



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

1 December 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 7th December 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decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government.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/96639135566?pwd=MIhpajd4WFkzVjNWeVd5azFQbGExZz09>

Meeting ID: 966 3913 5566

Passcode: 383764

One tap mobile

+441314601196,,96639135566#,,,,*383764# 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 05 October 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 09 November 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 Finance and Governance First Draft Proposed Budget 2022/2023
 - 3/5 Localism Letter 2022/2023
 - 3/6 Special Expenses 2022/2023



4 Premises

- 4/1 Bookings
- 4/2 Annual Rent/Price Review

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 Accounts and Finance
 - (a) Direct Debits & Standing Orders
 - (b) Income and Expenditure Report to 30 September 2021
 - (c) Procurement
- 8/2 Grant Funding
- 8/3 Meeting Dates

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
- 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 7th December 2021

Clerk's Report

Item 1. Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 9 November 2021

To **NOTE** that no recommendations were received from the Advisory Meeting of members of the Environment and Community Committee held on 9 November 2021.

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 from South Gloucestershire Council Regeneration Team for the 'Love Your High Streets – Old Yate' project;
- Direct Debit Mandate for ongoing monthly payment of Business Rates for the Celestine Room at Poole Court.

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 30 September 2021 have been viewed and agreed by Councillor Ben Nutland.



3/3 Banking Arrangements

To **NOTE** further to item 8/3 of the advisory meeting of the Finance and Governance Committee held 5th October 2021, banking activity charges have been reviewed by the RFO. Following this, a change has been made to our current account tariff which will result, dependant on activity, in an approximate 30% reduction of charges.

3/4 Finance and Governance First Draft Proposed Budget 2022/2023

To **NOTE** that further information is awaited prior to the first draft 2022/2023 budget being made available for consideration. The final budget figures to be received and agreed at Full Council in January 2022.

3/5 Localism Letter 2022/2023

To **NOTE** Yate Town Council has received from South Gloucestershire Council the Localism Letter detailing the proposed costs for 2022/2023. The Estates Manager has reviewed the document and is investigating potential cost savings by taking some items under the ownership of Yate Town Council. (Appendix 2)

3/6 Special Expenses 2022/2023

To **NOTE** the recommended Special Expenses 2022/2023 and double taxation guides provided by South Gloucestershire Council were circulated to members on 5 November 2021.

Officers have responded to South Gloucestershire Council advising of the change in ownership of 6 bus shelters to Yate Town Council and raised queries regarding the land marked as amenity grass on the special expense charges sheet.

South Gloucestershire Council has acknowledged the matters raised and are currently consulting internal departments prior to finalising the Special Expense 2022/2023 figures.

Item 4. Premises

4/1 Bookings

To **NOTE** the following update:

- The block booking for Mondays to Wednesdays at the Armadillo by Pathways Learning Centre has been ongoing since September 2021;
- Following agreement from Members to grant fund the hiring of the Parish Hall to Zest up 17th December 2021, the group has been using the venue for their fundraising table top sales since the beginning of October 2021;
- Following the purchase of table tennis tables for community use at the Parish Hall, we now have one regular hirer for this facility on Wednesday mornings.



We have also made direct contract with the U3A to advise them that this facility is available and that they are more than welcome to make a booking. We have also advertised the availability of Community Table Tennis on the Town Council Website and Social Media pages;

- Following the completion of kitchen refurbishments works at the YMCA, the venue is being offered to hire on an ad-hoc basis. The U3A Sewing Group has been shown around the venue and has made a booking for the afternoon of the second Tuesday of the month from January 2022;
- Catch 22 has been approached regarding their initial request to hire the Parish Hall; officers are waiting for a response to see if they wish to proceed with the booking.

4/2 Annual Rent/Price Review

To be advised the annual price review has been undertaken in line with the Yate Town Council Pricing and Letting Policy.

