



ADVISORY MEETING of the members of Yate Town Council's Finance and Governance Committee

8 June 2022

This is an **advisory** meeting of members of the **Finance and Governance Committee** of **Yate Town Council** to be held remotely via Zoom on **Tuesday 8th February 2022** between 7.00pm – 8.30pm for the purpose of transacting the business set out in the agenda below.

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore, this meeting will serve to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions. Members of the public are warmly welcome to join the meeting and raise any matters under Item 4 - Public Participation.

Join Zoom Meeting

<https://us06web.zoom.us/j/84986441724?pwd=ckxONk5RMXZycytKSDNzQzdSQkpQZz09>

Meeting ID: 849 8644 1724

Passcode: 075586

One tap mobile

+441314601196,,84986441724#,,,,*075586# United Kingdom

Hayley Townsend
Town Clerk

Agenda

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.



1. To Elect Chair of the advisory meeting
2. Apologies for Absence
3. 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.

4. Public Participation Session with Respect to Items on the Agenda
5. To Receive the Notes for the Finance and Governance Advisory Meeting Held on 29 March 2022, received at Full Council on 10 May 2022. (copy herewith).
6. To receive report in respect of Meetings and Delegation and provide feedback to be considered at Full Council on 28th June 2022. (Appendix A)
7. To consider the Following Items on the Clerk's Report:

1 Items for Consideration from the Environment and Community Committee Meeting held on 24 May 2022

2 Sealing and Signing of Town Council Documents

- 2/1 Documents for Signing/Sealing
- 2/2 Urgent Documents for Signing/Sealing

3 Accounts/Finance

- 3/1 Accounts for Payment
- 3/2 Bank Reconciliations
- 3/3 Banking Arrangements
- 3/4 Earmarked Reserves



- 3/5 Insurance
- 3/6 Investments as at 31 March 2022
- 3/7 Ladden Garden Banking Arrangements
- 3/8 Play Area Refurbishment Schedule

4 Premises

- 4/1 Bookings
- 4/2 Leases

5 Sub-Committee Reports

- 5/1 Grants and Finance Sub-Committee
- 5/2 IT – Website Review Sub-Committee
- 5/3 Priorities and Strategy Scrutiny Working Group
- 5/4 Staffing and Governance Sub-Committee
 - (a) Sub-Committee Meeting Date
 - (b) Internal Audit Year End 2021/2022

6 Town Council Representatives on Outside Bodies which report to the Finance & Governance Committee

- 6/1 ALCA Regional Committee
- 6/2 NALC Larger Councils' Group

7 Consultations

- 7/1 Current Consultations
- 7/2 Consultation Responses
- 7/3 Urgent Consultations

8 Items for Discussion

- 8/1 Accounts and Finance
 - (a) Community Clean Up and Litter Picking
 - (b) Community Infrastructure Levy (CIL)
 - (c) Direct Debits and Standing Orders
 - (d) Income and Expenditure Report to 31 March 2022
 - (e) Payment Submission Limit

9 Confidential Items



In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that if a confidential session is required, any members of the press or public present be excluded, and they be instructed to withdraw.

- 9/1 Confidentiality Confirmation
- 9/2 Items to be Discussed under Confidential Session
 - (a) Poole Court Lease Enquiry
- 9/3 Return to Open Session

10 Consideration of Impact of Decisions on Climate and Waste



Yate Town Council Advisory Meeting of the Members of the Finance and Governance Committee 14th June 2022

Clerk's Report

Item 1. Items for Consideration from the Environment and Community Committee Meeting held on 24 May 2022

To **NOTE** that no financial recommendations were received from the Environment and Community Committee Meeting held on 24 May 2022.

Item 2. Sealing and Signing of Town Council Documents

2/1 Documents for Signing/Sealing

To **NOTE** that the following documents have been signed or sealed and signed:

- Service Level Agreement with South Gloucestershire Human Resources to provide HR Support with effect from 1 April 2022 to 31 March 2023;
- Kingsgate Park Gate Licence with Vintage Birdcage Limited from 1 April 2022 to 31 March 2023;
- Record of Funding Agreement and Targets for Citizens Advice South Gloucestershire for £8,000, to provide an Advice Service to Residents of Yate, for the period 1 April 2022 to 31 March 2023;
- Record of Funding Agreement and Targets for Off the Record (Bristol) for £4,500, to provide Weekly Health and Wellbeing "HUB" Sessions, for the period 1 April 2022 to 31 March 2023;
- The lease of Celestine Room at Poole Court to South Glos Parents and Carers CIC for £6,400 +VAT commencing 1 April 2022 to 31 March 2025;
- Contract Hire agreement with CNH Industrial Capital for the new Ransomes Mower for £976.59+VAT monthly commencing 23 June 2022 to 23 May 2027.

