

PATCHWAY TOWN COUNCIL

Draft Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 18th June 2024 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr Dayley Lawrence (Chair), Cllr Angela Morey, Cllr Eric Gordon, Cllr Ken Dando, Cllr Elaine Martin, Cllr Jenny James, Cllr Pete Knight, Cllr Roger Loveridge, Cllr Toni Scott and Cllr Keith Walker.

In attendance: J Turner (Locum Town Clerk), J Watkins (Deputy Town Clerk and RFO).

Absent: Cllr Patrick Cottrell.

Members of the Public: None.

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.

18/06/2024 - No 1. To receive a presentation from Southern Brooks Community Partnerships on the work that they are doing in the Patchway area.

This item was deferred to the meeting in September.

18/06/2024 - No 2. To receive questions from the members of the public present.

None received.

18/06/2024 - No 3. To receive any apologies for absence.

The Council noted apologies from Cllr Dan Fry (away), Cllr Natalie Field (Charlton Hayes Meeting), Cllr Sam Scott (working) and Cllr Denise Lansdown (sickness).

18/06/2024 - No 4. To receive any Declarations of Interest.

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

Cllr K Dando declared an interest in item 17a as he was a member of Patchway Sports and Social Club.

18/06/2024 - No 5. To consider and approve any dispensations for this meeting.

No requests for dispensations were received.

18/06/2024 - No 6. To approve the minutes of the Annual meeting of Patchway Town Council held on Tuesday 21st May 2024 and to receive the Clerk/RFO's report for this meeting.

Cllr R Loveridge raised an issue with Item 9 and read out the below statement:

During a pre-meeting of the majority of Labour Councillors before the Annual Town Council Meeting on 21st May, decisions were made regarding the membership of the Finance, Parks & Planning, and Personnel Committees. It was noted, three Labour Councillors proposed en bloc the members for these Committees. (some of whom were not at the meeting).

These proposals were seconded and passed without the usual procedure of discussion or consultation on committee preferences.

Concerns have now been raised by councillors who were not privy to the pre-meeting about the fairness and transparency of this process. Committee selections should be free from party politics, especially at the Town Council level. This is the first time in 10 years in my experience that committee selections have been handled in this manner.

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

18/06/2024 – No 7. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

The Council noted the report as below, with one item:

Item 7 – 18-06-2024 – Approval of transport for Cllr Angela Morey, in the absence of the Mayor, to attend a Civic Event in Gauting, Germany - £162.09 has been approved by the Locum Clerk in conjunction with the Chairman for Cllr Angela Morey to attend a networking event in Gauting. All other costs are being covered by the Town Hall in Gauting.

18/06/2024 - No 8. To consider the re-adoption of the following policies and strategies:

- a) Publication Scheme.
- b) Recording of Meetings Protocol.

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

18/06/2024 – No 9. To consider and approve annual accounts and annual procedures:

- a) **To note the Internal Auditor’s report section of the AGAR 2023/2024.**

This item was noted.

- b) **To receive and approve the Annual Governance Statement 2023/2024.**

RESOLVED: It was unanimously agreed to approve the Annual Governance Statement with positive assertions given to all applicable boxes.

- c) **To receive and approve the Accounting Statements for 2023/2024 and to receive the explanations of variances.**

RESOLVED: It was unanimously agreed to approve the Accounting Statements. The explanations of variances were noted.

- d) **To note the period of public rights and publication of the Annual Governance and Accountability return.**

The Council noted that the announcement will be made by the RFO on 27th June 2024, with the period of public rights and publication commencing on 28th June 2024 to 8th August 2024.

- e) **To review Patchway Town Council’s earmarked reserves.**

The Council noted the current level of earmarked reserves as below.

Account	Opening Balance	Net Transfers	Closing Balance
311 Reserve AJBC	27,925.06		27,925.06
312 EMR - AJBC Burial Land Purchas	48,500.00		48,500.00
324 EMR - New Play Equipment	600.00		600.00
328 EMR - New Projects	20,111.00		20,111.00
345 EMR - Pollinator Project	5,644.50	-1,068.42	4,576.08
346 EMR - Civic Regalia	500.00	-500.00	0.00
347 EMR - Hardcourt Equipment	558.49		558.49
348 EMR - Womans Day Event	61.01		61.01
349 EMR - Casson Centre Murals	500.00	-24.13	475.87
	104,400.06	-1,592.55	102,807.51

18/06/2024 – No 10. Patchway Town Council Finance.

a) To approve the expenditure report for June 2024.

