

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 20<sup>th</sup> January 2026 at 19:00 at Callicroft House, Patchway.

**Councillors:** Cllr D Lawrence (Chair), Cllr K Cooper, Cllr K Dando, Cllr N Field (7.50pm), Cllr J James, Cllr P Knight, Cllr D Lansdown & Cllr R Loveridge.

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

**Absent:** Cllr D Fry

**Members of the Public:** None present

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

**20/01/2026 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.**

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

**20/01/2026 – No. 2. To receive an update from YTL on the future development of the Brabazon site in Patchway.**

The Clerk advised that the update from YTL has been postponed until the February Council meeting due to the busy agenda in January.

**20/01/2026 – No. 3. To receive any apologies for absence.**

Members noted apologies from Cllr E Martin (unwell), Cllr A Morey (personal commitment), Cllr S Scott (work commitment), Cllr T Scott (personal commitment) & Cllr K Walker (personal commitment).

**20/01/2026 – No. 4. To receive any Declarations of Interest and to approve any dispensations for this meeting.**

The Chair stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

There were no declarations of interest from members concerning items on the agenda.

**20/01/2026 – No.5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> November 2025 and to note there is no Clerk/RFO's report for this meeting.**

Cllr Knight enquired why the live stream of the November Council meeting was no longer active on social media. The Deputy Clerk confirmed that Facebook now only retain videos on social media for 30 days, which has now passed.

Cllr Loveridge queried with the Clerk as to the content of minute no. 18/11/2025 No. 5, stating that the correction made to the minutes still does not reflect the discussion held during the meeting.

**RESOLVED:** that Cllr Lansdown suggested that the minutes from the 18<sup>th</sup> October 2025 minute no. 11i are amended to only state; 'The Clerk gave a report on the Community Larder requesting a relocation of the larder to the Council Offices. As there was no formal motion proposed or seconded, it was not voted upon'.



Cllr Knight stated that the update to the minutes on the 18<sup>th</sup> November 2025 minute no. 5 should read, 'that should a Council member wish to bring this matter to a Council meeting in January or February, then there is still the opportunity to do so'.

The resolution was proposed, seconded and **APPROVED** by members.

The minutes of the 18<sup>th</sup> November 2025 meeting were approved and signed as a true and accurate record of the meeting, subject to the note above and it was noted that there wasn't a Clerk/RFO's report.

**20/01/2026 – No. 6. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

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

Cllr Dando queried why there was a reimbursement of £561.94 to the Chair to support the purchase of reconditioned Christmas lights. Cllr Dando stated that the purchase was not in line with procurement procedures or the Scheme of Delegation and that Council was not informed at the time that the purchase was to be made. The Chair confirmed that under the Scheme of Delegation a purchase can be made between Council meetings.

Cllr Lansdown queried the figure of £1831.12 being spent in support of EasyJet flights. When was this agreed. The Deputy Clerk confirmed that the purchase was made to support the Gauting visit in June 2026 and currently the flights are cheaper. The Youth Exchange Scheme budget was used to support the purchase, not under the Scheme of Delegation.

Cllr Loveridge queried why the purchase of second hand Christmas lights was approved, and that it would have been better to buy new, certified lights and the purchase should not have been allowed. Cllr Loveridge asked for confirmation as to whether one off payments of this nature can be made under the Scheme of Delegation without the need to refer to Full Council. The Chair confirmed that the Clerk would submit the information to members.

Cllr Lansdown stated that in future any additional approved payments made of this nature are communicated by email to members so that every member is aware of monetary spends and the Council is transparent in doing so.

Members noted the unreported decisions made under the scheme of delegation.

**20/01/2026 – No. 7 To note the minutes of the Parks, Open Spaces, Planning & Transport Committee meeting held on 13<sup>th</sup> January 2026**

**RESOLVED:** that members noted the meeting minutes held on 13<sup>th</sup> January 2026.

**20/01/2026 – No.8 To approve the minutes of the Finance Meeting held on the 11<sup>th</sup> November 2025**

**RESOLVED:** that members approved and signed the minutes as a true record of the Finance Meeting held on the 11<sup>th</sup> November 2025.

**20/01/2026 – No. 9 To note the minutes of the Finance Meeting held on the 13<sup>th</sup> January 2026 and to approve the following recommendations:**

**i/ To approve budget virements totalling £13,000 to cover:**

**(a) additional costs of £3000.00 for the November by-election which cost £12,290 in total.**

Cllr Knight asked that the full budget report showing the additional costs and virements is submitted to those members not present at this Council meeting.



