



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

Wednesday 7th December 2022

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

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 13th December 2022 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Town Clerk and Responsible Finance Officer

AGENDA

1. To receive an update from representatives of Coniston Medical Practice.
2. To receive questions from the members of the public present.
3. To receive any apologies for absence.
4. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
5. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 15th November 2022 and to receive the Clerk/RFO's report for this meeting.
6. To note the minutes of the Finance Committee held on Tuesday 6th November 2022 and approve the following recommendations:
 - a) To approve the recommendation that Patchway Town Council uses budget option three to move forward with their budget setting process as per the advice from Derek Kemp.
 - b) To approve the recommendation that Patchway Town Council seeks a short term loan of £50,000 to cover revenue costs in this financial year.

Patchway is Twinned with Clermont l'Herault and Gauting.





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7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 6th December 2022.
8. To approve the expenditure report for December 2022 and authorise payments.
9. To consider the requests from Snack Attacks regarding the café premises at Scott Park:
 - a) To consider the lease of a coffee machine for the café.
 - b) To consider allowing permission for the contractor to install a sink in the additional room in the café area.
10. To carry out a progress review of Patchway Town Council's **Three Year Plan**, focusing on 2022/2023:
 - a) Community Engagement.
11. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Norman Scott Park Pavilion redevelopment project.
 - c) Youth Work in Patchway.
 - d) Patchway Town Council's 70th Anniversary Celebrations.
 - e) Future Council Events in Patchway.
 - f) Patchway Twinning Association.
 - g) Almondsbury Joint Burial Committee.
 - h) Patchway Minibus.
 - i) Patchway Community Hub/Warm Room.
 - j) Avon and Somerset Police.
 - k) External Auditor Appointment.
12. To note that the next meeting of Patchway Town Council will be held Tuesday 17th January 2022 at 7pm
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.
14. To receive an update on the issues pertaining to a lease agreement.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 15th November 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	D Lawrence (Chairman), E Gordon, R Walker, I Walker, P Cottrell, S Shambhu, T Scott, R Loveridge, K Dando (19:01) and E Martin (19:02).
In attendance:	J Turner (Town Clerk and RFO) and Ternaya Cummings (South Gloucestershire Playscheme).
Absent:	None.
Members of the Public:	Four.

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.

15/11/2022 - No 1 To receive a presentation from South Gloucestershire Playscheme on the work they are doing in Patchway.

The Chairman welcomed Ternaya Cummings to the meeting. Ternaya provided an update on the Summer Playscheme which ran for four weeks from The Patch. In the summer the playscheme was attended 297 times by children in Patchway and Charlton Hayes. Ternaya stated that she has seen a decrease in children eligible for free school meals. There were 15 children with additional needs who also attended. In the summer, the children had taken part in different themed weeks, circus workshops and creating their own land speed vehicles. Patchway library also attended to provide some resources as well as assisting with the reading challenge. All children received a free lunch that was produced by Snack Attacks.

In October half term, the playscheme was open to families where by 61 adults and 65 children attended. 6 of those children had special educational needs and this scheme was delivered over 3 days. The day consisted of Halloween themed crafts and culminated in a 'Pumpkin Parade'. The funding for this scheme was provided by the income for training that is now being delivered.

Ternaya updated the Council on the future plans for the playscheme as an organisation. The training department had grown and they had now won the Cygnet contract which was to be held online and in person.

A coffee morning has been held at Callicroft Primary School for children with additional needs.

The Christmas playscheme will run from 19th to 22nd at Coniston Community Centre. All children will get a free hot lunch provided by Snack Attacks.

The Councillors then asked questions to Ternaya around communication for the Cygnet courses as well as issues around the drop off in eligibility for free school meals.

The Chairman thanked Ternaya for the update.

15/11/2022 - No 2 To receive questions from members of the public present.

A resident raised a question over the Christmas lights in Patchway and whether all of the lights were new. The Clerk confirmed that the Council had purchased 48 new lights this year which are installed along with the existing lights.

A resident raised their thoughts on the revocation of the byelaw on Norman Scott Park and stated that it was a waste of time and resource and urged the Council to listen to the results of the public consultation survey.

A resident raised concerns on the revocation of the byelaw on Norman Scott Park and stated that having dogs in the park would mean dangerous consequences for all of the sports teams.

A resident raised a question over Cllr J Butler giving a donation of £500 for a Ransomes Mower. The resident raised concerns over the processes and whether this was standard practice or not. The Chairman responded stating that the Clerk will look into future practices to ensure fairness and transparency to all involved.

15/11/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllr P Knight (work), Cllr J Buddharaju (work), Cllr S Scott (unwell), Cllr J Butler (unavailable) and Cllr B Hopkinson (unwell)

15/11/2022 - No 4 To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

15/11/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 18th October 2022 and to receive the Clerk/RFO's report for this committee meeting.

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

15/11/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 6th September 2022 and Tuesday 11th October 2022 and approve the following recommendations:

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council holds a firework event next year with tickets charged at £5 a person.**
RESOLVED: It was unanimously agreed to approve this recommendation.
- b) **To approve the recommendation that Patchway Town Council deletes the vacancy for an additional Environmental Operative.**
Cllr R Walker proposed an amendment to this recommendation to keep the role on the Council's staffing structure to revisit over the coming years.
RESOLVED: It was agreed by a majority with one abstention to approve this amendment.
RESOLVED: It was unanimously agreed to approve the recommendation with the approved amendment.
- c) **To approve the recommendation that Patchway Town Council goes completely paperless for those who had signed the consent form for electronic summons, with immediate effect.**
RESOLVED: It was unanimously agreed to approve the recommendation.

15/11/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th November 2022.

The minutes were noted.

15/11/2022 – No 8 Council Finance.

