



MEETING of Yate Town Council's Finance and Governance Committee

Wednesday 1st February 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 7th February 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 6th December 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 Urgent Consultations
- 1/2 Urgent Documents for Signing/Sealing
- 1/3 Income and Expenditure Report to 31 December 2022
- 1/4 Sunnyside Bowling Facility
- 1/5 Annual Rent/Price Review
- 1/6 Banking Arrangements
- 1/7 Items for Consideration from the Priorities and Strategy Scrutiny Working Group meeting held 27 January 2023
 - a) Terms of Reference Amendment
 - b) Action Plan – Local Council Award Scheme

Item 2 Items to Receive

- 2/1 Items for Consideration from the Environment and Community meeting held 24 January 2023
- 2/2 Sealing and Signing of Town Council Documents
- 2/3 Accounts for Payment
- 2/4 Bank Reconciliations
- 2/5 Status of all groups that report to Committee
- 2/6 Status of all Outside Bodies that report to Committee
- 2/7 Premises
- 2/8 Consultation Responses
- 2/9 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) Poole Court Lease Enquiry
 b) White Lion
 c) Yate Heritage Centre
- 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 7th February 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. Income and Expenditure Report to 31 December 2022

To receive and consider income and expenditure report to 31 December 2022, which will be presented for approval at the next Full Council meeting. (Appendix 1)

1.4. Sunnyside Bowling Facility

To **NOTE** that further to minute 79.4 of the Full Council meeting held on 10 January 2023, Yate & District Bowling Club has accepted the offer of a six-month licence at a cost of £15,165 for the 2023 season. They have expressed their gratitude to the Members and staff of Yate Town Council for all they do for the Bowls club and are relieved and pleased that the licence fee will remain at last year's figure.

In accordance with item 5.1 of the Licence, to sell alcohol at Sunnyside Pavilion, Yate & District Bowling Club has submitted a written request for permission for council to consider.

1.5. Annual Rent/Price Review

Further to the Yate Town Council Lettings & Pricing Policy, annual rents outside of a valuation year are to be increased and applied annually by officers in line with Septembers RPI which is 12.6%. Owing to the current cost of living crisis officers have drafted the 2023/2024 annual rent reviews with a broad increase of only 4%, as per income figures agreed within the 2023/2024 Budget by Full Council on 10 January 2023, for members to receive and consider. (Appendix 2)

1.6. Banking Arrangements

To receive and consider the request from Ladden Garden Village Community Group to act as bankers as a short-term measure while banking arrangements for the group are organised. We previously acted as bankers for the group while they arranged their own account, but they are now in a position where they are switching providers and require an account to receive grant funding.

1.7. Items for Consideration from the Priorities and Strategy Scrutiny Working Group Meeting Held on 27 January 2023

a) Terms of Reference Amendment

It was **RECOMMENDED** that the existing Terms of Reference be permanently amended so that it reads as follows:

TOIL - delegated powers be granted to the Clerk to pay any member of staff, at the employee's request, for TOIL hours accrued, ~~if number of hours exceeds ability to reasonably take the hours without a negative effect on service delivery~~, (providing within budget), on the proviso that parameters are set around work/life balance and working time. (NB: there is no obligation for an employee to be paid for time worked if they'd rather have the time back in lieu).

b) Action Plan – Local Council Award Scheme

The action plan for 22/23 was considered, along with updates to inform draft 23/24 action plan and Members **RECOMMENDED** that an application to the Local Council Award Scheme not be pursued at this time as delivery on the ground for the community takes precedent.

2. Items to Receive

2.1. Items for Consideration from the Environment and Community Committee meeting held 24 January 2023

To **NOTE** that no financial recommendations were received from the Environment and Community Committee Meeting held on 24 January 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 Citizens Advice South Gloucestershire for £15,384, to provide an Advice Service to Residents of Yate, for the period 1 April 2023 to 31 March 2024;
- Armadillo Youth Venue and Café cleaning contract with Integra, South Gloucestershire Council, pricing schedule to be received and undated annually;
- The Tree Council Branching Out Fund Acceptance Form for the award of £1083.75 to fund the Covid Memorial Fruit Orchard.

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. Bank Reconciliations

To **NOTE** bank reconciliations to 31 December 2022 have been prepared to be viewed and agreed by Councillor Ben Nutland.

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

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Grants and Finance	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 when required.	
Priorities and Strategy Scrutiny	To NOTE a meeting took place 27 January 2023. Recommendations from this meeting are listed for consideration under item 1.7.	Click here for minutes
Staffing and Governance	To NOTE a meeting has been arranged for 6 February 2023.	To receive minutes if available

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

To **NOTE** the following;

Outside Bodies	Date of Meeting/Update	Appendix
ALCA Regional Committee	To NOTE the draft minutes of the ALCA Regional Committee Meeting held on 28 th November 2022 have been published. Date and time of next meeting to be agreed.	Click here for minutes
NALC Super Council Network	To receive NALC's Super Council Committee notes from the session held on 1 November 2022. The next SCN meeting is on 23 February 2023 at 12pm.	Click here for notes

2.7. Premises

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

- 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;
- Weekly booking at the YMCA grant funded by Yate Town Council by Narcotics Anonymous on Monday evenings commenced in December 2023 to be reviewed 31st March 2023. The Group have made a small donation towards their room hire charges to show their appreciation to the Town Council for the support it has provided to this group.
- Bookings and booking enquiries across all venues continue to increase compared to this time last year.

2.8. Consultation Responses

To **NOTE** the following;

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
South Gloucestershire Annual Council Budget 2023/24 Consultation	Link to consultation	06.12.22	15.01.23	Response submitted by Town Clerk in consultation with the RFO, Councillors Mike Drew, Cheryl Kirby, and Chris Wilmore. Click here for response

2.9. Fundraising

To **NOTE** Yate Town Council has been successful in its application to the following grants:

- £2,000.00 has been received from the SGC Community Welcome Spaces Grant to aid with the cost of providing Warm Welcome Spaces in four of our venues between October 2022 and March 2023;
- £1,936.98 has been awarded from Dodington Parish Council for Youth Provision at the Armadillo Youth Café;
- £14,995.54 has been awarded from WECA's Community Pollinator Fund to enhance biodiversity in North Yate through Phase 1 actions of the Local Nature Action Plan;
- £1,000 has been received from John Lewis plc towards new youth equipment and activities at the Armadillo Youth Café;
- £1,083.75 has been awarded by The Tree Council – Branching Out Grant to fund the Covid Memorial Fruit Orchard.

To further **NOTE** following the resolution by Full Council on 10 January 2023 to grant fund £3,846 to Citizens Advice South Gloucestershire (CASG), the additional session to support Yate residents with their current needs is now open on Mondays from 4pm – 6pm. CASG have relayed their thanks to Yate Town Council in the support provided as it will make a huge difference to so many local people.

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 Poole Court Lease Enquiry

To receive an update if available.

3.2.b White Lion

To receive an update if available.

3.2.c Yate Heritage Centre

To receive a confidential report. (Confidential Appendix 3)

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.