



# MEETING of Yate Town Council's Finance and Governance Committee

Wednesday 7<sup>th</sup> June 2023

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 13<sup>th</sup> June 2023** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

A handwritten signature in black ink that reads 'Hayley Townsend'.

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.*

*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 flag pole 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. Further to Minute 7 of the Annual Town Council Meeting of 16th May 2023, to **NOTE** that the election of the Chair of the Finance and Governance Committee will be held in abeyance until the Finance and Governance Committee meeting of 3<sup>rd</sup> October 2023, once Full Council on 5th September 2023 has reviewed chairs of committees, to allow newly elected Councillors the opportunity to be inducted into the workings of the council before the review takes place.

To confirm way forward regarding election of Vice-Chair of the Finance and Governance Committee.

5. To receive and approve the Minutes of the Finance and Governance Committee meeting held on 28<sup>th</sup> March 2023. ([Click here for Minutes](#))
6. 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 Items for Consideration from the Environment and Community meeting held 30 May 2023
  - a) Kingsgate Park Toilet Block
  - b) Tension Monitoring
- 1.4 Income and Expenditure Report to 31 March 2023
- 1.5 Direct Debits and Standing Orders
- 1.6 Payment Submission Limit
- 1.7 Payroll Limit
- 1.8 Premises
  - a) Heritage Centre Rate Rebate
  - b) Sunnyside Tennis Courts
  - c) Sunnyside Bowling Pavilion
- 1.9 Bank Account Signing Arrangements
- 1.10 Staffing and Governance
  - a) Leave Request
  - b) Community Engagement Assistant

**Item 2            Items to Receive**

- 2.1 Sealing and Signing of Town Council Documents
- 2.2 Accounts for Payment
- 2.3 Status of all groups that report to Committee
- 2.4 Status of all Outside Bodies that report to Committee
- 2.5 Premises



- 2.6 Consultations
  - a) Consultations Received
  - b) Consultation Responses
- 2.7 Bank Reconciliations
- 2.8 Earmarked Reserves
- 2.9 Investments as at 31 March 2023
- 2.10 Fundraising

### **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 Confidential Items

- 3/3 To **RESOLVE** to return to public session

### **Item 4 Consideration of Impact of Decisions on Climate and Waste**

# Clerks Report

## Yate Town Council Meeting of the Finance and Governance Committee 13<sup>th</sup> June 2023

### 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. **Items for Consideration from the Environment and Community Committee meeting held 30 May 2023**

###### a) **Kingsgate Park Toilet Block**

To receive and consider the following recommendations:

- A Timed access system and upgrade to the toilet doors be made at the toilet block in Kingsgate Park, to increase the accessibility and the availability of the toilet facilities in Kingsgate Park;
- This work be funded using Community Infrastructure Levy monies received for 2022/2023 up to the maximum cost of £13,519.02, with any surplus funding remaining set aside for Old Yate Projects;
- Delegated powers be granted to the Town Clerk to choose the final contractor for the works once the quote deadline of 31 May 2023 has passed;
- The Estates Manager investigate provision of further toilet/park security measures to be considered at a future Environment and Community Committee meeting.

To **NOTE** confirmation has been received from South Gloucestershire Council regarding CIL allocation for 2022/2023 to Yate Town Council as follows:

Planning Reference	Site Name	Total Received	Parish Share
P20/04569/F	Crowthers Farm Goose Green	£ 23,271.72	£ 3,490.76
P20/04569/F	Crowthers Farm Goose Green	£ 34,907.59	£ 5,236.14
P19/3374/F	11 - 15 Station Road Yate	£ 3,321.68	£ 498.25
P19/3374/F	11 - 15 Station Road Yate	£ 3,321.68	£ 498.25
P20/01712/F	4 Apperley Close Yate	£ 12,949.31	£ 1,942.40
P19/5301/F	51 Wavell Close Yate	£ 2,078.16	£ 311.72
P19/5301/F	52 Wavell Close Yate	£ 2,078.16	£ 311.72
PK16/6604/F	2 Sunnyside Lane	£ 3,409.33	£ 511.40
PK17/5891/F	16 Highway	£ 1,500.00	£ 225.00
P20/22621/F	Land At Bridge Road	£ 1,247.79	£ 187.17
P19/09287/F	58 Whitley Close	£ 2,041.38	£ 306.21
		TOTAL	£ 13,519.02

## b) Tension Monitoring

Further to minute 7.7 below, members to consider providing a financial contribution towards the running of activities if a request was received. The Community Support Earmarked Reserve currently has an available balance of £10,964.

