

**MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 29 OCTOBER 2019 FROM 7.15PM TO 8.30PM AT POOLE COURT, YATE**

**P R E S E N T**

**Councillor Karl Tomasin (Chair)**

**Councillors John Davis, Mike Drew, Jane Price, John Serle and Chris Willmore.  
Deputy Town Clerk and Service Support Manager.  
Community Project Manager (Maternity Leave)**

**83 APOLOGIES FOR ABSENCE**

Apologies for absence were received from;  
Councillors Tony Davis, Sandra Emms, John Ford, John Gawn, Cheryl Kirby, Alan Monaghan, Ben Nutland and Penny Thoyts.  
Hayley Townsend, Town Clerk.  
Councillors John Emms and Margaret Marshall were absent.

**84 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor John Serle	Yate & District Bowling Club	Item 95/2
Councillor Karl Tomasin	Yate & District Bowling Club	Item 95/2

**85 REQUESTS FOR DISPENSATIONS**

No requests for dispensation were received.

**86 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS ON THE AGENDA**

There were no members of the public present at the meeting.

**87 MINUTES SILENCE**

The council observed a one-minute silence to remember former Councillor Cleo Trotter and community volunteer Gill Philp.

**88 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3 SEPTEMBER 2019**

**RESOLVED** The minutes of the Full Council Meeting held on 3 September 2019 be approved and signed as a true and accurate record.

**89 MINUTES OF THE PLANNING AND TRANSPORTATION COMMITTEE MEETINGS HELD ON 10<sup>th</sup> SEPTEMBER AND 1<sup>st</sup> OCTOBER 2019**

The minutes of the Planning and Transportation Committee meetings held on 10<sup>th</sup> September and 1<sup>st</sup> October 2019 were **NOTED**. It was further **NOTED** that the minutes of Planning and Transportation Committee meeting held on 22<sup>nd</sup> October 2019 will be received at the Full Council meeting on 7<sup>th</sup> January 2019.

A vote of thanks was given to Councillor Willmore and those that have campaigned for works to be completed at Greenways Road, which has now been agreed by South Gloucestershire Council, to prevent future flooding.

## **90 MINUTES OF THE ENVIRONMENT AND COMMUNITY COMMITTEE MEETING HELD ON 24<sup>th</sup> SEPTEMBER 2019**

The minutes of the Environment and Community Committee meeting held on 24<sup>th</sup> September 2019 were received.

### **Item 17 Graffiti**

#### **RESOLVED;**

- Yate Town Council to adopt zero tolerance to graffiti within the Town;
- The necessary power washer and equipment be purchased to better remove graffiti, to the value of £4,000;
- As a priority, graffiti to be removed from Yate Town Council and other authority land within the Town as quickly as possible (same day preferably) by the estates team;
- A scheme to be created whereby Yate Town Council will remove graffiti from private property (resident to sign a disclaimer);
- Publicise the removal of graffiti so it can be reported by members of the public;
- Appropriate training to be given to existing Estates Staff in terms of reporting and actioning;
- Yate Shopping Centre and Sodbury and Yate Business Association to be asked to adopt zero tolerance to graffiti;
- Estates Manager to monitor staff resources and review during Winter/Spring 2020.

Thanks were given to Councillor Alan Monaghan for his hard work in respect of graffiti in the Town.

### **Item 17 Litter**

Information was received from residents of The Glen that there has been a marked increase in litter from McDonalds, specifically in the 'layby' behind Morrisons (emergency exit).

#### **RESOLVED;**

- Correspondence to be sent to Morrisons asking that signage be placed at the exit, warning motorists that it is a no parking area as it is an emergency exit;
- Yate Town Council to place a litter bin close to the emergency exit;
- Request the Shopping Centre Manager to make contact with McDonalds to draw their attention to the increased litter and their responsibility to the community;
- The Community Project Manager (maternity leave) to provide details of a litter picking scheme run by McDonalds in Filton.

## **91 MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 8<sup>th</sup> OCTOBER 2019**

The minutes of the Finance and Governance Committee meeting held on 8<sup>th</sup> October 2019 were **NOTED**.

## **92 ITEMS FOR CONSIDERATION FROM COMMITTEE MEETINGS**

- a) It was **NOTED** that no recommendations were received from the Committee meetings held during the last meetings cycle: Finance and Governance Committee meeting of 8 October 2019 and Planning and Transportation Committee meetings of 10<sup>th</sup> September 2019, 1<sup>st</sup> October 2019 and 22<sup>nd</sup> October 2019.
- b) **Recommendation from Environment and Community Committee meeting of 24 September 2019;**

*It was **RECOMMENDED** that:*

- *Grant funding for a Christmas tree at Abbotswood to be made to Abbotswood Action - the cost of the tree (approx. £150) plus labour to erect and decorate (approx. £200), £350 in total. Abbotswood Action to be subsequently invoiced for cost of labour.*
- *A donation of £100 be made to the Friends of St Mary's School towards costs (and including the Yate Town Council entry) of the Scarecrow Hunt. To be met from the Grants Funding Budget.*

**RESOLVED** The recommendations be approved.

## **93 FINANCIAL REPORTS**

### **93/1 Loan Application – YOSC Indoor Sports Building Project**

It was **NOTED**:

- that in line with minute number 75/1 of the Full Council meeting held on 3 September 2019, an application for loan approval was submitted on 11 September 2019, and further supporting information supplied on 26<sup>th</sup> September 2019 and 3<sup>rd</sup> October 2019. Loan approval for up to £198,000 was obtained on 10<sup>th</sup> October 2019 and borrowing approval is valid for one year from 10<sup>th</sup> October 2019;
- on the 9<sup>th</sup> of October 2019, HM Treasury (who have responsibility for setting Public Works Loan Board (PWLB) interest rates) increased the cost of borrowing by 1% on top of existing lending terms. This change was effective immediately and was applicable to all loans which local authorities take out from the PWLB. The increase will remain in place indefinitely. The effect of this as of 22.10.19 is a Fixed Annuity loan for £198,000 is charged at 2.51% equalling £21,568.48 per annum (previously reported as being circa £20,288.68 per annum);
- loan rates reported are reflective as the daily rate only and are variable.

### **93/2 Accounts for Payment**

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED** (Appendix 1).

## **93/2 2019/2020 Mid-Year Internal Audit report & 2018/2019 External Audit Report**

- a) The 2019/2020 mid-year internal audit report was received (Appendix 2a)
- b) The year-end external audit report from PKF Littlejohn for year ending 31 March 2019 was received. (Appendix 2b)
- c) It was **NOTED** that Conclusion of Audit was publicly displayed and posted on the Town Council website on Monday 5<sup>th</sup> September 2019 in line with the Audit and Accounting Regulations 2015;
- d) It was **NOTED** that a note to the audit was included recommending that the Council formally resolve the approval of the 2018/2019 risk assessments to evidence the consideration of risk management arrangements by the whole authority during 2018/2019. See item 94/1 (b) below.

Thanks were given to the Town Council staff for their hard work in respect of the internal and external audit.

## **94 SUB-COMMITTEE REPORTS**

### **94/1 Staffing and Governance Sub-Committee**

#### **(a) Meeting**

It was **NOTED** that the next meeting of the Staffing and Governance Sub-Committee will take place from 7.30pm – 9pm on Monday 18<sup>th</sup> November 2019 at Poole Court.

#### **(b) 2018/2019 Risk Assessments**

It was **RESOLVED** that further to minute number 9(b) of the Staffing & Governance Sub-Committee meeting (appertaining to Governance matters), dated 11<sup>th</sup> March 2019 received by the Finance and Governance Committee on 9<sup>th</sup> April 2019 / Full Council on 15<sup>th</sup> May 2019, the recommendation of the Staffing & Governance Sub-Committee meeting held on 11<sup>th</sup> March 2019, minute number 9(b) the 2018/2019 risk assessments be accepted and approved.

#### **(c) Staff Structure**

It was **NOTED** that a Community Project Manager has resigned and will leave at the end of January 2020.

It was **RESOLVED** that the hours allocated to the Community Project Managers roles in the Town Council staff structure be increased from 52 hours to 58 hours per week.

