



Meeting of Yate Town Council's Finance and Governance Committee

Wednesday 20th March 2024

You are invited to attend a Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** of **Yate Town Council** to be held at Poole Court on **TUESDAY 26th March 2024** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

A handwritten signature in black ink, appearing to read 'Hayley Townsend', is positioned above the printed name.

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 and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

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

1. Apologies for Absence.
2. Declarations of Interest under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

3. Public Participation Session with Respect to Items on the Agenda.



4. To receive and approve the Minutes of the Finance and Governance Committee meeting held on 6th February 2024. ([Click here for Minutes](#))

5. To consider the following Items on the Clerk's Report:

Item 1 Items for Discussion/Requiring Resolution or Recommendation to Full Council

- 1.1 Urgent Consultations
- 1.2 Urgent Documents for Signing/Sealing
- 1.3 Direct Debits and Standing Orders
- 1.4 Funding Agreement Citizens Advice South Glos (CASG)
- 1.5 Staffing and Governance Sub-Committee

Item 2 Items to Receive

- 2.1 Items for Consideration from the Environment and Community meeting held 5th March 2024
- 2.2 Sealing and Signing of Town Council Documents
- 2.3 Accounts for Payment
- 2.4 Bank Reconciliations
- 2.5 Status of all groups that report to Committee
- 2.6 Status of all Outside Bodies that report to Committee
- 2.7 Premises
- 2.8 Consultations
 - a) Consultations Received
 - b) Consultation Responses
- 2.9 Fundraising
 - a) Annual Fundraising Report
 - b) Yate Community Bike Hub
 - c) Project Dragonfly

Item 3 Confidential Items

- 3.1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *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 any members of the press or public present be excluded and they be instructed to withdraw.*
- 3.2 Staffing and Governance Sub-Committee
 - a) Items for Consideration from the Staffing and Governance meeting held 13th March 2024
 - b) Hay Scale Review
- 3.3 To **RESOLVE** to return to public session

Item 4 Consideration of Impact of Decisions on Climate, Planet and Waste

Item 5 Consideration of Items to be Publicised via Social Media / Press Release

Clerk's Report

Yate Town Council Meeting of the Finance and Governance Committee on 26th March 2024

Clerk's Report

1. Items for Discussion / Requiring Resolution or Recommendation to Full Council

1.1. Urgent Consultations

To receive any urgent consultations.

1.2. Urgent Documents for Signing/Sealing

To receive any urgent documents for signing/sealing.

1.3. Direct Debits and Standing Orders

In line with items 5/7, 5/8 and 6/6 of Yate Town Council's Financial Regulations:

- 1) to annually approve the use of Direct Debits, Standing Orders and BACS payments;
- 2) to receive an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration and approval (Appendix 1).

1.4. Funding Agreement Citizens Advice South Glos (CASG)

Further to the Full Council Meeting on 20th February 2024, minute 127/1, in which it was resolved to request the equalities impact assessment report for the CASG premises move, officers have received a response from CASG advising that the report will not be conducted until after the exchange of contracts, which is not anticipated for several months.

To ensure that the service provision is in place ready for 1st April 2024 as per the Funding Agreement commencement date, under delegated powers granted to the Clerk (*The Town Clerk, in consultation with the Chair or Vice-Chair of appropriate Committees, Sub-Committee, Working Group or Project Steering Groups can take action deemed desirable on any matters which the Committee concerned have delegated powers but*

which require urgent action) following consultation with the Finance and Governance Committee, officers proceeded with issuing the one-year Funding Agreement for £17,416 with the addition of a specific target with the following requirement:

3 Change of Premises

To keep the Town Council updated with the timeline of the change in premises and supply a copy of the equalities impact assessment before the movement of services is completed so that the Town Council can understand:

- *how face-to-face visits from residents will be accommodated at the new premises in terms of:*
 - *how CASG is planning to make provision in terms of dedicated parking bays for face-to-face visits, as well as explaining the mechanisms to let people know how to access parking bays;*
 - *how CASG will remove any barriers for people wishing to access their service;*
 - *how CASG propose to monitor the impact of the premises move on accessibility to the service.*

1.5. Staffing & Governance Sub-Committee

In order to comply with the Disability Confident Scheme (vacancies to be advertised on Disability specific websites), an additional advertising budget is required for this purpose.

It is **RECOMMENDED** that the current advertising budget for vacancies of £400 is increased to £1,150 (for an average of 10 vacancies @ £115 per vacancy) and the additional cost is to be met from within the Service Support 2024/2025 budget.

