



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

Tuesday 10th June 2025

Dear Cllr Dayley Lawrence, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry,
Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown,
Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Steve Rummels,
Cllr Sam Scott, Cllr Toni Scott & Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 17th June 2025 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Suzanne Howard Cert.HE., CILCA, MSLCC.
Town Clerk

Public Participation - To enable members of the public to make comment or ask questions for a period not exceeding 15 minutes with no more than 3 minutes per individual, dependant on the number wishing to speak.

A G E N D A

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
2. To receive any apologies for absence.
3. To receive any Declarations of Interest and to approve any dispensations for this meeting.
4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 20th May 2025 and to receive the Clerk/RFO's report for this meeting.
5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.
6. To consider and approve annual accounts and annual procedures:
 - a) To receive and approve the Annual Governance Statement 2024/2025.

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- b) To receive and approve the Accounting Statements for 2024/2025 and to receive the explanations of variances.
- 7. Patchway Town Council Finance:
 - a) To approve the expenditure report for June 2025.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for May 2025.
 - c) To note the year end accounts to 31 March 2025.
- 8. To appoint council representatives for the following organisations or internal roles:
 - a) Patchway Town Council Events Working Group (4)
- 9. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) Friends of Patchway Twinning Group.
 - b) Almondsbury Joint Burial Committee.
 - c) Former social club building.
 - d) South Gloucestershire Council partnership working.
 - e) Improving the Parade.
 - f) Public safety updates
 - g) Residents' communications.
 - h) Youth provision.
 - i) Patchway Community Larder.
- 10. To receive and discuss the unauthorised access issues concerning the 3G sports pitch in Norman Scott Park.
- 11. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.
- 12. To note the date of the next Council Meeting of Patchway Town Council will be held on Tuesday 22nd July 2025 at 7.00pm at Callicroft House.
- 13. 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.

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14. To consider the recommendations from the Personnel Committee meeting held on Thursday 5th June 2025.
15. To note the response from the Chair of Personnel regarding the completion of the external investigation and the recommendations.
16. To make a final decision on the AJBC cemetery land extension development.
17. To evaluate, discuss and approve on a tender application concerning the Former Sports & Social Club building.

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PATCHWAY TOWN COUNCIL

Draft Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 20th May 2025 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr Dayley Lawrence (Chair), Cllr Ken Dando, Cllr Natalie Field, Cllr Dan Fry, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Angela Morey, Cllr Steve Rummels, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

In attendance: S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).

Absent: None

Members of the Public: None

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.

20/05/2025 - No 1. To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office and to be made 'The Mayor'.

Councillors proposed Cllr Lawrence to fulfil the role of Chairman/Mayor for the ensuing year and this was seconded.

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

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

Cllr Lawrence assumed the Chair for the meeting.

20/05/2025 - No 2. To elect a Vice-Chairman to Patchway Town Council for the ensuing Year and to be made 'The Deputy Mayor'.

Councillors proposed Cllr Morey to fulfil the role of Vice-Chairman for the ensuing year and this was seconded.

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

20/05/2025 - No 3. To receive questions from the members of the public present.

There were no questions due to no members of the public being present.

20/05/2025 - No 4. To receive any apologies for absence.

The Council noted apologies from Cllr Elaine Martin (unwell), Cllr Eric Gordon (personal commitment) & Cllr Jenny James (personal commitment).

20/05/2025 - 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.

Cllr Sam Scott declared an interest in agenda item(s) 15 to 18 due to a possible conflict of interest with the insurance matters.

20/05/2025 - No 6. To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to approve dispensations for Cllr S Scott for agenda items 15 to 18 and that he would leave the room whilst discussions were ongoing.

20/05/2025 - No 7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 15th April 2025, 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 one abstention to approve the minutes as a true and accurate record. The reports were both noted, with the Scheme of Delegation report as below:

**Report of any decisions made under the scheme of delegation
or delegated authority, under Financial Regulations**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Item 7 – 20-05-2025 – Time sensitive payments required to be settled between April and May Full Council meetings

Under Financial Regulations 5.5 and 6.2, 3 x payments have been approved by two Councillors and paid using Natwest Bankline for:

- Net World Sports - £88.79 – football post sockets for main pitch
- South West Councils - £630.00 – Associate Membership subscription 2025/2026
- South Gloucestershire Council – £1340.88 - May 2025 rates for the former club building

20/05/2025 – No 8. 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.

20/05/2025 - No 9. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2025.

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

It was proposed that Cllrs Eric Gordon, Jenny James, Pete Knight, Steve Rummels, Sam Scott, and Keith Walker would be elected to the Finance Committee.

RESOLVED: It was agreed by a majority with two against and one abstention to appoint Cllrs Eric Gordon, Jenny James, Pete Knight, Steve Rummels, Sam Scott, and Keith Walker 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 Cllrs Natalie Field, Jenny James, Pete Knight, Dayley Lawrence, Steve Rummels and Keith Walker would be elected to the Parks, Open Spaces, Planning and Transport Committee.

RESOLVED: It was agreed by a majority to appoint Cllrs Natalie Field, Jenny James, Pete Knight, Dayley Lawrence, Steve Rummels and Keith Walker 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 Cllrs Natalie Field, Jenny James, Elaine Martin, Toni Scott, and Keith Walker would be elected to the Personnel Committee.

Cllr Knight suggested that a vote around the table would be preferred as both Cllrs Knight and Rummels would like to be elected to the Personnel Committee.

Votes were taken as follows.

A vote was taken for the proposal – 6 votes.

A vote was taken for Cllr Knight – 6 votes

A vote was taken for Cllr Rummels – 5 votes.

RESOLVED: That the Chair used their casting vote in favour of the proposal. It was agreed that Cllrs Natalie Field, Jenny James, Elaine Martin, Toni Scott, and Keith Walker were appointed onto the Personnel Committee.

20/05/2025 - No 10. To appoint council representatives for the following organisations or internal roles:

- a) **Almondsbury Joint Burial Committee (5)**

RESOLVED: It was unanimously agreed to appoint Cllrs Ken Dando, Elaine Martin, Denise Lansdown, and Roger Loveridge onto 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.

- c) **Bromford Housing Representative (1)**

RESOLVED: It was unanimously agreed to appoint Cllr Walker as the Bromford Housing Representative.

- d) **Community Engagement Forum (2)**

RESOLVED: That the name of the organisation is to be changed. The Council will await further information on the changes and will assign a Council Representative at a later date.

- e) **Patchway Town Council Events Working Group (4)**

It was proposed that Cllrs Dan Fry, Dayley Lawrence, Steve Rummels and Toni Scott would be elected to Patchway Town Council Events Working Group.

RESOLVED: It was unanimously agreed to appoint Cllrs Dan Fry, Dayley Lawrence, Steve Rummels and Toni Scott onto Patchway Town Council Events Working Group.

Cllr Rummels asked that he stand down from the Working Group allowing for Cllr Lansdown to become a member of the Working Group, and this was also supported by Cllr Knight.

The Deputy Clerk reminded members that a declaration of interest should be declared by Cllr Lansdown considering the conflict of interest with her role as Councillor and the business interests as proprietor of Snack Attacks. Cllr Lansdown declared that she does not participate in any of the events in Norman Scott Park for that reason.

Cllr Lansdown left the meeting at 7.26pm.

No decision was made on the proposal by Cllr Rummels for Cllr Lansdown to become a member of the Events Working Group and therefore the item will be deferred to the next Council meeting.

- f) **Patchway Community Association (2)**
RESOLVED: It was unanimously agreed to appoint Cllr Ken Dando onto Patchway Community Association.
- g) **Patchway and Charlton Hayes Community Sports Association (1)**
RESOLVED: It was unanimously agreed to appoint Cllr Natalie Field onto Patchway and Charlton Hayes Community Sports Association.
- h) **Patchway Partnership Meeting (Formerly PN Group) (1)**
RESOLVED: It was unanimously agreed to appoint Cllr Keith Walker onto Patchway Partnership Meeting.
- i) **Friends of Patchway Twinning Group (5)**
RESOLVED: It was unanimously agreed to appoint Cllrs Angela Morey and Elaine Martin onto Friends of Patchway Twinning Group.
- j) **The Grants Working Party (5)**
RESOLVED: It was unanimously agreed to appoint Cllr Ken Dando, Jenny James, Roger Loveridge, Sam Scott, and Toni Scott onto the Grants Working Party.
- k) **Youth Work Working Party (5)**
RESOLVED: It was unanimously agreed to appoint Cllrs Jenny James, Denise Lansdown, Roger Loveridge & Steve Rummels onto Youth Work Working Party.
- l) **Quarterly Internal Controls Check (2)**
RESOLVED: It was unanimously agreed to appoint Cllrs Sam Scott and Toni Scott for Quarterly Internal Controls Check.
- m) **Almondsbury Charity (1) (Elected in 2023)**
This position was elected in 2023 with Cllr D Lawrence being the Council's representative until 2026.
- n) **Patchway Town Council Media Officers (3)**
RESOLVED: It was unanimously agreed to appoint Cllrs Natalie Field, Dayley Lawrence and Angela Morey as Patchway Town Council Media Officers.
- o) **NatWest Bankline Payment Authorisers (4)**
RESOLVED: It was unanimously agreed to appoint Cllrs Ken Dando, Dayley Lawrence, Angela Morey and Keith Walker as NatWest Bankline Payment Authorisers.

p) **Community Cohesion Action Group (2)**

RESOLVED: It was unanimously agreed to appoint Cllr Eric Gordon and Jenny James onto Community Cohesion Action Group.

q) **Avon Pension Fund (1)**

RESOLVED: It was unanimously agreed to appoint Cllr Keith Walker onto the Avon Pension Fund.

20/05/2025 - No 11. 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

RESOLVED: It was unanimously agreed to adopt all of the policies.

20/05/2025 - No 12. To consider the Internal Audit Report for the financial year ending March 2025.

The Council noted the Internal Audit Report with no recommendations arising from the report. The report again praised the quality of documentation and the sound financial processes in place. The Chairman passed on the thanks to the Deputy Clerk for their hard work on achieving this.

20/05/2025 – No 13. To consider and approve annual accounts and annual procedures:

- a) **To note the Internal Auditor's report section of the AGAR 2024/2025.**
The Internal Auditor's report was noted.
- b) **To receive and approve the Annual Governance Statement 2024/2025.**
Item deferred to the June Full Council Meeting due to awaiting AJBC financial accounts.
- c) **To receive and approve the Accounting Statements for 2024/2025 and to receive the explanations of variances.**
Item deferred to the June Full Council Meeting due to awaiting AJBC 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.
- e) **To review Patchway Town Council's earmarked reserves.**
The Deputy Clerk confirmed that the Council is not quite at a minimum limit of three months in reserves, but final figures are awaited for the year end accounts.

20/05/2025 – No 14. 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.

Cllr S Scott declared his interest and left the meeting.

20/05/2025 – No 15. To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31st March 2026.

RESOLVED: It was agreed by a majority with one abstention to re-appoint Auditing Solutions Ltd as Internal Auditor for the financial year ending 31st March 2026.

Cllr Dando stated that the Council should seek alternative quotes from other companies before accepting any proposal, to ensure value for money and maintain transparency.

20/05/2025 – No 16. To confirm insurance arrangements for the 2025/2026 Financial Year:

a) Main Insurance Policy.

Cllr Knight enquired about the liability for all buildings on the insurance policy and whether it included the former Sports and Social Club building.

The Deputy Clerk confirmed that the former Sports and Social Club building has been included in the insurance policy.

RESOLVED: It was agreed by a majority with one abstention to approve the insurance arrangements with Zurich Insurance for 2025/26.

b) Fleet Insurance Policy.

RESOLVED: It was agreed by a majority with one abstention to confirm Zurich Insurance as the Council's insurers on a Long-Term Agreement until 2026.

20/05/2025 – No 17. 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.

20/05/2025 – No 18. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.

Cllr Knight enquired if quotes are obtained to support work.

The Clerk confirmed that quotes are obtained from at least three companies when seeking work to be completed.

RESOLVED: that the list was noted.

Cllr S Scott returned to the meeting.

20/05/2025 – No 19. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.

Cllr Loveridge enquired as to the reason why the former Sports & Social Club building is listed as £1.00 on the fixed asset register.

The Deputy Clerk confirmed that this was based on advice given by the Council's accountant.