## **95 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

### **95/1 Play Areas and Properties Project Steering Group**

#### **(a) Minutes**

The minutes of the Play Areas and Properties Steering Group meeting held on 11 October 2019. (Appendix 3) were received and **RESOLVED** the recommendations contained therein be

approved. (Confidential Appendix 2 to the minutes of 11 October 2019 where received under Confidential Items at the end of the meeting)

## **(b) Play Area Projects**

The minutes of the Play Area and Properties Steering Group meeting held on 9<sup>th</sup> September 2019 (Appendix 4) were received and **NOTED**. (Confidential Appendices 1 & 2 to the minutes of 9<sup>th</sup> September 2019 were received under Confidential Items at the end of the meeting).

It was further **NOTED** that in accordance with Minute No.102 Full Council of 26<sup>th</sup> February 2019, delegated powers are in place for the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any aspect of the play area projects (Abbotswood, Howard Lewis and Kingsgate Park Exercise Equipment) as required to completion as long as remaining within budget.

### **1. Howard Lewis Play Area Refurbishment**

- It was **NOTED** that further to the Play Area and Properties Steering Group meeting held on 18<sup>th</sup> June 2019, Wicksteed Leisure Ltd was formally appointed in the sum of £43,921, due diligence paperwork was received, JCT Minor Works Building Contract signed by both parties and the works started onsite on 21<sup>st</sup> October 2019;
- The build time is anticipated to be 3-4 weeks, weather-permitting;
- Notices have been put up in the park and on social media.

### **2. Kingsgate Park Outdoor Gym Equipment**

- It was **NOTED** that further to the Play Area and Properties Steering Group meeting held on 18<sup>th</sup> June 2019, a JCT Minor Works Building Contract is in place between Yate Town Council and Proludic UK (appointed to supply and install hydraulic exercise equipment, including fencing, for £40,000);
- Works took place onsite from 16<sup>th</sup> September 2019 – 15<sup>th</sup> October 2019 and the post-installation inspection report was received;
- Arrangements are in hand for an official opening event and public induction sessions after the October half term break.

### **3. Abbotswood Informal Play**

- Further to the Play Area and Properties Project Steering Group meeting held on 18<sup>th</sup> June 2019, formal tender processes were undertaken for each of the 2 elements of the Abbotswood project – the decorative paving and the informal play area;
- It was **NOTED** the following agreed in relation to Abbotswood at the Play Areas and Properties Project Steering Group Meeting which took place on 9<sup>th</sup> September 2019:
  - Subject to satisfactory due diligence checks, Parsons Landscapes be appointed in the sum of £31,142.71 to undertake the decorative paving project;
  - Subject to satisfactory due diligence checks, Sutcliffe Play be appointed in the sum of £32,751.40 to undertake the informal play area project;

- The Landscape Architect be instructed to complete the standard form of JCT Minor Works Contract for each separate part of the project (to be checked by the Community Project Manager before issue to the contractor);
- Once a formal timetable for the works is in place (coordinating both elements of works), the timescales and details of the plan be communicated to the community via posters in the area and via social media.

### **95/2 Sunnyside Changing Room Extension Project**

It was **NOTED** that contact was made with MD Group (contractor for the Town Council's changing room extension project at Sunnyside) as there was evidence of water penetration under the entrance door frame at the changing rooms. Following a meeting with MD Group and the door manufacturer a slight adjustment to a weather strip at the base of the door was made; this will be further monitored.

### **95/3 YOSC**

#### **(a) YOSC Track and Athletics Project**

It was **NOTED** that:

- an onsite inspection meeting took place on 4<sup>th</sup> September 2019 and certificate of practical completion subsequently issued with that date;
- During the 12 months defects period, monthly meetings will take place between the Estates Manager and YOSC Site Manager and quarterly meetings between the Estates Manager and the Contract Administrator;
- Final accreditation certification is awaited from UKA and officers are working with the contractor, YOSC Ltd and the contract administrator to conclude this element;
- Invoices in the sum of £60,843.10 plus VAT (dated 8 July 2019) and £49,829.96 plus VAT (dated 12 September 2019) have been received from the contractor but have not yet been paid owing to the outstanding accreditation element;
- Yate Town Council is currently preparing a specification for track maintenance and will go out to tender in due course;
- A meeting is due to take place between officers, contractor, Contract Administrator and site operators on 11 November 2019 to discuss the outstanding accreditation elements.

#### **(b) YOSC Astroturf Project**

It was **NOTED** that:

- The project is now complete;
- During the 12 months defects period, monthly meetings will take place between the Estates Manager and YOSC Site Manager and quarterly meetings between the Estates Manager and the Contract Administrator;
- The O&M Manual (including waste transfer notes) was received;
- The Estates Manager met with the YOSC Site Manager and the Business Manager of Brimsham Green School and all are aware of site usage rules;
- Final certification has been received from FIH and lasts for a 3-year period until 27 August 2022;

- The pitch now also appears on the list of registered pitches on the FIH website;
- FIH has certified the field as Multi Sport 1 due to the multiple line marking being installed in the field. The Project Consultant has confirmed that he has reviewed the actual field test results against the similar FIH National standard and confirms that the completed project has achieved the desired performance characteristics;
- Verde Recreo is undertaking the pitch maintenance, with YOSC Ltd undertaking specific maintenance tasks also;
- All funding has been claimed and received including the final payment from SUEZ in the sum of £50,000;
- The funding application submitted to England Hockey was unsuccessful.

**(c) YOSC Indoors Community Building Project**

It was **NOTED** that:

- Delegated powers were granted at Full Council on 26<sup>th</sup> February 2019 for the Clerk, in consultation with the YOSC Project Steering Group, to progress with the project to the appointment of the architect and tender stage and at Full Council on 14<sup>th</sup> May 2019, further delegated powers were granted for the Project Steering Group to take the project to its end, within the agreed budget;
- Trial pits were dug on 26<sup>th</sup> September 2019 at a cost of £2,425 plus VAT, and utility plans sourced at a cost of £225; both costs met from the project contingency fund. The trial pit report is expected within the next 4 weeks and will enable the contractor to provide a fixed price;
- An onsite meeting took place on 23<sup>rd</sup> October 2019 to discuss ground conditions survey, foundation depth, drainage and the inclusion of solar panels as an option for consideration;
- The project consultant is in the process of organising the contract ready for signing once he has the final answers to questions asked at the interview, primarily about cost-saving and when the final fixed price has been received and accepted. (NB: financial checks and due diligence for the preferred contractor are in place and satisfactory references have been received);
- Council previously agreed that no bond be put in place for this project and the consultant has been advised accordingly;
- The contract will be to the point of ensuring electricals and water are available to the building; the remaining build/fit out will be down to the boxing club to complete. In consultation with the Project Steering Group, the Town Council will proceed to sign the building contract once ready to sign, with further discussion re fit-out to follow with the boxing club at a later date;
- The current timeline anticipated is as follows;
  - Trial pits report to be received by 25 October 2019;
  - End October / beginning November - anticipated firm price received from preferred contractor;
  - Appoint contractors second week in November (depending upon price);
  - Four weeks lead in time - 13 December 2019;
  - With a 15 – 19 week build (taking into account the 2 week Christmas close down period and the contractors unlikely to start prior to Christmas), it is expected the end of project will be sometime between the second week in April – end of the second week in May 2020;

- Final timeline to be confirmed.
- Following sign-off, the building is to be handed over to the boxers to complete the project;
- Funding bids for the build have been made to National Lottery and Sport England and loan approval obtained for up to £198,000, as referred to in item 2/1;
- A further funding bid will be made to Enovert Trust in the December round for a specific part of the project;
- Drainage inspection works are required prior to the contractor firming up the final contract price.

**RESOLVED** Drainage inspection work to proceed up to a maximum cost of £500; if the cost exceeds this sum, delegated powers be granted to the Town Clerk to consult with the project steering group to agree the way forward within overall project budget.

**(d) YOSC Drainage Improvements**

It was **NOTED** that:

- The Gloucestershire Football Association has been contacted for assistance with funding the project shortfall;
- A project management plan has been submitted to South Gloucestershire Council who have agreed that the project can be started in 2020 with an end date of 2021;
- A second S106 funding application has been submitted.

