



MEETING of Yate Town Council's Finance and Governance Committee

Wednesday 28th September 2022

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 4th October 2022** 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 26th July 2022. ([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 Items for Considerations from the Meeting of Members of the Environment and Community held 28 September 2022
- 1/2 Urgent Documents for Signing/Sealing
- 1/3 Urgent Consultations
- 1/4 Direct Debits and Standing Orders
- 1/5 Consideration of Impact of Decisions on Climate & Waste

Item 2 Items to Receive

- 2/1 Sealing and Signing of Town Council Documents
- 2/2 Accounts for Payment
- 2/3 Banking Arrangements
- 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 Consultations
 - a) Consultations Received
 - b) Consultations Responses
- 2/8 Insurance
- 2/9 Funding Agreement

Item 3 Confidential Items

- 3/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

- 3/2 Staffing and Governance Sub-Committee
- 3/3 To **RESOLVE** to return to public session

Clerks Report

Yate Town Council Meeting of the Finance and Governance Committee 4th October 2022

Clerk's Report

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

1.1. Items for Consideration from the Environment and Community Committee meeting held 28 September 2022

To receive any recommendations from the meeting of the Environment and Community Committee held 28 September 2022.

1.2. Urgent Documents for Signing/Sealing

To receive any urgent documents for signing/sealing.

1.3. Urgent Consultations

To receive any urgent consultations.

1.4. Direct Debits and Standing Orders

To approve the following Direct Debit and Standing Order payments made by Yate Town Council in line with Financial Regulations:

- Ongoing monthly payment of Business Rates for the Randolph Room at Poole Court;
- Ongoing monthly payment of Business Rates for the Genieri/Bad Salzdetfurth Room at Poole Court.

To receive and consider an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis. (Appendix 1)

1.5. 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.

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:

- Agreement with Yate Shopping Centre commencing 1 September to 31 October to display the Old Yate Heritage Trail Exhibition in one of its units free of charge;
- Direct Debit Mandates for ongoing monthly payment of Business Rates for the Randolph and Genieri/Bad Salzdetfurth Rooms;
- 12-month contract with 1st Office for Poole Court and Heritage Centre Photocopiers from November 2022 to November 2023;
- Ongoing Autumn Brook Site Maintenance agreement commencing 1 September to carry out weekly play area inspections, arrange annual RoSPA inspections and basic maintenance for £1,508.98 pa.

2.2. Accounts for Payment

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

2.3. Banking Arrangements

To **NOTE** the following changes with regards to our current banking arrangements:

- The interest rate for the Triodos Treasurers Reserve Account increased from 0.35% gross/AER on 20 July 2022 to 0.70% gross/AER from 1 September 2022;
- Barclays Bank has advised that it is simplifying the range of savings accounts they offer. This means that our “Active Saver” that we currently hold will be changed to the “Business Premium Account” on or around 8 November 2022. The only changes to our current provision will be when interest is received from annually to quarterly, and an increase in the interest rate from 0.01% to 0.15%.

2.4. Status of all groups that report to Finance and Governance Committee

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Grants and Finance	No update since the last meeting held on 6 July 2022 as reported to the Finance and Governance Committee on 26 July 2022	
IT – Website Review	Meeting to be arranged.	

Priorities and Strategy Scrutiny	To NOTE that a doodle has been circulated for a meeting.	
Staffing and Governance	<p>Staffing:</p> <p>To NOTE a paper appertaining to confidential items will be received in confidential session (Item 3.2)</p> <p>Governance:</p> <ul style="list-style-type: none"> • External Audit – To NOTE the Conclusion of Audit for Year ending 31 March 2022 was received from PFK Littlejohn which will be presented to the next Full Council meeting; • Internal Audit – To NOTE Yate Town Council's in Year Assurance Audit was completed between 20 September and 22 September 2022, with the report to be received and reported to the next Full Council meeting. 	

2.5. Status of all Outside Bodies that report to Finance and Governance Committee

To **NOTE** the following;

Outside Bodies	Date of Meeting/Update	Appendix
ALCA Regional Committee	<p>To NOTE the final minutes of the ALCA Regional Committee Meeting held on 6th June 2022 have been published.</p> <p>The next meeting (AGM) is due to take place on 8th October 2022 via zoom.</p>	Click here for minutes
NALC Larger Council' Committee	<p>To NOTE the draft minutes of the Larger Councils Committee meeting which took place on 26th July 2022 have been published.</p> <p>The next meeting is due to take place on 18th October via by Zoom.</p>	Click here for minutes

2.6. Premises

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

- New regular hires commencing in September include the U3A Recorder Group at the YMCA on alternate Friday mornings and a church group at the Parish Hall weekly on Friday evenings.
- The Yate Army Cadets have extended their hire of the YMCA on Wednesday evenings throughout September and October whilst they await the repairs to their own facility to be completed.
- Ukrainian Support Group sessions organised by The Care Forum and grant funded by Yate Town Council continue to take place in the Pop Inn Café.
- The 2022/2023 football season has commenced with games taking place at the Sunnyside football pitches since the beginning of September 2022.

2.7. Consultations

a) Consultations Received

No new consultations for consideration have been received.

b) Consultation Responses

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
Avon Pension Fund Draft FSS 2022 – For Employer Consultation	Link to consultation	26.07.22	24.08.22	To NOTE No comments submitted

2.8. Insurance

To receive an update from our insurers regarding an internal reorganisation between two companies within the Zurich Group in response to the UK's exit from the European Union on 31 January 2020. ([Click here for insurance update](#))

2.9. Funding Agreement

To receive an Impact Report from Citizens Advice South Gloucestershire in which Yate Town Council has been individually cited for our financial support that we provided via a funding agreement for £8,000 in 2021/2022. ([Click here for impact 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 Staffing and Governance Sub-Committee

To receive confidential update regarding staffing. (Confidential Appendix 2)

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