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

20/05/2025 – No 20. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.

The Clerk confirmed that she had contacted South Gloucestershire Council to understand if there were any financial cost implications with the Community Governance review, a reply is awaited.

The Council agreed to defer this item to the next Council meeting.

20/05/2025 – No 21. Patchway Town Council Finance.

- a) To approve the expenditure report for May 2025.

RESOLVED: It was unanimously agreed with one abstention to approve the expenditure report and authorise payments as below.

| Payments for May 2025 | | | | | | | |
|---------------------------------|-----------------------------------------------------------------------------|-----------------------|----------|-----|--------|------------|-----------|
| Payee | Invoice Detail | Net (cost to council) | | VAT | Gross | Our Ref | |
| South Gloucestershire Council | Business rates - Former social club building - May 2025 | £ | 1,340.88 | £ | - | £ 1,340.88 | 05-25-010 |
| Concord Homecare Ltd | Cleaning at Callicroft / Casson / Pavilion - March 2025 | £ | 417.08 | £ | 83.42 | £ 500.50 | 05-25-011 |
| Avon Local Councils Association | Essential Councillor training - Clfr S Rummels | £ | 45.00 | £ | - | £ 45.00 | 05-25-012 |
| PR Production Services Ltd | Staging, AV & production for Patchway Festival 2025 | £ | 2,902.50 | £ | 580.50 | £ 3,483.00 | 05-25-013 |
| Raycop Turf Ltd | Topsoil for football pitch repairs | £ | 280.00 | £ | 56.00 | £ 336.00 | 05-25-014 |
| Limitless Security Ltd | Key Holding services for Callicroft / Casson / Pavilion - 11/4/25 - 10/4/26 | £ | 475.00 | £ | 95.00 | £ 570.00 | 05-25-015 |
| DCK Accounting Services Ltd | Accounting support - March 2025 / Year End Closedown 31/3/25 | £ | 532.37 | £ | 106.47 | £ 638.84 | 05-25-016 |
| Jon Watkins | Expenses for keys cut for Callicroft House | £ | 20.00 | £ | - | £ 20.00 | 05-25-017 |
| AJ Mowers | HR300 mower servicing & repairs | £ | 554.33 | £ | 110.87 | £ 665.20 | 05-25-018 |
| Prolific South West Ltd | Photocopying charges - April 2025 | £ | 72.20 | £ | 14.44 | £ 86.64 | 05-25-019 |
| HMC Patchway | MoT advisory repairs to Council Combo van | £ | 240.00 | £ | 48.00 | £ 288.00 | 05-25-020 |
| Saltech IT Ltd | Annual Business Support - 2/6/25 - 1/9/25 | £ | 270.38 | £ | 54.08 | £ 324.46 | 05-25-021 |
| Saltech IT Ltd | Microsoft Basic Business licences x 9 - June 2025 | £ | 103.40 | £ | 20.68 | £ 124.08 | 05-25-022 |
| Saltech IT Ltd | Microsoft Exchange kiosk licences x 13 - June 2025 | £ | 23.01 | £ | 4.60 | £ 27.61 | 05-25-023 |
| Saltech IT Ltd | SaaS Backup for Microsoft 365 | £ | 16.00 | £ | 3.20 | £ 19.20 | 05-25-024 |
| South Gloucestershire Council | Rent of land at Caniston Primary School | £ | 50.00 | £ | - | £ 50.00 | 05-25-025 |
| South Gloucestershire Council | Contribution to staffing costs at Patchway Library - 1/4/25 - 31/3/26 | £ | 1,950.00 | £ | - | £ 1,950.00 | 05-25-026 |
| Origin Amenity Solutions | Grass seed for end of season ditch repairs | £ | 213.00 | £ | 1.80 | £ 214.80 | 05-25-027 |
| DCK Accounting Services Ltd | Accounting support - April 2025 | £ | 328.60 | £ | 65.72 | £ 394.32 | 05-25-028 |
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- b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports for April 2025.

The Council noted the reports for April 2025.

- c) To note the year end accounts to 31st March 2025.

Item deferred to the June Council meeting due to awaiting AJBC final accounts.

20/05/2025 – No 22. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

- a) South Gloucestershire Councillors report on items relating to Patchway.

Cllr Sam Scott confirmed that South Gloucestershire Council (SGC) were the worst funded Council in the whole of the country, and in a recent report have just moved up the list from one above the bottom. More money is needed to support schools and SGC are continuing to campaign for help.

When the Bristol Arena goes live, SGC are keen to see what the parking will look like in this area.

More road works are taking place on the A38.

Cllr Dando enquired with Cllr Sam Scott as to changes to the rubbish collection in Patchway. Cllr Scott confirmed that work is still progressing with the move to three weekly collections, and the collection of soft plastic waste from the kerbside.

- b) **Patchway Town Council Events.**

The Council noted the report as below:

The Deputy Clerk confirmed that the events programme for 2025/26 was progressing well.

Town Clerk and Deputy Clerk & Responsible Finance Officer's Report

Patchway Town Council Events

1. *Free Cricket Net sport sessions for Under 14's – March to September 2025.*

Cricket day events and use of the facilities is going well for the new season. The ground could do with some rain!

2. Patchway Half Marathon & 10K – 6th April 2025.

Around 500 runners took part in either the half or 10k marathon races on the 6th April 2025. The event was very well received and supported by family and friends cheering the runners on. Each finisher received a medal, with trophies given to those in 1st, 2nd and 3rd place. Patchway looks forward to the event being held again in 2026.

3. VE-Day Beacon Lighting – 8th May 2025.

At just before 9.30pm the Mayor read 'The Tribute' followed by the lighting of the beacon at The Tumps to mark the 80th anniversary of VE Day. In attendance were members from the Patchway Royal British Legion Branch, Councillors, Council staff, members of the public, FACE providing an activity stall, along with Sav's Super Whip ice cream. The event was low key this year. This was due to the beacon lighting being lit over an hour later than in previous years. This had an impact on the Patchway Army Cadets, Avon and Somerset Police Cadets not being able to attend due to the later time and GCSE revision to support exams.

Cllr Sam Scott has provided an award of £250 towards this event from his member award funding at South Gloucestershire Council which was used to offset the cost for the hire of the cherry picker to provide the height for lighting the beacon.

4. Croles Fun Fair – May 2025 – 23rd May to 30th May 2025. (weather depending 31st May weekend)

5. Patchway Town Council Awards – May to July 2025.

6. Patchway Street Food Festival – June to September 2025.

7. Visit of students from Gauting to Patchway – 11th May 2025 – 16th May 2025.

8. Visit of Students from Patchway to Gauting – 30th June 2025 – 4th July 2025.

9. Visit of Students from Clermont to Patchway – 7th June 2025 – 11th June 2025.

10. Visit of Students from Patchway to Clermont – 11th July 2025 – 15th July 2025.

11. Patchway's Supersonic Festival in the Park – 5th July 2025.

12. A Halloween Fireworks to Music – 1st November 2025.

13. Remembrance March and Service – 16th November 2025.

14. Christmas Light Switch on and Market – 28th November 2025.

15. Patchway Santa Run – 14th December 2025.

16. Christmas Present Drive – November and December 2025.

- c) **Friends of Patchway Twinning Group.**
The Deputy Clerk confirmed that the Gauting to Patchway trip went very well, with lots of engagement and great feedback given. A full report is on the Council website.
<https://www.patchwaytowncouncil.gov.uk/post/international-focus-on-young-people-as-patchway-hosts-friends-from-twin-town-of-gauting>
- d) **Almondsbury Joint Burial Committee.**
The Chair of the Council agreed to discuss this item in the closed session.
- e) **Holding South Gloucestershire Council to account (Strategic Plan Outcome).**
No reports received.
- f) **Improving the Parade (Strategic Plan Outcome).**
No reports received.
- g) **Improving CCTV in the local area (Strategic Plan Outcome).**
No reports received.
- h) **Communication with all households (Strategic Plan Outcome).**
The Town News for May has been published.
- i) **Youth provision and safety (Strategic Plan Outcome).**
No reports received.
- j) **Community Sponsorship Scheme.**
No reports received.

20/05/2025 – No 23. To approve that Patchway Town Council meets at 7pm on the following dates:

Tuesday 17th June 2025 at 7pm.

Tuesday 22nd July 2025 at 7pm.

Tuesday 16th September 2025 at 7pm.

Tuesday 14th October 2025 at 7pm.

Tuesday 18th November 2025 at 7pm.

Tuesday 20th January 2026 at 7pm.

Tuesday 17th February 2026 at 7pm.

Tuesday 17th March 2026 at 7pm.

Tuesday 14th April 2026 at 7pm.

Tuesday 19th May 2026 at 7pm.

RESOLVED: It was agreed by a majority to approve the change of date from the 15th to 22nd July 2025 meeting due to the absence of the Chair and Vice-Chair. All other meeting dates approved as above.

20/05/2025 – No 24. To approve the 3rd Brabazon Half Marathon and 10k event at Norman Scott Park on 5th April 2026.

RESOLVED: It was agreed by a majority to approve the 3rd Brabazon Half Marathon and 10k event at Norman Scott Park on 5th April 2026.

20/05/2025 – No 25. To note the minutes of the Youth Working Group meeting held on 24th April 2025.

RESOLVED: that the minutes of the Youth Working Group from 24th April 2025 were noted.

20/05/2025 – No. 26. 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 following items.

20/05/2025 – No 27. To receive and discuss the former Patchway Sports & Social Club building survey report.

Cllr Knight enquired with members that he hoped everyone has now had the opportunity to see and read the survey report, which has identified the work needing to be done to bring the building back to a satisfactory condition.

The current tender process, with a requirement of a full repairing lease agreement, is due to expire on 6th June 2025. However, should no suitable submissions be received by the closing date, the Council reserves the right to continue the process beyond the stated deadline. In such case, the tender will remain open until a satisfactory submission is received or otherwise determined by the Council.

The Steering Group meeting held on the 6th May 2025 was well attended and Cllr Rummels is keen to support the residents of Patchway further during the developments of the former club building.

RESOLVED: that the Steering Group Committee is formed and a meeting is arranged as soon as possible to support the residents of Patchway.

It was agreed that Cllrs Pete Knight, Roger Loveridge, Steve Rummels and Keith Walker set up a Steering Group Committee meeting and produces Committee objectives and Terms of Reference. That the Steering Group works alongside the Council and the tender process.

20/05/2025 – No. 22 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

d) Almondsbury Joint Burial Committee

The Deputy Clerk confirmed that he has spoken with the Clerk at Almondsbury Joint Burial Committee and advised that the Council are still awaiting a financial report from the Council's accountants that will provide a future financial forecast on the proposed cemetery extension.

The sellers of the land are keen to complete the sell on the 1st June 2025.

If Patchway Town Council decides not to go ahead with the investment in the new site, alternative arrangements are being discussed.

The Chair of the Council proposed that the Council contacts Almondsbury Joint Burial Committee and advises that the financial forecast report is still awaited from the Council's Accountant. The next Full Council meeting is on the 17th June 2025 and if figures are received before this date, then an Extra Ordinary meeting of the Council is arranged.

RESOLVED: that the proposal was agreed by a majority.

