



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

Tuesday 13th February 2025

Dear Cllr Dayley Lawrence, Cllr Ken Dando, Cllr Natalie Field, Cllr Daniel Fry,
Cllr Eric Gordon, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown,
Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Steve Rummels,
Cllr Sam Scott, Cllr Toni Scott & Cllr Keith Walker.

You are summoned to attend the Meeting of Patchway Town Council on Tuesday 18th
February 2025 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Suzanne Howard Cert. HE., GilCA, MSLCC.
Town Clerk

Public Participation - To enable members of the public to make comment or ask questions for a period not exceeding 15 minutes with no more than 3 minutes per individual, dependant on the number wishing to speak.

AGENDA

1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.
2. To receive the elected Councillor Declaration of Acceptance of Office.
3. To receive any apologies for absence.
4. To receive any Declarations of Interest and to approve any dispensations for this meeting.
5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 21st January 2025 and to receive the Clerk/RFO's report for this meeting.
6. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

Patchway is Twinned with Clermont l'Herault and Gauting.





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7. Patchway Town Council Finance.
 - a) To approve the expenditure report for February 2025.
 - b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for January 2025.
 - c) To note the Quarter 3, 2024/2025 Quarterly Internal Controls Check was carried out on 15th January 2025.
8. To receive and agree to write to Lloyds Bank, Patchway branch following notification of closure from May 2025.
9. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Friends of Patchway Twinning Group.
 - c) Almondsbury Joint Burial Committee.
 - i. Report on land purchase.
 - d) Patchway Sports & Social Club.
 - i. Clerk's report.
 - ii. Fee proposal for building survey.
 - e) South Gloucestershire Council partnership working.
 - f) Improving the Parade.
 - g) Public safety updates
 - h) Residents' communications.
 - i) Youth provision.
 - j) Patchway Community Larder.
 - k) S106 Monies awarded for Pretoria Road Allotments.
10. To receive and agree to signing the 'You Are Welcome Here' pledge.
11. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 18th March 2025 at 7pm at Callicroft House.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 21st January 2025 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr Dayley Lawrence (Chair), Cllr Ken Dando, Cllr Natalie Field (7.20pm), Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr A Morey, Cllr S Scott (7.27pm) & Cllr T Scott.
In attendance:	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).
Absent:	None
Members of the Public:	10 members of the public

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.

21/1/2025 - No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

A member of the public presented information to support agenda item 7.

The Business Development Volunteer at the Coniston Community Centre gave thanks to the Council for their support given to date.

As members will know, following the pandemic the Centre was very close to handing back the keys. However, Trustees of the Centre have provided money which has enabled the Centre to keep running, but they are reliant on the income stream. With the car parking charges being introduced this will see services close as users will not be able to afford the fees being implemented.

There are many users who depend on the Centre for mental health support, those being referred to the Centre for social prescribing reasons which in turn saves the NHS system being facilitated. For some users it is the only time they venture out of their homes to seek friendship, warmth, and a meal. The volunteer has asked for the District Council to meet with her and to date no one has responded.

The volunteer confirmed that Southern Brooks who occupy the building may be looking to vacate the premises due to the parking charges being imposed.

The volunteer stated that the Community Centre is the 'beating heart' of the community and is proud to be able to provide so many services and facilities to the users. By retaining the car park as a 'free to use' facility will ensure the continuation of the community activities and only see this increase with the use of The Parade's pedestrianised area for events such as Tai Chi, markets etc. The District Council must also consider and support Patchway, being classed as a deprivation area.

A member of the public presented information to support agenda item 13.

The representative of the Patchway Sports & Social Club enquired whether the proposal to set up a Steering Group requested at the November Council meeting had been approved.

The Clerk confirmed that the request had not been approved by the Council.

The representative also asked if a meeting has been formalised with member of the club to confirm the closure of the Patchway Sports and Social Club.

The Clerk confirmed that to date no meeting has been arranged.

Cllr Morey read out a letter received from the Associate Assistant Head Teacher of Patchway Community School, (PCS) to support agenda item 11.

The letter from PCS was seeking support from the Council for students to have the opportunity of completing work experience with the Twinned town of Gauting, Germany. Those students who travelled last year truly benefitted from the experience. The students have been engaged and excited with the prospect of the 2025 trip and PCS hopes that the Council will support the programme.

21/1/2025 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr Dan Fry (work commitment), Cllr Elaine Martin (personal reason) & Cllr Keith Walker (personal reason).

21/1/2025 - No 3. To receive any Declarations of Interest and to approve any 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.

Cllr Angela Morey declared an interest in item 7, being a District Councillor.

Cllr Ken Dando declared an interest in item 13, being a member of the Patchway Sports & Social Club.

RESOLVED: It was unanimously agreed to grant dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on the following items.

Cllr Angela Morey regarding agenda item 7 and Cllr Ken Dando regarding agenda item 13.

21/1/2025 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 19th November 2024 and to receive the Clerk/RFO's report for this meeting.

The Clerk/RFO report was **NOTED**.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

21/1/2025 – No 5. 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 Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Cllr Knight enquired as to what names the flights in July 2025 had been booked under to support the Twinning trip.

The Deputy Clerk/RFO confirmed the Mayor and Deputy Mayor.

Cllr Knight advised that the Council needs to be mindful of the May Annual Council Meeting where there may be a change in the Mayor and Deputy Mayor positions which will have an impact and will incur a fee to change the names on the flight tickets.

Cllr Lansdown reminded the Council Officers that there are cheaper alternatives by way of suppliers to consider when purchasing stationery items etc.

The Clerk confirmed that alternative suppliers are being considered in order to save money.

RESOLVED: that the Council noted the Scheme of Delegation report.

21/1/2025 – No. 6. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 14th January 2025.

The minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 14th January 2025 were **NOTED**.

Cllr N Field arrived at 7.20pm and Cllr S Scott arrived at 7.27pm which was during the discussion of agenda item 7.

21/1/2025 – No.7. To receive and discuss the further information and data concerning the new car parking charges at The Parade.

Cllr Knight advised the meeting that the plans by South Gloucestershire Council to bring in parking charges at The Parade will have a devastating impact on the Community Centre. As the members had heard during the Public Participation from a Community Centre member, the effect the charges will have on the services and café and those who regularly attend and use the Centre, this will be a massive blow.

The District Council will be using a ‘no return’ rule in the car park, which will affect those users who visit residents in the neighbourhood and return to the centre.

With all of the data gathered in Cllr Knight’s report and information provided by the Centre member, Cllr Knight would like the Town Council to collate all evidence and write a stern letter to the District Council to point out the pressure and detrimental bearing this will have on the Community Centre and its users.

Cllr Knight asked that either Cabinet members or Officers from South Gloucestershire Council are invited to the next Council meeting so that further information and questions can be presented to them.

RESOLVED: that the Council **APPROVES** for the Chair, Cllr Knight and Clerk write to the District Council to express all concerns raised and invite them to the Council Meeting on the 18th February 2025.

21/1/2025 – No. 8. Patchway Town Council Finance.

a) To approve the expenditure report for January 2025

RESOLVED: It was unanimously approved to agree the expenditure report for January 2025.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Murray Hire Centres Ltd	CAT detector for Christmas Tree installation	£ 46.20	£ 9.24	£ 55.44	01-25-010
Soltech IT Ltd	Microsoft Office 365 licences - February 2025	£ 98.50	£ 19.70	£ 118.20	01-25-011
Soltech IT Ltd	Exchange Online Kiosks x 13 - February 2025	£ 21.97	£ 4.39	£ 26.36	01-25-012
Soltech IT Ltd	SaaS Backup for Microsoft 365 - February 2025	£ 16.00	£ 3.20	£ 19.20	01-25-013
Amazon Business	2025 wallplanner for office	£ 5.80	£ 1.16	£ 6.96	01-25-014
DCK Accounting Solutions Ltd	Accounting support services - November 2024	£ 487.25	£ 97.45	£ 584.70	01-25-015
Raycox Turf Ltd	Hoggin and Type 1 [WECA grant funded]	£ 160.00	£ 32.00	£ 192.00	01-25-016
Advanced Plumbing & Heating Ltd	Fault finding and fixing - MSP Pavilion boiler	£ 142.50	£ 28.50	£ 171.00	01-25-017
Pretoria Road Allotment Society	Building items for Pollinator Project [WECA grant funded]	£ 191.30	£ 38.27	£ 229.57	01-25-018
Pretoria Road Allotment Society	Sand for pond for Pollinator Project [WECA grant funded]	£ 58.89	£ 11.78	£ 70.67	01-25-019
Pretoria Road Allotment Society	Plants for Pollinator Project [WECA grant funded]	£ 156.03	£ 22.40	£ 178.43	01-25-020
National Association of Local Councils	Alternative funding training for Clerk / Deputy Clerk	£ 35.00	£ 7.00	£ 42.00	01-25-021
GB Sports & Leisure	Football net clips	£ 51.50	£ 10.30	£ 61.80	01-25-022
Zurich Insurance	Additional premium to insure former social club building	£ 2,412.52	£ -	£ 2,412.52	01-25-023
Net World Sports	Replacement football nets & net bag	£ 74.61	£ 14.92	£ 89.53	01-25-024
Amazon Business	2025 wallplanner for groundstaff	£ 5.80	£ 1.16	£ 6.96	01-25-025
Sanderson Weatherall	Insurance valuation for former Sports & Social Club building	£ 550.00	£ 110.00	£ 660.00	01-25-026
Pretoria Road Allotment Society	Auger bit for Pollinator Project [WECA grant funded]	£ 242.49	£ 48.50	£ 290.99	01-25-027
Amazon Business	Bulk buy toilet rolls (x120)	£ 31.64	£ 6.34	£ 37.98	01-25-028
Amazon Business	Fire Safety log book for Pavilion	£ 7.49	£ 1.50	£ 8.99	01-25-029
J&Sons Electrical Services	Portable Appliance testing (PAT) at Callicroft / Casson / Pavilion / Garage	£ 250.00	£ -	£ 250.00	01-25-030
DCK Accounting Solutions Ltd	Accounting support services - December 2024	£ 302.00	£ 60.40	£ 362.40	01-25-031
Amazon Business	Black replacement ink pads	£ 6.12	£ 1.22	£ 7.34	01-25-032
British Gas	Former club building gas bill - 30/10/24 - 1/1/25 (standing charges only)	£ 100.99	£ 5.04	£ 106.03	01-25-033
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Total for January 2025	£5,454.60	£534.47	£5,989.07	

b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports from November 2024 and December 2024.