- a) To note the financial position of the Council’s bank and investment accounts.

As of 15th November 2022, the position was as below.

Current Account: £1000

Reserve Account: £197,993.65

CCLA Public Sector Deposit Fund: £170,740.57

Cambridge and Counties: £25,886.32

- b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for October 2022.

The reports were noted.

- c) To approve the expenditure report and authorise payments.

RESOLVED: It was unanimously agreed to authorise the payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Avon Local Council's Association	E-Learning courses for Deputy Clerk	£ 95.00	£ 19.00	£ 114.00	11-22-001
Avon Local Council's Association	E-Learning courses for Deputy Clerk	£ 13.33	£ 2.67	£ 16.00	11-22-002
AJ Mowers	Mower repairs	£ 429.28	£ 85.85	£ 515.13	11-22-003
Club Spark	Cloud-based venue management platform - Nov 22-31 Oct/23	£ 1,800.00	£ 360.00	£ 2,160.00	11-22-004
DCK Accounting Solutions	Monthly accountancy bill	£ 250.75	£ 50.15	£ 300.90	11-22-005
Gary Millard Creative	Photography for Firework Event 4 November	£ 74.00	£ -	£ 74.00	11-22-006
Gordon Playground Inspections Ltd	Annual inspections of playgrounds	£ 495.00	£ 99.00	£ 594.00	11-22-007
lonet Systems Ltd	HP laptop / setup / CarePack for Deputy Clerk	£ 560.00	£ 112.00	£ 672.00	11-22-008
Isabel Walker	Items for Community Hub	£ 159.34	£ 14.84	£ 174.18	11-22-009
J & S Sons Electrical Services	PAT testing for Casson Centre	£ 78.00	£ -	£ 78.00	11-22-010
Jack Turner	Clerk expenses (twinning, twinning, lanyards)	£ 76.01	£ 2.40	£ 78.41	11-22-011
KT Properties LTD	JCB for Norman Scott Park	£ 480.00	£ 96.00	£ 576.00	11-22-012
Lucy Hartland-Mann	Christmas Lights Switch On (1 x elf on stilts)	£ 300.00	£ -	£ 300.00	11-22-013
Mini Concerts CIC	Mini Concerters (2 x singers) for Fireworks Event	£ 159.00	£ -	£ 159.00	11-22-014
N Brock Countryside Contracting	Fell 7 dead pines at Norman Scott Park	£ 380.00	£ 15.20	£ 395.20	11-22-015
Olas Art	Art services for FACE community events	£ 680.00	£ -	£ 680.00	11-22-016
PeopleSafe	Man Down tracking services for groundstaff	£ 1,176.00	£ 235.20	£ 1,411.20	11-22-017
Prolific Solutions (SW) Ltd	ICT support	£ 139.30	£ 27.86	£ 167.16	11-22-018
Pro Structures	Structural Engineering Services at NSP Pavilion	£ 450.00	£ 90.00	£ 540.00	11-22-019
Raycox Turf Ltd	Topsoil and grass seed	£ 420.00	£ 56.00	£ 476.00	11-22-020
RBS Rialtas Business Solutions	Annual Omega Cashbook support / maintenance	£ 541.00	£ 108.20	£ 649.20	11-22-021
Signature Sports Coaching Ltd	October half term Sports Sessions	£ 1,250.00	£ 250.00	£ 1,500.00	11-22-022
Society of Local Council Clerks	Annual SLCC membership fee for Clerk	£ 406.00	£ -	£ 406.00	11-22-023
South Gloucestershire Council	Annual maintenance & energy costs for Scott Park street lights	£ 500.00	£ 100.00	£ 600.00	11-22-024
Steve Sollars	Medic cover for Firework Event	£ 165.00	£ -	£ 165.00	11-22-025
Wotton Tree Consultancy	Tree Condition reports (Tumps & Scott Park)	£ 550.00	£ 110.00	£ 660.00	11-22-026
Melhuish & Saunders	Works completed as Valuation Certificate No. 8 - NSP Pavilion	£ 134,814.35	£ 26,962.87	£ 161,777.22	11-22-027
	Total for November 2022	£146,441.36	£28,797.24	£175,238.60	

- d) To note the current position of the budget for the 2023/2024 financial year.

The Council noted the budget headings as below:

Centre Code	Centre Name	23/24
		DRAFT
100	Income	-£ 6,000.00
110	Establishment	£ 266,000.00
120	Civic and Democratic	£ 10,250.00
200	Callicroft House	£ 19,250.00
210	The Casson Centre	£ 8,450.00
220	Burials	-£ 1,800.00
300	Patchway Community Centre	-£ 2.00
310	Coniston Community Centre	£ 21,937.21
320	Rodway Road	£ 1,500.00
330	Charlton Hayes	£ -
340	The Parade	£ -
400	Youth and Community	£ 7,500.00
410	Grants	£ 10,000.00
500	Scott Park	-£ 9,300.00
510	Sports and Social Club	-£ 11,840.00
600	Allotments	£ 2,000.00
700	Tumps and BMX Track	£ 720.00
710	Play Area	£ 12,600.00
720	Open Spaces Administration	£ 26,630.00
800	Street Furniture and Transport	£ 1,000.00
900	Capital and Projects	£ 273,100.00
	Precept Required	£ 631,995.21

The Clerk and RFO stated that this would be £72.36 a year increase for an average Band D household. The Council noted that they would have an estimated £23,000 at the end of this financial year, which was only equivalent to 3 weeks revenue expenditure. The overrun of the Norman Scott Park Pavilion project could have a big impact on the Council's current financial position and the Clerk warned that the Council would need to either look for external funding or face a large increase in the Council Tax Precept for the next financial year. The capital cost centre was looked over in detail and it was agreed to wait until the meeting of Almondsbury Joint Burial Committee before committing to any further budget for this. The Clerk advised all Councillors to take this year's budget setting process serious as this was a difficult situation for the whole Council.

