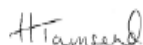


Wednesday 3rd January 2018

You are hereby summoned to attend a meeting of **YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 9th January 2018 between 7.15pm and 9.00pm for the purpose of transacting the business set out in the Agenda below.



Hayley Townsend
Town Clerk

* * * * *

A G E N D A

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please exit the Council Chamber and leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park. (NB: The nearest fire exit is located at the end of the corridor. (Exit the council chamber and turn right)).

- 1 Apologies for absence.
- 2 Declarations of Interest under the Localism Act 2011
Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.
- 3 To receive any requests for dispensations.
- 4 Public Participation Session with Respect to Items on the Agenda.
- 5 To confirm Minutes of the Town Council Meeting held on 24th October 2017. (Copy herewith)
- 6 To receive, consider and confirm Minutes of the Environment and Planning Committee Meeting held on 14th November 2017. (Copy herewith)
- 7 To receive, consider and confirm Minutes of the Finance and General Purposes Committee Meeting held on 28th November 2017. (Copy herewith)
- 8 To receive and consider the following items on the Clerk's Report. (Copy herewith)
 - 1 **Finance and General Purposes Committee Matters**
 - Minute No. 9/4 Staffing and Governance Sub-Committee: Policy Adoption
 - Minute No. 12 Town Council Representatives on Outside Bodies – Town and Parish Council Forum
 - Minute No. 15 Town Council Meeting Dates 2018/2019
 - 2 **Financial Reports**
 - 2/1 Accounts for Payment
 - 2/2 2018/2019 Budget
 - 2/3 Mid-Year 2017 Internal Audit

2/4 External Audit of Accounts Year Ending 31 March 2017

3 Sub-Committee Reports

- 3/1 Planning Sub-Committee
 - (a) Minutes
 - (b) Meeting with Representatives of Barratt Homes and David Wilson Homes
 - (c) Emerging Vision for Yate Town Centre
- 3/2 Staffing and Governance Sub-Committee: Meeting Date

4 Town Council Project Steering Group Reports (Task Limited)

- 4/1 Abbotswood Leases (See item 11)
- 4/2 Cambrian Drive Project
- 4/3 Howard Lewis Land Project (see item 11)
- 4/4 Play Areas and Properties Project Steering Group
 - (a) Brinsham Play Area Project
 - (b) Howard Lewis Play Area
 - (c) Kingsgate Park Exercise Equipment
 - (d) Abbotswood Phase 2
 - (e) Eggshill Lane Play Area
 - (f) Sunnyside Changing Room Extension
 - (g) Kingsgate Toilets
- 4/5 Land at the Rear of Ridgewood Community Centre
- 4/6 YOSC
 - (a) Track and Athletics Project, Future Governance of the Site and Legal Agreements Between Brimsham Green School, South Gloucestershire Council and Yate Town Council (see Item 11)
 - (b) YOSC Liaison Group Meeting with Representatives of YOSC Ltd
 - (c) Outstanding Items
 - (d) Maintenance Works

6 Sub-Committee Reports

- 6/1 Yate Ageing Better Sub-Committee

7 Working Group Reports

- 7/1 Priorities Working Group

8 Consultations

- 8/1 Current Consultations:
 - (a) South Gloucestershire Council – Council Budget and Savings Plan for 2018/19
- 8/2 Urgent Consultations
- 8/3 Consultation Responses
 - (a) Disqualification of Councillors and Mayor Criteria
 - (b) South Gloucestershire Council Local Plan 2018 – 2036 Exhibition
 - (c) South Gloucestershire Council Food Plan

9 Traffic Through Brimsham Park

10 Protocol Following the Death of a Senior Figure

11 Confidential Items - *In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw.*

Item 4/1 Abbotswood Leases – confidential due to ongoing legal/contract

- negotiations;*
- Item 4/3** **Howard Lewis Land Sale** - *confidential due to ongoing legal/contract negotiations;*
- Item 4/6** **YOSC Track and Athletics Project, Future Governance of the Site and Legal Agreements Between Brimsham Green School, South Gloucestershire Council and Yate Town Council** – *confidential due to ongoing legal/contract negotiations.*

TOWN CLERK'S REPORT TO FULL COUNCIL MEETING TO BE HELD ON TUESDAY 9 JANUARY 2018.

1 FINANCE AND GENERAL PURPOSES COMMITTEE MATTERS FROM MEETING HELD ON 28TH NOVEMBER 2017

Minute No. 9/4 Staffing and Governance Sub-Committee: Policy Adoption

Further to Minute No. 3/1a of the Staffing and Governance Sub-Committee minutes of 20th November 2017 appertaining to Governance, to be advised that the following revised policies were circulated with a view to them being adopted by Full Council:

- Appraisal and Supervision Policy;
- Code of Conduct (including Member-Officer protocol);
- Employee Health & Safety;
- Fraud and Corruption;
- Training & Development.

To formally approve adoption.

Minute No. 12 Town Council Representatives on Outside Bodies – Town and Parish Council Forum

To receive Town and Parish Council Charter (Appendix 1) and to be advised that the Town and Parish Council Forum is seeking at least 23/44 Parish and Town Councils to sign up to it before it is formally adopted by the group. To consider whether Yate Town Council wishes to sign up to the Charter.

Minute No. 15 Town Council Meeting Dates 2018/2019

To receive and approve Yate Town Council meeting dates for 2018/19, revised to include the Planning and Transportation Committee (Appendix 2).

2 FINANCIAL REPORTS

2/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 3)

2/2 2018/2019 Budget

To receive and approve budget for 2018/2019. (Appendix 4)

2/3 Mid-Year 2017 Internal Audit

To receive the letter of assurance and completed action plan from the Town Council mid-year audit. (Appendix 5)

2/4 External Audit of Accounts Year Ending 31 March 2017

To **NOTE** that in line with attached notification (Appendix 6), PKF Littlejohn LLP has been appointed as Yate Town Council's external auditors for the financial years 2017/18 to 2021/22.

3 SUB-COMMITTEE REPORTS

3/1 Planning Sub-Committee

(a) Minutes

To **NOTE** the minutes of the Planning Sub-Committee meetings held on 28th November 2017 and 21st December 2017. (Appendices 7 and 8)

(b) Meeting with Representatives of Barratt Homes and David Wilson Homes

To receive the minutes of the meeting with Barratt Homes and David Wilson Homes on 7th December 2017. (Appendix 9)

(c) Emerging Vision for Yate Town Centre

To **NOTE** minutes from the meeting held on 6 December 2017. (Appendix 10)

3/2 Staffing and Governance Sub-Committee: Meeting Date

To **NOTE** the next meeting of the Staffing and Governance Sub-Committee meeting is to be arranged to take place in February/March 2018.

4 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

4/1 Abbotswood Leases

To **NOTE** this item is confidential and will be taken at the end of the meeting in confidential session.

4/2 Cambrian Drive Project

Further to Minute No. 59/4 of the Full Council meeting of 24th October 2017, to be advised that the purchase of the land at Cambrian Drive was completed on 20th December 2017 and:

- work is in hand to remove fencing, erect signage, cut the grass and arrange a community workday in the new year;
- the Town Council solicitor has been instructed to ensure the overage arrangements are recorded with the Land Registry.

4/3 Howard Lewis Land Project

To **NOTE** this item is confidential and will be taken at the end of the meeting in confidential session.

4/4 Play Areas and Properties Project Steering Group

(a) Brinsham Play Area Project (Phase 1)

Further to the delegation of powers granted to the clerk in conjunction with members of the Play Areas and Properties Project Steering Group (Minute No. 55/3 of the Full Council meeting of 24th October 2017), to **NOTE** that quotations for the enhancement of the play area facility were assessed and an order placed with Hags in the sum of £23,500, with a deadline for completion set as 31st March 2018 to meet s106 clawback deadline of 2nd May 2018.

(b) Howard Lewis Play Area

To **NOTE** that following consultation with members, an amended s106 bid was made in the sum of £49,628.74 to South Gloucestershire Council. The outcome is expected early January 2018.

(c) Kingsgate Park Exercise Equipment

To **NOTE** a s106 bid in the sum of £72,380 was submitted to South Gloucestershire Council for Exercise Equipment in Kingsgate Park. The outcome is expected early January 2018.

(d) Abbotswood Phase 2

To **NOTE** a s106 bid in the sum of £89,535 was submitted to South Gloucestershire Council to increase the amount of equipment available.

(e) Eggshill Lane Play Area

To **NOTE** a s106 bid in the sum of £3,461.89 was submitted to South Gloucestershire Council to improve the play area but was declined. The s106 team recommended we apply once public consultation has taken place.

(f) Sunnyside Changing Room Extension

To **NOTE**:

- that a management plan has been submitted to South Gloucestershire Council to enable s106 funds to be released;
- when the funding is released, the architect will be appointed;
- project timeline contained in Appendix 11;
- To grant delegated powers to the Clerk in consultation with the Play Areas and Properties Project Steering Group to work with the architect to progress the project including approval of tender brief, specification and designs for planning purposes, arrangements for the public consultation and to negotiate with the Bowling Club regarding use of the building for changing facilities for the duration of the build (see below). To **NOTE** that the outcome of the public consultation will be reported to Full Council on 27th February 2018.

- construction works are likely to impact on part of the 2018/2019 football season and work is underway to mitigate effects by exploring the following options:
 - pursuing an option to use facilities at the bowling club during the construction phase;
 - prolonging access to the disabled toilet in the current changing rooms;
 - Exploring costs of hiring portacabin toilets.

4/5 Land at the Rear of Ridgewood Community Centre

To **NOTE** that South Gloucestershire Council have been instructed as follows:

- To draw up the lease subject to the existing license;
- The expectation is that all fencing which surrounds the site will be in place and in good order prior to any transfer;
- Any encroachment issues are dealt with prior to transfer.

4/6 YOSC

(a) Track and Athletics Project, Future Governance of the Site and Legal Agreements Between Brimsham Green School, South Gloucestershire Council and Yate Town Council

To **NOTE** that this item is confidential and it will be taken at the end of the meeting in confidential session.

(b) YOSC Liaison Group Meeting with Representatives of YOSC Ltd

To receive the minutes of the meeting between the YOSC Liaison Group and representatives of YOSC Ltd held on 1 December 2017 (Appendix 12).

(c) Outstanding Items

To be advised that YOSC Ltd has been asked to advise when they will be in a position to forward the following documents as previously requested:

- A budget;
- Business Plan to evidence sustainability and viability;
- A list of works carried out onsite to date and estimation of works that are required in the short, medium and long term so that they can be plotted onto an appropriate timeframe and planned for.

(d) Maintenance Works

To be advised that the hot water pump to the clubhouse stopped working (as it did in September 2017). Work was undertaken on the grounds of health and safety at a cost of £815 and will be met from the transfer of funding awaited from South Gloucestershire Council.

To receive any other information/requests from YOSC Ltd for the period 9th

January 2018 – 27th February 2018.

6 SUB-COMMITTEE REPORTS

6/1 Yate Ageing Better Sub-Committee

To receive the minutes of the Yate Ageing Better Sub-Committee meeting held on 22nd November 2017 (Appendix 13) and to agree recommendation to adopt Terms of Reference for the Sub-Committee. To further be advised that:

- The Men in Sheds group drafted a constitution which includes suggested financial processes between the group and Yate Town Council. The constitution will be considered and proposed to the next Finance and General Purposes meeting for approval;
- The Lunch Club continues to take place on a Monday at St Nicholas Church. Recent feedback has seen around 20 individuals engaging;
- Further to the Full Council meeting of 5th September 2017 (Minute No.41/1), Yate Town Council was not eligible to submit an application to South Gloucestershire Council's Three Year Equality Support Grant Programme for the Yate Ageing Better consultant / consultation / strategy. However, funding opportunities are being explored. So far, unfortunately the application made to Quartet's Fund for Older People for the Yate Ageing Better consultation was declined on 5th December.

7 WORKING GROUP REPORTS

7/1 Priorities Working Group

To be advised that a meeting of the Priorities Working Group will be convened in the new year.

8 CONSULTATIONS (*Paper copies of all consultations are available to view in the Town Council office*)

8/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
South Gloucestershire Council - Have Your Say on the Council Budget and Savings Plan for 2018/2019	www.southglos.gov.uk/budget	09.11.17	31.12.17	

8/2 Urgent Consultations

To receive any urgent consultations.

8/3 Consultation Responses

Consultation Name	Date Submitted	Notes
Disqualification of Councillors and Mayor Criteria (Appendix 14)	30.11.17	Thanks be extended to Councillor Chris Willmore for completing the response on behalf of the Town Council.
South Gloucestershire Council Local Plan 2018 - 2036 Exhibition (Appendix 15)	7.12.17	Thanks be extended to Councillor Chris Willmore for completing the response on behalf of the Town Council.
South Gloucestershire Council Food Plan (Appendix 16)	2.12.17	Thanks be extended to Councillor Chris Willmore for completing the response on behalf of the Town Council

9 TRAFFIC THROUGH BRIMSHAM PARK

To receive comments made by a member of the public in respect of a rat run in Brimsham Park;

The traffic at certain times of the day using Randolph Avenue in both directions has increased immensely. Most prominently between 8.00 am and 9.30 am and from around 4.00 pm until 6.00 pm. I assumed to start with that it was probably an increase in people using the road from Brimsham Park housing, but I think it is something else. The traffic is going in both directions both morning and evening.

Although I haven't spent time monitoring the mornings, I have spent time on a few evenings in the summer at both the roundabout at the bottom of Peg Hill and the roundabout at the end of Randolph Avenue where it joins Goose Green Way. I have noticed that when there are queues of traffic tailing back on Peg Hill down to the traffic lights on Goose Green way, a lot of cars coming down Peg Hill opt to use the roads on Brimsham Park to bypass the light changes. Similarly when there is heavy traffic coming from the Bristol direction on Goose Green Way, that there are a lot of cars opting to use the roads on Brimsham Park to miss the traffic lights further along the road.

This problem is likely to increase with additional housing which is being proposed in the wider area around Yate. Let alone the massive increase in traffic on Randolph Avenue when they start building the new town north of Brimsham Park.

I know my observations are far from scientific. However the increase in traffic is coming from somewhere and I don't believe it's just residents of Brimsham Park.

I am not sure what can be done to alleviate this problem, but hope that this can be brought to the attention of the right people who can plan for the discouragement of this practice.'

To **NOTE** the comments have been forwarded to South Gloucestershire Council and a response is awaited.

10 PROTOCOL FOLLOWING THE DEATH OF A SENIOR FIGURE

To receive the South Gloucestershire Council Protocol following the Death of a Senior National Figure. (Appendix 17)

To consider the principles of the protocol and if Yate Town Council wishes to adopt or formulate its own.

11 CONFIDENTIAL ITEMS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw.

Please see Appendix 18 for confidential report on the following items:-

Item 4/1 Abbotswood Leases

To receive update on confidential negotiations concerning Abbotswood Leases.

Item 4/3 Howard Lewis Land Sale

To receive any further information in relation to the Howard Lewis Land Sale, further to the granting of delegated powers to the clerk and Councillor John Ford (Minute No. 40/2, Full Council of 5th September 2017).

Item 4/6 YOSC Track and Athletics Project, Future Governance of the Site and Legal Agreements Between Brimsham Green School, South Gloucestershire Council and Yate Town Council

To receive confidential executive summary on project, governance and legal issues concerning the YOSC site.

J:\Full Council\Clerks Reports\2018\Town Clerk's Report 09.01.18

A Charter between
South Gloucestershire Council
&
Town and Parish Councils



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Town and Parish Councils Charter

Introduction

South Gloucestershire was established, following the reorganisation of local government, in 1995. From the outset there was an appreciation of the roles of Parish and Town Councils, and how they and the Unitary Authority should work together to best serve the people. The first version of this Charter was agreed, and adopted by the majority of local councils in 2002.

The Charter is a framework for South Gloucestershire Council and the Town & Parish Councils (or Local Councils) to work in partnership in order to improve the well-being of the varied communities that make up South Gloucestershire. Through this Charter the respective councils agree to work in partnership whilst respecting each-other's rights as separate democratic bodies.

Town and Parish Councils are locally elected bodies which play an important role in the lives of communities. They are funded principally by an annual precept collected through the Council Tax on their behalf by South Gloucestershire. They have a wide range of powers, and many of their activities are interlinked with those of South Gloucestershire, and so by working in partnership more can be achieved than by each working alone.

The South Gloucestershire Compact is an associated document which focuses on partnership working with the voluntary, community and social enterprise sector, and shares the same fundamental principles as the Charter. Indeed the Parish and Town Councils are all covered by the public sector commitments of the Compact.

All Town and Parish Councils are invited to formally adopt the Charter as recognition of the relationship with South Gloucestershire, and also that this relationship is managed in accord with the Compact.

This Charter was formally agreed by a meeting of the Cabinet of South Gloucestershire Council on 4 September 2017 and signed on their behalf by the Leader of the Council.

Signed

GETTING IT RIGHT TOGETHER

Who needs to be involved?

There are 44 Town & Parish Councils in South Gloucestershire and 2 communities that hold an Annual Parish Meeting.

Acton Turville Parish Council	Little Sodbury Parish Meeting
Almondsbury Parish Council	Mangotsfield Rural Parish Council
Alveston Parish Council	Marshfield Parish Council
Aust Parish Council	Oldbury on Severn Parish Council
Badminton Parish Council	Oldland Parish Council
Bitton Parish Council	Olveston Parish Council
Bradley Stoke Town Council	Patchway Town Council
Charfield Parish Council	Pilning & Severn Beach Parish Council
Cold Ashton Parish Council	Pucklechurch Parish Council
Cromhall Parish Council	Rangeworthy Parish Council
Dodington Parish Council	Rockhampton Parish Council
Downend & Bromley Heath Parish Council	
Doynnton Parish Council	Siston Parish Council
Dyrham and Hinton Parish Council	Sodbury Town Council
Falfield Parish Council	Stoke Gifford Parish Council
Filton Town Council	Thornbury Town Council
Frampton Cotterell Parish Council	Tormarton Parish Council
Hanham Parish Council	Tortworth Parish Council
Hanham Abbots Parish Council	Tytherington Parish Council
Hawkesbury Parish Council	Westerleigh Parish Council
Hill Parish Meeting	Wick and Abson Parish Council
Horton Parish Council	Wickwar Parish Council
Iron Acton Parish Council	Winterbourne Parish Council
	Yate Town Council

In addition there are two unparished areas of Kingswood and Staple Hill.

Town and Parish Councils come together in the Town and Parish Council Forum, which speaks on their behalf about matters of mutual interest. This function of the Forum is formally recognised by South Gloucestershire Council.

In addition, South Gloucestershire Council and Town & Parish Councils recognise the role of Avon Local Councils Association in supporting and promoting the work of Town & Parish Councils.

What's in it for us?

Better outcomes - Successful co-operation between South Gloucestershire Council and Town & Parish Councils and the Voluntary and Community Sector lead to improved services and an enhanced quality of life for residents and communities.

Guidance - This Charter can be used as a guide to help understand when and how to work with each other which will lead to the design and development of better quality services.

Checklist – Town & Parish Councils have signed up to The Code of Conduct and adherence to this Code of Conduct will ensure compliance with both the law and best practice guidelines for Town & Parish Councils.

Public engagement - In order to ensure continued support from local residents and communities, it is important that we continue to demonstrate effective cross sector collaboration. This can be achieved through successful implementation of The Parish Charter.

What does The Parish Charter cover?

Shared Principles and Commitments – Town & Parish Councils and South Gloucestershire Council share the same vision to create a thriving, sustainable and diverse environment for residents in South Gloucestershire. As the first tier in local government, Town & Parish Councils are well placed to represent the interests of their parish.

Working in partnership - South Gloucestershire Council recognises the different capacity of each of the Town & Parish Councils and acknowledges that by working together in partnership, it can help the effective delivery of services to local communities. They agree that all proposals under the Localism Act will be subject to consultation with Town & Parish Councils.

Mutual respect - South Gloucestershire Council recognises and understands that the work of Town & Parish Councils is heavily reliant on volunteering and good will and will respect the different capabilities of smaller and larger Town & Parish Councils in terms of ability to handle information and resources. They agree that all proposals under the Localism Act will consider and respect these differences.

Localism – Localism can mean different things to different people and can be delivered in different ways. It is not a set of rules, but a way of working.

To support a joined-up approach to the delivery of localism in South Gloucestershire a common definition is considered to be

“The devolution and the fundamental shift of power to councils, communities, neighbourhoods and individuals. Empowering local people to come together to take more responsibility for their community”

Localism or as it is more commonly known, the ‘localism agenda’, is made up of a number of key elements which can be summarised as follows:

- Local needs and opportunities – places are different and need local solutions to solve their problems
- Local voice and influence – opportunities for all sections of the community to be consulted and involved in improving their area
- Locally responsive services – not a one size fits all approach, but services tailored to meet local needs and priorities
- Local accountability – the performance of all service providers held to account by local communities

The Area's shared vision as set out in the Sustainable Community Strategy is that South Gloucestershire is 'a great place to live and work'. This is supported by a specific commitment to "engage people of all ages so they feel they belong and can help provide local solutions ...". A strong sense of community spirit lies at the heart of this. The Council, along with its partners wants to encourage and support local communities to get involved and work with it to strengthen their ability to deal with local challenges. The Council also wants to work closely with town and parish councils, voluntary groups, local people and other public sector organisations to establish community needs and to help meet those needs in the most effective way.

South Gloucestershire's localism principles

Delivery of the vision is underpinned by seven key principles which set out how localism is to be delivered. Through localism South Gloucestershire will:

- Utilise the **strategic community leadership** role of democratically elected representatives
- Create an ethos of building greater resilience within communities – **communities that are strong and self-reliant**
- Ensure clarity in the arrangements for **community engagement**
- Aspire for **innovative partnerships** and a flexible approach to partnership models
- Promote **flexibility in the delivery of services**, moving away from the one size fits all approach to one which reflects local needs
- Strive for a **balance** between local delivery and economies of scale
- Ensure robust **accountability and scrutiny** mechanisms are in place where services are devolved

At a very local level, more powers and responsibilities will be devolved to those town and parish councils who wish to take over some assets and services - where this makes sense and delivers better value for money.

Leadership roles

Town and Parish Councils – Town and Parish Councils are the first tier of democracy in local government. They bring knowledge and experience that in some instances could be more fully utilised. Localism provides the opportunity to enhance further relationships by building on the commitments outlined in South Gloucestershire’s Charter for Parish and Town Councils and by providing support to build capacity so that local councils can take on new roles.

South Gloucestershire Council – The Council as a corporate body must drive, enable and support engagement with and implementation of localism, working with councillors, partners and local people to help them realise expectations and opportunities. Whilst localism means that services could be delivered differently, accountability for specific services will still rest with the Council.

Voluntary and Community Sector – The Voluntary and Community Sector is a vital resource in delivering services to local communities. It can reach parts of the community that some public agencies cannot reach and can deliver more tailored services. Localism presents the opportunity to build on South Gloucestershire’s Compact and identify and support ways to build the capacity of the Sector to take on new challenges and opportunities.

Values – One of the requirements of the Localism Act 2011 was that South Gloucestershire Council and Town & Parish Councils had to adopt a Code of Conduct. This Code commits members to behave in a manner that is consistent with the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Independence – South Gloucestershire Council will support the independence of Town & Parish Councils as the first tier of local government and respect that many parish councils are small and located in sparsely populated rural areas and that they generally have modest and constrained resources.

Sustainability – South Gloucestershire Council and Town & Parish Councils recognise the importance of building sustainability for the future.

Town & Parish Councils should actively promote their work and achievements to local residents and South Gloucestershire Council through all appropriate media.

COMMITMENTS

It is mutually acknowledged that many of the topics on which South Gloucestershire Council consults the public and Town and Parish Councils are operational in nature, and relate to local implementation of wider policies. In many cases the process, audience, and timetables for such consultation are laid out in statute, and must take precedence over the Town and Parish Council Charter.

Involvement in Policy Development

(a) Commitments for South Gloucestershire Council

1. Include Town & Parish Councils in the public consultation on all issues which are likely to affect their areas, and where appropriate highlight the responses from Town & Parish Councils in reporting the results.
2. Have regard to the views of Town & Parish Councils when making decisions and offer feedback on the outcomes once the consultation has taken place.
3. Keep under review the level and quality of consultation.
4. Prepare a brief synopsis for all council consultations that are more than four pages long and allow 6 weeks for Town & Parish Councils to respond to consultations. For consultation involving major changes to services or key council strategies the council will endeavour to consult for a period of 12 weeks. If this is not possible, the Council will seek approval in advance from the Chair / Vice Chair of the Town and Parish Council Forum for a shorter consultation period. (NB – there are specific arrangements for consultation on Planning Applications and Planning Policy Documents – see appendix 6).
5. Make it explicit if information or material provided to Town and Parish Councils is to be kept confidential; and any dates after which it may be provided to others or discussed in public.
6. Respond to requests for information from Town and Parish Councils in a helpful, efficient manner within 10 working days.
7. Provide information/briefings to raise awareness among staff to ensure they have a good understanding of the role, function and size of Town & Parish Councils.
8. Provide briefing sessions/workshops to groups of Town & Parish Councils on complex central and local government policies and initiatives which are relevant to and will have an impact on Town & Parish Councils. In addition they will assist partnership working and local delivery.
9. Produce a regularly updated contact list of South Gloucestershire Council Officers and Members and compile a directory of Town & Parish Council Clerks' email addresses and make this available on the South Gloucestershire Council website.
10. Give as much notice as possible to Town and Parish Councils about opportunities to fund extra levels of service, and take account of Parish budget-setting timetables when establishing services on this basis.

(b) Commitments for Town & Parish Councils

1. Endeavour to take part in consultation exercises and respond electronically within the given period.
2. Work with South Gloucestershire Council to seek the views of residents on issues of common interest.
3. Identify local needs and consult with local communities and South Gloucestershire Council.
4. Notify South Gloucestershire Council if they cannot respond to a consultation within the given period. Town & Parish Councils should recognise that it may not always be possible for their views to be taken into consideration if they are unable to respond within the given period.
5. Maintain the confidentiality of information or material shared in confidence, and not provide this to others or discuss in public in advance of dates notified by South Gloucestershire Council,
6. Respond to requests for information from South Gloucestershire Council in a helpful, efficient manner with 10 working days and notify South Gloucestershire Council when any changes of personnel, councillors or community assets occur in order that the Directory is kept up to date.
7. Make every effort to attend meetings/events run by South Gloucestershire Council in which they have an interest and co-operate with South Gloucestershire Council in making their meeting places available for public, community or partnership meetings in which they have an interest.
8. Provide email address information to South Gloucestershire Council to allow the compilation of the directory of Town & Parish Council Clerks' email addresses and enable general correspondence to be sent electronically.

Resources

(a) Commitments for South Gloucestershire Council

1. Make every effort to attend Town & Parish Council meetings when invited.
2. Provide Town & Parish Councils with information and access to relevant training courses at the same cost as they are offered to South Gloucestershire Council officers and members.
3. Assist in enabling a Town & Parish Council to develop services within their own community where the Council holds specialist expertise
4. To ensure that officers and councillors attending meetings will be treated with respect in line with the council's code of conduct.

(b) Commitments for Town & Parish Councils

1. Allow officers and councillors of South Gloucestershire Council to speak at local council or parish meetings on matters of mutual interest if they request to do so.
2. With a view to providing a good quality service to local residents, encourage members and staff to attend relevant training courses and briefings.
3. Consider whether they wish to take on any functions/services from South Gloucestershire Council having regard to local considerations, needs and their capacity to deliver such functions/services, bearing in mind any implications for raising their precept this may have.
4. To ensure that officers and councillors attending meetings will be treated with respect in line with the council's code of conduct

Both South Gloucestershire Council and Town & Parish Councils should take account of three successful strands to "meaningful engagement" that under-pin the more tangible aspects of engagement between the two partners. They are trust, partnership working and clarity of roles.