The Council noted the financial reports for November and December 2024.

Cllr Gordon enquired as to the VAT claims made by the Council and if they were up to date.

The RFO confirmed that yes, the VAT claims are up to date which are compiled and submitted online to the HMRC.

21/1/2025 – No. 9 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

Cllr Sam Scott confirmed that the Scrutiny Board has not met since the last Town Council meeting was held in November 2024.

Cllr Scott had attended a South Gloucestershire Council (SGC) Accounts and Audit meeting this evening, hence reason for him being late to the Council meeting.

Cllr Scott advised that the Local Plan that supports the next 20 years will see an impact on housing numbers proposed. Cllr Scott confirmed that there are plans for 1, 2 and 3 storey apartment buildings to be built in Charlton Hayes.

Cllr Gordon asked if Cllr Scott could report to SGC the repairs to the highway that are required on Rodway Road. Cllr Scott confirmed that although Rodway Road does not fall under his Ward, he is happy to relay this request to the District Council.

Cllr Gordon also asked Cllr Scott to speak to Streetcare to ask for the electronic notification board(s) to be installed on the highway to alert people ahead of any impending scheduled works.

Cllr Dando enquired whether the provision for more Doctor's Surgeries is within the Local Plan. Cllr Scott advised that the Local Plan only supports housing, not Doctor's Surgeries.

No other District Councillor reports were received.

b) Friends of Patchway Twinning Group.

The Deputy Clerk/RFO advised that he had attended a meeting with the Twinning Group in December 2024 and had scrutinised the programme and funding applications that had been identified to help reduce transport costs.

The Deputy Clerk/RFO reiterated the 'buzz' across the cohort and the upcoming Year 9 students. It is important to retain the Twinning relationships and strong connections held.

c) Almondsbury Joint Burial Committee.

Cllr Dando confirmed that there has not been a meeting held since the Council last met in November 2024. There is a meeting at the 30th January 2025 to discuss the land acquisition.

Cllr Dando briefly mentioned an argument that is yet to be resolved which involved a gypsy family over a grave. Cllr Dando confirmed that the Town Councils are not at fault in respect of this matter.

The Deputy Clerk/RFO advised members that the details concerning Stages 1 & 2 of the land acquisition has been received and the estimated charges to support the groundwater and biodiversity work is £26,132, with 50% of this figure to be paid by the Town Council.

The Deputy Clerk/RFO also suggested that maybe residents are unaware of the cemetery land and the work the Town Council is doing by way of supporting and investing in additional land. The Deputy Clerk/RFO proposed that an article is placed in an edition of the Town News to keep everyone informed and provide regular updates.

d) South Gloucestershire Council partnership working.

The Clerk confirmed that the Officers had been working in partnership with SGC and the Enforcement Team to support the bylaw at Norman Scott Park in respect of no dogs being permitted in the park. Following the Council's social media post, there have been mixed reviews concerning the introduction of the enforcement from February 2025. The Council stated that the park is a sports facility and takes pride in the cleanliness of the facility and safeguarding its users.

e) Improving The Parade.

No updates to report.

f) Public Safety updates.

The Clerk advised that a member of the Groundstaff Team was approached by a stranger whilst performing their duties, and the incident has subsequently been reported and logged by the local Police. The episode has also highlighted the need to discuss this further with the Personnel Committee and to adopt changes to the work pattern by the Team, i.e., to not work alone and to adapt the Safeguarding and Lone Working Policies as directed.

g) Residents' communications.

The Clerk gave thanks to Cllr Gordon and Cllr Loveridge who will be attending the South Glos Residents Support Day on the 25th January 2025 which is being organised by Mamas Bristol.

A box of literature was given to the Councillors to support the Council stand and the Clerk looks forward to receiving feedback from them following the event.

h) Youth provision.

The Clerk confirmed that she had attended the Youth Working Group meeting on 16th January 2025 and the minutes are awaited.

i) Patchway Community Larder.

Cllr Lansdown confirmed that the larder continues to be well supported by donations and used by those in need. The Deputy Clerk/RFO confirmed that there are still funds available from SGC if the larder requires a top-up.

j) S106 Monies awarded for Pretoria Road Allotments.

The Deputy Clerk/RFO confirmed that the first tranche of the SGC S106 grant money is expected soon.

21/1/2025 – No. 10. To note the date of the next Meeting of Patchway Town Council will be hold on Tuesday 18th February 2025 at 7pm at Callicroft House.

The date of the next meeting was noted.

21/1/2025 – No. 11. To consider a request from the Friends of Patchway Twinning Working Group for a maximum grant of £8,295 from the Youth & Community Grant budget to support the progress of the international twinning programme in 2025.

The Deputy Clerk/RFO explained to members the reasons and importance of supporting the programme and the benefits that it brings. The school and Council are seeking additional support by way of funding from grants available with the aim of helping to reduce the amount needed in the grant application.

Cllr Lansdown reiterated that she cannot see that the Council can afford to support the grant request and that it will only support eight children. There are many more children in the Town that are a priority. The Council needs to approach local businesses to seek sponsorship and

funding. The grant request has never been paid of the duty for the Council to pay for previously and it shouldn't be now.

Cllr Field stated that the programme is important to develop the education and international connections for the students involved. With so many issues in today's world, it's important that students are given this opportunity. The Twinning opportunities has a much wider reach than the eight children who visit Gauting, Germany.

Cllr Loveridge also confirmed that the Twinning programme was always self-funded and should be funded that way now. There are many issues that the Council need to support within the Town including the Library, Patchway Sports & Social Club, and the parking charges at The Parade. The money to support the Twinning trips should be in hand before now, as funding for other things will only get tighter.

Cllr Sam Scott advised that the application is a lot of money to support and suggested that this item be deferred to the next Council meeting. In the meantime, the Council Officers seek funding opportunities to support the grant being made. The application could also be viewed as three separate applications, as per the Deputy Clerk/RFO report which has been broken down into the three components to support the trips and visits.

The Deputy Clerk/RFO expressed that the school need to know if the trips can be supported due to their curriculum and planning purposes. It was also highlighted that the price for flights is currently low and will only increase over time. There is also an underspend in the current financial year's budget to accommodate for some of the grant provision.

The Chair of Council confirmed that following all the discussion around the grant application, that a proposal of splitting the application into the three components and take a vote on the educational element, including the trips, of the grant now, and the remaining part of the grant is considered at the next meeting when further information has been sought.

RESOLVED: that a vote of 7 in support of the motion, and 4 against, with no abstentions.

21/1/2025 – No. 12. To note the minutes of the Finance Committee meeting held on Tuesday 14th January 2025 and to approve the following recommendation.

- a) **To approve the recommendation that Patchway Town Council approves the 2025/2026 budget, setting the precept at £541,459 for the 2025/2026 Financial year.**

Cllr Lansdown advised that as a resident that pays into the pot, the increase of 7.94% is quite a substantial increase. When the Sports and Social Club was open, there should have been more support for them.

Cllr Sam Scott raised questions concerning the reserves which had been raised in the Finance Committee meeting. The Deputy Clerk/RFO responded, and this information was also circulated to all Councillors before the meeting.

The Deputy Clerk/RFO also confirmed that the Council had secured further new clients who want to use the 3G which will bring in more income. The Deputy Clerk/RFO has also been collaborating with the accountant who has projected a 4-month reserve which is placing the Council in a better financial position.

Cllr Field gave thanks to the Deputy Clerk/RFO for his work with the financial budget for 2025/26. The Council is aware that there will be increases to the National Insurance contributions to consider and inflation which puts pressure on retaining the precept at the same as last year. It is wise that the Council increases the precept and proposed that this is carried.

Cllr Dando enquired as to the precept increase and how this is represented per household.

The Deputy Clerk/RFO confirmed that it will be an increase of £16.32 per month. Therefore, for the average Band D property this is a total precept for a Band D Equivalent of £236.14 per annum.

In 2023/24 the total precept for a Band D Equivalent property was £219.82.

Cllr Dando proposed that the agenda item be deferred and bring this back to the Finance Committee to identify further savings.

Cllr Knight advised that he is happy with the recommendation for the 2025/26 precept. The Council currently has loans with some being paid off over the next few years, which will allow further tolerances in the financial years to come.

RESOLVED: Proposed, Seconded and **AGREED** by a vote of 9 in support, with 2 against.

21/1/2025 – No. 13. To receive and consider a report on the actions taken and expenditure to date concerning the Patchway Sports & Social Club building.

The Clerk confirmed that the Officers had been working together to support those companies with hire agreements on equipment at the Club. Utility companies have been contacted and notified of the closure. Boiler tests and checks have also been conducted. The Clerk asked how the Council wished to take this forward and whether they would consider going out to tender.

Cllr Lansdown enquired as to where the Council stands legally following the ballot by members supporting the closure of the Sports and Social Club building. The Council also needs to understand the legal position regarding the contents that remain in the building.

Cllr Loveridge remarked that the Council is jumping the gun and since the forfeiture agreement nothing has been told to the Council as to the current position. Where is the foreclosure agreement? Asbestos has been identified inside the building and to support these findings and other concerns the Council must seek Solicitor advice and bring any further spending requests to Full Council for agreement.

There is still a long way to go in order to bring the building up to standard, i.e., fire report, building survey, consideration of the Community Hub, before the Council can consider the possibility of going out to tender.

The Chair reiterated Cllr Loveridge's remark that the Council needs to understand how much it will cost to bring the building up to scratch via an inspection report. The Council needs to understand the legal position and stated that this will incur a fee of £300.00 per hour by the Council's solicitor.