15/11/2022 - No 9 To note the External Auditor's report for the financial year ending 31st March 2022.

The Council noted the report which raised one matter regarding a typographical error which will be restated in the AGAR for the 2022/2023 financial year.

15/11/2022 - No 10 To consider the report on the revocation of byelaws on Norman Scott Park after the initial public consultation survey.

RESOLVED: It was unanimously agreed stop the revocation and continue as it is with the byelaw on Norman Scott Park, in light of feedback from the residents.

15/11/2022 - No 11 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Coniston Road subway removal and new crossing.

RESOLVED: It was unanimously agreed to respond to the consultation stating that the Council understand the reasons for the closure but would like a raised pelican crossing or even traffic lights to ensure the safety of all users. The Council would also like to request traffic calming and monitoring measures to ensure cars stick to the 20mph speed limit in Coniston Road. It was also agreed that the reopening of Highwood Road should be re-looked at due to the volume of traffic on Coniston Road.

The Chairman encouraged all Councillors to inform residents and respond to the survey individually.

15/11/2022 - No 12 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Annual Council budget for 2023/2024.

RESOLVED: It was unanimously agreed to respond individually to the consultation.

15/11/2022 – No 13 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Council noted the progress as below.

	Priority Projects	Community Engagement
Timescale for Implementation	Responsible Committee	Full Council
2022/2023		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.



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Town Clerk and Responsible Finance Officer's Report

Actions from the Meeting of the Full Council on Tuesday 15th November 2022.

15/11/2022 - No 11 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Coniston Road subway removal and new crossing.

The Clerk has submitted the Council's consultation response to South Gloucestershire Council, who have confirmed receipt. The outcome is still unknown.

Other matters done within the month:

- The remembrance parade was well attended by residents and local dignitaries. Thanks was given to the Council for their help with the assistance of running the event.
- The Clerk has made the decision, that due to restricted funds, the Council would not be able to produce the 2023 calendar as hoped. However, the office staff will create a google map with past and present images on of all Patchway landmarks.
- The office staff have set up a Christmas light trail map, inviting all residents to add their house onto the map.

PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 6th December 2022 at 19:00 at Callicroft House, Patchway.

Councillors: S Scott (Chairman), R Walker, I Walker, D Lawrence and K Dando (19:06).
In attendance: Cllr R Loveridge, Cllr P Knight, J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk) and Derek Kemp (Accountant).
Members of the Public: None.
Absent: Cllr E Gordon.

As the time was 19:00, the Chair, Cllr S Scott 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.

06/12/2022-No 1. To receive any questions from members of the public present.

None received.

06/12/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllr B Hopkinson (unwell).

06/12/2022-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

06/12/2022-No 4. To approve the minutes of the Finance committee on Tuesday 8th November 2022 and to receive the Clerk/RFO's report for this committee.

RESOLVED: It was unanimously agreed to approve the minutes and note the report.

06/12/2022-No 5. To carry out a progress review of Patchway Town Council's Three-Year Plan, focusing on 2022/2023:

a) Finance, Democracy and Governance.

The Council noted the progress as below. All items were fully complete for 2022/2023. This item will now be removed from future agenda's.

	Finance, Democracy and Governance
Timescale for Implementation	Finance Committee
2022/2023	
	Local Council Award Scheme
	Review of all Governance Documents

06/12/2022-No 6. To note that the next meeting of the Finance Committee will be held on Tuesday 10th January 2023 at 7pm.

Noted.

06/12/2022-No 7. 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.

06/12/2022-No 8. To receive advice from Derek Kemp of DCK Accounting in relation to Patchway Town Council's budget for 2023-2024.

The Chairman welcomed Derek Kemp to the meeting.

Derek advised the committee that next year's actuarial valuation had been received today and it would give the Council a saving of £308. The committee noted that the confirmed tax base had now been received and Patchway Town Council's tax base would now be reduced by 44.52% to 2232. This means that the Council will have less households to split the Council Tax Precept over.

Derek advised the committee, that based on current projections, he and the RFO were estimating the Council having £10,494 in general reserves at 31st March 2023. The committee noted that this would not cover the salary or insurance costs due in April 2023.

Derek presented three budget options to the committee. Option one was a balanced budget, with no scope for any building back up of reserves. Option two gave the Council the opportunity to build back up their reserves over two years. Option three gave the Council the opportunity to build up their general reserve over one year, which would correct their general reserve by 31st March 2024.

Derek advised the committee that option three was the preferable option and the RFO stated that would be his preference too however the detail of the budget would need to be considered again.

The committee noted that neither of these three options allowed for any projects to be undertaken and it was a baseline budget on contractual and revenue spending. The committee noted that there was scope for justifying an increase in Council Tax Precept due to the formation of Charlton Hayes Parish Council.

Derek advised the Council that a PWLB loan to cover revenue costs could not be done and only a short-term loan, whereby the money in full was budgeted for in the precept for 2023/2024, would be permissible. The committee noted that a loan in the region of £50,000 should be sought for and this should be built into the budget for next year. The committee noted they could approach South Gloucestershire Council as well as any neighbouring Town and Parish Council's.

The committee noted that this increase could be a one-off with the £75,000 in capital costs either being taken off of the precept in the following year or by slowly reducing the amount over a number of years.

It was proposed that the Finance Committee recommends to Full Council that they use option three as a starter for budget setting purposes and that Patchway Town Council seek to take a short term loan of £50,000 to cover revenue expenditure until April 2023.

RESOLVED: It was unanimously agreed to approve the proposal as stated above. Cllrs R Loveridge and P Knight gave their full support to this proposal even though they are not sitting members of the Finance Committee.