Town and Parish Councils come together in the Town and Parish Council Forum, which speaks on their behalf about matters of mutual interest and this role of the Forum is recognised by South Gloucestershire Council.

Both South Gloucestershire Council and Town & Parish Councils recognise the role of Avon Local Councils Association in supporting and promoting the work of local town and parish councils.

Achieving Equity

(a) Commitments for South Gloucestershire Council

1. Keep Town & Parish Councils fully apprised of all strategic partnerships entered into by the authority, how they may effect services in their area and invite town and parish councils to have representation on appropriate partnerships.
2. South Gloucestershire Council undertakes to work on an impartial basis with Town & Parish Councils to the best of its ability whilst recognising the wide variation in size, financial status and ability to deliver additional services of town and parish councils.

(b) Commitments for Town & Parish Councils

1. Seek to fill places offered on strategic partnerships to provide a local perspective.
2. Town & Parish Councils should acknowledge the fact that South Gloucestershire Council may not always be able to offer support to allow Town & Parish Councils to take on additional services.

(c) Commitments for both parties

1. To promote the continuous improvement of the working relationship between South Gloucestershire Council and the 44 Town & Parish Councils and 2 Parish meetings in South Gloucestershire through the Parish Charter.

2. To ensure that all Town & Parish Councils in South Gloucestershire can participate in the dialogue and raise issues through the Town and Parish Council Forum.

CONSTITUTION OF THE TOWN AND PARISH COUNCIL FORUM

NAME:

The name of the group shall be :- The South Gloucestershire Town & Parish Councils' Forum (T&PCF).

MEMBERSHIP:

The membership of the group shall comprise the following:-

- The Clerk to every Local Council (Town and Parish Councils and Parish Meetings) in South Gloucestershire
- The Chairman, or the Chairman's nominated representative, of every Local Council in South Gloucestershire
- An appropriate Senior Officer of South Gloucestershire Council (SGC)
- The Chairman of the Communities Committee of SGC
- Political representation from other parties for Communities Committee SGC
- Compact

Administrative support is provided by SGC

Meeting facilities provided by Local Town and Parish Council's (rotate)

PURPOSE:-

The purpose of the T&PCF shall be to act as a forum for the Local Councils to interact with SGC to an agenda set by the local councils. Principal among such matters will be the constant monitoring and periodic review of the Charter between SGC and the Local Councils known as the Parish Charter. Additionally the T&PCF will provide the input in parallel with SGC to the South Gloucestershire Compact between SGC and the Voluntary & Community Sector.

OFFICERS:-

The T&PCF is to elect a Chairman and a Vice-Chairman. These honorary posts are to be elected on an annual basis (normally in January). There is no limit to the term of office for either post, but it is recommended that they serve for no more than 3 years continuously, with no bar to future re-election.

The posts are open to any of the Clerks or Chairmen who are members of the Forum.

MEETINGS:

Initially the meetings will be held 4 times per year, but extra meetings may be called if though necessary; similarly a meeting may be postponed or deleted in the absence of appropriate business.

AGENDA:

The agenda for each meeting will be set by the Chairman in consultation with the Vice Chairman and SGC Officers. Matters for the agenda may arise from:

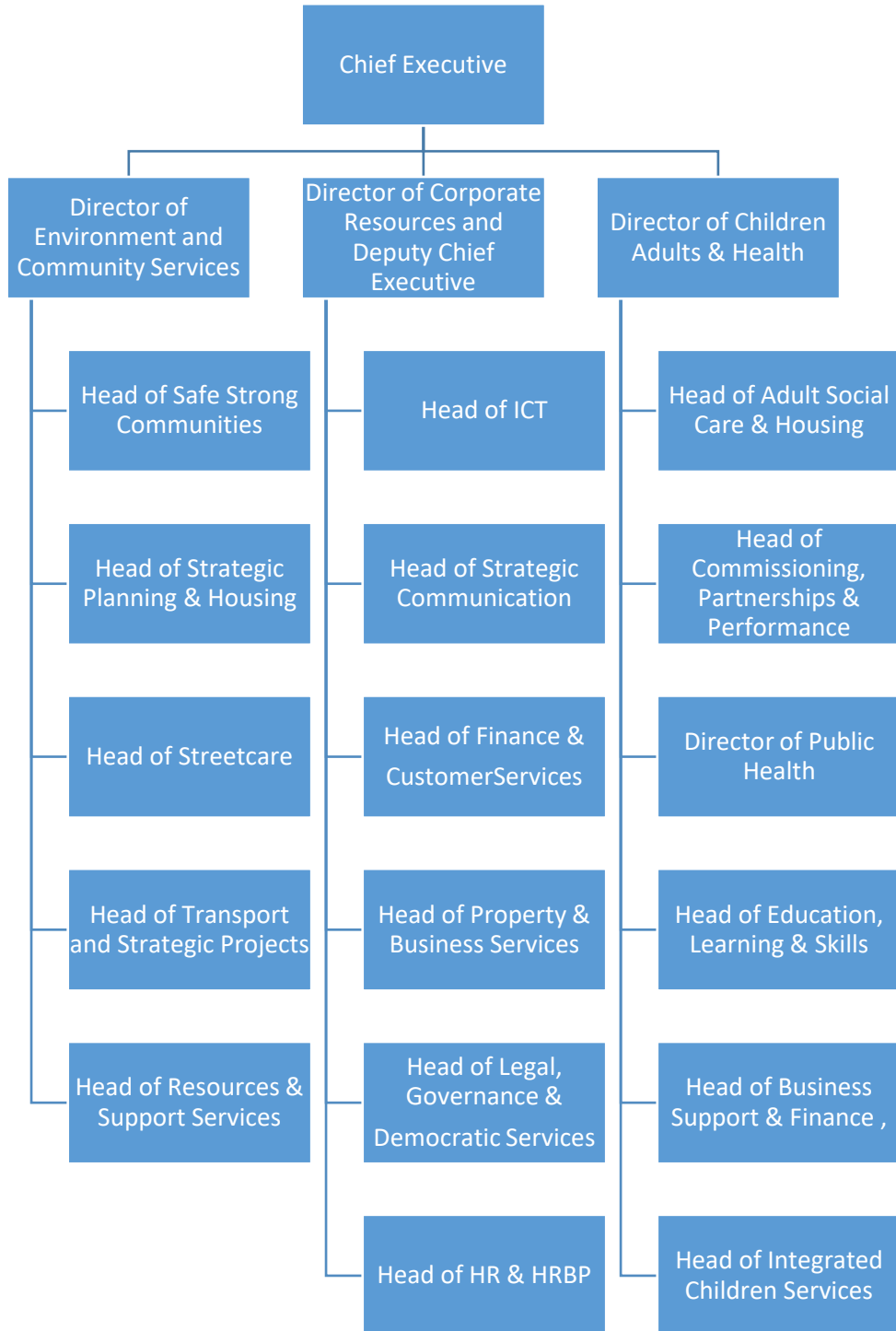
- Suggestions made at a previous meeting
- Matters of significance that have come to the notice of the Chairman or Vice Chairman
- Matters that SGC wish to bring to the meeting
- Any matters that may be raised from any of the local council members of T&PCF

Members and / or officers of SGC may be invited to meetings to facilitate the understanding of members on specific matters. It is expected that Members and Officers will respond positively to any such requests from T&PCF.

MINUTES:

Draft minutes will be circulated as soon as is reasonably practical to all members for checking for accuracy and omissions. Once checked, the minutes will be confirmed at the following meeting and, once confirmed, shall be placed in the public domain.

STRUCTURE OF SOUTH GLOUCESTERSHIRE COUNCIL



Contact email addresses

ENVIRONMENT AND COMMUNITY SERVICES

General - ECSFeedback@southglos.gov.uk

Anti-Social Behaviour
Cycling and cycleways
Dangerous buildings
Highway Maintenance (Assess and Decide)
Noise, fly tipping, pollution or other environmental problems
Libraries
Parking Enforcement
Vermin or pests
Planning applications
Breaches of Planning Permission
Public Rights of Way
Roadworks
Safety Advisory Group for public events
Street Care
Trading Standards
Waste Management

asbreporting@southglos.gov.uk
streetcare@southglos.gov.uk
Phone 01454-868004
streetcare@southglos.gov.uk
environmental.protection@southglos.gov.uk
libraries@southglos.gov.uk
parklegally@southglos.gov.uk
pestcontrol@southglos.gov.uk
planningapplications@southglos.gov.uk
planningenforcement@southglos.gov.uk
rightsofway@southglos.gov.uk
streetcare@southglos.gov.uk
sag@southglos.gov.uk
streetcare@southglos.gov.uk
trading_standards@southglos.gov.uk
waste.management@southglos.gov.uk

CHIEF EXECUTIVE AND CORPORATE RESOURCES

General - cecrdirectorates@southglos.gov.uk

Topic

Council meetings
Property owned or operated by South Gloucestershire Council
Traded Services
Traveller Unit

Address

democraticservices@southglos.gov.uk
property.services@southglos.gov.uk
tradedservices@southglos.gov.uk
travellerunit@southglos.gov.uk

CHILDREN, ADULTS AND HEALTH

General - cahfeedback@southglos.gov.uk

Topic

Early years services for children
Emergency Planning and major emergencies
Housing waiting list
Homeless people and those at risk of homelessness
To report **safeguarding** concerns about a child:

To report **safeguarding** concerns about an adult:

Young people services

Address

earlyyears@southglos.gov.uk
emergencyplanning@southglos.gov.uk
homechoiceteam@southglos.gov.uk
homelessness@southglos.gov.uk
Monday to Thursday 9am-5pm; Friday 9am-4.30pm
Out of these hours and at weekends phone 01454 868004
Monday to Thursday 9am-5pm; Friday 9am-4.30pm
Out of these hours and at weekends phone 01454 868004
ypservice@southglos.gov.uk

STRATEGIC / POLICY PARTNERSHIPS

West of England Partnership

The West of England Partnership comprises Councillor representatives from the four local unitary authorities, South Gloucestershire Council, Bath & North East Somerset, North Somerset and Bristol City Council. The Partnership seeks to achieve mutually agreed objectives across a wider range of cross border issues. The Partnership has its own administrative organisation and website (www.westofengland.org)

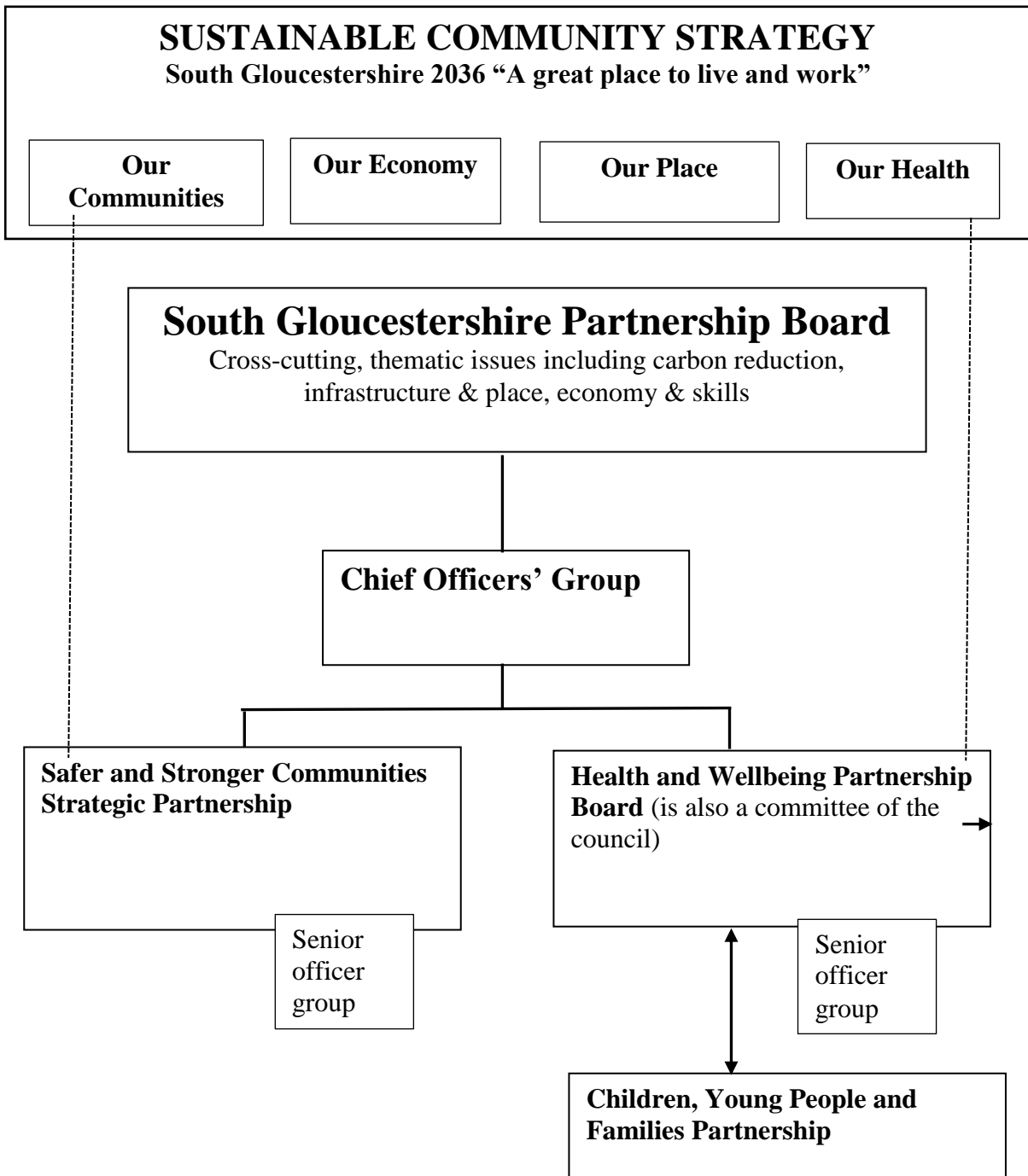
The Partnership was formed to focus on things that are better planned at the West of England level, rather than at the level of the individual council areas. One example is major transport schemes, which have an impact on the West of England as a whole and which may cross the council boundaries.

South Gloucestershire

The strategic and policy partnerships in South Gloucestershire are as follows:

<p>South Gloucestershire Partnership Board</p>	<p>The South Gloucestershire Partnership is made up of private, public, voluntary, community and social enterprise organisations who work with communities to identify and tackle key long, medium and short-term local issues to ensure South Gloucestershire remains a great place to live and work.</p>
<p>Safer and Stronger Communities Strategic Partnership</p>	<p>The Safer and Stronger Communities Strategic Partnership is made up of organisations who work together and with communities to tackle crime and disorder and improve community strength by:</p> <ul style="list-style-type: none"> • establishing a strategic direction; • co-ordinating and helping deliver actions that support the development of safer and stronger communities ; • exercising the functions of the statutory Community Safety Partnership for South Gloucestershire; In particular, to encourage, support and propose actions that will help achieve the agreed aims set out in the South Gloucestershire Sustainable Community Strategy. <p>Further details are available at www.southglos.gov.uk/community-and-living/stronger-communities/community-strategy/safer-stronger-communities-strategic-partnership or by emailing sscsp@southglos.gov.uk</p>
<p>Health and Wellbeing Board</p>	<p>The Health and Wellbeing Board will provide leadership to achieve, for all ages, improvement to the health and wellbeing of the local population, including the safeguarding of children young people and vulnerable adults. It will report on progress to the Local Strategic Partnership. It will Monitor and support the configuration of services and the allocation of resources to meet priority outcomes, and drive</p>

	<p>evidence based and collaborative approaches to commissioning. The focus will be on areas where a multi-agency integrated approach is beneficial to the people of South Gloucestershire.</p> <p>Further details are available at https://council.southglos.gov.uk/mgCommitteeDetails.aspx?ID=435 or by telephoning 01454-863009.</p>
<p>Children, Young People and Families Partnership</p>	<p>The Children, Young people and Families Partnership brings together agencies working to make South Gloucestershire a great place for children and young people to grow up in.</p> <p>Key priorities for children, young people and families in South Gloucestershire include reducing child poverty, supporting children to have the best start, early help, improving outcomes for children and young people with special educational needs and/or disability, improving mental health and wellbeing for all and closing achievement gaps in education.</p> <p>Further information is available at www.southglos.gov.uk/health-and-social-care/strategies-plans-and-policies/children-young-people-and-families/children-and-young-people-plan</p>



RIGHT TO BID / ASSETS OF COMMUNITY VALUE

The Localism Act gives local communities the chance to nominate, for inclusion on a formal register, assets that are of value to the local community (assets of community value). Communities also have the right to bid to purchase registered assets of community value if they come up for sale.

An asset is a physical building or land and can be privately owned – it does not have to belong to the council or a public sector organisation. Examples of assets that would be eligible are:

- community centres
- libraries
- leisure centres
- the last public house / shop in an area
- post offices
- theatres
- museums

For an asset to be eligible, either

- a) its current main use must further the social interests or social wellbeing of the local community, and it must be realistic to think that such a use can continue,

or

- b) a use in the recent past must have furthered the social interest or social wellbeing of the local community, and it must be realistic to think it could be brought back into such use within the next five years.

Town and Parish Councils are amongst the organisations eligible to submit applications for assets of community value.

Full details including application forms and the register of assets of community value can be found at

www.southglos.gov.uk/council-and-democracy/localism/community-right-to-bid/

PLANNING ISSUES

Applications for Nationally Significant Infrastructure Projects (such as the proposal for a new nuclear power station at Oldbury on Severn) are made to the Planning Inspectorate, and the decision is made by the Secretary of State. The following agreement relates solely to those applications to be determined by South Gloucestershire Council as a Planning Authority.

Development Management

South Gloucestershire Council will:

- Consult Town and Parish Councils on all applications for planning permission.
- Allow 21 days for the submission of representations by Town and Parish Councils.
- Notify Town and Parish Councils of any significant amendment to a planning application and allow up to a further 14 day period for representations to be made before a decision is taken on the amended plan. This period will be dependent on the case officer's assessment of nature of the changes proposed and the need to ensure timely decision making. (Significant amendments are those considered by the case officer to materially affect the planning application, but not to require a new application).
- Have regard to the views of Town & Parish Councils which will be summarised in all cases on either the circulated schedule (proposed decisions under delegated powers) or to the relevant Development Control Committee, in accordance with the Council's scheme of delegation.
- Send to Town & Parish Councils, a list of proposed decisions appearing on the Circulated Schedule. Where the Town & Parish Council's view on any planning application differs from action proposed under delegated authority, they may make representation to their Ward Councillor who will have the power to seek call in of the application for consideration at a Development Control Committee.
- Notify Town and Parish Councils of all planning decisions on which they have been consulted.
- Provide Town and Parish Councils with copies in electronic format of the Planning Committee agenda items on request.
- Allow a representative of Town & Parish Councils to attend and speak at meetings of South Gloucestershire's Sites Inspection Panel in respect of any planning application and to address the Development Control Committee in accordance with the Council's scheme of public participation.
- Endeavour to make officers available to attend meetings of Town and Parish Councils to clarify the details of significant or controversial applications where more than 200 dwellings/or 4 hectares or 10,000 square metres of commercial floor-space is proposed.

- Where resources permit, provide periodic training sessions for local councillors and/or parish clerks to aid an understanding of the planning process and the matters which have a material bearing upon the determination of a planning application.
- Provide a substantive response to enforcement complaints within 20 working days and provide progress updates at not less than 6 weekly intervals on longer cases.

Town & Parish Councils will:

- Acknowledge that South Gloucestershire Council will not always be able to accede to requests of Town & Parish Councils.
- Respond promptly in writing to all planning applications received from South Gloucestershire Council and respond using electronic forms of communication unless otherwise agreed with South Gloucestershire Council.
- Comment on planning applications on planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.
- Create a mechanism whereby the Town and Parish Councils can respond to any amended plans received from South Gloucestershire Council.
- Attend meetings, briefings and training to gain a better understanding of the planning process.

Planning Policy

South Gloucestershire Council will:

- Produce a “Local Plan” setting out the planning policies for the area. The Local Plan for South Gloucestershire will consist of the Core Strategy, the Policies, Sites & Places DPD and the Joint Waste Core Strategy with some supporting Supplementary Planning Documents on detailed matters. Planning Applications in South Gloucestershire are judged against policies in these documents as well as guidance in the National Planning Policy Framework and “other material considerations” where relevant.
- Consult Town & Parish Councils when drawing up planning documents in line with national guidance and the Council’s Statement of Community Involvement.
- Help Town and Parish Councils to understand Neighbourhood Planning processes through holding training events and a dedicated Neighbourhood Planning web page.
- Within the resources available, endeavour to support any Town or Parish Councils who want to undertake Neighbourhood Planning with technical advice and advice on sources of information and support.

Town & Parish Councils will:

- Respond to consultations by the Council on statutory planning documents including a wider consultation with their communities where appropriate.

- Review and consider the issues that affect their communities and set objectives which can be expressed as policies/actions for achieving identified outcomes through the planning system.
- Recognise that Neighbourhood Planning will be led and managed by Parish & Town Councils.
- At their own discretion, consider whether any of their aims, objectives and priorities could be furthered through the preparation of Parish or Community Led Plans, Village Design Statements or Neighbourhood Plans.

(Under the Localism Act, parish & town councils now have the right to undertake Neighbourhood Planning by producing Neighbourhood Development Plans, Neighbourhood Development Orders and/or Community Right to Build Orders if they wish to. Where such documents are produced under the statutory process set out in the Localism Act and Neighbourhood Planning (General) Regulations 2012, they will become part of the statutory Local Plan and any planning applications will be judged against the policies within them, alongside the other national and local planning policies.

Parish or Community Led Plans and Village Design Statements would be non- statutory plans. Such plans produced by Parish or Town Councils can assist local communities in producing a common vision of how their community should look or develop in the future. Each has a role in helping communities identify and articulate what is of value in their area and to guide planning decisions. Where relevant they may be considered as material considerations in making planning decisions but they will not have the same weight as documents in the statutory Local Plan.)

LICENSING ISSUES

South Gloucestershire Council will:

- For new Licences and review of Premises/Club Licence consultations, South Gloucestershire Council's Licensing Team will consult with the relevant Town and Parish Council.
- For new Street Trading consent consultations, South Gloucestershire Council's Licensing Team will consult with the relevant Town and Parish Council.
- Representations by Town and Parish Councils must be according to the statutory or policy timescales.
- Written observations and objections, made in line with the statutory or policy frameworks, received from Town and Parish Councils will be taken into consideration when determining an application.
- If valid objections are received against the granting of a Street Trading Consent or Premises/Club Licence, from a Town or Parish council the application will normally be referred to the Council's Licensing Panel for determination
- Where objections or comments have been received, notification will be given to the Town and Parish Councils of the licensing decision.
- Provide the relevant advice and information to any Town or Parish Council wishing to complain or call a review of a licence.
- Provide periodic training courses for local councillors and/or parish clerks to aid an understanding of the licensing process and the matters, which have a material bearing upon the determination of a licensing application.

Town and Parish Councils will:

- Acknowledge that South Gloucestershire Council will not always be able to accede to the requests of Town and Parish Councils.
- Make representations in accordance with the Statutory or Policy guidelines and endeavour to respond using electronic forms of communication.
- Recognise that if representations are made outside of the consultation time period they have to be deemed invalid.
- Ensure that every representation regarding a Licensing Act 2003 application, is linked to one of the four objectives:
 - The protection of children from harm
 - Public safety
 - Prevention of public nuisance
 - Prevention of crime and disorder

If representations are not related to at least one of these objectives, South Gloucestershire Council's Licensing Team, are not legally allowed to consider your views and they will be disregarded.

- Ensure that every representation regarding a Street Trading Consent application is linked to one of the following objectives:
 - Public Safety
 - Public Order
 - Avoidance of Nuisance

If representations are not related to at least one of these objectives South Gloucestershire Council's Licensing Team will deem the objection invalid.

- Create a mechanism whereby the Town and Parish Councils can respond to any amended applications received from South Gloucestershire Council.
- Ensure that representations are evidenced based and just not anecdotal.
- Attend meetings, briefings and training to gain a better understanding of the licensing process.



