

# Yate Town Council

## Full Council

**Tuesday 27<sup>th</sup> April 2021**

You are hereby summoned to attend a meeting of **Yate Town Council** to be held remotely via Zoom conferencing on **Tuesday 4<sup>th</sup> May 2021** between 6.30pm and 7.30pm for the purpose of transacting the business set out in the Agenda below.

Join Zoom Meeting

<https://zoom.us/j/95981748957?pwd=d2dBaVhVNhXora1k1K3INZ3N4ZkUzZz09>

Meeting ID: 959 8174 8957      Passcode: 212954  
One tap mobile - 01314601196

*(Please insert your name and organisation in your Zoom 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 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. Apologies for absence

To consider leave of absence requests from:

- Councillor John Serle for a 6-month period from 4<sup>th</sup> May 2021.
- Councillor Wully Perks for a 3-month period from 4<sup>th</sup> May 2021.

#### 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. To receive any requests for dispensations.
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive Minutes of the meetings held since the last Full Council meeting.
  - a) To receive and **APPROVE** the Minutes of the Town Council Meeting held on 23<sup>rd</sup> February 2021. (Copy herewith).
  - b) To receive and **NOTE** the minutes of the Planning and Transportation Committee meetings held on 16<sup>th</sup> February 2021 and 2<sup>nd</sup> March 2021. (Copies herewith)
  - c) To receive and **NOTE** the minutes of the Environment and Community Committee meeting held on 9<sup>th</sup> March 2021. (Copy herewith)
  - d) To receive and **NOTE** the minutes from the Finance and Governance Meeting held on 30<sup>th</sup> March 2021. (Copy herewith).
6. To receive and consider the following items on the Clerk's Report. (Copy herewith)

**1 Recommendations from Committee Meetings**

- 1/1 Planning and Transportation Committee Meetings
- 1/2 Environment and Community Committee Meeting:
- 1/3 Finance and Governance Committee Meeting

**2 Covid-19**

- 2/1 Delegated Decisions
- 2/2 Remote Meetings

**3 Financial Reports**

- 3/1 Accounts for Payment

#### **4 Sub-Committee Reports**

4/1 Staffing and Governance Sub-Committee

#### **5 Town Council Project Steering Group Reports (Task Limited)**

5/1 Play Areas and Properties Project Steering Group

- (a) Millside Play Area
- (b) Abbotswood Play Project
- (c) Digital Noticeboard Project

5/2 YOSC

- (a) YOSC Track and Athletics Project
- (b) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)
- (c) YOSC Facility Project Steering Group – YOSC Disability Equipment and Drainage Improvements Projects
- (d) YOSC Liaison – Governance

5/3 New North Yate Community Building

#### **6 Consultations**

6/1 Current Consultations

- (a) MHCLG: Amendments to the Local Audit (Appointing Person) Regulations 2015
- (b) DfE : Flexi-job apprenticeships: reshaping the role of apprenticeship training agencies
- (c) MHCLG: Changes to permitted development rights for electronic communications infrastructure: technical consultation

6/2 Urgent Consultations

6/3 Consultation Responses

#### **7 Yate Town Centre Strategy Group**

7/1 Yate Town Centre Strategy Group

7/2 Yate Masterplan

#### **8 Consideration of Impact of Decisions on Climate and Waste**

#### **9 Confidential Items**

9/1 Confidentiality Confirmation

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

9/2 YOSC Liaison - Governance

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

# Yate Town Council

## Full Council Meeting 4<sup>th</sup> May 2021

### Town Clerk's Report

#### Item 1. RECOMMENDATIONS FROM COMMITTEE MEETINGS

##### 1/1 Planning and Transportation Committee Meetings

To **NOTE**:

- there were no recommendations from the Planning and Transportation Committee meetings of 16<sup>th</sup> February 2021 and 2<sup>nd</sup> March 2021;
- The meetings due to take place on 23<sup>rd</sup> March 2021 and 13<sup>th</sup> April 2021 (pertaining to planning only) were cancelled and comments were submitted, in consultation with the Planning and Transportation Committee, to South Gloucestershire Council using delegated powers to the Clerk.

##### 1/2 Environment and Community Committee Meeting

To **NOTE** there were no recommendations from the Environment and Community Committee meeting of 9<sup>th</sup> March 2021.

##### 1/3 Finance and Governance Committee Meeting

To **NOTE** there were no recommendations from the Finance and Governance Committee meeting of 30<sup>th</sup> March 2021.

#### Item 2. COVID-19

##### 2/1 Delegated Decisions

To **NOTE** that owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

*“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”*

To receive list of decisions taken using above delegation to 23<sup>rd</sup> April 2021 (Appendix 1).

## **2/2 Remote Meetings**

Further to Minute No. 255/1 of the Full Council meeting held on 23<sup>rd</sup> February 2021, an approach was made to Luke Hall MP for legislation to be drafted to make permanent the right given in Covid-19 emergency legislation for local councils to be able to hold remote (and future hybrid) meetings.

A 'call for evidence' consultation from Luke Hall MP was received at the Finance and Governance Committee meeting on 30<sup>th</sup> March 2021 which said that: *"the government has concluded that it is not possible to bring forward emergency legislation"* to enable remote meetings to continue beyond 7<sup>th</sup> May 2021.

A coalition of local government bodies have sought judicial review of this decision.

Currently, as the authority to meet remotely ends on 7<sup>th</sup> May 2021 and the government road map does not permit physical meetings until later, it is **RECOMMENDED** that in order for Yate Town Council to deliver democracy and fulfil statutory duties to hold meetings in public and allow public participation, that:-

- All decisions be delegated to the Clerk in consultation with the Chair and Vice-Chair of Council and the relevant Committee / Sub-Committee / Project Steering Group, until such time as it is lawful and safe for the Council or Committee / Sub-Committee / Project Steering Group and members of the public to meet face-to-face, or until such time as remote council meetings become lawful again;
- the Clerk continues to convene meetings in accordance with the normal Yate Town Council timetable and processes; these meetings to be advisory meetings to the Clerk and relevant members, with the advisory process happening online;
- These meetings be advertised and open to the public in the normal way, and it be made clear they are advisory meetings as the law does not permit remote decision-making at this time;
- That the Clerk and relevant members to whom the decision has been delegated agree to seek the advice of members through those advisory meetings.