**(e) YOSC Liaison Group Meeting with Representatives of YOSC Ltd**

- The minutes of the YOSC Liaison Group meeting held on 25<sup>th</sup> September 2019 (Appendix 5) were received and **NOTED**. It was further **NOTED** the next meeting will take place from 9.30am-11.30am on 13<sup>th</sup> November 2019 at Poole Court;
- It was **RESOLVED** that Councillor John Emms be nominated as a YOSC Trustee appointment.

**95/4 YMCA**

It was **NOTED** that;

- As per fire risk assessment recommendation, a manual fire alarm has been installed including required fire doors;
- General maintenance, including pre-decoration preparations are complete;
- Carpets and vinyl flooring have been replaced in the kitchen, toilets, corridors, side room and 1<sup>st</sup> floor;
- Furniture including tables, chairs, cutlery and mugs are being arranged.

It was **RESOLVED** that a DDA compliant toilet (and baby change) be installed at the YMCA and the remaining cubicles to become unisex at an estimated cost of £3,000, to be met from within existing budget.

## 95/5 Land at the Rear of Ridgewood Community Centre

It was **NOTED** that South Gloucestershire Council had advised they will take forward the following in due course:

- 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.

## 95/6 New North Yate Community Building

It was **NOTED** that a meeting took place with South Gloucestershire Council Officers on 19<sup>th</sup> September 2019 to discuss the new north Yate Community building. (Appendix 6)

It was **RESOLVED** that Yate Town Council submit an Expression of Interest to South Gloucestershire Council in respect of leasing and operating the new North Yate Community building and delegated powers be granted to the Clerk in consultation with Councillors Mike Drew and John Ford to submit the necessary documents and paperwork to complete the Expression of Interest.

## 96 WORKING GROUP REPORTS

### 96/1 Poole Court Artwork Working Group

It was **NOTED** that:

- Contact has been made with Genieri Link for fresh images to hang at Poole Court;
- A response is awaited from the Youth Leader in Yate regarding a potential image to hang in Heron 1;
- Signage to be prepared to label photographs or groups of photographs;
- Industrial /manufacturing style images for Hooper room to be chosen;
- Images of Town Council properties, parks and open spaces to be chosen for the office corridor;
- A further meeting of the Poole Court Artwork Working Group will take place in due course.

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

### 97/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
South Gloucestershire Council Budget and Savings	<a href="https://consultations.southglos.gov.uk/consultation/Budget20/consultationHome">https://consultations.southglos.gov.uk/consultation/Budget20/consultationHome</a>	15.10.19	05.01.20	<b>RESOLVED</b> Delegated powers be granted to the Clerk in consultation with

Programme Consultation				Councillor Mike Drew to submit comments on behalf of the Council.
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## 97/2 Urgent Consultations

It was **NOTED** that no urgent consultations had been received.

## 97/3 Consultation Responses

It was **NOTED** that there were no consultation responses to report.

## 98 TOWN CENTRE STRATEGY GROUP

### 98/1 Town Centre Strategy Group Meeting

It was **NOTED** that:-

- the minutes of the Town Centre Strategy Group meeting held on 16<sup>th</sup> September 2019 were received at the Environment and Community Committee meeting held on 24<sup>th</sup> September 2019;
- the next meeting will take place at Poole Court on 20<sup>th</sup> January 2020.

### 98/2 Minor Injuries Unit

Further to minute numbers 35/2 of the Full Council meeting of 14th May 2019, 25<sup>th</sup> June 2019 and 3<sup>rd</sup> September 2019, correspondence was sent to contact was made with South Gloucestershire Council and the Clinical Commissioning Group to ask that the x-ray unit in the Yate Minor Injuries Unit be open for longer hours, given the size of the local community it serves. It was **NOTED** that no further update has been received.

### 98/3 One Public Estate

It was **NOTED** that a meeting took place on 19<sup>th</sup> September 2019 at South Gloucestershire Council and the notes of that meeting will be received at the meeting of the Environment and Community Committee Meeting on 12<sup>th</sup> November 2019.

### 98/4 Yate Leisure Centre

It was **NOTED** that the Town Council has been contacted over concerns regarding the lack of 60 plus swimming sessions at Yate Leisure Centre:

*“Below is a copy of a comment I have presented to the Manager of Yate Leisure Centre. Looking at the South Gloucestershire website I am unable to determine whether there are still Councillors on the Board of Trustees, thus am writing to you, hoping that you might have some influence in the reinstatement of a 60 plus swimming session at Yate. One hour in the whole week!  
At “holiday time” any half serious swimmer, or one swimming for health reasons “battles” against young people simply enjoying themselves. It doesn’t work.*

*So often management suggest we “lane” swim. Sadly, the experience of the mature swimmer, who tends to be slower than most, is bullying by younger faster swimmers in lanes.....even when there is a “slow lane”.*

*I am writing on behalf of a core of mature regular swimmers who have suffered significantly this school holiday.*

*In South Gloucestershire there are only two sessions, a one hour session and a half hour session, reserved for 60plus swimmers. Neither at Yate. Several years ago a one hour session existed at Yate , 11.00 to Midday on a Friday. This is now a Social Swim session.*

*During term time this time period on a Friday is largely populated by the 60plus, but when school holidays begin that period is chaos for the mature swimmer.*

*I was encouraged to swim by a doctor for health reasons. I did so because there was a 60 plus session at Yate and gained from it. It would seem the Trust no longer believe in “Equality in everything we do” or “putting customers at the heart of everything we do” or even”looking at everything through our customers eyes”.*

*Why has the 60 plus session not been reinstated? The last two Fridays have been chaos for the mature swimmer. One of your attendants did receive many adverse comments, but I doubt whether they were communicated to management. No one really cares!”*

The following response has been sent to the South Gloucestershire Council Active Lifestyle Officer;

*‘additional feedback received after the meeting was that swimmers do not want an extra “lane” provided, rather that they want a session in the pool where the can “pootle around” (adding extra lanes would make things worse).’*

It was further **NOTED** that these comments have also been included as consultation feedback for the Yate Ageing Better survey.

It was **RESOLVED** that further correspondence be sent to Yate Leisure Centre expressing deep concern of the impact on the over 60’s this reduction in service will have.

## **99 CONFIDENTIAL ITEMS**

**RESOLVED** That in view of the confidential nature of the business that was about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, any members of the press or public present were excluded and were instructed to withdraw.

### **Item 4/1 (a) Minutes of Play Areas & Projects Steering Group.**

Confidential appendix 2 to the minutes of the Play Areas and Projects Steering Group meeting held on 11 October 2019 was received. (Appendix 7)

### **Item 4/1 (b) Minutes of Play Areas & Projects Steering Group.**

Confidential appendices 1 & 2 to the minutes of the Play Areas and Projects Steering Group meeting held on 9 September 2019 were received and **NOTED**. (Appendix 8)

**RESOLVED;**

- The meeting return to open session;
- The actions contained within confidential appendix 7 be agreed.

