

# PATCHWAY TOWN COUNCIL

Callicroft House, Patchway, Bristol, BS34 5DQ

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13<sup>th</sup> February 2020

Dear Councillor,

You are summonsed to attend the next meeting of the Town Council to be held on Tuesday 18<sup>th</sup> February 2020 at 7pm at Callicroft House, Rodway Road, Patchway. The agenda is provided below.

Yours sincerely,

Town Clerk

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## AGENDA

**Welcome to any guests and members of the public, ensure visitors book has been completed and advice provided on fire exits and mustering location.**

### PUBLIC SESSION

1. To receive a presentation from Southern Brooks Community Partnerships Youth Work Team and Young People.
2. To consider amending Standing Orders to reflect that the public questions will be answered at the Chairman's discretion or by a formal response from the Proper Officers in writing as recommended by the Personnel Committee.
3. To receive questions from the members of public present.
4. To receive the apologies for absence and decide whether to accept them.
5. Declarations of Interest
6. To consider and approve the minutes of the meeting of the Town Council meeting held on the 21<sup>st</sup> January 2020 and to note any issues.
7. To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 27<sup>th</sup> January 2020 and to note any issues.
8. To note the contents and to consider the recommendations of the following Committees:
  - a. **Finance Committee held on the 11<sup>th</sup> February 2020**
    - i) To adopt the 3-year rolling budget plan as a working document which will be reviewed by the Finance Committee Working Group.
    - ii) To approve earmarking £1000 from general reserves for the VE Day Celebrations.

- iii) To adopt the Reserves Policy
- iv) To adopt the hire charges for Room Hire in the council's premises
- v) To adopt the Payment and Receipts Policy
- vi) To adopt the Financial Procedure Document

**b. Parks & Open Spaces Committee held on 28<sup>th</sup> January 2020**

- i) To adopt the hire charges for Scott Park Sports facilities
- ii) To approve the quotation of £12,499.70 for lighting from the Pavilion to the gate at Windermere Road from South Gloucestershire Council and to allocate monies from general reserves to the Scott Park Lighting Budget from 2019/2020 accordingly.

**c. Planning and Transport Committee held on 28<sup>th</sup> January 2020**

- 9. To consider the agreement from Patchway Library and agree any actions in relation to the financial year 2020/2021.
- 10. Preferred Suppliers List
  - a) To consider a limit of spend for the list and agree any actions
  - b) To consider a review date of the list and agree any actions
  - c) To consider the Preferred Suppliers List and agree any actions
  - d) To amend Financial Regulations to incorporate the preferred suppliers list.
- 11. Fire Risk Assessment
  - a) To receive an update on the Electrical Reports for Callicroft House and Scott Park and agree any actions
  - b) To receive an update on the Fire Risk Assessment carried out in March 2019
- 12. To consider the motion from Cllr Jo Buddharaju: Revisit the attendees for committees
- 13. Council Finance;
  - a) To note the current financial position of all three bank accounts
  - b) To note the income and expenditure for January
  - c) To note the bank reconciliation and monthly summary of accounts for January
  - d) To approve the expenditure report and authorise payments.
  - e) To consider opening a Lloyds Treasurers Account to move £75,000 in to and agree any actions
  - f) To consider transferring the Earmarked Reserves total of £82,583.81 from NatWest to the Council's Unity Trust Bank Account.
- 14. To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area
- 15. To receive any reports from Local Organisations or working groups
  - a) Patchway & Charlton Hayes Community Centre Redevelopment Project – To receive an update on progress and any issues.
  - b) 3G (previously known as the MUGA) working group
  - c) VE day celebrations working group
- 16. To consider any correspondence received

- a) Letter from Almondsbury Charity regarding room hire
- b) Letter from the Link Club regarding their grant
- c) Letter from Patchway Community Association regarding the succession plan
- d) Letter from Patchway Community Association regarding their grant
- e) Letter from Wednesday Lunch Club regarding the rejection of their grant
- f) Letter from Four Towns Transport regarding their grant

**17.** To consider any planning applications received

**18.** To note that the next meeting will be on the 17<sup>th</sup> March 2020 at 7pm.

**CLOSED SESSION**

**19.** To consider the information relating to Coniston Community Centre

**20.** To consider the recommendation from the Personnel Committee regarding staffing matters.

**21.** To consider the adoption of the following policies:

- a) Grievance Policy
- b) Disciplinary Policy
- c) Monitoring and Surveillance Policy
- d) Acceptable Use Policy

**22.** To Consider the recommendations from the Personnel Committee (if available)