## **Item 3. FINANCIAL REPORTS**

### **3/1 Accounts for Payment**

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 2)

#### **Item 4. SUB-COMMITTEE REPORTS**

##### **4/1 Staffing and Governance Sub-Committee**

To **NOTE** that:

- Paul Carroll started in post as Finance Manager and RFO on 19<sup>th</sup> April 2021;
- Steph Davies continues in post as retiring RFO; Steph completed 30 years' service with Yate Town Council on 8<sup>th</sup> April 2021;
- Jeanette Cryer started in post as Service Support Assistant on 19<sup>th</sup> April 2021;
- Interviews are being arranged for the Finance Assistant vacancy and the Service Support Officer vacancy;
- Recruitment for the Heritage Education Assistant will commence in May.

#### **Item 5. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

##### **5/1 Play Areas and Properties Project Steering Group (LR)**

###### **(a) Millside Play Area**

To **NOTE**:

- The S106 team at South Gloucestershire Council confirmed that the Millside S106 funding agreement has been agreed and processed, meaning works can commence on site;
- Quotations were sought to provide additional play opportunities at Millside and the following quotes were received in ascending order:
  - a) £17,613;
  - b) £23,290.
- In consultation with the Play Areas and Properties Project Steering Group by email, an order was placed with Proludic in the sum of £23,290 (for the supply and installation of a multi-hoop funnel ball unit, a new boat, sand multi-play unit and post-installation inspection), owing to the high quality of their previous works and excellent ongoing customer service with the Town Council. Proludic has advised a 6-8 week lead time, advising they will hopefully be on site early June

avoiding half term (31<sup>st</sup> May-4<sup>th</sup> June), and are looking to complete works on site by end of June;

- Works to improve drainage / path works (at the main entrance, far corner informal entrance and section through the copse) are due to start week commencing 26<sup>th</sup> April 2021, and are expected to complete by 30<sup>th</sup> April 2021;
- The Community Projects Manager (LR) and the Estates Manager have been communicating with Andy O'Neill from 'Wild Wood Carving' and hope to have a quotation for the wooden sculpture trail comprised of 8 'wildlife/creature' features imminently.

#### **(b) Abbotswood Play Project**

To **NOTE**, in consultation with Members of the Play Areas and Project Steering Group, the following has taken place:

- Quotes were sought for a Bug Hotel and for Abbotswood Phase 3, as follows:

*Bug Hotel:* a) £300.

*Additional Play Equipment:* a) £5,740.30;

b) £10,085.00.

- It was agreed via email to raise orders to Chris Belcher for the supply and installation of a Bug Hotel at a cost of £300 and to raise an order with Proludic Ltd in the sum of £5,740.30 for supply and installation of additional play equipment;
- The Bug Hotel was completed on site 6 April 2021 and approval to pay the invoice of £300 was given;
- Proludic Ltd aim to start works on site week commencing 26 April and complete by mid-May;
- A celebration event and press release will be arranged on site towards the end of May;
- Any remaining project funds will be transferred to revenue via a formal request to the S106 Officers at South Gloucestershire Council.

**(c) Digital Noticeboard Project**

To **NOTE** that officers are working in consultation with the Project Steering Group to progress the suggestion of sourcing surplus IT equipment to trial as a screen in the Poole Court foyer.

**5/2 YOSC**

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

To **NOTE** that:

- although the site has full accreditation, an in-field lighting survey was required; it has been carried out and the survey report has been chased. Revised certification for that unit will be pursued to conclude the accreditation and the overall project;
- In recognition of the impact of Covid-19 on athletics, UK Athletics have advised that they have extended the TrackMark accreditation period by one year for all venues that achieved TrackMark status before 31 March 2021 (including YOSC).

**(b) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)**

To **NOTE**:

- Delegated powers were granted at Full Council on 14<sup>th</sup> May 2019 for the Project Steering Group to take the project to its end, including completion of the fit-out of the internal services and facilities;
- Fit-out works have been completed, including the flooring which has been signed off by the Project Consultant;
- A snagging list has been compiled by the Project Consultant and details shared with the Project Steering Group. The Project Consultant continues to pursue the rectification issues with the main build contractor. Where it is not possible for the build contractor Jones to rectify, services will be sought from another contractor and the value for services delivered by said contractor will be withheld from the main contract retention (rectification period ending 21<sup>st</sup> August 2021);
- Exercise equipment is being ordered. In addition to MAF funding from Councillors Ruth Davis Tony Davis and also, John Davis, Councillor Mike Drew also offered £2,081 via MAF funding; an outcome is awaited from SGC;



- We are waiting for confirmation of booking and England Boxing Membership affiliation from Yate Amateur Boxing Club (YABC);
- Terms and Conditions of hire for the building have been finalised and promotions regarding hire availability will commence shortly once fire extinguishers have been installed week commencing 26<sup>th</sup> April 2021;
- A polyurethane sports floor was installed in March, complete with barrier matted entrances and exits;
- Arrangements are being made for contract cleaning of the building around bookings;
- A combined O&M manual for the main contract and the fit-out contract is awaited from the Project Consultant;
- Contact has been made with Bristol and Avon, to arrange for the installation of a steel boxing bag frame. The donated was initially offered to YABC; However we have since requested this equipment is donated to the MAB facility and not to YABC as hirer, due to the installation requiring fit to the fabric of the building (through flooring and attached to the steel girders). If the equipment was ever removed by the hirer to which it was donated, this would cause damage to the fabric of the building. A response is awaited.
- In agreement with the Project Steering Group and based on the Project Consultant's professional advice, payment was made to:
  1. MD Group for Valuation 2 of fit out works, invoice value £21,928.05
  2. Askew Cavanna professional services in the sum of £1,075;
  3. Sports Surfaces UK in the sum of £12,765 (minus vat)

**(c) YOSC Facility Project Steering Group - YOSC Disability Equipment and Drainage Improvements Projects**

**i) YOSC Disability Equipment**

To **NOTE** that:

- further to seeking advice from our insurers, it has been recommended that we take out an 'all risks' insurance policy on all equipment purchased by the Town Council using the S106 YOSC Disability Fund. We are progressing this to enable us to finalise governance agreements relating to the ownership and long-term use of the equipment by YOSC Ltd;
- A request has been made to the S106 Officers at South Gloucestershire Council to transfer the £6,391.05 revenue funds to

capital, to enable further purchases of sports equipment to enable those with additional needs to get involved in sport. YOSC Ltd has been asked to compile an additional equipment wish list for consideration.