RESOLVED: that there are no further spends concerning the Patchway Sports & Social Club building, with the exception of solicitor's fees to obtain legal advice. For Officers to establish a cost for a building survey and bring to the February Council meeting.

Cllr Angela Morey left the meeting at 9.01pm.

Cllr Sam Scott and Cllr Toni Scott left the meeting at 9.02pm.

21/1/2025 – No. 14. 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 items below.

21/1/2025 – No. 15. To consider the recommendations from the Personnel Committee meeting held on Thursday 9th January 2025.

09/1/2025 – No. 4. To consider approving the option for employees to receive pay for additional hours worked during large events only instead of accruing TOIL, subject to budget considerations.

RESOLVED: that there is a trial period for the financial year 2025/26 to support the TOIL and pay arrangements to support the additional hours worked by the Groundstaff during large events. This arrangement to be kept under review by the Personnel Committee.

09/1/2025 – No. 5 – To discuss and approve the change of job title from Groundstaff to Estates Team following the Annual Performance Appraisals in December 2024.

RESOLVED: that Councillors confirmed that they are happy with the change of name from Groundstaff to Estates Team, as this reflects more in the work they accomplish.

21/1/2025 – No. 16 To consider and approve the legal contract supporting the purchase of land to extend the existing cemetery at Tockington Lane, Almondsbury.

RESOLVED: that the Council voted in favour of the legal contract to support the purchase of land to extend the existing cemetery at Tockington Lane, Almondsbury.

21/1/2025 – No. 17 To receive a nomination for the role of Honorary Freeman of Patchway and any actions required with regards to the presentation of this award.

RESOLVED: that the Council voted in favour of the nomination proposed by the Chair of Council.

The meeting was closed by the Chairman at 9.25pm



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

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

Actions from the Meeting of Patchway Town Council on Tuesday 21st January 2025.

21/1/2025 – No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

Following an enquiry during the January Council meeting from Cllr Lansdown on reducing costs on stationery and other sundry items, the Officers wish to report the following.

The Estates Team and Officers are working with other local Town Councils to source cheaper and better-quality alternatives for refuse bag supplies to support the Environmental Operative and bin rounds.

This initiative also includes a proposal to purchase a bulk amount of topsoil to be shared between Councils to reduce costs.

The Officers will continue to review and compare prices of items before purchasing.

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	31/01/2025		1,000.00
Reserve A/c	31/01/2025		14,743.25
	31/01/2025		0.00
			<u>15,743.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,743.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,743.25
		Balance per Cash Book is :-	15,743.25
		Difference is :-	0.00

Signatory 1:

Name Jan Watkinson Signed [Signature] Date 4/2/25

Signatory 2:

Name Signed Date

Account name or alias PATCHWAY TOWN C BR	Account number 08631638	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 14743.25		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.25% gross 1.26% AER.
This is based on the balance of 31st of January 2025.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					14,743.25
31-Jan-2025		TO 01321218	-10,833.13		14,743.25
31-Jan-2025	INT	31JAN GRS 08631638		37.25	25,576.38
30-Jan-2025		FROM 01321218		48.68	25,539.13
29-Jan-2025		FROM 01321218		258.68	25,490.45
28-Jan-2025		FROM 01321218		1,548.68	25,231.77
27-Jan-2025		TO 01321218	-13,235.20		23,683.09
24-Jan-2025		TO 01321218	-1,652.53		36,918.29
23-Jan-2025		TO 01321218	-13,772.55		38,570.82
22-Jan-2025		TO 01321218	-1,592.77		52,343.37
21-Jan-2025		TO 01321218	-35.33		53,936.14
20-Jan-2025		FROM 01321218		314.68	53,971.47
17-Jan-2025		TO 01321218	-1,148.91		53,656.79
16-Jan-2025		FROM 01321218		29,498.68	54,805.70
15-Jan-2025		TO 01321218	-8,624.57		25,307.02
14-Jan-2025		FROM 01321218		61.47	33,931.59
13-Jan-2025		FROM 01321218		786.31	33,870.12
10-Jan-2025		TO 01321218	-2,167.52		33,083.81
09-Jan-2025		FROM 01321218		613.01	35,251.33
08-Jan-2025		TO 01321218	-447.55		34,638.32
07-Jan-2025		FROM 01321218		20,485.73	35,085.87
06-Jan-2025		TO 01321218	-753.41		14,600.14
03-Jan-2025		FROM 01321218		1,721.45	15,353.55
02-Jan-2025		FROM 01321218		763.68	13,632.10
Opening balance					12,868.42
Totals			-54,263.47	56,138.30	

Account name or alias PATCHWAY TOWN CO ATF	Account number 01321218	Sort code 52-10-05	Account currency GBP
Debit or credit Any	Current cleared balance 2093.00		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					1,000.00
31-Jan-2025	EBP	G B SPORT AND LEIS, 01-25-022, FP 31/01 /25 40, 33024309766799000N	-61.80		1,000.00
31-Jan-2025	EBP	PATCHWAY PRETORIA, 01-25-035, FP 31/01 /25 40, 50024253215286000N	-158.02		1,061.80
31-Jan-2025	EBP	HMRC, 01-25-009, FP 31/01/25 40, 36024314902212000N	-4,326.72		1,219.82
31-Jan-2025	EBP	AMAZON PAYMENTS UK, 01-25-032, FP 31 /01/25 40, 36024334752975000N	-7.34		5,546.54
31-Jan-2025	EBP	AMAZON PAYMENTS UK, 01-25-029, FP 31 /01/25 40, 27024335154112000N	-8.99		5,553.88
31-Jan-2025	EBP	PRETORIA ALLOTMENT, 01-25-027, FP 31 /01/25 40, 13024328568949000N	-290.99		5,562.87
31-Jan-2025	EBP	NET WORLD SPORTS, 01-25-024, FP 31/01 /25 40, 08024330532180000N	-89.53		5,853.86
31-Jan-2025	EBP	NATIONAL ASSOCIATI, 01-25-021, FP 31/01 /25 40, 32024254026763000N	-42.00		5,943.39
31-Jan-2025	EBP	AVON PENSION FUND, 01-25-008, FP 31/01 /25 40, 47024309932345000N	-3,807.65		5,985.39
31-Jan-2025	EBP	DCK ACCOUNTING SOL, 01-25-031, FP 31 /01/25 40, 51024327828956000N	-362.40		9,793.04
31-Jan-2025	EBP	CONCORD HOMECARE L, 01-25-036, FP 31 /01/25 40, 13024326977510000N	-500.50		10,155.44
31-Jan-2025	EBP	AMAZON PAYMENTS UK, 01-25-025, FP 31 /01/25 40, 50024251968849000N	-6.96		10,655.94
31-Jan-2025	EBP	PATCHWAY PRETORIA, 01-25-034, FP 31/01 /25 40, 31024329625614000N	-89.66		10,662.90
31-Jan-2025	EBP	J & SONS ELECTRICA, 01-25-030, FP 31/01 /25 40, 06024327417493000N	-250.00		10,752.56
31-Jan-2025	EBP	AMAZON PAYMENTS UK, 01-25-028, FP 31 /01/25 40, 64024311329111000N	-37.98		11,002.56
31-Jan-2025	EBP	SANDERSON WEATHERA, 01-25-026, FP 31 /01/25 40, 13024312526753000N	-660.00		11,040.54
31-Jan-2025	EBP	BRITISH GAS TRADIN, 01-25-033, FP 31/01 /25 40, 63024252270190000N	-106.03		11,700.54
31-Jan-2025	CHG	03JAN A/C 01321218	-26.56		11,806.57
31-Jan-2025		FROM 08631638		10,833.13	11,833.13
30-Jan-2025		TO 08631638	-48.68		1,000.00

30-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE. FP 30/01/25 0843, XP1331484741936767	48.68	1,048.68
29-Jan-2025		TO 08631638	-258.68	1,000.00
29-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE. FP 29/01/25 0810, XP7692985524782065	48.68	1,258.68
29-Jan-2025	BAC	EFGA RE BRISTOL, 24-25 241, FP 29/01/25 1646, 40164651957066000N, 24-25 241	210.00	1,210.00
28-Jan-2025		TO 08631638	-1,548.68	1,000.00
28-Jan-2025	BAC	SOUTH GLOC COUNCIL, 0419138-24012025	1,500.00	2,548.68
28-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE. FP 28/01/25 0818, XP6636374012162993	48.68	1,048.68
27-Jan-2025	D/D	SOUTH GLOUCESTERSH, DDM00000363	-12,985.20	1,000.00
27-Jan-2025	D/D	SOUTH GLOUCESTERSH, DDM00000363	-250.00	13,985.20
27-Jan-2025		FROM 08631638	13,235.20	14,235.20
24-Jan-2025	EBP	SOLTECH IT LTD, 01-25-012, FP 24/01/25 40, 39024053322479000N	-26.36	1,000.00
24-Jan-2025	EBP	MURRAY HIRE CENTRE, 01-25-010, FP 24/01 /25 40, 61023915207196000N	-55.44	1,026.36
24-Jan-2025	EBP	ADVANCED PLUMBING, 01-25-017, FP 24/01 /25 40, 27024013429597000N	-171.00	1,081.80
24-Jan-2025	EBP	SOLTECH IT LTD, 01-25-011, FP 24/01/25 40, 42024047794326000N	-118.20	1,252.80
24-Jan-2025	EBP	PRETORIA ALLOTMENT, 01-25-020, FP 24 /01/25 40, 17023849743077000N	-178.43	1,371.00
24-Jan-2025	EBP	AMAZON PAYMENTS UK, 01-25-014, FP 24 /01/25 40, 53023552994850000N	-6.96	1,549.43
24-Jan-2025	EBP	SOLTECH IT LTD, 01-25-013, FP 24/01/25 40, 21023609024857000N	-19.20	1,556.39
24-Jan-2025	EBP	PRETORIA ALLOTMENT, 01-25-019, FP 24 /01/25 40, 05024044007710000N	-70.67	1,575.59
24-Jan-2025	EBP	PRETORIA ALLOTMENT, 01-25-018, FP 24 /01/25 40, 24023605018797000N	-229.57	1,646.26
24-Jan-2025	EBP	RAYCOX TURF LTD, 01-25-016, FP 24/01/25 40, 35023745544535000N	-192.00	1,875.83
24-Jan-2025	EBP	DCK ACCOUNTING SOL, 01-25-015, FP 24 /01/25 40, 11023339869541000N	-584.70	2,067.83
24-Jan-2025		FROM 08631638	1,652.53	2,652.53
23-Jan-2025	EBP	FP 23/01/25 40, 2302399778971000N	-2,043.97	1,000.00
23-Jan-2025	EBP	FP 23/01/25 40, 2302399778971000N	-1,824.07	3,043.97
23-Jan-2025	EBP	5-007, FP 23 /01/25 40, 42023916100048000N	-2,882.14	4,868.04
23-Jan-2025	EBP	FP 23/01/25 40, 07023992910007000N	-1,094.49	7,750.18