Payments made between 1st and 30th September 2019			
Date Paid	Payee Name	Transaction Detail	Amount
02/09/2019	Avon Services Ltd	Refuse sacks	£ 203.87
02/09/2019	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 266.71
02/09/2019	Bank Current Account	Bank Transfer	£ 48,551.75
02/09/2019	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,226.60
02/09/2019	Brake Bros Ltd	Kitchen stock for resale	£ 262.22
02/09/2019	Bristol Gas & Heating Ltd	Gas and Heatings Works	£ 1,050.00
02/09/2019	BS1 Fire & Security Ltd	Building Security	£ 302.40
02/09/2019	BWS Security	Building Security	£ 36.00
02/09/2019	C Belcher Agricultural	Supply & install bug hotel	£ 300.00
02/09/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 592.91
02/09/2019	Churches Fire & Security	Fire extinguisher service	£ 163.92
02/09/2019	Churchills	Kitchen stock for resale	£ 144.84
02/09/2019	Complete Business Solutions Gr	Stationery	£ 144.44
02/09/2019	David James & Partners	Valuation of YMCA building	£ 795.18
02/09/2019	Emersons Green Town Council	Return Deposit - Urbie Hire	£ 350.00
02/09/2019	Friends of Brinsham Park	Grant Funding	£ 1,000.00
02/09/2019	Fuelgenie Business Accounts	Fuel - Estates Vehicles	£ 408.88
02/09/2019	G.B.Sport & Leisure	Play Area Equipment	£ 1,383.00
02/09/2019	Great Western Air Ambulance Ch	Grant Funding	£ 1,000.00
02/09/2019	Hunts Foodservice Ltd	Kitchen stock for resale	£ 320.17
02/09/2019	Instant Access Saver Account	Bank Transfer	£ 150,000.00
02/09/2019	J Hollister Hardware	Estates Maintenance e Materials	£ 190.66
02/09/2019	Lloyds TSB Commercial Finance	Tree works	£ 1,584.00
02/09/2019	Murray Hire Ltd	Hire of Estates Equipment	£ 114.48
02/09/2019	NSG Security Monitoring Ltd	Parks/Play Area Security	£ 992.28
02/09/2019	Public Works Loan Board	Loan Payments - Armadillo	£ 18,908.70
02/09/2019	Quality First Window Cleaning	Window cleaning Aug 19	£ 92.58
02/09/2019	Rexel Uk Ltd	Lighting - Town Council Properties	£ 90.37
02/09/2019	RK & KN Sood	Pop Inn Café Newspapers	£ 41.40
02/09/2019	Scoffers	Kitchen stock for resale	£ 212.11
02/09/2019	SHB Hire Ltd	Estates Vehicle Lease Payments	£ 437.10
02/09/2019	South Glos Recoveries	Recovery payment for August	£ 309.32
02/09/2019	South Gloucestershire Council	Youth Provision SLA	£ 11,200.00
02/09/2019	South Gloucestershire Council	Payroll Bureau Services	£ 488.22
02/09/2019	STANNAH LIFT SERVICES	Stairlift service 30/7/19	£ 121.07
02/09/2019	SUEZ Recycling and Recovery UK	Refuse/recycling waste July 19	£ 453.23
02/09/2019	T H WHITE LTD	Estates Vehicle Maintenance	£ 402.02
02/09/2019	Trade UK	Estates Maintenance Materials	£ 9.01
02/09/2019	Virgin Media Payments Ltd	Telephone charges	£ 34.33
02/09/2019	West Mercia Energy	Gas/Electric Town C council Properties	£ 22.85
02/09/2019	Wolseley UK Ltd	YOSC plant room items	£ 2,382.90
02/09/2019	Yate Supplies	Cleaning Materials	£ 318.67
03/09/2019	ASMC	Bowling Green Maintenance	£ 497.42
03/09/2019	Telefonica 02 UK Limited	Estates mobile phones	£ 10.00
04/09/2019	Amazon	Equipment/Stationery Armadillo	£ 32.66
04/09/2019	Dell	IT Equipment	£ 94.03
04/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 13.00
04/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 25.00

04/09/2019	Petty Cash	Petty Cash	£ 80.16
04/09/2019	Petty Cash	Petty Cash	£ 249.35
05/09/2019	Bank Current Account	Bank Transfer	£ 249,417.28
05/09/2019	Barclays	Bank Charge	£ 35.50
05/09/2019	Barclays	Bank Charges - Sept	£ 35.50
05/09/2019	Barclays	Bank charge	£ 14.80
05/09/2019	Barclays Bank	Bank Charge	£ 15.00
05/09/2019	Barclays Bank	Bank Charges	£ 35.50
05/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 13.00
05/09/2019	Verde Recreo Ltd	YOSC Astro turf	£ 249,278.08
06/09/2019	Bank Current Account	Bank Transfer	£ 3,593.83
08/09/2019	Bank Current Account	Bank Transfer	£ 4,368.33
08/09/2019	South Gloucestershire Council	Rates - Heritage Centre	£ 78.00
08/09/2019	South Glos Council	Rates Armadillo	£ 1,829.00
08/09/2019	South Gloucestershire Council	Rates - Poole Court	£ 2,308.00
09/09/2019	Agility Sports Facility Develop	YOSC Astro turf	£ 11,900.00
09/09/2019	Bank Current Account	Bank Transfer	£ 23,496.74
09/09/2019	Brake Bros Ltd	Kitchen stock for resale	£ 82.38
09/09/2019	British Telecom Payment Service	Telephone Charges	£ 15.16
09/09/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 73.84
09/09/2019	H2O Window Cleaning Services	Window cleaning August 19	£ 80.00
09/09/2019	MD Group	Kingsgate depot wall repairs	£ 4,156.80
09/09/2019	PPG Architectural Coatings UK	Estates Maintenance e Materials	£ 237.76
09/09/2019	Scoffers	Kitchen stock for resale	£ 71.96
09/09/2019	Sodbury Tennis Club	Refund Returnable Deposit	£ 50.00
09/09/2019	South Gloucestershire Council	IT Support	£ 543.99
09/09/2019	Telefonica 02 UK Limited	Estates mobile phones	£ 10.00
09/09/2019	Virgin Media Payments Ltd	Telephone Charges	£ 48.00
09/09/2019	Water2Business	Water/Sewerage Charges	£ 270.06
09/09/2019	West Mercia Energy	Gas/Electric Town C council Properties	£ 1,751.79
10/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 13.00
10/09/2019	TV Licensing	TV Licence Poole Court	£ 154.50
11/09/2019	British Telecom Payment Service	Telephone Charges	£ 15.60
12/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 25.00
12/09/2019	Imprest Account	Bank Transfer	£ 498.11
13/09/2019	Myhrtoolkit Limited	HR Software	£ 108.00
13/09/2019	Petty Cash	Petty Cash	£ 248.87
16/09/2019	Instant Access Saver Account	Bank Transfer	£ 150,000.00
17/09/2019	Henry Howard Finance	Armadillo Coffee Machine	£ 151.67
18/09/2019	1st Office Equipment Ltd	Photocopier Charges	£ 472.44
18/09/2019	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 247.94
18/09/2019	Bank Current Account	Bank Transfer	£ 11,052.07
18/09/2019	Blazen Web Marketing	Website support September 19	£ 165.60
18/09/2019	Bristol Fire	Fire extinguisher service	£ 302.40
18/09/2019	Emersons Green Town Council	Training	£ 60.00
18/09/2019	Fuelgenie Business Accounts	Fuel - Estates Vehicles	£ 454.85
18/09/2019	Greendays Lighting Ltd	Replace 9 x area lights	£ 3,567.90
18/09/2019	K N Office Supplies	Stationery	£ 70.50
18/09/2019	NSG Security Monitoring Ltd	Lock/unlock August 19	£ 992.28
18/09/2019	Office Beverages	Water cooler supplies	£ 25.01

18/09/2019	PKF Littlejohn LLP	External Audit	£ 2,880.00
18/09/2019	Silvey Fuel Oils Ltd	Fuel - Estates Vehicles	£ 503.37
18/09/2019	South Gloucestershire Council	Urbie SLA	£ 60.36
18/09/2019	Total Print Solutions	Vinyl overlay for notice board	£ 330.00
18/09/2019	Trade UK	Estates Maintenance Materials	£ 115.71
19/09/2019	Avon pension fund	Superannuation Contributions	£ 9,666.39
19/09/2019	Bank Current Account	Bank Transfer	£ 9,666.39
19/09/2019	Telefonica 02 UK Limited	Staff mobile phones	£ 10.00
20/09/2019	Amazon	Youth Equipment Armadillo	£ 146.45
20/09/2019	Bank Current Account	Bank Transfer	£ 12,011.90
20/09/2019	HMRC	Tax/NI Contributions Aug 19	£ 11,244.60
20/09/2019	Instant Access Saver Account	Bank Transfer	£ 245.40
20/09/2019	Petty Cash	Petty Cash	£ 117.77
20/09/2019	Petty Cash	Petty Cash	£ 245.40
20/09/2019	South Gloucestershire Council	Rates - Football Pavilion	£ 125.00
20/09/2019	South Gloucestershire Council	Rates - Bowling Pavilion	£ 125.00
20/09/2019	South Gloucestershire Council	Rates - Parish Hall	£ 304.00
23/09/2019	Disclosure and Barring Service	Staff DBS Check	£ 13.00
23/09/2019	South Gloucestershire Council	Rates Pop Inn Cafe	£ 184.00
23/09/2019	Telefonica 02 UK Limited	Estates mobile phones	£ 10.00
24/09/2019	Refund to Hirer S Beckett	Refund of booking fee	£ 85.90
24/09/2019	Resolve West	Refund of booking fee	£ 70.18
25/09/2019	Bank Current Account	Bank Transfer	£ 10,848.14
25/09/2019	GLDM	YOSC Track Consultancy	£ 1,450.00
25/09/2019	Public Works Loan Board	PWLB Loan Payment	£ 9,062.06
25/09/2019	Telefonica 02 UK Limited	Estate mobile phones Sept 19	£ 29.30
25/09/2019	The Bristol Pest Controller	Pest Control Brinsham Fields	£ 180.00
27/09/2019	Petty Cash	Petty Cash	£ 243.84
30/09/2019	Amazon	kitchen stock for resale	£ 13.00
30/09/2019	Bank Current Account	Bank Transfer	£ 41,836.89
30/09/2019	Staff Salaries	Staff Salaries Sept 19	£ 41,836.89