*An update was given to the Committee about anti-social behaviour issues within Ladden Garden Village, the high levels of police presence and energies being inputted from various agencies, including Yate Town Council, Learning Partnership West and Live West. It was **NOTED** that Live West are working on plans to provide activities for children and young people during the 2023 summer school holidays.*

## 1.4. Income and Expenditure Report to 31 March 2023

To receive and consider income and expenditure report to 31 March 2023, which will be presented for approval to the next Full Council meeting. (Appendix 1)

## 1.5. Direct Debits and Standing Orders

To receive and consider an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration and approval. (Appendix 2)

## 1.6. Payment Submission Limit

In line with item 5.2 & 5.3 of Yate Town Council's Financial Regulations, to annually review the limit of funds that can be authorised in any one payment submission, to consider and recommend to Full Council for adoption the 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 (authorised by two members of council and countersigned by the Clerk/RFO) and Tier 2 payments will be anything over £150,000 (authorised by three members of council and countersigned by the Clerk/RFO).*

## **1.7. Payroll Limit**

To **NOTE** the current limit set for individual BACS payments for regular monthly payments such as salary, pension and NI payments is £95,000. Given that no increase took place to this limit last year despite pay rises being implemented, additional staffing being engaged since the last increase and current negotiations being held for the 2022/2023 pay award, which will be back dated to 1<sup>st</sup> April 2022, providing a significant one-off payment on the month the pay award is agreed. It is **RECOMMENDED** that the BACS payroll payment limit be increased to £125,000 to ensure that regular monthly payment commitments can be met.

## **1.8. Premises**

### **a) Heritage Centre Rate Rebate**

Further to minute 14.2 of the Finance and Governance Committee meeting 30.03.21 in which it was resolved to appoint Goodman Nash to review the council's business rates an exercise was undertaken to review the business rates paid in previous years for the Yate Heritage Centre. This is following the recent change in how the Valuation Office Agency calculates business rates for Museums and galleries.

To **NOTE** following this review the Town Council has been able to reclaim £7,124.20, after fees, from South Gloucestershire Council relating to the award of a £1 regulation 15 Transitional Certificate covering the period from 1 April 2010 to 31 March 2016.

The Community Projects Manager recommendation is to reinvest these funds, from previously paid expenditure under the Heritage Centre Budget, back into the Heritage Centre towards digitalisation and access.

### **b) Sunnyside Tennis Courts**

To receive and consider officer report regarding Sunnyside tennis facility booking process. (Appendix 3)

### **c) Sunnyside Bowling Pavilion**

To receive and consider a request from Yate & District Bowling Club for permission to name the bar in the Pavilion 'Weavings Bar' and to put up a sign above the bar, oval shaped, measuring 25.5 cms x 20 cms, saying 'Weavings Bar'.

### **1.9. Bank Account Signing Arrangements**

To receive a report containing the list of financial organisations used by Yate Town Council along with authority settings. After consideration a recommendation is to be made to Full Council for adoption. (Appendix 4)

### **1.10. Staffing and Governance**

#### **a) Leave request**

To receive and consider a request for extended leave from a staff member following consultation with members of the Staffing and Governance Sub Committee in which no objections were received. (Appendix 5)

#### **b) Community Engagement Assistant**

Further to a meeting held 6<sup>th</sup> June 2023 between Yate Town Councillors and South Gloucestershire Officers, contact has been made with South Gloucestershire Council regarding consideration of a joint working arrangement / funding contribution. To receive update if available.

## **2. Items to Receive**

### **2.1. Sealing and Signing of Town Council Documents**

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

- Service Level Agreement with South Gloucestershire Council Human Resources to provide HR Support with effect from 1 April 2023 to 31 March 2024 for £71.50 per hour;
- Licence with South Gloucestershire Council to maintain open space south of the roundabout of Eastfield Drive and Leechpool Way on an ongoing basis;
- Governance documentation with Autumn Brook Management Committee Ltd regarding the installation and ongoing maintenance of a bug hotel situated in the Autumn Brook estate;
- JCT Minor Works Building Contract with The Children's Playground Company Ltd to carry out works relating to phase one of the Kingsgate Park Refurbishment Project for the sum of £91,715.71.

## 2.2. Accounts for Payment

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

## 2.3. 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	A meeting to consider grant applications for 2023/2024 has been arranged to take place at Poole Court at 7pm on 13 <sup>th</sup> July 2023.	
IT – Website Review	Meeting to be arranged when required.	
Priorities and Strategy Scrutiny	A meeting is to be arranged early summer 2023, now the new Town Council is in place.	
Staffing and Governance	<p>Meeting to be arranged when required.</p> <p>South Gloucestershire Council Internal Audit Services completed the internal audit review remotely on 5 June 2023 and approved the AGAR for 2022/2023. The Annual Internal Audit Report will be presented at Full Council 27<sup>th</sup> June 2023.</p> <p>A successful work experience placement took place from 29<sup>th</sup> March - 6<sup>th</sup> April 2023 where a student from Bad Salzdetfurth, Germany, spent time at Poole Court, Armadillo and Heritage Centre undertaking a variety of tasks and activities as well as learning how the Town Council operates including a morning with a Councillor. Thanks be extended to Councillor Tony Davis.</p> <p>A further work experience placement from 3<sup>rd</sup> May – 4<sup>th</sup> May was successfully completed by a local student, who spent time with different departments of the Town Council undertaking a variety of tasks.</p>	

