



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Thursday 16<sup>th</sup> September 2021**

Dear **Cllr Jon Butler, Cllr Roger Loveridge, Cllr Jo Buddharaju, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Dayley Lawrence, Cllr Elaine Martin, Cllr Sam Scott, Cllr Toni Scott, Cllr Sanjay Shambhu, Cllr Isobel Walker and Cllr Roland Walker.**

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 21<sup>st</sup> September 2021 at 6:30pm 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**

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#### **AGENDA**

1. To receive the applications for Co-Option to Patchway Town Council.
  - a) To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.
  - b) To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.
  - c) To receive a short presentation from Candidate C on why they should be co-opted onto Patchway Town Council.
  - d) To resolve to co-opt a candidate to Patchway Town Council.
  - e) To receive the co-opted Councillors Declaration of Acceptance of Office and duly sign the form.
2. To receive a presentation from Sgt Steve Ives, from Patchway Police Station, on crime in Patchway.
3. To receive questions from the members of the public present.
4. To receive any apologies for absence.
5. Declarations of Interest.
6. To consider and approve any dispensations for this meeting.
7. To approve the minutes of the Patchway Town Council meeting held on Thursday 5<sup>th</sup> August 2021 and to note any issues.
  - a) To receive the Clerk/RFO's report for this committee meeting.
8. To approve the minutes of the Patchway Town Council meeting held on Tuesday 31<sup>st</sup> August 2021 and to note any issues.
  - a) To receive the Clerk/RFO's report for this committee meeting.



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9. To note the minutes of the Finance Committee held on 14<sup>th</sup> September 2021.
10. To resolve that Patchway Town Council meets the criteria to adopt the General Power of Competence, under Localism Act 2011, ss.1-8.
11. Council Finance.
  - a) To note the current financial position of the two bank accounts.
  - b) To note the current financial position of the Town Council's Investments.
  - c) To note the Bank Reconciliation and Bank Statements for July and August.
  - d) To note the income and expenditure reports for July and August.
  - e) To note the monthly summary of accounts for July and August.
  - f) To approve the expenditure report and authorise payments.
  - g) To elect a Councillor to carry out the review of the Internal Controls for Month 1 to Month 6.
12. To consider the following planning applications: (Click on the link to view the planning application).
  - a) [1, Falcon Close P21/05335/F- Erection of a single storey front, side and rear extension to form additional living accommodation.](#)
  - b) [54, Cavendish Road P21/05699/F- Erection of 1no attached dwelling and garage with access, parking and associated works.](#)
  - c) [24, Thirlmere Road P21/05872/F - Demolition of existing detached building and erection of garden room \(resubmission of P20/04360/F\).](#)
  - d) [75, Bradley Road P21/05944/F-Erection of single storey rear extension to form additional living accommodation.](#)
13. To consider the revised scope for the Norman Scott Park Pavilion Project.
  - a) To consider and approve the revised budget for the project.
  - b) To consider and approve the revised plans to be submitted to South Gloucestershire Planning Department.
  - c) To consider negotiating with the current contractors who have tendered for the revised project.
14. To consider the revised quote from Insight Security for the security barrier on the 3G Pitch.
15. To elect a Councillor to the Finance Committee to replace Cllr Isobel Walker, who has resigned from the committee.
16. To adopt the Terms of Reference for the Personnel Committee.
17. To consider setting up a working party to discuss creating an event for the Queen's Jubilee in June 2022.
18. To receive an update from the Clerk regarding The Parade and agree to create a plan for the way forward for The Parade.
19. To consider applying for the Local Council Award Scheme.



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20. To receive an update on the lease agreement for The Casson Centre.
21. To consider extending the Free Cricket Net Practice for Under 14's.
22. To consider a dedication to an officer of Patchway Sports and Social Club for their service to the community of Patchway.
23. To consider the correspondence from Mamas Bristol CIC regarding the use of The Casson Centre.
24. To consider the correspondence from the Residents Association of Charlton Hayes (ReACH), in relation to their grant funding.
25. . To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
  - a) Community Engagement.
26. To adopt the following policies:
  - a) Communications Policy.
  - b) Modern Slavery Charter.
  - c) Complaints Policy.
  - d) Volunteering Policy.
27. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
  - a) South Gloucestershire Councillors report on items relating to Patchway.
  - b) 3G & Cricket Nets project.
  - c) Patchway Community Centre Redevelopment project.
  - d) Norman Scott Park Pavilion project.
  - e) Coniston Community Association.
  - f) 'Wild Patchway' Photography Competition.
  - g) Community Led Housing.
  - h) Youth Work Working Party.
  - i) Patchway Festival.
  - j) Patchway Remembrance Service.
28. To note that the next meeting of Patchway Town Council will be held on Tuesday 19<sup>th</sup> October 2021 at 7pm.
29. **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.**
30. To consider any recommendations from the Personnel Committee held on Monday 20<sup>th</sup> September 2021.



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31. To consider the appointment of the Outdoor Maintenance Contractor on a three day per week basis as the trial period has now come to an end.
32. To consider the estimated final account for the Patchway Community Centre project.
33. To receive an update on the Lease Agreement.
34. To receive an update on the lease agreement for the changing rooms within Patchway Sports and Social Club.