## ii) YOSC Drainage Improvement Project

To **NOTE** the following, taken place in Consultation with the Members of the Play Areas and Properties Project Steering Group:

- S106 funding agreement was signed and returned to South Gloucestershire Council;
- Quotes were sought to provide consultant and project management support on the Drainage project; the following costs were received:
  - a) £6,475.00:
  - b) £27,400.00.
- A representative of the local Gloucestershire Football Association recommended that we postpone appointing a consultant and instead look to appoint a specialist to undertake an 'Agronomy Report' which we coordinated via the Grounds Management Association. Further to exploring costs of the inspection and report, the following orders were raised:
  - £150.00 to take up membership of the annual Grounds Management Association:
  - £1,706.40 for the Grounds Management Association to undertake an Agronomy inspection and produce a recommendations report.
- The Agronomy report has been circulated to the Project Steering Group for consideration and a meeting will be convened in May via Doodle Poll to identify next steps;
- Further to contacting stakeholders to discuss the project, we have been trying to establish if any grass pitch bookings could be relocated at Brimsham Green School or to other Town Council venues. A representative from Brimsham Green School has advised that:

*'Following the recent work carried out by Wessex Water we have been left with some additional drainage issues ourselves. We plan to add more draining to our playing fields this summer and the impact of this work will restrict our facilities into the winter. For this reason we are not able to offer our playing fields for hire.'*

#### **(d) YOSC Liaison – Governance**

To **NOTE** proposed governance terms continue to be under negotiation between Yate Town Council and YOSC Ltd.

To receive confidential minutes of the Yate Town Council YOSC Project Steering Group under confidential item 9/2.

#### **5/3 New North Yate Community Building**

To **NOTE**:

- Delegated powers of the Project Steering Group are in place to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator;
- At the Full Council meeting held on 23 February 2021, it was **RESOLVED** that
  - (a) Yate Town Council agrees, in principle, to work with South Gloucestershire Council to deliver an enhanced spec community building; a larger building to which South Gloucestershire Council will contribute the baseline budget and Yate Town Council will meet the additional cost as identified in the feasibility study;
  - (b) Yate Town Council agrees to work with South Gloucestershire Council to develop the full detail needed for the enhanced spec building, to ensure:
    - The community building delivers the best facilities that the site can accommodate and meets the future needs of residents in the development;
    - Processes meet the Town Council's legal processes;
    - Move towards a position that we can identify the possible cost gap between S106 funds, South Gloucestershire Council contributions and final build cost. Once identified:
      - Yate Town Council to consider options to bridge the gap to what is required to pay for a community building that best meets the needs of the community;
      - Detailed proposals come forward for future consideration by Full Council, that demonstrate criteria for borrowing that will not increase cost to tax payers and that any debt secured to cover the value difference between the s106 baseline and the enhanced model can be served entirely from income from taxation in the new development.
- South Gloucestershire Council has been advised that Yate Town Council can commit to raising the money required, but we will have to

go through a statutory process to get loan authorisation and we cannot do that until we have enough detail from SGC to be able to go through the statutory process. And we cannot take a decision to do that until SGC provides us with the information as the loan approval process will require it (Outline plan for loan application Appendix 3). An officers meeting is taking place with Grainne Stables of SGC on 29<sup>th</sup> April 2021 to map out a project delivery plan to include:

- Legal framework;
- Project governance;
- Project schedule;
- Outline cashflow forecast;
- Heads of terms for lease;
- Timetable and deadlines.

To receive update and outline business plan if all outstanding information has been made available by SGC. If not, to agree for the Chair of Council to convene an extraordinary council meeting as soon as all data/information has been received from SGC so that the full business plan for the NNYCB can be received and a decision taken on application for loan sanction towards the project.

## Item 6. CONSULTATIONS

### 6/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
MHCLG: Amendments to the Local Audit (Appointing Person) Regulations 2015	<a href="#">Amendments to the Local Audit (Appointing Person) Regulations 2015 - Ministry of Housing, Communities and Local Government Citizen Space - Citizen Space</a>	22.04.21	01.06.21	

DfE : Flexi-job apprenticeships: reshaping the role of apprenticeship training agencies	<a href="http://www.gov.uk">Consultation launched to create new flexible apprenticeships - GOV.UK (www.gov.uk)</a>	22.04.21	31.05.21	
MHCLG: Changes to permitted development rights for electronic communications infrastructure: technical consultation	<a href="http://www.gov.uk">Changes to permitted development rights for electronic communications infrastructure: technical consultation - GOV.UK (www.gov.uk)</a>	22.04.21	14.06.21	

## 6/2 Urgent Consultations

To receive any urgent consultations.

## 6/3 Consultation Responses

No consultation responses to report.

## Item 7. YATE TOWN CENTRE STRATEGY GROUP

### 7/1 Yate Town Centre Strategy Group

To **NOTE** that a stakeholder's newsletter was compiled and circulated in March 2021.

### 7/2 Yate Masterplan

To receive any update.

## Item 8. 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 council during the meeting.

## **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.

To **RESOLVE** to enter confidential session: *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 Item 5/2d - YOSC Liaison - Governance**

To receive:

- (a) confidential minutes held on 5<sup>th</sup> March 2021 (Confidential Appendix 4 (*appendices to those minutes are available to members on request*));
- (b) confidential minutes held on 11<sup>th</sup> March 2021 (Confidential Appendix 5);
- (c) confidential appendix 6 setting out long-term budget implications in the context of the recommendation for the governance offer to be made to YOSC Ltd for the management of YOSC, set out in confidential appendix 5.