**RESOLVED:** that the budget virement to support additional costs of £3,000 for the November by-election are APPROVED.

**(b) £10,000 for a further by-election in February 2026.**

**£8,000 from 900/9014 Major Projects to 120/4350 Civic/Elections**

**£5,000 from 410/4600 Grants to 120/4350 Civic/Elections**

**Patchway will have held three by-elections in a 13 month period from January 2025 – January 2026 at a cost to taxpayers of approximately £33,000**

**RESOLVED:** that the budget virement to support additional costs of £10,000 for the February 2026 by-election are APPROVED.

**ii/ To approve a precept request from Almondsbury Joint Burial Committee (AJBC) for a financial contribution of £12,500.00 from both Almondsbury Parish Council and Patchway Town Council in the financial year 2026/27. This is an increase of £8,000 from 2025/26 onwards. This is in line with the recommendation from DCK Accounting Solutions to ensure the continuing and long-term financial integrity of the AJBC.**

**RESOLVED:** that the precept request from Almondsbury Joint Burial Committee for £12,500 is APPROVED.

**20/01/2026 – No. 10 To approve the 2026/2027 Patchway Town Council budget, setting the precept at £548,410.00 for the 2026/2027 Financial Year.**

**RESOLVED:** that members APPROVED the 2026/27 Patchway Town Council budget and setting the budget at £548,410.00 for the 2026/27 financial year.

**20/01/2026 – No. 11 Patchway Town Council Finance:**

**a) To approve the expenditure report for January 2026.**

Cllr Dando enquired about the purchase of Christmas cards by the Chair of Council for £50.00. The card was portrayed as being from the Mayor only and not from the Council as a whole. When was this approved. The Chair confirmed that Christmas cards have been purchased in the past and he wished to do so again this year. Cllr Loveridge has no problem with a card, but the Chair should have paid for it from his own funds if it was just to be from him. No reference was made that the Council was submitting it. Cllr Lansdown said that going forward all members are kept informed of decisions made of this nature.

Cllr Lansdown questioned the meals to support the Gauting trip in 2025 and that she had offered to provide the meals at cost price. £7.50 per head is not cost price.

Cllr Loveridge questioned the cost of £130.00 due to a name change concerning the flights in 2026. The Deputy Clerk confirmed that this was due to a student change and that the Patchway Community School have covered the cost of this amendment.

Cllr Knight asked that a clear breakdown of costs and a plan is submitted to members going forward so that everyone is kept updated as to monetary spending by the Council.

**RESOLVED:** that members APPROVED the expenditure report for January 2026.

**b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for November and December 2025.**

Members asked that time off in lieu accumulated by Council Officers and Estates Team is recorded in the costings as this is a monetary expense from any event held.

**RESOLVED:** that members noted the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for November and December 2025.



**c) To note the report concerning the Events Budget versus income for 2025/26.**

**RESOLVED:** that members noted the Events Budget report versus income for 2025/26.

**20/01/2026 – No. 12 To note the Interim Internal Auditor’s report for the current financial year ending March 2026 and to action any recommendations from this report.**

**RESOLVED:** that members noted the Interim Auditor’s report for the current financial year ending March 2026.

**20/01/2026 – No. 13 To consider recommendations from the Almondsbury Joint Burial Committee (AJBC).**

**(a) To approve amendments to the AJBC Terms of Reference and Standing Orders in light of DCK Accounting Solutions advice and relevant legislation.**

**RESOLVED:** that members APPROVED the amendments, with one abstention, to the AJBC Terms of Reference and Standing Orders in light of DCK Accounting Solutions advice.

**20/01/2026 – No. 14 To consider a recommendation from the Responsible Financial Officer (RFO) that the Patchway Festival 2026 is paused for one year to support rebalancing and improving the General Reserves in light of the number of by-elections and associated costs in 2024/25 and 2025/26.**

Cllr Knight stated that he supports a pause for 2026 on the Summer Festival due to the financial pressures the Council has endured in the last fiscal year. It is a hardship and tough decision to make.

Cllr Loveridge reiterated the cost to the Council following the closure of the former Patchway Sports & Social Club must come to £50-60,000 due to lost rent and other associated costs. The RFO confirmed that the cost to the Council since the former club building closed is in the region of £15-16,000. A report will be prepared by the RFO when the final costs are established.