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# Audit Report

## Yate Town Council

**Audit Plan Year:** 2019/20

**Audit Status:** Audit Completed

**Audit Review Date** 10<sup>th</sup> – 12<sup>th</sup> September 2019

### Report Distribution:

Hayley Townsend  
Steph Davies  
Catherine Demmery

Town Clerk  
Deputy Town Clerk/Responsible Financial Officer  
Deputy Responsible Financial Officer

**1. Objective**

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Louis James, Audit Officer, examined these procedures.

**2. Opinion**

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

<b>High Standard</b>	<b>Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.</b>
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.

**3. Key Strengths**

- Frequent bank reconciliations are performed by the Deputy RFO and also overseen by a member of the Town Council;
- The Town Council has multiple income streams, but banking is regular and intact.
- There are regular quorate meetings of the Town Council and its Committees and the annual budget is set and approved annually in a timely manner;
- There is frequent monitoring of the budget by members of staff within the Town Council office and by Councillors;
- The Asset Register holds great detail and is checked at regularly;
- Documentation is retained and a complete audit trail was evident for income and expenditure transactions that were sample tested.

**4. Key Actions**

- The Council had the necessary controls and mitigating actions operating currently to prevent the likelihood of risks from materialising.

Subsequently there are no matters arising brought forward to the Action Plan for the 2019/20 audit review.

5. The Control Environment

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.	Yes
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.	Yes
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.	IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2018/19 AGAR)	N/A
L.	During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirement of the Accounts and Regulations.	N/A
M.	(For local councils only) Trusts funds (including charitable) – The council met its responsibilities as a trustees.	N/A

6. Auditors & Acknowledgements

Audit Manager	Justine Poulton
Auditor/s	Louis James

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

YATE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/19

and recorded as minute reference:

53/3

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

www.yatetowncouncil.gov.uk

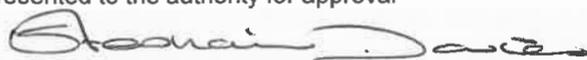
## Section 2 – Accounting Statements 2018/19 for

### YATE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,350,645	1,381,924	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,107,790	1,175,049	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	357,831	1,466,029	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	683,009	745,914	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	55,942	55,942	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	695,391	1,605,699	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,381,924	1,615,447	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,453,222	1,698,336	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,723,043	5,112,748	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	454,442	419,067	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

28 05 19.

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/19

as recorded in minute reference:

53/14.

Signed by Chairman of the meeting where the Accounting Statements were approved



### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Yate Town Council - AV0135**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided evidence of consideration of risk management arrangements by the whole authority during 2018/19. This was requested as part of our intermediate review procedures.

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

**31/08/2019**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**MINUTES OF THE PLAY AREAS AND PROPERTIES PROJECTS STEERING GROUP MEETING HELD ON FRIDAY 11 OCTOBER 2019 FROM 9.30AM – 10.45AM AT POOLE COURT.**

**PRESENT: Councillors John Ford (Chair), Wully Perks, Karl Tomasin, John Serle and Chris Willmore.  
Service Support Manager and Estates Manager**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Cheryl Kirby and Alan Monaghan. Councillor Tony Davis was absent.

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor John Ford – YOSC Ltd.

Councillor John Serle – Sunnyside Bowling Pavilion (Yate & District Bowling Club).

**3. YATE TOWN COUNCIL CONDITIONS SURVEYS**

- a) The conditions surveys for all Yate Town Council Properties (excluding YMCA as has been previously considered) were received and reviewed. Major issues and urgent items were identified, and it is **RECOMMENDED** that the sum of £80,000 be put in to the 2020/21 budget. (Appendix 1)

It was **NOTED** that where reference was made to Operating Manuals not being available within the report, this was due to either staff present at the time not knowing their whereabouts or at properties where unstaffed. It was confirmed that Operating Manuals are available for all properties.

- b) It was **RESOLVED** Councillors John Ford, John Serle and the Estates Manager meet to review the survey results and create a life cycle plan which shows the anticipated costs over the next 1 – 5 years, 5 – 10 years for all properties. (The plan to include costs to build in DDA compliance at all venues as well as necessary adjustments for maximum energy efficiency).
- c) **RESOLVED** That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded, and they be instructed to withdraw.

A conditions survey for the Yate Community Association building was received.

**RESOLVED;**

- The meeting return to public session;
- Action contained in Confidential Appendix 2 be taken.

**4. DATE OF NEXT MEETING**

The next meeting of the Play Area and Properties Project Steering Group will be set when necessary.

2020/21 Budget Request for works to Yate Town Council Properties

Venue	Actions	Cost £
Armadillo	Replace flooring (to downstairs, stairways and meeting rooms)	£15,000
	Replace carpet to Office	£1,500
	Close furthest away ladies' toilet during youth sessions (as a trial to avoid further vandalism)	Nil
Heritage Centre	Oils to exterior timbers	£1,500
Kingsgate Depot	Remove vegetation from roof	Nil
Poole Court	Safety rail or film to windows with cill heights below 800mm	£2,500
	Damp to bay window – Town Council Office	£2,500
Parish Hall	Repair mortar to south gable, west and south elevation of the north gable	£8,000
	Re render chimney stack	£2,000
Pop Inn	Minor fix to gutter (To NOTE funds from 2019/2020 maintenance budget) £25 Slabs to be re bedded (already actioned)	
Sunnyside Bowls Pavilion Football changing rooms	Water penetration to visitors changing room in hand (To NOTE funds from building fund budget (2019/2020) £800	Under warranty
	Water penetration beneath entrance doors to changing room extension	
YOSC	Works to roof in hand (To NOTE funds ER marked in 2019/2020 budget - £23,000)	
	Patch repair to fence work behind resident's car park section ( unless evidence that balls are causing damage to residents fencing)	£2,000
	Car park resurface ( behind AWP)	£45,000
YCA	See resolution within minutes	
<b>Total</b>		<b>£80,000</b>

**MINUTES OF THE PLAY AREAS AND PROPERTIES PROJECTS STEERING GROUP MEETING HELD ON MONDAY 9 SEPTEMBER 2019 FROM 1.00PM – 2.00PM AT POOLE COURT.**

**PRESENT: Councillors Tony Davis, John Ford (Chair), Cheryl Kirby, John Serle and Karl Tomasin - Yate Town Council.  
Andrew Sanders – Landscape Architect, South Gloucestershire Council.  
Community Projects Manager and Community Projects Officer - Yate Town Council.**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Alan Monaghan, Wully Perks and Chris Willmore and also from the Estates Manager (Yate Town Council).

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor John Ford – Director of YOSC Ltd.

**3. S106 PROJECTS**

**3/1 Abbotswood Play Area - Paving**

Tender Assessment Report – Abbotswood Paving was received (Confidential Appendix 1).

Tenders were received from:

- Amelio Group;
- MD Building Services Ltd;
- Parsons Landscapes Ltd;
- RDT Build Ltd;
- Tercon Ltd.

In the sums of:

- £32,751.40 – clarification of some mathematical errors were subsequently sought and the actual tender price confirmed as £31,142.71
- £34,258.03;
- £36,009.77;
- £40,123.87;
- £41,297.73.