To **RESOLVE** way forward.

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

*Full Council/Clerk's Report 04.05.21*

## Appendix 1

Date	Decision	Members in agreement	Referred to	Reported at
23.02.21	MAB colour for flooring (supplier Sports Surfaces UK) -decision taken for Sand Beige	3 members	PSG	FC
23.02.21	MAB fencing reinstatement and consideration of a retaining wall between the turning circle and the MAB – decision taken to instruct MD Group to install a fence from the side of the MAB to the existing fence posts on the turning circle. Cost of £750 +vat to be taken from the retention value for DR Jones (as advised by the project consultant Askew Cavanna, fence reinstatement was part of the main contract and was not fulfilled by the contractor.)	3 members	PSG	FC
23.2.21	Covid 19 Battle Fund – Sodbury and Yate Clean Up grant award of £250	4 members	F&G	To F&G 30.03.21
25.02. 21	Proposal to pursue Funding agreement s opposed to old SLAs for grant funding to be awarded to CASG and other under such arrangements due to vat implication connected to SLAs	10 members	Members of the Finance & Governance Committee:	TO F&G 30.03.21
5.3.21	Lateral Flow Testing at Parish Hall Yate – permission to use the venue until end of June 21	9 MembersA Mon	Full Council	To F&G 03.03.21
March 2021	<p>To agree amended Bowling club licence to reflect 6 months usage and:offer the licence as amended to Y&amp;DBC</p> <ul style="list-style-type: none"> <li>• ask the bowling club to complete a grant application form just to formalise the process to pay them the £5K</li> </ul>	8 Members	F&G	To F&G 03.03.21

	<ul style="list-style-type: none"> <li>pay the £5,000 grant as offered in 2 sums corresponding to payment received from the bowls club</li> </ul>			
11.3.21	<p>(LR) To agree to hold fire on appointing a consultant on the drainage project until the below is progressed:</p> <ol style="list-style-type: none"> <li>To Raising an order for the agronomy report proposed by Grounds Management Association £1,422.00 + VAT;</li> <li>Becoming a member of the Grounds Management Association for a cost of £150.00 annually.</li> </ol>	3 Members	YOSC FPSG	FC 4.5.21
23.3.21	<p>Planning &amp; Transportation Committee did not take place.</p> <p>Planning comments to be submitted under Delegated Powers to Town Clerk</p>	3 members	All P&T Committee	P&T 27.4.21



19.03.21	<p>Progress purchase of recommended multi use sports equipment at the MAB (multi activity building YOSC), funded as follows:</p> <p>Area wide Grants £2897, conditions:</p> <ul style="list-style-type: none"> <li>• 1x spin bike</li> <li>• 1x sitting bike (more suitable for impaired mobility)</li> <li>• 2x weight benches (adjustable 21 set ups in 1)</li> <li>• Soft weights set 6 multicolored (colours suitable for visual and cognitive needs, Inc. dementia)</li> <li>• Barbell set</li> <li>• Barbell rack</li> <li>• Dumbbell set with rack</li> <li>• 3x chest protectors (different sizes)</li> <li>• 3x fitness sandbags (grip suitable for disabled users)</li> </ul> <p>Members Awarded funding (RD TD JD) £1452.32, conditions:</p> <ul style="list-style-type: none"> <li>• Treadmill</li> <li>• spin bike</li> <li>• exercise mats</li> </ul>	decision taken in consultation with PSG Chair	Circulated to PSG, link to consultation document:  <a href="#">MAB cost operations and equipment for completion</a>	FC 4.5.21
19.03.21	<p>Progress MAF application to Cllr Mike Drew for £2,043 to support the following community provision at the MAB (multi activity building YOSC).</p> <p>In consultation with the project steering group MAF funding application was submitted for the following items, total value £2,043:</p>	decision taken in consultation with PSG Chair	Circulated to PSG, link to consultation document:	FC 4.5.21

	<ol style="list-style-type: none"> <li>1. To extend the path around the accessible entrance of the MAB to accommodate a wider community of wheelchair users £1105</li> <li>2. Operations equipment to make the building operational for community groups, this includes covid hygiene equipment, noticeboards for community activity promotion and other health and wellbeing items £487</li> <li>3. Multi Use sports equipment, to equip the building for use by a wider range of sports, health and wellbeing groups £451</li> </ol>		<a href="#">MAB cost operations and equipment for completion</a>	
30.03.21	Payment of invoice 1234-07 dated 12.3.21 from Askew Cavanna for £1075.00 + vat. This refers to order 9511 for total of £3150.00, of which £1187.00 has been paid to date.	3 members	PSG	FC 4.5.21
04.04.21	Payment of MD Group invoice Valuation 2, £21,928.05, for the MAB (multi activity building) fit out.	3 members	YOSC MAB PSG	FC 4.5.21
04.04.20 21	Proposal for forward re. cleaning contract at the Armadillo shared confidentially with S&G committee and a way forward set out'	3 members	S&G	FC 4.5.21
19.04.21	Agreement of payment for invoice Sports Surfaces UK, invoice £12,765 (minus VAT) for sports flooring at the MAB (Multi Activity building at YOSC)	3 members	YOSC MAB PSG	FC 4.5.21
26.11.20	<p><b>Howard Lewis S106 project:</b> It was <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>• Signage and a recycling bin have been purchased and the capital funding has now been spent in full;</li> <li>• A further £687.00 is required from the 'Play Area Project Refurbishment Earmarked Reserves' to fund the difference in S106 funding received and the final cost of the project;</li> </ul>	5 members	PAPSG	FC. 4.1.21