The meeting was closed by the Chairman at 20:57pm.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Patchway Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

| | Agreed | | "Yes" means that this authority: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/06/2025

and recorded as minute reference:

6 A

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.patchwaytowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

Patchway Town Council

| | Year ending | | Notes and guidance |
|-----------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 36,973 | 209,169 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 540,271 | 501,638 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 333,356 | 187,566 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 216,404 | 249,038 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 57,349 | 65,510 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 427,678 | 365,706 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 209,169 | 218,119 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |

| | | | |
|-------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Total value of cash and short term investments | 184,476 | 198,008 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 6,225,847 | 6,246,701 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 199,686 | 142,444 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J Watkins

Date

17/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

17/06/2025

as recorded in minute reference:

6 B

Signed by Chair of the meeting where the Accounting Statements were approved

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

| | Year ending | | Variance £ | Variance % | Notes and guidance | Explanation required |
|-------------------------------------------------------------|-------------------------------|-------------------------------|------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| | 31-Mar-24 | 31-Mar-25 | | | | |
| 1. Balances brought forward | 36,973.00 | 209,169.00 | | | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. | |
| 2. (+) Precept or Rates and Levies | 540,271.00 | 501,638.00 | -38633 | -7% | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year | No explanation required |
| 3. (+) Total other receipts | 333,356.00 | 187,566.00 | -145790 | -44% | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | Please explain within the relevant tab |
| 4. (-) Staff costs | 216,404.00 | 249,038.00 | 32634 | 15% | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. | Please explain within the relevant tab |
| 5. (-) Loan interest/capital repayments | 57,349.00 | 65,510.00 | 8161 | 14% | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. | No explanation required |
| 6. (-) All other payments | 427,678.00 | 365,706.00 | -61972 | -14% | Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any). | No explanation required |
| 7. (=) Balances carried forward | 209,169.00 | 218,119.00 | | | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). | Please explain in the Reserves tab |
| 8. Total value of cash and short term investments | Bal c/f checker 184,476.00 | Bal c/f checker 198,008.00 | | | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). | |
| 9. Total fixed assets plus long term investments and assets | 6,225,847.00 | 6,246,701.00 | 20854 | 0% | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation. | No explanation required |
| 10. Total borrowings | 199,686.00 | 142,444.00 | -57242 | -29% | The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March. The outstanding capital balances as at 31 March of all loans from third parties (including PWLB). | Please explain within the relevant tab |

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| Payee | Invoice Detail | Net (cost to council) | VAT | Gross | Our Ref |
|-----------------------------------|-----------------------------------------------------------------------------|-----------------------|-----------|------------|-----------|
| Woodhouse Park Activity Centre | Balance for Patchway - Gauting young peoples twinning activities - May 2025 | £ 120.00 | £ - | £ 120.00 | 06-25-010 |
| Dynamite Fireworks Ltd | Deposit for Fireworks to Music display - 1st November 2025 | £ 1,712.50 | £ 342.50 | £ 2,055.00 | 06-25-011 |
| Murray Hire Centres Ltd | Cherry picker & kit for VE Day beacon lighting. | £ 242.50 | £ 48.50 | £ 291.00 | 06-25-012 |
| Auditing Solutions Ltd | Final Internal audit fee for 2024 - 2025 | £ 510.00 | £ 102.00 | £ 612.00 | 06-25-013 |
| Amazon Business Ltd | Risk of falling signs x 6 for NSP 3G facility | £ 44.09 | £ 8.80 | £ 52.89 | 06-25-014 |
| Soltech IT Ltd | Microsoft Basic Business licences x 9 - July 2025 | £ 475.00 | £ 95.00 | £ 570.00 | 06-25-015 |
| Soltech IT Ltd | Microsoft Exchange kiosk licences x 13 - July 2025 | £ 532.37 | £ 106.47 | £ 638.84 | 05-25-016 |
| Soltech IT Ltd | SaaS Backup for Microsoft 365 - July 2025 | £ 20.00 | £ - | £ 20.00 | 06-25-017 |
| Amazon Business Ltd | Cable ties | £ 15.73 | £ 3.15 | £ 18.88 | 06-25-018 |
| Advanced Plumbing & Heating Ltd | Servicing and repairs to NSP Pavilion commercial boilers x 2 | £ 285.00 | £ 57.00 | £ 342.00 | 06-25-019 |
| Steve Sollars Medicare | Medic cover for Fireworks to Music - 1st November 2025 | £ 350.00 | £ - | £ 350.00 | 06-25-020 |
| Steve Sollars Medicare | Medic cover for Patchway Festival - 5th July 2025 | £ 245.00 | £ - | £ 245.00 | 06-25-021 |
| South Gloucestershire Council | South Glos Council rates for Former Club Building at Scott Park - June 2025 | £ 1,337.00 | £ - | £ 1,337.00 | 06-25-022 |
| Murray Hire Centres Ltd | Strimming equipment & kit | £ 104.22 | £ 20.85 | £ 125.07 | 06-25-023 |
| Murray Hire Centres Ltd | Hedge trimmer attachment repairs | £ 37.58 | £ 7.52 | £ 45.10 | 06-25-024 |
| Prolific Solutions (SW) Ltd | Photocopying charges - May 2025 | £ 127.10 | £ 25.42 | £ 152.52 | 06-25-025 |
| Simply Washrooms Ltd | Bambina nappy unit - Casson Centre - 9/6/25 to 8/6/26 | £ 160.00 | £ 32.00 | £ 192.00 | 06-25-026 |
| Raycox Turf Ltd | Topsoil and bark for play areas | £ 370.00 | £ 74.00 | £ 444.00 | 06-25-027 |
| Robert Acton Product Developments | 4 x Bagotool Litter Picker Pliers | £ 130.00 | £ 26.00 | £ 156.00 | 06-25-028 |
| Brosch | Heavy duty black sacks | £ 310.00 | £ 62.00 | £ 372.00 | 06-25-029 |
| Jon Watkins | Expenses for Clermont - Patchway Civic Twinning visit | £ 137.56 | £ 14.71 | £ 152.27 | 06-25-030 |
| | | £ - | £ - | £ - | |
| | | £ - | £ - | £ - | |
| | | £ - | £ - | £ - | |
| | Total for June 2025 | £7,265.65 | £1,025.92 | £8,291.57 | |

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Date: 03/06/2025

Patchway Town Council 2025/26

Page 1

Time: 12:34

Bank Reconciliation Statement as at 30/05/2025
for Cashbook 1 - Current Bank A/c

User: JO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|----------------------------------------|-----------------------|-----------------------------|-----------------|
| Current A/c | 30/05/2025 | | 1,000.00 |
| Reserve A/c | 30/05/2025 | | 6,391.03 |
| | 30/05/2025 | | 0.00 |
| | | | <hr/> 7,391.03 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 7,391.03 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 7,391.03 |
| | | Balance per Cash Book is :- | 7,391.03 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Jan Watham Signed  Date 3/6/25

Signatory 2:

Name Signed Date

| | | | |
|---------------------------------------------|------------------------------------|-----------------------|-------------------------|
| 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 6391.03 | | |

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 1.10% gross 1.11% AER.
This is based on the balance of 31st of May 2025.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-----------------|------|---------------------|-------------|--------|------------|
| Closing balance | | | | | 6,391.03 |
| 30-May-2025 | | TO 01321218 | -16,417.09 | | 6,391.03 |
| 30-May-2025 | INT | 30MAY GRS 08631638 | | 74.86 | 22,808.12 |
| 29-May-2025 | | FROM 01321218 | | 12.00 | 22,733.26 |
| 28-May-2025 | | FROM 01321218 | | 260.73 | 22,721.26 |
| 27-May-2025 | | FROM 01321218 | | 23.83 | 22,460.53 |
| 23-May-2025 | | TO 01321218 | -15,931.12 | | 22,436.70 |
| 22-May-2025 | | TO 01321218 | -1,406.46 | | 38,367.82 |
| 21-May-2025 | | TO 01321218 | -843.70 | | 39,774.28 |
| 20-May-2025 | | TO 01321218 | -29.62 | | 40,617.98 |
| 19-May-2025 | | TO 01321218 | -1,473.48 | | 40,647.60 |
| 16-May-2025 | | TO 01321218 | -1,769.05 | | 42,121.08 |
| 15-May-2025 | | TO 01321218 | -79.37 | | 43,890.13 |
| 14-May-2025 | | TO 01321218 | -9,506.00 | | 43,969.50 |
| 13-May-2025 | | TO 01321218 | -220.23 | | 53,475.50 |
| 12-May-2025 | | TO 01321218 | -75.44 | | 53,695.73 |
| 09-May-2025 | | TO 01321218 | -129.27 | | 53,771.17 |
| 08-May-2025 | | TO 01321218 | -127.73 | | 53,900.44 |
| 07-May-2025 | | TO 01321218 | -79,647.71 | | 54,028.17 |
| 06-May-2025 | | TO 01321218 | -80,211.43 | | 133,675.88 |
| 02-May-2025 | | TO 01321218 | -78,969.05 | | 213,887.31 |
| 01-May-2025 | | TO 01321218 | -1,497.64 | | 292,856.36 |
| Opening balance | | | | | 294,354.00 |
| Totals | | | -288,334.39 | 371.42 | |

| | | | | |
|-------------|-----|-------------------------------------------------------------------------------|-----------|-----------|
| 30-May-2025 | BAC | SMITH T, SOPHIE, FP 29/05/25 1840, RP4679967363984000 | 60.00 | 1,060.00 |
| 29-May-2025 | | TO 08631638 | -12.00 | 1,000.00 |
| 29-May-2025 | BAC | E INWOOD, 2025-26-02, FP 29/05/25 1449, 300000001571143938 | 12.00 | 1,012.00 |
| 28-May-2025 | | TO 08631638 | -260.73 | 1,000.00 |
| 28-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 28/05/25 0922, XP4339411781054680 | 50.73 | 1,260.73 |
| 28-May-2025 | BAC | EFGA RE BRISTOL, 2025-26 16, FP 28/05/25 1731, 32173118974934000N, 2025-26 16 | 210.00 | 1,210.00 |
| 27-May-2025 | | TO 08631638 | -23.83 | 1,000.00 |
| 27-May-2025 | BAC | STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 27/05/25 0912, XP7503441434601566 | 23.83 | 1,023.83 |
| 23-May-2025 | POS | 7100 22MAY25, SP GS WORKWEAR, HONITON GB | -29.89 | 1,000.00 |
| 23-May-2025 | EBP | 0, -2,347.78 | | 1,029.89 |
| 23-May-2025 | EBP | 0, -2,043.97 | | 3,377.67 |
| 23-May-2025 | EBP | 0, -1,824.27 | | 5,421.64 |
| 23-May-2025 | EBP | AVON LOCAL COUNCIL, 05-25-012, FP 23 /05/25 40, 49023901027970000N | -45.00 | 7,245.91 |
| 23-May-2025 | EBP | -2,150.77 | | 7,290.91 |
| 23-May-2025 | EBP | A J MOWERS LTD, 05-25-018, FP 23/05/25 40, 11023902183471000N | -665.20 | 9,441.68 |
| 23-May-2025 | EBP | HMC PATCHWAY, 05-25-020, FP 23/05/25 40, 51023902851257000N | -288.00 | 10,106.88 |
| 23-May-2025 | EBP | -2,874.54 | | 10,394.88 |
| 23-May-2025 | EBP | 23/05/25 -1,518.89 | | 13,269.42 |
| 23-May-2025 | EBP | CONCORD HOMECARE L, 05-25-011, FP 23 /05/25 40, 27023906772852000N | -500.50 | 14,788.31 |
| 23-May-2025 | EBP | SOUTH GLOUCESTERSH, 05-25-025, FP 23 /05/25 40, 38023859274075000N | -50.00 | 15,288.81 |
| 23-May-2025 | EBP | LIMITLESS SECURITY, 05-25-015, FP 23/05 /25 40, 46023853547131000N | -570.00 | 15,338.81 |
| 23-May-2025 | EBP | -1,022.31 | | 15,908.81 |
| 23-May-2025 | | FROM 08631638 | 15,931.12 | 16,931.12 |
| 22-May-2025 | D/D | TOTALENERGIES G&P, 1237631 | -1,430.48 | 1,000.00 |
| 22-May-2025 | | FROM 08631638 | 1,406.46 | 2,430.48 |
| 22-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 22/05/25 0909, XP7433993629047905 | 24.02 | 1,024.02 |

| | | | |
|------------------------------------------------------|-------------------------------------------|------------------------------|--------------------------------|
| 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 2007.17 | | |