15-Jan-2025		FROM 08631638	8,624.57	17,612.34
15-Jan-2025	BAC	HMRC VAT, 338442787	7,941.37	8,987.77
15-Jan-2025	BAC	D HUNT, 2024-25-238, FP 15/01/25 1213, 200000001487665389	46.40	1,046.40
14-Jan-2025		TO 08631638	-61.47	1,000.00
14-Jan-2025	D/D	OCTOPUS ENERGY, A-380F41E5-001	-333.37	1,061.47
14-Jan-2025	BGC	100895 521005	136.36	1,394.84
14-Jan-2025	BAC	PATCHWAY TOWN FOOT, 2024-25-229, FP 14/01/25 1010, 600000001490816486	210.00	1,258.48
14-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 14/01/25 0856, XP5995104919837788	48.48	1,048.48
13-Jan-2025		TO 08631638	-786.31	1,000.00
13-Jan-2025	D/D	VIRGIN MEDIA PYMTS, 757943901001	-50.40	1,786.31
13-Jan-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 13/01/25 0817, XP3244609704594993	836.71	1,836.71
10-Jan-2025	EBP	ZURICH TOWN & PARI, 01-25-023, FP 10/01/25 40, 43024104894344000N	-2,412.52	1,000.00
10-Jan-2025		FROM 08631638	2,167.52	3,412.52
10-Jan-2025	DPC	MINI CONCERTS C.I., MINI CONCERTS CIC, VIA MOBILE - PYMT	200.00	1,245.00
10-Jan-2025	BAC	LIPPIATT A, MONDAY 8TIL9, FP 10/01/25 0959, RP4679965214760300	45.00	1,045.00
09-Jan-2025		TO 08631638	-613.01	1,000.00
09-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 09/01/25 0834, XP1371441586308425	193.01	1,613.01
09-Jan-2025	BAC	TAYLOR S O P, SAMUEL TAYLOR, FP 09/01/25 1233, 837031533321901001	420.00	1,420.00
08-Jan-2025	D/D	VIRGIN MEDIA PYMTS, 750322001001	-54.43	1,000.00
08-Jan-2025	D/D	GREAT WESTERN RECY, REE11551443	-558.00	1,054.43
08-Jan-2025		FROM 08631638	447.55	1,612.43
08-Jan-2025	POC	Post Office 08JAN	70.00	1,164.88
08-Jan-2025	DPC	SACALEANU N, 2023-24-027, VIA MOBILE - LVP	46.40	1,094.88
08-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 08/01/25 0854, XP3436448568608553	48.48	1,048.48
07-Jan-2025		TO 08631638	-20,485.73	1,000.00
07-Jan-2025	D/D	ALLSTAR, 299091	-111.89	21,485.73
07-Jan-2025	BAC	CCLA INVESTMENT MA, 1250675, FP 07/01/25 1333, 2054359333317028FU, PS3078755, PATCHWA	20,000.00	21,597.62
07-Jan-2025	BAC	STRIPE PAYMENTS UK, PT COUNCIL ROOM HI, FP 07/01/25 0848, XP3204326514463216	597.62	1,597.62
06-Jan-2025	D/D	SGC, 67208229	-245.00	1,000.00

06-Jan-2025	D/D	GRENKE LEASING LIM, 1130022961	-398.41	1,245.00
06-Jan-2025	D/D	GRENKELEASING LIM, 1130022961	-110.00	1,643.41
06-Jan-2025		FROM 08631638	753.41	1,753.41
03-Jan-2025		TO 08631638	-1,721.45	1,000.00
03-Jan-2025	DPC	AA YOUTH TEAM, 2024-25-221, VIA MOBILE - PYMT	420.00	2,721.45
03-Jan-2025	BAC	STRIPE PAYMENTS UK, STRIPE, FP 03/01/25 0835, XP0138770489479108	48.68	2,301.45
03-Jan-2025	BAC	CCLA INVESTMENT MA, PS3078755, PATCHWA, FP 03/01/25 1417, 2436132171413017FU, PS3078755, PATCHWA	1,252.77	2,252.77
02-Jan-2025		TO 08631638	-763.68	1,000.00
02-Jan-2025	D/D	WL RE KINGFISHER, 6331640020677746	-138.23	1,763.68
02-Jan-2025	D/D	INVESTEC ASSET FIN, 22351565620669135	-789.29	1,901.91
02-Jan-2025	BAC	SNACK ATTACKS, 2024-25-215, FP 01/01 /25 1018, PH2U96ZXF7OYTY5ZRI	536.20	2,691.20
02-Jan-2025	BAC	SNACK ATTACKS, RENT, FP 01/01/25 1014, PQKD4CP24B3FY7MYZT	735.00	2,155.00
02-Jan-2025	BAC	STOKE LANE AFC TIG, 2024-25-217, FP 01 /01/25 1653, 200000001480618350	420.00	1,420.00
		Opening balance		1,000.00
			Totals	-120,442.99 120,442.99

Current Bank A/c

Payments made between 01/01/2025 and 31/01/2025

								Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
01/01/2025	Investec Asset Finance	Std Ord	789.29			4231 900	655.84	Zero Turn Mower	
						4232 900	133.45	Zero Turn Mower	
02/01/2025	TRADE UK	5	138.23	138.23		500		Multiple	
06/01/2025	Grenke Leasing Ltd	12	110.00	110.00		500		Equipment Protection 2025	
06/01/2025	Grenke Leasing Ltd	13	398.41	398.41		500		Printer/Copier Lease	
06/01/2025	South Gloucestershire Council	14	245.00	245.00		500		Purchase Ledger	
07/01/2025	ALLSTAR	17	111.89	111.89		500		Fuel EO18ENY	
08/01/2025	Great Western Recycling Ltd	23	558.00	558.00		500		General Waste 05/12-16/25	
08/01/2025	Virgin Media Business	24	54.43	54.43		500		Broadband 09/01-08/02	
10/01/2025	Zurich Municipal	31	2,412.52	2,412.52		500		Add'l Premium to insure SS Bui	
13/01/2025	Virgin Media Business	33	50.40	50.40		500		Broadband 11/01-10/02	
14/01/2025	Octopus Energy Limited	38	333.37	333.37		500		Multiple	
15/01/2025	Natwest	89	34.40			4110 110	34.40	Bankline Charge	
15/01/2025	Ryan Air	90	242.73			4300 120	150.00	AM Bristol-Beziers Cap d'Agde	
						9014 900	92.73	AM Bristol-Beziers Cap d'Agde	
15/01/2025	Ryan Air	91	301.57			4340 120	71.00	DL Bristol-Beziers Cap d'Agde	
						9014 900	230.57	DL Bristol-Beziers Cap d'Agde	
15/01/2025	Octopus Energy Limited	92	207.69	207.69		500		Multiple	
15/01/2025	Public Works Loan Board	93	15,711.45			4620 900	14,846.91	PWLB Repayment Capital	
						4620 900	864.54	PWLB Repayment Interest	
15/01/2025	EE Limited	94	114.50	114.50		500		Mobile monthly charge Jan 25	
17/01/2025	EDF Energy	101	161.67	161.67		500		Gas Sports Pavilion Dec 24	
17/01/2025	EDF Energy	102	37.04	37.04		500		Elec Toilet Block Dec 24	
19/01/2025	De Lage Landen Leasing Ltd	DD	998.88			4231 900	843.65	HP Installments	
						4232 900	155.23	HP Installments	
20/01/2025	Post Office	106	31.00			4180 110	31.00	20x 2nd Class Lge	
21/01/2025	Staples	110	35.33		5.89	4170 110	29.44	2x Copier Paper	
22/01/2025	Total Gas and Power	112	1,592.77	1,592.77		500		Elec Sports Pavilion Dec 24	
23/01/2025	Salaries	46	13,869.51			515	13,869.51	Salaries	
24/01/2025	DCK Accounting Solutions Ltd	48	584.70	584.70		500		Nov Accounting Support	
24/01/2025	Raycox Turf LTD	49	192.00	192.00		500		Hoggin & Scalpings	
Subtotal Carried Forward:			39,316.78	7,302.62	5.89		32,008.27		