TOWN COUNCIL MEETING DATES 2018/2019

2018

9 January	Full Council
23 January	Environment and Planning
6 February	Finance and General Purposes
27 February	Full Council
13 March	Environment and Planning
10 April	Finance and General Purposes
24 April	Annual Parish Meeting
15 May	Annual Town Council Meeting
	Planning & Transportation
22 May	Environment and Community
5 June	Planning & Transportation
12 June	Finance and Governance
19 June	Planning & Transportation
26 June	Full Council
3 July	Planning & Transportation
10 July	Environment and Community
24 July	Finance and Governance
31 July	Planning & Transportation
21 August	Planning & Transportation
4 September	Full Council
11 September	Planning & Transportation
25 September	Environment and Community
2 October	Planning & Transportation
9 October	Finance and Governance
23 October	Planning & Transportation
30 October	Full Council
6 November	Planning & Transportation
13 November	Environment and Community
27 November	Planning & Transportation
4 December	Finance and Governance
18 December	Planning & Transportation

2019

8 January	Full Council
15 January	Planning & Transportation
22 January	Environment and Community
29 January	Planning & Transportation
5 February	Finance and Governance
19 February	Planning & Transportation
26 February	Full Council
5 March	Planning & Transportation
12 March	Environment and Community
26 March	Planning & Transportation
9 April	Finance and Governance
16 April	Planning & Transportation
30 April	Annual Parish Meeting
7 May	Planning & Transportation
14 May	Annual Town Council Meeting

**Yate Town Council Poole Court, Poole Court Drive, Yate, South
Gloucestershire BS37 5PP Phone 01454 866506
www.yatetowncouncil.gov.uk info@yatetowncouncil.gov.uk**

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Date Paid	Beneficiary Name	Department	Purpose of expenditure/Merchant Category	Net Payment	Vat that cannot be recovered
08/11/2017	South Glos Council	Town Council Properties	Rates Armadillo	£ 1,236.00	
08/11/2017	South Gloucestershire Council	Town Council Properties	Rates - Poole Court	£ 1,390.00	
10/11/2017	Bristol Gas & Heating Ltd	Yate Outdoor Sports Complex	Installation of new boiler	£ 4,400.00	£ -
10/11/2017	BWS Security	Sunnyside Bowling Pavilion	Security alarm maint 17/18	£ 421.00	£ -
10/11/2017	Catering Tech Services Ltd	Pop Inn Café	Kitchen Equipment Repair/Maintenance	£ 739.00	£ -
10/11/2017	Chapple & Jenkins Wholesale De	Pop Inn Café/Armadillo	Kitchen stock for resale	£ 744.84	£ -
10/11/2017	Murray Hire Ltd	Town Council Properties	Estates equipment	£ 1,424.90	£ -
10/11/2017	Off The Record	Grants/Community Support	Off The Record grant 17/18	£ 1,535.74	£ -
10/11/2017	Paul's Place	Grants/Community Support	Paul's Place grant award 17/18	£ 500.00	£ -
10/11/2017	PC World Business	Armadillo	Computer Equipment Armadillo funded from grant	£ 1,190.43	£ -
10/11/2017	Phoenix Software Ltd	Service Support	IT software	£ 900.00	
10/11/2017	VALUATION OFFICE AGENCY	Town Council Properties	Land valuation	£ 4,320.80	£ -
13/11/2017	Siemens Financial Services Ltd	Service Support	Quarterly copier charge	£ 520.00	
21/11/2017	Avon Sports Ground Maint Co.	Sunnyside Bowling Green	Bowling Green maintenance October 17	£ 475.31	£ -
24/11/2017	Beacon Cleaning Services	Town Council Properties	Cleaning Town Council Properties	£ 1,033.05	£ -
24/11/2017	GLDM	Yate Outdoor Sports Complex	Refurb consultancy support	£ 4,400.00	£ -
24/11/2017	Grant Thornton UK LLP	Service Support	Annual return 2017	£ 2,000.00	£ -
24/11/2017	Greendays Lighting Ltd	Yate Outdoor Sports Complex	Water softener overhaul	£ 2,993.73	£ -
24/11/2017	NSG Security Monitoring Ltd	Town Council Properties	Security Town Council Properties	£ 823.90	£ -
24/11/2017	South Gloucestershire Council	Town Council Properties	Cleaning Town Council Properties	£ 1,269.00	£ -
24/11/2017	South Gloucestershire Council	Service Support	Provision of internal audit services	£ 920.00	
24/11/2017	West Mercia Energy	Town Council Properties	Electric September 2017	£ 7,189.97	£ -
30/11/2017	Avon Pension Fund	Yate Town Council Staffing	Pension Contributions	£ 8,798.75	£ -
30/11/2017	DD to payflow	Yate Town Council Staffing	Staff Salaries	£ 39,647.64	£ -
30/11/2017	HMRC	Yate Town Council Staffing	NI and Tax Contributions	£ 10,457.55	£ -



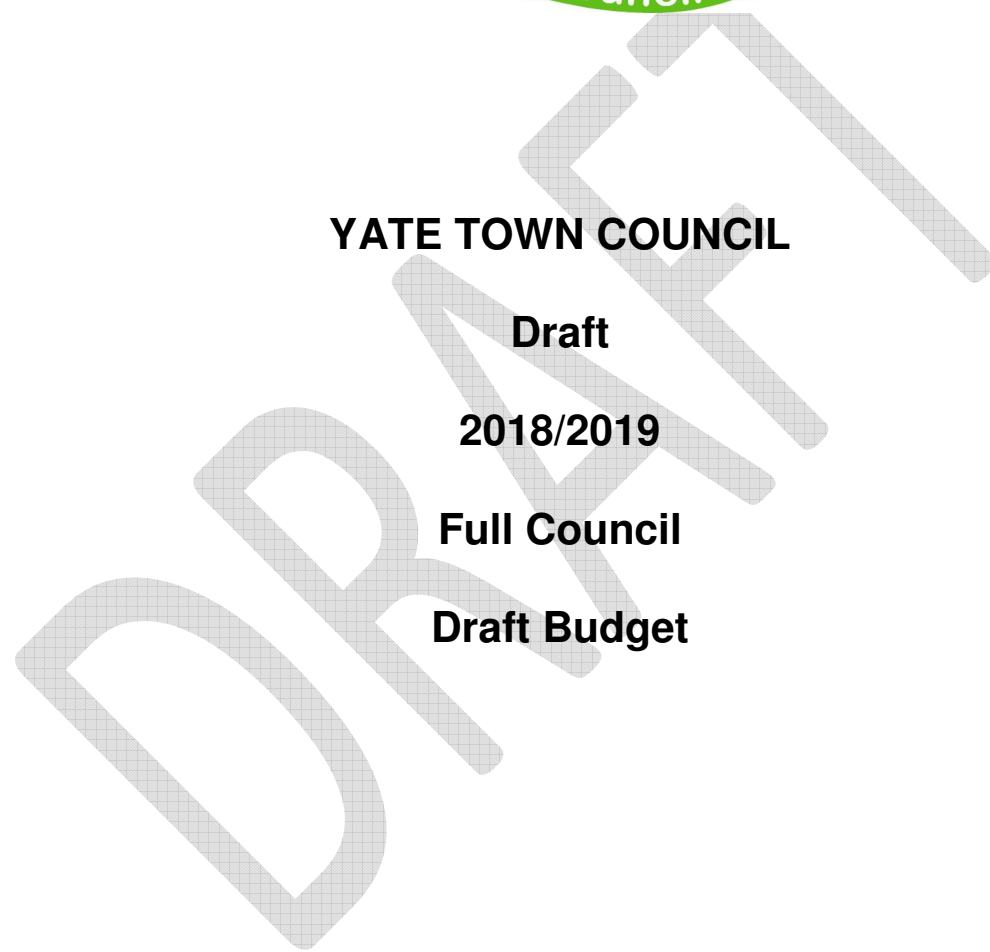
YATE TOWN COUNCIL

Draft

2018/2019

Full Council

Draft Budget



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NB: The 2018/2019 budget has been prepared using the current committee structure however it is acknowledged that in the 2018/2019 financial year, the committee structure will change and future budgets will reflect this.

BASIS FOR SETTING 2018/2019 BUDGET

Budget Increase

The RPI for September 2017 is 3.99%. The figure of 3.99% has been used as a general guide for increasing the budget.

Gas and Electricity

Gas and electricity budgets are based on historical consumption and supplier forecasts of non-commodity charges (subject to change) as advised by the energy contractor.

Loans

The following loans are outstanding and payable by Yate Town Council as at November 2017:

- Armadillo: 12 years 3 months 29 days to run - last payment due 2.3.30 – balance o/s as at 31.3.17 £371,601.85
- Heritage: 7 years 4 months 22 days to run - last payment due 25.3.25 - balance o/s as at 31.3.17 £116,597.05

Local Council Tax Support Grant (LCTSG)

Due to the changes in calculating the council tax some five years ago, leading to a reduction in precept that local councils could raise, government introduced a Local Council Tax Support Grant to offset the difference. This grant has been passed down to town and parish councils by South Gloucestershire Council in its area.

However the LCTSG has been reduced since it was first out in place with funding being received as follows:

2014/2015 - £85,430
2015/2016 - £83,488
2016/2017 - £44,498
2017/2018 - £29,553
2018/2019 - £18,435.

Pay Awards

Further to the draft budget received by the Finance & General Purposes Committee meeting on 28 November 2017, a final pay offer has been made by the National Employers for Local Government Services. The final pay offer has been incorporated into this Full Council draft budget and has increased the salary bill. The effect of the offer has been to bottom load pay scales SCP 6 - 19 (resulting in pay awards of 9.191% for SCP 6 – 3.734% for SCP 19) and an increase in pay scales of SCP 20 and above by 2%. Further funding has also been allocated to the Estates Salary budget to accommodate the call out payments as previously agreed.

National Insurance Contributions

Employer's National Insurance contributions for 2018/2019 have been retained at the current rate of 13.8%. Actuals are currently unknown

Pensions

In line with the 2016 Actuarial Valuation, Avon Pension Fund corrections have resulted in recovery payments and future service contributions; rates until 31 March 2020 are as follows:

	2018/2019	2019/2020
Future Service Rate (%of payroll)	13.2%	13.2%
Avon Pension Fund Corrections (£)	£13,100	£13,600

The next actuarial valuation takes place in 2019 for application to 2020 for a further three years.

PLEASE NOTE THIS DRAFT BUDGET IS SUBJECT TO CHANGE AS AND WHEN MORE UP TO DATE INFORMATION BECOMES AVAILABLE.

ENVIRONMENT AND PLANNING COMMITTEE BUDGET NOTES

NB Some items have been highlighted in green. These items are to be considered for ratification at the Full Council meeting on 9 January 2018.

1) (1) Sports Facilities

Sunnyside Bowling Facility

Yate & District Bowls Club has asked for a reduction in its licence fee for the next three years due to a fall in membership and income. If Members wish to consider this request they could think about one of the following options:

- 1) reducing the rent;
- 2) offering a grant;
- 3) consider a SLA.

The income budget has not been reduced to reflect the request from the Yate & District Bowling Club but instead the sum of £1,210 has been placed in grants for consideration.

Further to the above to note, options are also currently being explored for the provision of changing rooms/toilet facilities (as an alternative to the football changing rooms) to accommodate the football clubs for the first part of the 2018, whilst the football pavilion project is completed; Timescales currently unknown. This is also an option to reduce the rent by offsetting to cost for the use of the facilities, again for consideration.

Sunnyside Football Facility

This facility is due to have extra changing rooms added next year and solar panels added to the roof. A small decrease in electricity has been applied to reflect the solar panel installation. The income has been increased slightly to reflect the anticipated extra use, however due to possible revised time scales for the project worked planned; this income target may not be met.

Environment & Planning held on 14 November 2017 **RECOMMENDED that an SLA be put in place to accommodate the request from the Bowling Club to assist by supplementing the cost of the licence for a period of 3 years.**

2) (2) Parks

Kingsgate Park

Funding was set aside in the 2017/2018 budget in the sum of £15,000 for a one year loan repayment for works planned to be undertaken to the toilets in Kingsgate Park. It has been decided the toilets will be funded via a loan from town council reserves and repaid via annual repayments. Taking into account the £15,000 set aside this year it is anticipated a further 4 years with a £15,000 repayment will be allocated, therefore a further £15,000 has been put into the 2018/2019 budget.

Less income was received via the Ice Cream licence for 2017/2018 than anticipated; however this has now increased in the 2018/2019 financial year.

Yate Common

It was expected that Yate Common would be transferred from South Gloucestershire Council to Yate Town Council in the 2017/2018 financial year, however, as yet this has not transpired and it is not expected now to be transferred to Yate Town Council until 2018/2019 at the earliest. Given this the £7,000 allocated in the 2017/2018 budget has been earmarked towards the cost of bollards required as identified by the council to prevent unauthorised access to open spaces.

3) (3) Play Area Maintenance

It is expected that the play area maintenance budget for 2017/2018 will not be fully spent, therefore spare funding has been earmarked, again to put towards the cost of bollards required as identified by the council.

4) (4) Open Spaces

The proposed Open Spaces budget for 2018/2019 is showing an increase of approx. £7,561. Funding has been allocated to this budget head to pay for the buyback of extra Streetscene and Highway Maintenance services from South Gloucestershire Council in 2018/2019 (or alternative provider as decided); this was a service previously provided and funded by South Gloucestershire Council. Whereas £7,000 was previously transferred from earmarked reserves to fund the 2017/2018 expenditure, no earmarked reserve funding has been allocated to offset the cost of this service in 2018/2019 and beyond.

This budget has also been overspent due to the allocation of funding to accommodate the action undertaken following the unauthorised encampment on Lye Field.

As **RECOMMENDED** by the Finance & General Purposes Committee meeting held on 28 November 2017, £4,000 has been allocated to be spent from the open space budget funding not be raised to cover the cost of the tree carving being commissioned as a result of the felling of a long standing tree in Yate.

5) (6) Woods at the rear of Ridgewood

The woodland at the rear of the Ridgewood Centre is due to be transferred from South Gloucestershire Council to Yate Town Council and it is expected this will take place between now and the end of the 2018/2019 financial year. Originally £1,000 was allocated to this heading to deal with any maintenance required in 2018/2019. However following further investigations carried out by the Estates manager it appears that further costs for the site need to be considered as follows:

- £500 – 2 litter bins
- £300 – 1 seat
- £1,500 – nature reserve 5yr. management plan by ecologist
- £1,000 tree works
- £700 misc., possible walkway improvements etc.

A further £4,000 would be required to undertake the above works therefore £5,000 has been incorporated into the 2018/2019 budget.

6) (9) Estates Equipment, Vehicles and Machinery

The first table below shows the vehicles and equipment currently in use by Yate Town Council with anticipated running costs. There has been an increase of one extra leased vehicle in 2017/2018, to accommodate extra staff required following the transfer of assets by South Gloucestershire Council to Yate Town Council. The second table shows the larger equipment currently used by Yate Town Council with anticipated lifespan and renewal cost and future equipment wish list to improve working practices.

	2017/2018	2018/2019
Vehicles	Anticipated spend	2018/2019 Budget
Crewcab Tipper Peugeot Boxer	6,787	7,003
Vauxhall Combo Van	3,614	3,830
Tractor	1,166	1,332
Ride on Kubota Mower	1,036	1,072
Batwing Mower	3,416	4,432
Ranger pickup truck (shortly due to be replaced, replacement vehicle type yet to be decided)	5,910	5,324
Etesia Rotary Mower	1,616	1,632
RENAULT Kangoo ZE Electric	4,316	4,522
Estates Equipment	5,258	5,294
Totals	33,119	34,441

Equipment	Use	Anticipated life span	Anticipated renewal cost
Sisis Tractor Mounted Spiker	Aeration and drainage to grass sports pitches	+ 10 yrs.	£5,000
1.25 m Roller (Tractor mounted)	Levelling to grass sport pitches after use and also end of season grass pitch maintenance	+ 10 yrs.	£1,500
Kubota Rotovator (Tractor Mounted)	End of season grass pitch maintenance ready for seeding	+ 10 yrs.	£3,000
Pedestrian Accupro 2000 Fertiliser spreader	Seasonal fertilising to grass pitches	+ 5 yrs.	£500
Tractor	Multi use	5 yrs.	£30,000
Ride on Kubota Mower	Grass maintenance	+ 5 yrs.	£25,000
Batwing Mower	Grass maintenance	3 yrs.	£40,000
Etesia Rotary Mower	Grass maintenance (box mowing, collects grass arising).	4 yrs.	£20,000
Future equipment wish list	Use	Anticipated life span	Anticipated purchase cost
Towable power washer	Removing moss/algae from play area surfaces & pathways etc. Bus shelter cleaning PVC cladding etc. cleaning Cleaning play equipment	10 yrs.	£4,500
Towable Chipper Timberwolf 190	Chipping up of pruning's arising's, branches etc.	10 yrs.	£20,000
New Tractor and flail	Hedge flailing, current YTC tractor not fit for use with a flail, so new tractor required.	+ 10 yrs.	£40,000

Further to the above, the Finance & General Purposes Committee requested that consideration be given to providing the future equipment as identified to assist the estates team to more effectively undertake the estates work in light of increasing demands on the team. Consideration for this be given subject information being received in relation to hiring/leasing the equipment over five years v buying the equipment over five years. Information set out under Capital budget - see pages 21 & 22

7) (10) Transport Initiatives

£1,000 has been allocated to the transport Initiatives budget to allow for the replacement of panes in some of the bus shelters.

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ENVIRONMENT AND PLANNING COMMITTEE

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(1) SPORTS FACILITIES	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
17,572	17,504	Bowling Green & Pavilion	17,928	8,076	17,681	18,710
7,907	11,616	Football Pavilion and Pitches	9,911	4,356	8,790	9,044
1,008	345	Tennis Courts	1,028	252	870	931
3,800	3,319	Yate Outdoor Sports Complex	3,800	(3,010)	3,434	3,568
30,287	32,784	Total Expenditure	32,667	9,674	30,775	32,252
INCOME						
19,710	19,710	Bowling Green & Pavilion	19,710	9,855	20,006	20,006
6,878	10,635	Football Pavilion and Pitches	6,878	1,744	7,692	8,192
1,400	1,394	Tennis Courts	1,428	1,126	1,428	1,484
0	14,180	Yate Outdoor Sports Complex	0	(1,148)	(1,148)	0
0	0	To Earmarked Reserves	0	0	0	0
27,988	45,919	Total Income	28,016	11,577	27,978	29,682
2,299	(13,135)	SPORTS FACILITIES NET COSTS	4,651	(1,903)	2,797	2,571

PROPOSED ESTIMATE 2019/2020
19,271
9,315
951
3,675
33,213
20,301
7,725
1,528
0
0
29,555
3,658

PROPOSED ESTIMATE 2020/2021
19,849
9,594
972
3,785
34,201
20,910
7,957
1,574
0
0
30,441
3,760

(2) PARKS

EXPENDITURE						
24,967	14,262	Kingsgate Park	32,273	4,224	30,707	32,636
8,104	7,595	Brinsham Fields Park	8,132	8,948	15,348	9,192
33,071	21,857	Total Expenditure	40,405	13,172	46,055	41,827
INCOME						
3,076	6,872	Kingsgate Park	5,575	2,874	2,874	7,379
0	6,296	Brinsham Fields Park	0	4,004	4,004	0
3,076	13,168	Total Income	5,575	6,878	6,878	7,379
29,995	8,689	PARKS NET COSTS	34,830	6,294	39,177	34,448

48,160
9,166
57,326
7,600
0
7,600
49,726

48,701
9,697
58,398
7,828
0
7,828
50,570

(3) PLAY AREA MAINTENANCE

EXPENDITURE						
25,162	16,418	Total Expenditure	22,744	5,630	19,954	24,629
INCOME						
0	0	Total Income	0	0	0	0
25,162	16,418	PLAY AREAS NET COSTS	22,744	5,630	19,954	24,629

24,676
0
24,676

25,356
0
25,356

(4) OPEN SPACES						
EXPENDITURE						
22,260	37,337	Open Spaces & Greens	31,160	19,483	41,952	42,847
7,000	0	Yate Common	7,000	0	7,000	7,000
29,260	37,337	Total Expenditure	38,160	19,483	48,952	49,847
INCOME						
0	120	Total Income	60	60	60	60
29,260	37,217	OPEN SPACES NET COSTS	38,100	19,423	48,892	49,787

44,133
7,210
51,343
62
51,281

45,457
7,426
52,883
64
52,819

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(5) ABBOTSWOOD	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
6,400	4,730	Total Expenditure	6,400	366	3,232	5,630
INCOME						
0	0	Total Income	0	0	0	0
6,400	4,730	ABBOTSWOOD OPEN SPACE NET COSTS	6,400	366	3,232	5,630

PROPOSED ESTIMATE 2019/2020
5,408
0
5,408

PROPOSED ESTIMATE 2020/2021
5,305
0
5,305

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(6) WOODS AT THE REAR OF THE RIDGEWOOD CENTRE	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
0	0	Total Expenditure	1,000	0	1,000	5,000
INCOME						
0	0	Total Income	0	0	0	0
0	0	WOODS AT THE REAR OF RIDGEWOOD CENTRE NET COSTS	1,000	0	1,000	5,000

PROPOSED ESTIMATE 2019/2020
3,000
0
3,000

PROPOSED ESTIMATE 2020/2021
3,090
0
3,090

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(7) PUBLIC RIGHTS OF WAY	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
500	0	Total Expenditure	500	0	0	500
INCOME						
0	0	Total Income	0	0	0	0
500	0	PUBLIC RIGHTS OF WAY NET COSTS	500	0	0	500

PROPOSED ESTIMATE 2019/2020
515
0
515

PROPOSED ESTIMATE 2020/2021
530
0
530

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(8) ESTATES STAFF	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
179,340	150,225	Salaries	171,400	71,177	154,242	177,825
0	0	Agency Staff	0	0	2,000	2,000
14,700	11,518	Employers NIC	14,500	5,592	15,700	17,911
30,570	23,503	Employers Superannuation	26,500	8,469	24,700	27,200
15,470	0	Estates Apprentice	12,650	0	5,400	11,075
5,330	330	Staff Training	5,330	513	5,200	4,660
200	50	Expenses	200	7	200	200
3,550	2,073	Health and Safety	3,625	1,629	2,668	3,100
249,160	187,699	Total Expenditure	234,205	87,387	210,110	243,971
INCOME						
0	0	Misc	0	0	0	0
0	0	Total Income	0	0	0	0
249,160	187,699	ESTATES STAFF NET COSTS	234,205	87,387	210,110	243,971

PROPOSED ESTIMATE 2019/2020
183,160
2,060
18,448
28,016
11,407
4,800
206
3,193
251,290
0
0
251,290

PROPOSED ESTIMATE 2020/2021
188,655
2,122
19,002
28,856
11,749
4,944
212
3,289
258,829
0
0
258,829

(9) ESTATES EQUIPMENT VEHICLES AND MACHINERY						
EXPENDITURE						
36,694	32,326	Total Expenditure	38,460	16,301	33,119	33,143
INCOME						
0	0	Insurance Claims	0	0	0	0
0	0	Total Income	0	0	0	0
36,694	32,326	ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE NET COSTS	38,460	16,301	33,119	33,143

34,137
0
0
34,137

35,155
0
0
35,155

(10) TRANSPORT INITIATIVES

EXPENDITURE						
0	0	Bus Shelter Lease	0	0	0	0
500	413	Bus Shelter Repair	1,000	0	500	1,000
328	209	Insurance	213	217	217	225
828	622	Total Expenditure	1,213	217	717	1,225
INCOME						
0	0	Grants	0	0	0	0
0	0	Insurance Claims	0	0	0	0
0	0	Total Income	0	0	0	0
828	622	TRANSPORT INITIATIVES NET COSTS	1,213	217	717	1,225

0
1,030
232
1,262
0
0
0
1,262

0
1,061
239
1,300
0
0
0
1,300

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ENVIRONMENT AND PLANNING COMMITTEE TOTALS

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	ENVIRONMENT AND PLANNING EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
30,287	32,784	SPORTS FACILITIES	32,667	9,674	30,775	32,252
33,071	21,857	PARKS & COMMONS	40,405	13,172	46,055	41,827
25,162	16,418	PLAY AREAS	22,744	5,630	19,954	24,629
29,260	37,337	OPEN SPACES	38,160	19,483	48,952	49,847
6,400	4,730	ABBOTSWOOD	6,400	366	3,232	5,630
0	0	WOODS AT THE REAR OF RIDGEWOOD CENTRE	1,000	0	1,000	5,000
500	0	PUBLIC RIGHTS OF WAY	500	0	0	500
249,160	187,699	ESTATES STAFF	234,205	87,387	210,110	243,971
36,694	32,326	ESTATES EQUIPMENT VEHICLES AND MACHINERY	38,460	16,301	33,119	33,143
828	622	TRANSPORT INITIATIVES	1,213	217	717	1,225
411,362	333,773	Total Expenditure	415,754	152,230	393,914	438,025

PROPOSED ESTIMATE 2019/2020
33,213
57,326
24,676
51,343
5,408
3,000
515
251,290
34,137
1,262
462,169

PROPOSED ESTIMATE 2020/2021
34,201
58,398
25,356
52,883
5,305
3,090
530
258,829
35,155
1,300
475,047

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	ENVIRONMENT AND PLANNING INCOME TOTALS	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
27,988	45,919	SPORTS FACILITIES	28,016	11,577	27,978	29,682
3,076	13,168	PARKS	5,575	6,878	6,878	7,379
0	0	PLAY AREAS	0	0	0	0
0	120	OPEN SPACES	60	60	60	60
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0
0	0	ESTATES STAFF	0	0	0	0
0	0	ESTATES EQUIPMENT VEHICLES AND MACHINERY	0	0	0	0
0	0	TRANSPORT INITIATIVES	0	0	0	0
31,064	59,207	Total Income	33,651	18,515	34,916	37,121
380,298	274,566	ENVIRONMENT AND PLANNING NET COSTS	382,103	133,715	358,998	400,905

PROPOSED ESTIMATE 2019/2020
29,555
7,600
0
62
0
0
0
0
0
37,217
424,952

PROPOSED ESTIMATE 2020/2021
30,441
7,828
0
64
0
0
0
0
0
38,333
436,714

FINANCE AND GENERAL PURPOSES COMMITTEE BUDGET NOTES

8) (11) Democratic Representation

An additional £3,850 has been placed in this budget to build up the funds towards the cost of the next election along with a further £918 to meet the cost of IT licences to enable Councillors to access a councillor/staff area on the Town Council server.

9) (12) Civic

A small amount of extra funding has been allocated to the Civic budget to allow for any extra costs that may be involved in allowing for the Armistice Day to be included in the Remembrance Service in 2018.

To note that 2019 marks 125 years of Yate Town Council currently checking date to establish if in 2018/2019 or 2019/2020 financial year.

10) (13) Service Support

Salaries

At the time of writing, we are anticipating a future part time position to undertake extra works depending on how the council's work evolves (e.g. YOSC, PAS outcome, possible youth hub, fund raiser etc.) therefore an extra 26 hours at Community Project Manager rate to continue after the returning of a member of staff currently on maternity leave has been allowed for within the 2018/2019 staffing budget.

11) (14) Youth and Community Support

Despite the night bus funding not being used due to the demise of the night bus service this year, the Youth and Community Support budget is showing as overspent in 2017/2018 due to:

- a grant being awarded to Age UK to offset the cost of the lease room at Poole Court after the budget was set. However, this overspend has been compensated by the extra income received from Age UK not budgeted for under Poole Court;
- a grant of £1,536 being awarded to Off The Record (not budgeted for) however following the resolution of the council to use returned funding from the closure of the Joint Parishes Youth Forum Steering group to support a youth organisation, this income was used to offset the grant awarded.

To **NOTE** funding has also been allocated for the following in 2018/2019:

- Yate & District Bowling Club £1,210
- Age Concern £7,320
- Off the Record £4,500

(At the Finance & General Purposes Committee meeting held on 10 October 2017 it was agreed consideration be given to providing Off the Record with an SLA to offset against the cost of the lease)

- Running costs for the Urbie £2,900
- Volunteer training £2,000

12) (15) Facilities Development

This budget has been established to allow for revenue costs associated with development of facilities by Yate Town Council as necessary. No funding has been placed in this budget for 2018/2019, however the heading has been retained to enable the incorporation of figures for 2019/2020.

13) (17) Properties

Heritage Centre

In previous year funding has been allocated under the salaries heading within the Heritage Centre budget to fund two interns. This funding has not been used in the past couple of years and has therefore been removed from the 2018/2019 budget to assist with offsetting the new pay awards.

Armadillo

Following the transfer of the Armadillo to Yate Town Council, the Armadillo budget has been increased by 3.99% in line with the remaining buildings. The cost of this venue is accounted for by offsetting the Armadillo income against expenditure and the difference being met from the Yate Town Council budget for the premises and the funds previously transferred from South Gloucestershire Council.

The transfer funds from South Gloucestershire Council will have all but run out following 2018/2019 financial year leaving an estimated fund of £29,877. There is funding available in the Youth Provision earmarked reserve, however if it advised that the cost met by Yate Town Council be increased over a period of time to fully absorb the cost of this venue into the council's revenue budget expenditure.

Therefore if the funding previously allocated for 2018/2019 under YOSC is not required it is recommended it be used to increase the level of funding allocated to the Armadillo running costs.

£3,000 extra has been included in the Armadillo maintenance budget for 2018/2019 to enable the outside of the building to be re-painted.