Discussions took place the following was **RESOLVED:**

- The recommendations of the Landscape Architect as outlined in Confidential Appendix 1 be followed and subject to satisfactory due diligence checks, Parsons Landscapes be appointed in the sum of £31,142.71;

- The 100% recycled plastic planters be included (5 of these are included within the price of £31,142.71) as these are in keeping with the sustainable approach favoured by the Abbotswood Action group;
- The Landscape Architect be instructed to complete the standard form of JCT Minor Works Contract (to be checked by the Community Project Manager before issue to the contractor);
- Once a formal timetable for the works is in place (and is coordinated with the play area project works), the timescales and details of the plan be communicated to the community via posters in the area and via social media.

It was **NOTED** that because the brief and specification supplied to tenderers outlined the details of the provision required, the cheapest tender received had been selected.

### **3/2 Abbotswood Play Area – Informal Play Area**

Tender Assessment Report – Abbotswood Informal Play was received (Confidential Appendix 2).

Tenders were received from:

- CPCL;
- Duncan and Grove;
- Green Play Project;
- HAGS;
- Sovereign;
- Streetscape;
- Sutcliffe Play.

In the sums of:

- £32,913.67;
- £36,669.00;
- £47,722.90;
- £48,256.00;
- £48,371.20;
- £48,400.00;
- £48,400.00.

Discussions took place the following was **RESOLVED:**

- Subject to satisfactory due diligence checks, Sutcliffe Play be appointed in the sum of £32,751.40;
- The Landscape Architect be instructed to complete the standard form of JCT Minor Works Contract (to be checked by the Community Project Manager before issue to the contractor);
- Once a formal timetable for the works is in place (and is coordinated with the play area paving works), the timescales and details of the plan be communicated to the community via posters in the area and via social media.

The following was **NOTED**:

- Sutcliffe Play was selected because although this is the cheapest tender submitted, it was the least expensive option which met the specification outlined in the brief;
- The footprint of the new play area must not encroach too far into the open green space – this needs to remain clear and available for community events;
- There is an anticipated project underspend. The Community Projects Manager to research ideas to further enhance the precinct area at Abbotswood (holding a community workshop to collect ideas was suggested) and bring ideas to a future meeting. This should not delay the progress of the paving and play area projects.

### **3/3 Howard Lewis Play Area**

The following was **NOTED**:

- Official order and JCT have been accepted by Wicksteed Leisure Ltd;
- Work on site is anticipated to start w/c 04/11/19;
- An update flyer to be delivered to the houses which directly surround Howard Lewis Play Area;
- Then flyer be displayed in the park and shared on social media.

### **3/4 Kingsgate Park Outdoor Exercise Equipment**

The following was **NOTED**:

- Completed JCT is with Proludic awaiting signature;
- Once returned to Yate Town Council and signed by appropriate members, an official purchase order will be placed;
- Work on site is anticipated to start w/c 16/09/2019;

Signage which is supplied by Proludic was also discussed. Draft signage was received (Appendix 3) for comment and discussion.

The following was **RESOLVED**:

- Wording be changed to read as follows:
  - ‘This fitness equipment is suitable for users aged 14 and above and over 1.4m in height;
  - Each piece of equipment is designed for one user at a time;
  - Please keep your body and clothing free and clear from all moving parts;
  - Please exercise with care whilst using this equipment and consult your doctor before undertaking a new exercise regime;
  - Stop exercising if you feel unwell;

- Yate Town Council will not accept responsibility for any accident or injury.  
You use this equipment at your own risk.’
- Size of the main notice to be A4 sized – not larger;
- Date of official opening event to be set in due course.

### **3/5 YOSC Drainage Improvements**

The following was **NOTED**:

- S106 funding of £23,114.89 capital expenditure and £11,649.97 revenue has been awarded for this project;
- A possible future s106 funding stream has been identified for this project and an application will be made;
- A proposal will be presented to a future meeting of the Play Areas and Properties Project Steering for consideration in due course.

### **4. DATE OF NEXT MEETING**

It was **NOTED** that a doodle will be sent out for the next meeting when required.

**MEETING OF THE YOSC LIAISON GROUP HELD ON WEDNESDAY 25 SEPTEMBER 2019 FROM 9.30AM – 11.35AM AT POOLE COURT, YATE.**

**PRESENT:** Councillors Chris Willmore (Chair), Mike Drew, Tony Davis and John Serle.  
Jeremy Dale – YOSC Director  
Andy Lathall – YOSC Site Manager.  
Town Clerk, Service Support Manager & Estates Manager.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Karl Tomasin and Stuart Nunn.

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor Mike Drew – Governor of Brimsham Green School.

**3. LEGAL AGREEMENTS AND GOVERNANCE**

a) Further to the briefing paper received by YOSC Ltd Directors on 19<sup>th</sup> July 2019, the following comments were received from the representative of YOSC Ltd;

- Agree with the points within the briefing document in principle;
- Understand the need for a legal agreement of sorts;
- A 10-year agreement would be preferable;
- How things operate at the moment is acceptable – Yate Town Council (YTC) look after capital expenditure and YOSC Ltd look after day-to-day expenditure;
- YOSC Ltd would prefer to be able to operate and manage the site with limited decisions made by YTC;
- YOSC Ltd would prefer not to receive grant funding to pay rent - would rather trade with volunteer time.

It was **RESOLVED** that Yate Town Council would now work up a draft document to form the basis of an agreement with YOSC Ltd for consideration.

b) It was **NOTED** that Directors of YOSC Ltd were appointed at the meeting held on 19<sup>th</sup> July 2019 and that paperwork is in the process of being prepared to forward to Companies House.

It was advised that YOSC Ltd Directors are:

- Martin Beard;
- Jeremy Dale;
- Ricky Gray;
- Vicki Haigh
- Stuart Nunn;
- Julie Ann Parker;
- Stewart Stacey;
- Ellen Taylor.

It was further **NOTED** that Councillor John Emms will be formally nominated as a Yate Town Council representative and Director at the next meeting of Full Council on 29<sup>th</sup> October 2019.

- c) The Estates Manager and YOSC Site Manager advised that the draft maintenance schedule is nearly complete and that it includes the maintenance schedule for the track and the astroturf facilities. It was **RESOLVED** that this schedule will form part of the principles of governance between Yate Town Council and YOSC Ltd.

#### **4. YOSC LTD ACCOUNTS**

##### **4/1 Accounts**

- a) The YOSC Ltd Financial Statement for year ending 31 October 2018 was received and **NOTED**. (Available on request)
- b) The YOSC FM CIC Statement for year ending 31 October 2018 was received and **NOTED**. (Available on request)
- c) Further to minute 4/1b) of the YOSC Liaison Meeting held on 9 July 2019:

*It was further **NOTED** that the existing arrangement for payments for school use from South Gloucestershire Council will expire on 30 July 2019. From 1 August 2019, payments of £25,000pa are due directly from Brimsham Green School to Yate Town Council and it was **NOTED** that Yate Town Council will retain these monies pending the outcome of governance discussions with YOSC Ltd.*

**RESOLVED** Councillor Mike Drew to make enquiries as to how the school funding is received (eg quarterly or per term) and then invoices to be raised by Yate Town Council to mirror the school funding pattern (ie quarterly or per term etc).

It was **NOTED** that Brimsham Green School is to be invoiced in 3 equal instalments (to match the school terms) and that the first invoice has been raised and sent 18.9.19

YOSC Ltd advised that they were not aware that the monies from the school would not be paid to them direct or that they would not receive the full amount of £25,000pa. It was **NOTED** that:

- (a) YOSC Ltd disagree with using the money to fund contractors when it is felt the volunteers could offer a better value service;
- (b) Yate Town Council has a duty to protect the level of investment made into the facility and to guarantee the standard of maintenance for the anticipated lifespan of the assets and that the premise of Yate Town Council undertaking the maintenance of the capital projects was included in the governance briefing note which has been accepted by YOSC Ltd.

Yate Town Council advised that the agreement concerning school monies (Transfer of Control Agreement, TOCA) is between Yate Town Council, South Gloucestershire Council and Brimsham Green School and as such this legal agreement states that the

## **6. YATE TOWN COUNCIL YOSC PROJECTS**

### **6/1 YOSC Athletics and Track Project**

It was **NOTED** that:

- an onsite inspection meeting took place on 4<sup>th</sup> September 2019 and certificate of practical completion subsequently issued with that date;
- During the 12 months defects period, monthly meetings will take place between the Estates Manager and YOSC Site Manager and quarterly meetings between the Estates Manager and the Contract Administrator;
- Dead load information has been sent to the Contract Administrator for clarification;
- Final certification is awaited from UKA.
- Yate Town Council is currently preparing a specification for track maintenance and will go out to tender in due course.