## 2.4. Status of all Outside Bodies that Report to the Finance and Governance

To **NOTE** the following;



Outside Bodies	Date of Meeting/Update	Appendix
ALCA Regional Committee	To <b>NOTE</b> the draft minutes of the ALCA Regional Committee Meeting held on 24 <sup>th</sup> April 2023 have been published.  Date and time of next meeting due to take place in June 2023 via zoom to be agreed.	<a href="#">(Click here for minutes)</a>
NALC Super Councils Network (SCN)	To <b>NOTE</b> the notes from the SCN meeting held 16 <sup>th</sup> May 2023 have been published.  The next meeting is due to take place on 21 <sup>st</sup> September 2023 via zoom	<a href="#">(Click here for minutes)</a>

## 2.5. Premises

To **NOTE** in addition to the regular hire of the YMCA on Monday evenings by Narcotics Anonymous, another support group, Cocaine Anonymous have made a regular hire of the hall on Thursday evenings with effect from 1<sup>st</sup> June 2023.

## 2.6. Consultations

### a) Consultations Received

Further to minute 30/3/a of Full Council meeting 16<sup>th</sup> May 2023 regarding the 84/85 bus service, please **NOTE** the correspondence with the Town Clerk of Wotton-Under-Edge. [\(Click here for correspondence\)](#)

To further **NOTE** that Yate Town Council has also confirmed that it would like to be involved in future conversations.

### b) Consultation Responses

To **NOTE** the following;

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
Valuation Office Agency – Business Rates: Transparency & Disclosure of information on business rates valuations	<a href="#">Click here to view consultation</a>	28.03.23	07.06.23	Response submitted by Town Clerk in consultation with the RFO.  <a href="#">(Click here for response)</a>

## 2.7. Bank Reconciliations

To **NOTE** bank reconciliations to 31 March 2023 have been viewed and agreed by Councillor Ben Nutland.

## 2.8. Earmarked Reserves

To receive and **NOTE** earmarked reserve income and expenditure for 2022/2023. ([Click here for table](#))

## 2.9. Investments as at 31 March 2023

To **NOTE** that Yate Town Council Investments as at 31 March 2023 were held as follows:

- £3,000 – Barclays Bank Current Account (no interest);
- £286,864.57 – Nationwide 95 Day Saver Account (variable interest, 2.85%);
- £1,868.14 – Barclays Bank Imprest Account (no interest);
- £418,611.61 – Triodos 33 Day Notice Deposit Account (variable interest, 1.70%);
- £297,352.59 – Nationwide Instant Saver (variable interest, 1.30%);
- £136,793.97 – Barclays Premium Account (variable interest, 0.80%);
- £109.84 – Co-Operative Community Directplus Account (no interest)
- £500,000 – CCLA Public Sector Deposit Fund (variable yield, 4.1223%)

## 2.10. Fundraising

To **NOTE** the Community Ownership Fund provided by the Department of Levelling Up, Housing & Communities has recently been extended to include Town Councils.

The Fund supports projects which fulfil one or a combination of the following aims. All of these are taken in context of saving an asset with the goal of community use:

- take ownership of a physical community asset at risk, such as land and buildings, which benefit local people
- renovate, repair, or refurbish an asset to make it sustainable for the long term
- set up or buy a community business
- buy associated stock, collections, or intellectual property
- move a community asset to a new, more appropriate location within the same community. This might be because a different location offers better value to continue the asset, or because the venue is in itself an asset of community value
- develop new assets where these relate to saving, preserving, or relocating a past or existing asset

RFO to provide a verbal update following attendance to an informative online event co-hosted by SLCC and NALC. To receive comments from members regarding a potential application.