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-----------------|------|-------------------------------------------------------------------|-----------|-----------|-----------|
| Closing balance | | | | | 1,000.00 |
| 30-May-2025 | POS | 7614 29MAY25, FH* BLACKBEARD TO, BANK, BRISTOL GB | -114.48 | | 1,000.00 |
| 30-May-2025 | POS | 7614 29MAY25, WWW.HEADOUT.COM, LONDON GB | -209.43 | | 1,114.48 |
| 30-May-2025 | EBP | DCK ACCOUNTING SOL, 05-25-028, FP 30/05/25 40, 56024443784541000N | -394.32 | | 1,323.91 |
| 30-May-2025 | EBP | DCK ACCOUNTING SOL, 05-25-016, FP 30/05/25 40, 41024445443422000N | -638.84 | | 1,718.23 |
| 30-May-2025 | EBP | ORIGIN AMENITY SOL, 05-25-027, FP 30/05/25 40, 37024426801922000N | -214.80 | | 2,357.07 |
| 30-May-2025 | EBP | JON WATKINS, 05-25-017, FP 30/05/25 40, 14024422502860000N | -20.00 | | 2,571.87 |
| 30-May-2025 | EBP | PR PRODUCTION SERV, 05-25-013, FP 30/05/25 40, 20024439870740000N | -3,483.00 | | 2,591.87 |
| 30-May-2025 | EBP | SOLTECH IT LTD, 05-25-024, FP 30/05/25 40, 19024442933634000N | -19.20 | | 6,074.87 |
| 30-May-2025 | EBP | SOLTECH IT LTD, 05-25-023, FP 30/05/25 40, 56024441588803000N | -27.61 | | 6,094.07 |
| 30-May-2025 | EBP | SOLTECH IT LTD, 05-25-021, FP 30/05/25 40, 46024440940396000N | -324.46 | | 6,121.68 |
| 30-May-2025 | EBP | RAYCOX TURF LTD, 05-25-014, FP 30/05/25 40, 40024427194427000N | -336.00 | | 6,446.14 |
| 30-May-2025 | EBP | SOLTECH IT LTD, 05-25-022, FP 30/05/25 40, 50024442665852000N | -124.08 | | 6,782.14 |
| 30-May-2025 | EBP | HMRC, 05-25-009, FP 30/05/25 40, 50024421063731000N | -4,828.30 | | 6,906.22 |
| 30-May-2025 | EBP | SOUTH GLOUCESTERSH, 05-25-026, FP 30/05/25 40, 09024439780352000N | -1,950.00 | | 11,734.52 |
| 30-May-2025 | EBP | PROLIFIC SOLUTIONS, 05-25-019, FP 30/05/25 40, 61024441082441000N | -86.64 | | 13,684.52 |
| 30-May-2025 | EBP | AVON PENSION FUND, 05-25-008, FP 30/05/25 40, 14024420055458000N | -3,762.71 | | 13,771.16 |
| 30-May-2025 | CHG | 02MAY A/C 01321218 | -17.76 | | 17,533.87 |
| 30-May-2025 | | FROM 08631638 | | 16,417.09 | 17,551.63 |
| 30-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 30/05/25 0902, XP3100812914346818 | | 74.54 | 1,134.54 |

| | | | | |
|-------------|-----|---------------------------------------------------------------------------------|-----------|-----------|
| 21-May-2025 | D/D | EDF ENERGY, A-81F6FF1D-001 | -29.80 | 1,000.00 |
| 21-May-2025 | D/D | OCTOPUS ENERGY, A-68972F34-001 | -862.75 | 1,029.80 |
| 21-May-2025 | | FROM 08631638 | 843.70 | 1,892.55 |
| 21-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 21/05/25 0907, XP2151005574047097 | 24.02 | 1,048.85 |
| 21-May-2025 | BAC | STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 21/05/25 0852, XP7269971110308869 | 24.83 | 1,024.83 |
| 20-May-2025 | D/D | BRITISH GAS BUSINE, 604128196210125000 | -48.48 | 1,000.00 |
| 20-May-2025 | POS | 7614 16MAY25, STAPLES, NORMANTON GB | -31.87 | 1,048.48 |
| 20-May-2025 | | FROM 08631638 | 29.62 | 1,080.35 |
| 20-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 20/05/25 0844, XP5993826640372210 | 50.73 | 1,050.73 |
| 19-May-2025 | D/D | DE LAGE LANDEN LEA, 22850251206 | -998.88 | 1,000.00 |
| 19-May-2025 | D/D | E.ON NEXT LTD, A-C132F263-001 | -491.15 | 1,998.88 |
| 19-May-2025 | POS | 7614 16MAY25 C, POST OFFICE, COUNTER, BRISTOL GB | -0.45 | 2,490.03 |
| 19-May-2025 | POS | 7614 16MAY25 C, POST OFFICE, COUNTER, BRISTOL GB | -18.90 | 2,490.48 |
| 19-May-2025 | | FROM 08631638 | 1,473.48 | 2,509.38 |
| 19-May-2025 | BAC | STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 19/05/25 0818, XP5460939188368916 | 11.88 | 1,035.90 |
| 19-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 19/05/25 0909, XP1415398350124012 | 24.02 | 1,024.02 |
| 16-May-2025 | D/D | ICO, Z9419700 | -47.00 | 1,000.00 |
| 16-May-2025 | D/D | GREAT WESTERN RECY, REE11551443 | -1,807.92 | 1,047.00 |
| 16-May-2025 | D/D | EDF ENERGY, A-805521B0-001 | -103.10 | 2,854.92 |
| 16-May-2025 | POS | 7100 15MAY25, TESCO STORES 2288, CLEVEDON GB | -125.26 | 2,958.02 |
| 16-May-2025 | POS | 7614 15MAY25, WWW.GARDENM, ACHINERYDIR, INTERNET GB | -374.99 | 3,083.28 |
| 16-May-2025 | | FROM 08631638 | 1,769.05 | 3,458.27 |
| 16-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 16/05/25 0904, XP0987939548790783 | 50.52 | 1,689.22 |
| 16-May-2025 | BAC | STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 16/05/25 0811, XP3762548623180878 | 638.70 | 1,638.70 |
| 15-May-2025 | D/D | EE LIMITED, Q16509023620182790 | -121.76 | 1,000.00 |
| 15-May-2025 | BLN | BANKLINE | -32.15 | 1,121.76 |
| 15-May-2025 | | FROM 08631638 | 79.37 | 1,153.91 |
| 15-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 15/05/25 0814, XP0752199400144420 | 74.54 | 1,074.54 |
| 14-May-2025 | D/D | PUBLIC WORKS LOANS, PATCHWAY | -9,616.00 | 1,000.00 |
| 14-May-2025 | POS | 7100 13MAY25 C, ASDA STORES, CLEVEDON GB | -58.00 | 10,616.00 |

| | | | | |
|-------------|-----|---------------------------------------------------------------------------|------------|-----------|
| 14-May-2025 | | FROM 08631638 | 9,506.00 | 10,674.00 |
| 14-May-2025 | BAC | STOKE LANE UNDER 8, 2024-26-022, FP 14 /05/25 1330, 200000001555359865 | 168.00 | 1,168.00 |
| 13-May-2025 | POS | 7614 12MAY25, SP GS WORKWEAR, HONITON GB | -94.54 | 1,000.00 |
| 13-May-2025 | POS | 7100 12MAY25 C, WM MORRISONS STORE, BRISTOL 084 GB | -35.70 | 1,094.54 |
| 13-May-2025 | POS | 7614 12MAY25, AIRPAY 19351992-Z, CARS, WAKEFIELD GB | -40.25 | 1,130.24 |
| 13-May-2025 | POS | 7100 12MAY25, SD BRISTOL CRIBBS, 3230, 03439093230 GB | -100.47 | 1,170.49 |
| 13-May-2025 | | FROM 08631638 | 220.23 | 1,270.96 |
| 13-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 13/05/25 0933, XP5773849595599028 | 50.73 | 1,050.73 |
| 12-May-2025 | D/D | VIRGIN MEDIA PYMTS, 757943901001 | -50.40 | 1,000.00 |
| 12-May-2025 | POS | 7100 11MAY25 C, TESCO STORES 2288, CLEVEDON GB | -15.80 | 1,050.40 |
| 12-May-2025 | POS | 7100 11MAY25 C, LIDL GB CLEVEDON, CLEVEDON GB | -11.02 | 1,066.20 |
| 12-May-2025 | POS | 7100 11MAY25 C, ALDI 31 780, CLEVEDON GB | -22.24 | 1,077.22 |
| 12-May-2025 | | FROM 08631638 | 75.44 | 1,099.46 |
| 12-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 12/05/25 0936, XP8179500346229422 | 24.02 | 1,024.02 |
| 09-May-2025 | POS | 7614 08MAY25, WWW.GARDENM, ACHINERYDIR, INTERNET GB | -280.00 | 1,000.00 |
| 09-May-2025 | | FROM 08631638 | 129.27 | 1,280.00 |
| 09-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 09/05/25 0849, XP2085899020499917 | 50.73 | 1,150.73 |
| 08-May-2025 | D/D | VIRGIN MEDIA PYMTS, 750322001001 | -54.43 | 1,100.00 |
| 08-May-2025 | POS | 7614 07MAY25, MR MULLIGANS, BRISTOL, CRIBS CAUSEWA GB | -175.00 | 1,154.43 |
| 08-May-2025 | | FROM 08631638 | 127.73 | 1,329.43 |
| 08-May-2025 | BGC | 100900 605114 | 100.00 | 1,201.70 |
| 08-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 08/05/25 0935, XP4507822707024201 | 101.70 | 1,101.70 |
| 07-May-2025 | D/D | ALLSTAR, 299091 | -328.44 | 1,000.00 |
| 07-May-2025 | EBP | HSBC AS DEPOSITARY, PRECEPT 25/26 3/6, FP 07/05/25 40, 18023345843434000N | -80,000.00 | 1,328.44 |
| 07-May-2025 | | FROM 08631638 | 79,647.71 | 81,328.44 |
| 07-May-2025 | DPC | PATCHWAY CRICKET, PCC PITCH HIRE 1, VIA MOBILE - PYMT | 630.00 | 1,680.73 |
| 07-May-2025 | BAC | STRIPE PAYMENTS UK, STRIPE, FP 07/05/25 0831, XP1654214476507432 | 50.73 | 1,050.73 |
| 06-May-2025 | D/D | SGC, 67208229 | -245.00 | 1,000.00 |

| | | | | |
|-----------------|-----|--------------------------------------------------------------------------------------------------|------------|------------------------|
| 06-May-2025 | D/D | SOUTH GLOUCESTERSH, DDM00000363 | -405.00 | 1,245.00 |
| 06-May-2025 | POS | 7100 03MAY25, CLR*BLUE DIAMOND, UK L, EASTLEIGH GB | -123.93 | 1,650.00 |
| 06-May-2025 | EBP | HSBC AS DEPOSITARY, PRECEPT 25/26 2/6, FP 06/05/25 40, 04013534621805000N | -80,000.00 | 1,773.93 |
| 06-May-2025 | | FROM 08631638 | 80,211.43 | 81,773.93 |
| 06-May-2025 | BAC | MINI CONCERTS C.I., MINI CONCERTS CIC | 200.00 | 1,562.50 |
| 06-May-2025 | BAC | STOKE LANE AFC, 2024-25-275, FP 05/05 /25 1043, 200000001550396092 | 105.00 | 1,362.50 |
| 06-May-2025 | BAC | STOKE LANE AFC, 2025-26-017, FP 05/05 /25 1042, 300000001557821195 | 210.00 | 1,257.50 |
| 06-May-2025 | BAC | STOKE LANE AFC, 2025-26-018, FP 05/05 /25 1042, 300000001557820951 | 47.50 | 1,047.50 |
| 02-May-2025 | EBP | HSBC AS DEPOSITARY, PRECEPT 25/26 1/6, FP 02/05/25 40, 46023840819765000N | -80,000.00 | 1,000.00 |
| 02-May-2025 | | FROM 08631638 | 78,969.05 | 81,000.00 |
| 02-May-2025 | POC | Post Office 02MAY | 138.75 | 2,030.95 |
| 02-May-2025 | BAC | SNACK ATTACKS, . 2025-26-009, FP 02/05 /25 0843, PTE45AP6LT3FNSUZLT | 334.40 | 1,892.20 |
| 02-May-2025 | BAC | CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 02/05/25 1402, 9488491520412062FU, PS3078755, PATCHWA | 557.80 | 1,557.80 |
| 01-May-2025 | D/D | SCREWFIX DIRECT LT, 6331640020677746 | -102.47 | 1,000.00 |
| 01-May-2025 | D/D | INVESTEC ASSET FIN, 22351565620997234 | -789.29 | 1,102.47 |
| 01-May-2025 | EBP | SOUTH GLOUCESTERSH, 05-25-010, FP 01 /05/25 40, 40023957395600000N | -1,340.88 | 1,891.76 |
| 01-May-2025 | | FROM 08631638 | 1,497.64 | 3,232.64 |
| 01-May-2025 | BAC | SNACK ATTACKS, RENT, FP 01/05/25 0822, PW76JE2AQQFO2UTPD9 | 735.00 | 1,735.00 |
| Opening balance | | | | 1,000.00 |
| Totals | | | | -293,193.11 293,193.11 |