Current Bank A/c

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
24/01/2025	Pretoria Road Allotmant Societ	50	229.57	229.57		500		Pollinator Multiple Purchases
24/01/2025	Pretoria Road Allotmant Societ	51	70.67	70.67		500		Pond Sand
24/01/2025	Soltech IT Limited	52	19.20	19.20		500		Saas Backup 365 Feb 25
24/01/2025	Amazon Business EU S.a.r.l, UK	53	6.96		1.16	4170 110	5.80	2025 Wall Planner A1 Large
24/01/2025	Pretoria Road Allotmant Societ	54	178.43	178.43		500		Planting & Engagement Phase 3
24/01/2025	Soltech IT Limited	55	118.20	118.20		500		Microsoft 365 Feb 25
24/01/2025	Advanced Plumbing and Heating	56	171.00	171.00		500		Rapairs Worcester 7000 WP
24/01/2025	Murray Hire Centres LTD	57	55.44	55.44		500		CAT Detector Hire 26/11-28/11
24/01/2025	Soltech IT Limited	58	26.36	26.36		500		Exchange Online Feb 24
27/01/2025	South Gloucestershire Council	60	250.00	250.00		500		Conniston CC Rent Phase 1
27/01/2025	South Gloucestershire Council	61	12,985.20	12,985.20		500		Christmas Lights 2024/25
31/01/2025	Natwest	71	26.56			4110 110	26.56	Natwest Service Charge
31/01/2025	British Gas	72	106.03	106.03		500		Gas SSC Oct-Dec 24
31/01/2025	Sanderson Weatherall LLP	73	660.00	660.00		500		Insurance Reinstatement SSC
31/01/2025	Amazon (Alta & Co Ltd)	74	37.98		6.34	4240 200	31.64	2x 60 Phoenix Toilet Rolls
31/01/2025	J & Sons Electrical Services	75	250.00	250.00		500		PAT Testing
31/01/2025	Pretoria Road Allotmant Societ	76	89.66	89.66		500		Planting 13-16/0125
31/01/2025	Amazon (Repark Ltd)	77	6.96		1.16	4170 110	5.80	2025 Wall Planner A1 Large
31/01/2025	Concord Homecare Limited	78	500.50	500.50		500		Weekly Clean Dec 24
31/01/2025	DCK Accounting Solutions Ltd	79	362.40	362.40		500		Dec Accounting Support
31/01/2025	Avon Pension Fund	80	3,807.65			525	3,807.65	Avon Pension Fund
31/01/2025	National Association of Local	81	42.00	42.00		500		SH Beyond the Precept
31/01/2025	Net World Sports Ltd	82	89.53	89.53		500		24x8 F-Net & Carry Bag
31/01/2025	Pretoria Road Allotmant Societ	83	290.99	290.99		500		Planting/Raised Beds 05/01/25
31/01/2025	Amazon Business EU S.a.r.l, UK	84	8.99		1.50	4240 500	7.49	Fire Safety Log Book
31/01/2025	Amazon Business EU S.a.r.l, UK	85	7.34		1.22	4170 110	6.12	COLOP E/20 Replacement Pads
Subtotal Carried Forward:			59,714.40	23,797.80	17.27		35,899.33	

Payments made between 01/01/2025 and 31/01/2025

							Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
31/01/2025	HMRC	86	4,326.72			520	4,326.72	HMRC PAYE/NI
31/01/2025	Pretoria Road Allotmant Societ	87	158.02	158.02		500		Planting 13/01/25
31/01/2025	GB Sports & Leisure	88	61.80	61.80		500		25pk Football Clips
Total Payments:			64,260.94	24,017.62		17.27	40,226.05	

Receipts received between 01/01/2025 and 31/01/2025

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 02/01/2025	735.00						
2	Snack Attack Cafe Rent	735.00			1530	500	735.00	Snack Attack Cafe Rent
	Banked 02/01/2025	536.20						
3	Snack Attack Cafe	536.20		89.37	1990	500	446.83	Snack Attack Elec
	Banked 03/01/2025	420.00						
9	AA Youth Team	420.00			1520	500	420.00	AA Youth Team
	Banked 07/01/2025	20,000.00						
16	CCLA	20,000.00			230		20,000.00	CCLA Transfer
	Banked 08/01/2025	46.40						
20	Sacaleanu N	46.40			1410	210	46.40	Sacaleanu N
	Banked 08/01/2025	70.00						
21	Post Office 08JAN	70.00			1410	210	70.00	Post Office 08JAN
	Banked 09/01/2025	420.00						
25	Taylor SOP	420.00			1520	500	420.00	Taylor SOP
	Banked 10/01/2025	45.00						
28	Lippiatt A, Monday 8Til9	45.00			1520	500	45.00	Lippiatt A, Monday 8Til9
	Banked 10/01/2025	200.00						
29	Mini Concerts	200.00			1400	200	200.00	Mini Concerts
	Banked 14/01/2025	210.00						
36	Patchway Town Foot	210.00			1510	500	210.00	Patchway Town Foot
	Banked 14/01/2025	136.36						
39	FC Rent	136.36			1500	510	136.36	FC Rent
	Banked 15/01/2025	46.40						
40	D Hunt	46.40			1410	210	46.40	D Hunt
	Banked 15/01/2025	7,941.37						
41	HMRC	7,941.37			105		7,941.37	HMRC VAT Refund Q3
	Banked 16/01/2025	9,450.00						
95	West of England	9,450.00			1700	900	9,450.00	Pollinator Grant
	Banked 16/01/2025	20,000.00						
97	CCLA	20,000.00			230		20,000.00	CCLA Transfer
	Banked 20/01/2025	378.00						
105	Stoke Lane FC	378.00			1520	500	378.00	Stoke Lane FC
	Banked 28/01/2025	1,500.00						
63	SGC	1,500.00			1700	900	1,500.00	SGC Community Larder
	Banked 29/01/2025	210.00						
65	EFGA RE Bristol	210.00			1510	500	210.00	EFGA RE Bristol
Subtotal Carried Forward:		62,344.73	0.00	89.37			62,255.36	

