



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

Wednesday 13th October 2021

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

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 19th October 2021 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 a presentation and update from YTL regarding the Brabazon Development.
2. To receive the applications for Co-Option to Patchway Town Council.
 - a) To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.
 - b) To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.
 - c) To resolve to co-opt a candidate to Patchway Town Council.
 - d) To receive the co-opted Councillors Declaration of Acceptance of Office and duly sign the form.
3. To receive questions from the members of the public present.
4. To receive any apologies for absence.
5. Declarations of Interest.
6. To consider and approve any dispensations for this meeting.
7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 21st September and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.
8. To approve the minutes of the Extraordinary Meeting of Patchway Town Council held on Tuesday 5th October 2021 and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.

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9. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 28th September 2021.
10. To note the minutes of the Finance Committee held on Tuesday 12th October 2021 and to consider the below recommendations:
 - a) To consider the recommendation that Patchway Town Council adopts the options for sponsorship with a degree of flexibility for the Town Clerk to negotiate with interested businesses.
11. Council Finance.
 - a) To note the current financial position of the two bank accounts.
 - b) To note the current financial position of the Town Council's Investments.
 - c) To note the Bank Reconciliation and Bank Statements for September.
 - d) To note the income and expenditure reports for September.
 - e) To note the monthly summary of accounts for September.
 - f) To approve the expenditure report and authorise payments.
 - g) To consider the grant application from The Link Club, as deferred from the Grants Working Party.
12. To consider the following planning applications: (Click on the link to view the planning application).
 - a) [P21/06296/F - Erection of railway station with 1 no. footbridge, temporary car park, access and associated works - Former Filton Airfield Patchway South Gloucestershire BS34 5BZ.](#)
 - b) [P21/06467/F - Demolition of garage. Erection of single and two storey detached ancillary annexe - 193 Gloucester Road Patchway South Gloucestershire BS34 6ND.](#)
 - c) [P21/06575/CLP - Hip to gable loft conversion with rear dormer - 141 Worthing Road Patchway South Gloucestershire BS34 5HU.](#)
13. To review and adopt the following policies:
 - a) Business Continuity and Disaster Recovery Policy.
 - b) Document Management and Archive Policy.
 - c) Management of Contractors Policy.
 - d) Play Area Inspection Policy.
 - e) Debit Card Policy.
 - f) Mayoral Charity Policy.
 - g) Honorary Freeman Procedure.
14. To consider the recommendation from the Personnel Committee held on 20th September 2021, that Patchway Town Council adopts the following risk assessments:
 - a) Outdoor Staff Risk Assessment.
 - b) Council Property Risk Assessment.
 - c) Hire of The Casson Centre Risk Assessment.
 - d) Hire of Sports Facilities Risk Assessment

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15. To consider the recommendation from the Parks, Open Spaces, Planning and Transport Committee held on 6th July 2021, that Patchway Town Council carry out work to extend the entrance path at Blakeney Road playing field.
16. To consider the recommendations from the Grants Working Party, as outlined in the report.
17. To consider setting up a 'Christmas Gift' scheme for a care home in Patchway, as deferred from the meeting of Patchway Town Council on Tuesday 5th October 2021.
18. To receive an update on the Local Council Award Scheme Application.
 - a) To resolve to submit Councillor profiles to the Town Clerk.
 - b) To resolve to submit all training undertaken by Members, since the date of election to Patchway Town Council, to the Town Clerk.
19. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
 - a) Community Engagement.
20. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) 3G & Cricket Nets Project.
 - c) Patchway Community Centre Redevelopment project.
 - d) Norman Scott Park Pavilion project.
 - e) Coniston Community Association.
 - f) Bromford Housing Association.
 - g) 'Wild Patchway' Photography Competition.
 - h) Youth Work Working Party.
 - i) Patchway Remembrance Service.
 - j) Queen Elizabeth's Diamond Jubilee 2022.
 - k) Patchway Twinning Association.
 - l) Mamas Bristol CIC.
 - m) Almondsbury Joint Burial Committee.
 - n) South Gloucestershire Council Chair's Community Awards 2021/22.
21. To note that the next meeting of Patchway Town Council will be held on Tuesday 16th November 2021 at 7pm.
22. **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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23. To consider any updates and recommendations from the Personnel Committee held on Wednesday 13th October 2021.
- a) To approve the recommendation that a member of staff's request is approved.
 - b) To approve the recommendation that Patchway Town Council adopt the Appraisal Scheme.
24. To receive an update on the changing rooms within Patchway Sports and Social Club.

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