### **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. Confidential Items**

To receive any urgent confidential items

**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 and waste following decisions taken during this meeting.

05/06/2023

## YATE TOWN COUNCIL

Page 1

15:00

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Bowling Green/Sports Pavilion							
	Income	15,494	16,960	15,165	(1,795)			111.8%
	Expenditure	21,876	24,665	25,104	440	165	275	98.9%
	Movement to/(from) Gen Reserve	<u>(6,382)</u>	<u>(7,704)</u>					
102	Football Pitches/Pavilion							
	Income	7,237	6,983	7,023	40			99.4%
	Expenditure	18,557	22,496	16,799	(5,697)	(63)	(5,633)	133.5%
	Net Income over Expenditure	<u>(11,320)</u>	<u>(15,513)</u>	<u>(9,776)</u>	<u>5,737</u>			
	plus Transfer from EMR	0	3,181					
	less Transfer to EMR	(2,010)	0					
	Movement to/(from) Gen Reserve	<u>(9,310)</u>	<u>(12,331)</u>					
104	Tennis Courts - Sunnyside Lane							
	Income	1,321	1,437	1,574	137			91.3%
	Expenditure	359	3,616	636	(2,980)		(2,980)	568.6%
	Net Income over Expenditure	<u>962</u>	<u>(2,179)</u>	<u>938</u>	<u>3,117</u>			
	plus Transfer from EMR	0	3,286					
	less Transfer to EMR	(386)	0					
	Movement to/(from) Gen Reserve	<u>1,348</u>	<u>1,106</u>					
105	Kingsgate Park							
	Income	8,006	8,843	8,398	(445)			105.3%
	Expenditure	32,099	43,725	37,809	(5,916)	3,148	(9,064)	124.0%
	Net Income over Expenditure	<u>(24,093)</u>	<u>(34,882)</u>	<u>(29,411)</u>	<u>5,471</u>			
	plus Transfer from EMR	-2,039	2,672					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(26,132)</u>	<u>(32,210)</u>					
106	Brinsham Fields							
	Expenditure	17,595	16,997	21,904	4,907		4,907	77.6%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(17,595)</u>	<u>(16,997)</u>					
108	Abbotswood Centre							
	Income	0	1,049	0	(1,049)			0.0%
	Expenditure	441	636	1,146	510		510	55.5%
	Movement to/(from) Gen Reserve	<u>(441)</u>	<u>413</u>					
109	YOSC							
	Income	29,060	26,080	78,980	52,900			33.0%
	Expenditure	62,555	48,153	145,411	97,258		97,258	33.1%
	Net Income over Expenditure	<u>(33,496)</u>	<u>(22,073)</u>	<u>(66,431)</u>	<u>(44,358)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(9,413)	10,964					
	Movement to/(from) Gen Reserve	<u>(24,083)</u>	<u>(33,037)</u>					
111	PA - Eggshill Lane							
	Expenditure	1,871	933	1,394	461		461	67.0%
112	PA - Kingsgate Park Junior							
	Expenditure	2,217	836	1,222	386		386	68.4%
113	PA - Kingsgate Park Senior							
	Expenditure	1,822	1,393	2,041	648		648	68.2%
114	PA - Howard Lewis							
	Expenditure	2,986	1,503	1,432	(71)		(71)	104.9%
115	PA - St Mary's Senior							
	Expenditure	1,724	1,659	1,569	(90)		(90)	105.8%
116	PA - St Mary's Junior							
	Expenditure	910	290	1,101	811		811	26.4%

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
117	PA - Tyndale Park	Expenditure	3,613	962	3,850	2,888	2,888	25.0%	
118	PA - Wellington Road	Expenditure	448	180	839	659	659	21.4%	
119	PA - Witches Hat	Expenditure	3,563	2,904	3,834	930	5,500	(4,570)	219.2%
	plus Transfer from EMR		0	0					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(3,563)</u>	<u>(2,904)</u>					
120	PA - Abbotswood	Expenditure	4,513	5,006	500	(4,506)	(4,506)	1001.2%	
121	PA - Millside Playzone	Expenditure	1,753	2,445	1,445	(1,000)	(1,000)	169.2%	
122	PA - Lye Field	Expenditure	59	102	839	737	737	12.2%	
123	PA - Peg Hill Skate Park	Expenditure	10,193	8,994	9,239	245	125	120	98.7%
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(10,193)</u>	<u>(8,994)</u>					
124	PA - Yate West Kickabout	Expenditure	229	180	839	659	659	21.4%	
125	PA - Longs Drive Playzone	Expenditure	693	6,665	1,259	(5,406)	6,301	(11,707)	1029.8%
126	PA - Brinsham Park	Expenditure	1,940	712	1,339	627	627	53.2%	
129	Play Areas	Expenditure	44,098	40,537	60,594	20,057	20,057	66.9%	
130	Open Spaces	Income	391	4,027	60	(3,967)		6711.3%	
	Expenditure		78,682	82,547	90,472	7,925	1,020	6,905	92.4%
	Net Income over Expenditure		<u>(78,291)</u>	<u>(78,520)</u>	<u>(90,412)</u>	<u>(11,892)</u>			
	plus Transfer from EMR		0	450					
	Movement to/(from) Gen Reserve		<u>(78,291)</u>	<u>(78,070)</u>					
160	Estates Staff	Income	2,165	0	0	0		0.0%	
	Expenditure		110,328	116,731	109,791	(6,940)	235	(7,175)	106.5%
	Movement to/(from) Gen Reserve		<u>(108,163)</u>	<u>(116,731)</u>					
170	Est Crewcab Tipper WA66ECX	Expenditure	7,054	7,810	6,848	(962)	(962)	114.0%	
171	Est Kangoo Bus Van WN71SZG	Expenditure	5,249	7,217	4,580	(2,637)	(2,637)	157.6%	
172	Est Tractor J418 ODG	Expenditure	1,577	4,313	1,864	(2,449)	3,179	(5,628)	401.9%
173	Est Kubota Mower Y434 HEU	Expenditure	800	2,903	1,759	(1,144)	(1,144)	165.0%	
174	Est Renault Kangoo BT18 DZL	Expenditure	3,552	3,546	4,115	569	569	86.2%	
176	Estates Equipment	Income	73	0	0	0		0.0%	
	Expenditure		5,990	6,338	5,323	(1,015)	(504)	(511)	109.6%
	Movement to/(from) Gen Reserve		<u>(5,916)</u>	<u>(6,338)</u>					
177	Est Batwing Mower (KP) WX15KKC	Expenditure	3,153	13,896	14,232	336	336	97.6%	
178	Estates Ranger Pickup EF18 XBM	Expenditure	5,539	6,468	6,917	449	449	93.5%	
179	Estesia mower	Expenditure	362	0	0	0	0	0.0%	
180	Transport Initiatives	Income	0	3,765	0	(3,765)		0.0%	
	Expenditure		813	4,798	1,200	(3,598)	(3,598)	399.8%	
	Movement to/(from) Gen Reserve		<u>(813)</u>	<u>(1,033)</u>					
501	Democratic Representation	Expenditure	386	394	7,481	7,087	7,087	5.3%	
	plus Transfer from EMR		0	0					
	less Transfer to EMR		1,000	16,014					