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(11) DEMOCRATIC REPRESENTATION	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
300	239	Travel Expenses	300	12	150	300
500	400	Conference Fees	500	25	275	500
500	170	Members Training	500	70	500	500
0	0	IT - Members licencing	0	0	0	918
0	0	Members ICO Registration	0	0	0	595
0	0	Elections	0	0	0	3,850
0	0	Transferred to Earmarked Reserves	0	0	0	0
0	0	Transferred from Earmarked Reserves	0	0	0	0
1,300	809	DEMOCRATIC REPRESENTATION NET COSTS	1,300	107	925	6,663

PROPOSED ESTIMATE 2019/2020
309
515
515
946
613
3,966
0
0
6,863

PROPOSED ESTIMATE 2020/2021
318
530
530
974
631
4,084
0
0
7,069

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(12) CIVIC	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
820	444	Chairman's Allowance	820	181	820	850
3,672	2,106	Civic Events (EG Remembrance Service etc.)	3,570	163	3,217	3,803
4,492	2,550	Total Expenditure	4,390	344	4,037	4,653
		INCOME				
0	410	Misc	0	0	0	0
0	410	Total Income	0	0	0	0
4,492	2,140	CIVIC NET COST	4,390	344	4,037	4,653

PROPOSED ESTIMATE 2019/2020
876
3,917
4,793
0
0
4,793

PROPOSED ESTIMATE 2020/2021
902
4,035
4,937
0
0
4,937

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(13) SERVICE SUPPORT	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
62,832	36,917	Service Support	60,837	30,114	62,424	74,149
195,350	197,811	Salaries	235,200	120,238	238,620	268,094
15,650	17,125	Employers NIC	23,145	7,534	24,600	30,893
33,350	32,865	Employers Superannuation	36,420	15,030	37,500	42,241
0	0	Service Support Apprentice	10,240	0	4,380	8,980
307,182	284,718	Total Expenditure	365,842	172,916	367,524	424,357
		INCOME				

PROPOSED ESTIMATE 2019/2020
76,374
276,137
31,820
43,508
9,249
437,088

PROPOSED ESTIMATE 2020/2021
78,665
284,421
32,774
44,813
9,527
450,201

2,000	10,446	Bank Interest/Service Support/Misc	2,000	1,131	2,020	2,000
2,000	10,446	Total Income	2,000	1,131	2,020	2,000
305,182	274,272	SERVICE SUPPORT NET COST	363,842	171,785	365,504	422,357

2,060
2,060
435,028

2,122
2,122
448,079

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(14) YOUTH AND COMMUNITY SUPPORT	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
EXPENDITURE						
9,500	4,456	Grants	8,500	11,345	9,375	8,500
0	0	Communities Emergency Fund	0	0	0	1,000
8,000	8,000	Citizens Advice Bureau	8,000	8,000	8,000	8,000
-	-	Yate & District Bowls Club	0	0	0	1,210
-	-	Age UK	0	0	7,320	7,320
-	-	SLA Provision	0	0	1,536	4,500
123,460	96,443	Youth Provision	91,975	29,427	75,975	93,815
1,200	0	CPRE	1,200	0	1,200	1,200
1,500	0	Provisional SLA	1,500	0	0	0
4,300	3,161	N50 Night Bus	5,000	0	0	0
15,232	14,121	Events in the Parks	16,267	15,031	15,031	16,267
261	167	Christmas Carol & Grants Event	265	0	265	275
-	-	Volunteer Training	0	0	0	2,000
-	-	Yate Community Plan	0	0	0	0
16,900	16,058	Community Project Support	0	0	0	0
-	-	Transfer to Earmarked Reserves	0	0	16,000	0
-	-	Transferred from Earmarked Reserves	0	0	(2,607)	0
180,353	142,406	Total Expenditure	132,707	63,803	132,095	144,087
INCOME						
2,000	45,211	Total Income	2,000	5,514	7,050	0
178,353	97,195	YOUTH AND COMMUNITY SUPPORT NET COSTS	130,707	58,289	125,045	144,087

PROPOSED ESTIMATE 2019/2020
8,500
1,000
8,000
1,246
7,320
4,500
80,149
0
0
0
16,755
284
2,060
0
0
0
0
129,814
0
129,814

PROPOSED ESTIMATE 2020/2021
8,500
1,000
8,000
1,284
7,320
4,500
82,554
0
0
0
17,258
292
2,122
0
0
0
132,829
0
132,829

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(15) FACILITIES DEVELOPMENT	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
0	0	Facilities Development	0	0	0	0
0	0	Total Expenditure	0	0	0	0

PROPOSED ESTIMATE 2019/2020
28,043
28,043

PROPOSED ESTIMATE 2020/2021
28,884
28,884

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(17) PROPERTIES	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
19,823	15,280	Heritage Centre	19,306	8,284	19,256	20,521
48,241	42,650	Heritage Centre Salary Costs (Incl. NIC & Pension)	50,000	20,986	48,109	43,940
18,125	18,125	Heritage Centre Loan Repayment	18,124	9,063	18,124	18,124
13,891	10,516	Parish Hall	13,743	4,510	12,523	13,347
28,115	25,784	Pop Inn Café (PIC)	30,302	11,689	28,158	30,060
9,494	8,500	PIC Salary Costs (Incl. NIC & Pension)	8,210	4,082	8,174	8,340
58,602	49,053	Poole Court (P/Crt)	61,587	29,110	55,936	56,979
21,655	20,258	P/Crt Salary Costs (Incl. NIC & Pension)	20,400	7,899	18,255	21,370
58,000	63,448	Armadillo	69,805	31,661	86,664	79,268
140,000	119,935	Armadillo Salary Costs (Incl. NIC & Pension)	155,000	59,499	139,194	155,224
37,820	37,817	Armadillo Loan Repayment	37,820	18,909	37,820	37,820
(99,000)	(70,123)	From Earmarked Reserves to fund Armadillo	(86,218)	0	(101,125)	(102,331)
354,766	341,243	Total Expenditure	398,079	205,692	371,087	382,661

PROPOSED ESTIMATE 2019/2020
21,137
45,258
18,124
13,747
30,962
8,590
58,688
22,011
81,646
159,881
37,820
(94,266)
403,598

PROPOSED ESTIMATE 2020/2021
21,771
46,616
18,124
14,159
31,891
8,848
60,449
22,671
84,096
164,677
37,820
(86,260)
424,862

INCOME						
3,100	3,193	Heritage Centre	3,200	3,265	3,450	3,450
14,000	13,493	Parish Hall	12,611	7,878	13,737	13,641
24,000	23,655	Pop Inn Café	30,800	12,117	23,800	30,830
53,805	43,848	Poole Court	46,967	28,081	52,178	53,270
0	52,084	Armadillo	36,616	32,023	58,553	61,981
0	0	Transferred to Earmarked Reserves	0	0	0	0
94,905	136,273	Total Income	130,194	83,364	151,718	163,172
259,861	204,970	PROPERTIES NET COSTS	267,885	122,328	219,369	219,490

3,554
14,050
31,755
54,868
63,841
0
168,067
235,531

3,660
14,472
32,708
56,514
65,756
0
173,109
251,753

FINANCE AND GENERAL PURPOSES COMMITTEE TOTALS

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	FINANCE AND GENERAL PURPOSES EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
1,300	809	DEMOCRATIC REPRESENTATION	1,300	107	925	6,663
4,492	2,550	CIVIC	4,390	344	4,037	4,653
307,182	284,718	SERVICE SUPPORT	365,842	172,916	367,524	424,357
180,353	142,406	YOUTH AND COMMUNITY SUPPORT	132,707	63,803	132,095	144,087
0	0	FACILITIES DEVELOPMENT	0	0	0	0
354,766	341,243	PROPERTIES	398,079	205,692	371,087	382,661
848,093	771,726	Total Expenditure	902,318	442,862	875,668	962,422
		FINANCE & GENERAL PURPOSES INCOME TOTALS				
0	410	CIVIC	0	0	0	0
2,000	10,446	SERVICE SUPPORT	2,000	1,131	2,020	2,000
2,000	45,211	YOUTH AND COMMUNITY SUPPORT	2,000	5,514	7,050	0
94,905	136,273	PROPERTIES	130,194	83,364	151,718	163,172
98,905	192,340	Total Income	134,194	90,009	160,788	165,172
749,188	579,386	FINANCE AND GENERAL PURPOSES NET COSTS	768,124	352,853	714,880	797,251

PROPOSED ESTIMATE 2019/2020
6,863
4,793
437,088
129,814
28,043
403,598
1,010,199
0
2,060
0
168,067
170,127
840,072

PROPOSED ESTIMATE 2020/2021
7,069
4,937
450,201
132,829
28,884
424,862
1,048,781
0
2,122
0
173,109
175,231
873,550

CAPITAL AND OTHER EXPENDITURE BUDGET NOTES

14) (18) Play Areas and Sports Facilities

Trim Trail

It is not expected the £20,000 allocated to the trim trail will be used as s106 capital funding is likely to become available to fund this project. Therefore the £20,000 has been allocated to the cost of placing bollards on South Gloucestershire Council land.

Funding has been allocated in the 2018/2019 budget as follows:

- Priority - surface overlay at Millside Playzone £5,500 (suggested this cost be met from Play Area Projects ER);
- To improve the approach road to YOSC estimated at £10,000.

YOSC

It is anticipated £108,108 will be spent at this site which will be met from asset transfer money.

15) (19) Buildings

Building Fund

It is anticipated the current budget will be fully spent this financial year financial year represented as follow:

Various Building Lighting works	£ 2,980
Caretaker's flat refurbishment	£ 4,867
CCTV installation at Poole Court	£ 4,175
Replacement windows at Poole Court	£ 1,000
Further security works at Poole Court	£ 400
Estimated remaining Fund to earmarked reserves for emergencies	£ 5,210

£45,050 has been placed in the building fund budget for 2018/2019 to fund as follows:

Water softener at Sunnyside Lane Football Pavilion	£ 4,000
Replacement chairs in Council Chamber at Poole Court	£ 2,500
Replacement key pad alarm fob at Heritage Centre	£ 550
Boiler works at Poole Court	£ 23,000
Building Fund contingency	£ 15,000

Of the above it has previously been agreed that £23,000 be transferred from earmarked reserves to fund the boiler works.

16) (20) Bus Shelters

Members requested that £8,000 be placed in the budget to replace two bus shelters in Yate in 2017/2018. However the site that was identified also required a hard standing pad so the funding only accommodated one shelter.

A further sum of £5,000 has been placed in the budget for 2018/2019 to fund one replacement shelter (with pad if necessary).

17) (21) Parks and Greens

Kingsgate Park

Toilets - Funding has been allocated to undertake the toilet works at Kingsgate Park; £15,000 was raised in the 2017/2018 budget with a further £15,000 being raised in 2018/2019. A loan for the remaining £45,000 has been made from earmarked reserves with the funding borrowed from the youth provision earmarked reserve to be repaid over the following 3 years, 2019/2020 – 2021/2022, at £15,000 per annum.

Estates Yard

Further to the Business Plan presented to the Finance & General Purposes Committee meeting on 28 November 2017, see listed below estimated costs for the revision of the Yard in Kingsgate Park:

Shed & yard costings

- Shed including planning (max size 270 m2,) £40,000
- Internal fittings i.e. power, emergency lighting, H&S signage & security £5,000
- To install a new hard surface (max size 780 m2) for the rear compound £30,000

TOTAL £75,000

Future equipment

- Towable power washer £4,500
- Towable Chipper Timberwolf 190 £20,000
- New replacement Tractor & Flail £40,000

TOTAL £64,500

The Finance & General Purposes Committee **RECOMMENDS** that the £75,000 required for works as listed above for the shed and yard be carried out in one go and be funded by way of a loan from the youth provision earmarked reserve to be paid back over a period of five years at £15,000 per annum commencing 2019/2020.

A Further **RECOMMENDATION** that the capital building fund contingency be reduced from £15,000 to £10,000 and the towable power washer be purchased in 2018/2019 and the towable chipper Timberwolf also be purchased in the same year, should not all the Environment & Planning Committee revenue be spent. However should it not be the case that funding is available then the towable chipper Timberwolf be budgeted for in 2019/2020.

The above subject to the following purchase v hiring/leasing of equipment information prepared by the Estates Manager as requested by the Finance & General Purposes Committee meeting held on 28 November 2017:

Towable Chipper

On average the chipper is hired in 3 weeks per year totalling approx. £2,000 pa (£10,000 every 5 years).

To improve the maintenance to shrub beds, copse areas etc. it is suggested we would use a chipper more regularly throughout the year if the Estates team had the equipment at its disposal.

To purchase a towable chipper outright, the cost would be up to £20,000 with a life span of 10 -12 years plus. Annual service costs estimated to be £250.

Purchase cost of a Towable Chipper	5-year hire cost
£20,000 plus £250 per annual service	£10,000

Towable Power Washer

The Power Washer is hired for two weeks per year totalling £500. During this hire period only 4/5 play areas (surfaces and equipment) are cleaned.

To keep all play area surfaces free of moss and algae etc, and also, cleaning the equipment annually, it is anticipated the machine would need to be hired for 4/5 weeks a year totalling £1,250 per year (£6,250 per 5 years).

To purchase a towable power washer costs up to £4,500 with a life span of approx. 10 years. Annual service costs estimated to be £150.

Purchase cost of a towable power washer	5-year hire cost
£4,500 plus £150 per annual service	£2,500

Estates Manager's Recommendations

Based on the above information, allowing the estates team greater use of these pieces of equipment, enabling an improved service, it is **RECOMMENDED** that:

- Towable Chipper – to purchase this machine
- Towable Power Washer –to purchase this machine

in line with above recommendation.

Rodford Playing Fields

£15,000 allocated in the 2016/2017 budget to fund fencing and gates at Rodford playing fields; met from Earmarked reserves is now to be used for hedge laying, gate and signage.

Signs & Noticeboards

£24,000 has been allocated in the 2018/2019 budget to update banners, small and large info signage following the recent review undertaken.

18) (22) Other Project Expenditure

Youth Vehicle

The youth vehicle has been purchased this year at a cost of £38,555. Funded as follows:

Grant funding raised	£10,950
Income from Sale of old Urbie	£ 2,675
Earmarked reserve fund	£ 8,500
Balance of funding allocated 2017/2018	£ 4,900
Loan from Youth Provision ER	£11,530

The above loan to be repaid over the next two years 2018/2019 & 2019/2020 at £5,765 per annum.

Business and Staffing Review

£39,670 will be spent from this fund in the 2017/2018 financial year in updating and networking the Town Council's IT.

Further funding in the sum of £18,345 has been set aside in 2018/2019 to undertake a review of the telephone system, upgrade of websites.

Future Project Aspirations/for Consideration

- £15,000 - replacement kitchen at Poole Court;
- £15,000 - to start building a fund for emergency building expenditure. The current pot has been depleted (£10,000 has been incorporated into the draft budget for the 2018/2019 financial year for consideration);
- £40,000 – new tractor and flail;
- £12,000 - Poole Court foyer refurbishment;
- £ 7,000 - upgrade to sprinkler system at Sunnyside bowling green – (proposed future S106 under courts and greens);
- Money for refurbishment of Eggshill Lane Play area – (proposed future S106);
- £1,000 - Brinsham Fields - installation of path on corner of field to Coopers Drive (walkers cut through & desire line forming) – (proposed future S106);
- Eggshill Play Area Refurbishment;
- Brinsham Park Play Area Phase 2;
- Bowling Club Extension;
- Lunch Club (at another venue) phase 2;
- YOSC – second set of long jump pits/repositioning of fencing;
- Provision of 4G pitch at YOSC;
- YOSC car park works (this suggestion was brought up at the YOSC liaison meeting held on 3 November 2017, however please note this car park does not belong to Yate Town Council) currently held in abeyance and possible extension of the car park between the all-weather pitch and the houses.

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(18) PLAY AREAS AND SPORTS FACILITIES	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
70,000	66,039	CE - ST MARY'S PLAY AREA	0	187	187	0
0	0	CE - MILLSIDE PLAYZONE	0	0	0	5,500
0	0	CE - BRINSHAM PARK PLAY AREA	0	1,200	25,370	0
0	0	CE - WITCHES HAT PLAY AREA PROJECT	0	0	0	0
0	0	CE - PLAY AREA REFURBISHMENT	0	1,768	1,768	0
10,000	2,880	CE - HOWARD LEWIS PLAY AREA	0	0	0	0
0	0	CE - OLDER PERSONS TRIM TRAIL	20,000	0	0	0
0	0	CE - SUNNYSIDE TENNIS COURTS	0	0	0	0
0	0	CE - YOSC	0	38,660	108,108	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0
80,000	68,919	Expenditure - Play Area & Sports Facilities	20,000	41,815	135,433	5,500
0		TRANS FROM EARMARKED RESERVES	0	0	(108,108)	(5,500)
80,000	68,919	Net Expenditure - Play Areas & Sports Facilities (After reserve transfers)	20,000	41,815	27,325	0

PROPOSED ESTIMATE 2019/2020
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PROPOSED ESTIMATE 2020/2021
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LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(19) BUILDINGS	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
		EXPENDITURE				
1,000	2,992	CE - POOLE COURT REFURBISHMENT	0	0	0	0
0	0	CE - YOUTH CAFÉ	0	0	0	0
22,000	38,695	CE - BUILDING FUND	15,600	8,990	10,390	45,050
0	0	TRANS TO EARMARKED RESERVES	0	0	5,210	0
23,000	41,687	Expenditure - Buildings	15,600	8,990	15,600	45,050
(7,000)	0	LESS TRANS FROM EARMARKED RESERVES	(2,000)	0	0	(23,000)
16,000	41,687	Net Expenditure - Buildings (After reserve transfers)	13,600	8,990	15,600	22,050

PROPOSED ESTIMATE 2019/2020
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PROPOSED ESTIMATE 2020/2021
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LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(20) BUS SHELTERS	CURRENT YEAR BUDGET 2016/2017	CURRENT YTD ACTUAL (SEPT) 2016/2017	ANNUAL PROJECTED 2016/2017	BUDGET 2017/2018
0	0	CE - NEW BUS SHELTERS	8,000	0	5,000	5,000
0	0	Total Expenditure - Bus Shelters	8,000	0	5,000	5,000
0	0	TRANS FROM EARMARKED RESERVES	0	0	0	0
0	0	Net Expenditure - Bus Shelters (After reserve transfers)	8,000	0	5,000	5,000

PROPOSED ESTIMATE 2018/2019
5,150
5,150
0
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PROPOSED ESTIMATE 2019/2020
5,305
5,305
0
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LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(21) PARKS AND GREENS	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
0	38,545	CE - KINGSGATE PARK	0	0	75,000	0
0	0	CE - LAND ACQUISITION	0	3,061	40,000	0
0	0	CE - LAND DISPOSAL	0	700	3,000	0
0	0	CE - ABBOTSWOOD CAPITAL ENHANCEMENT	20,000	0	6,000	0
0	0	CE - RODFORD SITE FENCING & GATES	0	0	15,000	0
0	0	CE - BOLLARDS	0	0	22,250	0
0	0	CE - SIGNS & NOTICEBOARDS	12,000	32,009	32,009	24,000
0	0	TRANSFER TO EARMARKED RESERVES	0	0	14,000	0
0	38,545	Total Expenditure - Parks & Greens	32,000	35,770	207,259	24,000
0	0	TRANS FROM EARMARKED RESERVES	0	0	(110,009)	0
0	38,545	Net Expenditure - Parks & Greens (After reserve transfers)	32,000	35,770	97,250	24,000

PROPOSED ESTIMATE 2019/2020
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PROPOSED ESTIMATE 2020/2021
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LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	(22) OTHER PROJECT EXPENDITURE	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019	PROPOSED ESTIMATE 2019/2020	PROPOSED ESTIMATE 2020/2021
0	0	CE - ESTATES VEHICLES EQUIPMENT	0	0	0	0	0	0
0	0	CE - YOUTH VEHICLE	0	38,555	38,555	0	0	0
60,000	6,063	OP - BUSINESS AND STAFFING REVIEW	0	7,478	39,670	18,345	0	0
0	0	OP - SERVICE & PROJECT DEVELOPMENT	116,000	0	0	299	0	0
0	0	OP - YOSC SUPPORT	0	0	0	27,226	0	0
0	0	OP - YATE AGEING BETTER	5,000	0	5,000	15,500	0	0
0	0	OP - BRINSHAM PARK NESTING ISLANDS	0	7,216	7,216	0	0	0
5,000	0	OP - FRIENDS OF YATE STATION IMPROVEMENTS	0	0	0	0	0	0
0	0	TRANSFER TO EARMARKED RESERVES	0	0	0	0	0	0
65,000	6,063	Total Expenditure - Other Projects (After Reserve transfers)	121,000	53,249	90,441	61,370	0	0
		TRANS FROM EARMARKED RESERVES	0	0	(48,170)	0		
65,000	6,063	Total Expenditure - Other Projects (After Reserve transfers)	121,000	53,249	42,271	61,370	0	0
168,000	155,214	Total Capital Expenditure	196,600	139,824	453,733	140,920	20,150	20,305

CAPITAL AND PROJECT INCOME

LAST YEAR BUDGET 2016/2017	LAST YEAR ACTUAL 2016/2017	CAPITAL - INCOME	CURRENT YEAR BUDGET 2017/2018	CURRENT YTD ACTUAL (SEPT) 2017/2018	ANNUAL PROJECTED 2017/2018	BUDGET 2018/2019
0	68,919	CE - INCOME GRANTS REC (GOV)	0	(60,588)	25,370	0
0	0	CE - INCOME GRANTS RECEIVED (OTHER)	0	10,950	10,950	0
0	0	CE - INCOME YOSC TRANSFER FUND	0	0	479,608	0
0	0	CE - INCOME SALE OF ASSETS	0	0	11,000	0
0	0	CE - INCOME LOAN	0	0	0	0
0	0	TRANSFERRED TO EARMARKED RESERVES	0	0	(479,608)	0
0	68,919	Total Net Income	0	(49,638)	47,320	0

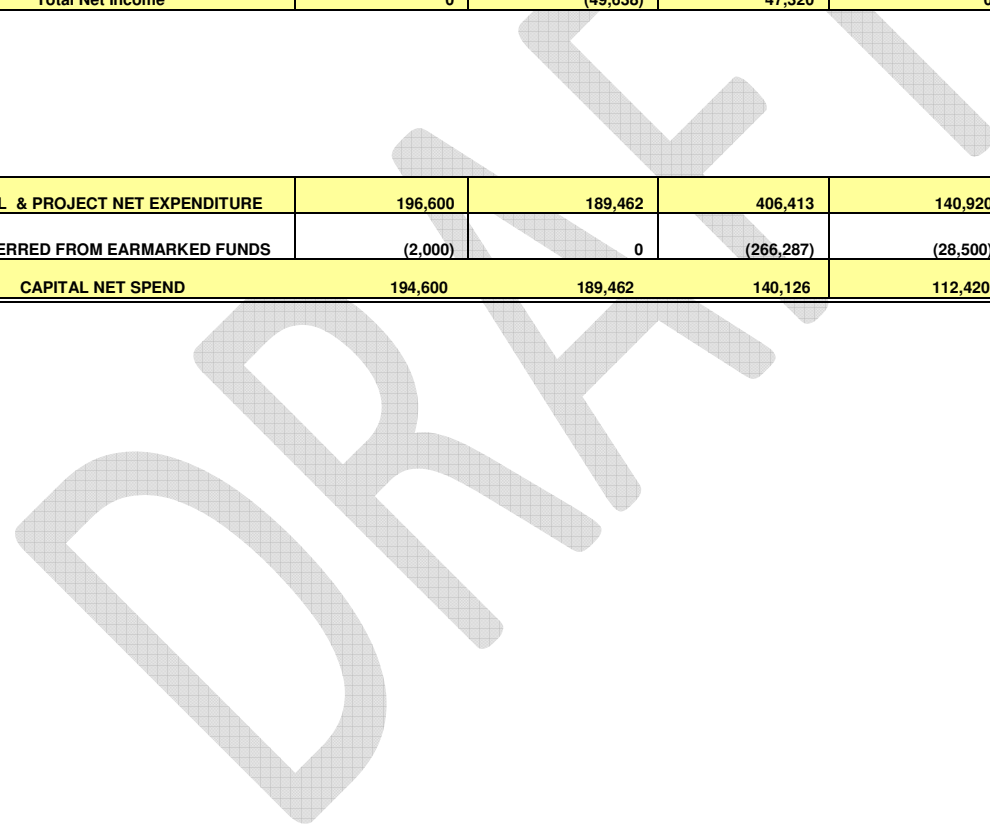
PROPOSED ESTIMATE 2019/2020
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PROPOSED ESTIMATE 2020/2021
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168,000	86,295	CAPITAL & PROJECT NET EXPENDITURE	196,600	189,462	406,413	140,920
(7,000)	0	TRANSFERRED FROM EARMARKED FUNDS	(2,000)	0	(266,287)	(28,500)
161,000	86,295	CAPITAL NET SPEND	194,600	189,462	140,126	112,420

20,150
0
20,150

20,305
0
20,305



EARMARKED RESERVES

It is anticipated that the following earmarked reserves will be held at the end of the 2017/2018 financial year after provisions have been made for projects as identified:

1.	Play Areas Projects	23,411	Held towards the cost of new or the refurbishment of kickabout/play areas.
2.	Youth Vehicle	0	This funding was originally set aside to fund the cost of the Urbie which has now been purchased.
3.	Building Fund	5,634	This fund to be increased annually to enable the Town Council to meet the cost of urgent building repairs etc.
4.	Armadillo Sinking Fund	157,275	Sinking fund held to fund large building repairs to the Armadillo.
5.	Kingsgate Park Toilets	75,000	Allocated to replace toilets in Kingsgate Park
6.	Abbotswood Capital Enhancement	14,000	A fund set aside to undertake capital enhancement works at Abbotswood following the open space at the front of the shops now owned now by Yate Town Council.
7.	Allotments	12,000	Allotments - £12,000 was earmarked in 2012/2013 to develop land for use as allotments should land become available.
8.	Service & Project Development	8,370	Funding held to support Capital and Project expenditure as identified by the council.
9.	Armadillo Settlement Funds	1,000	Armadillo settlement monies held to assist with the running costs of the Armadillo. It is anticipated that £92,1855 will be transferred to the Armadillo budget to meet the balance of the 2017/2018 operational costs with the balance making up a total of £99,000 transferred to the Armadillo sinking fund.
10.	YOSC Transfer Funds	371,500	It is anticipated that the final part of the settlement from South Gloucestershire Council following YOSC being leased to Yate Town Council will be transferred this year. The balance of monies left are to fund the track and other capital spends at the site should not all the earmarked £371,500 be required for the track project.
11.	Noticeboard Refurbishment	0	Funding originally set aside to undertake the first phase of the noticeboard review.
12.	Armadillo Project Funds	18,658	The balance of project monies held on behalf of the Armadillo to fund project expenditure as and when identified.
13.	Armadillo Apprentice Funds	8,188	Balance of funding raised and held to fund the employment of apprentices at the Armadillo.
14.	Business Review – IT	14,267	Balance of funding left from the IT review retained to replace equipment as necessary.
15.	Elections	17,099	Earmarked funding to meet the cost of the elections in 2019/2020.
16.	Yate Community Plan	0	A small amount awarded to Yate Community Plan towards the cost of planning in Station Road.
17.	Public Rights of Way	6,081	Public Rights of Way monies for the public footpath order.
18.	Grant Funding	0	Grant funding awarded in 2016/2017 earmarked for claiming in 2017/2018.
19.	Youth Provision	212,870	Funding allocated to meet future Youth Provision in Yate.

