chair to Patchway Town Council for the ensuing year. Upon being elected Cllr Knight was made 'The Deputy Mayor' by pledging an oath to the Town Council.

#### **19/05/2026 - No 3. To receive questions from the members of the public present.**

A member of the public congratulated both the Mayor and Deputy Mayor on their new roles.

The same member of public queried with the Clerk their concern raised during the Annual Assembly meeting about the need for grass cutting on Hazeldene Road. The member of public provided further information to assist their request for the lane to be supported by either the District or Town Council going forward. The Clerk to follow this up.

The member also raised about the Community First Responder item during the Annual Assembly meeting and hoped that other Town and Parish Councils have responded to the cause. The member of public also stated that since the hospital transportation has gone into administration there is to be a meeting at the St Micheal's Centre, Stoke Gifford on the 27<sup>th</sup> May 2026 at noon and whether someone should consider attending the meeting.

Lastly the member referred to the item concerning the Armed Forces Covenant and stated this would be good for the Council to support. But has the Council considered if there are covenants to support for other emergency services. The possibility of offering free room hire or other support was mentioned. The Clerk to follow this up.

**19/05/2026 - No 4. To receive any apologies for absence.**

The Council noted apologies from Cllr N Field, (unwell), Cllr E Martin (unwell) and Cllr T Scott (personal commitment).

**19/05/2026 - No 5. To receive any 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.

There were no declarations of interest declared by Council members.

**19/05/2026 - No 6. To consider and approve any dispensations for this meeting.**

There were no declarations made by Council members.

**19/05/2026 - No 7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 14th April 2026, to receive the Clerk/RFO's report for this meeting and to note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

**RESOLVED:** It was agreed by a majority with two abstentions to approve the minutes as a true and accurate record.

**19/06/2026 – No 8. To consider and approve the adoption of the Armed Forces Covenant**

Cllr Knight enquired whether there is an associated cost with the adoption of the Armed Forces Covenant.

**RESOLVED:** It was agreed by a majority to approve the adoption of the Armed Forces Covenant and Council members would be advised if there are any associated costs in doing so.

**19/06/2026 – No. 9. To review the Terms of Reference for the Standing Committees of Patchway Town Council**

a) **Finance Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Finance Committee.

b) **Parks, Open Spaces, Planning and Transport Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.

**c) Personnel Committee.**

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Personnel Committee.

**d) Events and Community Engagement Working Group**

Cllr Knight stated it would be good practice to include in the Terms of Reference that any decision-making from the Working Group is brought to Full Council to be voted upon.

Cllr Knight would also like to see a Twinning Representative be a member of this group too.

Cllr Morey enquired as why non-councillors are being asked to be part of the membership. The Deputy Clerk confirmed that there may be members of the public that can bring experience and knowledge to the group which will help with planning and running the events.

**RESOLVED:** It was unanimously agreed to approve the Terms of Reference for the Events and Community Engagement Working Group and to incorporate the proposal by Cllr Knight.

**19/06/2026 - No 10. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2026.**

**a) To elect six members of the Council to the Finance Committee.**

It was proposed that Cllr Cox, Cllr Dando, Cllr Fry, Cllr Knight and Cllr Loveridge would be elected to the Finance Committee.

**RESOLVED:** It was agreed by a majority to appoint Cllrs Cox, Dando, Fry, Knight and Loveridge onto the Finance Committee.

**b) To elect six members of the Council to the Parks, Open Spaces, Planning and Transport Committee.**

It was proposed that Cllr Cox, Cllr Dando, Cllr Field, Cllr Fry, Cllr Knight and Cllr Loveridge would be elected to the Parks, Open Spaces, Planning and Transport Committee.

**RESOLVED:** It was agreed by a majority to appoint Cllrs Cox, Dando, Field, Fry, Knight and Loveridge onto the Parks, Open Spaces, Planning and Transport Committee.

**c) To elect five members of the Council to the Personnel Committee.**

It was proposed that Cllr Cox, Cllr Dando, Cllr James and Cllr Lansdown would be elected to the Personnel Committee.

