



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

29 September 2021

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 5th October 2021** between 6.30pm – 8.00pm 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decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government.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 until face-to-face meetings can safely resume. 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/97876355388?pwd=dk9mVmNScTUwUG9jVjZ4V2ttTnAxQT09>

Meeting ID: 978 7635 5388

Passcode: 425025

One tap mobile

+441314601196,,97876355388#,,,,*425025# United Kingdom

A handwritten signature in black ink, appearing to read 'H Townsend', written over a vertical yellow line.

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 20 July 2021 (copy herewith)

<https://yatetowncouncil.gov.uk/finance-and-governance-meetings>

6. To Consider the Following Items on the Clerk's Report:

- 1 Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 21 September 2021**

- 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 Direct Debits & Standing Orders
- 3/5 Discretionary Restart Grant
- 3/6 Special Expenses



4 Premises

4/1 Bookings

5 Sub-Committee Reports

5/1 Grants and Finance Sub-Committee

5/2 Staffing and Governance Sub-Committee

(a) Staffing

(b) Audit

5/3 IT – Website Review Sub-Committee

5/4 Priorities and Strategy Scrutiny Working Group

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 Payment Submission List

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 Received Under Confidential Session

(a) Bowling Club



- (b) Catch 22
 - (c) Parents and Carers
- 9/3 Return to Open Session

10 Consideration of Impact of Decisions on Climate and Waste



Yate Town Council **Advisory Meeting** of members of the Finance and Governance Committee 5th October 2021

Clerk's Report

Item 1. Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 21 September 2021

To **NOTE** that no recommendations were received from the Advisory Meeting of members of the Environment and Community Committee held on 21 September 2021.

Item 2. Sealing and Signing of Town Council Documents

2/1 Documents for Signing/Sealing

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

- Planting licence for x11 Station Road planters;
- Account T&C's for lighting company to replace Armadillo lights;
- Yate Men's Shed funding agreement and lease from 1 September 2021 to 31 March 2025;
- Terms of Engagement for Solicitors to deal with lease notices;
- 12 month contract with 1st Office for Poole Court and Heritage Centre Photocopiers from November 2021 to November 2022;
- 14x 24 month sim only contracts with O2 wef July 2021 until July 2023;
- 12 month Kingsgate Park Site Permit for the operation of Ice Cream Van vendor from 1 July 2021 to 30 June 2022.

2/2 Urgent Documents for Signing/Sealing

(b) 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 30 June 2021 have been viewed and agreed by Councillor Ben Nutland.

3/3 Banking Arrangements

To **NOTE** the following changes with regards to our current banking arrangements:

- The interest rate for the Triodos Treasurers Reserve Account reduced from 0.1% to 0.05% gross/AER variable on 24 August 2021;
- We are receiving activity charges from Barclays Bank due to depositing cash into the main current account as opposed to the savings account. This is following the closure of the Yate branch of Barclays Bank and needing to pay in via the post office using a deposit card, which is only available on the current account. The RFO is investigating options into how to reduce this cost. (Appendix 2)

3/4 Direct Debits & Standing Orders

To **NOTE** there have been two additional Direct Debits set up since the update received on 8 June 2021, and additional charges added to an existing Direct Debit as follows:

- Photocopier lease;
- Commercial credit card;
- Additional charges added to existing O2 monthly DD to cover extra sim cards.

3/5 Discretionary Restart Grant

To **NOTE** that further to item 9.5 of the advisory meeting of members of the Finance and Governance Committee held 8 June 2021, a top up of £750 from South Gloucestershire Council has been received following the initial grant of £1,500.

3/6 Special Expenses

To **NOTE** further to item 13.1 c) of the advisory meeting of members of the Finance and Governance Committee held 20 July 2021, officers have provided a response to South Gloucestershire Council regarding the land marked as amenity grass on the special expense charges sheet and are currently waiting for their reply.

Regarding bus shelter details and locations, South Gloucestershire Council has provided a response, which was received at the advisory meeting of Environment and



Community held 21 September 2021, with an option for Yate Town Council to take over ownership of several bus shelters and have them removed from Special Expenses. Members have advised the Clerk to contact South Gloucestershire Council and accept this offer and to further enquire regarding the maintenance charge for 2 stops that are poles rather than shelters. To receive update if available.

Item 4. Premises

4/1 Bookings

To **NOTE** that following the lifting of Covid 19 legal restrictions by the Government, Yate Town Council continue to have Covid responsible measures in place, such as reduced capacity numbers, as prescribed by the Working Safely Guidance provided by the Government.