EARMARKED RESERVES

	EARMARKED RESERVES	Balance available as at 1 April 2017	Transfer In	Transfer out	Anticipated Balance as at 31 March 2018	ESTIMATE 2018/2019	ESTIMATE 2019/2020
	PLAY AREA REFURBISHMENT						
1	ER - PLAY AREA PROJECTS	33,135	0	9,724	23,411	23,411	23,411
2	ER - YOUTH VEHICLE	8,500	0	8,500	0	0	0
	BUILDINGS						
3	ER - BUILDING FUND	15,424	5,210	15,000	5,634	5,634	5,634
4	ER - ARMADILLO SINKING FUND	128,398	28,877	0	157,275	157,275	157,275
5	ER - KINGSGATE PARK TOILETS	0	75,000	0	75,000	0	0
6	ER - ABBOTSWOOD CAPITAL ENHANCEMENT	0	14,000	0	14,000	14,000	14,000
	OTHER PROJECTS						
7	ER - ALLOTMENTS	12,000	0	0	12,000	12,000	12,000
8	ER - SERVICE & PROJECT DEVELOPMENT	71,997	0	63,627	8,370	8,370	8,370
9	ER - ARMADILLO SETTLEMENT FUNDS	128,877	0	127,877	1,000	0	0
	ER - YOSC TRANSFER FUNDS	0	479,608	108,108	371,500	0	0
10	ER - NOTICEBOARD REFURBISHMENT	13,000	0	13,000	0	0	0
11	ER - ARMADILLO PROJECT FUND	18,658	0	0	18,658	18,658	18,658
12	ER - ARMADILLO APPRENTICE FUNDS	16,948	0	8,760	8,188	0	0
13	ER - BUSINESS REVIEW - IT	53,937	0	39,670	14,267	0	0
	COMMITTED REVENUE EXPENDITURE						
14	ER - ELECTIONS	17,099	0	0	17,099	22,099	0
15	ER - YATE COMMUNITY PLAN	400	0	400	0	0	0
16	ER - PUBLIC RIGHT OF WAY	6,081	0	0	6,081	6,081	6,081
17	ER - GRANT FUNDING	3,797	0	3,797	0	0	0
18	ER - YOUTH PROVISION	328,370	16,000	131,500	212,870	212,870	212,870
		856,621	618,695	529,963	945,343	480,398	458,299

PRECEPT CALCULATIONS 2018/2019

South Gloucestershire Council Council Tax Base figure, as agreed by Cabinet on 4 December 2017, for 2018/2019 is 7067 band D properties. This figure has been used to calculate the 2018/2019 draft budget.

Tax Base	%	cost per band D House	precept raised	precept raised
2017-2018				
6,995	x	158.37	1,107,798	1,107,798

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2018-2019						
7,067	0	158.37	1,119,201	0.00	0.00	44,656.06
7,067	1	159.95	1,130,393	159.95	3.08	33,464.05
7,067	2.00	161.54	1,141,585	161.54	3.11	22,272.04
7,067	3.00	163.12	1,152,777	163.12	3.14	11,080.03
7,067	3.99	164.69	1,163,857	164.69	3.17	-
7,067	4.00	164.70	1,163,969	164.70	3.17	111.97

RESERVES SUMMARY

Budget Summary	2017-2018		2018-2019	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Planning	393,914	415,754	438,025	22,271
Finance and General Purposes	875,668	902,318	962,422	60,104
	<u>1,269,582</u>	<u>1,318,072</u>	<u>1,400,448</u>	<u>82,376</u>
INCOME				
Environment and Planning	34,916	33,651	37,121	3,470
Finance and General Purposes	160,788	134,194	165,172	30,978
Local Council Tax Support Grant	29,553	29,553	18,298	(11,255)
Positive Activities Support Grant	16,000	16,000	16,000	0
	<u>241,257</u>	<u>213,398</u>	<u>236,591</u>	<u>23,193</u>
NET REVENUE EXPENDITURE	<u>1,028,325</u>	<u>1,104,674</u>	<u>1,163,857</u>	<u>59,183</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	406,413	196,600	140,920	(55,680)
Less: Funded from Earmarked Reserves	(266,287)	(2,000)	(28,500)	26,500
TOTAL NET EXPENDITURE	<u>1,168,451</u>	<u>1,299,274</u>	<u>1,276,277</u>	<u>22,997</u>
Financed as Follows:				
General Reserves as at 1 April 2017	494,025		433,384	
Estimated General Reserve as at 31 March 2018	<u>433,384</u>		<u>320,964</u>	**
Used/(Available) to Fund Expenditure	60,641	191,464	112,420	
TOTAL PRECEPT	<u>1,107,810</u>	<u>1,107,810</u>	<u>1,163,857</u>	
	<u>1,168,451</u>	<u>1,299,274</u>	<u>1,276,277</u>	

**Note	Recommended reserve equal to		
	3 months net expenditure	282,081	306,169
	Plus £30000 contingency		320,964

Earmarked Reserves	Actual 31.03.16	Actual 31.03.17	Anticipated 31.03.18
Capital Projects	309,860	185,456	646,819
Others	559,678	671,164	299,723
	<u>869,538</u>	<u>856,621</u>	<u>946,543</u>

DRAFT

NB: Due to early indication, future years budgets have been projected with a possible shortfall of approx. £19,600 in 2019/2020 and £53,000 in 2020/2021, this will need to be addressed at budget setting in 2018 for 2019/2020'

INDICATIVE PRECEPT CALCULATIONS 2019/2020

South Gloucestershire Council has advised the provisional indicative Council Tax Base figure for 2019/2020 is 7311 band D properties (this represents an increase of 244 band D properties based on the previous year) The provisional indicative figure has been used to calculate the 2019/2020 draft budget using an estimated 3% increase in the RPI.

Tax Base	%	cost per band D House	precept raised	precept raised
2018-2019				
7,067	x	164.69	1,163,864	1,163,864

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2019-2020						
7,311	0	164.69	1,204,049	0.00	0.00	55,736.60
7,311	1	166.34	1,216,089	166.34	3.20	43,696.12
7,311	2.00	167.98	1,228,130	167.98	3.23	31,655.63
7,311	3.00	169.63	1,240,170	169.63	3.26	19,615.14
7,311	3.99	171.26	1,252,090	171.26	3.29	7,695.06
7,311	4.00	171.28	1,252,211	171.28	3.29	27,724.66

RESERVES SUMMARY

Budget Summary	2018-2019		2019 - 2020	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Planning	438,025	438,025	462,169	24,144
Finance and General Purposes	962,422	962,422	1,010,199	47,776
	<u>1,400,448</u>	<u>1,400,448</u>	<u>1,472,368</u>	<u>71,920</u>
INCOME				
Environment and Planning	37,121	37,121	37,217	96
Finance and General Purposes	165,172	165,172	168,067	2,895
Local Council Tax Support Grant	18,298	18,298	7,299	(10,999)
Positive Activities Support Grant	16,000	16,000	0	(16,000)
	<u>236,591</u>	<u>236,591</u>	<u>212,583</u>	<u>(24,008)</u>
NET REVENUE EXPENDITURE	<u>1,163,857</u>	<u>1,163,857</u>	<u>1,259,785</u>	<u>95,928</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	140,920	140,920	20,150	(120,770)
Less: Funded from Earmarked Reserves	(28,500)	(28,500)	0	28,500
TOTAL NET EXPENDITURE	<u>1,276,277</u>	<u>1,276,277</u>	<u>1,279,935</u>	<u>3,658</u>
Financed as Follows:				
General Reserves as at 1 April 2017	302,050		302,050	
General Reserve as at 31 March 2018	<u>302,050</u>		<u>344,946</u>	**
Used/(Available) to Fund Expenditure	112,420	112,420	20,150	
TOTAL PRECEPT	<u>1,163,857</u>	<u>1,163,857</u>	<u>1,322,831</u>	
	<u>1,276,277</u>	<u>1,276,277</u>	<u>1,322,831</u>	

**Note	Recommended reserve equal to		
	3 months net expenditure	293,464	315,964
	Plus £30,000 contingency		344,946

INDICATIVE PRECEPT CALCULATIONS 2020/2021

South Gloucestershire Council has advised the provisional indicative Council Tax Base figure for 2020/2021 is 7412 band D properties (this represents an increase of 101 band D properties based on the previous year) The provisional indicative figure has been used to calculate the 2020/2021 draft budget using an estimated 3% increase in the RPI.

Tax Base	%	cost per band D House	precept raised	precept raised
2018-2019				
7,311	x	164.69	1,204,049	1,204,049

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2019-2020						
7,412	0	164.69	1,220,682	0.00	0.00	89,581.94
7,412	1	166.34	1,232,889	166.34	3.20	77,375.11
7,412	2.00	167.98	1,245,096	167.98	3.23	65,168.29
7,412	3.00	169.63	1,257,303	169.63	3.26	52,961.47
7,412	3.99	171.26	1,269,388	171.26	3.29	40,876.71
7,412	4.00	171.28	1,269,510	171.28	3.29	61,059.15

RESERVES SUMMARY

Budget Summary	2018 - 2019		2019 - 2020	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Planning	462,169	462,169	475,047	12,878
Finance and General Purposes	1,010,199	1,010,199	1,048,781	38,582
	<u>1,472,368</u>	<u>1,472,368</u>	<u>1,523,828</u>	<u>51,460</u>
INCOME				
Environment and Planning	37,217	37,217	38,333	1,117
Finance and General Purposes	168,067	168,067	175,231	7,164
Local Council Tax Support Grant	7,299	7,299	0	(7,299)
Positive Activities Support Grant	0	0	0	0
	<u>212,583</u>	<u>212,583</u>	<u>213,564</u>	<u>8,280</u>
NET REVENUE EXPENDITURE	<u>1,259,785</u>	<u>1,259,785</u>	<u>1,310,264</u>	<u>50,479</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	20,150	20,150	20,305	155
Less: Funded from Earmarked Reserves	0	0	0	-
TOTAL NET EXPENDITURE	<u>1,279,935</u>	<u>1,279,935</u>	<u>1,330,569</u>	<u>50,634</u>
Financed as Follows:				
General Reserves as at 1 April 2018	344,946		306,453	
General Reserve as at 31 March 2019	<u>306,453</u>		<u>357,566</u> **	
Used/(Available) to Fund Expenditure	(42,896)	(42,896)	0	
TOTAL PRECEPT	<u>1,322,831</u>	<u>1,322,831</u>	<u>1,381,682</u>	
	<u>1,279,935</u>	<u>1,279,935</u>	<u>1,381,682</u>	

**Note	Recommended reserve equal to			
	3 months net expenditure	317,446	339,946	357,566
	Plus £30,000 contingency			



Strictly Private and Confidential

Mrs S Davies & Mrs C Demmery
Deputy Town Clerk and RFO
& Deputy RFO
Yate Town Council
Poole Court
Poole Court Drive
Yate
BRISTOL
South Gloucestershire
BS37 5PP

Date: 3rd November 2017
Your Ref:
Our Ref: SGIAS/MB/1044/011
Enquiries to: Maria Bowes
Telephone: (01454) 865434
Email: Maria.Bowes@southglos.gov.uk

Dear Steph and Catherine

Internal Audit Review – September 2017

I can confirm that the annual audit of Yate Town Council's accounts by Maria Bowes has now been completed.

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Maria examined these procedures and was pleased to form the opinion that they are of a **High** standard.

The auditor was pleased to report that there were just 2 matters arising from the current audit and these have been included in the accompanying action plan.

Please find enclosed various Appendices. Appendix 1 describes our standard audit opinions. Appendix 2 describes our key control objectives, illustrating the areas examined during the course of the audit for your information. Appendix 3 is a Quality Control Questionnaire and I would be grateful if you would complete this and return it to myself, Justine Poulton, Audit Manager. Your answers to this questionnaire, which shall of course be treated as confidential, will help to ensure that the service provided to you meets the highest standards and is relevant to your needs.

Internal Audit Services, Chief Executive & Corporate Resources Dept
South Gloucestershire Council, Council Offices, Badminton Road, Yate, BRISTOL,
BS37 5AF

Our daily rate for 2017/18 is £230 a day and our agreement with Yate Town Council is 4 days' work per year. Therefore, I have arranged for an invoice to be issued for the fee of £920 plus VAT for the work we have undertaken this year to date, and to include year end work.

In conclusion, I would like to thank you for the help and courtesy during the course of the audit. Should you require any further advice or assistance on any aspect of the report, please do not hesitate to contact Maria on the above telephone number.

Yours sincerely

Justine Poulton
Audit Manager

Encs

Internal Audit Services, Chief Executive & Corporate Resources Dept
South Gloucestershire Council, Council Offices, Badminton Road, Yate, BRISTOL,
BS37 5AF

The following table describes our standard audit opinions.

High Standard	Reliable Standard	Improvements Required
Full reliance can be placed on the arrangements operating.	There are very few significant matters arising from the audit.	Existing procedures need to be improved in order to ensure that they are fully reliable.
Only minor recommendations have been made.	Recommendations made serve to strengthen what are reasonably reliable procedures.	Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.

03 November 2017

Yate Town Council

Key Control Objectives:		Achieved?
A.	Appropriate accounting records have been kept properly throughout the year.	Yes
B.	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	The council assessed the significant risks to achieving objectives and reviewed the adequacy of arrangements to manage these.	Partially
D.	The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Partially
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I.	Periodic and year-end bank account reconciliations are properly carried out.	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	To be tested at year end.
K.	Trust funds (including charitable). The council met its responsibilities as a trustee.	Yes

03 November 2017

No.	Matters Arising from Review	Potential Consequence	Recommendations & Management Comment (Where Applicable)	Responsible Officer, Proposed Timescale and Priority
High Priority Recommendations				
1	<p>The insurance limit to monies held overnight at The Armadillo is £500 for each of the 2 safes, therefore £1,000 in total across the two safes.</p> <p>On one occasion, for the night of 14/09/17 – 15/09/17 £1,146.10 was retained across the two safes.</p>	<p>Insurance limits have been breached and the site would not have been covered in the event of a claim.</p>	<p>The on site staff should work with Yate Town Council staff to review the regularity of banking, to ensure that insurance limits are not breached in future.</p> <p>(The Auditor would not recommend insurance limits being increased as this would increase the risk of more cash being held on site.)</p>	<p>Responsible Finance Officer, Deputy Responsible Finance Officer and Armadillo staff</p> <p>Completed – November 2017 Emailed Armadillo manager to advise to cash held overnight to be kept within the limits set in the cash handling policy and a proviso put in place should the issue arise again in the future 09.11.17</p> <p>Insurance limits <u>not</u> breached currently set at £5,000 (min Zurich cover) for money held overnight in safes and strongholds. Armadillo Insurance amalgamated with YTC in 2017 so fully covered. SGC Auditors advised.</p>

No.	Matters Arising from Review	Potential Consequence	Recommendations & Management Comment (Where Applicable)	Responsible Officer, Proposed Timescale and Priority
2	<p>The EU Procurement Thresholds stated in the Standing Orders are the 2015 levels.</p> <p>The EU Procurement Thresholds stated in the Financial Regulations are the 2016 levels.</p>	<p>Confusion could arise in the event of a high value procurement exercise.</p>	<p>The Standing Orders should be updated to the most recent threshold figures. The most recent levels should continue to be worked to until the UK leaves the EU.</p> <p>While we are still a member state EU legislation still applies in the UK.</p>	<p>Clerk, Responsible Finance Officer and Deputy Responsible Finance Officer</p> <p>As soon as possible</p> <p>Updated Standing Orders with correct information on 8 November 2017.</p>

**Notification of external auditor appointments for the
2017/18 financial year**
Yate Town Council

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

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

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the attached appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is

employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

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

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

Association of Drainage Authorities www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

Audit appointments by area for 20172022

MAZARS LLP		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
MOORE STEPHENS		
Oxfordshire	West Sussex	
PKF LITTLEJOHN LLP		
Avon	Hampshire	Northamptonshire
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
Cambridgeshire	Humberside and East Riding of Yorkshire	Shropshire
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
Cumbria	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey
Devon	Leicestershire	Warwickshire and West Midlands
Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire

Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

APPOINTED AUDITORS CONTACT DETAILS		
Mazars LLP Salvus House, Aykley Heads, Durham DH1 5TS	Moore Stephens (East Midlands) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ	PKF Littlejohn LLP SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD
local.councils@mazars.co.uk	east.midlands@moorestephens.com	sba@pkf-littlejohn.com
0191 383 6348	01733 397300	020 7516 2200

Scales of Fees 201718 to 202122

The following fees have been determined by SAAA following consultation for the Audit Years 201718 to 202122.

Scales of audit fees

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

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

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

Table1 Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 25,000	200 (see note)
25,001 50,000	200
50,001 100,000	300
100,001 200,000	400
200,001 300,000	600
300,001 400,000	800
400,001 500,000	1,000
500,001 750,000	1,300
750,001 1,000,000	1,600
1,000,001 2,000,000	2,000
2,000,001 3,000,000	2,400
3,000,001 4,000,000	2,800
4,000,001 5,000,000	3,200
5,000,001 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the

authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

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

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

Table 2 Maximum hourly rates for additional work at smaller authorities

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

Value Added Tax

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

SAAA - Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

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MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 29th NOVEMBER 2017 FROM 7.00PM – 7.30PM (ADJOURNED) AND 8.30PM TO 9.00PM AT POOLE COURT, YATE

PRESENT: Councillors Chris Willmore, John Serle, John Gawn, Cheryl Kirby, Ben Nutland Karl Tomasin, Deputy RFO (YTC)
Part Meeting – Andy Lowrey (Yate Shopping Centre) Matthew Williams and Heather Gallagher (Williams Gallagher)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors, Ian Blair, Ben Campbell, John Davis, Tony Davis, Mike Drew, John Ford, Margaret Marshall, Alan Monaghan, Wully Perks and Sue Walker.

2. MEMBERS' DECLARATION OF INTERESTS

No declarations of interest were received.

3. PLANNING APPLICATION PK/17/5064/F

Yate Shopping Centre and Williams Gallagher provided representation on the above application.

Following their representation, they left the meeting and the meeting was adjourned at 7.30pm.

3. PLANNING APPLICATIONS

The meeting reconvened at 8.30pm and considered all other planning applications receive from South Gloucestershire Council in Appendix 1.

RESOLVED To submit the comments as shown in Appendix 1

4. DATE OF NEXT MEETING

The next Planning Sub-Committee meeting will be held before the Full Council meeting on 9th January 2018 at 7.00pm.

S:\Planning\Planning\Minutes\2017\Minutes 28.11.2017

YATE TOWN COUNCIL PLANNING APPLICATIONS

Tuesday 28th November 2017

Ref. No.	PK17/4987/F
Description	Erection of a two storey side and a single storey rear extension to form additional living accommodation.
Location	35 The Glen Yate Bristol South Gloucestershire BS37 5PJ
Applicant	
Received	10.11.17
YTC Comments	<p>Objection</p> <ul style="list-style-type: none"> - Impact on sightline; - Possible loss of light; - Possible increase in parking; - If the application is given approval by SGC, sensible conditions be imposed in order to minimise impact on the neighbours such as construction between sociable hours of 9-5pm weekdays, or similar.

Ref. No.	PK17/5068/PNOR
Description	Prior Notification under Part 3 Class O for a change of use from an office use (Class B1(a)) to Residential (Class C3) as defined in the Town and Country Planning (General Permitted Development)(England) Order 2015.
Location	First Floor Building 2 Riverside Court Bowling Hill Chipping Sodbury South Gloucestershire
Applicant	
Received	10.11.17
YTC Comments	<p>Object</p> <p>YTC object to the change of usage from office to residential because of the loss of vital office employment land when there is a chronic a shortage in the town.</p>

Ref. No.	PK17/5016/F
Description	Demolition of existing garage and erection of 1no detached dwelling with access and associated works. (re-submission of PK17/3629/F).
Location	75 Highworth Crescent Yate Bristol South Gloucestershire BS37 4HL
Applicant	
Received	15.11.17
YTC Comments	<p>Object</p> <ul style="list-style-type: none"> - Whilst we note adjustments have been made we repeat the previous concern regarding the inadequacy of off street parking other than a garage which may not remain as a garage. - Still does not demonstrate proper off-street parking in an area where off street parking is a problem.

Ref. No.	PK17/5216/F
Description	Erection of a first floor side extension to form additional living accommodation.
Location	1 School Walk Yate Bristol South Gloucestershire BS37 5PS
Applicant	
Received	15.11.17
YTC Comments	No objection

Ref. No.	PK17/5064/F
Description	Change of use of ground (A2 Use Class) and first floor (B1 Use Class) to 8 no. self-contained flats (Class C3) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) and associated works including alterations to the external appearance of the elevations and minor reconfiguration of footway to rear service yard elevation.
Location	39 South Parade Yate Bristol South Gloucestershire BS37 4BB
Applicant	
Received	21.11.17
YTC Comments	<p>Object</p> <p>Whilst we do not object to the change of usage for the upper floor if can deliver parking for both floors, we do object to the change of usage to the bottom floor.</p> <p>The conversion could lead to loss of job centre which is an important service.</p> <p>If the job centre was to relocate within the shopping centre it would result in loss of office activity from the unit it currently occupies and loss of retail frontage to the new location.</p> <p>The Shopping Centre Manager confirms that there is no decline in the demand for retail within the shopping centre therefore we do not support the loss of retail frontage.</p>

Ref. No.	PK17/5008/F
Description	Erection of two storey semidetached building to form ground floor office accommodation with 1 no. residential flat above.
Location	Unit 3 Wellington Road Yate South Gloucestershire BS37 5UY
Applicant	
Received	21.11.17
YTC Comments	<p>Object</p> <p>Loss of retail</p> <p>Whilst we would normally support, this applicaton is too small for a residential flat.</p>

Ref. No.	PK17/5164/F
Description	Erection of single storey front and rear extensions to provide additional living accommodation.
Location	36 Longford Yate Bristol South Gloucestershire BS37 4JN
Applicant	
Received	13.11.17
YTC Comments	No objection

Ref. No.	PK17/4478/LB
Description	Installation of exterior signage to include 8no fascia signs, 13no floodlights and 1no lantern.
Location	White Lion Public House, Church Road, Yate, South Gloucestershire, BS37 5BG
Applicant	
Received	28.11.17
YTC Comments	Object We repeat previous objection. Inappropriate signage for a listed building. In particular the signage on the North Facade is not in keeping with the rest of the building and should be removed. We support the Conservation Officer's comments.

Ref. No.	PK17/4453/ADV
Description	Display of 3no externally illuminated static fascia signs, 1no externally illuminated static hanging sign and 5no non-illuminated hoarding signs.
Location	White Lion Public House, Church Road, Yate, South Gloucestershire, BS37 5BG
Applicant	
Received	28.11.17
YTC Comments	Previous plan comments from Yate Town Council – Object. Inappropriate for a listed building. We support the Conservation Officer's comments.

MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON THURSDAY 21st DECEMBER 2017 FROM 10.00AM – 11.00AM AT POOLE COURT, YATE

PRESENT: Councillors Mike Drew, Chris Willmore, John Serle and John Gawn.
Service Support Manager

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors, Ian Blair, Ben Campbell, John Davis, Tony Davis, John Ford, Cheryl Kirby, Margaret Marshall, Alan Monaghan, Karl Tomasin, Wully Perks and Sue Walker.

2. MEMBERS' DECLARATION OF INTERESTS

No declarations of interest were received.

3. PLANNING APPLICATIONS

Planning Applications received from South Gloucestershire Council in Appendix 1 were received.

RESOLVED To submit the comments as shown in Appendix 1

4. DATE OF NEXT MEETING

The next Planning Sub-Committee meeting will be held before the Full Council meeting on 9th January 2018 at 6.45pm.

S:\Planning\Planning\Minutes\2017\Minutes 21.12.17

YATE TOWN COUNCIL PLANNING APPLICATIONS

Thursday 21st December 2017

Ref. No.	PK17/5388/RM
Description	Erection of 77 dwellings , associated roads, drainage, landscaping, garages and parking to include reserved matters of appearance, layout, scale and landscaping (Reserved Matters application to be read in conjunction with Outline Planning PK12/1913/O)
Location	Parcels PL23A And PI23C North Yate NEw Neighbourhood Yate Bristol South Gloucestershire
Applicant	
Received	8 th December 2017
YTC Comments	See attached comments

Ref. No.	PK17/5389/RM
Description	Erection of 86 dwellings , associated roads, drainage, landscaping, garages and parking to include reserved matters of appearance, layout, scale and landscaping (Reserved Matters application to be read in conjunction with Outline Planning PK12/1913/O)
Location	Land North Of Brimsham Park PL14D And PL22 North Yate New Neighbourhood Bristol South Gloucestershire
Applicant	
Received	7 th December 2017
YTC Comments	See attached comments

Ref. No.	PK17/5570/F
Description	Erection of first floor side extension to form additional living accommodation.
Location	82 Clayfield Yate Bristol South Gloucestershire BS37 7HU
Applicant	
Received	6 th December 2018
YTC Comments	No Objection

Ref. No.	PK17/5407/F
Description	Demolition of existing garage and erection of 1 no dectached dwelling with parking and associated works
Location	15 Ridgeway Yate, BS37 7AE
Applicant	
Received	12 th December 2018
YTC Comments	

Ref. No.	PK17/4449/F
Description	Demolition of existing garage and erection of 1 no dectached garage
Location	29 Lyndale Road, BS37 4DB
Applicant	
Received	14 December 2018
YTC Comments	No objection

Planning Applications

Land North of Brinsham Park, Yate, BS27 7JT

We object to Applications PK17/5388/RM and PK17/5389/RM

Yate Town Council has consistently objected to the plan to build these thousands of houses, but now turn to dealing with the detail.

This set of objections cover the details of both sites, as whilst there are some areas in which the sites are very different, most of our objections relate to the design of both application sites, and their interface.

Our first concern is not a planning one – that the developers are calling this Ladden Garden Village. This will confuse people as it sounds as though it is not part of Yate and is miles north on the Ladden Brook. The stream that runs through this area is the Brinsham Brook, the Ladden Brook starts miles to the north and does not run through this site. So this is completely misleading. There will be no vehicular access out of the site to the north, access will be solely through Yate so this marketing label is confusing at best.

We have met the developers and put some of our initial concerns to them. They agreed with us about some green space, and the question of the location of play areas and the idea of keeping those as informal spaces, and putting the equipment in the existing area in the park to make it into a super play area like Kingsgate Park. But they say they are tied by the s.106 agreement to provide the equipment on site, and tied into green space by the s.106. We really oppose this, and want to work to get the best solution for the residents of the existing and new houses. The larger take play areas for example are much preferred and would mean the new equipment being a matter of yards from where the s.106 says.....

1. Construction Traffic

- a. We note the proposal for wheelwashing facilities adjoining the compound. However, we want a condition making it mandatory for construction related traffic to go through wheelwashing whichever route they take away from the site, as the clay is particularly claggy.
- b. Vehicle routing for compound and construction traffic must come in from the Goose Green Way Roundabout up Randolph Ave and must not come in along Eastfield Drive
- c. Traffic calming is needed on Eastfield Drive to stop rat running of traffic
- d. Compound needs to be moved further from housing - currently too close to Pear Tree Hey in particular, it should be further into the new development, and not on the allotment site adjoining existing dwellings. This will be the main compound for all 2000+ dwellings and industrial estate and this is far too big and long term to be located that close to existing dwellings
- e. The site for the compound will have a long term adverse effect on the ability to deliver the allotments at the north of Randolph Avenue because of compound materials and use compacting the ground. A condition for restoration of the compound ready for organic allotment use is required.