Current Bank A/c

Receipts received between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 31/01/2025	2,162.02						
90	Stripe Income Jan 25	2,162.02			1520 4991	500 500	2,197.46 -35.44	Stripe Income Jan 25 Stripe Income Jan 25
	Banked 31/01/2025	37.25						
89	Natwest	37.25			1090	100	37.25	Natwest Interest Received
Total Receipts:		64,544.00	0.00	89.37			64,454.63	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	501,638	501,638	0			100.0%	
1090 Interest Received	1,290	10,790	12,000	1,210			89.9%	
1100 CIL Payment	0	23,743	0	(23,743)			0.0%	
Income :- Income	<u>1,290</u>	<u>536,170</u>	<u>513,638</u>	<u>(22,532)</u>			<u>104.4%</u>	<u>0</u>
5900 Transfer to EMR	0	23,743	0	(23,743)		(23,743)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>23,743</u>	<u>0</u>	<u>(23,743)</u>	<u>0</u>	<u>(23,743)</u>		<u>0</u>
Net Income over Expenditure	<u>1,290</u>	<u>512,428</u>	<u>513,638</u>	<u>1,210</u>				
<u>110 Establishment</u>								
4001 Admin Salary Costs	10,459	83,124	113,869	30,745		30,745	73.0%	
4002 Groundstaff Salary Costs	12,120	121,199	149,100	27,901		27,901	81.3%	
4031 Pension Lump Sum	(575)	(5,750)	(6,900)	(1,150)		(1,150)	83.3%	
4060 Staff other Expenses	0	346	1,000	654		654	34.6%	
4090 Staff Training	35	2,625	1,000	(1,625)		(1,625)	262.5%	
4091 Recruitment Advertising	0	401	0	(401)		(401)	0.0%	
4110 Bank Charges	61	752	0	(752)		(752)	0.0%	
4120 Audit Fees	0	510	2,640	2,130		2,130	19.3%	
4121 Accountancy Support fees	789	4,421	6,180	1,759		1,759	71.5%	
4130 Professional Fees	0	2,742	5,000	2,258		2,258	54.8%	
4131 Locum Clerk - PS Fees	0	20,845	0	(20,845)		(20,845)	0.0%	
4150 Subscriptions & Memberships	0	2,755	2,750	(5)		(5)	100.2%	
4160 Insurance	2,413	9,081	5,200	(3,881)		(3,881)	174.6%	
4170 Stationery & Printing	47	1,810	1,000	(810)		(810)	181.0%	
4180 Postage	31	83	50	(33)		(33)	165.4%	
4200 Broadband	87	718	900	182		182	79.7%	
4210 Mobile Telephone	95	1,200	850	(350)		(350)	141.2%	
4220 IT Services & Software	474	6,811	5,083	(1,728)		(1,728)	134.0%	
4230 Equipment	442	1,463	2,500	1,037		1,037	58.5%	
4420 Maintenance	0	21	0	(21)		(21)	0.0%	
Establishment :- Indirect Expenditure	<u>26,479</u>	<u>255,154</u>	<u>290,222</u>	<u>35,068</u>	<u>0</u>	<u>35,068</u>	<u>87.9%</u>	<u>0</u>
Net Expenditure	<u>(26,479)</u>	<u>(255,154)</u>	<u>(290,222)</u>	<u>(35,068)</u>				
<u>120 Civic/Democratic</u>								
1700 Grants & Donation Received	0	290	0	(290)			0.0%	
Civic/Democratic :- Income	<u>0</u>	<u>290</u>	<u>0</u>	<u>(290)</u>				<u>0</u>
4300 Mayoral Allowance	150	317	500	183		183	63.5%	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Councillor's Training	0	195	250	55		55	78.0%	
4340 Civic Fund	152	2,349	1,500	(849)		(849)	156.6%	
4341 Twinning Activities	0	929	1,000	71		71	92.9%	
4350 Elections	0	0	11,850	11,850		11,850	0.0%	
5910 Transfer from EMR	0	(500)	0	500		500	0.0%	
Civic/Democratic :- Indirect Expenditure	302	3,290	15,100	11,811	0	11,811	21.8%	0
Net Income over Expenditure	(302)	(3,000)	(15,100)	(12,100)				
<u>200 Callicroft House</u>								
1400 Callicroft House Income	200	2,000	525	(1,475)			381.0%	
Callicroft House :- Income	200	2,000	525	(1,475)			381.0%	0
4240 Property Repairs / Maintenance	207	2,229	3,500	1,271		1,271	63.7%	
4410 Rates	0	7,610	8,100	490		490	93.9%	
4430 Utilities	198	3,311	5,000	1,689		1,689	66.2%	
Callicroft House :- Indirect Expenditure	405	13,150	16,600	3,450	0	3,450	79.2%	0
Net Income over Expenditure	(205)	(11,150)	(16,075)	(4,925)				
<u>210 Casson Centre</u>								
1410 Casson Centre Income	163	2,621	5,775	3,154			45.4%	
1436 Patchway Preschool	0	1	0	(1)			0.0%	
Casson Centre :- Income	163	2,622	5,775	3,153			45.4%	0
4220 IT Services & Software	0	0	200	200		200	0.0%	
4240 Property Repairs / Maintenance	214	7,773	3,500	(4,273)		(4,273)	222.1%	
4410 Rates	0	1,098	1,165	67		67	94.2%	
4430 Utilities	318	1,603	1,500	(103)		(103)	106.9%	
4991 Stripe charge	0	3	5	2		2	69.8%	
5910 Transfer from EMR	0	(6,290)	0	6,290		6,290	0.0%	
Casson Centre :- Indirect Expenditure	531	4,187	6,370	2,183	0	2,183	65.7%	0
Net Income over Expenditure	(368)	(1,565)	(595)	970				
<u>220 Burials</u>								
1031 AJBC Income (50%)	0	0	20,828	20,828			0.0%	
Burials :- Income	0	0	20,828	20,828			0.0%	0
4501 AJBC Staff Costs (50%)	0	0	18,076	18,076		18,076	0.0%	
4511 AJBC Other Costs (50%)	0	0	9,148	9,148		9,148	0.0%	
5900 Transfer to EMR	0	0	3,326	3,326		3,326	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5910 Transfer from EMR	0	0	(6,396)	(6,396)		(6,396)	0.0%	
Burials :- Indirect Expenditure	0	0	24,154	24,154	0	24,154	0.0%	0
Net Income over Expenditure	0	0	(3,326)	(3,326)				
<u>300 Patchway</u>								
1416 Patchway CC Ground Rent	0	2	2	0			100.0%	
Patchway :- Income	0	2	2	0			100.0%	0
Net Income	0	2	2	0				
<u>310 Coniston</u>								
1415 Coniston Ground Rent	0	1	1	0			100.0%	
Coniston :- Income	0	1	1	0			100.0%	0
4610 Ground Rent	250	750	1,000	250		250	75.0%	
4620 PWLB Repayment	0	19,838	19,524	(314)		(314)	101.6%	
Coniston :- Indirect Expenditure	250	20,588	20,524	(64)	0	(64)	100.3%	0
Net Income over Expenditure	(250)	(20,587)	(20,523)	64				
<u>320 Rodway Road</u>								
4650 CCTV	0	609	1,000	391		391	60.9%	
5330 Planter and Tree Maintenance	0	397	500	103		103	79.3%	
Rodway Road :- Indirect Expenditure	0	1,005	1,500	495	0	495	67.0%	0
Net Expenditure	0	(1,005)	(1,500)	(495)				
<u>400 Youth & Community</u>								
1700 Grants & Donation Received	0	250	0	(250)			0.0%	
Youth & Community :- Income	0	250	0	(250)				0
4240 Property Repairs / Maintenance	0	20	0	(20)		(20)	0.0%	
4867 Community Events/Engagement	0	23,639	10,000	(13,639)		(13,639)	236.4%	
4869 Youth Development	0	10,220	22,000	11,780		11,780	46.5%	
4870 International Womans Day	0	23	0	(23)		(23)	0.0%	
5910 Transfer from EMR	0	(23)	0	23		23	0.0%	
Youth & Community :- Indirect Expenditure	0	33,879	32,000	(1,879)	0	(1,879)	105.9%	0
Net Income over Expenditure	0	(33,629)	(32,000)	1,629				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 GRANTS								
4600 Youth and Community Grants	0	2,650	7,500	4,850		4,850	35.3%	
5900 Transfer to EMR	1,950	1,950	0	(1,950)		(1,950)	0.0%	
GRANTS :- Indirect Expenditure	<u>1,950</u>	<u>4,600</u>	<u>7,500</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>61.3%</u>	<u>0</u>
Net Expenditure	<u>(1,950)</u>	<u>(4,600)</u>	<u>(7,500)</u>	<u>(2,900)</u>				
500 Scott Park								
1450 Vendor/Events Income	0	14,330	5,000	(9,330)			286.6%	
1510 Sports Income	(1,306)	8,262	12,075	3,813			68.4%	
1520 3G Sports Facility Income	3,880	23,305	27,500	4,195			84.7%	
1530 Cafe Income	735	7,340	8,400	1,060			87.4%	
1700 Grants & Donation Received	0	1,230	0	(1,230)			0.0%	
1990 Other Income	447	4,652	7,500	2,848			62.0%	
Scott Park :- Income	<u>3,756</u>	<u>59,119</u>	<u>60,475</u>	<u>1,356</u>			<u>97.8%</u>	<u>0</u>
4160 Insurance	0	2,378	2,250	(128)		(128)	105.7%	
4220 IT Services & Software	0	2,977	2,000	(977)		(977)	148.8%	
4240 Property Repairs / Maintenance	427	5,930	5,000	(930)		(930)	118.6%	
4410 Rates	0	2,445	3,300	855		855	74.1%	
4430 Utilities	1,481	16,434	16,500	66		66	99.6%	
4650 CCTV	0	1,748	2,500	752		752	69.9%	
4930 Petrol and Diesel	93	2,876	3,500	624		624	82.2%	
4935 Machinery Repair	0	99	0	(99)		(99)	0.0%	
4940 Machinery Maintenance/Repair	38	4,841	3,000	(1,841)		(1,841)	161.4%	
4945 Maintenance - Sports Facilitie	0	4,719	5,850	1,131		1,131	80.7%	
4950 Machinery & Tools	0	2,102	5,000	2,898		2,898	42.0%	
4965 Maintenance - Play Equipment	0	0	1,000	1,000		1,000	0.0%	
4970 Fencing	0	0	1,500	1,500		1,500	0.0%	
4991 Stripe charge	35	332	600	268		268	55.3%	
4992 Scott Park Tree Maintenance	0	560	500	(60)		(60)	112.0%	
4995 Staff Uniform	0	302	500	198		198	60.3%	
4997 Sports Equipment	126	178	500	322		322	35.7%	
5333 Signage Repair/Replace	0	135	0	(135)		(135)	0.0%	
Scott Park :- Indirect Expenditure	<u>2,202</u>	<u>48,055</u>	<u>53,500</u>	<u>5,445</u>	<u>0</u>	<u>5,445</u>	<u>89.8%</u>	<u>0</u>
Net Income over Expenditure	<u>1,554</u>	<u>11,064</u>	<u>6,975</u>	<u>(4,089)</u>				
510 Former Club Building								
1500 Social Club Income	136	3,564	11,840	8,276			30.1%	
Former Club Building :- Income	<u>136</u>	<u>3,564</u>	<u>11,840</u>	<u>8,276</u>			<u>30.1%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Professional Fees	550	550	0	(550)		(550)	0.0%	
4240 Property Repairs / Maintenance	0	1,766	0	(1,766)		(1,766)	0.0%	
4430 Utilities	101	251	0	(251)		(251)	0.0%	
5910 Transfer from EMR	0	(650)	0	650		650	0.0%	
Former Club Building :- Indirect Expenditure	651	1,917	0	(1,917)	0	(1,917)		0
Net Income over Expenditure	(515)	1,646	11,840	10,194				
<u>600 Allotments</u>								
1440 Allotment Rents	1,726	2,431	2,500	69			97.3%	
1990 Other Income	0	211	0	(211)			0.0%	
Allotments :- Income	1,726	2,642	2,500	(142)			105.7%	0
4430 Utilities	35	510	800	290		290	63.8%	
4991 Stripe charge	0	1	0	(1)		(1)	0.0%	
5010 Blakeney Road	0	744	0	(744)		(744)	0.0%	
Allotments :- Indirect Expenditure	35	1,255	800	(455)	0	(455)	156.9%	0
Net Income over Expenditure	1,691	1,387	1,700	313				
<u>700 Tumps and BMX Track</u>								
1435 Tumps Ground Rent Income	0	30	30	0			100.0%	
Tumps and BMX Track :- Income	0	30	30	0			100.0%	0
4420 Maintenance	0	0	500	500		500	0.0%	
4450 Rent Payable to Network Rail	0	0	250	250		250	0.0%	
Tumps and BMX Track :- Indirect Expenditure	0	0	750	750	0	750	0.0%	0
Net Income over Expenditure	0	30	(720)	(750)				
<u>710 Play Area</u>								
5100 Blakeney Road Path Rent	0	0	50	50		50	0.0%	
5101 Land at Coniston P Sch Rent	0	50	50	0		0	100.0%	
5200 Repairs and Maintenance	0	793	3,000	2,207		2,207	26.4%	
Play Area :- Indirect Expenditure	0	843	3,100	2,257	0	2,257	27.2%	0
Net Expenditure	0	(843)	(3,100)	(2,257)				
<u>720 Open Spaces Administration</u>								
4975 Skip	465	11,262	16,500	5,238		5,238	68.3%	
5320 Christmas Decoration	10,871	11,328	12,500	1,172		1,172	90.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5330 Planter and Tree Maintenance	0	921	1,000	79		79	92.1%	
5340 Outside Area Maintenance/Biodi	0	0	2,158	2,158		2,158	0.0%	
Open Spaces Administration :- Indirect Expenditure	11,336	23,511	32,158	8,647	0	8,647	73.1%	0
Net Expenditure	(11,336)	(23,511)	(32,158)	(8,647)				
<u>800 Street Furniture & Transport</u>								
5450 Street Cleaning Supplies	0	155	500	345		345	31.1%	
Street Furniture & Transport :- Indirect Expenditure	0	155	500	345	0	345	31.1%	0
Net Expenditure	0	(155)	(500)	(345)				
<u>900 Capital and Projects</u>								
1700 Grants & Donation Received	10,950	18,250	0	(18,250)			0.0%	
Capital and Projects :- Income	10,950	18,250	0	(18,250)				0
4231 Equipment on HP	1,499	14,995	17,994	2,999		2,999	83.3%	
4232 Equipment HP Charges	289	2,887	3,464	577		577	83.3%	
4620 PWLB Repayment	15,711	31,423	31,423	0		0	100.0%	
4621 PWLB Loan Charges AJBC	0	7,124	14,249	7,125		7,125	50.0%	
5900 Transfer to EMR	10,950	17,250	0	(17,250)		(17,250)	0.0%	
5910 Transfer from EMR	(7,348)	(34,184)	0	34,184		34,184	0.0%	
9002 New vehicles and equipment	0	5,000	0	(5,000)		(5,000)	0.0%	
9014 Major Projects	323	19,971	35,000	15,029		15,029	57.1%	
9017 Pollinator Project	1,027	29,309	0	(29,309)		(29,309)	0.0%	
9019 Community Larder	0	199	0	(199)		(199)	0.0%	
9020 3G Security Fence	0	9,977	0	(9,977)		(9,977)	0.0%	
Capital and Projects :- Indirect Expenditure	22,451	103,950	102,130	(1,820)	0	(1,820)	101.8%	0
Net Income over Expenditure	(11,501)	(85,700)	(102,130)	(16,430)				
Grand Totals:- Income	18,221	624,941	615,614	(9,327)			101.5%	
Expenditure	66,593	539,283	606,908	67,625	0	67,625	88.9%	
Net Income over Expenditure	(48,371)	85,657	8,706	(76,951)				
Movement to/(from) Gen Reserve	(48,371)	85,657	8,706	(76,951)				