Date: 03/06/2025

Patchway Town Council 2025/26

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Cashbook 1

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Current Bank A/c

Payments made between 01/05/2025 and 30/05/2025

| | | | | | | | Nominal Ledger Analysis | |
|---------------------------|-------------------------------|-----------|------------|-------------|--------|----------|-------------------------|------------------------------|
| Date | Payee Name | Reference | £ Total | £ Creditors | £ VAT | A/c | £ Amount | Transaction |
| 01/05/2025 | South Gloucestershire Council | 2 | 1,340.88 | 1,340.88 | | 500 | | FCB Rates May 25 |
| 01/05/2025 | TRADE UK | 4 | 102.47 | 102.47 | | 500 | | 12x Blue Circle Concrete |
| 01/05/2025 | Investec Asset Finance | Std Ord | 789.29 | | | 4231 900 | 655.84 | Zero Turn Mower |
| | | | | | | 4232 900 | 133.45 | Zero Turn Mower |
| 02/05/2025 | CCLA | 8 | 80,000.00 | | | 230 | 80,000.00 | CCLA Investment Transfer |
| 06/05/2025 | CCLA | 13 | 80,000.00 | | | 230 | 80,000.00 | CCLA Investment Transfer |
| 06/05/2025 | Cadbury Garden Centre | 14 | 123.93 | | 14.00 | 5330 320 | 109.93 | Garden Plants & Bulbs |
| 06/05/2025 | South Gloucestershire Council | 15 | 405.00 | 405.00 | | 500 | | Payroll Jan-Mar 2025 |
| 06/05/2025 | South Gloucestershire Council | 16 | 245.00 | 245.00 | | 500 | | Pavilion Rates May 25 |
| 07/05/2025 | CCLA | 19 | 80,000.00 | | | 230 | 80,000.00 | CCLA Investment Transfer |
| 07/05/2025 | ALLSTAR | 20 | 328.44 | 328.44 | | 500 | | Fuel E018ENY Apr 25 |
| 08/05/2025 | Mulligans | 23 | 175.00 | | | 4600 410 | 175.00 | Mulligans 7x Weekday Special |
| 08/05/2025 | Virgin Media Business | 24 | 54.43 | 54.43 | | 500 | | Broadband 09/05-08/06 |
| 09/05/2025 | Garden Machinery Direct | 26 | 280.00 | | 46.67 | 4950 500 | 233.33 | Stihl HL 60cm Hedge Trimmer |
| 12/05/2025 | Aldi | 28 | 22.24 | | | 4600 410 | 22.24 | Twinning Consumables |
| 12/05/2025 | Lidl | 29 | 11.02 | | | 4600 410 | 11.02 | Twinning Consumables |
| 12/05/2025 | Tesco | 30 | 15.80 | | | 4600 410 | 15.80 | Twinning Consumables |
| 12/05/2025 | Virgin Media Business | 31 | 50.40 | 50.40 | | 500 | | Purchase Ledger |
| 13/05/2025 | Sports Direct | 33 | 100.47 | | 16.75 | 4995 500 | 83.72 | Staff PPE 12/08 |
| 13/05/2025 | Z Cars | 34 | 40.25 | | | 4600 410 | 40.25 | Twinning Travel |
| 13/05/2025 | Morrisons | 35 | 35.70 | | 5.95 | 4060 110 | 29.75 | Staff Sundries |
| 13/05/2025 | GS Workwear | 36 | 94.54 | | 15.76 | 4995 500 | 78.78 | Staff PPE 12/05 |
| 14/05/2025 | Asda Stores Ltd | 76 | 58.00 | | 9.67 | 4240 200 | 16.66 | Toilet Rolls & Handwash |
| | | | | | | 4240 210 | 16.66 | Toilet Rolls & Handwash |
| | | | | | | 4240 500 | 15.01 | Toilet Rolls & Handwash |
| 14/05/2025 | PWLB | 77 | 9,616.00 | | | 4620 310 | 8,000.00 | PWLB Repayment - Capital |
| | | | | | | 4620 310 | 1,616.00 | PWLB Repayment - Interest |
| Subtotal Carried Forward: | | | 253,888.86 | 2,526.62 | 108.80 | | 251,253.44 | |

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Patchway Town Council 2025/26

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Cashbook 1

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Current Bank A/c

Payments made between 01/05/2025 and 30/05/2025

| Nominal Ledger Analysis | | | | | | | |
|---------------------------|--------------------------------|-----------|------------|-------------|--------|----------|-------------------------------------|
| Date | Payee Name | Reference | £ Total | £ Creditors | £ VAT | A/c | £ Amount Transaction |
| 15/05/2025 | Natwest | 79 | 32.15 | | | 4110 110 | 32.15 Natwest - Bankline Charge |
| 15/05/2025 | EE Limited | 80 | 121.76 | 121.76 | | 500 | EE Monthly Charge May 25 |
| 16/05/2025 | Garden Machinery Direct | 83 | 374.99 | | 62.50 | 4950 500 | 312.49 Stihl KM 94 RC-E & Oil |
| 16/05/2025 | Tesco | 84 | 125.26 | | | 9019 900 | 125.26 Larder Supplies |
| 16/05/2025 | EDF Energy | 85 | 103.10 | 103.10 | | 500 | Gas Pavilion Apr 25 |
| 16/05/2025 | Great Western Recycling Ltd | 86 | 1,807.92 | 1,807.92 | | 500 | General Waste May 25 |
| 16/05/2025 | Information Commissioners Offi | 87 | 47.00 | | | 4150 110 | 47.00 GDPR/Data Protection Act 2018 |
| 19/05/2025 | Post Office | 100 | 18.90 | | | 4180 110 | 18.90 6x 1st Class Stamps |
| 19/05/2025 | Post Office | 101 | 0.45 | | | 4180 110 | 0.45 Stamps Debit Charge |
| 19/05/2025 | E.ON | 102 | 491.15 | 491.15 | | 500 | Elec Former Club Apr 25 |
| 19/05/2025 | De Lage Landen Leasing Ltd | DD | 998.88 | | | 4231 900 | 843.65 HP Installments |
| | | | | | | 4232 900 | 155.23 HP Installments |
| 20/05/2025 | Staples | 104 | 31.87 | | 5.31 | 4170 110 | 26.56 2x Copier Paper 2500Pck |
| 20/05/2025 | British Gas | 105 | 48.48 | 48.48 | | 500 | Gas Former Club Apr 25 |
| 21/05/2025 | Octopus Energy Limited | 108 | 862.75 | 862.75 | | 500 | Purchase Ledger |
| 21/05/2025 | EDF Energy | 109 | 29.80 | 29.80 | | 500 | Gas Pavilion Apr 25 |
| 22/05/2025 | Total Gas and Power | 39 | 1,430.48 | 1,430.48 | | 500 | Elec Pavilion Apr 25 |
| 23/05/2025 | Limitless Security Ltd | 41 | 570.00 | 570.00 | | 500 | Annual Key Holding Service |
| 23/05/2025 | South Gloucestershire Council | 42 | 50.00 | 50.00 | | 500 | Rent of Land - Coniston Inf. S |
| 23/05/2025 | Concord Homecare Limited | 43 | 500.50 | 500.50 | | 500 | Weekly Clean Mar 25 |
| 23/05/2025 | HMC Garage Patchway | 46 | 288.00 | 288.00 | | 500 | HX17UMJ - New Mount & Anti Rol |
| 23/05/2025 | AJ Mowers LTD | 47 | 665.20 | 665.20 | | 500 | Ransomes HR300 Service & Repai |
| 23/05/2025 | Avon Local Council's Associati | 49 | 45.00 | 45.00 | | 500 | SR - Essential Councillor |
| 23/05/2025 | Salaries | 52 | 13,782.53 | | | 515 | 13,782.53 Salaries |
| 23/05/2025 | GS Workwear | 53 | 29.89 | | 4.99 | 4995 500 | 24.90 Staff PPE 22/05 |
| 30/05/2025 | Natwest | 59 | 17.76 | | | 4110 110 | 17.76 Natwest - Service Charge |
| 30/05/2025 | Avon Pension Fund | 60 | 3,762.71 | | | 525 | 3,762.71 Avon Pension Fund |
| 30/05/2025 | Prolific Solutions South West | 61 | 86.64 | 86.64 | | 500 | Prolific Photocopier Charges |
| 30/05/2025 | South Gloucestershire Council | 62 | 1,950.00 | 1,950.00 | | 500 | Staffing Costs Contr'n 25/26 |
| Subtotal Carried Forward: | | | 282,162.03 | 11,577.40 | 181.60 | | 270,403.03 |

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Patchway Town Council 2025/26

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Current Bank A/c

Payments made between 01/05/2025 and 30/05/2025

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>£ Amount</u> | <u>Transaction</u> |
|-----------------|------------------------------|------------------|----------------|--------------------|--------------|------------|-----------------|------------------------------|
| 30/05/2025 | HMRC | 63 | 4,828.30 | | | 520 | 4,828.30 | HMRC PAYE/NI |
| 30/05/2025 | Soltech IT Limited | 64 | 124.08 | 124.08 | | 500 | | Microsoft 365 Jun 25 |
| 30/05/2025 | Raycox Turf LTD | 65 | 336.00 | 336.00 | | 500 | | 4x Topsoil Bulk Bag |
| 30/05/2025 | Soltech IT Limited | 66 | 324.46 | 324.46 | | 500 | | Business Support Jun - Aug |
| 30/05/2025 | Soltech IT Limited | 67 | 27.61 | 27.61 | | 500 | | Exchange Online Jun 25 |
| 30/05/2025 | Soltech IT Limited | 68 | 19.20 | 19.20 | | 500 | | Saas Backup 365 Jun 25 |
| 30/05/2025 | PR Production Services Ltd | 69 | 3,483.00 | 3,483.00 | | 500 | | Party in the Park Production |
| 30/05/2025 | Jon Watkins | 70 | 20.00 | | | 4240 210 | 20.00 | Reimbursement - Ket Cutting |
| 30/05/2025 | Origin Amenity Solutions Ltd | 71 | 214.80 | 214.80 | | 500 | | 2x R140 Grass Seed 20Kg |
| 30/05/2025 | DCK Accounting Solutions Ltd | 72 | 638.84 | 638.84 | | 500 | | Accountancy Support Mar 25 |
| 30/05/2025 | DCK Accounting Solutions Ltd | 73 | 394.32 | 394.32 | | 500 | | Accountancy Support Apr 25 |
| 30/05/2025 | Headout Inc. | 74 | 209.43 | | | 4600 410 | 209.43 | x9 Day Bath Bus Hop Tour |
| 30/05/2025 | Farehabor | 75 | 114.48 | | | 4600 410 | 114.48 | 9x Bristol Walking Tour |
| Total Payments: | | | 292,896.55 | 17,139.71 | 181.60 | | 275,575.24 | |