Below is an update regarding bookings for our venues:

- Sunnyside Bowls Pavilion will be available for hire from 3 October 2021 following the end of the Yate and District Bowls Club licence period.
- A block booking for Mondays to Wednesdays at the Armadillo has been agreed with Pathways Learning Centre for September and October at the general rate with no displacement of existing community groups;
- The football season is now underway, and the changing rooms have now reopened.
- After reviewing the working safely guidance, Yate Town Council has agreed to hire both tennis courts at the same time and also multiple rooms upstairs at Poole Court simultaneously.
- Following agreement from Members to grant fund the hiring of the Parish Hall to Zest (previously called Fundraising 4), the organisers have postponed the start date of their hire. Officers are making enquiries to confirm if the booking is still required moving forward.

Item 5. Sub Committees and Working Groups

5/1 Grants & Finance Sub-Committee

To **NOTE** Covid-19 Battle Fund Grants have been awarded to the following organisations since the last advisory meeting of members of the Finance and Governance Committee:

- Milestone Trust: £250 towards refurbishing outdoor space for house in Yate
- Green Community Travel: £250 towards cost of their newsletter to service users;
- Cotswold Vale Talking Newspaper: £50 towards editing software.



To further **NOTE** funding to cover the hire and storage charge for the Parish Hall in Yate has also been awarded to local charitable group Zest (previously called Fundraising 4) who requested to hire the venue for their charity table top sales. The organisation has been shown around the venue and advised that hire can commence whenever they are ready. We are still waiting for them to confirm the start date.

5/2 Staffing and Governance Sub-Committee

a) Staffing

To **NOTE**:

- Lucy Shilcock, Estates Support Assistant (5 hours per week) resigned and left on 21 September 2021.
- Following a change in structure (agreed by the Staffing & Governance Sub Committee) 2 x Venue Assistant in Training roles have been deleted and 1 x 3 hour Venue Assistant role has been deleted and replaced with 2 x 12 hour Venue Assistant roles;
- Georgia Andrews (previously Venue Assistant in Training) has been appointed as 12-hour Venue Assistant.
- A recruitment afternoon took place on 21st September 2021 at the Armadillo for the remaining 12-hour Venue Assistant vacancy which did not yield a successful candidate. Amendments to the advertisement are to be made and another recruitment drive to take place.
- Hannah Frost, Heritage Education Assistant (10-hour post) started in post on 30th August 2021.

b) Audit

To **NOTE**:

- The Conclusion of Audit for year ending 31 March 2021 has been received and has been publicised.
- Yate Town Council in Year Assurance Audit has been provisionally booked in for 2nd November until 4th November 2021.

5/3 IT - Website Review Sub-Committee

To **NOTE** a new area for access by Councillors and staff has been created on the website to allow the sharing and storing of documents. (Ongoing inhouse work being undertaken to set up all logons and passwords).

5/4 Priorities and Strategy Scrutiny Working Group

To be advised that the Business Review, led by Philip Avery/The Business Mechanic, began on 20th September 2021 and is expected to be completed by 17th



October 2021. 2 sessions are taking place each week, and the review is focusing on process mapping, project management and procurement.

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

6/1 ALCA Regional Committee

To **NOTE** the draft minutes of the ALCA South Gloucestershire Area AGM held on 2 July 2020 were circulated to members on 4 August 2021. A further ALCA South Gloucestershire Area AGM took place on 8 September 2021; notes not yet available.

6/2 NALC Larger Councils' Group

To **NOTE** a meeting of the NALC Larger Councils' Group took place 21 September 2021 at 11.00am; notes not yet available.

Item 7. Consultations

7/1 Current Consultations

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

7/2 Consultation Responses

To **NOTE** no consultation responses have been submitted.

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.

Item 8/1 Payment Submission Limit

In line with item 5/2 and 5/3 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)).

5.3 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 Received Under Confidential Session

a) Bowling Club

To receive confidential appendix 3.

b) Catch 22 Bookings Enquiry

To receive confidential appendix 4.

c) Parents and Carers Lease Request

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.