Closure of Lloyds Bank, Patchway – 28th May 2025
To be discussed at the Council meeting on the 18th February 2025

Received by email – 2nd February 2025

Dear deputy town Clark it's come to my attention loyds Bank is closing this is a on going problem in Britain GB the impact on Patchways economy and economic future is extremely seriously poor more people out off a job again what will business do what will people with mental health and learning disabilities do there not seeing any one what is your council and chamber of commerce and sgc all going to do to stop it from happening when it could open 7 days

Received by FB messenger – 31st January 2025

I am extremely concerned about the recent announcement to close Lloyds Bank in Patchway. This is the only remaining local bank and its loss will have significant impact for local people.

With the prospect of another 2,000+ homes coming to the airfield site, can we really do without critical banking infrastructure?

Whilst some people use the Post Office to access their accounts, closing Lloyds branch will also adversely affect queues at PO counters.

Can PTC raise this as an urgent matter and garner support to keep that branch open?

Received by email – 31st January 2025

We were both horrified to learn that Lloyds Bank in Patchway will be closing later in the year.

On behalf of all the residents of Patchway (especially the elderly), we hope that the Town Council will be contacting Lloyds Bank and trying their best to get Lloyds to change their minds and to retain Patchway's last bank.



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

**Patchway Friends of Twinning Programme Updated programme
for Thirtieth Anniversary of Patchway and Clermont L'Herault**

Patchway Town Council officers have been progressing plans for the programme of Twinning Activities in 2025 focused around creating educational and cultural opportunities for young people in Patchway, and to mark the 30th anniversary of the formal twinning agreement with Clermont L'Herault.

At the Full Meeting of Patchway Town Council, it was requested that an amended and reduced cost programme for the proposed visit from Clermont L'Herault was brought back to Council in February 2025.

The officers have sought to progress a programme that is cost-effective and delivers value for investment. The updated outline budget for this element is attached as Appendix 1.

6th to 10th June 2025

In 1995, Patchway Town Council chaired by Mayor of Patchway Cllr Lewis (Lew) Gray signed a formal civic Twinning Agreement with the Mayor and Council of Clermont L'Herault to create stronger international civic links between the two towns.

This formal Agreement and relationship reaches its 30th Anniversary in 2025 and it is hoped to mark this occasion with a visit of a modest delegation from Clermont, as well as the Mayor and a Twinning Representative from Patchway's twin town of Gauting, Germany.

The programme has been further re-designed to be more cost-effective though still deliver an opportunity for our partners and representatives from Patchway to join together.

The intention is for a reduced 4-6 representatives to be invited from Clermont and Gauting with 3-4 hosted by the Friends of Patchway Twinning, and 2-3 small staying in a local hotel at own cost. The numbers of Patchway representatives involved will be extremely limited (eg Mayor, Deputy Mayor, hosts from Friends of Patchway Twinning working group).

- Removal of all accommodation costs to Patchway Town Council through hosting (3 x spaces currently offered) Remainder of the visiting delegation pay for their own hotel.
- Reduce the invitation to 3-4 representatives from Clermont (including the Mayor, 1 x twinning association), and 1-2 x from Gauting (Mayor, 1 x Gauting twinning association) = 4-6 in total.
- Friday 6th June arrival tour of Patchway & Brabazon & light supper at Coniston Community Centre (offered at cost by the Centre).
- Majority of visit is weekend so 'weekend travel pass around Bristol with different local people 'leading' a section. Trip to Chew Valley Lake in Patchway Minibus on Sunday afternoon.
- Light lunches on Saturday & Sunday whilst out & about.
- Modest civic supper on Saturday evening for 9-11 people max (4-6 x visitors, Mayor, Deputy Mayor, Clerk, 2 x hosts) – location at Cribbs?

Patchway Friends of Twinning Programme 2025 – Visit from Clermont L'Herault



PATCHWAY TOWN COUNCIL

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www.patchwaytowncouncil.gov.uk

- Monday 9th June - visit and tour of each school – primary schools in morning & afternoon / lunch & tour at Patchway Community School. No cost envisaged. Lunch at a school.
- Monday evening – dinner with hosts / at hotel, before departing on Tuesday.
- Patchway Minibus on hand to drive to / from airport. Fuel costs only.
- Continue to seek sponsorship for the catering costs / match funded by Council.

To include visit local civic dinner, day trip around Bristol, walking tour of Patchway and visit to local schools, arrival meal at Coniston Community Centre.

Total reduced estimated cost - £1265.00

The total estimated cost of the visit from Clermont L'Herault has been reduced from £3795.00 to £1265.00 and officers will seek to maximise best value. The officers will also continue to explore external funding to support all elements of the international twinning programme.



PATCHWAY TOWN COUNCIL
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Appendix 1

Version: 11th February 2025

International twinning budget 2025 - proposed visit from delegation from Clermont L'Herault

Clermont/Gauting to Patchway - 6 - 10 June 2025		reduced number of 6-8 persons total
Accommodation / fuel for Patchway Minibus	150.00	All visitors hosted (x3-4) and/or in local hotel (x3-4) at own expense
Local tours (8 - 10 people using FirstBus DayRider / Patchway Minibus	400.00	Weekend travel and light lunches for 9-11 people
Catering - arrival supper at Coniston Community Centre / civic dinner for up to 11 people	715.00	11 x people at cost price for Coniston Community Centre arrival / Cribbs Causeway location for Civic dinner
Total	1,265.00	



9ci

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

Report on Land Purchase and Development at Almondsbury Cemetery

In January 2023, Patchway Town Council approved the land purchase acquisition to extend Almondsbury Cemetery in a 50:50 partnership with Almondsbury Parish Council. The extension to the cemetery is designed to provide capacity for a further 25-30 years as current site is reaching capacity in the next 3-5 years. The extension will create an estimated 500 new burial plots and 300 cremation areas (CDS Group and AJBC).

Under the Cemetery Rules and Regulations, burials at the site are only for residents of Almondsbury Parish Council and Patchway Town Council who reside in parish at the time of their demise. Pre-purchase of plots is no longer available though still constitute a significant % of ongoing interments. Fees and rules can be viewed at http://www.almondsburyparishcouncil.gov.uk/documents/cemetery/Almondsbury_Cemetery_Fees_April_2024.pdf

The price of the land acquisition was agreed in 2023 at £100,000 with £50,000 contributed by Patchway Town Council. The Council took out a Public Works Loan Board loan in August 2023 for £50,000 to pay this share. Loan interest, search fees and solicitors fees are additional to the cost of the land purchase itself.

On 30th January 2025, Council representative on the Almondsbury Joint Burial Committee (AJBC) Cllr Roger Loveridge, Town Clerk Sue Howard and Deputy Clerk & RFO Jon Watkins attended a meeting at the offices of Almondsbury Parish Council (APC) with the Clerk and RFO of APC, the Clerk of the AJBC, Derek Kemp of DCK Accounting Solutions, and Ben Copeland of CDS Group.

The meeting outlined the development process stages, estimated timeline and total estimated costs for the various stages of the project. Based on the current expenditure and estimated costs from the meeting, the total project cost to Patchway Town Council could be **£157,039.00 - £175,039.00** (50% of the total estimated project costs of £300,115.00 - £336,115.00). The project is currently proposed as a project that runs across 2025/26, 2026/27 and 2027/28 targeting completion in March 2028.

At the Full Council on 16th November 2023, Cllr Dando *'stated the need to budget for the ongoing costs for the extension of the land'* though no further estimates of future costs have been received by Council until 18th February 2025 (below).

At the Full Council meeting on 21st January 2025, the Deputy Clerk & RFO updated Councillors that the estimate at that stage of RIBA stages 1/2 of the development by CDS Group is £26,132.50 (£13,066.25 by Patchway Town Council) which could be funded from AJBC reserves held by the AJBC.

At the 30th January meeting, CDS increased this estimate by 25% to £31,359.00 (£15,679.50 to PTC) - a 51% increase on the initial cost estimate in November 2022 of £15,982.00 (£7991.00 to PTC). This stage of expenditure has not been approved by Council and must be brought to Council for approval through a formal request from the AJBC. Though the AJBC holds adequate reserves to pay for a % of these stage 1/2 costs.



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Following the meeting of 30th January 2025, the projected costs for Stages 3 – 6 can be seen in the table below. The table collates all approved and projected expenditure to give Councillors an estimate of total project cost and the 50% potential cost to Patchway Town Council. Councillors should consider the projected costs, total project cost, and value to residents in budget planning for the 2026/2027, 2027/2028 and any future years. All further expenditure beyond land purchase must be approved by Full Council.