Current Bank A/c

Receipts received between 01/05/2025 and 30/05/2025

Nominal Ledger Analysis

| Receipt Ref | Name of | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------|------------------------|-----------------|-----------|-------|--------------|------------|----------------|----------------------------------------|
| | Banked 01/05/2025 | 735.00 | | | | | | |
| 1 | Snack Attack Cafe Rent | 735.00 | | | 1530 | 500 | 735.00 | Snack Attack Cafe Rent |
| | Banked 02/05/2025 | 557.80 | | | | | | |
| 5 | CCLA | 557.80 | | | 1090 | 100 | 557.80 | Interest Received - CCLA |
| | Banked 02/05/2025 | 334.40 | | | | | | |
| 6 | Snack Attack Cafe | 334.40 | | 55.73 | 1990 | 500 | 278.67 | Snack Attack Elec |
| | Banked 02/05/2025 | 138.75 | | | | | | |
| 7 | Post Office 02MAY | 138.75 | | | 1410 | 210 | 138.75 | Post Office 02MAY |
| | Banked 06/05/2025 | 47.50 | | | | | | |
| 9 | Stoke Lane AFC | 47.50 | | | 1520 | 500 | 47.50 | Stoke Lane AFC |
| | Banked 06/05/2025 | 210.00 | | | | | | |
| 10 | Stoke Lane AFC | 210.00 | | | 1520 | 500 | 210.00 | Stoke Lane AFC |
| | Banked 06/05/2025 | 105.00 | | | | | | |
| 11 | Stoke Lane AFC | 105.00 | | | 1520 | 500 | 105.00 | Stoke Lane AFC |
| | Banked 06/05/2025 | 200.00 | | | | | | |
| 12 | Mini Concerts | 200.00 | | | 1400 | 200 | 200.00 | Mini Concerts |
| | Banked 07/05/2025 | 630.00 | | | | | | |
| 18 | Patchway Cricket | 630.00 | | | 1510 | 500 | 630.00 | Patchway Cricket |
| | Banked 08/05/2025 | 100.00 | | | | | | |
| 22 | 100900 605114 | 100.00 | | | 1410 | 210 | 100.00 | 100900 605114 |
| | Banked 14/05/2025 | 168.00 | | | | | | |
| 37 | Stoke Lane Under 8 | 168.00 | | | 1520 | 500 | 168.00 | Stoke Lane Under 8 |
| | Banked 16/05/2025 | 638.70 | | | | | | |
| 81 | Mr Samuel O P Taylor | 638.70 | | | 1520 | 500 | 638.70 | Mr Samuel O P Taylor |
| | Banked 19/05/2025 | 11.88 | | | | | | |
| 89 | Helen Ford Advert | 11.88 | | 2.00 | 1450 4991 | 500 500 | 10.00 -0.12 | Helen Ford Advert Helen Ford Advert |
| | Banked 21/05/2025 | 24.83 | | | | | | |
| 106 | Miss Leanne Walsh | 24.83 | | 4.17 | 1450 4991 | 500 500 | 20.84 -0.18 | Miss Leanne Walsh Miss Leanne Walsh |
| | Banked 27/05/2025 | 23.83 | | | | | | |
| 54 | Mrs K Dawnay | 23.83 | | 4.00 | 1450 4991 | 500 500 | 20.00 -0.17 | Mrs K Dawnay Mrs K Dawnay |
| | Banked 28/05/2025 | 210.00 | | | | | | |
| 55 | EFGA RE Bristol | 210.00 | | | 1510 | 500 | 210.00 | EFGA RE Bristol |
| | Banked 29/05/2025 | 12.00 | | | | | | |
| 57 | E Inwood Advert | 12.00 | | 2.00 | 1450 | 500 | 10.00 | E Inwood Advert |
| Subtotal Carried Forward: | | 4,147.69 | 0.00 | 67.90 | | | 4,079.79 | |

03/06/2025

Patchway Town Council 2025/26

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Cashbook 1

User: JO

Current Bank A/c

Receipts received between 01/05/2025 and 30/05/2025

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Banked 30/05/2025 | 60.00 | | | | | | |
| 58 | Sophie Smith | 60.00 | | 10.00 | 1450 | 500 | 50.00 | Sophie Smith |
| | Banked 30/05/2025 | 651.03 | | | | | | |
| 110 | Stripe - 3G Pitch Hire | 651.03 | | | 1520 | 500 | 675.00 | Stripe - 3G Pitch Hire |
| | | | | | 4991 | 500 | -23.97 | Stripe - 3G Pitch Hire |
| | Banked 30/05/2025 | 74.86 | | | | | | |
| 111 | Natwest | 74.86 | | | 1090 | 100 | 74.86 | Interest Received - |
| Total Receipts: | | 4,933.58 | 0.00 | 77.90 | | | 4,855.68 | |

Detailed Income & Expenditure by Budget Heading 30/05/2025

Month No: 2

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Income</u> | | | | | | | | |
| 1076 Precept | 0 | 270,730 | 541,459 | 270,730 | | | 50.0% | |
| 1090 Interest Received | 633 | 666 | 10,000 | 9,334 | | | 6.7% | |
| 1100 CIL Payment | 0 | 7,656 | 0 | (7,656) | | | 0.0% | |
| Income :- Income | 633 | 279,052 | 551,459 | 272,407 | | | 50.6% | 0 |
| 5900 Transfer to EMR | 0 | 7,656 | 0 | (7,656) | | (7,656) | 0.0% | |
| Income :- Indirect Expenditure | 0 | 7,656 | 0 | (7,656) | 0 | (7,656) | | 0 |
| Net Income over Expenditure | 633 | 271,396 | 551,459 | 280,063 | | | | |
| <u>110 Establishment</u> | | | | | | | | |
| 4001 Admin Salary Costs | 10,572 | 21,143 | 131,561 | 110,418 | | 110,418 | 16.1% | |
| 4002 Groundstaff Salary Costs | 12,402 | 24,804 | 156,014 | 131,210 | | 131,210 | 15.9% | |
| 4031 Pension Lump Sum | (600) | (1,200) | (7,200) | (6,000) | | (6,000) | 16.7% | |
| 4060 Staff other Expenses | 30 | 30 | 200 | 170 | | 170 | 14.9% | |
| 4090 Staff Training | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4110 Bank Charges | 50 | 117 | 968 | 851 | | 851 | 12.1% | |
| 4120 Audit Fees | 0 | (1,810) | 3,000 | 4,810 | | 4,810 | (60.3%) | |
| 4121 Accountancy Support fees | 861 | 329 | 6,250 | 5,921 | | 5,921 | 5.3% | |
| 4150 Subscriptions & Memberships | 47 | 1,810 | 2,805 | 995 | | 995 | 64.5% | |
| 4160 Insurance | 0 | 0 | 5,460 | 5,460 | | 5,460 | 0.0% | |
| 4170 Stationery & Printing | 99 | 498 | 1,500 | 1,002 | | 1,002 | 33.2% | |
| 4180 Postage | 19 | 19 | 50 | 31 | | 31 | 38.7% | |
| 4200 Broadband | 87 | 175 | 945 | 770 | | 770 | 18.5% | |
| 4210 Mobile Telephone | 101 | 203 | 1,600 | 1,397 | | 1,397 | 12.7% | |
| 4220 IT Services & Software | 413 | 2,143 | 4,635 | 2,492 | | 2,492 | 46.2% | |
| 4230 Equipment | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Establishment :- Indirect Expenditure | 24,081 | 48,260 | 310,788 | 262,528 | 0 | 262,528 | 15.5% | 0 |
| Net Expenditure | (24,081) | (48,260) | (310,788) | (262,528) | | | | |
| <u>120 Civic/Democratic</u> | | | | | | | | |
| 4300 Mayoral Allowance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4310 Councillor's Training | 45 | 45 | 500 | 455 | | 455 | 9.0% | |
| 4340 Civic Fund | 0 | 20 | 1,500 | 1,480 | | 1,480 | 1.3% | |
| 4350 Elections | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Civic/Democratic :- Indirect Expenditure | 45 | 65 | 4,500 | 4,435 | 0 | 4,435 | 1.4% | 0 |
| Net Expenditure | (45) | (65) | (4,500) | (4,435) | | | | |

Detailed Income & Expenditure by Budget Heading 30/05/2025

Month No: 2

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>200 Callicroft House</u> | | | | | | | | |
| 1400 Callicroft House Income | 200 | 400 | 3,013 | 2,613 | | | 13.3% | |
| Callicroft House :- Income | 200 | 400 | 3,013 | 2,613 | | | 13.3% | 0 |
| 4240 Property Repairs / Maintenance | 252 | 430 | 2,907 | 2,477 | | 2,477 | 14.8% | |
| 4410 Rates | 0 | 7,610 | 7,800 | 190 | | 190 | 97.6% | |
| 4430 Utilities | 943 | 511 | 6,250 | 5,739 | | 5,739 | 8.2% | |
| Callicroft House :- Indirect Expenditure | 1,196 | 8,551 | 16,957 | 8,406 | 0 | 8,406 | 50.4% | 0 |
| Net Income over Expenditure | (996) | (8,151) | (13,944) | (5,793) | | | | |
| <u>210 Casson Centre</u> | | | | | | | | |
| 1410 Casson Centre Income | 239 | 449 | 3,000 | 2,551 | | | 15.0% | |
| Casson Centre :- Income | 239 | 449 | 3,000 | 2,551 | | | 15.0% | 0 |
| 4240 Property Repairs / Maintenance | 310 | 310 | 2,907 | 2,597 | | 2,597 | 10.7% | |
| 4410 Rates | 0 | 1,098 | 1,125 | 27 | | 27 | 97.6% | |
| 4430 Utilities | 0 | (164) | 2,400 | 2,564 | | 2,564 | (6.9%) | |
| 4991 Stripe charge | 0 | 1 | 5 | 4 | | 4 | 14.6% | |
| Casson Centre :- Indirect Expenditure | 310 | 1,244 | 6,437 | 5,193 | 0 | 5,193 | 19.3% | 0 |
| Net Income over Expenditure | (72) | (796) | (3,437) | (2,641) | | | | |
| <u>220 Burials</u> | | | | | | | | |
| 1031 AJBC Income (50%) | 0 | 0 | 26,080 | 26,080 | | | 0.0% | |
| Burials :- Income | 0 | 0 | 26,080 | 26,080 | | | 0.0% | 0 |
| 4501 AJBC Staff Costs (50%) | 0 | 0 | 23,557 | 23,557 | | 23,557 | 0.0% | |
| 4511 AJBC Other Costs (50%) | 0 | 0 | 9,490 | 9,490 | | 9,490 | 0.0% | |
| 5910 Transfer from EMR | 0 | 0 | (6,967) | (6,967) | | (6,967) | 0.0% | |
| Burials :- Indirect Expenditure | 0 | 0 | 26,080 | 26,080 | 0 | 26,080 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 0 | 0 | 0 | | | | |
| <u>300 Patchway</u> | | | | | | | | |
| 1416 Patchway CC Ground Rent | 0 | 2 | 2 | 0 | | | 100.0% | |
| Patchway :- Income | 0 | 2 | 2 | 0 | | | 100.0% | 0 |
| Net Income | 0 | 2 | 2 | 0 | | | | |

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>310 Coniston</u> | | | | | | | | |
| 1415 Coniston Ground Rent | 0 | 1 | 1 | 0 | | | 100.0% | |
| Coniston :- Income | 0 | 1 | 1 | 0 | | | 100.0% | 0 |
| 4610 Ground Rent | 0 | 250 | 1,000 | 750 | | 750 | 25.0% | |
| 4620 PWLB Repayment | 9,616 | 9,616 | 18,727 | 9,111 | | 9,111 | 51.3% | |
| Coniston :- Indirect Expenditure | 9,616 | 9,866 | 19,727 | 9,861 | 0 | 9,861 | 50.0% | 0 |
| Net Income over Expenditure | (9,616) | (9,865) | (19,726) | (9,861) | | | | |
| <u>320 Rodway Road</u> | | | | | | | | |
| 4650 CCTV | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 5330 Planter and Tree Maintenance | 129 | 129 | 500 | 371 | | 371 | 25.8% | |
| Rodway Road :- Indirect Expenditure | 129 | 129 | 1,500 | 1,371 | 0 | 1,371 | 8.6% | 0 |
| Net Expenditure | (129) | (129) | (1,500) | (1,371) | | | | |
| <u>350 Patchway Preschool</u> | | | | | | | | |
| 1418 Preschool C'yard Ground Rent | 0 | 1 | 0 | (1) | | | 0.0% | |
| Patchway Preschool :- Income | 0 | 1 | 0 | (1) | | | | 0 |
| Net Income | 0 | 1 | 0 | (1) | | | | |
| <u>400 Youth & Community</u> | | | | | | | | |
| 4867 Community Events/Engagement | 2,903 | 3,503 | 10,000 | 6,498 | | 6,498 | 35.0% | |
| 4869 Youth Development | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4871 Patchway Library Staffing | 1,950 | 1,950 | 0 | (1,950) | | (1,950) | 0.0% | |
| Youth & Community :- Indirect Expenditure | 4,853 | 5,453 | 20,000 | 14,548 | 0 | 14,548 | 27.3% | 0 |
| Net Expenditure | (4,853) | (5,453) | (20,000) | (14,548) | | | | |
| <u>410 GRANTS</u> | | | | | | | | |
| 4600 Youth and Community Grants | 588 | 588 | 17,500 | 16,912 | | 16,912 | 3.4% | |
| GRANTS :- Indirect Expenditure | 588 | 588 | 17,500 | 16,912 | 0 | 16,912 | 3.4% | 0 |
| Net Expenditure | (588) | (588) | (17,500) | (16,912) | | | | |
| <u>500 Scott Park</u> | | | | | | | | |
| 1450 Vendor/Events Income | 111 | 736 | 10,000 | 9,264 | | | 7.4% | |
| 1510 Sports Income | 840 | 1,755 | 12,679 | 10,924 | | | 13.8% | |
| 1520 3G Sports Facility Income | 1,844 | 2,317 | 30,000 | 27,683 | | | 7.7% | |