	<b>RESOLVED</b> that £687.00 be taken from the Project Refurbishment Earmarked Reserves to fund the difference.			
26.11.20	<b>Kingsgate outdoor Gym project S106:</b> to not install a second gate and to make a request to South Gloucestershire Council to convert remaining capital (£3,567.00) to revenue to spend on maintaining the equipment.	5 members	PAPSG	FC 4.1.21
26.11.20	<b>Millside S106 project:</b> It was further <b>NOTED</b> that the working group has identified the following priorities for wider consideration: <ul style="list-style-type: none"> <li>• Drainage and path improvements to make the nature areas more useable for more of the year and create links across the stream junctions to improve access;</li> <li>• Enhance Nature area through Wooden Nature Sculpture Trail, Nature Interpretation Boards, bat boxes, bug hotel, possibly bees, tree planting, clearing some of the stream debris, and commissioning a report from Wessex Environmental (recommended by Avon Wildlife Trust) to identify further ecological enhancement;</li> <li>• Improvements to play and better integration with the nature area including multi hoop, safety surfacing improvements and new balance board.</li> </ul>	5 members	PAPSG	FC 4.1.21

	<p>It was further <b>NOTED</b> that the working group has identified the following priorities for wider consideration:</p> <ul style="list-style-type: none"> <li>• Drainage and path improvements to make the nature areas more useable for more of the year and create links across the stream junctions to improve access;</li> <li>• Enhance Nature area through Wooden Nature Sculpture Trail, Nature Interpretation Boards, bat boxes, bug hotel, possibly bees, tree planting, clearing some of the stream debris, and commissioning a report from Wessex Environmental (recommended by Avon Wildlife Trust) to identify further ecological enhancement;</li> <li>• Improvements to play and better integration with the nature area including multi hoop, safety surfacing improvements and new balance board.</li> </ul>			
26.11.20	<p><b>Abbotswood Paving Project S106:</b>  It was <b>RESOLVED</b> that the payment of £13,056.13 be made to Parsons Landscape Ltd, for completion of the paving project as part of the wider Abbotswood S106 project.</p> <p>It was further <b>NOTED</b> that a retention payment of 2.5% will be paid once end of defects period has concluded.</p>	5 members	PAPSG	FC 4.1.21

26.11.20	<p>3.5 Abbotswood Informal Play Project</p> <p>It was NOTED that:</p> <p>Sutcliff Play has confirmed that further to YTC's chasing and complaints, they will arrange a site visit imminently to inspect the cracks now appearing in the Robena equipment and find a resolution to the ongoing issues with the Ant sculpture;</p> <p>The underspend for the wider project currently sits at £14,959.43;</p> <p>The Community Projects Manager (LR) has been in contact with Abbotswood Action Group via Alex Swatton (Southern Brooks Community Partnership) who have identified they would like additional pieces of equipment which must be small, fit with the existing theme and not hinder access required by YTC vehicles and Christmas tree.</p> <p>Members discussed the options presented and <b>RESOLVED</b> to progress Option 2; to progress ideas/ideas similar to those proposed by Proludic (Appendix 3) (based on initial stakeholder feedback) and if suitable, look to progress procurement and install additional equipment. Any remaining underspend to be converted to revenue to complete the project.</p> <p>It was further <b>RESOLVED</b> that the Community Projects Manager (LR) and Estates Manager will now seek quotes and depending on the cost of further works, a preference for appointing a contractor using an order or minor works contract be discussed and agreed via email by members of the Project Steering Group at the relevant time.</p>	5 members	PAPSG	FC 4.1.21
26.11.20	YOSC Drainage Project moving to 'YOSC Facilities Project Steering Group'	5 members	PAPSG	FC 4.1.21

	Members discussed the draft project timeline (Appendix 4) and <b>RESOLVED</b> to progress this project within the YOSC Liaison committee remit, removing it from the this Project Steering Group.			
26.11.20	<p>Play Areas Map</p> <ul style="list-style-type: none"> <li>This should be revisited as a project in its own right after the 'Priorities Steering Group' meet in January 2021, to decide a timeline for completion.</li> </ul>	5 members	PAPSG	FC 4.1.21
15.2.21	To pay the invoice for South Glos consultancy fees relating to Abbotswood S106 project to the value of £4,633.59;	5 members	PAPSG- via email	FC 4.1.21
21.1.21	<p>YOSC Drainage timeline: A discussion about the proposed project timeline took place and it was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>Approach experienced drainage consultants for costs to oversee the project as soon as possible, asking them to put together a specification of works to be used to tender the contract for the works;</li> <li>Accept the timeline as shown in Appendix 1;</li> <li>Appoint the Consultant and agree project specification via email in consultation with the Project Steering Group;</li> <li>Not seek contractor quotes before the open tender process;</li> </ul>	3 members	YOSC Facilities PSG	FC 23.2.21

	<ul style="list-style-type: none"> <li>• Not organise an 'At Home' event as this isn't feasible during current COVID19 restrictions and is not needed at this point. User feedback to be sought via email including from YOSC Ltd, with a firm deadline of end of February for the Project Steering Group to consider feedback given;</li> <li>• YOSC Ltd be asked to clarify any additional drainage issues across the wider site (that sit outside of the scope of this project), to enable the Town Council to consider inclusion in possible future projects.</li> </ul>			
21.1.21	<p>YOSC Disability S106 Governance:</p> <p>A discussion took place regarding internal preferences of the below governance arrangements and it was <b>RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• For Yate Town Council to purchase and own items, loaning them to YOSC Ltd on a long-term basis, on the stipulation that they take all responsibility for maintenance, servicing and replacement of items;</li> <li>• Set out conditions in a simple letter format to YOSC Ltd;</li> <li>• Estates Manager to add the equipment into the YOSC 'Asset Register', reflecting the arrangements between the Town Council and YOSC Ltd;</li> <li>• Record any warranties of items which are to be held by the Town Council; once outside of warranty YOSC Ltd to be notified;</li> </ul>	3 members	YOSC Facilities PSG	FC 23.2.21