2/2 Urgent Documents for Signing/Sealing

To **RECEIVE** any urgent documents for signature/sealing.

Item 3. Accounts/Finance

3/1 Accounts for Payment



To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 1)

3/2 Bank Reconciliations

To **NOTE** bank reconciliations to 31 March 2022 have been viewed and agreed by Councillor Ben Nutland.

3/3 Banking Arrangements

To **NOTE** following the recent change to its interest rates made by the Bank of England, Triodos Bank has reviewed its own savings rates. They have advised that from 1 June 2022 the rate on the savings account we hold with them will increase from 0.15% to 0.35%.

3/4 Earmarked Reserves

To receive and **NOTE** earmarked reserve expenditure for 2021/2022. (Appendix 2)

3/5 Insurance

To **NOTE** the 2022-2023 insurance with Zurich is in place and has increased from £19,317.52 to £20,151.17 representing an increase of £833.65, due to the following:

- the value of sums insured has increased over 2021/2022;
- index linking has been applied as normal to the buildings and contents sums insured;
- the higher wage figure from last year does affect all the liability premiums.

3/6 Investments as at 31 March 2022

To **NOTE** that Yate Town Council investments as at 31 March 2022 were held as follows:

- £416,642.68 33 Day Notice Triodos Bank Account (variable interest, currently 0.15%);
- £294,988.02 Nationwide Business Instant Saver (variable interest, currently 0.05%);
- £109.84 – Co-Operative Bank Current Account (no interest);
- £282,192.17 Nationwide 95 Day Saver Account (variable interest currently 0.40%)
- £3,000 – Barclays Bank Current Account (no interest);
- £2,829.14 - Barclays Bank Imprest Account (no interest);
- £80,416.21- balance of funds – Barclays Bank Instant Access Savers Account (variable interest rate currently 0.01%);
- £500,000.00 - CCLA Public Sector Deposit Fund. (variable – yield as at 31.03.22 was 0.5785%



3/7 Ladden Garden Banking Arrangements

To **NOTE** further to item 14.1.f of the Advisory meeting of the members of the Finance and Governance Committee held on 8 June 2021, Ladden Garden Village Community Group has advised that they have been able to set up their own banking facilities and now no longer require Yate Town Council to act as bankers.

3/8 Play Area Refurbishment Schedule

Following minute 114/4 of the Full Council Meeting held 10 May 2022, officers have contacted ALCA and the Parish Borrowing Team for guidance on the approvals process for obtaining a Public Works Loan and are awaiting a response.

Item 4. Premises

4/1 Bookings

To **NOTE** the following update:

- Poole Court has acquired a new regular hire 2 days per week from the Standguide Group who work to support individuals back into work via referral from the job centre. The hirer was previously using a room at the Citizens Advice South Gloucestershire premises in the shopping centre. They are currently booked in to use Poole Court up to end of March 2023;
- Family Food 4 Free (FF4F) has signed and completed the booking form for the Randolph Room at Poole Court and has begun setting up the community fridge for the local area. They are in the process of moving their stored items held in the Parnell Room to the Randolph Room as this can now all be accommodated within their new booking arrangement.

4/2 Leases

To **NOTE** the following update for the Poole Court leases:

- South Glos Parents and Carers are now tenants of the Celestine Room at Poole Court following the signing of their lease;
- Officers have received an enquiry regarding a possible lease for the Bad Salzdetfurth/Genieri Room, to be received within Confidential Session.

Item 5. Sub Committees and Working Groups

5/1 Grants & Finance Sub-Committee



To **NOTE** a meeting of the Grants and Finance Sub-Committee to consider grant applications for 2022/2023 has been arranged to take place at Poole Court at 7pm on 6 July 2022.

5/2 IT - Website Review Sub-Committee

Further to item 10.3 of the Advisory meeting of members of the Finance and Governance Committee, held on 29 March 2022, the following updates were received from the website developer in relation to previous feedback raised:

The Search Tool	
Original Feedback Received	Update
The current search tool does not identify specific searches or identify any search results within documents.	<p>The current search box, above the downloads table, only searches the name of the files as opposed to text within documents.</p> <p>An additional plugin (SearchWP) could be added to enable the search within documents feature at a cost of \$199 per year.</p>

Opening Multiple Documents	
Original Feedback Received	Update
Unable to open multiple documents, especially when using a tablet or phone, which does not make the area user friendly.	Further investigation required

Login / Log Out Button	
Original Feedback Received	Update
There is no login or out button with Councillors accessing the area through a link.	<p>A "log out" button has been added to the secure area to allow members to securely log out when finished with the secure area.</p> <p>Comment from website developer regarding accessing the secure area via a "log in button" or similar feature:</p> <p><i>"Adding a link to the secure area is a security risk as you're telling everyone where your secure area is, which gives people the chance to hack it. Instead encourage people to save the link to their favourites / bookmarks."</i></p>



5/3 Priorities and Strategy Scrutiny Working Group

A doodle is being arranged for the next meeting of the Priorities and Strategy Scrutiny Working Group.