06/12/2022-No 9. To consider the recommendation from the Personnel Committee that Patchway Town Council considers a one-off costing living payment.

RESOLVED: It was agreed by a majority, with one abstention, to reject the recommendation.

06/12/2022-No 10. To carry out a review of the Norman Scott Park Pavilion estimated final account.

RESOLVED: It was unanimously agreed to note the final account and update form the RFO.

The meeting was closed at 19:41.

Patchway Town Council

(Updated 06/12/2022)

Budget Summary

To correct deficit over one year only

Year Ended 31st March 2024

	2022-23		2023-24	Budget Incr/Decr	
	Projected	Budgeted (Revised)	Proposed	£	%
REVENUE EXPENDITURE					
Establishment	238,451	246,334	296,455	50,121	20.35%
Civic/Democratic	11,652	16,275	10,250	-6,025	-37.02%
Callicroft House	18,338	18,450	16,800	-1,650	-8.94%
Casson Centre	7,022	7,550	6,700	-850	-11.26%
Burials	23,755	22,125	24,154	2,029	9.17%
Patchway	0	0	0	0	
Coniston (excl Loan)	1,000	1,000	1,000	0	0.00%
Rodway Road	4,100	4,750	1,500	-3,250	-68.42%
Charlton Hayes	0	4,000	0	-4,000	-100.00%
The Parade	2,000	3,500	0	-3,500	-100.00%
Youth & Community	16,150	15,200	7,500	-7,700	-50.66%
Grants	3,000	16,000	7,500	-8,500	-53.13%
Scott Park	52,202	59,385	32,600	-26,785	-45.10%
Allotments	250	250	500	250	100.00%
Tumps	5,461	3,750	750	-3,000	-80.00%
Play Area	13,901	10,600	8,100	-2,500	-23.58%
Open Spaces Admin	20,625	21,875	26,630	4,755	21.74%
Street Furniture & Transport	1,000	1,000	1,000	0	0.00%
	<u>418,907</u>	<u>452,044</u>	<u>441,439</u>	<u>-10,605</u>	<u>-2.35%</u>
INCOME					
Interest & Income	6,000	500	7,000	6,500	
Establishment	0	0	0	0	
Civic/Democratic	0	0	0	0	
Callicroft House	400	400	500	100	
Casson Centre	1,201	1,200	2,000	800	
Burials	20,828	20,325	20,828	503	2.47%
Patchway	2	2	2	0	
Coniston	1	1	1	0	
Scott Park	34,970	22,500	53,900	31,400	
Sports & Social Club	11,840	11,840	11,840	0	
Allotments	2,500	2,500	2,500	0	
Tumps	30	30	30	0	
Open Spaces Admin	365	0	0	0	
	<u>78,137</u>	<u>59,298</u>	<u>98,601</u>	<u>39,303</u>	<u>66.28%</u>
NET REVENUE EXPENDITURE	<u>340,770</u>	<u>392,746</u>	<u>342,838</u>	<u>-49,908</u>	<u>-12.71%</u>
CAPITAL & PROJECT EXPENDITURE					
Coniston Loan Charges	21,757	21,757	20,939	-818	-3.76%
Pavilion Loan Charges	15,711	0	31,500	31,423	
AWJBC Loan Charges	0	0	7,800	31,423	
Capital Provision	553,692	402,140	130,100	-272,040	-67.65%
	<u>591,160</u>	<u>423,897</u>	<u>190,339</u>	<u>-210,012</u>	<u>-49.54%</u>
TOTAL NET EXPENDITURE	<u>931,930</u>	<u>816,643</u>	<u>533,177</u>	<u>-259,920</u>	<u>-31.83%</u>
Financed as follows					
Reserves at 1st April	125,781	149,505	10,494		
Reserves at 31st March	10,494	149,505	85,710	**	
Used to Fund Expenditure\added to Gen Rsv)	115,287	0	-75216		
Precept Support Grant	0	0	0	0	
Precept Required	816,643	816,643	608,393	-208,250	-25.50%
Total Taxation Funding Required	<u>816,643</u>	<u>816,643</u>	<u>608,393</u>	<u>-208,250</u>	<u>-25.50%</u>
	<u>931,930</u>	<u>816,643</u>	<u>533,177</u>	<u>-259,920</u>	<u>-31.83%</u>
ADJUSTED BASIS					
Band D Equivalents		4,203	2,332	advised	-44.52%
Precept per Band D Equivalent (£/annum)	£	194.30	£260.89	£66.59	34.27%
Precept per Band D Equivalent (p/week)		372.63	500.34	128 p	

**Note: Recommended minimum reserve equal to
3 months net revenue expenditure 85,193 98,187 85,710

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Parks, Open Spaces, Planning and Transport committee held on the Tuesday 6th December 2022 at 20:00 at Callicroft House, Patchway.

Councillors:	Cllr R Loveridge (in the chair), P Knight, D Lawrence, K Dando.
In attendance:	J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk), Alex Dommett (Patchway Conservation Group), Andy England (Patchway Town FC) and Kevin Thomas (One Planet Matters).
Absent:	None
Members of the Public:	One

As the time was 20:00, the Chair, Cllr R Loveridge 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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

06/12/2022 – No 1 To receive the proposal from One Planet Matters regarding their proposal to create community growing space in Patchway

The Chairman introduced Kevin Thomas from One Planet Matters to present the proposal on creating community growing spaces in Patchway.

Kevin presented two proposals for a community orchard and a community garden. Following previous site visits to the BMX Park and The Tumps, he proposed the area towards the back of The Tumps as preferred option for a significant orchard. An orchard would improve biodiversity and support the Town Council Local Nature Action Plan. One Planet Matters fund the planting of the trees. A conversation would be required for ongoing maintenance though a cutting plan would be included to reduce potential cost.