- f. We object to the plan to bring all construction traffic for the whole site in via Randolph Avenue and not to complete the third access road at the start of the development – this will put unacceptable pressure on the existing two roads throughout the construction.
 - g. We are deeply concerned about the impact of site traffic on access to Brimsham Green School for pupils crossing Randolph Avenue and require that pedestrian controlled lights are put in now, as traffic increases rather than coming later, and that construction traffic movements be banned during school entry and exit times. We note currently they are planning to have site traffic from 8am to 6pm for six days a week, which would include heavy lorries during school access times, and Randolph Ave has a huge number of unaccompanied children crossing it to school each day from Brimsham Park and from the Counties area. The developer needs to fund a solution from day 1.
2. Design in relation to existing dwellings
- a. Housing on 5389 which adjoins existing dwellings is poorly laid out and in particular has no regard to the amenity of existing residents. Many will have terraces of houses way too close to their garden, and we object unless the housing is set much further back so there is an equal distance either side of the fence, And Plot 71 beside 30 Dryleaze is very poorly located. It will block all light to the north for the garden and result in a 2 story gable end within 3 feet of the garden, with overlooking and a dominating effect. The housing should be set back far more from existing dwellings - that small cul de sac of plots 68 – 71 needs rethinking.
 - b. But across the whole of 5389, which is the most sensitive site as it backs onto established existing housing we consider there should be a thick hedge row/ landscaping bund, so that the existing houses have some screening from the new ones, at least until the householders can develop additional planting in their gardens to screen themselves. We note the new housing on both applications is being well screened from the new roads, and we consider it essential that the same courtesy is extended to existing residents to give them screening
3. Pedestrian access
- a. Need to retain footpath walk from end of Randolph across to end of Leechpol and along to park so redesign cul de sac behind Pear Tree Hey
 - b. We are extremely concerned about the complete lack of pavements except on the two main roads. All adoptable roads need a pavement, so people walking through them can walk safely. Otherwise they have to walk in the road in conflict with cars. This is not safe for children walking through to get to school or for older residents. So we need pavements along the edge between gardens and the roadway.
 - c. We are unable to see any pedestrian crossings on the main roads. We need these planned in, with provision for adjusting their location should desire lines turn out to be different from expected. Where green corridors cross main roads we need barriers and in the case of spine roads then we need pedestrian controlled traffic lights; we need a safe routes to school plan, with safe pedestrian crossing points ie lights of zebras where children will need to cross the main roads shown on the current plan to

get to school – both primary schools and Brimsham Green as the secondary school. These need to be planned and shown from the very start.

- d. We are very concerned about the lack of pedestrian crossing facilities. There are dropped kerbs along the roads, where they cross side roads. But there is only ONE junction that has dropped kerbs to enable people to cross Leechpool or the road to the District Centre. We must have dropped kerbs at every junction and at desire lines along the road, so that people can CROSS Leechpool and cross to the District Centre when built.
- e. We are deeply concerned at the lack of any facilities for the public to cross Leechpool or to the District Centre. These will be very busy roads, being one of the main spine entrances to the entire estate. Yet we cannot even see a traffic island - and we consider these roads need a safe pedestrian crossing point. Leechpool will be busy, one of three entrances to the entire development yet children will need to cross it every day to get to Brimsham Green school in one direction and the Park in the other. So it desperately needs traffic light pedestrian controlled and / or a zebra crossing – and these need to be installed by the developer. Yet they are not shown on the plans.

4. Main roads

- a. Crossing points
- b. Drives exiting onto main road - We are extremely concerned at the drive ways that exit onto what will be main roads through the estate. If we compare the existing Brimsham Park estate where drives do not exit onto the main roads, we are very surprised to see drives exiting onto main roads, particularly where they are narrow and done the side of houses with no room to turn, so vehicles will have to manoeuvre on the main road to reverse in or out. This is fine in the roads within a small street but not on the main roads. We are particularly concerned at....
- c. Lighting – we can see there is lighting on side roads and on the main road, with the exception of the eastern side of Leechpool – this is a crucial main spine adjoining the district centre. It is likely to be extremely well used, on both sides of the road, so needs lighting on both sides, following the footpath along the eastern side. A good example of this is along Greenways Road.
- d. Footpath along the eastern side of Leechpool. We are opposed the footpath on the eastern side running along the kerb. It needs to be set back into the deep area of open space, so as to form a pleasant green walkway, with the lighting alongside it. Greenways Road, a similar sort of deep green space along the road shows how this can be planted so as to feel like an off road walking route, which is extremely well used by the public (whereas nobody walks on the other side in front of the houses)
- e. Cycling – we can see no provision for cycling routes along the main roads or off road. This is essential to ensure Yate continues to be a cycling friendly town.
- f. Path through the open space area along the east of Leechpool Road
- g. We are unable to see any pedestrian crossings on the main roads. We need these planned in, with provision for adjusting their location should desire lines turn out to be different from expected. Where green corridors cross main roads we need barriers and in the case of spine roads then we need pedestrian controlled traffic lights; we need a safe routes to school plan, with safe pedestrian crossing points ie lights of zebras where children will need to cross the main roads shown on the current plan to get to school – both primary schools and Brimsham Green as the secondary school. These need to be planned and shown from the very start, and to ensure children

walking along the existing routes through Brimsham Park will be able to cross the current Leechpool. It is currently a quiet road and safe to cross, but this will cease to be the case once the development is under way and new houses come down it, so it needs a safe crossing now, not after the traffic is there.

- h. We are opposed to the thin areas of grass verge on the main roads between pavement and road. These serve no amenity purpose but are a considerable maintenance cost to tax payers. We welcome the trees, but consider the pavement should extend to the kerb without these little grass bits which are tiny and will not enhance amenity (they will get wheels on them from cars and become a mess).

5. Parking/ estate roads

- a. Reversing – we are strongly opposed to the provision of narrow drives on main road frontages with no off road turning spaces which will result in reversing onto or off of the main road. This is particularly acute on the corners, and worst of all where the housing fronts directly onto the pavement with no front gardens which will result in shocking sightlines (see plots 60/61 in 5389). The cases where there coincide with corners on 5389 are particularly awful.
- b. Badly located parking spaces We are deeply concerned at the arrangements for parking for the corner houses on the main road frontage of 5389. In each case, these are large four bed houses, but the single garage and single off street parking space is located at the rear, accessed not from the front of the house but from the back. We know from experience that in such situations people park directly outside their doors (particularly given they will only have one off street parking space!) These need to be redesigned to locate the parking spaces closer to the door and to ensure they have the correct number of parking spaces for a four bedroom house. This mess applies to all the corner plots on 5389 eg plots 1, 56, 76, 6, 16, 36. We are particularly concerned about turning on 5388 in relation to pots 20/21 and 6-15 where there is no room, even as shown on their plan. Where will visitors to pots 20, 23, 22 park?
- c. Number of spaces Some of the properties have the correct number of off street parking spaces, but overall we consider 10 visitor spaces on 5389 way too low. 16 on 5388 is slightly better but still not enough. This is particularly the case as there are many properties in 5389 which do not have the correct number of parking spaces for the number of bedrooms, which will result in vehicles parking on street routinely. Some eg plot 11 on 5389 have only 1 off street parking space and one single garage for a detached house. We must at the very least have all dwellings meeting the council's parking standards. At present we have a number of four bed houses with only a single garage and one off street parking space on 5389. This is completely unacceptable. We assume the Council will check the parking spaces and garages meet the Council's minimum dimensions. The properties have the correct number of parking space for the dwellings, excluding the visitor allowance, if the garages are big enough and count, although we have grave reservations about garages being included as so very few people park in garages, making on street parking crucial – feeding into our concerns about ensuring the roads are wide enough for on street parking. Otherwise the council is creating the sort of parking chaos we have in Normandy Drive.
- d. Visitor parking. Whilst the properties do deliver the Table A parking spaces, they do not then provide the additional 0.2 spaces per dwelling for use by visitors, so for example on 5389, with 80 dwellings there is only provision for 10 visitor spaces,

rather than the 16 the SPD requires. Additionally some of these are located in places that will cause congestion – and some houses are so far from ANY visitor parking that they are not realistically of any use. We are particularly concerned that the houses fronting the main road have no visitor parking easily accessible, and have four bed houses with only one off street parking space and one garage, so they are going to inevitably find visitors park on the main roads, which are already too narrow for that purpose.

- e. Parking for the flats. PLOTS 41 – 48 are flats, mainly one bed. There is only one visitor space for all 8 flats, and only 1 parking space per flat. This is inadequate, and there is no room for eg work vehicles. The Council’s parking standards in their 2013 (SPD) would require 1.6 visitor spaces and as this is a corner frontage on a main road there is no scope for on street parking so an additional bay needs to be provided.
- f. Plots 85/86 on 5389. We realise these are the show homes, but the garages should be normal size, as these excessively long garages unduly impact upon existing dwellings which adjoin the plots.
- g. Road widths turning and parking. We are extremely troubled by the layouts within each development in terms of turning, refuse and fire brigade access. We are aware of the disaster in Normandy Drive, which is too narrow for vehicles to get through when anyone parks along the roads. We note the turning area plans attached to both applications show how a car can get in and turn, but this is a car, not a larger vehicle, and they only show vehicles parked on side of the road. Given the lack of off street and visitor parking it is very likely there will be a lot of on street parking and vehicles will not be able to get through. It is essential the roads are all wide enough for a car each side and the refuse cart to get through or they will be building another Normandy Drive. On 5389 the vehicle track plots show that cars could not get in if there is parking eg at 28/49/50/51 let alone a refuse vehicle if people park on both sides. And the entry road between 16 and 31 will be a problem if there is on street parking. Roads must be wide enough, and double yellow lines must be put in on tight corners from the start, not retrofitted years later at public expense as with Normandy Drive.
- h. We are concerned at the inconsistency of what is adoptable and what is not. The bottom spur of plots 22 – 26 is a small area on 5839 and should not be adoptable, on the other hand, plots 69 – 74 on 5388 should not be adoptable. We need consistency on whether private spurs are to be publicly maintainable.

6. Play areas

- a. These two phases show no play space. The only green spaces are along road margins, which are not play space. Accordingly, for children to run around or kick a ball around they will need access to Brimsham Fields the park to the south east of the application sites. This means there must be safe access across the roads, and, crucially the entrance to the park needs to be formed right at the start (and in the right place) The eastern play areas are in the wrong place, these should be informal open space and the equipped area should be merged into the one in the park, less than 100 yards away to form a bigger integrated all age facility which is what residents want, and we as occupiers of the park want. These small equipped areas opposite houses always end in problems and get removed. Not a single one like this has survived in yate. We are fundamentally opposed to the Leap / Neap concept, and to the particular locations chosen. Overall, we have found the leaps and neaps do not work. Parents no longer

let their children go and play unsupervised, and both parents and children have told us they much prefer to have a smaller number of larger play areas, where there is a bigger variety of equipment, which can meet the needs of all ages (and therefore families whose children are of diverse ages) and which are a destination. Our parks in Kingsgate, Witches Hat etc are hugely successful examples of this. We have found Leaps and Neaps, which do not offer this variety are little used, neglected, and face opposition from residents. They are eventually removed. We would therefore much prefer to do what was done on the original Brimsham Park, where the sites which would have been leaps and neaps were left as informal open space, and the money that would have purchased the equipment was pooled to provide the big play area at Millside, within the development.

- b. We are particularly concerned about the location of the LEAPS and NEAPS. Two are located at entrances to Brimsham Fields, (Neap 3 and NEAP 5) the local park, yet there is a large area in that park set aside for play, and the friends of the park want to improve that by adding more equipment. It would be better to have one big play area, rather than three within yards of each other. And this would be better located in relation to distance from dwellings. – need one large play area as evidence says parent take children to play and prefer larger play areas. Our proposal would keep the locations as informal play spaces, but put the equipment into the Park, into an area already fenced for play. This area is WITHIN SIGHT of the proposed equipped play area, and we can think of nowhere that such small pockets within sight of an established bigger area have worked. Far better to merge into one super area. This is preferable to parents, children and the town council who would then take maintenance and replacement responsibility.
- c. We are keen to take responsibility for the play area provision, subject to it being suitably located in a good cluster

7. Relationship to the Park

- a. The Northern main entrance to the Park needs to be further to the east, as at present it comes in onto the narrowest part of the park where there will be only a footpath between the entrance and the lake, creating a dangerous pinch point, particularly for children running into the park. We have pointed this out at every stage and as the authority that runs the park we are keen to stress again that the access cannot be made at this point because of the dangers of doing so and needs to be further east.

8. Design of new buildings

- a. We strongly oppose the use of weatherboarding or render in construction. Neither play any part in the local vernacular (which is stone and brick) and from experience where they have been used elsewhere locally they deteriorate very quickly, and are difficult to maintain. Particularly on road frontages this very quickly has a serious adverse impact on the character of the neighbourhood. Brick and stone do not deteriorate in this way. We have spoken with the developer and we know they do not like render either, but the design brief forces it upon them. We strongly urge this be varied to delete weatherboarding and render.
- b. All boundary partitions that form a frontage to a public area whether main road or side road must be brick with pillars, not single skin runs (which fall over) or wood (which deteriorates). Again, we say this from experience of what deteriorates and undermines the character of an area.

- c. We are concerned that only one social housing unit on 5389 and none on 5388 are shown as designed for life, ie wheelchair friendly. All of the properties should be designed for life and therefore suitable for people with wheelchairs. And the parking spaces for the unit designated as wheelchair friendly only has a normal parking space outside, whereas of course it needs a disabled width parking bay to make it wheelchair friendly, otherwise wheelchair users will not be able to access their vehicles.

9. Trees and hedges

- a. The whole development needs at TPO so nothing is removed without consent. Also need hedgerow protection orders as all main hedgerows are over 400 years old dating from an earlier enclosure and are examples of Midland Fields system. Hedgerows to be in public ownership (YTC) and not in gardens to be consistent;
- b. Verges - the narrow bits of grass between pavement and roadway on the main roads will become muddy messes, cost money to maintain and will not add to the street scene. We welcome the idea of trees, but not of the verges and suggest the pavement extends to kerb, with trees set in.
- c. We have considered the tree method statement and worry that for many of the trees the fencing matches the canopy. The tree and hedge protection barriers must extend for the full root width as well as canopy width in line with the best professional standards to avoid the problems we encountered at Barnwood Road, and the tree barriers must be retained in place at all times.
- d. We object to the notion of water basins being treated as public open space. We have experience of this happening on the corner of Greenways Rd and Goose Green Way and the land is utterly unusable as public open space because it is waterlogged for so much of the year. So whilst we welcome water features these must be as well as not instead of public open space.
- e. We are very concerned about the treatment of the area along the retained hedge on 5389. Firstly, the ends of the ditches, where they are going to be steep ends to the ditch much have fences / barriers to protect from small children falling down the sheer slope (we have had an experience of this at Rectory Close and had to get the council to put in a proper barrier to stop accidents). These should be developer funded (the sides of course are different as these are less steep and therefore okay. Secondly, the footpath from between Dryleaze and Pear Tree Hey comes into 5389 opposite the open space / hedge. There is a pedestrian crossing point shown as a raised area, but then the public footpath completely stops. There are no pavements, and there is no footpath through the land to the north. Currently the footpath runs along the hedge line northwards. This must be retained, and the hedge and adjoining houses laid out to ensure this happens ie with a surfaced path through the gap alongside the hedge area, and with some of the houses located so that the hedge does not just become a neglected area behind back fences on both sides, which will become a dumping ground. We want the hedge and land around it to continue to be a feature with the footpath alongside it. Otherwise we have a very major north south footpath coming to a dead end, which is crazy. This path must be laid out in the planning consent along the line of the current public footpath – and explicitly so as a surfaced path particularly given the hedge is to be maintained by a private management company who may seek to exclude the public if this is not explicit.

MINUTES OF THE MEETING WITH REPRESENTATIVES OF BARRATT HOMES / DAVID WILSON HOMES, HELD ON WEDNESDAY 6TH DECEMBER 2017 FROM 7PM – 9PM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore (Chair), Ian Blair, John Ford and Karl Tomasin.
Chris Dolling and Will Morgan (Barratt Homes representatives).
Cecelia Hughes (David Wilson Homes representative).
Town Clerk.

1 ELECTION OF CHAIR

Councillor Chris Willmore was agreed as chair for the meeting.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mike Drew.

3 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Declarations of interest under the Localism Act 2011 were received from:

Councillor Ian Blair	South Gloucestershire Council Development Control East Committee member
Councillor John Ford	Director of YOSC Ltd

4 WELCOME AND INTRODUCTIONS

The representatives of Barratt and David Wilson Homes were welcomed to the meeting and introductions took place.

5 LIAISON

It was explained that the meeting would explore plans by Barratt and David Wilson Homes to develop north Yate and to explore how they will liaise with Yate Town Council during the development to enable dialogue for early problem resolution.

It was **NOTED** that Barratt / David Wilson would be willing to meet with representatives of Yate Town Council throughout the development phases and that the frequency of meetings will depend on the timescales connected to the development and the detail involved at each stage.

6 NORTH YATE DEVELOPMENT

It was **NOTED** that:

- in July 2013, South Gloucestershire Council granted outline permission for a new neighbourhood north of Brimsham Park for 2450 dwellings, with 12 acres of employment land set around a new local centre with shops, a pub, 2 primary

schools, mixed use community centre, police post, sports facilities, allotments and play areas;

- Barratt / David Wilson has inherited the masterplan;
- All reserved matters will be linked to: PK17/4826/RVC;
- Freehold land, owned by Barratt / David Wilson, will be built first with the building of the promotional land coming second;
- Barratt / David Wilson intend to locate the compound, in situ for the life of the estimated 15-year development timespan, on land allocated for allotment use, accessible from Randolph Avenue;
- Phase 1 will see 86 Barratt Homes built (PL14D and PL22), along with 76 David Wilson Homes (PL23A and PL23C), totalling 162 homes, 35% of which are to be affordable homes;
- After phase 1, the rate of build will be 250 dwellings per year;
- The first infrastructure application is with South Gloucestershire Council, with the second infrastructure application being submitted in the New Year;
- Pylons (including existing pylons) will be grounded from June 2019 – June 2020;
- Heights are to feature on main streets (not on the development edges);
- Housing design is based around brick (buff and red colours) and rendering, with no reconstituted stone. Barratt / DWH acknowledged that the addition of some constituted stone would be of benefit to the scheme and there was agreement from Yate Town Council on this point;
- Grey windows would feature on the main frontage, as opposed to white UPVC;
- Garages will be 6m by 3m internally;
- Barratts / David Wilson was asked:
 - *how they plan to positively create character in the area and design it so that when residents are travelling or walking through it, they will know where they are.* Barratts / David Wilson confirmed that they aim to tie the development together via subtle cues and contemporary nature of the housing design. It was explained that one development parcel might feature formal and classic housing, with another parcel appearing more rural and cottage-like.
 - *how the development will be integrated into the Yate community so that it is part of the existing coherent parish of Yate.* It was explained that there will

be lots of little neighbourhoods within the development, each constituting a part of Yate.

- Yate Town Council commented as follows:
 - existing residents have not been consulted on the proposed location of the compound and it would be far better if it is placed as far away as possible from existing residents to minimise any impacts of the development on them;
 - Yate Town Council has submitted comments on PK17/4260. These comments were shared with representatives present and it was highlighted that the comments have implications on the current parcels of development;
 - Yate Town Council representatives confirmed they would be happy to see reconstituted stone feature in the housing design as opposed to materials such as rendering which would need more frequent maintenance. Barratt / David Wilson representatives confirmed they would talk to South Gloucestershire Council about the use of reconstituted stone;
 - Yate Town Council representatives commented that flats above garages have worked well in the local area;
 - The protection of the Jubilee Way is welcomed. However, there is a dog walking route at the top of the Randolph Avenue field which Yate Town Council wish to see retained. Residents wish to maintain the ability to travel through the development in a green-ish corridor without needing to weave through the houses and a discussion was held regarding the potential options available;
 - Clusters of high density housing on the borders of existing housing is not wanted and Barratts / David Wilson were asked to consider alternative ways of designing the development to alleviate this;
 - The developers were asked to:
 - avoid creating narrow little corridors which are unlit and unattractive;
 - retain easy access to Brimsham Park for existing residents;
 - not build or locate small play areas throughout the development,
 - ensure connectivity through the development (e.g., the school site is currently a barrier and a through-route needs to be designed in);
 - to accommodate desire lines where possible.
 - It was explained that Yate Town Council run Brimsham Park and play area, (along with all other play areas in the parish) and that;
 - In the experience of Yate Town Council, pocket play areas, near to houses, are not successful as they often lead to complaints from

- residents and from parents who feel that the play areas are too small and not varied enough to meet the needs of different aged children;
- Equipped, multi-functional play areas for a wide spread of ages offer the opportunity for a family outing and engage the children, as primary users, for longer;
 - Play money from a previous Brimsham development went into the popular Millside Playzone, which includes a multi-use games area for young people;
 - There is a Friends of Brimsham Park group in operation which supports the Town Council's aim to expand the existing play area in Brimsham Park;
 - It would make most sense for Brimsham Park to be the place of play for the new community, as opposed to having smaller play areas dotted amongst the houses and to risk complaints from residents and underuse;
 - Barratt / David Wilson was asked to:
 - put money which they would have spent on equipping small play areas throughout the development, into the expansion of the Brimsham Park Play Area and the provision of new and exciting play opportunities there;
 - change use of smaller play areas to informal open space;
 - speak to South Gloucestershire Council to lift any constraints on location of play area spending so that the needs to the community can be met;
 - revisit the masterplan so that a parcel of housing can be moved to where a small play area has been plotted, and instead, the land be given over to the expansion of Brimsham Park which adjoins it;
 - accompany Yate Town Councillors and Friends Groups in a tour of Town Council play areas such as Kingsgate Park, Millside Playzone and the Witches Hat Play Area, for an understanding of the Town Council's provisioning for the community in terms of play;
 - consider locating the community building adjacent or near to Brimsham Park to create a community hub.
- Yate Town Council:
 - Has a key interest in the strategic placement of open spaces and in ensuring there is a comprehensive maintenance regime across the whole area;
 - is interested in the management of the open space areas, particularly the open space adjoining Brimsham Park (but is not interested in assuming the management of the incidental verge areas);
 - is interested in the management of the allotment site.
 - If the area of land in the northern part of the development will be used as a retention pond, it should not count as public open space.

- It was explained that:
 - YOSC is a Yate Town Council facility;
 - a tender process for the refurbishment of the athletics and track facility is underway, estimated to be around £850,000, and sponsorship is being sought. Barratts / David Wilson to consider this;
 - the site is used by Bristol Rovers Academy, Brimsham Green School and Yate and District Athletics Club amongst others, is the best national facility for target sprint, has a well-used community clubhouse onsite as well as football pitches and an all-weather pitch – all of which are served by an access road owned by Yate Town Council located to the south of the scheme;
 - The development should provision easy access from the north for the new residents who will want to access the site for use as a sports and social venue;
 - It was suggested that the current pedestrian / cycle access from the north should be upgraded to a (potentially limited) vehicular access to integrate the two areas. It would not therefore be the right place to locate a play area in the vicinity of the proposed access point. It was suggested that alternatively, a play area could be provisioned within YOSC and the area on the plan earmarked for a play area be instead used for car parking for the YOSC site;
 - The upgrade of the existing 3G all weather pitch is a future aspiration, along with the addition of a 4G all weather pitch (which could be located adjacent to the track, on the pitch on the other side of the fence).

7 NEXT STEPS

Barratt / David Wilson confirmed that:

- their next steps will be to submit an application and notify neighbours by letter;
- Information and plans are available at: barrattbristolcommunity.com;
- Detailed consents will be submitted in small phases.

It was agreed that a further meeting take place in Spring 2018 (around March time) after the planning application has been submitted to South Gloucestershire Council, but before it's been determined.

All those present were thanked for attending the meeting.

Additional Comments Received from Barratts after the Meeting:

- Barratts has inherited the MasterPlan and the 'Design Code', which are approved as part of the planning permission. Officers at South Gloucestershire Council are expecting reserved matters submissions to accord with these documents and any deviations from the proposals contained would require justification and have limited prospects for success;
- Barratt / David Wilson advised that the public open space and the play area strategy has already been fixed by the outline planning permission. The opportunities for relating play spaces on site to the existing facilities at Brimsham Park would be discussed with Officers at South Gloucestershire Council.

MINUTES OF THE MEETING WITH SOUTH GLOUCESTERSHIRE COUNCIL PLANNING OFFICERS, TO DISCUSS AN EMERGING VISION FOR YATE TOWN CENTRE IN THE CONTEXT OF THE LOCAL PLAN, HELD ON WEDNESDAY 6 DECEMBER 2017 FROM 9.30AM-11.30AM AT POOLE COURT.

PRESENT: Councillor Chris Willmore (Chair) and Service Support Manager – Yate Town Council.
Councillor Ruth Davis – South Gloucestershire Council.
Councillor Bob Taylor – Westerleigh Parish Council.
Donna Ford – Clerk to Iron Acton Parish Council.
Andrew Lane (Principal Planning Officer) and Kayleigh Dando – South Gloucestershire Council.

1. ELECTION OF CHAIR FOR THE MEETING

It was agreed that Councillor Chris Willmore would chair the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ian Blair (Yate Town Council), Councillor David Lane (Dodington Parish Council), Patrick Conroy and Carl McClure (South Gloucestershire Council Planning Officers).

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

None received.

4. RECAP ON DISCUSSIONS FROM PREVIOUS MEETING ON 12 JULY 2017

The minutes of the meeting held on 12 July 2017 were received. It was agreed that copies of the “Futures” papers tabled at the last meeting be forwarded to Iron Acton and Westerleigh Parish Councils.

5. UPDATE FROM SOUTH GLOUCESTERSHIRE COUNCIL

The Principal Planning Officer updated the meeting (Appendix 1) and the following was **NOTED**:

- The JSP links into the Local Plan consultation document which will launch in January/February 2018;
- The Local Plan covers the whole of South Gloucestershire and includes transport and minerals but not waste;
- It is recognised that Yate offers something different to North Fringe;
- It is necessary to deliver 2,900 ‘urban’ homes throughout the region;
- The draft report which is going to South Gloucestershire Committee includes the ‘Nash’ report which will be circulated by the Principal Planning Officer –

comments are needed by 15 December 2017 if any factual errors are noted. However, the consultation will be the time for comment on contents.

General discussion took place about planning in the town centre and it was **NOTED** that:

- The use of the phrase ‘urban living/housing’ may alarm people without a thorough explanation of what this may look like and where it may be;
- It is difficult to be positive about the consultation as the JSP is still ongoing and difficult to shape a response pending its outcome. It is likely that Parish Councils will object as they need to fight for the best outcome;
- There is general concern that Coalpit Heath will eventually join Yate and the only distinct gap will be filled by a link road which will eventually be surrounded by development;
- It is desirable for Yate town centre to serve the expanding population, and be complimented by a retail park (larger stores, white goods, hotel, office spaces for high density employment etc.) at the western gateway, close to the railway station, and for the 1960s industrial estate areas to develop into modern industrial enterprise areas – the opportunity to consult on this appears to have been missed;
- It is important to offer public engagement in the areas that are affected. The vision will shape the local community for the next 50-100 years and therefore the current community need to understand the need for more housing and buy-in to the impact of new housing;
- The new development that will affect Iron Acton and Westerleigh was referred to as “North East Yate” and as such was not immediately obvious that it was a new development outside the Parish of Yate.

6. THE WAY FORWARD

- Westerleigh Parish Council has prepared an objection to the North East Yate Development (from the Westerleigh Ward) and will forward to the clerk for circulation. The Coalpit Heath Ward objection is to follow;
- Iron Acton Parish Council will share its objection to the ‘North East Yate’ development to all surrounding parishes to enable a joined-up approach by the Parishes;
- Councillor Willmore to take maps away and identify junctions with pedestrian issues;
- The Principal Planning Officer to circulate a timeline in respect of the Transport Plan – specifically with reference to proposed new link road from Emersons/J18a route through to Badminton Road and beyond.