	<ul style="list-style-type: none"> <li>Request to transfer any remaining revenue funds to capital, to enable the Town Council to purchase additional equipment if required.</li> </ul>			
16.2.21	<p>Abbotswood S106 project agreed Phase 3 additional equipment:</p> <p>Phil and I make Officer recommendations to:</p> <ol style="list-style-type: none"> <li>Proceed with raising an order with Proludic and Chris Belcher to supply and install additional equipment on site and a bug hotel to the total of £5,540.30;</li> <li>Request to convert the remaining capital funds (£9,697.13) to revenue and complete the project.</li> </ol>	4 members	PAPSG	4.5.21- LR to do this, to include quotes received information.
7.4.21	<p>Millside S106 Project:</p> <p>Proceed with raising an order for multi hoop unit and additional play equipment with Proludic at Millside.</p>	3 members	PAPSG	4.5.21- LR to do this, to include quotes received information including reasons for not going with cheapest
8.4.2021	<p>Abbotswood S106 Project:</p> <p>Agreement to pay Chris Belcher the sum of £250.00 for completion of the Abbotswood Bug</p>	5 members	PAPSG	FC 4.5.21



	Hotel.			
13.4.21	Planning & Transportation Committee 13.4.21 – cancelled due to HRH mourning period.  Comments made by members on Planning Applications received since the last meeting to be submitted to SGC under delegated powers	4 members	P&T Committee	P&T 27.4.21
6.4.21	Permission for St Mary's Church to use St Marys Green for praise and play	6 members	Full Council	Full Council 4.5.21
15.4.21	Permission for Yate and District Oral History to sue St Marys Green for meeting on 23.4.21	8 members	F&G	F&G 8.6.21

## Payments made between 1st and 31st March 2021

Date Paid	Payee Name	Transaction Detail	Total
02/03/2021	Avon Sports Ground Maint Co.	Bowling Green monthly maintenance	£ 605.80
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 12.00
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 5.90
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 23.00
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 8.70
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 49.02
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 35.61
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 66.00
02/03/2021	CVS South Gloucestershire	Advertising	£ 40.00
02/03/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 334.37
02/03/2021	Horders	Electrical works	£ 63.00
02/03/2021	Learning Partnership West	Youth Provision SLA	£ 14,516.00
02/03/2021	Murray Hire Ltd	Hire of estates equipment	£ 117.60
02/03/2021	NATIONAL ASSOC OF LOCAL COUNCI	Recruitment Advertisement	£ 150.00
02/03/2021	Neuff Athletic Equipment	YOSC athletics Equipment	£ 3,835.20
02/03/2021	National Security Group	Security patrols Town Council Facilities	£ 880.68
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 128.26
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 190.66
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 480.55
02/03/2021	ProfitReach	Website Support	£ 82.80
02/03/2021	Society of Local Council Clerk	Staff Training	£ 238.80
02/03/2021	South Gloucestershire Council	Project Management Costs	£ 5,560.31
02/03/2021	South Gloucestershire Council	Quarterly localism charges	£ 8,522.06
02/03/2021	South Gloucestershire Council	IT Support	£ 561.82
02/03/2021	STANNAH LIFT SERVICES	Lift maintenance	£ 275.10
02/03/2021	Yate Supplies	Cleaning Materials	£ 13.58
02/03/2021	Public Works Loan Board	Public Works Board Loan Repayment	£ 18,908.70
03/03/2021	Dell	IT Equipment	£ 94.03
03/03/2021	Dell	IT Equipment	£ 121.03
03/03/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
03/03/2021	Smyths Toys Superstore	Disability Sports equip(Nerfs)	£ 19.98
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 15.32
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 13.90
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 6.00
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 9.50
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 9.25
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 8.39
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 23.00
08/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 491.08
08/03/2021	J Hollister Hardware	Estates maintenance equipment/materials	£ 103.34
08/03/2021	Horders	PAT Testing Town Council Properties	£ 1,391.04
08/03/2021	MD Group	Water Meter Installation	£ 540.00
08/03/2021	Murray Hire Ltd	Estates Equipment Maintenance	£ 56.40
08/03/2021	Murray Hire Ltd	Hire of estates equipment	£ 117.60
08/03/2021	ProfitReach	Website Support	£ 2,395.20
08/03/2021	Proludic Ltd	Play area Equipment	£ 69.60
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 15.99
08/03/2021	Sutcliffe Play South West	Play Area Retention Payment	£ 1,100.08
08/03/2021	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,607.75
08/03/2021	Sprint Print & Design	Printing Estates Staff PPE	£ 86.40
08/03/2021	Barclays	Bank charge	£ 35.50
11/03/2021	British Telecom Payment Service	Phone Charges	£ 15.16
12/03/2021	Imprest Account	Bank Transfer	£ 727.32
12/03/2021	Argos	Disability sports equip(Nerfs)	£ 40.00
12/03/2021	Argos	Disability Sports Equip(Nerfs)	£ 40.00
15/03/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£ 105.00
15/03/2021	Avon Sports Ground Maint Co.	Bowling Green maintenance	£ 82.56
15/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 357.76
15/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 329.11
15/03/2021	The Bristol Pest Controller	Pest Control parks/play areas	£ 180.00
15/03/2021	Connected Light	Lighting Survey & Inspection	£ 1,320.00