Kevin proposed a more detailed consultation with the public to involve the community including local schools. Next steps would be to work with Alex Dommett to work up a plan and present it back to Council. Responding to a question from Chair, Kevin stated that fencing around the trees would cost extra and they do not usually do this for projects.

The community garden proposal for an area of Pretoria Road Allotments includes poly tunnels for the community and allotment users to utilise for growing produce. Through the Growing Communities Network, surplus food could be distributed to local foodbanks.

The annual Bonfire could be rotated around the site creating potash to use in the garden and allotments. Proposed working with Foundation for Active Engagement (FACE) and Southern Brooks to involve young people in the garden, with positive responses from both.

Discussion included the incorrect current siting of the boundary fence, and the potential of a South Gloucestershire social housing scheme on part of the existing allotment area proposed for the garden. Kevin outlined previous working with Sovereign Housing Association to include community garden in social housing schemes.

Discussion also included that the land is leased to Pretoria Road Allotments Society whose members have right of access to the whole site and who would need to be included in the discussions.

RESOLVED: It was agreed the Town Clerk would arrange a meeting between One Planet Matters and representatives from the management committee of Pretoria Road allotments association in 2023.

06/12/2022 – No 2 To receive any questions from members of the public present.

One resident asked about the potential for polytunnels at Blakeney Road Allotments. And the Clerk responded stating that there was not sufficient room at this site.

06/11/2022 - No 3 To receive any apologies for absence.

The committee noted apologies from Cllrs E Gordon, B Hopkinson and E Martin.

06/12/2022 - No 4 To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

06/12/2022 - No 5 To approve the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th November 2022 and to note the Clerk/RFO's report for this committee meeting.

RESOLVED: It was unanimously agreed to approve the minutes of the meeting and the report was noted.

06/12/2022 - No 6 To carry out a progress review of Patchway Town Council's Three-Year Plan, focusing on 2022/2023.

- a) Outside Areas
- b) Planning in Patchway

RESOLVED: It was unanimously agreed to note the progress being made as below.

	Outside Areas	Planning in Patchway
Timescale for Implementation	Parks and Planning	Parks and Planning
2022/2023		
	Tree Planting	Bus Shelters
	Wildflower Meadows	Christmas Lights
	Tree Pruning in Patchway	Road Surfacing
	Open Area Signage	Benches for Charlton Hayes
	Tree Survey for all areas	
	Tree giveaway project.	
	Local Nature Action Plan	

Matters Pertaining to Parks and Open Spaces

06/12/2022 - No 7 To consider the quotations for an Ecology report to be carried out on The Tumps and BMX Track.

RESOLVED: It was unanimously agreed to accept Rupert Higgin's quotation and action in 2023.

06/12/2022 – No 8 To consider the use of the \$106 funding to create an older person's court area

The committee noted the costs of installing a gym area at £25,000-£30,000 and quoted cost of a bowling green (£142,661 plus VAT). The Council has 6 months to utilise the £10,000 funding before it is returned to South Gloucestershire Council.

RESOLVED: It was unanimously agreed to defer this item until the end of the Council year

Matters Pertaining to Planning and Transport

06/12/2022 - No 9 To consider any planning applications received:

- a) P22/06440/F - Erection of two storey building to form 4no. residential units, 2 units for maximum of 10 people and 2 units for a maximum of 12 people as a large house in multiple occupation (HMO) (Use Class C4) with new access and parking | 2 Coniston Road Patchway South Gloucestershire BS34 5PA
RESOLVED: It was unanimously agreed to raise objections to the above application due to issues around site massing, car parking, access to neighbouring businesses, trading concerns and tree preservation.
- b) P22/06482/F - Erection of a single storey rear extension to form additional clinical rooms (Class E). | Coniston Medical Practice The Parade Coniston Road Patchway South Gloucestershire BS34 5TF
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- c) P22/06500/ADV - Display of 1no.illuminated fascia sign and 1no. non-illuminated totem sign. | 720 Waterside Drive Aztec West Almondsbury South Gloucestershire BS32 4UD.
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- d) P22/06441/LB - Part demolition of existing building and erection of extensions to form a multi-use community hub to include cafe, gym, hall, public library, activity rooms, youth space and ancillary uses. | Hangar 16U At The Former Filton Airfield South Gloucestershire BS34 5BZ
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- e) P22/06442/F - Part demolition of existing building and erection of extensions to facilitate change of use of Hangar 16U to a multi-use community hub to include cafe (Use Class E(b)), gym, hall, public library, activity rooms, youth space (Use Classes F1 and F2) and ancillary uses. Construction of access, car p... | Hangar 16U At The Former Filton Airfield South Gloucestershire BS34 5BZ.
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- f) P22/06408/F - Demolition of 2 no. existing buildings. Erection of industrial/warehousing building (Use Class E(g)(iii), B2, B8) with ancillary office floorspace; creation of new vehicular access; associated parking and landscaping. | Land At Unit 1190 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4FPAny applications received after the agenda had been issued.
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- g) P22/06713/PND - Prior notification of the intention to demolish 2 no. office buildings. | Cascade 1 Unit 1190 Park Avenue Aztec West Almondsbury South Gloucestershire BS32 4FP.
RESOLVED: It was unanimously agreed to raise no objections to the above application.
- h) Any applications received after the agenda had been issued.
None received.