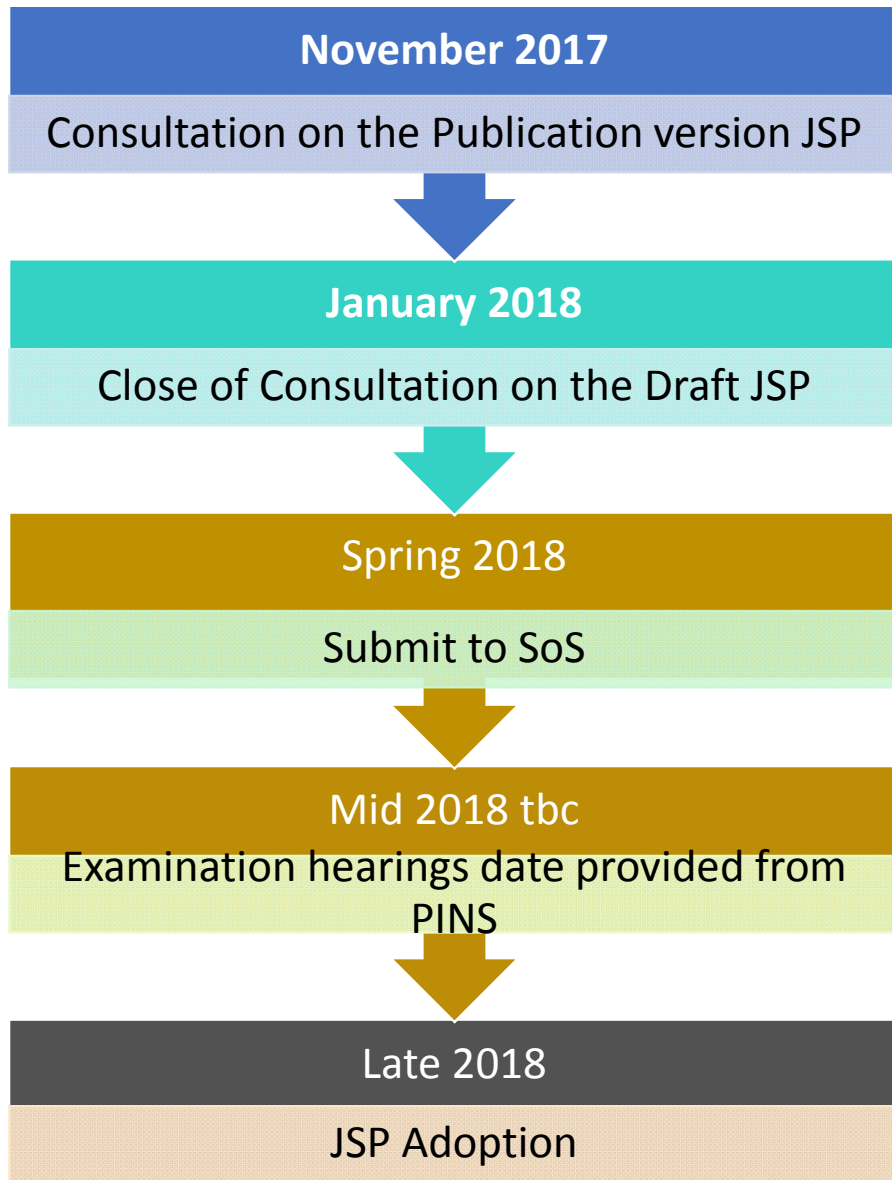
S/Meetings/Standalone/Emerging Vision

Full Council 9.1.18

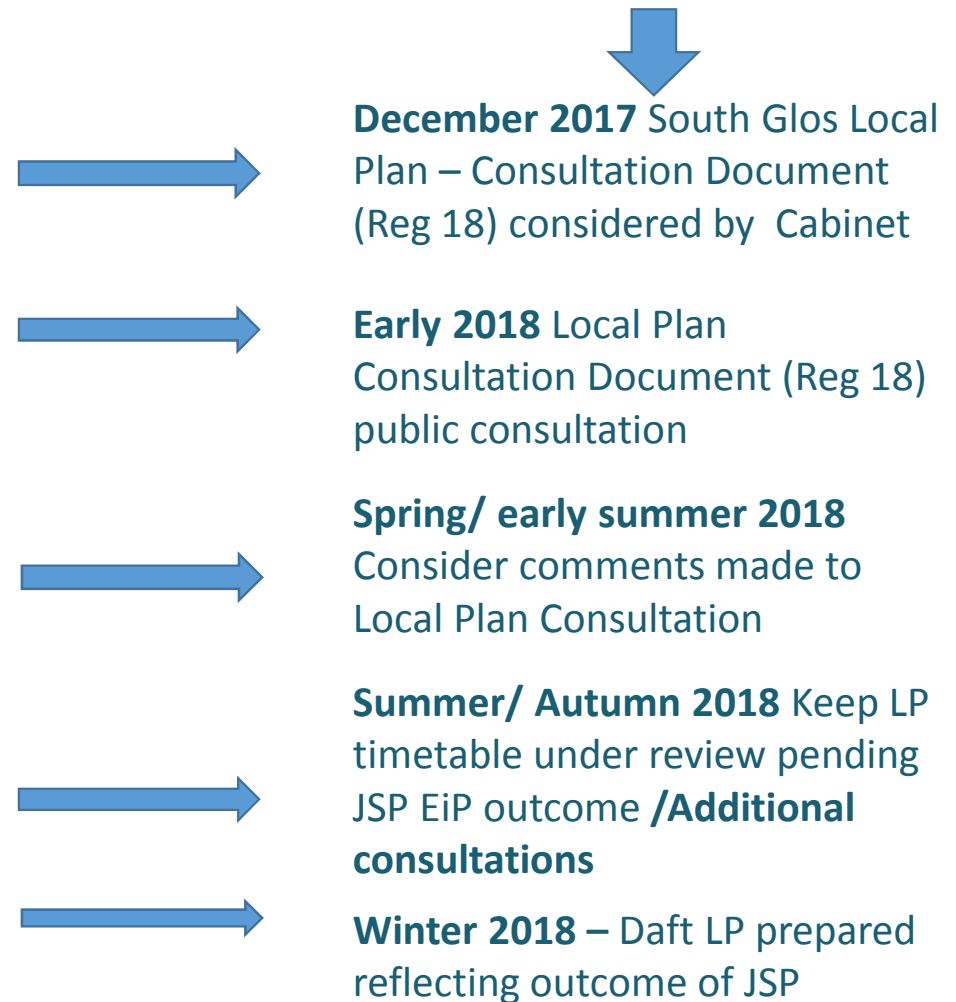
What we will be covering today

- JSP and New Local Plan Update
- New Local Plan - Consultation Document
- Urban Localities: Review of Potential (Nash Partnership)
- Timetable and Public Engagement

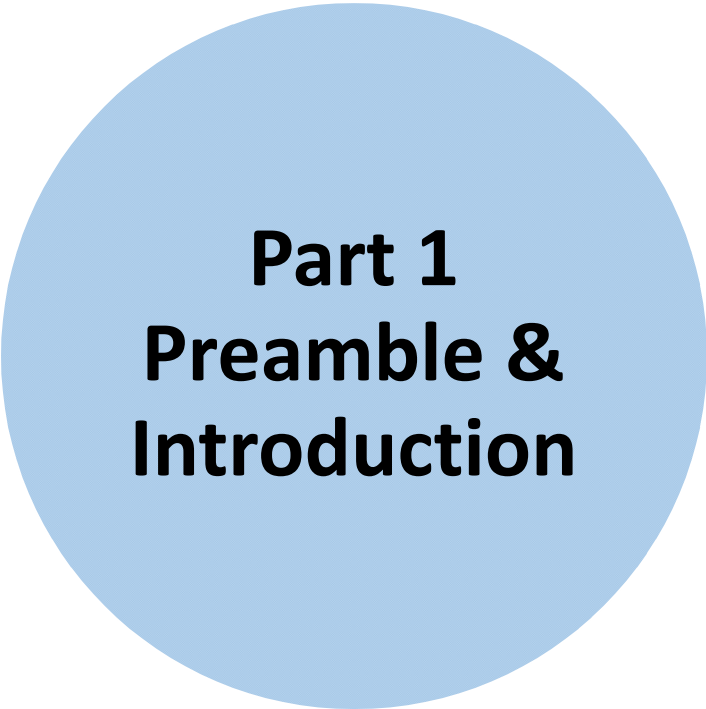
JSP Preparation



South Glos Local Plan Critical path



South Gloucestershire Local Plan: Consultation Document



Part 1 Preamble & Introduction

Content:

- Introduces the Plan's new focus
- Confirms the basis for the new LP
- Relationship to JSP
- Spatial portrait
- Feedback from January 2017 Prospectus consultation
- Critical issues and priorities which the Plan needs to address

South Gloucestershire Local Plan: Consultation Document



Part 2 New Spatial Narrative

Content: 5 sub-sections

- Strategy for development – 4 elements
- Core Strategy Sites/existing permissions
- New approach to Urban Living – opportunities and challenges
- Strategic Development Locations (SDLs)
- Introduction of initial options for how we could deliver the JSP non-strategic growth

South Gloucestershire Local Plan: Consultation Document



Part 3: Policy Discussion Points

Content: 3 sub-sections

- Explains the intended overall structure of the new Local Plan
- Sets out titles of strategic development policies intend to include
- 15 policy areas as discussion points, providing a potential direction of travel

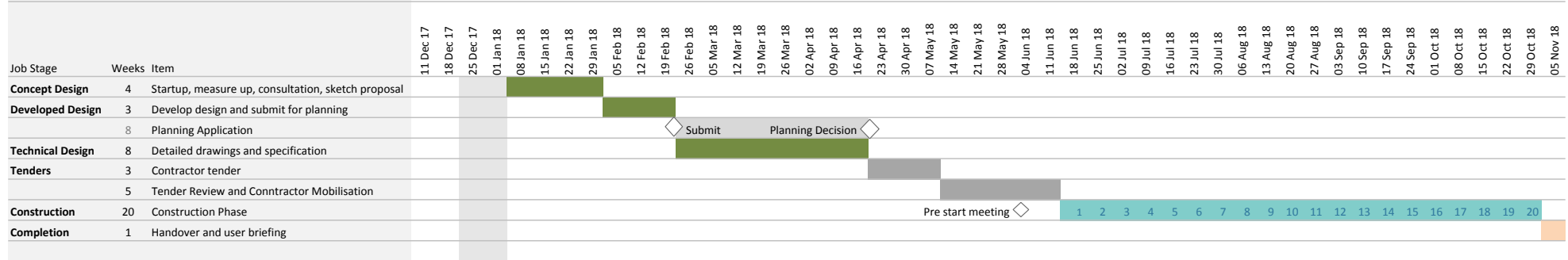
South Gloucestershire Local Plan: Consultation Document

Content: Urban Living

- A change from 'business as usual' – details new approach
- Requirement to 2,900 homes
- Practical implications, advantages, challenges, focus going forward.
- Yate – Background, opportunities, challenges, opportunities for change

(supported by the Review of Potential Report)

Askew Cavanna Architects: Sunnyside Sports -Outline programme: rev B 11.12.17.



MEETING OF THE YOSC LIAISON GROUP & REPRESENTATIVES OF YOSC LIMITED HELD ON FRIDAY 1 DECEMBER 2017 FROM 1.30PM – 4PM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore (Chair), Karl Tomasin and John Serle.
Jeremy Dale, Ellen Morley and Stuart Nunn – YOSC Limited.
Town Clerk, Estates Manager, Community Project Manager and Service Support Manager.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Davis, Mike Drew, John Ford (Director of YOSC Ltd) and Cheryl Kirby (Director of YOSC Ltd). Geoff Robson (Director of YOSC Ltd) was absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest were received.

3. LEGAL AGREEMENTS

- An update in respect of legal negotiations between South Gloucestershire Council, Brimsham Green School and Yate Town Council was received and it was **NOTED** that a second offer has been received and rejected by Yate Town Council. A meeting with the school has been requested urgently.
- It was **NOTED** that Yate Town Council is preparing a Business Plan for the YOSC site to cover long-term management of it as a Town Council asset;
- It was **NOTED** that YOSC Limited has been asked to prepare and share with Yate Town Council its budgeted business plan, containing the vision of YOSC Ltd, and projecting figures for YOSC covering site operations, including YOSC FM income;
- Following the informal meeting held on 14th November 2017 to discuss the possible options for governance between Yate Town Council and YOSC Ltd, the following was **NOTED**:
 - YOSC Ltd would prefer to run the site under a licence/lease with day-to-day responsibility, with capital costs met by Yate Town Council. YOSC Ltd would like to employ a Site Operations Manager to pick up routine maintenance inspections and actions as well as managing the site;
 - Yate Town Council has reservations about the level of risk involved if YOSC Ltd and its staff actioned safety checks, effectively as a third party, as the liability resulting from any inaccurate or incomplete checks would rest with Yate Town Council. The cleanest model would be for health and safety checks and maintenance to be controlled by Yate Town Council;
 - There is a need to be very clear who is responsible for what in the final legal agreement to provide each party with certainty and clarity and to ensure obligations are met;

- Some routine activities could be delegated to YOSC Ltd to complete under and SLA with a grant to YOSC Ltd;
- Providing YOSC Ltd remain a tenant then rate relief will apply.

RESOLVED;

- YOSC Ltd to work up a budgeted business plan, which includes an indication of income, to ascertain the level of rent it could afford for the lease/licence;
- A list of works to be created by YOSC Ltd detailing what works have been completed to date and those needed in the short, medium and long term so that maintenance works can be planned for insofar as possible.

4. FINANCIAL OVERVIEW

Estimated income and expenditure report for 2016–7 prepared by Yate Town Council's Responsible Finance Officer, based upon information together with estimated receipts and payments for YOSC FM for 2016-17, was received. (Confidential Appendix 1)

Estimated running costs and projected income for YOSC Ltd 2018/19 was received (Confidential appendix 2)

RESOLVED;

- YOSC Ltd to review the figures and to give better estimates on the assumption that YOSC Ltd employs a Manager and health and safety duties are under the control of Yate Town Council, as well as costings for Yate Town Council only involved in 1 or 5 year (depending on requirements) statutory Health and Safety inspections (YOSC Ltd preference);
- Yate Town Council to check if some figures have been double counted or over estimated, and to factor in reduced income whilst track refurbishment is undertaken (Jeremy Dale and Steph Davis to meet on Tuesday 5th December 2017 to review figures);
- Yate Town Council to ascertain the exact statutory requirements of the landlord in respect of timing of statutory Health and Safety Inspections;
- YOSC Ltd to confirm that based on the financial information produced, that they can afford to employ a Site Manager.

5. ITEMS FROM YOSC LTD

The following updates were received from YOSC Ltd:

- **Quarterly Report** –work is underway to input all of 2016/17 onto a new accounting system to compare with 2017/18. Information will be ready by the New Year and then as regular as required thereafter;
- **Governance Documents** – It was confirmed that the following policies have been prepared to satisfy the requirements of the Charity Commission and have been approved by the YOSC Ltd (Board Meeting Minute 4.2, 20th October 2017);
 - Conflict of Interests;
 - Data Protection;
 - Financial Controls;
 - Investment;

- Risk Management;
- Safeguarding;
- Volunteering.

It was **NOTED** that the Complaints Handling Policy is in the process of being prepared.

- **Structure & Roles of Directors**

It was **NOTED** that at the YOSC Ltd Board Meeting (Minute No. 5/1, of 20th October 2017) it was stated that:

- *In accordance with Minute item 3.1 ‘Structure’, CK issued an email dated 25 September 2017, to all YOSC Directors explaining the expected roles and some of their duties that are usually associated with UK Charities. After some general discussion by the Directors, it was agreed that the following roles would be allocated as follows:-*
 - *Chair – Jeremy Dale;*
 - *Secretary – Cheryl Kirby;*
 - *Treasurer – Ellen Morley.*

All Directors acknowledged that they remain jointly responsible for YOSC Ltd and all emphasised that they are working, as a team, to carry out the goals of the charity to the best of their abilities.

- **Building Control Certificate for the Shed** – documents and payment has been sent to South Gloucestershire Council, certificate awaited;
- **Bank Signatories** – forms have been sent to the bank, awaiting confirmation from bank.
- **Health & Safety File and Operation Manuals** – A quote for £6,000 has been received to prepare a Health and Safety Operations Manual for the YOSC site. **RESOLVED** To proceed with quotation to prepare Health and Safety Operation Manual. Jeremy Dale to also forward concerns to Councillor Mike Drew for the attention of South Gloucestershire Council.

6. YOSC ATHLETICS AND TRACK PROJECT

It was **NOTED** that:

- The tender period is live with a return date of 18th December 2017;
- Concern was raised that by handing the site over to the contractors would mean some large events would need to be cancelled/postponed;
- A meeting of the YOSC Athletics and Track Project Steering Group will recommend the way forward for decision at Full Council on 9th January 2018.

7. YOSC SITE MANAGER

It was **NOTED** that YOSC Ltd has drafted a job description for a Site Manager post and that YTC has fed back with comments about:

- Itemising all key duties of the post (in terms of site management, managing clubhouse, bar and catering offer, escalating issues to YTC as landowner, financial operations, site policies and data/document management, contract administration, communications, marketing, call out, recruitment, training and supervision of site staff and volunteers, H&S (accidents and incidents), safeguarding, sponsorship and fundraising, meeting targets, ensuring cover etc);
- Including all key duties within the job description (with skills and qualifications such as COSHH and Legionella featuring in the person specification);
- Necessity for governance arrangements between Yate Town Council and YOSC Ltd to be in place before an appointment is made in order for YOSC Ltd to know exactly what the post holder will be expected to do to reflect requirements of Yate Town Council on YOSC Ltd.

It was further **NOTED** that YOSC Ltd has confirmed that:

- a HR consultant is assisting YOSC Ltd to ensure an effective recruitment process is in place to attract the right candidate;
-
- YOSC Ltd will set targets for the post holder once baseline has been established;
- YOSC Ltd consider the role to be affordable and even without all the H&S responsibilities and to be benchmarked correctly in the market place;
- YOSC Ltd are keen to advertise and commence recruitment process but will not appoint until governance matters in respect of the licence/lease are confirmed.

It was **NOTED** that Yate Town Council did not recommend that YOSC Ltd appoints a Site Manager until:

- they are certain they can afford it;
- the governance arrangements are confirmed so that they are sure what they will expect the post holder to do.

8. GENERAL UPDATES

It was **NOTED** that:

- The works and servicing to the water softener unit have been completed;
- Works to moving the switches for the tennis court floodlights from the Boxing Club have been completed although it was further **NOTED** that YOSC Ltd is not sure

what has changed and Brinsham Green School now owe money for the Tennis Court floodlight usage. **RESOLVED** The Estates Manager to follow this up with South Gloucestershire Council.

- The container for Men in Shed's has been moved from YOSC;
- Investigation into works and enhancements to the car park to be held in abeyance until negotiations with Brimsham Green School are complete. However quotes have been requested in the meantime;
- Drainage – South Gloucestershire Council has supplied a feasibility study and investigations are continuing;
- An update was received from the Estates Manager in respect of the hockey dug out; The following is recommended;
 - To paint the metal base frame to avoid future corrosion;
 - Add a strip of angle trim to roof edges;
 - The 25mm ground level bar to the entrance to be painted a bright colour such as yellow;
 - Regular treatment of timber to preserve the timber from the elements;
 - The dugout to be secured to the ground.
- South Gloucestershire Council completed a survey of the boxing club on 14th November 2017;
- Sample result regarding the fire on the trading estate and materials found at YOSC in relation to the fire confirmed 'asbestos not detected'.
- Correspondence is awaited from South Gloucestershire Council to complete repairs to the roof;
- A request was made by YOSC Ltd in respect of whether there is sufficient funds to complete the railings work (66 railings). YOSC Ltd was advised that until the tender for the track project is complete and final costs known versus monies raised for the project, it is unknown if there will be sufficient funds available. **RESOLVED** The 66 railings be added to the "wishlist" for future;
- Contact has been made with Brimsham Green School and YOSC Ltd to talk about progressing the idea of an all-weather pitch at YOSC. A meeting will be scheduled in the new year with interested parties to discuss how to take this forward, considering FA, RFU and other viable funding sources.

8. DATE OF NEXT MEETING

It was **RESOLVED** that the next meeting will take place on Friday 5th January 2018, at 1.30pm at Poole Court.

MINUTES OF THE YATE AGEING BETTER SUB-COMMITTEE MEETING HELD ON WEDNESDAY 22ND NOVEMBER 2017 FROM 2PM – 3.30PM AT POOLE COURT, YATE.

PRESENT: Yate Town Councillors John Gawn, Karl Tomasin and Sue Walker.
Community Projects Manager and Venues Operations Officer - Yate Town Council

1. ELECTION OF CHAIR AND OF VICE-CHAIR OF THE YATE AGEING BETTER SUB-COMMITTEE

It was **RESOLVED** that:

- the Yate Ageing Better Sub-Committee would be chaired by Councillor Karl Tomasin;
- Councillor Sue Walker would take on the role of Vice Chair of the Yate Ageing Better Sub-Committee.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillors John Ford and Chris Willmore.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest were received.

4. TERMS OF REFERENCE

It was **RECOMMENDED** that the Terms of reference to be agreed at Full Council meeting 9th January. (Appendix 1)

5. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 22nd AUGUST 2017

RESOLVED Minutes from the Older People's Provision Review meeting held on 22nd August 2017 were received and agreed.

6. TO RECEIVE PROJECT UPDATES

6/1 Men in Shed's

- A newsletter has been circulated to around 70 of those who had expressed an interest in the project to provide an overall update. **RESOLVED** Officers to circulate the newsletter to Councillors on this Sub-Committee;
- Development works have begun to set up the Men in Shed's project including a visit to Ridgewood Community Centre to consider whether it could be a venue for the project;

- The container has been moved from YOSC and is now at Kingsgate Park. It will be used as storage for the Men in Shed's project. Works or sessions will not be undertaken here as originally considered;
- The Men in Shed's group is in the running to receive funding from the Tesco Bags of Help Scheme. In store customer voting will run until January 2018;
- Prospective members of Men in Shed's have gathered to begin forming an association;
- The Community Projects Manager has met with the lead member of the Men in Shed's group to begin the handover of the project setup to the volunteers;
- A regular informal Men in Shed's meeting will take place every Thursday at the Armadillo Café at 10:30am, welcoming both committee members and prospective members. The session will allow committee members to explore formal topics and for prospective 'shedders' to gather to find out updates and to offer an opportunity to socialise with others interested in the project.
- Further details on how Men in Shed's will obtain funding from Yate Town Council to be explored and agreed at a later date.

It was **RESOLVED** that:

- Yate Town Council support the group of volunteers to lead on taking forward the project setup actions;
- The Community Projects Manager to continue liaising with the lead volunteer, regarding the setup of the Men in Shed's project, and report updates back to the Sub-Committee;
- An indication be made to the group of volunteers that:
 - Yate Town Councillors would like to be involved in the recruitment of the committee members;
 - There is interest from some Yate Town Councillors to become involved in the Association.

6/2 Lunch Club

- Lunch Club continues to take place at St Nix Church every Monday.

RESOLVED St Nix to be advised of the cut-off date of April 2018 for spending / claiming the £500.00 allocated by Yate Town Council to support the setup of the Lunch Club.

6/3 Yate Ageing Better

- (a) **Consultation (review consultation timeline Appendix 2)**

It was **NOTED** that Officers are attending a South Gloucestershire Council Ageing Better Consultation event on 29th November 2017 held at the Batch, to find out more about the wider strategy and what is happening locally.

It was discussed and the following was **RESOLVED**:

- Officers to begin the design of the consultation to include creating a wish list of participants and defining the consultation brief;
- The consultation to ask participants for feedback about existing Yate Town Council projects aimed at those over the age of 50.

(b) Funding (Including the consultation)

It was reported that Quartet has been in touch to obtain further information to support the application for funds that was submitted to cover the cost of the consultation.

It was **NOTED** that discussions have begun around funding of Yate Ageing Better projects for the 2018 financial year but have not yet been confirmed.

It was **RESOLVED** that:

- Members Award Funding to be explored to cover the consultation before the next meeting;
- Officers to continue to seek external funding for the consultation and Men in Shed's project;
- A recommendation regarding the source of funding for the consultation be made by the Sub-Committee no later than 24th January 2018 to be received at the Finance and General Purposes Committee on 6th February 2018.

(c) Facebook Page

There is now a live 'Yate Ageing Better' Facebook page coordinated by Yate Town Council staff, promoting Yate Town Council opportunities aimed at the over 50s locally;

The Facebook page is regularly updated with information about the Pop Inn Café, Senior coffee morning at the Armadillo, Men in Shed's, Lunch Club and provides updates in regards to the Yate Ageing Better Consultation.

RESOLVED Information available online be condensed into a quarterly Yate Ageing Better newsletter and be made available at Yate Town Council properties to reach those who do not use social media.

(d) Vision Statement

RESOLVED The vision statement for Yate Ageing Better to read:

“Yate Town Council is committed to working with local people to provide a wide range of opportunities to support individuals and groups, to age in a way that is:

- *Positive;*
- *Inclusive and;*
- *Empowering.*

Working together with the community, we are ‘Yate Ageing Better’.”

7. DATE OF NEXT MEETING

To **NOTE** that the next meeting will be set in January 2018 via a Doodle poll.

J:\Projects\Older People\Yate Ageing Better\Minutes\YAB Minutes 221117.doc

Terms of Reference

Yate Ageing Better Sub-Committee

(Responsible to the Finance and General Purposes Committee / Full Council)

1. Membership

1. Members as appointed by YTC.

2. Delegated Business

- 2.1 The Yate Ageing Better Working Group to take identified projects forward within budget without recourse to either the Finance and General Purposes Committee or Full Council for decision (agreed at FC 24.10.17)

3. Referred Business

- 3.1 To identify projects / new provision for older residents in Yate and to make recommendations to the Finance and General Purposes Committee/Full Council for decision.
- 3.2 Any other matter referred to the Yate Ageing Better Yate Working Group for decision by the Finance and General Purposes Committee or Full Council.

YATE AGEING BETTER DRAFT CONSULTATION PLAN

STAGE 1

27th Oct

ESTABLISHING MISSION
STATEMENT/TAGLINE YATE AGEING BETTER

STAGE 2

30th Nov-22nd Dec

PLAN- Who/What/Where/When/How
-Incorporate '5 ways to wellbeing'?
-Support the mission statement of Yate
Ageing Better
-Create organisation input 'wish list'

STAGE 3

2nd Jan – 2nd Feb

SPECIFICATION- Alongside the spec, YTC to
provide an overview of existing activities
locally

STAGE 4

5th Feb- 2nd March

TENDER CONSULTATION- CVS could act as
broker to find an independent consultant

STAGE 5

5th March- 16th March

APPROVE AND APPOINT CONSULTANT-
Panel to include Councillor(s)

STAGE 6

19th March-1st June

CONSULTATION TO TAKE PLACE

STAGE 7

22nd June

CONSULTANT TO COMPILE AND PRESENT
REPORT TO YTC

STAGE 8

W/C 9th July

YTC COMMUNITY EVENT TO CELEBRATE/
PROMOTE FINDINGS

Yate Town Council Response to Consultation – Disqualification Criteria for Councillors and Mayors

This response is on behalf of Yate Town Council, a large local council north of Bristol;

Q1 - Yes, however we do not understand why police authorities are not included - we see an overwhelming case for consistency in the rules for all public roles, if anything the police requirements should be stronger.

Q2 - Yes, because there is not a conviction in place and the person has not had the opportunity to test the evidence.

Q3. See question 6

Q4 See question 6

Q5 No

Q6 We are deeply concerned that there is no rationale for picking out these two matters (a civil injunction and CBO) when more serious offences do not lead to disqualification. This creates a deeply inconsistent picture in which persons convicted of fraud, or of repeated offences of violence would not be disqualified, but someone subject to a CBO or civil injunction would). Given the threshold currently is that the offence has to be subject to a sentence of three months in prison (whether or not suspended), someone can have a pretty major record of dishonesty or violence, and not be disqualified. As such, whilst we welcome further protection for the public, given the position of authority that vests in the council role, we consider it should be consistent and either apply from everything from a CBO / civil injunction upwards or not be changed, rather than picking off two new issues and leaving a gap.