Payments made between 1st and 31st August 2021

Date Paid	Payee Name	Transaction Detail	Amount
02/08/2021	ProfitReach	Webiste Support	£ 98.40
02/08/2021	Amazon	Sports Equipment	£ 49.99
02/08/2021	Amazon	Floor Cable safety mat	£ 117.98
02/08/2021	My Projector Lamps UK	Projector bulb Armadillo	£ 280.58
03/08/2021	Amazon	Floor Cable safety mat	£ 58.99
03/08/2021	Amazon	Sports Equipment	£ 59.95
03/08/2021	NATIONAL ASSOC OF LOCAL COUNCI	Staff Training	£ 64.49
04/08/2021	Barclays	Bank charge	£ 35.50
04/08/2021	Barclays	bank charges	£ 13.67
05/08/2021	NATIONAL ASSOC OF LOCAL COUNCI	Staff Training	£ 38.93
08/08/2021	South Glos Council	Armadillo Business Rates	£ 1,859.00
08/08/2021	South Glos Council	Business Rates Heritage	£ 66.00
08/08/2021	South Glos Council	Business Rates Poole Court	£ 2,345.00
08/08/2021	South Glos Council	Business Rates YMCA	£ 124.00
09/08/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
09/08/2021	British Telecom Payment Servic	Telephone line charges	£ 15.16
09/08/2021	Victoria Westlake Flowers	Chairs expense of office	£ 90.00
09/08/2021	Bank Current Account	Bank Transfer	£ 4,111.06
11/08/2021	Instant Access Saver Account	Bank Transfer	£ 197.40
12/08/2021	ProfitReach	Webiste Support	£ 64.62
12/08/2021	PEAC (UK) Ltd	Photocopier lease payments	£ 643.20
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 10,170.00
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 4,255.84
12/08/2021	Bank Current Account	Bank Transfer	£ 4,063.66
12/08/2021	Petty Cash	Petty Cash Top up	£ 237.56
12/08/2021	Bank Current Account	Bank Transfer	£ 10,170.00
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 6.90
13/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Traininig costs	£ 60.00
13/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Traininig costs	£ 30.00
13/08/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 605.80
13/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 57.60
13/08/2021	Beacon Cleaning Services	Cleaning Materials	£ 60.94
13/08/2021	Breakthrough Communications &	Training Subscription	£ 220.80
13/08/2021	G.B.Sport & Leisure	Play Area Equipment	£ 512.66
13/08/2021	Microsoft	IT Software Subscription	£ 192.11
13/08/2021	Milestones Trust	Grant Funding	£ 250.00
13/08/2021	South Gloucestershire Council	Cleaning Town Council Properties	£ 1,836.84
13/08/2021	South Gloucestershire Council	Payroll Bureau Charges	£ 554.58
13/08/2021	South Gloucestershire Council	Kibble and Cart Project	£ 1,134.00
13/08/2021	South Gloucestershire Council	IT Equipment	£ 141.60
13/08/2021	South Gloucestershire Council	IT Support	£ 580.51
13/08/2021	T H White Ltd	Estates vehicle repairs/maintenance	£ 273.49
13/08/2021	TRAVIS PERKINS TRADING COMPANY	Estates maintenance equipment/materials	£ 96.62
13/08/2021	Virgin Media Payments Ltd	Wi-fi provision	£ 48.00
13/08/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance materials	£ 303.72
13/08/2021	Trade UK	Estates maintenance equipment/materials	£ 106.53
13/08/2021	Bendry Brothers Ltd	Estates maintenance equipment/materials	£ 626.10
13/08/2021	SHB Hire Ltd	Estates Vehicle lease payment	£ 437.10
13/08/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 439.13
13/08/2021	High Speed Training Limited	Staff Training	£ 72.00
13/08/2021	MD Group	Building Maintenance Armadillo	£ 420.00
13/08/2021	National Security Group	Security - Town Council Properties	£ 30.00