**RESOLVED:** It was agreed that Cllrs Cox, Dando, James and Lansdown were appointed onto the Personnel Committee.

**d) To elect six members, 4 Councillors and 2 non-Councillors to the Events and Community Engagement Working Group**

It was proposed that Cllr Fry, Cllr Lansdown, Cllr Morey and Cllr Loveridge would be elected to the Events and Community Engagement Working Group.

**RESOLVED:** It was agreed that Cllrs Fry, Lansdown, Morey and Loveridge were appointed onto the Events and Community Engagement Working Group.

**19/06/2026 - No 11. To appoint council representatives for the following organisations or internal roles:**

**a) Almondsbury Joint Burial Committee (3)**

**RESOLVED:** It was unanimously agreed to appoint Cllr Dando and Cllr Loveridge onto the Almondsbury Joint Burial Committee.

- b) **Avon Local Councils Association (2)**  
**RESOLVED:** It was unanimously agreed that all Councillors are appointed as the Association is open to everyone by the membership of the organisation.  
This item will be removed from the agenda in 2027.
  
- c) **Bromford Housing Representative (1)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr James as the Bromford Housing Representative.
  
- d) **Coniston Community Association (1)**  
**RESOLVED:** It was unanimously agreed to remove this item as Council members may attend a meeting when they wish to.
  
- e) **Community Engagement Forum (2)**  
**RESOLVED:** That the name of the organisation has changed to 'Your Voice' and that all Council members are appointed.
  
- f) **Patchway Community Association (2)**  
**RESOLVED:** that the Clerk checks whether meetings are held and that representation is required.
  
- g) **Friends of Patchway Twinning Group (5)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Fry, Cllr Lawrence and Cllr Morey onto Friends of Patchway Twinning Group.
  
- h) **The Grants Working Party (5)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Dando, Cllr James, Cllr Knight, Cllr Lawrence and Cllr Loveridge onto the Grants Working Party.
  
- i) **Youth Work Working Party (5)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Dando, Cllr James, Cllr Lansdown and Cllr Loveridge onto Youth Work Working Party.
  
- j) **Quarterly Internal Controls Check (2)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Knight and Cllr Lawrence for Quarterly Internal Controls Check.
  
- k) **Almondsbury Charity (1) (Elected to 2028)**  
This position was elected to 2028 with Cllr Lawrence being the Council's representative.
  
- l) **Patchway Town Council Media Officers (3)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Field, Cllr Lawrence and Cllr Morey as Patchway Town Council Media Officers.
  
- m) **NatWest Bankline Payment Authorisers (4)**  
**RESOLVED:** It was unanimously agreed to appoint Cllr Dando, Cllr Lawrence, Cllr Morey and Cllr Walker as NatWest Bankline Payment Authorisers.
  
- n) **Avon Pension Fund (1)**  
**RESOLVED:** that the Clerk checks whether there is a requirement to have a representative as Cllr Walker has not been invited to attend any meetings.

**o) Town and Parish Council Forum (2)**

**RESOLVED:** that the Clerk checks whether there is a requirement to have a representative.

Cllr Morey also stated that there is the Community Cohesion Group and whether a representative should be attending these meetings. The Clerk to follow up.