Whilst responding we would also like to suggest consideration is given to adding to the disqualifications that if a person is struck off their professional register for misconduct - eg solicitor, barrister, accountant, financial services, medical registers - that should disqualify them from holding elected office for a period, as they have shown they do not have appropriate regard for proper rules and procedures. This is about protecting public assets. We have been surprised to see a person who was struck off a statutory financial regulatory register being able to be elected as a councillor and take up a leadership role in a principal authority. We would ask the review to consider this issue.

Yate Town Council**Responses to Consultation on South Gloucestershire Local Plan 2018 - 2036****Introduction**

The Prospectus obviously only considers the approach to compiling the Local Plan at a very high level, but generally we consider that the approach is adequate.

We do however have a number of serious concerns:

- A lack of confidence in the evidence base because Dodington parish is omitted entirely from the Sustainable Access Profiles. This needs to be rectified for us to have meaningful discussions grounded on the evidence base.
- A lack of transparency regarding the Call For Sites data – the documents supporting each site should be immediately accessible from the clickable map.
- It is not clear how the Local Plan process will bring together issues such as sustainability of sites, infrastructure, and the link between employment sites and housing, so that residents do not have to cross the Green Belt to get to work.
- In respect of this last point we would refer to the issues raised in our submissions to the Joint Spatial Plan and the Joint Transport Study (attached). We comment now that the methodology of the Local Plan needs to account for how each of the issues we raised regarding the JSP and JTS will be addressed when the Local Plan is being compiled/

Q1 We are keen to know what cross boundary strategic matters neighbouring authorities, government agencies etc. would like to engage with us on and which methods of engagement would best suit.

The pattern of developments in the Yate / Sodbury / Dodington / Westerleigh area affect all 4 parishes. There needs to be detailed workshops with representatives of the local councils, jointly where appropriate. The discussions should include housing, employment, retail and service locations, infrastructure, public transport, and environmental issues such as flooding and the effects of development on the local environment.

We also feel very concerned as we indicated in our Core Strategy submissions, that the proposal identifies strategic employment locations on one side of the green belt and strategic housing growth locations on the other side – with the resulting impact on access to employment, costs of travel to work, congestion and the environment in the green belt.

Q2 Are the key priorities identified in paragraph 3.8 and in Topic Paper 1 the right key priorities for the South Gloucestershire new Local Plan to tackle up to 2036?

S Glos will need to consult closely with representatives of local communities and with individual residents themselves. Involvement is the key. We have concerns about the key priorities in para 3.6 of the document as published.

- Section 3 overall is very geographically focussed, and has dropped the idea of spatial planning looking at people and communities as well as geography. We hope the SGLP as drafted will ensure a people focussed approach – using place in its sense of being communities constructed by people as opposed to simple geography. We note the mention of ‘successful communities’ in topic paper 1, but it is not mentioned in the Prospectus and requires a higher profile in that prospectus.
- There is a key admission from the key priorities – that of ‘reducing inequality’. There are currently massive inequalities in access to employment, and therefore prosperity – and to key facilities such as hospitals. The strategy talks of ‘maintaining economic prosperity’ which rings hollow for those who do not have public transport access to key employment centres and face expensive and congested journeys to work – the strategy needs to address explicitly the question of how we locate employment opportunities close enough to where people live to provide increase equality of access to opportunity. Whilst there is some mention of this eg in relation to health and wellbeing in Topic Paper 1 it needs to be a key objective not just in relation to health and wellbeing.
- We support the aim of ensuring there is sufficient affordable housing, but unfortunately this is not achieved by the release of large new neighbourhoods for private sector development, with houses prices as high as £600k. We hope the draft document will genuinely engage with the question of truly affordable housing in sufficient number.
- We are concerned about the 3.8 emphasis upon economic growth as opposed to sustainable growth or a sustainable economy. Growth which is not sustainable fuels the demand for more housing for people moving to the area and does nothing to address the local inequalities of wealth or open up local opportunities. Our aim should be to deliver a prosperous area where all have the opportunity to live a happy and healthy life. The current statement lacks that focus upon people and sees economic growth as a good independent of its impact upon quality of life, inequality and prosperity. We hope the fuller draft document will better reflect that the aim is prosperity and wellbeing for all.
- We have worries about Topic Paper 1, for example 3.i seems to assume that delivering the housing numbers will address access to affordable housing. It notes the affordability gap in 3ii but does not suggest how this can be dealt with.

Q3 Have you any comments on what should be included in the visions for any of the following areas: 1. Overall vision for the whole of South Gloucestershire 2. Urban areas in the north and east of Bristol 3. Yate & Chipping Sodbury 4. Thornbury 5. Severnside 6. Rural areas

See our previous comments on the JSP and JTS, which we attach. We would stress protecting Green Belt and avoiding the damaging effects of placing employment and housing in locations that require people to commute through the Green Belt.

We welcome the emphasis upon development of a coherent sense of place and richer mix of opportunities. However the emphasis in Topic Paper 1 upon the town as a destination is at the expense of thinking about the town's internal needs. This is reflected in the Evidence Base profiles. In relation to other communities for example the profile talks about where you can get to FROM the community by public transport. So it is focussed upon the people in that community and how they get places. But for the Yate profile the equivalent box talks about

We are concerned that the comment on public transport in the Yate Vision needs to be explicit about public transport and road access to key centres of employment and services FROM Yate.

We are concerned that the Vision makes explicit that the 3000 dwellings to the north of the Town are explicitly linked to the ones currently consented, to avoid ambiguity.

We are also very concerned about the lack of reference to the need not merely to diversify local employment, but also to increase local employment opportunities beyond matching housing growth to address local losses of employment.

Q4 Is the draft structure the most appropriate approach?

It seems a logical approach but the process should allow for some flexibility in case of unforeseen issues or external influences e.g. changes in national policies that would affect the local economy.

Q5 Do you consider the approach to combining policies and the range of policies identified is appropriate to address the land use issues facing South Gloucestershire?

Yes, so far as we can tell based on the limited information we have received so far.

Q6 Are there other policies that are needed to address the land use issues relevant to South Gloucestershire?

We know that the Environment Agency is consulting on flood relief measures for the River Frome, and this may have a major effect on viability of some development locations. This needs to be factored in, together with the strategic issues associated with inequalities.

We are also concerned that the high level statements do not reflect the importance of community to the wellbeing of an area, so that strategic planning is about creating

communities not just land use – and feel that sense of community infrastructure and identity needs to permeate the plan.

We have commented on omissions in the current deposit PSP and continue to have those concerns.

It is important to consult the local people and to get their views on any “gaps” in the policy and evidence bases.

Q7 As part of this consultation additional sites and evidence supporting their deliverability can be made using the online response form available from www.southglos.gov.uk/callforsites

The map needs to be linked through to the documents behind each of the sites nominated now or in the past.

Pending this we request that we should be given access to the information submitted for each site referenced in and affecting our town. We are deeply concerned to see a number of employment locations listed, given our deep concern at the loss of local employment sites to development that we have seen in recent years. We are opposed to all of those redevelopment sites, and to sites which give rise to urban sprawl.

We are troubled by paras 5. 8 – 5.11 which says work has been commissioned to review seven localities that ‘ could offer further potential to boost urban living’. No criteria are given for this work that has been commissioned, so we have no way of knowing whether the appropriate questions have been asked, nor do we know who is doing the work and how local people will be consulted and engaged to ensure all appropriate evidence is gathered. We oppose such a secretive evaluation which will become in practice determinative of where further development goes.

Q8 Do you have any comments on the methodology used to construct the Sustainable Access Profiles? For example comments on the approach to defining the range of key services and facilities, assessing walking and cycling and public transport access.

The methodology seems appropriate and provides a useful baseline. However the omission of Dodington Parish in its entirety undermines the credibility of the methodology. It is a distinctive community and needs its own evidence statement. At present we cannot tell whether you have put it all in Yate, or some in Yate and some in Sodbury.

See our answers to question 5 – where we have grave concerns that the methodology and outcome profiles have not treated Yate consistently with other areas, and have profiled it as a destination not an origin / community with its own needs. That means there is a risk of the Plan not reflecting the needs of Yate residents. So we ask that the Yate evidence base be recalculated using exactly the same criteria as for other communities – and then with a separate evidence base element for destination communities.

We are concerned that the baseline provides static data and not trends. So for example in Yate we have seen a net loss of employment sites to residential use, at the same time as we have been experiencing substantial housing growth. That is creating major pressures on commuting and upon economic prosperity for local people. The evidence base needs to reflect trends as well as a static picture to see where issues need to be addressed. It also needs to understand better the character of jobs in a locality and whether they are about people commuting to them, or are local jobs.

Documents such as the town centre strategy for Yate are not listed in the Key Evidence Base. These extra statutory documents should be included in the key evidence base.

We are unable to comment upon the accuracy of the evidence base as for example it talks of major employers, but does not confirm what counts as such.

Q9 Do you have any comments on the findings and detail of individual Sustainable Access Profiles? E.g. are certain key services and facilities included which should not be, or are others missing?

We are very concerned that there is no Sustainable Access Profile for the Dodington Parish area, which has a substantial population. Our local community facilities are largely unlisted, and there is no basis for assessing the services our residents have access to.

We wish to lodge a fundamental objection to the process, as it is not clear what data for Dodington has been analysed, and if it has been considered, where that analysis can be found.

This calls into question whether the baseline for deciding development locations is appropriate, and we wish to know what other significant settlements within South Glos have similarly been ignored.

We are also deeply concerned about the failure to reflect adequately the crisis in traffic and transport congestion problems, or the access to hospital issues.

Food Plan Consultation

Whilst this is a good plan in what it says, we are very concerned about the resources available to implement it. We urge South Gloucestershire to rethink the balance of time spent on producing these sorts of plans and the resources available to implement them. If they are to be used by the voluntary and private sector to help focus their activities they need to be very short, focussed and easy to apply. If they are to guide S Glos action then they need to be really focussed on the change that is sought in various other areas of service - so each service knows what to do differently - and so it is clear how much additional resource is going to be made available to support the plan.

There are four omissions we would like to see addressed:

1. The plan as a whole would benefit from being located within the UN Sustainable Development Goals. Many authorities are now using them to frame strategic initiatives, and they offer a very good tool for identifying the benefits of the various suggestions within the document and the interrelationship with other objectives.

2. We are aware of and support other feedback arguing for a planning restriction upon the high concentration of takeaway facilities offering menus high in fat and salt, such as kebab and fish and chip shops. Not all fast food outlets are problematic, some do offer a more balanced diet, but it would be beneficial if more attention could be paid to the proliferation of unhealthy fast food outlets, as opposed to healthier ones.

3. Availability of cookery classes. Some of us remember when cookery classes were available as evening classes. We would welcome an initiative by South Gloucestershire to stimulate the provision of cookery classes within the adult education offer - not for NVQs/work (they already exist) but as basic cooking courses to encourage people to cook healthy meals from basic ingredients to make inroads on food poverty, obesity and healthy lifestyles.

4. Fairtrade and associated initiatives. We would have liked to see more about how the council intends to promote this

What could your Council do?

The Town Council is a Fairtrade organisation and promotes healthier foods in its own outlets. We would welcome stalls from the South Glos Food plan at the big public events we organise. We are working on delivery in additional allotments (individual and community)

What is the biggest issue in your area?

Food poverty. Families in our priority neighbourhoods say they do not need leaflets etc advising them about healthier eating, they know what that is. The problem is price. The single biggest thing they say would make a difference is if supermarkets agreed to always make their BOGOF offers healthy foods, rather than unhealthy ones. Could South Glos talk with the big retailers to try to achieve this.

Protocol

Appendix 17

Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

This protocol (based on the guidance provided by the [National Association of Civic Offices](#) to LAs) provides a procedure to follow for marking the death of the reigning Sovereign, other senior members of the Royal Family and certain national figures or local holders of high office, listed below, to ensure the appropriate response is made by the district in such circumstances and will be implemented by the Chief Executive, or Head of Governance, Legal and Democratic Services, in her absence.

It may also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a terrorist attack or major incident. (Refer also to the Council's Strategic Emergency Plan and Recovery Plan.) This would apply if a National Day of Mourning was announced by 10 Downing Street.

This protocol sets out the action to be taken by South Gloucestershire Council in the event of the death of:

- HRH The Queen (State Funeral)
- HRH The Duke of Edinburgh (Ceremonial Royal Funeral)
- HRH The Prince of Wales (Ceremonial Royal Funeral)

(Non-ceremonial royal funerals for all other members of the Royal Family)

- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Princess Charlotte of Cambridge
- HRH Prince Henry (Harry) of Wales

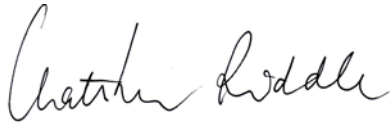
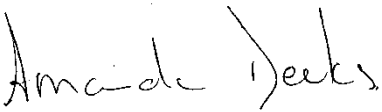
HRH The Duke of York
HRH The Earl of Wessex
HRH The Princess Royal
HRH The Countess of Wessex
HRH The Duke of Gloucester
HRH The Duchess of Gloucester
HRH The Duke of Kent
HRH Prince Michael of Kent
HRH Princess Michael of Kent
HRH Princess Alexandra

It will be appropriately adjusted in relation to:

- The Prime Minister
- Any former Prime Minister
- The Members of Parliament for the constituencies of which the District of South Gloucestershire forms a part
- A serving Chair or Leader of the Council
- A serving member of the Council

Contact details for all those with responsibilities under this protocol are set out in **Appendix 5** (exempt) to this protocol

This protocol was approved by:

	
Cllr Matthew Riddle, Leader of Council Date: July 2017	Amanda Deeks, Chief Executive Date: July 2017

This Protocol is to be reviewed annually with the first review to take place no later than July 2018.

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
<p>South Gloucestershire Council's Protocol will be implemented on the formal announcement of the death of any one of those persons named on pages 1-2 of this document.</p> <p>There will be liaison with the Lord Lieutenant of Gloucestershire's office throughout the process.</p> <p>In the event of the death of the Sovereign, Appendix 4 gives the summary of key actions for the council and timeline.</p>	<p>Chief Executive, Leader of Council or by the Head of Governance, Legal and Democratic Services.</p>	<p>Flags to be lowered immediately and books of condolence to be opened on the next working day. (www.royal.gov.uk)</p> <p>Head of Strategic Communications to be advised. Communications to issue press release with relevant details to ensure public are informed.</p> <p>Chief Executive to notify all Councillors and staff by email.</p> <p>Item to be placed on Council's website and intranet.</p>

PART 2 Flag flying

Action required	Implemented by	Other Notes
<p>Immediately at the request of the Leader of Council or Chief Executive, Union flag to be flown and lowered to half-mast.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	<p>All flagpoles at Council buildings to fly Union flag at half-mast to adopt practice to be followed for Government buildings. (Guidance given in Appendix 1.)</p> <p>If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.</p>
<p>Applicable only following the death of the Sovereign:</p> <p>On Proclamation Day (D+1) (day following the death of the Sovereign, when the new Sovereign is proclaimed) flags to be raised to full mast at 11.00am and flown throughout the day at full mast.</p> <p>On the day following Proclamation Day (D+2) they will be returned to half-mast at 1.00pm.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	
<p>On Subsequent Days:</p> <p>Following the death of the Sovereign or other member of the Royal Family identified in the list on pages 1-2, flags will continue to be flown at half-mast until 08.00am on the day following the funeral (D+11).</p> <p>For all others identified in the list on pages 1-2, flags in South Gloucestershire will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume (see note opposite) until the day of the funeral when they will again fly at half-mast.</p>	<p>The Head of Property & Business Services</p> <p>At Badminton Road council offices by the duty caretaker</p> <p>At the Civic Centre, Kingswood by the duty caretaker</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer.</p> <p>The phrase "Usual local arrangements" should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>

Action required	Implemented by	Other Notes
<p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website and provide the link.</p>	<p>Also to liaise with the bigger Town /Parish Councils and sign-post to any books of condolence or events they may organise in their area.</p>	<p>It is not possible for every book of condolence from all such sad occasions to form part of the Royal Archives. However, in a letter of condolence from Leader of the Council reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives its acts as an effective cross reference.</p>
<p>When the Book of Condolence has been closed the Chief Executive will discuss with the Leader of Council arrangements for binding and where the final bound version is to be lodged.</p>		<p>Books of Condolence are essentially a local record of sentiments by local people of the death of a national figure. They should form part of the Authority's archive for future reference on the way in which national events were marked in the area. Loose leaf pages with messages of condolence to be sent for binding at conclusion of period of mourning then placed with Gloucestershire Archives.</p>

PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
<p>To review the programme of engagements undertaken by the Chair of Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>The Chair of Council with the Democratic & Member Services Manager, and discussion with the Chief Executive and others.</p>	<p>Careful thought should be given to all types of events and activities which are held or hosted by the Chair / Deputy Chair. Lunches, dinners and receptions may need to be cancelled or postponed. Visits to Schools by Councillors might be helpful, talking about the events that are unfolding. Decisions to be taken locally with great sensitivity.</p> <p>The National period of mourning is 2 weeks, the Royal Mourning period is 1 month.</p>
<p>Consideration should also be given to working with local faith groups to arrange some sort of Service if appropriate on the eve of the funeral, enabling local people to join together in an act of remembrance.</p>	<p>Potentially identify suitable areas where flowers can be laid – possibly areas where the proclamation is being read. (Liaise with StreetCare.)</p> <p>Strategic Communications team to publicise events to the public as appropriate.</p>	<p>Prayers in local churches, memorial services – likely to be arranged locally.</p> <p>Civic attendance will add to sense of community coming together.</p> <p>Useful to know which Churches are doing what and when and local councillor attendance. Coordination with the Gloucester Diocese may help with this as they have a comprehensive website and would probably issue their own guidelines. Thornbury have a ‘Churches together’ initiative where they do things ecumenically across the denominations.</p>

PART 5 Proclamation Day – Relevant to the death of the Sovereign only

Action required	Implemented by	Other Notes
<p><u>Nationally</u> Proclamation Day is set to be the day following the death of the Sovereign (D+1). Proclamation to be read out at 11.00 a.m. at St. James' Palace, London (<i>or 2.00 p.m. if on a Sunday - tbc</i>). At 12.00 noon the Proclamation will be read out at the Royal Exchange in the City of London.</p> <p>The next day (D+2), the Proclamation will be read out at 12.00 noon in Edinburgh, Cardiff and in Belfast, and a second reading at 12.30pm in Edinburgh.</p> <p><u>Locally</u> The Proclamation to be read at 12.30pm on the steps of Gloucestershire Shire Hall by High Sheriff in presence of Lord-Lieutenant.</p> <p>The Leader / Chair of South Gloucestershire Council to read the Proclamation at 1.30pm at Kingswood Civic Centre. Deputy Lord Lieutenant to give an introduction.</p> <p>The Mayors/Chairs of Town/Parish Councils for Bradley Stoke, Thornbury, Yate and Chipping Sodbury are invited to read the Proclamation at 1.30pm (or after) at an appropriate local venue.</p> <p>All those listed in Appendix 2 to be invited to be present and advised where the proclamation will be read. Councillors to be advised to wear suitable dark attire.</p>	<p>Notification of the reading of the Proclamation to be given by the Chief Executive to those identified in Appendix 2.</p> <p>Strategic Communications Team to ensure that the public are informed by way of a press release and item on the Council's website</p> <p>Strategic Communications team in liaison with facilities team to arrange access (as appropriate) and setting up of any public address system</p>	<p>Deputy Lieutenants from South Gloucestershire to be invited to attend.</p> <p>Wording of Proclamation to be read out will be available from the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privvy-council.org.uk)</p> <p>Flags to be at full mast when the Proclamation is read at 12 noon and 12.30pm.</p> <p>Flags to go to half mast at 1pm and will remain so until the day after the funeral (D+11)</p> <p>Provision should be made for the Deputy Lieutenant to offer words of introduction before the proclamation is read.</p> <p>NB: timings may have to be adjusted, depending on the time of year, etc.</p> <p>NB: Check if any Citizenship Ceremonies are taking place at this time. On the death of the Monarch the oath will need to be amended.</p>

<p>Reading of the Proclamation to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police, town centre manager and other agencies for the managing of the occasion as necessary.</p>	<p>Facilities Team to manage arrangements and liaise with Strategic Communications team regarding media access</p>	<p>The Safety Advisor Group (SAG) may be able to assist in this process.</p>
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PART 6 Dress Code

Action required	Implemented by	Other Notes
<p>A small stock of black ties, mourning ribbons and black arm bands will available from the Chief Executive's office for use by the Leader of Council, Chair and Vice-Chair of Council and Chief Executive following the death of a senior figure.</p> <p>Councillors may wish to wear black ties/black ribbons /dark colours when conducting public business.</p>	<p>The stock to be issued and maintained in good order by the Chief Executive's office.</p> <p>Chief Executive to send e-mail to Councillors inviting them to adopt this practice if they would like to do so.</p>	<p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in Appendix 3</p>
<p>On the death of the Sovereign, South Gloucestershire's Chains of office will not be worn by the Chair or Vice Chair of Council. Consideration should be given to badges of office being worn on black neck ribbons/black tie from the day of death until and including the day of the funeral of the Sovereign</p>	<p>Chief Executive to consider with Chair / Vice Chair and Leader of Council.</p>	<p>Black ties / armbands /ribbons will be available for use by the Chair, Vice Chair and Leader during the mourning period.</p> <p>NB: the period of mourning starts on proclamation day. There will be a Royal Mourning Period of 1 month.</p>

PART 7 Marking a Silence

Action required	Implemented by	Other Notes
<p>The death of a senior national figure/or other member of the Royal Family may be marked by a National Two Minute Silence. Details will be announced by Buckingham Palace.</p> <p>In South Gloucestershire, where Silence is to be kept for a senior member of the Royal Family, the Leader of Council will lead a Public Silence at the council's Badminton Road offices in Yate.</p> <p>The silence will also be observed at the Kingswood Civic Centre.</p> <p>All those listed in Appendix 2 to be invited to be present. Recommendation that Councillors wear black ties/black ribbons /dark colours. Arm bands/ribbons to be available for Chair/ Vice Chair of Council, Leader of Council and Chief Executive.</p> <p>The Public Observing of the Silence to be publicised.</p> <p>On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10 for the Sovereign).</p> <p>Arrangements to be made for crowd control, media access and liaison with local police and other agencies.</p>	<p>Head of Property and Business Services</p> <p>The start and finish of the period of silence to be marked at Badminton Road by the blow of a whistle, and at Kingswood Civic Centre by a ring on the fire alarm.</p> <p>Strategic Communications team to ensure that the public are informed by way of a press release and item on the Council's website</p> <p>Facilities Team/ Strategic Communications team</p>	<p>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family. (D+8 for other senior royals.)</p> <p>The day of the funeral of the Sovereign is likely to be a National day of mourning where most businesses/contractors will close.</p>

PART 8 Letters of Condolence

Action required	Implemented by	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Leader of the Council / Chair of Council before dispatch.</p> <p>Authorities have been advised that Books of Condolence need to be retained locally so future generations are able to gain easy access to them. It is not feasible for every Book from all such sad occasions to form part of the Royal Archives, hence the request for the letter to act as an effective cross-reference.</p>	<p>Head of Strategic Communications in liaison with the Chief Executive to draft letter of condolence ready for signature</p>	<p>In case of death of a member of the Royal family, letter to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the Sovereign's death, which case the letter should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign.) In each case, other than exceptional local circumstances, one letter of condolence only should be sent on behalf of the Council.</p>

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

On the formal announcement of Death, all flags are to be lowered to half-mast until 0800hrs. on the morning following the Funeral.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half mast.

All Flags will then be flown at the Mast-head from 1100hrs. on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300hrs. the following day, i.e., D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

**Those who might be invited to be present
at the Reading of the Proclamation on the accession of a new Sovereign
and at the Public Observance of a Two Minute Silence**

All Members of the Council

Freemen of South Gloucestershire and Honorary Aldermen

Senior Council officers

A representative Deputy Lieutenant

Past Chairs of Council

District Police Commander – Avon & Somerset Constabulary

District Fire Commander – Avon Fire & Rescue

Deputy Lieutenants from South Gloucestershire

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Borough, District or Town.

The Reading of the Proclamation to be held in up to 6 areas of South Gloucestershire, Councillors will be advised to attend at their local venue.

List of possible suppliers

Binding: Barnard and Westwood, 23 Pakenham Street, London, WC1X 0LB
(www.barnardandwestwood.com). The company can bind the loose leaf pages when the book is closed

Photographs: Free downloadable Press Association images of the Royal Family will be available at www.royal.gov.uk for use by charities and non-profit making organisations (viz Councils). Site also gives details of companies from which a wider range of photographs can be purchased. Framed photographs if required can be purchased from Mike O'Keefe (mike@royalimages.co.uk), Custodian of the Official Royal Image Library of HM The Queen and HRH The Duke of Edinburgh.

Items Held	Where stored	Responsibility	Last Checked
Black loose leaf folders (x2) Additional loose leaves (quality paper & plastic sleeves) Black ties (2) Black armbands (10) Black ribbon (1 roll of wide ribbon suitable for use as neck ribbon for Chair/Vice Chair to wear badge on) Black ribbon mourning pins (for Chief officer/Cllr use) Royal pictures (painting of The Queen held at Kingswood Civic Centre)	Chief Executive's Office Ground floor, car park side Badminton Road office, Yate	PA to the Chief Executive	July 2017

Summary of Key Actions and Time Line

The following table outlines the key required actions to be undertaken following the announcement of the death of the Sovereign, which are set against a nationally recognised timeline. Further detail for each element can be found in the associated section in the full protocol.

D-Day	Formal Announcement of the Death of HM The Queen	Who
a)	Chief Executive receives formal notification from the Lord Lieutenant of Gloucestershire's office	
b)	Notify all Councillors and staff by email	CEO
c)	Flags to be lowered to half-mast	Property Services
d)	Formal statement of condolence released + relevant details to inform the public regarding books of condolence and reading of the proclamation (website and intranet)	Strategic Comms
f)	Review Chair of Council's programme for next two weeks	Chair's office
D+1	Proclamation Day – proclamation of the new Monarch at St James's Palace	
g)	Books of condolence opened at Badminton Road, Yate and Civic Centre, Kingswood	CEO office / Property Services
h)	Flags raised to full mast at 11am	Property Services
D+2	Day following Proclamation Day	
i)	High Sheriff to read the Proclamation at 12.30pm at Shire Hall	
j)	Flags to be lowered to half-mast at 13.00pm	Property Services
k)	Leader / Chair of Council to read the Proclamation at 1.30pm at Kingswood Civic Centre	Strategic Comms
l)	Mayors/Chairs of Town Councils invited to read the Proclamation at 1.30pm or after	
D+9	Eve of the State Funeral	
m)	Memorial service at Gloucester Cathedral – check local arrangements	CEO office
D+10	Day of the State Funeral at Westminster Abbey (if on Sunday = D+11)	
n)	2 Minute public silence observed at 11am (this may be declared a day of national mourning)	Property Services
D+ 11	Day following State Funeral	
o)	Flags to be raised to full mast at 08.00am	Property Services
p)	Books of Condolence to close at 18.00pm	CEO office / Property Services

Order of Events and Timings