13/08/2021	National Security Group	Security - Town Council Properties	£	948.00
13/08/2021	Trade UK	Estates maintenance equipment/materials	£	12.68
13/08/2021	Trade UK	Estates maintenance equipment/materials	£	3.98
13/08/2021	Water2Business	Water/Sewerage Town Council Properties	£	129.50
13/08/2021	Telefonica O2 UK Limited	P/Ledger Electronic Payment	£	44.18
13/08/2021	Bristol Ambulance EM Services	First Aid YTC Event	£	125.00
13/08/2021	Bank Current Account	Bank Transfer	£	10,228.47
16/08/2021	Disclosure and Barring Service	Staff DBS	£	13.00
18/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£	30.00
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	23.00
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	277.34
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	175.68
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	139.68
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	267.42
18/08/2021	Brake Bros Ltd	Kitchen stock fpr resale	£	67.22
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	12.60
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	24.58
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	5.10
18/08/2021	J Hollister Hardware	Estates maintenance equipment/materials	£	151.71
18/08/2021	KT Home Improvements Ltd	Building works YMCA	£	5,314.80
18/08/2021	Murray Hire Ltd	Estats Equipment maintenance	£	36.60
18/08/2021	National Security Group	Building Security	£	168.00
18/08/2021	Prestige Grounds	Ground Works YOSC	£	4,259.85
18/08/2021	Proludic Ltd	Millside Play Area Works	£	14,561.54
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	20.09
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	1.99
18/08/2021	South Gloucestershire Council	IT Equipment	£	18.00
18/08/2021	South Gloucestershire Council	HR Support	£	116.10
18/08/2021	STANNAH LIFT SERVICES	Lift maintenance	£	284.70
18/08/2021	Virgin Media Payments Ltd	Telephone line charges	£	42.50
18/08/2021	West Mercia Energy	Gas and Electric Town Council Properties	£	1,162.67
18/08/2021	West Mercia Energy	Gas and Electric Town Council Properties	£	326.70
18/08/2021	Amazon	Striped papger bags kitchen stock	£	28.07
18/08/2021	Amazon	Striped papger bags kitchen stock	£	29.00
18/08/2021	Bank Current Account	Bank Transfer	£	27,187.87
19/08/2021	Avon Pension Fund	Pension Contributions July 21	£	14,452.04
19/08/2021	Bank Current Account	Bank Transfer	£	14,452.04
20/08/2021	South Glos Council	Business Rates Parish Hall	£	309.00
20/08/2021	South Glos Council	Business Rates Pop Inn Cafe	£	494.00
20/08/2021	South Glos Council	Business Rates Football	£	122.50
20/08/2021	South Glos Council	Business Rates Bowling	£	122.50
20/08/2021	Information Commissioner's Off	Subscription	£	55.00
20/08/2021	HMRC	Tax/NI Contributions August 21	£	13,815.13
20/08/2021	Telefonica O2 UK Limited	Mobile phone charges	£	197.04
20/08/2021	Bank Current Account	Bank Transfer	£	14,795.17
25/08/2021	ProfitReach	Webiste Support	£	178.80
25/08/2021	Wiltshire college	Apprentcie Training	£	5.00
26/08/2021	TV Licensing	TV Licence Town Council Venue	£	159.00
26/08/2021	Amazon	DVD Amradillo Cinema	£	38.96
27/08/2021	EMMC Craft Shapes	YTC Event Material	£	37.25
31/08/2021	Staff Salaries August 21	Staff Salaries August 21	£	49,875.11
31/08/2021	Staff Salary HT sickness	Staff Salary HT sickness	£	140.00
31/08/2021	Phoenix Coffee & Equipment Ltd	Kitchen stock fpr resale	£	139.98
31/08/2021	Bank Current Account	Bank Transfer	£	49,798.91

003969 BBMU241A 709F30ARI00072 39600 A 82388



Advance notification of e-payment Plan charges

Period from 13 Aug 2021 to 12 Sep 2021.

These charges will be debited from your account on 04 Oct 2021.

Loyalty Reward - our way of saying thank you for banking with us:

The charges shown below are before your Loyalty Reward has been calculated. If your account is eligible, you'll get your Loyalty Reward payment up to two working days after the full charges are applied and the payment will appear on your next account statement. For more information, go to barclays.co.uk/priceplans

Number	Description	£	Amount £
	ACCOUNT FEE		8.50
4	BACS FILE CHARGES	3.00 EACH	12.00
£2834	POST OFFICE CASH PAID IN	1.50 PER £100	42.51
1	BNET A/C FEE MIN	20.00 EACH	20.00

Total Commission	£83.01
Overdraft Interest	£0.00
Total Charges	£83.01

Good news! You can view your advance notification of charges statement online exactly as you would on a paper statement.

To start this service, it is simple

- You need to login or register for our Online Banking
- Next, change your statement preference to 'online statements'
- Finally, update your e-mail address

Once your charges statement is ready, we will e-mail you.

For assistance and FAQs on Online Banking please visit help.barclays.co.uk/ways-to-bank/online-banking.html

Notes

If you close your account, we will take the charges shown on the date you close your account, along with any other relevant charges since the date of this statement.

This is not a tax invoice.