**19/06/2026 - No 12. To consider the re-adoption of the following policies and strategies:**

- a) Standing Orders
- b) Financial Regulations
- c) Mayoral Charity Policy
- d) Play Area Inspection Policy
- e) Business Continuity and Disaster Recovery Policy
- f) Document Management and Archive Policy
- g) Management of Contractors Policy
- h) Debit Card Policy
- i) Honorary Freeman Procedure
- j) Reserves Policy
- k) Code of Conduct for Members
- l) Risk Management Policy
- m) Publication Scheme
- n) Media and Publicity Policy
- o) Investment Strategy
- p) Equality and Diversity Policy
- q) Use of Trade Card Policy
- r) Use of Fuel Card Policy
- s) Social Media Policy
- t) Payment and Receipts Policy
- u) Freedom of Information Policy
- v) Recording of Meetings Protocol
- w) Community Award Protocol
- x) CCTV Policy
- y) Modern Slavery Charter
- z) Communications Policy
- aa) Complaints Policy
- bb) Volunteering Policy
- cc) Fair Use Policy
- dd) Planning Applications Procedure
- ee) Employers Pension Discretions
- ff) Grievance Policy
- gg) Disciplinary Policy
- hh) Redundancy Policy
- ii) Communications for Employees Policy
- jj) Time Off in Lieu Policy
- kk) Absence Management Policy
- ll) Use of Council Equipment Policy
- mm) Home Working Policy
- nn) Bereavement Leave Allowance
- oo) Lone Working and Staff Safeguarding
- pp) Whistleblowing Policy
- qq) Member/Officer Protocol
- rr) Code of Conduct for Employees
- ss) Personal Protective Equipment Policy
- tt) COSHH Policy

- uu) Manual Handling Policy
- vv) Fire Policy
- ww) Health and Safety Policy
- xx) Stress Policy
- yy) Bullying and Harassment Policy
- zz) GDPR Policy
- aaa) Risk Register
- bbb) Safeguarding Policy
- ccc) Financial Procedures
- ddd) Grant Awarding Policy
- eee) Scheme of Delegation
- fff) Statement of Training Intent

Cllr Lansdown declared there were a lot of policies to review and that she would like time to read and understand them.

The Clerk advised that going forward the policies are now grouped into Annual, Biannual, Triennial and Quadrennial so there will not be so many to review next year and future years. The Local Council Award Scheme have asked for policies to be created to ensure that the Council is compliant with all topics, including Biodiversity and a new Information Technology Policy has been created to support Assertion 10. The Clerk also stated that some policies will be incorporated, e.g., Use of Fuel card and Use of Debit card can become a single policy going forward.

Cllr Knight asked that the Mayoral Charity policy does not permit the allowance to be paid as a fixed sum via payroll, but to consider a receipts-based reimbursement process via an expenses form. That the Mayor retains any receipts and submits them half yearly and through Full Council for approval and transparency.

Cllr Knight also stated that the Recording of Meetings Protocol should state that the recording will be kept for a period of 30 days. That each recording will be uploaded to You Tube and will remain publicly accessible until the relevant minutes are approved by Council.

Cllr Lansdown and Councillors asked under the CCTV Policy to confirm relevant training was available.  
**RESOLVED:** It was unanimously agreed to adopt all of the policies and to include the amendments from Cllr Knight and for the Clerk to follow up and respond to the queries regarding the CCTV Policy.

*7.50pm - Cllr Lawrence and Cllr Morey left the meeting.*

**19/05/2026 - No 13. To consider the Internal Audit Report for the financial year ending March 2026.**  
**RESOLVED:** that the Council noted the Internal Audit Report for the financial year ending March 2026.

**19/05/2026 – No 14. To consider and approve annual accounts and annual procedures:**

- a) **To note the Internal Auditor’s report section of the AGAR 2025/2026.**  
**RESOLVED:** that the Internal Auditor’s report was unanimously approved.
- b) **To receive and approve the Annual Governance Statement 2025/2026.**  
 Item deferred to the June Full Council Meeting due to awaiting further financial accounts.
- c) **To receive and approve the Accounting Statements for 2025/2026 and to receive the explanations of variances.**  
 Item deferred to the June Full Council Meeting due to awaiting further financial accounts.

**d) To note the period of public rights and publication of the Annual Governance and Accountability return.**

Item deferred to the June Full Council Meeting due to awaiting further financial accounts.

**e) To review Patchway Town Council's earmarked reserves.**

**RESOLVED:** that the Council noted the current Earmarked Reserves.

**19/05/2026 – No 15. To re-confirm that Patchway Town Council meets the criteria for the General Power of Competence and resolves to adopt this power.**

It was re-confirmed that Patchway Town Council meets the criteria for the General Power of Competence. The power was adopted in May 2023 and should be re-adopted in May 2027.