15/03/2021	Fuelgenie Business Accounts	Estates Vehicle Fuel	£	354.30
15/03/2021	High Speed Training Limited	Staff Training	£	537.84
15/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	1,026.00
15/03/2021	Communicorp	Reference material subscription	£	75.00
15/03/2021	MD Group	Kingsgate park toilets work	£	390.00
15/03/2021	Microsoft	IT Software Subscription	£	57.86
15/03/2021	AVON LOCAL COUNCILS ASSOCIATIO	Professional body subscriptions	£	2,518.60
15/03/2021	ProfitReach	Website Support	£	82.80
15/03/2021	ProfitReach	Website Support	£	82.80
15/03/2021	RBS Software Solutions	IT Software Subscription	£	355.20
15/03/2021	SHB Hire Ltd	Estates Vehicle lease payment	£	437.10
15/03/2021	Society of Local Council Clerk	Recruitment Advertisement	£	246.00
15/03/2021	South Gloucestershire Council	IT Equipment	£	70.44
15/03/2021	South Gloucestershire Council	Urbie SLA	£	60.36
15/03/2021	South Gloucestershire Council	IT Equipment	£	2,163.60
15/03/2021	South Gloucestershire Council	Yearly telephone charges	£	2,717.36
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	1.82
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	1.82
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	109.04
15/03/2021	Yate & Sodbury Clean Up	Grant Funding	£	173.97
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	84.04
15/03/2021	Verde Recreo Ltd	YOSC all weather maintenance	£	446.26
15/03/2021	Virgin Media Payments Ltd	Wi fi charge	£	48.00
16/03/2021	ProfitReach	Website Support	£	98.40
19/03/2021	Pension Contributions Feb 21	Pension Contributions Feb 21	£	13,365.09
22/03/2021	Telefonica 02 UK Limited	Mobile phone contracts	£	77.76
22/03/2021	Tax/NI Contributions Feb 21	Tax/NI Contributions Feb 21	£	11,442.47
22/03/2021	South Glos Council	Business Rates Pop Inn Cafe	£	706.00
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	14.76
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	9.50
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	21.44
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	19.44
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	8.98
23/03/2021	H2O Window Cleaning Services	Window Cleaning Town Council building	£	80.00
23/03/2021	J Hollister Hardware	Estates maintenance equipment/materials	£	92.72
23/03/2021	Newitt & Co Ltd	Disability Sports Equipment	£	210.01
23/03/2021	Virgin Media Payments Ltd	Telephone charges	£	32.93
25/03/2021	ProfitReach	Website Support	£	178.80
25/03/2021	Public Works Loan Board	Public Works Board Loan Repayment	£	9,062.06
26/03/2021	Bank Charge	Bank Charges	£	15.00
26/03/2021	Canva Inc.	IT Software Subscription	£	339.50
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	38.57
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	19.00
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	12.79
30/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	115.20
30/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	1,225.47
30/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	66.50
30/03/2021	Chargemaster Plc	Repair to electric charge point	£	180.00
30/03/2021	The Consortium	Disability sports equipment	£	84.58
30/03/2021	Ferson Ltd	Building Maintenance/Repairs	£	108.00
30/03/2021	First Response First Aid	Staff Training	£	996.00
30/03/2021	First Response First Aid	Staff Training	£	450.00
30/03/2021	Horders	Electrical works	£	60.00
30/03/2021	Horders	Emergency Light Works	£	836.66
30/03/2021	INITIAL Washroom Solutions	Hygiene Bins - Town Council Buildings	£	273.55
30/03/2021	Murray Hire Ltd	Estates Equipment Maintenance	£	40.50
30/03/2021	OTIS LIMITED	Lift maintenance	£	3,464.52
30/03/2021	The Bristol Pest Controller	Pest Control parks/play areas	£	180.00
30/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£	96.19
30/03/2021	SHB Hire Ltd	Estates Vehicle Repair	£	54.65
30/03/2021	Skate Hut Ltd	Disability sports equipment	£	346.96
30/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	159.65
30/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	147.32

30/03/2021	Verde Recreo Ltd	YOSC all weather maintenance	£	446.26
30/03/2021	Ferson Ltd	Kingsgate park toilets work	£	72.00
31/03/2021	Staff salaries Mar 21	Staff salaries Mar 21	£	48,994.28
03/03/2021	Amazon	Disability Sports equip (Nerf)	£	32.96
03/03/2021	Smyths Toys Superstore	Disability Sports Equip(Nerfs)	£	19.98
04/03/2021	Amazon	Sodbury&Yate Clearup Grant	£	19.99
04/03/2021	Amazon	Sodbury&Yate Clearup Grant	£	31.04
04/03/2021	Disclosure and Barring Service	Staff DBS check	£	13.00
06/03/2021	Merediths	Sodbury&Yate Clearup Grant	£	25.00
08/03/2021	Barclays	Bank charge	£	11.15
12/03/2021	Amazon	Striped paper bags Armadillo	£	18.00
12/03/2021	Argos	Disability sports equip(Nerfs)	£	40.00
12/03/2021	Argos	Disability sports equip(Nerfs)	£	40.00
16/03/2021	Petty Cash	Purchase Ledger Payment	£	247.72
31/03/2021	Instant Access Saver Account	Bank Transfer	£	100,000.00
08/03/2021	Bank Current Account	Bank Transfer	£	9,306.05
15/03/2021	Bank Current Account	Bank Transfer	£	15,265.12
19/03/2021	Bank Current Account	Bank Transfer	£	13,463.49
22/03/2021	Bank Current Account	Bank Transfer	£	12,226.23
25/03/2021	Bank Current Account	Bank Transfer	£	9,730.64
30/03/2021	Bank Current Account	Bank Transfer	£	9,828.87
31/03/2021	Bank Current Account	Bank Transfer	£	55,705.52
31/03/2021	Bank Current Account	Bank Transfer	£	48,994.28

## Appendix 3 NNYCB Public Works Loans Board procedure

### Plan A – no precept increase

#### Checklist for loan application

Item	Specifics	Notes
updated budget table	show all usual expenditure and income, including any loan/s already paying off	e.g MAB
Report To Council for resolution	1-2 Page summary to identify the need for the project and include: <ul style="list-style-type: none"> <li>○ costings,</li> <li>○ timeline,</li> <li>○ workplan,</li> <li>○ project plan,</li> <li>○ designs,</li> <li>○ illustrations,</li> <li>○ title deeds,</li> <li>○ valuations,</li> <li>○ surveys: <ul style="list-style-type: none"> <li>▪ feasibility</li> </ul> </li> <li>○ estimates,</li> <li>○ quotations,</li> <li>○ planning consents</li> </ul>	
Resident evidence	evidence that business case has been shared with residents: <ul style="list-style-type: none"> <li>○ meeting minutes,</li> <li>○ social media post</li> <li>○ marketing activities</li> <li>○ public consultation</li> <li>○ published on website (essential)</li> </ul>	
loan affordability	1. <i>short narrative</i> on what mitigation action would need to be taken if to default on loan e.g if future financial difficulty in next 3-5 years how would we honour loan repayments e.g. reserves/ other income/ grant/ re-adjust budget/	how any existing loan repayments and new loan repayments will balance against existing income and expenditure