Expenditure report for land purchase and development (February 2025)

Expenditure (A = Council approved; P = Projected)	Total cost exc Vat (Almondsbury and Patchway)	Cost to Patchway Town Council (50%) – ex Vat
Land purchase (A)	£100,000	£50,000 public works loan (8/23) £6,970.07 loan interest
Land purchase search fee (A)	£1377.51	£700.00
Solicitors fees (12/23) (A)	£2500.00	£1250.00
Solicitors fees/disbursements (01/24) (A)	£2,478.60	£1,239.30
Development costs by CDS Group -RIBA stages 1 & 2 (P)	£31,359.00 <i>(51% increase since 11/22)</i>	£15,679.50 <i>(51% increase since 11/22)</i>
Local Planning Application Fee – tbc (P)	Estimated £400	Estimated £200
Development costs by CDS Group for RIBA stage 3 (P)	Estimated at £5,000 to £10,000 <i>(at 30/1/25 mtg)</i>	Estimated £2500 to £5000 <i>(at 30/1/25 mtg)</i>
Development costs by CDS Group for RIBA stage 4 (P)	Est. £30,000 to £35,000 <i>(at 30/1/25 mtg)</i>	Est £15,000 to £17,500 <i>(at 30/1/25 mtg)</i>
Development costs by CDS Group for RIBA stage 5/6 (P)	Est £100,000 to £120,000 <i>(at 30/1/25 mtg)</i>	Est £50,000 to £60,000 <i>(at 30/1/25 mtg)</i>
20% contingency for stages 3 – 6 (P)	£27,000 - £33,000 <i>(using est figures from 30/1/25 mtg)</i>	£13,500 - £16,500 <i>(using est figures from 30/1/25 mtg)</i>
Total project cost (estimated)	£300,115.00 - £336,115.00	£157,039.00 - £175,039.00

Supporting notes:

1. Almondsbury Parish Council (APC) firm tax base in 2025/2026 is 2854 and Patchway Town Council (PTC) firm tax base 2025/2026 is 2293 = total 5147. Tax bases as a % of total are APC at 55% and PTC at 45%.
2. Patchway Town Council is a South Gloucestershire Council Priority Neighbourhood with higher than national average levels of poverty and deprivation.
3. On 30th January 2025, it was reported that more recent usage of the current cemetery space is approximately 50% pre-purchased plots, then a slightly higher % of Patchway residents than Almondsbury residents.



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Report on Patchway Sports & Social Closure – Advice and actions taken to date

Members are aware that the Patchway Sports & Social Club (PSSC) have experienced difficulties in supporting the payment of rent to the Council for several months, with the payment not being met in full and the outstanding debt stemming back to July 2024. It was also established that the PSSC members had not secured any building or contents insurance, which is an automatic breach of the lease agreement with the landlord, Patchway Town Council, (PTC).

During October 2024, it became clear that the Club was running into difficulties financially. It was during this period, that in the lead up to the PSSC closure many items were being removed from the building by Committee members, before the keys were finally handed in to the Council at the end of October 2024.

A closed ballot was arranged by a former Committee member, and those Committee members who attended the ballot meeting voted for how they wished the PSSC to move forward, i.e., to continue to operate or to close the club and forfeit the lease. The vote was counted and verified by the Council Officers. The decision was unanimous in favour of **forfeiting on the lease**. This decision was communicated by email to all Councillors on the 30th October 2024.

Legal advice was sought before closure (April 2024) who confirmed that if the PSSC closes down and leaves the premises, provided the keys are handed back it will operate as a surrender of the lease. The advice also went on to confirm that the club's trustees will have to deal with any contracts or agreements it has entered, assuming that PTC is not party to them and not affected by them. Utility companies will need to be informed, readings taken and liability for services from the date of closure and forfeiture of the lease will be PTC's. As the PSSC was incorporated, when the lease was entered into, then liquidation is unlikely to apply.

When the club closed, the Council officers moved swiftly to ensure the security of the building. Changing locks, as it was understood that not all keys had been returned before closure. Making alternative arrangements for the football team and use of changing rooms at the Pavilion facilities. Car park lights were kept on due to the time of year and darker evenings. PTC has arranged insurance cover to support the building and remaining contents.

Property Inspection – The Council Officers inspected the building for water leaks, took meter readings and had a quote for a total rebuild of the building to support the insurance cover.

Property Maintenance – The flat has been fenced off to stop anyone from using the steps to the property. The shutter on the front of the club building is kept down when the building is not occupied by Council staff.

Many items of equipment that was either on loan or owned by companies that the PSSC club had entered into, contacted the Council and over time much of the internal equipment has been reclaimed. There are still some goods that we understand will be collected over the coming months.

With the remainder of the goods left in the property, in the main, tables, chairs, empty fridges and freezers, aged IT equipment, there isn't that much left inside.



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The club building is regularly monitored by Council Staff and Norman Scott Park has CCTV coverage.

Forfeiture of the lease – Once the lease is forfeited, the landlord has full control, and the premises can seek a new tenant. The ballot of members on the 29th October 2024 confirmed that members wished to forfeit the lease of the building.

The Legal process Under the Torts (Interference with Goods) Act 1977, mentions that if the club has abandoned goods in the premises after lease forfeiture, the landlord must:

Give notice to the former tenant. On this occasion, it is understood that some contents may have been removed by the Committee members before the lease was surrendered and Committee members have walked away from PSSC.

The landlord must send a written notice to the Club, which should specify a reasonable timeframe (often 14-28 days) for collection of items. To state where and how goods can be collected. That if goods are not collected, they will be sold, disposed of, or claimed by the landlord.

Allow the club a reasonable time to respond. The law does not specify a timeframe, but should be reasonable given the circumstances, e.g., longer if the goods are valuable. If the club does not respond, the landlord can proceed with disposal.

If any goods are left, the landlord can sell and deduct reasonable storage or disposal costs. Any surplus from the sale, should be held for the former tenant. Or the landlord may keep the goods for themselves (grey area but usually accepted if reasonable notice was given).

Exceptions are for goods that are high value items, safer to apply for a court order before selling or taking ownership. If the former tenant should resurface, and claims items, they could argue items were taken unlawfully if proper notice wasn't given.

If the correct notice has been given and no response received, the landlord can treat the goods as abandoned and dispose of or keep them.

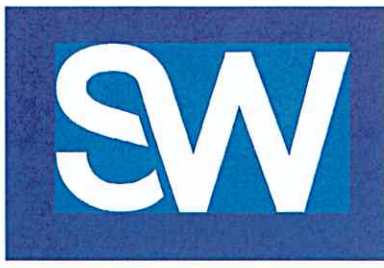
If goods are sold, any profit belongs to the former tenant, after deducting reasonable storage or disposal costs.

Contents inside – Landlord's property – If an item is a fixture, (built in furniture, plumbing or electrical), this generally stays with the building.

Tenant's fittings, i.e., shelves, kitchen equipment, this should be removed by the tenant before leaving.

The landlord can go out to tender immediately after regaining possession provided, forfeiture is final, there are no legal disputes over the lease termination.

Any abandoned goods have been dealt with under the Torts Act 1977, as above.



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Sanderson Weatherall

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Phone: 0117 338 1800

Our Ref: MS
22 January 2025

Jon Watkins
Deputy Town Clerk and
Responsible Finance Officer (RFO)
Patchway Town Council
Callicroft House
Rodway Road
Patchway
Bristol
BS34 5DQ

Sent Via email: deputyclerk@patchwaytowncouncil.gov.uk

Dear Jon

Fee Proposal - Building Survey

Patchway Sports & Social Club, 952 Scott Park, Coniston Road, Patchway, BS34 5JR

Thank you for your enquiry and the opportunity to provide a fee proposal for undertaking a Building Survey of the above premises (to include flat). Please note this is solely for Patchway Town Council's use.

Building Survey

We propose to undertake a full Building Survey, to include assessment of any Building defects.

The survey will be undertaken by a Chartered Building Surveyor and will be a visual survey of the areas, as identified above.

Our survey will be a comprehensive review of the existing condition of the building fabric, elements and fixtures and fittings at the property. We will comment on any defects, likely repairs required in the near future, remaining life of building fabric or elements, and energy improvements (where relevant). We will comment on foundations where these are available for inspection (ie in a basement or exposed retaining wall) or where defects apparent above ground level lead us to have concern. We will NOT access the roof voids. We will NOT lift manhole covers or enter any below ground chambers and will not provide a CCTV survey of the drainage. Should we have concerns regarding the drains we may make this recommendation to you for more intrusive investigations. We will attempt to review all elements of the property, but access to some areas may be precluded (ie fitted carpets, or fitted wardrobes) and will advise of any specific limitations in our survey report. We have not allowed for a cherry picker access to the roof, but will review this from the internal vantage points and external ground level with binoculars, or using a surveyors ladder where applicable. We will utilise a drone to inspect the roof, dependant on weather and any flight restrictions in the area. No intrusive or disruptive investigations will be undertaken to include floor and ceiling voids. Any intrusive investigations at the next stage will need to be agreed with the current owners.

With respect to any potential structural defects at the property, we will assess these initially from a Building Surveyors perspective in the context of the whole property, building fabric and elemental condition. We will not

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be able to provide structural calculations or remedial designs, but will be able to provide more information as to the cause, so that a Structural Engineer can be appointed for the next stage should this be required.

With respect to the mechanical and electrical installations at the property, we will review this as Building Surveyors and should you need more detailed advice of a MEP Engineer we will advise.

We will not test for the presence of Asbestos Containing Materials, but will provide comment where we have concerns or suspect an ACM to be present.

We will provide photographs of key areas or defects in our report but this is not a schedule of condition.

We have not allowed for any valuation or review of the proposed terms of any lease.

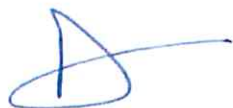
Please note, in accordance with our standard practice, we must state this report is confidential to the party to whom it is addressed and their professional advisors, and no responsibility is accepted to any third party whether under the Contracts (Rights of Third Parties) Act 1999 as amended or otherwise for the whole or any part of its contents.

Our Building Consultancy fee to provide this survey will be £2,350 ex VAT but inclusive of all reasonable disbursements. NB We have allowed for a Chartered Surveyor and assistant to undertake the survey in 1No. day. The report will take circa 8 working days to issue, from the survey date.

If our services are of interest, we would be pleased to receive your instructions.

If you have any questions, we'd be pleased to discuss these with you.

Yours sincerely,



Matt Smith MRICS
Partner
Building Consultancy

For and on behalf of Sanderson Weatherall LLP

Mobile: **07395885278**
Direct: **0117 338 1811**
Office: **0117 338 1800**

Enc:
SW T&Cs