**19/05/2026 – No 16. To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31<sup>st</sup> March 2027.**

**RESOLVED:** It was agreed by a majority to re-appoint Auditing Solutions Ltd as Internal Auditor for the financial year ending 31<sup>st</sup> March 2027.

**19/05/2026 – No 17. To confirm insurance arrangements for the 2026/2027 Financial Year:**

a) Main Insurance Policy.

The Clerk confirmed that the insurance policy is due to expire in July 2027. Quotes are currently being obtained to support the June Full Council meeting.

b) Fleet Insurance Policy.

The Fleet Insurance to support all Council vehicles and park machinery was renewed with Zurich Insurance and approved in the Full Council meeting in March 2026.

**19/05/2026 – No 18. To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.**

The Town Council noted the Review which had been updated by the Officers. It will be added to the Town Council's website.

**19/05/2026 – No 19. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.**

**RESOLVED:** that Council members approved the Preferred Suppliers List for 2026/27.

**19/05/2026 – No 20. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.**

**RESOLVED:** The Town Council noted the Fixed Asset Register which had been updated by the Locum Clerk, RFO and the contract accountant.

**19/05/2026 – No 21. To receive and approve the quotation to support a new website and provider for the Town Council.**

The Clerk confirmed that quotes had been obtained and distributed to Council members before the meeting.

Cllr Knight stated that he thought the price for the company that the Officers were recommending was reasonable and provided the Council with an overhaul of the Council website and better accessibility and that they specialise in Councils. Cllr Knight was interested in the Council subscribing to the optional module which included; forms and polling module to support consultations with the public and the payments module to support the 3G and other disbursements.

**RESOLVED:** that the Council members unanimously approved for Aubergine to become the Council's website provider which will include the forms and polling module, and payments module.

**19/05/2026 – No 22. Patchway Town Council Finance.**

**a) To note the unaudited year end accounts to 31 March 2026**

Council members noted the unaudited year end accounts to 31 March 2026.

**b) To approve the expenditure report for May 2026.**

**RESOLVED:** It was unanimously agreed to approve the expenditure report and authorise payments for May 2026 as below.

Payments for May 2026					
Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
DKC Accounting Solutions	Accounting support services - March 2026	£ 328.60	£ 65.72	£ 394.32	05-26-010
Dynamite Fireworks Ltd	Deposit for Fireworks to Music display 2026	£ 1,712.50	£ 342.50	£ 2,055.00	05-26-011
South Gloucestershire Council	Rent of land at Coniston Primary School	£ 50.00	£ -	£ 50.00	05-26-012
CIA Fire & Security	3G gate repair - Norman Scott Park	£ 160.00	£ 32.00	£ 192.00	05-26-013
Patchway Community Association	Annual inspection of lighting protection system - Callicroft Hse & Casson Ctr - 50%	£ 110.00	£ -	£ 110.00	05-26-014
Net World Sports	Ground sockets and locking lids x 2 sets for football pitches	£ 310.40	£ 62.08	£ 372.48	05-26-015
Limitless Security Ltd	Alarm response call-outs to Callicroft House x 2	£ 100.00	£ 20.00	£ 120.00	05-26-016
Amazon Business Ltd	Fire safety book & twinning award book	£ 21.50	£ 1.70	£ 23.20	05-26-017
Advanced Security Systems Ltd	Annual service & readio monitoring - Scott Park Garage - 1/5/26 - 30/4/27	£ 253.00	£ 50.60	£ 303.60	05-26-018
Soltech IT Ltd	Annual Business Support - 2/6/26 - 1/9/26	£ 283.90	£ 56.78	£ 340.68	05-26-019
Soltech IT Ltd	Microsoft 365 Business Basic/Standard licences x5 - June 2026	£ 49.86	£ 9.97	£ 59.83	05-26-020
Soltech IT Ltd	Microsoft Kiosk Exchange Licences x 17 - June 2026	£ 30.09	£ 6.02	£ 36.11	05-26-021
Soltech IT Ltd	SaaS backup for Microsoft 365 - June 2026	£ 16.00	£ 3.20	£ 19.20	05-26-022
Society of Local Council Clerks	Deputy Clerk & RFO membership fee - 2026/2027	£ 316.00	£ -	£ 316.00	05-26-023
Prolific Solutions (SW) Ltd	Photocopying charges - April 2026	£ 120.12	£ 24.03	£ 144.15	05-26-024
Murray Hire Centres	Strimming items	£ 96.84	£ 19.37	£ 116.21	05-26-025
Murray Hire Centres	CAT detector for fence repairs at Norman Scott Park	£ 66.00	£ 13.20	£ 79.20	05-26-026
Murray Hire Centres	Cherry picker & safety equipment for flag installation - Callicroft House	£ 261.00	£ 52.20	£ 313.20	05-26-027
Woodhouse Park Activity Centre	Food for Patchway & Gauting young people activity evening	£ 100.00	£ -	£ 100.00	05-26-028
Soltech IT Ltd	Conference and public broadcasting & meeting equipment for Callicroft Hse	£ 1,980.00	£ 396.00	£ 2,376.00	05-26-029
DKC Accounting Solutions	Accounting support for April + 2025/2026 Year End and Account Statements	£ 853.60	£ 170.72	£ 1,024.32	05-26-030
Auditing Solutions Ltd	Final Internal Audit 2025-2026 for Patchway Town Council	£ 525.00	£ 105.00	£ 630.00	05-26-031
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for May 2026</b>	<b>£7,744.41</b>	<b>£1,431.09</b>	<b>£9,175.50</b>	