	<p>cut back on other expenditure/ increase the precept?</p> <ol style="list-style-type: none"> <li>2. <i>A statement or cover note</i> Highlighting reserves/ other capital we have</li> <li>3. <i>Disclosure of secured funding from elsewhere</i> - detail where other funds are coming from and whether any award/offer letters.</li> </ol>	
<p>General public project consultation activities</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Ongoing dedicated website page showing updates on project and associated borrowing approval application as both progress.</li> <li>• Monthly/quarterly newsletters giving updates on the project and application.</li> <li>• Monthly/quarterly magazine articles giving updates on the project and application.</li> <li>• Local press/media coverage of the project.</li> <li>• Public open days and presentations to the residents on the project.</li> <li>• Online or paper surveys for the residents about the project.</li> </ul>	<p>If there is no council tax precept increase survey requirement then all the focus will fall onto this section.</p> <p><i>All documents, materials produced for our consultation exercises should be submitted as part of our application including any results and feedback from residents.</i></p>

## Plan B – precept increase scenario

### Checklist for loan application

Item	Specifics	Notes	Time frame for activities
updated budget table	show all usual expenditure and income, including any loan/s already paying off	e.g MAB	
Report To Council for resolution	<p>1-2 Page summary to identify the need for the project and include:</p> <ul style="list-style-type: none"> <li>○ costings,</li> <li>○ timeline,</li> <li>○ workplan,</li> <li>○ project plan,</li> <li>○ designs,</li> <li>○ illustrations,</li> <li>○ title deeds,</li> <li>○ valuations,</li> <li>○ surveys: <ul style="list-style-type: none"> <li>▪ feasibility</li> </ul> </li> <li>○ estimates,</li> <li>○ quotations,</li> <li>○ planning consents</li> </ul>		<p>2021-2022</p> <p>Application review timescale:</p>
Resident evidence	<p>evidence that business case has been shared with resident's:</p> <ul style="list-style-type: none"> <li>○ meeting minutes,</li> <li>○ social media post</li> <li>○ marketing activities</li> <li>○ public consultation</li> <li>○ published on website (essential)</li> </ul>		
loan affordability	<p>1. <i>short narrative on what mitigation action would need to be taken if to default on loan e.g if future financial difficulty in next 3-5 years how would we honour loan repayments e.g. reserves/ other income/ grant/ re-adjust budget/ cut back on other</i></p>	how any existing loan repayments and new loan repayments will balance against existing income and expenditure	

	<p>expenditure/ increase the precept?</p> <ol style="list-style-type: none"> <li>2. <i>A statement or cover note</i> Highlighting reserves/ other capital we have</li> <li>3. <i>Disclosure of</i> secured funding from elsewhere - detail where other funds are coming from and whether any award/offer letters.</li> </ol>		
Council tax precept increase	<p>must provide detailed clarity on <u>THREE</u> key points.</p> <ol style="list-style-type: none"> <li>1. PERCENTAGE increasing council tax precept, per year for band D</li> <li>2. MONETARY AMOUNT increasing council tax precept, for the year, for band D</li> <li>3. Allocation of the precept from the increase e.g will the full increase amount be for loan repayments, OR will a portion go elsewhere (other community services/ maintenance etc).</li> </ol>	this section and the next section 6 will be crucially important	
Council tax precept increase – public consultation	<p>Small, basic low-cost poll, survey or consultation, all must have a clear and definitive deadline, can take one of the following forms:</p> <ol style="list-style-type: none"> <li>1. <b>Online survey (e.g. Survey Monkey).</b></li> </ol> <p>Linked to website of town council, all households must be informed of survey, Simple YES/NO survey,</p>	<p>Mandatory!</p> <p>normally causes delays with most borrowing approval applications</p> <p>MUST show evidence of public support of this in order to get the loan approved</p> <p>evidence of public support can only</p>	<ol style="list-style-type: none"> <li>1. Online survey: <ul style="list-style-type: none"> <li>Application under £100k/ precept increase under £5 – min x3 weeks duration.</li> <li>Application over £100k – min x1 month duration.</li> </ul> </li> <li>2. consultation/survey fliers</li> </ol>



	<p>must have a deadline, results printed/ sent with our application.</p> <p><b>2. consultation/survey fliers distributed to all households.</b></p> <p>YES / NO tickbox to indicate whether residents are in favour of precept increase. Copy of flier submitted with application alongside summary results which need to be clearly recorded and documented.</p> <p><b>3. consultation/survey fliers inserted into magazine/bulletin/new sletter, distributed to all households.</b></p> <p>YES / NO tickbox to indicate whether residents are in favour of precept increase. A copy of flier needs to be submitted with application, summary results need to be clearly recorded and documented.</p> <p><b>4. public meetings or open days.</b></p> <p>Present clear and open details of project, PWLB application, council tax precept increase.</p> <p>Issue attendees with YES / NO slips to take away to VOTE on precept increase</p>	<p>come from a council tax precept increase:</p> <ol style="list-style-type: none"> <li>1. survey</li> <li>2. poll,</li> <li>3. consultation</li> </ol> <p>All above need to commence at the earliest possible opportunity.</p> <p>See notes SD for preferred question examples.</p>	<p>distributed to households:</p> <p>application £100k and above min x1 month duration.</p> <ol style="list-style-type: none"> <li>3. consultation/survey fliers insert:</li> </ol> <p>Application of £100k or above, min x1 month duration.</p> <ol style="list-style-type: none"> <li>4. <b>public meetings or open days.</b></li> </ol> <p>No time scale or number of events specified.</p>
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	<p>element. OR Have residents raise their hands in support there and then. Results should be carefully recorded and submitted with application.</p>		
<p>General public project consultation activities</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Ongoing dedicated website page showing updates on project and associated borrowing approval application as both progress.</li> <li>• Monthly/quarterly newsletters giving updates on the project and application.</li> <li>• Monthly/quarterly magazine articles giving updates on the project and application.</li> <li>• Local press/media coverage of the project.</li> <li>• Public open days and presentations to the residents on the project.</li> <li>• Online or paper surveys for the residents about the project.</li> </ul>	<p>If there no council tax precept increase survey requirement, focus will fall onto this section.</p> <p>All documents, materials produced for consultation exercises should be submitted as part of application including any results and feedback from residents.</p>	