06/12/2022 - No 10 To consider the response from Patchway Town Council regarding South Gloucestershire Council consultation on the Charlton Boulevard Bus Gate

RESOLVED: It was unanimously agreed to raise an objection to the proposed Bus Gate proposal

Updates and Reports

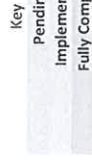
06/12/2022 - No 11 To receive an update on The Norman Scott Park Redevelopment project

The Clerk provided an update including opening of the Pavilion on 2 December, the new café opened and a user groups introduction to the facilities. Responding to a question on user access, the Clerk outlined that a responsible person from each user group would be responsible and liable for key and facility use through a Key Agreement to be shared across users in early 2023.

06/12/2022 - No 12 To note that the date of the next Parks, Open Spaces, Planning and Transport Committee will be held on Tuesday 10th January 2023 at 8pm.

Noted.

The meeting was closed by the Chairman at 20:55



Key
Pending
Implemented
Fully Complete

This table will show the anticipated implementation dates of the plan and provides the residents with all the information in one table.

This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the budget document.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Compound Container		Social Media		Staff Capacity
		Charlton Hayes		Live Streaming Meetings		
		The Parade		Community Events		
		Rodway Road		Flyers and Leaflets.		
		Tree Survey				
		Play Area Strategy				
		The Town's Planters				
		Alignment Container				
2022/2023	Redevelopment of Patchway Community Centre	Local Nature Action Plan				
	Scott Park Pavilion Project	Wildflower Meadows				
		Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
		Tree Planting		Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
		Wildflower Meadows	Bus Shelters	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Tree Pruning in Patchway	Christmas Lights	Social Media		Development of Policies
		Open Area Signage	Road Surfacing	Live Streaming Meetings		Staff Capacity
		Tree Survey for all areas	Benches for Charlton Hayes	Community Events		
		Tree giveaway project.		Flyers and Leaflets.		
2023/2024	Redevelopment of Patchway Community Centre	Local Nature Action Plan				
	Scott Park Pavilion Project					
		Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
		Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
		Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
		Tree give away project.		Social Media		Development of Policies
		Local Nature Action Plan		Live Streaming Meetings		Staff Capacity
				Community Events		
				Flyers and Leaflets.		

Patchway Youth Work

Patchway Youth Work Team

Youth Development Worker



We are building a great youth work team - we are still looking to recruit some more experienced youth workers to build on the offer to young people.

Young People engaging in Youth Work in Patchway

Ages 10-12: 55

13 +: 66

Total: 121

Updates since September

Current delivery

Mondays

Detached youth work session - running a football session at the 3g courts - still well attended since the weather has changed and dark by 4:30pm.

Tuesdays

The Patch Youth Club - afternoon project session - including cooking skills, DJ and a new girls group. Evening senior youth club session - year 8 and above

Thursdays

Junior Youth Club

Project Work -

1. October half term graffiti artwork project at Norman Scott Park - young people engaged positively and the artwork produced was amazing - they have a greater sense of community ownership. Sessions were ran beforehand in the youth club to come up with designs for the ramps on the day.
2. South Glos Council YAO recommissioning event in Kingwood - the team took young people to represent Patchway and they had a lot of positive contributions for council commissioners and decision makers.
3. The team took a senior group of young people to the Patchway firework show - with the donated tickets. We also got to meet lots of new young people at the event and a few are now coming to our football sessions on Mondays.
4. We had a visit to the senior youth club from Street doctors, a national organisation that deliver workshops with young people on how to respond to situations they may be faced with. The session was on knife crime and how to react if this happened to someone they were with. This aim is to look at reducing youth violence, and looking to educate young people on the risk and consequences.
5. The youth club also had workshops delivered in the open access sessions by Off The Record (OTR) - which is a counselling and mental health support service for young people. Its hope more session will be delivered in the new year.

6. Patchway Major visit - Dayley joined us for a visit to the youth centre - his first time! It was a very busy session, as we were showing the football and cooking lots of food. The young people were very welcoming and it was good to educate them around the role of the major and the town council as a whole - many had very limited knowledge, so was a great opportunity to raise awareness and have them speak to him and ask him questions.

7. Developing youth work at the Casson Centre - we have appointed a member of staff to run two sessions from the building on Wednesdays - we were hoping to start it this side of xmas, but will now be January. As the room is quite small in comparison with the Patch, the sessions will be smaller and more workshop/group work led. We are also looking at a monthly LGBTQ session in there - but times and dates to be confirmed.

8. HAF sessions - We will be delivering Holiday and Food sessions for secondary school age young people in the xmas holidays - this is targeted at families on free school meals and is funded by South Glos Council - this will include cooking skills, music production, making presents for family members and a trip ice skating!

I am quite pleased with how the development of the sessions are going and relationships are building with young people and families, and I am looking forward the new year and seeing the new areas of work develop....

Dawn Young

Youth Development Worker



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

Minutes of the meeting between Patchway Town Council's Youth Working Group, South Gloucestershire Council and The Foundation for Active Community Engagement held on Monday 5th December 2022 at 10am at Callicroft House, Patchway.

Present: Cllr Roger Loveridge, Jack Turner (Town Clerk) Jon Watkins (Deputy Town Clerk), Sharon Adams (Commissioning Manager for Children and Young People at South Gloucestershire Council), Claire Lilly (SGC), Debbie Teml (FACE) and Dawn Young (FACE).

1. Welcome and Introductions.

Everyone present introduced themselves and the new Deputy Clerk was welcomed by all to the Youth Working Party.

2. Update from FACE.

A written report had been circulated in advance by Dawn. FACE have welcomed new youth workers to the Patchway team, including a very experienced youth worker from Yate. Team now has good mix of good mix skills and experience.

Senior work (13+) going well, attendance increasing. Lots of project work has taken place such as graffiti art in Scott Park and had positive feedback from this event, nothing negative. No vandalism at skate park since repainting, feeling young people now have ownership of space.

Young people from Patchway went to the recommissioning consultation event at Made for Ever in Kingswood to talk about their youth clubs and activities. Mayor had visited The Patch & was quizzed by young people!