To **NOTE** revised prices for 2022/2023. (Appendix 3)

Item 5. Sub Committees and Working Groups

5/1 Grants & Finance Sub-Committee

- To **NOTE** update further to minute 15.2 c) of the Finance and Governance Committee meeting of 30 March 2021; *The Community Projects Manager (LR) has supported Yate Men's Shed to explore small grant schemes and has submitted a small grant application for a total of £3686.00 into the Quartet Express Grants Fund for funds to support the group expand in the community and look to purchase indoor Table Tennis equipment. A result is expected from Quartet by 10th January 2022.*

Additional local small grant information has been forwarded to Yate Men's Shed for consideration in submitting further small grants. The group has been advised that this project support will cease at the end of this calendar year.

- To **NOTE** a grant of £28.20 was awarded to Climate Action Yate and Chipping Sodbury to cover the hire charge for a public meeting at the Parish Hall. The group had been advised; however, they have now responded to say that the meeting is no longer going ahead.

5/2 Staffing and Governance Sub-Committee

a) Staffing

To **NOTE**:

A meeting of the Staffing and Governance Sub-Committee is in the process of being arranged.



b) Audit

To **NOTE** Yate Town Council's in Year Assurance Audit was completed between 2 November and 4 November 2021, with the report to be received and reported to Full Council on 11 January 2022.

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. (Dummy documents have been uploaded and members of the IT/Website Review Sub-Committee have been asked to test prior to rolling out further).

5/4 Priorities and Strategy Scrutiny Working Group

To **NOTE** that the Chair and Vice-Chair of Council have advised that they intend convening a members meeting in the new year to discuss council priorities.

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 8 September 2021 were circulated on 26th November 2021.

6/2 NALC Larger Councils' Group

To **NOTE** a meeting of the NALC Larger Councils' Group took place on 21 September 2021 at 11.00am; notes not yet available. Once received these will be circulated to members.

Item 7. Consultations

7/1 Current Consultations

To **NOTE** the following consultations have been received:

Consultation Name	Link	Date Circulated	Closing Date	Notes
Have your say on the Council budget proposals and plans to focus our resources on	Annual Council Budget 2022/23 -	01.11.21	09.01.22	



Council Plan priorities through the budget consultation 2022/23	South Gloucestershire Online Consultations (southglos.gov.uk)			
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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.

8/1 Accounts and Finance

a) Direct Debits & Standing Orders

To **NOTE** there has been an additional Direct Debit set up since the update received on 5 October 2021;

- Ongoing monthly payment of Business Rates for the Celestine Room at Poole Court.

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 4)

b) Income and Expenditure Report to 30 September 2021

To receive and consider income and expenditure report to 30 September 2021, which will be presented for approval to the next Full Council meeting. (Appendix 5)

c) Procurement

Yate Town Council currently uses Amazon for several day to day purchases as well as one off items. Amazon has now introduced a new scheme called AmazonSmile



which allows users to support a charity of their choice every time they shop. On any eligible purchases Amazon donates 0.5% of the net purchase price (excluding VAT, returns and shipping fees) to your selected charity. (Appendix 6)

No change to our current procurement procedures will be needed apart from logging on to a different Amazon site.

Please could members advise if they are happy to proceed with the new scheme and if they are happy with the officer recommendation to select “Avon Wildlife Trust” as Yate Town Council’s chosen charity to offset any our carbon footprint made from any orders.

8/2 Grant Funding

Officers are recommending to members that any grant applications received regarding environmental projects that respond to the climate and ecological crisis are considered all year round, with the website and application form to be updated to correspond if the officer recommendation is accepted.

8/3 Meeting Dates

To receive and consider the list of meeting dates 2022/2023 and recommend to Full Council the schedule of meetings of Full Council/Committees for the ensuing year. (Appendix 7)

Furthermore, in relation to minute 154/1 g) of the Full Council meeting 12 May 2020 in which it was resolved that Full Council and Committee meetings would start at 6.30pm until further notice, members to consider if this is still to remain or recommend to Full Council a change in the start times of these meetings.

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 8

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.