



MEETING of Yate Town Council's Finance and Governance Committee

Wednesday 22nd March 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 28th March 2023** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

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 (signalled 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. To receive and approve the Minutes of the Finance and Governance Committee meeting held on 7th February 2023. ([Click here for Minutes](#))
5. To consider the following Items on the Clerk's Report:

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

- 1/1 Consultations
 - a) Consultations Received
 - b) Urgent Consultations
- 1/2 Urgent Documents for Signing/Sealing
- 1/3 Premises
- 1/4 Insurance Renewal 2023
- 1/5 Fidelity Insurance
- 1/6 Direct Debits and Standing Orders

Item 2 Items to Receive

- 2/1 Items for Consideration from the Environment and Community meeting held 7 March 2023
- 2/2 Sealing and Signing of Town Council Documents
- 2/3 Accounts for Payment
- 2/4 Status of all groups that report to Committee
- 2/5 Status of all Outside Bodies that report to Committee
- 2/6 Premises
- 2/7 Consultation Responses
- 2/8 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 a) Funding Agreement
 - b) Kingsgate Park Refurbishment Project
 - c) Poole Court Lease Enquiry
 - d) White Lion

- 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 28th March 2023

Clerk's Report

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

1.1. Consultations

a) Consultations Received

- South Gloucestershire Community Engagement Forum (CEF) feedback
Closing date; 31 March 2023

[Click here to view consultation](#)

- Valuation Office Agency – Business Rates: Transparency & Disclosure of information on business rates valuations
Closing date; 7 June 2023

[Click here to view consultation](#)

b) Urgent Consultations

To receive any urgent consultations.

1.2. Urgent Documents for Signing/Sealing

To receive any urgent documents for signing/sealing.

1.3. Premises

Narcotics Anonymous have been meeting at the YMCA on Monday evenings since December 2022. Yate Town Council agreed to fund the room hire for this booking up to 31 March 2023 subject to review.

Further to consultation with members by email on 15 March 2023 to **RESOLVE** to grant fund the room hire for the upcoming financial year 1 April 2023 to 31 March 2024 at a cost of £531 from the grants budget.

1.4. Insurance Renewal 2023

To receive the recommendation from the Grants and Finance Sub-Committee to enter a 3 year agreement, with the option to extend for a further 2 years, with Zurich Municipal to provide Yate Town Council's insurance provision to the sum of £21,882.91 for 2023/2024.

1.5. Fidelity Insurance

To be advised that the level of fidelity insurance cover for Members and employees currently stands at £5m. Bank balances stood at £2,017,161.94 as at 31 December 2022. The annual precept for 2023/2024 will be paid in two halves, April, and September, in the sum of £834,126 per half year.

Members to consider whether the current level of fidelity insurance cover (currently set at £5 million) is sufficient.

1.6. Direct Debits and Standing Orders

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

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

2. Items to Receive

2.1. Items for Consideration from the Environment and Community Committee meeting held 7 March 2023

To **NOTE** that no financial recommendations were received from the Environment and Community Committee Meeting held on 7 March 2023.

2.2. Sealing and Signing of Town Council Documents

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

- Record of Funding Agreement and Targets for Off the Record (Bristol) for £4,500, to provide Weekly Health and Wellbeing “HUB” Sessions, for the period 1 April 2023 to 31 March 2024;
- Licence between Yate Town Council and Yate and District Bowling Club for Sunnyside Bowling Green/Pavilion for 1 April 2023 to 30 September 2023 for £15,165;
- Contracts for Refuse and Recycling Recovery for Yate Town Council premises for 3 years with effect from 1 April 2023 totalling £5,959.56 pa;
- Annual licence for the gate at the Vintage Birdcage Cakery which runs from 1 April 2023 – 31 March 2024;
- PWLB application for £300,000 loan facility to fund the refurbishment of Kingsgate Park play area;
- Service Level Agreement with South Gloucestershire Council for the award of £2,200 to arrange for the installation of Seasonal Lights on Station Road;
- The War Memorials Trust Grants Scheme Contract for the award of £1510 to partially fund restoration works at the Yate War Memorial Lych Gate.

2.3. Accounts for Payment

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

2.4. 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	<p>A meeting took place on 20 March 2023.</p> <p>A recommendation from this meeting is held for consideration under item 1.4.</p> <p>The 2023 general grants round will open 1 April 2023 and will be advertised on the Yate Town Council website and announced via social media. The closing date is set for 23 June 2023.</p>	(Click here for minutes)
IT – Website Review	Meeting to be arranged when required.	
Priorities and Strategy Scrutiny	A meeting is to be arranged early summer 2023, once the new Town Council is in place.	
Staffing and Governance	Meeting to be arranged when required.	

2.5. 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 NOTE the draft minutes of the ALCA Regional Committee Meeting held on 28 th February 2023 have been published. Date and time of next meeting to be agreed.	(Click here for minutes)
NALC Super Council Network (SCN)	A SCN meeting was held 23 February 2023; once received the notes will be circulated to members.	

2.6. Premises

To **NOTE** the following update in relation to bookings:

- Buddies Adult Day Service, who have been meeting at the YMCA since June 2022, have found new premises to rent at Badminton Court, Station Road, Yate;
- Narcotics Anonymous who also meet at the YMCA have confirmed that their weekly sessions have had a positive impact and would like to continue on an ongoing basis.

2.7. Consultation Responses

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

2.8. Fundraising

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

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.a Funding Agreement

To receive and consider confidential report. (Confidential Appendix 2)

3.2.b Kingsgate Park Refurbishment Project

To receive an update if available.

3.2.c Poole Court Lease Enquiry

To receive an update if available.

3.2.d White Lion

To receive an update if available.

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

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

To consider if there are any impacts on climate and waste following decisions taken during this meeting.

Direct Debits/Standing Orders/BACS Payments - 2023-2024				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
Avon Pension fund	Monthly pension contributions	Variable/£15k 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	£12.63	DD	monthly
British Telecom Payment Service	Building Security Heritage	Variable/£66 approx	DD	quarterly
British Telecom Payment Service	Building Security Poole Court	Variable/£92 approx	DD	quarterly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£119 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/£14k 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£1856.75 9x£1859	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	1x£4516.11 9x£519	DD	monthly
South Gloucestershire Council	Rates - YMCA	1x£119.03 9x£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/£54k approx	BACS	monthly