RESOLVED: It was agreed by a majority with one abstention to approve the expenditure report as below:

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Gary Millard	Photography for Christmas Lights Switch-On event - 29/11/24	£ 80.00	£ -	£ 80.00	06-24-009
Gary Millard	Photography for Remembrance Day Parade - 17/11/2024	£ 60.00	£ -	£ 60.00	06-24-010
Gary Millard	Photography for Fireworks to Music - 2/11/2024	£ 110.00	£ -	£ 110.00	06-24-011
Murray Hire Centres Ltd	Mini digger and dumper for Pollinator Project groundworks	£ 674.00	£ 134.80	£ 808.80	06-24-012
DCK Accounting Solutions Ltd	Accounts support for April 2024	£ 414.21	£ 82.84	£ 497.05	06-24-013
Bristol Fun for Hire	Inflatables for Christmas Lights Switch On - 29/11/2024	£ 158.33	£ 31.67	£ 190.00	06-24-014
Snack Attacks	Welcome buffet and burger meals for Gaunting twinning visitors / FACE young people	£ 280.10	£ 56.02	£ 336.12	06-24-015
Raycox Turf Ltd	Grass seed and topsoil for pitch repairs / bark for beds	£ 482.00	£ 52.40	£ 534.40	06-24-016
Lister Wilder	Tyre repairs to Kubota tractor	£ 250.00	£ 50.00	£ 300.00	06-24-017
Katie Hanning Artist	Design, planning, workshops, creation of Casson Centre Mural	£ 233.00	£ -	£ 233.00	06-24-018
Carina Andrews	Design, workshops, creation of Casson Centre Mural	£ 192.00	£ -	£ 192.00	06-24-019
Brosch	Heavy duty refuse bags	£ 330.00	£ 66.00	£ 396.00	06-24-020
AJ Mowers Ltd	Joystick maintenance of Ransome HR300 mower	£ 277.71	£ 55.54	£ 333.25	06-24-021
Origin Amenity Solutions	Pitch marking paint / aerosol pitch marker / nozzles	£ 466.20	£ 93.24	£ 559.44	06-24-022
Mini Concerts	D Day Dollies concerts at D Day event - 6/6/2024	£ 350.00	£ -	£ 350.00	06-24-023
Jack Turner	Locum clerk fees - July 2024	£ 1,500.00	£ -	£ 1,500.00	06-24-024
DLB Services Party Hire	Marquees x 3 / chairs / tables for Throwback Festival - 20/7/2024	£ 1,800.00	£ -	£ 1,800.00	06-24-025
Rob Hailey Signs	Parking panel for Casson Centre x 1	£ 26.00	£ -	£ 26.00	06-24-026
Rob Hailey Signs	3 x brass bench plaques for Scott Park	£ 135.00	£ -	£ 135.00	06-24-027
Jack Turner	Locum clerk fees - Additional hours - w/c 13 May to w/c 10 June 2024	£ 2,820.00	£ -	£ 2,820.00	06-24-028
Prolific	Photocopying charges - May 2024	£ 246.31	£ 49.27	£ 295.58	06-24-029
DCK Accounting Solutions Ltd	Year End Accounts Preparation - 2023/2024	£ 525.00	£ 105.00	£ 630.00	06-24-030
Simply Washrooms	Bamiba Nappy Unit - Casson Centre	£ 160.00	£ 32.00	£ 192.00	06-24-031
Amazon Business	A5 paper	£ 21.58	£ 4.32	£ 25.90	06-24-032
Steve Sollars	Medic Cover for Throwback Festival on 20th July 2024	£ 270.00	£ -	£ 270.00	06-24-033
Concord Homecare	Cleaning for Callicroft, Casson, NSP Pavilion - May 2024	£ 417.08	£ 83.42	£ 500.50	06-24-034
Soltech IT Ltd	Exchange online kiosks x 13 licenses - June 2024	£ 21.32	£ 4.26	£ 25.58	06-24-035
Soltech IT Ltd	Microsoft Business Licenses - June 2024	£ 95.60	£ 19.12	£ 114.72	06-24-036
Soltech IT Ltd	Annual Business Support - 2/6/24 - 1/9/24	£ 262.50	£ 52.50	£ 315.00	06-24-037
Mini Concerts	Performabces for Throwback Festival on 20th July 2024	£ 1,395.00	£ -	£ 1,395.00	06-24-038
		£ -	£ -	£ -	
	Total for June	£14,052.94	£972.40	£15,025.34	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for May 2024.