**c) To note the bank reconciliation, bank statements, payments & receipts for April 2026**

Council members noted the bank reconciliation, bank statements, payments and receipts for April 2026.

**19/05/2026 – No 23. To note that current insurance confirmation has been received by:**

- a) Patchway Community Centre
- b) Coniston Community Centre
- c) Snack Attacks in the Park
- d) Hangar61, Norman Scott Park
- e) Pretoria Road Allotment Society
- f) Men in Sheds
- g) Blakeney Road Allotment Society – document to follow

The Clerk confirmed that all insurance documents had been received from a to f. The insurance document to support item (g) is still awaited and will be submitted to the June Full Council meeting.

**19/05/2026 – No 24. To note that Fire Risk Assessments have been completed and received and any actions required will be completed within the Statutory time limit.**

- a) Callicroft House
- b) Casson Centre
- c) Council Garage, Norman Scott Park
- d) Norman Scott Pavilion including café
- e) Hangar61, Norman Scott Park – Assessment on 18<sup>th</sup> May 2026

The Clerk confirmed that the Fire Risk Assessments have been completed to support agenda items a to d. Actions are now being completed where required. The assessment to support item (e) was completed on the 18<sup>th</sup> May 2026, and a report will be submitted to the June Full Council meeting.

**19/05/2026 No 25. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- a) **South Gloucestershire Councillors report on items relating to Patchway.**  
No report.
- b) **Patchway Town Council Events.**  
The Council noted the events that have been arranged for 2026/27, which include;
- Visit of students from Gauting to Patchway – 18<sup>th</sup> May 2026 – 22<sup>th</sup> May 2026.
  - Visit of Students from Patchway to Gauting – 28<sup>th</sup> June 2026 – 3<sup>rd</sup> July 2026.
  - ‘You Fest’ – Tuesday 21<sup>st</sup> July 2026 in Norman Scott Park which is being organised by FACE.
  - A Retro Halloween Fireworks to Music – 31<sup>st</sup> October 2026 in Norman Scott Park.
  - Remembrance March and Service – 15<sup>th</sup> November 2026.
  - ‘Walk and Wonder’ Christmas Event on Rodway Road – 4<sup>th</sup> December 2026.
  - Patchway Santa Run – 13<sup>th</sup> December 2026.
- c) **Friends of Patchway Twinning Group.**  
The Deputy Clerk confirmed that the Gauting to Patchway trip is going well, with lots of engagement by the students and teachers. A full report to follow on the Council website.
- d) **Almondsbury Joint Burial Committee.**  
Cllr Dando confirmed there is an Almondsbury Joint Burial Committee meeting in June.
- e) **Holding South Gloucestershire Council to account (Strategic Plan Outcome).**  
No reports received.
- f) **Improving the Parade (Strategic Plan Outcome).**  
Cllr Knight enquired as to what further actions had been taken regarding The Parade parking charges that was discussed during the April Full Council meeting. The Clerk to follow this up.
- g) **Improving CCTV in the local area (Strategic Plan Outcome).**  
No reports received.
- h) **Communication with all households (Strategic Plan Outcome).**  