2. Items to Receive

2.1. Items for Consideration from the Environment and Community Committee meeting held 5th March 2024

To **NOTE** that no recommendations were received from the Environment and Community Committee meeting held on 5th March 2024.

2.2. Sealing and Signing of Town Council Documents

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

- Licence between Yate Town Council and Yate and District Bowling Club for Sunnyside Bowling Green/Pavilion for 1st April 2024 to 30th September 2024 for £15,970;
- Annual licence for the gate at the Vintage Birdcage Cakery which runs from 1st April 2024 to 31st March 2025;
- Funding Agreement with Off The Record (Bristol) for the provision of Weekly Hub Sessions at the Armadillo, to the value of £4,500 annually for the period 1st April

- 2024 until 31st March 2025;
- Localism Contract with South Gloucestershire Council for the period of three years commencing 1st April 2024 with the pricing schedule for 2024/2025 to the sum of £32,540.20.

2.3. Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. ([Click here for Payments](#))

2.4. Bank Reconciliations

To **NOTE** bank reconciliations to 31st December 2023 have been viewed and agreed by Councillor Nicola Clarke.

2.5. Status of all Groups that Report to the Finance and Governance Committee

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Grants and Finance Sub-Committee	Meeting to be arranged when required. The 2024 general grants round will open 1 st April 2024 and will be advertised on the Yate Town Council website and announced via social medial. The closing date is set for 21 st June 2024.	
Priorities and Strategy Scrutiny Working Group	A meeting took place on 28 th February 2024, with the next meeting planned for mid-April 2024.	(Click here for Minutes)
Staffing and Governance Sub-Committee	A meeting took place on 7 th February 2024 with the minutes received at Full Council on 20 th February 2024. A recommendation from this meeting was received under item 1.5. A meeting, (appertaining to Staffing) took place on 13 th March 2024 with the minutes to be received in confidential session under item 3.2.	

2.6. Status of all Outside Bodies that Report to the Finance and Governance Committee

To **NOTE** the following;

Outside Bodies	Date of Meeting/Update	Appendix
Avon Local Councils Association (ALCA) Regional Committee	<p>The draft minutes of the ALCA Regional Committee meeting which took place on 4th January 2024 were circulated on 20th March 2024.</p> <p>The next meeting is scheduled for 14th March 2024 at 6.30pm – 8.00pm.</p>	
National Association of Local Councils (NALC) Super Council's Network (SCN)	The minutes of the SCN meeting held on 14 th February 2024 are not yet available. The next meeting is due to take place Thursday 16 th May 12 – 1.15pm.	

2.7. Premises

To **NOTE** the following:

- All venues continue to be well used and attracting new regular hirers;
- A regular Sunday faith group booking has now been made at the Pop Inn Café which adds to the overall increase in bookings at this venue;
- The Station Road Halls continue to be popular and versatile venues hosting a broad range of community activities. Since the beginning of 2024, the variety of bookings seen across both halls include:-
 - 2 x drug support groups
 - Band practice
 - U3A - Recorder, Sewing, Kurling, Tribal Fantasy groups
 - 3 x faith groups
 - Therapy sessions
 - Autism Support Groups
 - Hongkongers in Britain
 - Dance Practice
 - Timorese Community Bookings
 - SARAID Search and Rescue Training
 - Julian House Health and Wellbeing Sessions
 - Model Railway Exhibition
 - Southern Brooks and The Care Forum bookings
 - Iftar Community Dinner
 - Yate Men's Shed
 - Slimming World
 - Fitness/Yoga Classes
 - Sodbury Tennis Club inclusive tennis sessions
 - Civil Service Retirement Fellowship
 - 50th Wedding Anniversary/family parties
 - South Glos Council Training Workshop
- The Parish Hall is very well utilised at the weekends for children's parties/family social events. March proved very popular for Saturday bookings with 13 bookings taken across 4 Saturdays, including 4 bookings on one day.
- We are seeing an increase in Local Authority bookings at Poole Court.

2.8. Consultations

a) Consultations Received

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

b) Consultation Responses

To **NOTE** there are no consultation responses to report.

2.9. Fundraising

a) Annual Fundraising Report

To receive and **NOTE** the annual fundraising report. ([Click here for Report](#))

b) Yate Community Bike Hub

To **NOTE** the Chairs of the Grants and Finance Sub-Committee and the Climate and Planet Sub-Committee met with a representative of Yate Community Bike Hub on 20th February 2024 to discuss the consideration of a Funding Agreement.