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(1,386)</u>	<u>(16,408)</u>					
502 Civic Expenses	Income	180	260	0	(260)			0.0%
	Expenditure	2,587	2,618	3,868	1,250	1,250		67.7%
	Net Income over Expenditure	<u>(2,407)</u>	<u>(2,358)</u>	<u>(3,868)</u>	<u>(1,510)</u>			
	plus Transfer from EMR	-226	94					
	less Transfer to EMR	0	525					
	Movement to/(from) Gen Reserve	<u>(2,633)</u>	<u>(2,789)</u>					
505 Adjustment to Reserves	Expenditure	0	0	0	0	2,064	(2,064)	0.0%
508 Service Support	Income	1,412,529	1,559,499	1,540,994	(18,505)			101.2%
	Expenditure	366,348	399,455	417,169	17,714	197	17,517	95.8%
	Net Income over Expenditure	<u>1,046,181</u>	<u>1,160,044</u>	<u>1,123,825</u>	<u>(36,219)</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,046,181</u>	<u>1,160,044</u>					
510 Grants	Expenditure	20,011	22,663	17,500	(5,163)		(5,163)	129.5%
	plus Transfer from EMR	-2,489	2,404					
	less Transfer to EMR	0	227					
	Movement to/(from) Gen Reserve	<u>(22,500)</u>	<u>(20,486)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
512 Community Support	Income	3,806	9,049	7,346	(1,703)			123.2%
	Expenditure	164,820	174,450	207,889	33,439	33,439		83.9%
	Net Income over Expenditure	<u>(161,013)</u>	<u>(165,401)</u>	<u>(200,543)</u>	<u>(35,142)</u>			
	plus Transfer from EMR	-14,096	1,500					
	less Transfer to EMR	0	11,356					
	Movement to/(from) Gen Reserve	<u>(175,109)</u>	<u>(175,257)</u>					
550 Heritage Centre	Income	2,995	14,281	2,800	(11,481)			510.0%
	Expenditure	82,346	90,131	92,322	2,191	2,224	(33)	100.0%
	Net Income over Expenditure	<u>(79,351)</u>	<u>(75,850)</u>	<u>(89,522)</u>	<u>(13,672)</u>			
	plus Transfer from EMR	-273	273					
	less Transfer to EMR	0	10,960					
	Movement to/(from) Gen Reserve	<u>(79,624)</u>	<u>(86,538)</u>					
551 Parish Hall	Income	11,768	18,263	11,193	(7,070)			163.2%
	Expenditure	11,916	19,423	18,340	(1,083)		(1,083)	105.9%
	Movement to/(from) Gen Reserve	<u>(148)</u>	<u>(1,160)</u>					
552 Pop Inn Cafe	Income	7,914	22,662	7,343	(15,319)			308.6%
	Expenditure	28,593	36,963	34,791	(2,172)		(2,172)	106.2%
	Net Income over Expenditure	<u>(20,679)</u>	<u>(14,301)</u>	<u>(27,448)</u>	<u>(13,147)</u>			
	less Transfer to EMR	0	1,120					
	Movement to/(from) Gen Reserve	<u>(20,679)</u>	<u>(15,421)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
553	Poole Court							
	Income	29,007	48,382	32,540	(15,842)			148.7%
	Expenditure	87,005	91,093	97,530	6,437	507	5,930	93.9%
	Net Income over Expenditure	<u>(57,998)</u>	<u>(42,711)</u>	<u>(64,990)</u>	<u>(22,279)</u>			
	plus Transfer from EMR	0	133					
	Movement to/(from) Gen Reserve	<u>(57,998)</u>	<u>(42,579)</u>					
554	Armadillo							
	Income	58,005	73,644	60,418	(13,226)			121.9%
	Expenditure	312,254	341,518	257,842	(83,676)	2,225	(85,902)	133.3%
	Net Income over Expenditure	<u>(254,249)</u>	<u>(267,874)</u>	<u>(197,424)</u>	<u>70,450</u>			
	plus Transfer from EMR	0	88,601					
	less Transfer to EMR	(45,383)	500					
	Movement to/(from) Gen Reserve	<u>(208,866)</u>	<u>(179,772)</u>					
555	Facilities Development							
	Income	368	0	0	0			0.0%
556	YMCA							
	Income	3,560	11,110	3,430	(7,680)			323.9%
	Expenditure	10,837	16,388	11,513	(4,875)		(4,875)	142.3%
	Movement to/(from) Gen Reserve	<u>(7,277)</u>	<u>(5,279)</u>					
600	Capital Expenditure							
	Income	91,115	31,048	0	(31,048)			0.0%
	Expenditure	210,638	120,061	100,200	(19,861)	97,518	(117,379)	217.1%
	Net Income over Expenditure	<u>(119,523)</u>	<u>(89,013)</u>	<u>(100,200)</u>	<u>(11,187)</u>			
	plus Transfer from EMR	90,392	81,809					
	less Transfer to EMR	26,726	97,475					
	Movement to/(from) Gen Reserve	<u>(55,857)</u>	<u>(104,679)</u>					
	<b>Grand Totals:- Income</b>	<b>1,684,993</b>	<b>1,857,342</b>	<b>1,777,264</b>	<b>(80,078)</b>			<b>104.5%</b>
	<b>Expenditure</b>	<b>1,756,956</b>	<b>1,807,312</b>	<b>1,855,691</b>	<b>48,379</b>	<b>123,840</b>	<b>(75,461)</b>	<b>104.1%</b>
	<b>Net Income over Expenditure</b>	<b><u>(71,963)</u></b>	<b><u>50,030</u></b>	<b><u>(78,427)</u></b>	<b><u>(128,457)</u></b>			
	plus Transfer from EMR	71,269	184,403					
	less Transfer to EMR	-29,465	149,142					
	Movement to/(from) Gen Reserve	<u>28,772</u>	<u>85,291</u>					