Detailed Income & Expenditure by Budget Heading 30/05/2025

Month No: 2

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|----------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 1530 Cafe Income | 735 | 1,470 | 8,400 | 6,930 | | | 17.5% | |
| 1990 Other Income | 279 | 334 | 5,500 | 5,166 | | | 6.1% | |
| Scott Park :- Income | 3,809 | 6,612 | 66,579 | 59,967 | | | 9.9% | 0 |
| 4160 Insurance | 0 | 2,542 | 2,500 | (42) | | (42) | 101.7% | |
| 4240 Property Repairs / Maintenance | 398 | 398 | 7,500 | 7,102 | | 7,102 | 5.3% | |
| 4410 Rates | 245 | 485 | 2,505 | 2,020 | | 2,020 | 19.4% | |
| 4430 Utilities | 1,319 | 1,319 | 30,000 | 28,681 | | 28,681 | 4.4% | |
| 4650 CCTV | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4930 Petrol and Diesel | 274 | 274 | 3,570 | 3,296 | | 3,296 | 7.7% | |
| 4940 Machinery Maintenance/Repair | 794 | 983 | 4,500 | 3,517 | | 3,517 | 21.8% | |
| 4945 Maintenance - Sports Facilitie | 493 | 567 | 7,000 | 6,433 | | 6,433 | 8.1% | |
| 4950 Machinery & Tools | 546 | 546 | 3,000 | 2,454 | | 2,454 | 18.2% | |
| 4965 Maintenance - Play Equipment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4991 Stripe charge | 24 | 47 | 525 | 478 | | 478 | 9.0% | |
| 4992 Scott Park Tree Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4995 Staff Uniform | 187 | 187 | 500 | 313 | | 313 | 37.5% | |
| 4997 Sports Equipment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Scott Park :- Indirect Expenditure | 4,280 | 7,347 | 64,600 | 57,253 | 0 | 57,253 | 11.4% | 0 |
| Net Income over Expenditure | (471) | (735) | 1,979 | 2,714 | | | | |
| <u>510 Former Club Building</u> | | | | | | | | |
| 4240 Property Repairs / Maintenance | 0 | 468 | 10,000 | 9,532 | | 9,532 | 4.7% | |
| 4410 Rates | 1,341 | 1,341 | 0 | (1,341) | | (1,341) | 0.0% | |
| 4430 Utilities | 514 | 514 | 0 | (514) | | (514) | 0.0% | |
| Former Club Building :- Indirect Expenditure | 1,855 | 2,323 | 10,000 | 7,677 | 0 | 7,677 | 23.2% | 0 |
| Net Expenditure | (1,855) | (2,323) | (10,000) | (7,677) | | | | |
| <u>600 Allotments</u> | | | | | | | | |
| 1440 Allotment Rents | 0 | 0 | 2,500 | 2,500 | | | 0.0% | |
| 1990 Other Income | 0 | 192 | 0 | (192) | | | 0.0% | |
| Allotments :- Income | 0 | 192 | 2,500 | 2,308 | | | 7.7% | 0 |
| 4430 Utilities | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| 5000 Pretoria Road | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 5010 Blakeney Road | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| Allotments :- Indirect Expenditure | 0 | 0 | 2,000 | 2,000 | 0 | 2,000 | 0.0% | 0 |
| Net Income over Expenditure | 0 | 192 | 500 | 308 | | | | |

Detailed Income & Expenditure by Budget Heading 30/05/2025

Month No: 2

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 700 Tumps and BMX Track | | | | | | | | |
| 1435 Tumps Ground Rent Income | 0 | 30 | 30 | 0 | | | 100.0% | |
| Tumps and BMX Track :- Income | 0 | 30 | 30 | 0 | | | 100.0% | 0 |
| 4420 Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4450 Rent Payable to Network Rail | 0 | 243 | 250 | 7 | | 7 | 97.1% | |
| 4991 Stripe charge | 0 | 0 | 0 | (0) | | (0) | 0.0% | |
| Tumps and BMX Track :- Indirect Expenditure | 0 | 243 | 750 | 507 | 0 | 507 | 32.4% | 0 |
| Net Income over Expenditure | 0 | (213) | (720) | (507) | | | | |
| 710 Play Area | | | | | | | | |
| 5100 Blakeney Road Path Rent | 0 | 0 | 120 | 120 | | 120 | 0.0% | |
| 5101 Land at Coniston P Sch Rent | 50 | 50 | 50 | 0 | | 0 | 100.0% | |
| 5200 Repairs and Maintenance | 30 | 30 | 3,000 | 2,970 | | 2,970 | 1.0% | |
| Play Area :- Indirect Expenditure | 80 | 80 | 3,170 | 3,090 | 0 | 3,090 | 2.5% | 0 |
| Net Expenditure | (80) | (80) | (3,170) | (3,090) | | | | |
| 720 Open Spaces Administration | | | | | | | | |
| 4975 Waste and Recycling | 1,507 | 2,582 | 16,500 | 13,918 | | 13,918 | 15.6% | |
| 5320 Christmas Decoration | 0 | 0 | 12,500 | 12,500 | | 12,500 | 0.0% | |
| 5330 Planter and Tree Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 5340 Outside Area Maintenance/Biodi | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Open Spaces Administration :- Indirect Expenditure | 1,507 | 2,582 | 31,000 | 28,418 | 0 | 28,418 | 8.3% | 0 |
| Net Expenditure | (1,507) | (2,582) | (31,000) | (28,418) | | | | |
| 800 Street Furniture & transport | | | | | | | | |
| 5450 Street Cleaning Supplies | 0 | 30 | 525 | 495 | | 495 | 5.8% | |
| Street Furniture & transport :- Indirect Expenditure | 0 | 30 | 525 | 495 | 0 | 495 | 5.8% | 0 |
| Net Expenditure | 0 | (30) | (525) | (495) | | | | |
| 900 Capital and Projects | | | | | | | | |
| 4231 Equipment on HP | 1,499 | 2,999 | 17,994 | 14,995 | | 14,995 | 16.7% | |
| 4232 Equipment HP Charges | 289 | 577 | 3,464 | 2,887 | | 2,887 | 16.7% | |
| 4620 PWLB Repayment | 0 | 0 | 31,423 | 31,423 | | 31,423 | 0.0% | |
| 4621 PWLB Loan Charges AJBC | 0 | 0 | 14,249 | 14,249 | | 14,249 | 0.0% | |
| 5910 Transfer from EMR | (125) | (275) | 0 | 275 | | 275 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 30/05/2025

Month No: 2

Cost Centre Report

| | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|----------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 9014 Major Projects | 0 | 0 | 50,000 | 50,000 | | 50,000 | 0.0% | |
| 9019 Community Larder | 125 | 275 | 0 | (275) | | (275) | 0.0% | |
| Capital and Projects :- Indirect Expenditure | 1,788 | 3,576 | 117,130 | 113,554 | 0 | 113,554 | 3.1% | 0 |
| Net Expenditure | (1,788) | (3,576) | (117,130) | (113,554) | | | | |
| Grand Totals:- Income | 4,880 | 286,738 | 652,664 | 365,926 | | | 43.9% | |
| Expenditure | 50,327 | 97,994 | 652,664 | 554,670 | 0 | 554,670 | 15.0% | |
| Net Income over Expenditure | (45,447) | 188,744 | 0 | (188,744) | | | | |
| Movement to/(from) Gen Reserve | (45,447) | 188,744 | 0 | (188,744) | | | | |

Patchway Town Council

Unaudited Financial Statements

For the year ended 31 March 2025

Patchway Town Council

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31 March 2025

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Patchway Town Council

Council Information

31 March 2025

(Information current at 20th May 2025)

Mayor

Cllr D. Lawrence

Councillors

Cllr A. Morey (Vice Chair)

Cllr K. Dando

Cllr N. Field

Cllr D. Fry

Cllr E. Gordon

Cllr J. James

Cllr P. Knight

Cllr D. Lansdown

Cllr R. Loveridge

Cllr E. Martin

Cllr S. Rummels

Cllr S. Scott

Cllr T. Scott

Cllr K. Walker

Clerk to the Council

Suzanne Howard (Cert - CiLCA)

Responsible Financial Officer (R.F.O.)

Mr. J. Watkins (Cert. CiLCA)

Auditors

PKF Littlejohn

SBA Team

15 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Patchway Town Council
Statement of Accounting Policies
31 March 2025

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or

at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previously reported at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive

covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable

realisable value and are included at a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

Patchway Town Council
Statement of Accounting Policies
31 March 2025

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 9.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 10.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 11.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due on 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Patchway Town Council
Income and Expenditure Account
31 March 2025

| | Notes | 2025 £ | 2024 £ |
|------------------------------------------|-------|----------------|----------------|
| INCOME | | | |
| Precept on Principal Authority | | 501,638 | 540,271 |
| Capital Income | | 1,235 | 56,825 |
| Interest and Investment Income | 1 | 12,651 | 12,396 |
| Leisure and Recreation | | 72,295 | 83,070 |
| Allotments | | 2,642 | 2,552 |
| Youth Activities | | 500 | 8,530 |
| Community Centres | | 2,400 | 536 |
| Establishment/General Administration | | 290 | 7,208 |
| Casson Centre | | 3,497 | 3,738 |
| Coniston | | 1 | 1 |
| Almondsbury Joint Burial Committee | | 39,100 | 26,080 |
| Grants | | 52,955 | 132,419 |
| Preschool C'yard | | - | 1 |
| | | <u>689,204</u> | <u>873,627</u> |
| EXPENDITURE | | | |
| Establishment/General Administration | | 324,620 | 276,817 |
| Capital Expenditure | 6 | 23,654 | 116,988 |
| Loan Interest and Capital Repayments | | 51,261 | 50,249 |
| Operational Expenditure: | | | |
| Leisure and Recreation | | 119,778 | 133,807 |
| Allotments | | 2,340 | 3,418 |
| Youth Activities | | 10,890 | 960 |
| Planning and Development | | 1,241 | 4,238 |
| Community Centres | | 69,500 | 45,794 |
| Civic and Democratic | | 13,917 | 18,857 |
| Grants | | 14,220 | 4,493 |
| Casson Centre | | 12,455 | 7,488 |
| Coniston | | 750 | 1,250 |
| Almondsbury Joint Burial Committee | | 35,628 | 37,072 |
| | | <u>680,254</u> | <u>701,431</u> |
| General Fund | | | |
| Balance at 01 April 2024 | | 111,736 | (47,159) |
| Add: Total Income | | 689,204 | 873,627 |
| | | <u>800,940</u> | <u>826,468</u> |
| Deduct: Total Expenditure | | 680,254 | 701,431 |
| | | <u>120,686</u> | <u>125,037</u> |
| Transfer (to) Earmarked Reserves | 11 | (6,967) | (13,301) |
| General Reserve Balance at 31 March 2025 | | <u>113,719</u> | <u>111,736</u> |

The notes on pages 8 to Error: Reference source not found form part of these unaudited statements.

Patchway Town Council

Balance Sheet

31 March 2025

| | Notes | 2025 £ | 2025 £ | 2024 £ |
|----------------------------------------------|-------|-----------------|----------------|-----------------|
| Current Assets | | | | |
| Debtors and prepayments | 7 | 39,143 | | 35,809 |
| Cash at bank and in hand | | 198,008 | | 184,476 |
| | | <u>237,151</u> | | <u>220,285</u> |
| Current Liabilities | | | | |
| Creditors and income in advance | 8 | <u>(19,032)</u> | | <u>(11,116)</u> |
| Net Current Assets | | | 218,119 | 209,169 |
| Total Assets Less Current Liabilities | | | 218,119 | 209,169 |
| Total Assets Less Liabilities | | | <u>218,119</u> | <u>209,169</u> |
| Capital and Reserves | | | | |
| Earmarked Reserves | 11 | | 104,400 | 97,433 |
| General Reserve | | | 113,719 | 111,736 |
| | | | <u>218,119</u> | <u>209,169</u> |

Signed:
Cllr D. Lawrence
Mayor

.....
Mr. J. Watkins (Cert. CiLCA)
Responsible Financial Officer

Date:

.....