Took young people to fireworks show, which was a great trip and was free of charge thanks to Patchway Town Council. Also able to meet young people with their families and was a good outreach opportunity in community. Relationships are now developing with parents (mainly of juniors) and staff are taking opportunities to introduce themselves.

Monday night at 3G is for all ages (joint Junior / Senior) and that is working. Older ones are good at peer mentoring. Those young people coming are the ones not engaging with organised team sports and is good bridge to get young people into youth club. Activity is proving popular - could split the ages as enough young people.

ACTION: Jack to book from 5.30pm allowing extra ½ an hour (pitch is booked by another group from 7pm).

From January, FACE will hope to start sessions in Casson Centre on a Wednesday evening - slightly less space but can do project focussed work and aiming at 15 - 20 young people. Monthly LGBT group there is a possibility too - needs led from young people.

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3. Update from Patchway Town Council.

Recent sports sessions engaged 85 young people. over 4 days
Community Hub set up – will work with younger children but open to all ages.

4. Communications and PR.

Good flow of info from FACE to PTC which they are sharing in Patchway.
Recruitment of youth work staff is still a problem.

ACTION: Claire to see if South Gloucestershire Council website is open to VCS partners to advertise again.

FACE have new comms worker who is creating and updating their website.

5. Update on premises.

The Trustees of Southern Brooks are discussing whether they terminate the lease on The Patch and give the building back to South Glos Council. We think their decision meeting is 9th December.

There is a break clause in the lease for Sept 2023. Property Services confirmed that the energy rating of the building is so low, if it were handed back to South Gloucestershire Council it is likely the building would be closed and site would be sold for re-development.

Jack attended a meeting called by Southern Brooks at the Coniston Community Centre to discuss the use of that building, including the nursery currently occupying The Patch moving there and was disappointed to see youth and young people's needs not represented.

FACE have since met with Property Services to discuss the possibility of taking on the lease. Southern Brooks would need to assign or transfer the lease to FACE. Debbie will start talking to her trustees (next meeting in January), but they would be worried about taking on a building in very serious need of repair.

South Gloucestershire Council links are Jennifer Kirk in Property Services and Kevin Sweeney in Preventative Services. Kevin is well briefed and keen not to see the youth centre closed if there are alternatives.

It was agreed: To continue information sharing, but nothing more could be done until Southern Brooks make their decision. There is a need to get a decent survey completed on the building with estimated costs should FACE look to make a decision about taking on the building.

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6. Joint working and funding opportunities.

French & German twinning visits: Grant applied for young people to go on those trips - 3 days of staff time needed.

FACE is meeting with Southern Brooks to look at joint working, Diwali celebration a possibility.

Pavilion is officially opening in April 2023 and the café opening in December 2022. - 4 changing rooms and a room next to café - FACE would love young people to get work experience in the café.

April 2023 – celebrating 70 years of PTC! Plans for live music, stalls, funfair – opportunities for young people to be involved in a town trail, making banners of history as was done in Filton. Could bid for Awards for All grant.

YTL/Brabazon site - South Gloucestershire Council had put in expression of interest to Youth Investment Fund for youth space in one of the hangars. If successful, FACE would be approached to deliver the club as the Lot lead. We think Southern Brooks are also talking to YTL.

Holiday Activities with Food (HAF) FACE were running sessions for 2 days over Christmas for older young people.

7. Update from SGC on re-commissioning of Youth Activities Offer

The public consultation has ended, including talking to young people and the needs assessment drafted. The model will remain largely the same, including delivery of 2 nights a week in each Priority Neighbourhood (of which 1 is Patchway). Funding will be the same, so accounting for cost of living rises this is unfortunately a decrease in total funding.

The Priority Neighbourhood was defined as Patchway (ie not Cribbs & Charlton Hayes), so unless South Gloucestershire Council redefined those areas, the Council's funding would guarantee 2 nights a week in Patchway. No venue would be specified in the contract.

There will be an event for Town & Parish Councils to explain the tender model and introduce them to potential youth providers in Feb 2023. Tenders will go out in March or April 2023.

Sharon & Claire also confirmed that there had been an underspend returned to the Council from Southern Brooks in respect of their Patchway delivery. This has been

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passed on to FACE in recognition that youth work in Patchway had suffered most prior to the handover

8. Any other business.

There was a brief discussion on the impact of the new Cribbs & Charlton Hayes ward. PTC shared that the new ward had a big impact in terms of their budget, which would reduce significantly going forward.

Sharon confirmed that a budget line for youth delivery had been added to the draft budgets for all 4 new Town Councils coming into operation next year. It would then be the decision of the new council to decide whether any youth work delivery within the ward should take place using that budget..

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Patchway Town Council 70th Anniversary Celebrations

Draft Event Plan

Main Event: Saturday 29th April 2023 – Scott Park – 10am – 9:pm.

A Platinum Party for Patchway

Scope

The purpose of this day of celebration is to unite the community of Patchway. Patchway Town Council was formed in 1953 and 70 years is a big moment for the Town. The Council here has represented generations of residents and this should be reflected in this one day celebration. The celebration should bring the community together, something Patchway is renowned for. This event will come off of the back of a very successful Jubilee celebration in Patchway, learning from key moments as well as incorporating other elements we feel the residents would like to see.