Direct Debits/Standing Orders/BACS Payments - 2023-2024				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
Avon Pension fund	Monthly pension contributions	Variable/£16k 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	Building Security Armadillo	Variable/£44.99 approx	DD	quarterly
British Telecom Payment Service	Building Security Heritage	Variable/£77.31 approx	DD	quarterly
British Telecom Payment Service	Building Security Poole Court	Variable/£98.31 approx	DD	quarterly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£117 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/£14.5k 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	BT18 DZL electric vehicle lease + EF18 XBM estates pick-up lease	£8,647.20	DD	annually
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	£132.00	DD	monthly
Profit Reach (Go Cardless)	third-party subscriptions for YTC website	£82.00	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
South Gloucestershire Council	Rates - Bowling Pavilion and Football Pavilion	1x£212.75 9x£212	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£2,666 9x£2,662	DD	monthly
South Gloucestershire Council	Rates - Armadillo	1x£2133.91 9x£2,138	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	1x£516.11 9x£519	DD	monthly
South Gloucestershire Council	Rates - YMCA	1x£119.65 9 x£117	DD	monthly
South Gloucestershire Council	Rates - Randolph Room Poole Court	1x£130.85 11x£131	DD	monthly
South Gloucestershire Council	Rates - Bad Salz/Genieri Room Poole Court	1x£130.85 11x£131	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£56k approx	BACS	monthly



## **Finance and Governance Committee Meeting 13<sup>th</sup> June 2023 Sunnyside Tennis Courts proposal to move to Online Booking Facility**

Officers have been in discussions with a Participation Development Partner of the Lawn Tennis Association (LTA) to explore an online booking system for Sunnyside Tennis Courts to increase the accessibility in booking the tennis courts outside of office hours and drive-up participation in the sport.

### **LTA registration**

By registering Yate Town Council Tennis Courts with the LTA Yate Town Council will be given access to an online booking platform called “ClubSpark” which will support and manage the online booking of the courts on a 24/7 basis.

The ClubSpark platform has been successfully managing online tennis court bookings for just under a decade and drives the way bookings are handled at many sites not far from Yate e.g. Sodbury Tennis Club and Bristol Park Tennis Courts to name two users.

### **Benefits**

- ClubSpark will make the Tennis Courts more accessible to the community in that bookings can be made online 24/7;
- A simplified booking process will be in place whereby hirers book and pay for a court on their phone/tablet/laptop;
- ClubSpark sends confirmation emails with the access code for the courts to the ‘hirer’ via email;
- The court booking module allows the Town Council to set-up court schedules with various rules based on its users i.e. the Town Council would set the availability criteria such as last booking time of the day, number of bookings that can be made at one time;
- ClubSpark would streamline the booking process for the hirer and the bookings team;
- The council retains responsibility for operation of the tennis courts and LTA will provide training to staff to set up the booking system and ongoing support;
- The simplified booking process should drive up participation in the sport in the local community.