5/4 Staffing and Governance Sub-Committee

a) Sub-Committee Meeting Date

A meeting of the Staffing and Governance Sub-Committee meeting will take place at 6pm on Tuesday 21 June 2022 at Poole Court.

b) Internal Audit Year End 2021/2022

To **NOTE** South Gloucestershire Council completed the internal audit review remotely on 1 June 2022 for 2021/2022 and we are currently awaiting the final report.

Item 6. Town Council Outside Bodies Which Report to the Finance and Governance Committee

6/1 ALCA Regional Committee

To **NOTE** the draft draft minutes of the ALCA Regional Committee Meeting held on 28th February 2022 were circulated on 6th June 2022.

The next meeting is scheduled to take place on either 30th May or 6th June 2022.

6/2 NALC Larger Councils' Group

To **NOTE** the draft minutes of the NALC Larger Councils Committee held on 10th May 2022 were circulated on 6th June 2022.

The date and time of the next meeting is set for 26th July 2022 at 11.00am via zoom.

Item 7. Consultations

7/1 Current Consultations

To **NOTE** no consultations have been received.

7/2 Consultation Responses

To **NOTE** no consultations responses to report.



7/3 Urgent Consultations

To receive any urgent consultations.

Item 8. Items for Discussion

To **NOTE** to enable focus of the meeting, items for discussion within the Clerk's Report have been collated under item 8 for consideration.

8/1 Accounts and Finance

a) Community Clean Up and Litter Picking

Community clean up and litter picking groups and volunteers, are undertaking important work that adds value to the community, and the climate and ecological declaration made by the Town Council. It is **RECOMMENDED**, YTC fund the purchase of litter picking equipment, increasing the availability of equipment for use in the community.

In consultation with local community groups, a procurement list of the most in need equipment has been created, to the value of £687.92. This equipment can be loaned by YTC, short or long term, to community groups that do not have the constitution to apply for a YTC grant, or the funds to cover the costs of litter picking equipment themselves.

b) Community Infrastructure Levy (CIL)

To **NOTE** the following update regarding the CIL allocation was circulated to members on 17 May 2022, with a recommendation received from the Old Yate Sub-Committee to add these funds to the remaining Welcome Back Fund Old Yate Strategy to fulfil additional works/objectives within the Old Yate Strategy remit.

Confirmation has been received from South Gloucestershire Council regarding the CIL allocation for 2021/2022 to Yate Town Council as follows:

Planning Reference	Site Name	Total Received	Parish Share
PK17/5407/F	15 Ridgeway	£ 5,686.21	£ 852.93
P20/22621/F	Land At Bridge Road	£ 831.86	£ 124.78
P20/04569/F	Crowthers Farm Goose Green	£ 23,271.72	£ 3,490.76
PK18/2320/F	Land to the rear of 31 Ridgeway	£ 13,620.57	£ 1,696.32
		TOTAL	£ 6,164.79

Funding to the sum of £6,164.79 has now been received.



To further **NOTE** the recommendation was agreed via email by members of the Finance and Governance Committee on 20 May 2022 and will be implemented via delegated powers.

c) Direct Debit and Standing Orders

To receive and consider an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration. (Appendix 3)

d) Income and Expenditure Report to 31 March 2022

To receive and consider income and expenditure report to 31 March 2022, which will be presented for approval to the next Full Council meeting. (Appendix 4)

e) Payment Submission Limit

In line with item 5/2 of Yate Town Council's Financial Regulations, to annually renew the limit of funds that can be authorised in any one payment submission, to consider and recommend for approval current arrangements as follows:

5.2 A limit of funds that can be authorised in any one payment submission will be set with the bank and shall be renewed by resolution of the council annually. For large projects administration, the limit of funds may be exceeded, if necessary up to a tier 2 limit set, using alternative authorisation (see 5.10 and 6.4 (b)).

Tier 1 payments will set in the sum of up to £150,000 and Tier 2 payments will be anything over £150,000

Item 9. Confidential Items

9/1 Confidentiality Confirmation

Each Councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

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.

9/2 Items to be Discussed under Confidential Session

a) Poole Court Lease Enquiry

To receive confidential appendix 5.

9/3 Return to Open Session



To **RESOLVE** to return to open session.

Item 10. Consideration of Impact of Decisions on Climate and Waste

To consider if there are any impacts on climate and waste following decisions taken by the committee during the meeting.