Main Stage

The stage will be the hive of activity. The Council should look to hire the same stage in which they did for the Jubilee event. The music will be provided by local musicians and tribute artists. It is envisaged that the music will start at 10:15am then play through all day with 45 minute sets. The music will reflect the 70 years from 1953, ensuring there is something for everyone. **In order to save budget, it would be agreed that the firework show be removed, thus saving £6000.**

Below is a draft plan of what the main stage can look like:

Time	Act	Quoted Cost
ALL DAY	Stage and PA System	£2355.00
10:15am – 11am	Mini Concerts ACT	£200.00
11:15am – 12pm	Mini Concerts ACT	£200.00
12:15pm – 1pm	Mini Concerts ACT	£200.00
1:15pm – 2pm	Mini Concerts ACT	£200.00
2:15pm – 3pm	Mini Concerts ACT	£200.00
3:15pm – 4pm	Mini Concerts ACT	£200.00
4:15pm – 5pm	Mini Concerts ACT	£200.00
5:15pm – 6pm	Mini Concerts ACT	£200.00
6:15pm – 7pm	Mini Concerts ACT	£200.00
7:15pm – 8pm	Mini Concerts ACT	£200.00
8:15pm – 9pm	Mini Concerts ACT	£200.00
	Total Estimated Cost	£4,555.00

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Seating Area

One area in which our events need improvement is the need for covered seating with tables. We have in the past two events hired one marquee however due to the attendance this hasn't been enough. We propose that the Council hires one large marquee as well as one smaller marquee with tables and chairs. The approximate cost for this would be **£1750**. This will keep people longer in the area if we can provide some shelter for them.

Food and Drink

Usually at events, Patchway Town Council and Patchway Sports and Social Club work together to ascertain which vendors are coming and what needs to be brought in for the event. However, in recent years the promise of an outdoor bar hasn't come to fruition and the Jubilee event proved that we have a need for a more diverse range of food except from the usual burger and chips. We propose that the Patchway Sports and Social Club sell from inside their club as usual however the Town Council takes control of all external vendors. This means that the income will come directly to the Town Council. For this event, due to the timing in the year, we propose a pitch fee of £75 for each vendor.

Having these vendors placed around the event area would be beneficial as it would allow residents to access these whilst having full view of the stage. We anticipate that this would create an income of £750 for the Council. This also ensures no duplication of vendors, which has been an issue in previous years.

Children's Zone

To make this more of a family event, as it is designed to encourage others out of their houses and into our park to come together, we propose creating a children's zone. This would cater for children and also allow them a safe space to have fun in. The proposal is to have a marquee in which we have table arts and crafts for all children as well as a magician, who will perform between 11am and 7pm a variety of magic, puppet and balloon modelling. In addition to this marquee, we will also hope to have a travelling funfair utilise the space near the main pitch which would generate an estimated income of £1000.

Item	Estimated Cost
Marquee with tables and chairs	£850.00
Magician Act for Children	£500.00
Total Estimated Cost	£1350.00

Security

Due to the event capacity, external security should be obtained as well as volunteers. We believe we can do this for **£850**.

Total cost for the Saturday event: £6755.00

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Other events for the 70th Anniversary Celebrations.

- A Platinum Postcard for Patchway – Get young people (under 16) involved with drawing their Patchway on the front of a postcard and then adding a message about why they love where they live which can be stored in a time capsule, to be planted in Scott Park memorial garden to commemorate the 70th anniversary of the Town Council. Involve local schools, youth centre and scouts.
- Poem for Patchway – Get young people (under 16) to create a poem about what they like in Patchway and how they feel about their Town. Get these read aloud by the children on the day of the party.
- A Virtual History of Patchway – To create a story for online viewing which takes residents around modern Patchway showing them the historical sights and what they used to look like. Can be done by using Google My Maps as well as our website.

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Clerk

From: Craig Doyle <Craig.Doyle@avonandsomerset.police.uk>
Sent: 29 November 2022 12:02
To: Clerk
Subject: RE: Future Meeting

Hi Jack,

I will try and make a future meeting when you have them, although Tuesdays are largely problematic for me as if I am not at work, I coach kids football in the evenings. Looking ahead, it looks like I will be on day shifts for all these meetings for the next 6 months which is unfortunate.

If there are any other meetings scheduled or if you would like for me to arrange for the local Beat manager to attend in my place, please let me know and I will address this.

In terms of my plans for Patchway, we are in a bit of a transition period for the Beat Team that covers this area due to some great members of the team recently leaving the organisation or moving to new roles. My main priority is that we get our staffing levels back to where they should be so that we can continue to provide the continuity of service for the local residents of Patchway and all of our local partners.

If there are any specific issues you are made aware of by the residents of Patchway, please encourage them to get in contact with us directly, otherwise please pass on any concerns and we will look to address these promptly.

Many thanks
 Craig Doyle

Craig Doyle
Police Sergeant 1088

Patchway Neighbourhood Policing Team | Avon and Somerset Police

Mob 07889 655 530
Email Craig.Doyle@avonandsomerset.police.uk

www.avonandsomerset.police.uk | Follow us on [Twitter](#) and [Facebook](#)

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From: Clerk <clerk@patchwaytowncouncil.gov.uk>
Sent: 16 November 2022 16:57
To: Craig Doyle <Craig.Doyle@avonandsomerset.police.uk>
Cc: Deputy Clerk <deputyclerk@patchwaytowncouncil.gov.uk>
Subject: Future Meeting

Hi Craig,

The Councillors would like you to attend a future meeting of the Town Council to get to know you and your plans for Patchway.

We meet on the third Tuesday of each month at 7pm, so please let me know if you wish to attend?

Clerk

From: admin@saaa.co.uk
Sent: 28 November 2022 11:48
To: Clerk
Subject: Notification of external auditor appointment

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Patchway Town Council, Avon,

Dear Clerk/RFO/Chairman,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,
Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **BDO LLP**.

Their contact details are:
BDO LLP,
Arcadia House,
Maritime Walk,
Ocean Village,
Southampton SO14 3TL
Email: councilaudits@bdo.co.uk
Tel.: 023 8088 1700

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	
50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

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