### **Costs**

- The cost of registration with LTA and access to Club Spark would normally be £60 per court per year for local authorities but it is free for the first 12 months of the LTA / DCMS park investment project;
- When someone makes a booking online it links to a payment provider called ‘Stripe’ that takes approx. 39p of a £6 booking;
- “ClubSpark” would operate a simple flat fee hire charge for use of a court for an hour. The recommended pay & play hourly charge is £6 per hour which is less than our existing hire charge of £7.55 per adults but more than the under 18 rate of £4.25;

- Due to a recent VAT ruling (whereby the provision of local authority sports facilities is no longer considered a taxable supply) the net difference the Town Council will realise per adult booking in comparison to the last financial year will be approx. 0.39p per booking;
- LTA recommend that the council should continue with Club Block bookings at £7.55 per court per hour, on the rationale it is guaranteed evening court time booked ahead of the public;
- LTA advise that it could be possible to generate in the region of £3,000 worth of income per annum from the tennis courts with a well marketed and management process in place. This represents an increase in income to offset additional charges incurred from LTA membership, and the “Stripe” booking fees. For information the income for the last 3 years was on average £1,215 per annum.

### Recommendation

- 1) Implement Tennis Online Booking System
  - To proceed to register the Sunnyside Tennis Courts with the LTA (free of charge for the first year and at cost of £60 per court per year after that) and implement ClubSpark online booking as soon possible with a review in 12 months’ time to gauge the impact on overall participation and income.
- 2) Hire Charges as recommended by the LTA be implemented:
  - A universal pay and play hire charge of £6 per court per hour for all casual online bookings
  - Retain £7.55 per court per hour for Club block bookings

Current hire charges which will be replaced with the pay and play charge and Club block booking rate for information:

  - *Adults £7.55 per court per hour*
  - *Under 18 £4.25 per court per hour*
  - *Older person rate £6.10 per court per hour*
- 3) Market the new online booking process and availability of the Tennis Courts to the community.

**Report regarding  
Yate Town Council Bank Accounts, Bank Cards and Signatories June 2023**

To **NOTE** In line with the council's Financial Regulations to *Determine and keep under regular review the bank mandate of all council bank accounts;*

Please find listed below the banking institutions in which Yate Town Council currently holds its funds, followed by the authorisation for each account.

Members to review the arrangements and provide a nomination for the vacant position following the Elections of 2023

**Bank/Investment Accounts in the name of Yate Town Council**

<b>Name of Organisation and account name</b>	<b>Authorisation</b>	<b>How Authorised</b>
1. Nationwide 95 Day Saver	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	By two councillors plus one of either the Town Clerk or RFO & Finance Manager for payments up to £150,000. For payments exceeding this amount 3 member signatures are required plus one of either the Town Clerk or RFO.  Account holds reserve of funds and the only transactions made would be to transfer funds in to nominated Town Council bank accounts
2. Nationwide Instant Saver	As above	As above
3. Triodos	As above	As above
4. Co-op Bank	As above	As above
5. CCLA Public Sector Deposit Fund	Town Clerk RFO & Finance Manager Deputy RFO	Two signatories from staff listed. An investment account only. Funds can only be transferred in to nominated Town Council Barclays bank account. No other transactions can be made.

6. Barclays Current Account	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	By two councillors plus one of either the Town Clerk or RFO & Finance Manager for payments up to £150,000. For payments exceeding this amount 3 member signatures are required plus one of either the Town Clerk or RFO.  Barclays.net payment cards held by listed Councillors, Town Clerk, RFO & Finance Manager and Deputy RFO
7. Barclays Instant Access Saver Account	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	Funds are transferred from this bank account to the Barclays Current Account by way of an automatic transfer facility. This automatic transfer ensures that all payments from the Barclays Current Account can be paid.
8. Barclays Imprest Bank Account	Town Clerk RFO & Finance Manager Deputy Town Clerk & SSM Deputy RFO Venue Operations Officer Venue Operations Assistant Senior Youth Coordinator	Any two signatures to authorise unless visa card used. Evidence retained confirming approval of payment. Up to £2,500 in any one calendar month.  Town Clerk, RFO & Finance Manager, Deputy RFO, Venue Operations Officer, Venue Operations Assistant & Senior Youth Coordinator hold Visa cards
9. Barclaycard Credit Card	Town Clerk RFO & Finance Manager Deputy RFO	Limit set at £6,000 for the facility. Subject to automatic payment in full via direct debit from existing Barclays current account. Evidence retained confirming approval of payment.

### Staff Member Request for Extended Annual leave

A member of staff has submitted a request to take 6 weeks annual leave in one block in late October/November 2023. The employee works 14 hours per week (Thursday & Friday).

The relevant extract from the Staffing policy relating to unpaid leave is attached (Appendix A). The employee meets the criteria of having at least 24 months service and the leave being requested is for extended foreign travel.

Officers support the request for extended leave on the following basis.

- a) It is a reasonable request by the employee for the reasons they have cited;
- b) The employee has provided sufficient notice to enable us to plan for this period of time off which in the greater scheme of things is a short period of absence. In real terms the employee could be taking 2 weeks leave in chunks, so it is essentially an additional 2 - 4 weeks leave outside of the norm.
- c) If the leave is granted then it is proposed that the employee covers their 6-week absence with a mix of their own holiday entitlement and unpaid leave in line with the policy.