The notes on pages 8 to Error: Reference source not found form part of these unaudited statements.

Patchway Town Council

Notes to the Accounts

31 March 2025

1 Interest and Investment Income

| | 2025 £ | 2024 £ |
|---------------------------------|---------------|---------------|
| Interest Income - General Funds | 12,651 | 12,396 |
| | <u>12,651</u> | <u>12,396</u> |

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. £ | Repairing / Non-Repairing |
|--------------------------------|---------------------------|--------------------------|------------------------------|
| Patchway Sports & Social Club | Norman Scott Park | 2% of Annual Turnover | Non-Repairing |
| Coniston Community | Coniston Centre | 1 | Non-Repairing |
| Patchway Community Association | Patchway Community Centre | 2 | Non-Repairing |
| BMX Track | BMX Track | 30 | Non-Repairing |
| Various | Blakeney Road Allotments | | N/A |
| Various | Pretoria Road Allotments | | N/A |
| Former Social Club | Former Social Club | | Non-Repairing |

Council as tenant

| Landlord | Property | Rent p.a. £ | Repairing / Non-Repairing |
|-------------------------------|------------------------------------------|----------------|------------------------------|
| PTC | Open Space (Network Rail) | 300 | Non-Repairing |
| South Gloucestershire Council | Blakeney Road Path | 50 | N/A |
| South Gloucestershire Council | Land at Coniston Community Centre | 1000 | N/A |
| South Gloucestershire Council | Land at front of Coniston Primary School | 50 | N/A |

4 Pensions

For the year of account the council's contributions equal 18.40% of employees' pensionable pay, plus a lump sum of £6,900.

These contributions will remain at 18.40%, plus a lump sum of £7,200, in future years, which will provide adequately for future liabilities.

Patchway Town Council

Notes to the Accounts

31 March 2025

5 Fixed Assets

At 31 March the following assets were held:

Freehold Land and Buildings

| | 2025 £ Value | 2024 £ Value |
|---------------------------------------|--------------------|--------------------|
| Patchway Community Centre | 1,745,432 | 1,745,432 |
| Coniston Community Centre | 1,625,600 | 1,625,600 |
| Casson Centre | 32,738 | 32,738 |
| Scott Park Pavilion | 256,259 | 256,259 |
| Workshops at Pretoria Road Allotments | 15,000 | 15,000 |
| Callicroft House | 250,000 | 250,000 |
| Garage x 3 - Buildings | 33,326 | 33,326 |
| Allotment Hut (Blakeney Road) | 1,500 | 1,500 |
| NSP Pavilion | 1,312,331 | 1,312,331 |
| NSP Former Building | 1 | - |
| | <u>5,272,187</u> | <u>5,272,186</u> |

Vehicles and Equipment

| | | |
|-------------------------------------|----------------|----------------|
| Casson Centre Furniture & Equipment | 1,894 | 3 |
| IT Equipment | 24,069 | 24,069 |
| CCTV (Rodway Road) | 5,984 | 5,984 |
| CCTV (Scott Park) | 5,246 | 5,246 |
| High Ball Netting (Scott Park) | 1,500 | 1,500 |
| Iseki Tractor | - | 7,800 |
| Ransome Mower HR300 | 22,500 | 22,500 |
| Ransome Mower HR2250 | 10,000 | 10,000 |
| Transit Van E018 ENY | 19,671 | 19,671 |
| Vauxhall Combo HX17 UMJ | 7,340 | 7,340 |
| Small Machinery & Equipment | 4,382 | 4,382 |
| Accessories and Small tools | 145,000 | 145,000 |
| Play Equipment | 326,719 | 326,719 |
| Bins & Planters (5) | 2 | 2 |
| Kioti CS2510 H-EU tractor | 16,785 | - |
| | <u>591,092</u> | <u>580,216</u> |

Infrastructure Assets

| | | |
|----------------------------|----------------|----------------|
| Noticeboards x 10 | 13,920 | 13,920 |
| Bus Shelter | 3,696 | 3,696 |
| Outdoor Benches | 9,751 | 9,751 |
| Steel Fencing at BMX Track | 5,167 | 5,167 |
| Scott Park 3G and Nets | 279,881 | 279,881 |
| 3G Security Fence | 9,977 | - |
| Floodlights | 7,358 | 7,358 |
| Dog Bag Dispenser | 858 | 858 |
| Memorial Bench | 1,030 | 1,030 |
| Patchway Maps x 4 | 5,212 | 5,212 |
| Street Lighting | 15,155 | 15,155 |
| Tennis Court | 14,064 | 14,064 |
| | <u>366,069</u> | <u>356,092</u> |

Patchway Town Council

Notes to the Accounts

31 March 2025

5 Fixed Assets (Cont'd)

| | 2025 £ Value | 2024 £ Value |
|--------------------------------|--------------------|--------------------|
| <u>Community Assets</u> | | |
| Chairmans Chain of Office | 1,380 | 1,380 |
| War Memorial (Scott Park) | 13,106 | 13,106 |
| Memorial Plaque | 2,867 | 2,867 |
| | <hr/> 17,353 | <hr/> 17,353 |
| | <hr/> 6,246,701 | <hr/> 6,225,847 |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

6 Fixed Assets - Additions and Disposals

| | 2025 £ Cost | 2024 £ Cost |
|------------------------------------------------------|-------------------|-------------------|
| During the year the following assets were purchased: | | |
| Operational Land and Buildings | 1 | 62,055 |
| Vehicles and Equipment | 18,676 | 40,869 |
| Infrastructure Assets | 9,977 | 14,064 |
| Community Assets | - | - |
| Other Assets | - | - |
| | <hr/> 28,654 | <hr/> 116,988 |

| | Proceeds | Proceeds |
|--------------------------------------------------------|-------------|----------|
| During the year the following assets were disposed of: | | |
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | 5,000 | - |
| Infrastructure Assets | - | - |
| Community Assets | - | - |
| Other Assets | - | - |
| | <hr/> 5,000 | <hr/> - |

No assets were disposed of during the year.

7 Debtors

| | 2025 £ | 2024 £ |
|-------------------------|--------------|--------------|
| VAT Recoverable | 8,826 | 8,945 |
| Other Debtors | 25,261 | 22,336 |
| Prepayments | 4,329 | 3,697 |
| Accrued Interest Income | 727 | 831 |
| | <hr/> 39,143 | <hr/> 35,809 |

Patchway Town Council

Notes to the Accounts

31 March 2025

8 Creditors and Accrued Expenses

| | 2025 | 2024 |
|-----------------|---------------|---------------|
| | £ | £ |
| Trade Creditors | 13,136 | 7,331 |
| Other Creditors | 443 | 225 |
| Accruals | 5,453 | 3,560 |
| | <u>19,032</u> | <u>11,116</u> |

9 Loans

At the close of business on 31 March 2025 the following loans to the council were outstanding:

| Lender | Loan Period | Amount £ | Years Remaining |
|-------------|-------------------------------|-------------|--------------------|
| PWLB 488305 | 24.5 Years from December 2003 | 64,000 | 3.5 |
| PWLB 531479 | 4 Years from July 2022 | 45,822 | 1.5 |
| PWLB 647455 | 4 Years from August 2023 | 32,622 | 2.5 |

10 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

| Hire/Lessor | Purpose | Annual Lease/Hire Payable £ | Year of Expiry |
|----------------------------|-------------------------------|-----------------------------------|----------------|
| Grenke Leasing | Photocopier & Display Screens | 1,616 | 2025 |
| De Lage Landen Leasing Ltd | Tractor | 11,987 | 2026 |
| Investec Asset Finance | Zero Turn Mower | 7,870 | 2026 |

11 Earmarked Reserves

| | Balance at 01/04/2024 £ | Contribution to reserve £ | Contribution from reserve £ | Balance at 31/03/2025 £ |
|---------------------------|-------------------------------|---------------------------------|-----------------------------------|-------------------------------|
| Capital Projects Reserves | - | - | - | - |
| Asset Renewal Reserves | - | - | - | - |
| Other Earmarked Reserves | 97,433 | 39,687 | (32,720) | 104,400 |
| Total Earmarked Reserves | <u>97,433</u> | <u>39,687</u> | <u>(32,720)</u> | <u>104,400</u> |

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2025 are set out in detail at Appendix A.

12 Capital Commitments

The council had no capital commitments at 31 March 2025 not otherwise provided for in these accounts.

13 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Patchway Town Council

Appendices

31 March 2025

Appendix A

Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2024</u> £ | <u>Contribution</u> <u>to reserve</u> £ | <u>Contribution</u> <u>from reserve</u> £ | <u>Balance at</u> <u>31/03/2025</u> £ |
|------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|
| <u>Other Earmarked Reserves</u> | | | | |
| AJBC Burial Land Purchase | 48,500 | 1,500 | | 50,000 |
| New Play Equipment | 600 | | | 600 |
| New Projects | 20,111 | | | 20,111 |
| Pollinator Project | 5,645 | 25,025 | (30,670) | - |
| Civic Regalia | 500 | | (500) | - |
| Hardcourt Equipment | 558 | | | 558 |
| Womans Day Event | 61 | | (61) | - |
| Casson Centre Murals | 500 | | (500) | - |
| Asset Management | - | 2,303 | | 2,303 |
| Community Larder | - | 1,500 | | 1,500 |
| Library Staffing | - | 1,950 | | 1,950 |
| S106 Pretoria Rd Allotments | - | 1,687 | (989) | 698 |
| VE Day Event | - | 250 | | 250 |
| Elections | - | 2,000 | | 2,000 |
| Share of Reserves of Almondsbury Joint Burial Committee | 20,958 | 3,472 | | 24,430 |
| Total Earmarked reserves | 97,433 | 39,687 | (32,720) | 104,400 |

Patchway celebrates 30th Anniversary of civic partnership with Clermont L'Hérault

Patchway recently hosted a group of six guests from Patchway's twin towns of Clermont L'Hérault, France and Gauting, Germany to celebrate the 30th anniversary of the civic agreement with Clermont signed on 1st April 1995 by Cllr Lew Gray.

The guests included representatives of the Comité de Jumelage (twinning) in Clermont; Gauting Council; and 3rd Mayor of Gauting Markus Deschler.

The group arrived from their respective towns on Saturday 7th June to a welcome at Callicroft House hosted by Mayor of Patchway Cllr Dayley Lawrence, representatives of Patchway Friends of Twinning and council officers.

On Sunday, the group were taken to Bath for a sightseeing tour of the city accompanied by Friends of Patchway Twinning representatives and Deputy Mayor Cllr Angela Morey. On Monday the group headed into Bristol for a tour around the city sights on foot and by ferry with the Patchway twinning team.

At the Civic Dinner on Monday evening, the Mayor of Patchway Cllr Dayley Lawrence reaffirmed the strength of the civic agreement and partnership with Clermont on its 30th year celebration. This sentiment was reciprocated by Corinne Torres from the Comité de Jumelage; and fully endorsed by Mayor Deschler.

On Tuesday, the group visited Patchway Community School for a tour with three of the School Ambassadors. A meeting was held with the Patchway Community School students heading to Gauting in July for work experience as part of the reciprocal youth exchange element of the international twinning programme.

Associate Assistant Headteacher Ms Gemma Mills relayed the importance of the twinning programme for local Patchway students particularly those from disadvantaged backgrounds.

Following a light lunch at Callicroft House with the Mayor and Friends of Patchway Twinning, the group were taken to Chew Valley Lake for a talk and tour of the reservoir site by the Environmental Manager from Bristol Water.

An Au Revoir dinner was hosted by Coniston Community Centre in the evening before visitors departed on Wednesday morning.

Mayor of Patchway, Cllr Dayley Lawrence said, 'The importance of Patchway's international civic partnerships is strongly engrained in the Council's work since the drive of former Councillors such as Lew Gray many years ago. I am proud that Patchway has reached this 30th Anniversary with Clérmont L'Herault and look forward to seeing how the future really builds upon our renewed engagement between young people across all three towns'.

11th June 2025