The financial statements were noted.

c) To consider the funding request from South Gloucestershire Council in relation to staffing at Patchway Library.

The Councillors considered the request for funding for staffed hours at Patchway Library. The revised proposals mean that Patchway library's staffed opening hours would be reduced from 10:00– 17:00 on Wednesdays to 10:00 – 15:00.

RESOLVED: It was unanimously agreed to defer this to the next meeting.

18/06/2024 – No 11. To consider the report on Testing of the 3G Facility at Norman Scott Park for FA approval and FA approved Junior games in 2024/2025 season and every season thereafter.

The RFO spoke on this item. Stoke Lane AFC have approached the Town Council to ask if the Jason Franklin 3G Facility in Scott Park could be tested to see if it meets FA Approval for Junior league matches. The total cost was £1175 and Stoke Lane AFC were willing to give a donation of £500 towards this making the cost to the Council as £675. It was noted that the pitch could be hired to multiple junior teams, if it meets FA approval. The basic estimated income from Stoke Lane AFC, who have made a commitment to play, is £2620 per annum.

RESOLVED: It was unanimously agreed to approve the quotation of £1175 for the FA to carry out their testing for approval.

18/06/2024 – No 12. To consider the request to have a 'Santa Run/10k' in Patchway, using Norman Scott Park as the event location, from a local events company.

RESOLVED: It was agreed by a majority with one abstention to host this event in Scott Park, providing an additional income to the Town Council. Trimax events will be solely responsible for the event with the Town Council renting the land to them.

18/06/2024 – No 13. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

The Council noted that no reports from Cllr Isobel Walker, Cllr Sanjay Shambhu, Cllr Sam Scott and Cllr Jo Buddharaju.

b) Patchway Town Council Events.

The Council noted the report as below:

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

Patchway Town Council Events

1. Visit of Students from Patchway to Gauting – 3rd June 2024 – 9th June 2024.

The visit went really well and both Towns felt the benefits. A lot of positive feedback has been received from both Towns and a lot of memories were made. The Patchway students had undertaken work experience in retail, education, hospitality and tourism as well as sightseeing and taking in some German culture. Friendships were further strengthened and it is hoped that Patchway Community School will seek to maintain this relationship going forward.

2. D-Day Beacon Event – 6th June 2024.

The event went really well with over 250 local residents enjoying the evening. Local stalls from the Royal British Legion, Hamberley House, The Grand Appeal, Avon and Somerset Police Cadets, Army Cadets and Snack Attacks went down very well with all who attended. The Beacon was lit safely, despite the discovery of bees and memories were made for the whole community.

Cllr Sanjay Shambhu has provided an award of £250 towards this event from his member award funding at South Gloucestershire Council.

*The estimated cost of this event was £350 for expenditure and £100 for income (NET £250 expenditure). The confirmed costs for expenditure is £500 with income at £465 (Net £35 expenditure). **This shows a NET budget saving of £215.***

3. Patchway Town Council Awards - July 2024

The Patchway Twinning Trophy will be handed to a pupil at Patchway Community School in May 2024, this student has been chosen by their teacher. Two smaller awards will also be made to one pupil at Callicroft Primary Academy and Coniston Primary School.

The Alderman Scott Award returns after a 5 year hiatus and will be awarded to a Year 11 pupil at Patchway Community School in July 2024.

4. Patchway's Throwback Party in the Park – 20th July 2024.

All acts and infrastructure have been booked and at present, the Town Council are on target to meet the estimated income from the event report. The event has been widely advertised and a lot of local businesses are involved with sponsorship.

Planning and preparation are ongoing at present of the below events and a fuller update will be presented at the June Full Council meeting due to the above events taking priority.

5. **Fireworks to Music – 2nd November 2024.**
6. **Christmas Light Switch on and Market – 29th November 2024.**
7. **Christmas Present Drive – November and December 2024.**

Cllr Dayley Lawrence expressed his thanks to all local groups and stallholders, Council staff and Councillors who made the D-Day event a success for the Town.