It was **RESOLVED** that the Estates Manager and YOSC Ltd would liaise over the specification, based on the UKA guidance, and that YOSC Ltd is to advise in due course if they wish to maintain the track/athletics facility and if so, to provide a quotation for doing so.

### **6/2 Astroturf Pitch Replacement**

It was **NOTED** that:

- The project is now complete;
- During the 12 months defects period, monthly meetings will take place between the Estates Manager and YOSC Site Manager and quarterly meetings between the Estates Manager and the Contract Administrator;
- The O&M Manual (including waste transfer notes) is expected by 20<sup>th</sup> September 2019;
- Final certification is awaited from FIH;
- the Estates Manager met with the YOSC Site Manager and the Business Manager of Brimsham Green School and all are aware of site usage rules;
- Verde Recreo is undertaking the pitch maintenance, with YOSC Ltd undertaking specific maintenance tasks also;
- The funding application submitted to England Hockey was unsuccessful.

It was **RESOLVED** that the container should be returned to where it originally was on the all-weather pitch at a cost of £150.

### **6/3 Yate Amateur Boxing Club**

It was **NOTED** that:

- A meeting of the Project Steering Group took place on Thursday 25<sup>th</sup> July 2019 to receive the tender evaluations and make a recommendation on the contractor appointment;
- Recommendation was made and preferred contractor selected.
- An Extraordinary Council meeting was held on 30 July 2019 and a pre-contract meeting took place with the preferred contractor on 16<sup>th</sup> August 2019;
- Financial checks and due diligence for the preferred contractor are in place and satisfactory references have been received;

- Planning permission has been granted with standard conditions;
- Contract to be finalised – awaiting digging of trial pits (so preferred contractor can provide a fixed price); dig taking place on 27<sup>th</sup> September 2019.
- Further discussion will follow with the Boxing Club about fit-out at a later date;
- there is a 4-week lead-in time which is anticipated to start beginning of September, with a 15 – 19 week build, which would end mid-February at the latest;
- Funding bids have been made to National Lottery and Sport England and a loan application has been submitted by the Town Council to the PWLB;
- Trial pits are to be dug week ending 27<sup>th</sup> September 2019.

#### 6/4 Drainage

It was **NOTED** that:

- a further bid for s106 monies will be made shortly. *(NB: Some s106 funding has already been secured by Yate Town Council for £23,114.89 (capital) and £11,649.97 (revenue for ongoing maintenance) to improve the drainage of the grass pitches at YOSC. It is anticipated this project will start in 2020, subject to the shortfall in funding being secured (estimated project cost in region of £45,000)).*
- A meeting is being arranged with Gloucestershire Football Association for assistance concerning the project shortfall.

#### 7. GENERAL UPDATES

It was **NOTED** that:

- Regular meetings, to discuss Health & Safety assessments, between the Estates Manager, Jeremy Dale and the YOSC Site Manager are continuing. *(Item to stay on agenda for one further meeting);*
- The buffer tank and pressurisation unit have been replaced;
- At the meeting on 11 March 2019 it the following was recorded:

*The issue with coaches turning into the car park can be alleviated by the angle of the gate being propped open, thus preventing cars from parking within part of the turning circle. It was **AGREED** that the YOSC Site Manager is to confirm with the school that they agree to Yate Town Council installing a gate “stop” at that location;*

It was **NOTED** that this has now been completed and this item will be removed from the next meeting agenda;

- The Estates Manager advised that works to the electric feeder cabinet has been completed;
- Signage and banners:- at the previous meeting, it was **RESOLVED** that the YOSC Site Manager in consultation with Yate Town Council’s Community Projects Manager would:

- revisit the strategy, criteria and charging structure for banner sponsorship, to ensure clear guidelines of style and content including reference to YOSC Ltd and Yate Town Council;
- consider purchase of a joint 'welcome' banner displaying both Yate Town Council and YOSC Ltd logos, to be erected in a prominent place onsite;
- The Estates Manager to supply Yate Town Council stickers to fit retrospectively to signage that doesn't currently acknowledge Yate Town Council;
- Contact to be made with Blue Fin insurers for sponsorship.

To further be advised that:

- work is underway on a signage/banner strategy;
  - the Estates Manager has supplied Yate Town Council stickers which have been fitted retrospectively to signage at YOSC;
  - Contact was made with Blue Fin insurers and Zurich – potential funding may be available for the boxing club community building project and applications will be made.
- The YOSC Site Manager advised that Google maps has been updated with the correct postcode for YOSC and Sat Nav should now pick this up correctly. The YOSC Ltd website to say 'Do not use Randolph Avenue for access to YOSC';
  - CCTV at YOSC is due to be repaired/replaced, as agreed at the Environment & Community Committee meeting on 24 September 2019;
  - UKA track report has been received (Estate Manager to circulate to the Project Steering Group); Public Liability notes on the reports contradict each other and will be followed up with the Contract Administrator, along with raising a query as to why only one high jump was inspected, whether a test on surface thickness was done and whether the lack of roll protection to the high jump bed (target sprint end) could have resulted in damage to the surface.
  - It was **RESOLVED** that the Service Support Manager will follow up the signage and path clearance issue for the Public Right of Way behind YOSC with the officer at South Gloucestershire Council, following an incident where a member of the public walked across the site whilst in use.

## 8. DATE OF NEXT MEETING

The next meeting of the YOSC Liaison Group will take place on Wednesday 13<sup>th</sup> November 2019 from 9.30am – 11am at Poole Court.

**NOTES FROM THE MEETING HELD WITH REPRESENTATIVES OF SOUTH GLOUCESTERSHIRE COUNCIL TO DISCUSS THE NEW NORTH YATE COMMUNITY AND COMMUNITY BUILDING, HELD ON THURSDAY 19 SEPTEMBER 2019 FROM 10AM-11AM AT SOUTH GLOUCESTERSHIRE COUNCIL OFFICES.**

**PRESENT:** Councillors Mike Drew, John Ford and Chris Willmore (Yate Town Council).

Nancy Brenchley (Major Sites Team Communities), Martin Burton (Head of Culture), Chris Cox (Property Services), Miranda Luckwell (Major Sites Team Communities Note Taker), Jon Ryan (Major Sites Team Case Officer) and Grainne Stables (ECS Projects) - South Gloucestershire Council.

Town Clerk – Yate Town Council.

**1. Introductions**

Introductions took place.

**2. Purpose of Meeting**

The purpose of the meeting was explained as follows:

- To update Yate Town Council (YTC) representatives on progress for north Yate and the local centre;
- To explore Yate Town Council's role in influencing the design and operation.

It was **NOTED** that YTC has:

- envisaged being the end user of the community building and is committed to being fully engaged with the process;
- will be asked to formally resolve its position at the next Full Council meeting on 29 October 2019.

**3. Recap of Planning Position**

A presentation was given (*Appendix 1*) where it was explained that:

- Outline planning consent was granted back in July 2015 and s106 agreements made;
- One of the s106 obligations is for the provision of a community centre which must accord with the headline spec for 1008sq2 floor area and must be located within the local centre;
- A Masterplan for the new north Yate community was approved by South Gloucestershire Council in December 2016;
- Barratt Homes submitted an outline pre-planning application enquiry in August 2019 to South Gloucestershire Council (SGC), to which SGC has responded. A hotel was not included, nor was a pub and the community centre was not shown as a standalone building but amongst residential dwellings;
- Reserved matters are to be submitted for the local centre and the community centre;

- Barratt Homes has responsibility for the design and build of the local centre;
- SGC has responsibility for the design and build of the community centre within the local centre;
- 5% of s106 funding for the community centre will be triggered at the start of the development, with the balance prior to the occupation of the 499<sup>th</sup> dwelling;
- Land will be transferred to SGC prior to the 500<sup>th</sup> dwelling being occupied, which is estimated to be 2021/2022;
- Barratt Homes is likely to submit a planning application around the end of September 2019 for the local centre, to start building onsite around October 2020.