Whilst a long-term absence of this nature would not be sustainable, for this short period of time it can be managed within the existing team.

To ensure that service delivery is not affected during the employee's absence it is proposed that a part-time member of staff within the same department increases their hours to cover the absence.

In addition to the above it is proposed that the current Service Support Apprentice (30 hours per week) works as usual across Service Support but also provides administrative support (**support, not cover**) within the scope of their apprenticeship where they would obtain additional customer service-related skills and knowledge to go towards their Customer Service NVQ.

We would also ask for a degree of cross departmental co-operation i.e. any member of staff can deal with straight forward queries at reception and via phone.

*(At the time of writing, internal expressions of interest are being sought for the Finance Assistant (Bookings) post Monday-Wednesday and the postholder requesting the annual leave has expressed an interest in temporarily increasing their hours to cover. If they are successful in obtaining the maternity role, it is therefore possible that the part of the full post (currently job-shared) would be not covered during the 6 weeks of leave) (as the other part-time postholder will be covering the 'normal' hours of the postholder on holiday).*

**Recommendation**

- Extended leave of up to 6 weeks be granted to the member of staff who has requested it, utilising a combination of their own annual leave entitlement and unpaid leave;
- Finance Assistant (Purchase Ledger) to increase their hours during the 6 weeks to assist with cover;
- Any occasional additional hours that may be needed to ensure service delivery during the 6-week time frame to be paid as overtime providing, they are within budget;
- Service Support Apprentice to assist with appropriate administration to contribute towards their Customer Service NVQ.

### Unpaid Leave Scheme

19.1 This policy applies to all Town Council employees with **at least 24 months service**.

19.2 Subsequent periods of unpaid leave can only be requested after a further 24 months have been worked. Only where exceptional compassionate circumstances apply will a subsequent request for unpaid leave be considered.

19.3 The Town Council Staffing and Governance Sub-Committee will consider requests for unpaid leave of absence. Unpaid leave may be granted for:

- Caring responsibilities for children, elderly parents, or other close relatives as defined under Dependants Care Leave;
- **Extended foreign travel;**
- Education or training;
- Voluntary/community work;
- Any other purposes that the Town Council considers reasonable and appropriate.

19.4 Unpaid leave will not be granted for the purpose of the employee taking up other paid employment, unless it is related or incidental to one of the above purposes

19.5 This scheme does not replace but is additional to other Town Council policies/procedures for paid/unpaid leave (e.g. Maternity Leave, Maternity Support Leave, Parental Leave and Dependants Care Leave.)

19.6 Unpaid leave of absence under the scheme is for between two and 12 months. Once agreed, the length of the period will not be varied (unless in very exceptional circumstances agreed by the Town Council).

19.7 During the absence the employee will maintain contact with their line manager or the Town Clerk.

19.8 Requests for unpaid leave should be submitted in writing to the Town Clerk for consideration, at least three months before the absence will commence. The application will provide full details of the leave requested and its purpose.

19.9 It is the responsibility of the Town Clerk, in liaison with the Staffing and Governance Sub-Committee, to ensure that effective service provision is maintained, and the approval of unpaid leave is at the Sub-Committee's discretion. Consideration will be given to any financial implications & any anticipated difficulties in securing a temporary replacement). If unpaid leave is not granted, the reasons, which must be reasonable, will be put in writing to the employee.

19.20 In situations where a temporary appointment is made to cover the post, the temporary employee's contract of employment will clearly state the employment

terminates on the return of the substantive post holder. In some circumstances the temporary contract may specify an actual termination date.

19.21 An employee granted unpaid leave would be expected to use their annual leave entitlement pro-rata up to the commencement of the unpaid leave period.

19.22 During unpaid leave, employees will: -

- Have their continuity of service maintained for all contractual and statutory benefits, with the exception of annual leave entitlement;
- Need to make pension contributions as follows:
  - An absence without pay of less than 30 days – employees must pay contributions for the period based on the pay they would normally have received;
  - An absence without pay of more than 30 days – employees have the option to pay contributions for the whole period based on the pay they would normally have received. The employee has 30 days from the date they return to work to exercise this option and need to liaise with the Avon Pension Fund.

19.23 During unpaid leave employees will not: -

- Accrue entitlement to paid annual leave or be paid for statutory or extra-statutory holidays;
- Be entitled to other contractual benefits such as Maternity Leave, Maternity Support Leave, Parental Leave, Dependents Care Leave and Public Duty Leave;
- Receive any other salary, allowance or payments that form part of the employment conditions;
- Be entitled to have any of the periods of unpaid leave regarded as sick leave, even if they submit a fit note.

19.24 If the employee wishes to return to work early, a month's notice must be given in writing to their line manager to the Town Clerk, stating the nature of the exceptional circumstance so that the request can be considered. See 19.6 above.

19.25 The line manager must notify Payroll Services accordingly, in order to make deductions from salary.