Cllr Lansdown agrees that a pause on this year’s Summer Festival is a sensible one and would like the opportunity to do a presentation to Council to show where money could be saved on future Festivals into making them a profitable event.

Cllr Dando agreed that the Council should not hold a Festival this year and explain to the residents as to why it’s not happening.

**RESOLVED:** that members AGREED, with one abstention, to pause the Summer Festival in 2026 and comes back with a Working Group that meets regularly to support Council events in 2027.

**20/01/2026 – No. 15 To consider and agree whether to participate in the International Women’s Day – w/c 7<sup>th</sup> March 2026.**

**RESOLVED:** that members AGREED to participate in the International Women’s Day in 2026 on and provide £500.00 to the event on the provision that if not all the money is spent that it is returned to the Town Council.

**20/01/2026 – No. 16 To consider reviewing, update and additional functionality of the Patchway Town Council website transferring to another provider to improve communication, clarity and accessibility to bring the Council in line with changes to legislation.**

**RESOLVED:** that members AGREED to a review of the Patchway Town Council website for consideration of transferring to another provider. That the review also takes into account for an improved sound system to support future Council and Committee meetings.

*7.50pm – Cllr Field joined the meeting.*



**20/01/2026 – No. 17 To receive a report concerning the appointment of a new tenant and works associated with the Norman Scott building.**

The Committee noted the Clerk's report. It was remarked on the amount of substantial works that have been completed by the new tenant's contractor since the Junior Darts Corporation (JDC) took occupancy in December 2025. A number of soft launches will take place ahead of the anticipated grand opening in the Spring. Although further works remain to be completed, the project is progressing well and will represent a positive addition to Norman Scott Park.

Cllr Lansdown asked if emails could be submitted to the football teams asking for family members to park considerately now that there are additional users in the park. The Council to observe parking arrangements over the coming months to understand if a review of the facilities needs to be considered.

**20/01/2026 – No. 18 To recognise and acknowledge the community award granted to Lucy Hamid in recognition of all her efforts for the Patchway Community.**

**RESOLVED:** that a letter is sent to Lucy Hamid in recognition of the award for her endearing voluntary work and efforts that she has given to the Patchway Community.

**20/01/2026 – No. 19 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**a) South Gloucestershire Councillors report on items relating to Patchway**

No report available.

**b) Almondsbury Joint Burial Committee**

Cllr Dando reiterated the DCK audit that has been completed to futureproof the accounts.

**c) South Gloucestershire Council partnership working**

The Clerk wished to extend thanks to the Streetcare team who have worked tirelessly with the installation of Christmas lights across the District to support the festive season, and in extremely challenging circumstances on occasions.

**d) Improving Commercial Hubs**

The Clerk advised that she was applying for the South Gloucestershire Council Creative High Street Fund grant with a view of holding a Walking Christmas market on Rodway Road this December to bring a different event and vibrancy to the High Street. The result of the application will not be known until 28<sup>th</sup> February 2026.

**e) Public safety updates**

The Clerk stated that since the occupancy of the Norman Scott Park building by the Council's new tenant, that the park feels safer due to the increased activity in the park.

**f) Residents' communications**

Cllr Cooper advised that members of the public had contacted her regarding the location of litter bins in the town, and requests for the addition of further bins in Patchway. Cllr Cooper will provide details to the Clerk so that the Estates Team can consider supportive measures for residents.

**20/01/2026 – No. 20 To note the date of the next Council Meeting of Patchway Town Council will be held on Tuesday 17<sup>th</sup> February 2026 at 7.00pm at Callicroft House.**

*The Deputy Clerk left the meeting at 8.30pm*



**20/01/2026 – No. 21 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 move into closed session.

**20/01/2026 – No. 22 To receive the minutes for noting and to consider, approve and adopt any recommendations concerning the minutes from the Personnel Committee meeting held on Thursday 15<sup>th</sup> January 2026.**

**RESOLVED:** that Council members agreed to approve the recommendations proposed by the Personnel Committee to support minute nos. 15/1/2026 No. 4, Minute no. 15/1/2026 No. 5.1 and Minute No. 5.2.

Members noted the minutes of the 15<sup>th</sup> January 2026 Personnel Committee meeting.

**The meeting was closed by the Chair at 8.45pm**



**17/2/2026**