A further meeting is in the process of being scheduled to progress the matter further.

c) Project Dragonfly

To **NOTE** a meeting took place between the Mayor, Councillor Cheryl Kirby, and the Director of Project Dragonfly CIC on 12th March 2024. To receive an update.

Item 3. Confidential Items

3.1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *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.*

3.2 Staffing and Governance Sub-Committee

a) Items for Consideration from the Staffing and Governance Sub-Committee meeting, held on 13th March 2024

To receive and consider the staffing minutes and the recommendations held within.
(Confidential Appendix 2)

b) Hay Scale Review

To receive and consider confidential report regarding Hay Scale Review. (Confidential Appendix 3)

3.3 To **RESOLVE** to return to public session.

Item 4. Consideration of Impact of Decisions on Climate, Planet and Waste

To consider if there are any impacts on climate, planet and waste following discussions and decisions taken by the council during this meeting. (YTC has adopted UN 17 Sustainable Development Goals, *The Sustainable Development Goals are a call for action by all countries – poor, rich, and middle-income – to promote prosperity while protecting the planet.* [click here](#) to find out more).

Item 5. Consideration of Items to be Publicised via Social Media / Press Release

To identify any items to be promoted and publicised via Social Media / Press Release etc.

Direct Debits/Standing Orders/BACS Payments - 2023-2024				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
1st Office	Photocopier leases and copy charges	Variable/£493.41 approx	DD	quarterly
Avon Pension fund	Monthly pension contributions	Variable/£17.5k approx	BACS	monthly
Barclay Card	Monthly payment to clear balance of YTC Barclay Card	Variable dependent on monthly spend	DD	monthly
Barclays Bank	Bank Charges	Variable across multiple accounts approx £150	DD	monthly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£120 approx	DD	quarterly
CNH Industrial Capital	Estates Vehicle (Ransomes Mower) lease payments	£976.59 (wef 23.6.22)	DD	monthly
HMRC	Monthly Tax/NI payment	Variable/£17k approx	BACS	monthly
ICO	GDPR/Data Protection subscription	£60.00	DD	annually
Lex Autolease	FA16 YMR estates van lease	£208.12	DD	monthly
Lex Autolease	EF18 XBM estates vehicle lease	£335.00	DD	monthly
Lex Autolease	BT18 DZL electric vehicle lease	£265.50	DD	monthly
Lex Autolease	Road fund licences-DD for the annual increase only for all vehicles on lease (3)	Variable/£20-£30 approx per vehicle	DD	annually
Myhrtoolkit Limited	HR IT Software subscription	£110.00	DD	monthly
Profit Reach (Go Cardless)	third-party subscriptions for YTC website	£87.00	DD	monthly
Profit Reach (Go Cardless)	web care plan	£149.00	DD	monthly
Profit Reach (Go Cardless)	hosting of old YTC website	£53.85	DD	quarterly
Public Works Loan Board	Armadillo Loan repayments	£18,908.70	DD	twice yearly
Public Works Loan Board	Heritage Centre loan repayments	£9,062.06	DD	twice yearly
Public Works Loan Board	Multi Activity Building loan repayments	£8,957.90	DD	twice yearly
Public Works Loan Board	Kingsgate Park Refurbishment	£10,200.31	DD	twice yearly
South Gloucestershire Council	Rates - Bowling Pavilion and Football Pavilion	£0 April to September 24	DD	monthly
South Gloucestershire Council	Rates - Heritage Centre	1x.50p	DD	monthly
South Gloucestershire Council	Rates - Parish Hall	1x£220.50 9x£225	DD	monthly
South Gloucestershire Council	Rates - Poole Court	1x£2,841 9x£2,839	DD	monthly
South Gloucestershire Council	Rates - Armadillo	1x£2,143 9x£2,146	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	1x£564.75 9x£561	DD	monthly
South Gloucestershire Council	Rates - YMCA	1x£119.65 9 x£117	DD	monthly
South Gloucestershire Council	Rates - Randolph Room Poole Court	1x£148.55 11x£143	DD	monthly
South Gloucestershire Council	Rates - Bad Salz/Genieri Room Poole Court	1x£1148.55 11x£143	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£62k approx	BACS	monthly
Telefonica 02 UK Limited	Mobile phone sim only contracts x 24	Variable/£185 approx	DD	monthly
Telephone Europe	Telephone Charges	Variable/£92.70 approx	DD	monthly