Cllr R Loveridge stated that it would be good to look at pitch fees for all vendors for future events.

Cllr A Morey stated that it would be good to see a hot drink vendor at outdoor events too.

c) Friends of Patchway Twinning Group.

The RFO provided an update. The exchange between Patchway Community School and Gauting went well and we are waiting stories from the young people about their work experience. Preparations now turn to 2025 with the 25th anniversary of the Twinning between Patchway and Clermont.

Cllr Dayley Lawrence spoke to a student who went on the trip and they had very positive feedback with the visit.

d) Almondsbury Joint Burial Committee.

The Council noted a report from Cllr K Dando. The committee had a cemetery visit and met the new employee, who lives in Patchway, who works eight hours a week. Cllr K Dando was elected Chairman of the committee. The acquisition of the land has stalled due to a unknown pipe under the ground and it was hoped the resident would allow access so that the line can be established as to what it is.

e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

No update received.

f) Improving the Parade (Strategic Plan Outcome).

No update received.

g) Improving CCTV in the local area (Strategic Plan Outcome).

No update was given.

h) Communication with all households (Strategic Plan Outcome).

No update was given.

i) Youth provision and safety (Strategic Plan Outcome).

No update was given.

j) Patchway Community Larder at Norman Scott Park Pavilion.

The Town Council noted the report. In relation to the Cost-of-Living Crisis, there has been local demand for some food aid within the Patchway area. There are already a number of surplus

champions and a larder already in Patchway however residents have reached out to state that they would like a regular point where they can collect the essentials they need.

The Officers have been successful in obtaining a £500 grant from South Gloucestershire Council to set up an 'Essentials Community Larder' in the foyer of the Norman Scott Park Pavilion. Cllr Denise Lansdown along with Cllr Dayley Lawrence will be responsible, along with the RFO, for the stock management of the larder.

The community larder will only be open Monday – Saturday 10am – 12pm. This will be in a lockable unit with the keys held by Councillors and members of staff. There will be no cost to the Town Council as this aim is to fully utilise the grant scheme from South Gloucestershire Council for this.

18/06/2024 – No 14. To note that the next meeting of Patchway Town Council will be held on Tuesday 16th July 2024.

Noted.

18/06/2024 – No 15. 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 item.

18/06/2024 – No 16. To consider the recommendations from the Personnel Committee meeting held on Thursday 13th June 2024, in reference to the appointment of a person to the role of Town Clerk:

The Personnel Committee on Thursday 13th June 2024 unanimously agreed to recommend the below for APPROVAL by Patchway Town Council:

- 1. That Patchway Town Council appoint Susan Howard to the role of Town Clerk on a standard Full Time NJC contract on scale point 37 (£45,441) with a 6 month probationary period. The contract will start on Monday 2nd September 2024.**

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

- 2. That Patchway Town Council agree to appoint [REDACTED] to the role Town Clerk, on the same terms and conditions, if Susan Howard didn't accept the job offer.**

RESOLVED: This was voted on with four against and six abstentions. The recommendation was not approved.

- 3. That Patchway Town Council agreed to extend the Locum Clerk support from August 2024 to the end of September, to ensure a smooth transition and handover is undertaken between the Locum Clerk and the new Town Clerk, for a minimum period of one month.**

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

- 4. That Patchway Town Council delegates authority to the Chairman of the Town Council and Chairman of the Personnel Committee to extend the Locum Clerk support by a fortnight, if necessary, to allow for a smooth handover.**

RESOLVED: It was agreed by a majority with two abstentions to approve the recommendation.

18/06/2024 – No 17. To receive an update on issues pertaining Patchway Town Council’s lease agreements:

a) Patchway Sports and Social Club.

The Council noted that rent payments were 2 months behind but the Officers remain in constant positive dialogue with the committee.

b) Blakeney Road Allotments.

The draft heads of terms from South Gloucestershire Council is with the Town Council’s Solicitor at Davies and Partners for review. Once reviewed this will be brought to the July meeting.

c) Bevington Walk.

Awaiting heads of terms from South Gloucestershire Council.

d) The Path at Blakeney Road Playing Field.

Awaiting heads of terms from South Gloucestershire Council.

The meeting was closed by the Chairman at 19:46.