#### **4. SGC Process for the Selection of Operators of New Community Centres Delivered Through S106**

It was explained that SGC advocates early engagement with partners and community leads to influence final design and layout and ensure social and financial viability.

It was **NOTED** that:

- there will be a selection process for the operators of the new community building in north Yate, decided by:
  - business case evidence;
  - funding;
  - community credentials;
  - ability to meet service level agreement (SLA);
  - sinking fund;
  - quality/risks/services/sustainability.
  - SGC anticipates a full repairing lease, with an SLA to cover the operation and services, and with full support from SGC during the handover and defects period.

#### **6. S106 Requirements and Funding**

SGC explained that there is £2.5 million in s106 monies from the new north Yate community development and it was **AGREED** that a breakdown of that funding would be sent to Yate Town Council for information.

It was further explained that SGC has to use the community building *substantially* in accordance with the spec, annexed to the s106 agreement, which:

- specifies the floor area of the new community building (as 1008 sq2);
- states that it must be located in the local centre, as shown in the Masterplan;
- accommodation is to include;
  - a café;
  - a main hall for culture/indoor sports use;

- 2 activity rooms;
- youth space/available for general community use at other times;
- police office.

It was further **NOTED** that:

- Barratt Homes is not a key stakeholder in delivering the community building as SGC has the s106 funding;
- YTC sees the community building as crucial to meeting the needs of the whole of north Yate, and not just those of the new north Yate community, given that there are few community building facilities in north Yate;
- The new community building would allow re-provisioning of existing provision currently delivered elsewhere to serve wider community needs at a cheaper rate;
- The community building needs to have an enclosed useable outside space, ideally not overlooked (*NB: the spill-out area shown on the sketch would not be sufficient as there is no low-level barrier or fence*);
- YOSC and Brimsham Green School provide space for indoor sports. However, there is a gap in community facilities for culture/arts;
- So that YOSC can meet the sporting and social needs of the new north Yate community (given that YOSC has a bar and the local centre does not have a pub), a route into YOSC from the north needs to be provisioned;
- It would make sense for YTC to own YOSC as a sports hub and also the new community building as a focal point for cultural activities;
- YTC would expect the building to be designed to eco-standards and for SGC to offer either a very long lease or the freehold;
- SGC needs to engage with the police to understand their current aspirations for an office in the community building; whether that's a dedicated office or a touchdown space. SGC is also waiting for NHS England to clarify its requirements as to whether a health centre is to be provisioned in the local centre.

## **6. Next Steps**

It was **AGREED** that:

- YTC to send SGC drawings of the arts facility initially designed for the Seastores site to give a sense of what is envisaged;
- SGC Property Services to provide YTC with information about youth wing square footage at Brimsham Green School;
- As the next stage will involve discussion of detailed plans, YTC to formally resolve to submit an expression of interest in operating the new community building. This item to be considered at the Full Council meeting on 29<sup>th</sup> October 2019;

- Grainne Stables to work up an outline project plan so that planning consent for the community building can be obtained as soon as practicable. In the meantime, Chris Cox to arrange sketch plans/elevations/footprint sketch of the community building so that at the next meeting, the design can be agreed. Grainne Stables to send YTC a template business plan and brief so that the Town Council can begin working on a business plan to be submitted to SGC by March/April 2020;
- Martin Burton / Grainne Stables to liaise with the Town Clerk regarding the next meeting date, ideally before the end of October 2019.

S/Projects/North Yate/Community Building/NNYC Building Mtg with SGC 19.09.19

Full Council 29.10.19



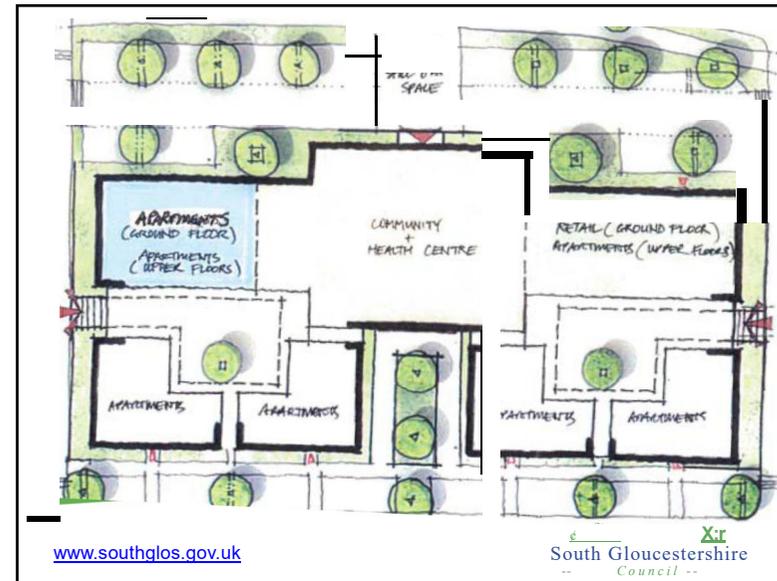
### North Yate Community Centre – Planning History

- Outline consent granted for NYNN 17<sup>th</sup> July 2015
- S106 agreement was approved at the same time as outline consent
- S106 stipulates size of CC(1008sqm floor area); CC must accord with Community Building Headline Specification; CC must be located in local centre
- A masterplan was subsequently approved by DC East Committee in December 2016
- Entire NYNN site has been bought by Barratt Homes

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### North Yate Community Centre – The Next Steps

- Reserved matters planning applications required for local centre and community centre
- Barratts are only responsible for the design and building of the local centre
- The Council is responsible for the design and build of the community centre

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### North Yate Community Centre – Triggers/Timescales

- 5% of community centre contribution was paid on commencement of development. S106 requires balance to be paid prior to occupation of 499<sup>th</sup> dwelling
- S106 requires the land for community centre to be transferred to the Council prior to 500<sup>th</sup> dwelling occupation
- Forecast buildout rates provided by the developer indicate that 500 occupation trigger will be reached around 2021/2022
- Barratts to submit a planning application at the end of September 2019 and have indicated a start date onwards of October 2020

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### North Yate Community Centre – s106

South Gloucestershire Council Environment and Community Services Committee approved the process for the development of new community facilities secured through S106 funding in November 2016.

See: <http://modern.gov/documents/s76737/S106.pdf>

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### North Yate Community Centre – s106

#### Benefits

- Early engagement with key partners and community leads including potential future operators will enable design of buildings to better meet the needs of local people and groups resulting in facilities more likely to be well used and socially viable; and improving their financial viability
- This enables the operator to influence the layout of facilities to maximise opportunity for revenue
- Gives operator early access to plans to ensure familiarity with building and maintenance requirements to better inform business case

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## North Yate Community Centre – s106

### Selection process

Expressions of interest are sought from groups likely to be interested in the following priority order:

1. Town and Parish Council
2. Existing Voluntary and Community Sector Groups,
3. Existing management trusts
4. New VCSE groups or management trusts.

The formal decision on which organisation is chosen to operate the facility will be made following consideration of business plan proposals.

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## North Yate Community Centre – s106

Expressions of interest will be evaluated with reference to:

- Business Plan
- Funding Programme
- Community Credentials/ability to meet the SLA
- Sinking fund Proforma
- Quality/Risks/Services
- Sustainability

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## North Yate Community Centre – s106

Following the decision to appoint an operator the following agreements between South Gloucestershire Council and Operator will be agreed

- Full repairing lease
- Service Level Agreement to cover key elements of operation and services to be offered
- Support from SGC officers during handover from building contractors and during the defects period

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## North Yate Community Centre requirements & funding

£2.5m S106 contributions available to deliver NYNN community centre

Summary of North Yate S106 requirements

- Community building 1008sq.m.
- Located in local centre as shown on approved Masterplan
- Accommodation to include:
  - Café
  - Main hall for culture and indoor sport
  - 2 activity rooms
  - Youth space
  - Police office

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## North Yate Community Centre requirements & funding

The S106 requires:

- Community Building land to be identified in local centre
- Land transferred to SGC
- SGC use contribution towards construction of community building substantially in accordance with the specification
- Specification is annexed to the S106

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