Cllr Knight stated that there is a lot more information being published on the Council website which residents can engage with. The Town News for May has also been published.
- i) **Youth provision and safety (Strategic Plan Outcome).**  
No reports received.
- j) **Community Sponsorship Scheme.**  
No reports received.

Council members stated that there needs to be more accountability by District Councillors, who have been elected by residents and have a duty to keep Parish and Town Councils informed about matters that concern the local area. The Town Clerk confirmed that a request for reports is submitted each month, but no reports are forthcoming. The Clerk to follow this up.

**19/06/2026 – No 26. To approve that Patchway Town Council meets at 7pm on the following dates:**

Tuesday 16<sup>th</sup> June 2026 at 7pm.

Tuesday 21<sup>st</sup> July 2026 at 7pm.

Tuesday 15<sup>th</sup> September 2026 at 7pm.  
Tuesday 20<sup>th</sup> October 2026 at 7pm.  
Tuesday 17<sup>th</sup> November 2026 at 7pm.  
Tuesday 19<sup>th</sup> January 2027 at 7pm.  
Tuesday 16<sup>th</sup> February 2027 at 7pm.  
Tuesday 16<sup>th</sup> March 2027 at 7pm.  
Tuesday 20<sup>th</sup> April 2027 at 6pm – Annual Assembly Meeting.  
Tuesday 20<sup>th</sup> April 2027 at 7pm.  
Tuesday 18<sup>th</sup> May 2027 at 7pm – Annual Statutory Meeting.

Cllr Knight suggested that there is a Council meeting held in December, as it is a long period of time between the November and January meetings and a lot can happen during this period.

**RESOLVED:** It was agreed by a majority to hold a December Full Council meeting going forward. The date will be submitted for approval at the June Full Council meeting. All other meeting dates approved as above.

**19/05/2026 – No 27. To approve the 3<sup>rd</sup> Brabazon Half Marathon and 10k event at Norman Scott Park on 4<sup>th</sup> April 2027.**

**RESOLVED:** It was agreed by a majority to approve the 3<sup>rd</sup> Brabazon Half Marathon and 10k event at Norman Scott Park on 4<sup>th</sup> April 2027.

**19/05/2026 – No 28. To note the date of the Annual Fireworks Display in Norman Scott Park to be on 31<sup>st</sup> October 2026 following request for date selection to all Councillors.**

The date of the Annual Fireworks Display was noted.

The Clerk asked for full support from Council members to promote the event as it falls on trick or treat night. Other incentives such as pumpkin and fancy dress competitions and offering of sweets was suggested.

**19/05/2026 – No. 29. To receive and vote on the Chair's chosen organisation to be supported by the Mayor's Charity for 2026/27**

The Mayor has not made a final decision on his chosen charity for 2026/27. This will be deferred to the June Full Council meeting.

**19/05/2026 – No 30. To receive and approve for the installation of a switch in the Officials changing room to support the cricket scoreboard from the Pavilion building in Norman Scott Park.**

**RESOLVED:** It was agreed by a majority to approve the installation of a switch in the Officials changing room to support the cricket scoreboard. This is at a cost of £257.00 + VAT.

**The meeting was closed by the Chair at 8.16pm.**