

Yate Town Council Finance and Governance Committee Minutes of the Meeting held on 25th July 2023 from 7.00pm until 8.00pm at Poole Court

Present:

Councillors Mike Drew (Chair), Cheryl Kirby, Gabriela Miron, Ben Nutland, Ray Perry, Karl Tomasin and Chris Willmore (part meeting)

Councillors Nicola Clarke – non-member of the Committee (without voting rights)

Finance Manager & RFO and Deputy RFO.

Minute 1. Apologies for Absence

Apologies of absence were received from Councillors Aziz Chowdhry & John Ford. Councillor Margaret Marshall was not present.

Minute 2. Members Declarations of Interest Under the Localism Act 2011

Declarations of interest under the Localism Act 2011 were received from:

Councillor Cheryl Kirby YHCT

Councillor Ray Perry YOSC

Minute 3. Public Participation Session with Respect to Items on the Agenda

No members of the public were present.

Minute 4. Minutes of the Finance and Governance Committee Meeting Held on 13th June 2023

It was **RESOLVED** that the minutes of the meeting of the Finance and Governance Committee held on 13th June 2023 be approved and signed as a true and accurate record.

Minute 5. Items for Discussion/Requiring Resolution or Recommendation to Full Council

5.1 Urgent Consultations

No urgent consultation documents were received.

5.2 Urgent documents for Signing/Sealing

No urgent documents for signing/sealing were received.

5.3 Items for consideration from the Environment and Community Committee meeting held 18th July 2023

a) Vehicle Tenders

A confidential report was received in confidential session under minute 7.3.

b) Old Yate Sub-Committee

A report identifying capital works to be undertaken at the YMCA and Parish Hall to ensure the buildings can remain operational and enjoyable, as a sustainable venue for hire by the public was received. (Appendix 1)

It was **RESOLVED** that:

- the financing of these works be considered once costings have been returned;
- works regarding window insulation and a living roof, following a review of the latest roof assessment, be investigated.

5.4 Income and Expenditure Report to 30 June 2023

The Finance and Governance Committee **RECOMMEND** that the income and expenditure report to 31 March 2023 be approved at Full Council 5th September 2023. (Appendix 2)

5.5 Grant funding 2023/2024

Councillor Nicola Clarke (non-member of the Committee without voting rights) declared an interest under the Localism Act 2011 for Yate Community Bike Hub

The minutes and the recommendations held within of the Grants and Finance Sub-Committee meeting held on 13th July 2023 were received. (Appendix 3)

It was **RESOLVED** as follows:

- Grants to be awarded from the 2023/2024 grants budget as recommended in Appendix 3, or referred on as follows;
 - 3. Great Western Air Ambulance Charity – The grant request for the sum of £4,000 be funded from the Community Support budget heading;
 - 13. Yate Community Bike Hub – The balance of £6,000 of the grant request that cannot be met within the agreed 2023/2024 grants budget as per the Grants and Finance Sub-Committee recommendations, be referred to the Climate and Planet Sub-Committee for consideration, in line with the terms of reference of the Grant and Finance Sub-Committee;
- Grants to the value of £8,813.49 were awarded leaving a balance of £156.11 in the 2023/2024 grants budget for the remainder of the financial year. A further £1,000 from the Community Support budget heading be made available as additional budget, should any further grant applications be received for consideration this financial year;
- The guidance received from NALC, in relation to financial assistance to the church or other religious bodies, be included as part of the eligibility criteria for the next grants round.

5.6. Premises

a) Station Road Community Garden

Further to the Environment and Community Committee meeting on 18th July 2023, where it was agreed marketing for Station Road halls should be a priority, to ensure the site is widely publicised, to encourage use by the community and to attract new hirers. Members considered the use of the Station Road Community Garden, and the following was **RESOLVED**:

- The garden be advertised as a feature of the Station Road Halls;
- Hirers of the hall will be asked if they would like exclusive use of the garden;
- If exclusive use of the garden is requested, this be provided on a first come first served basis;
- Public access from Station Road through to Eggshill play area be permitted unless the garden is hired for exclusive use and access is then via Eggshill Lane.
- Signage to be displayed on the gate to the garden advising “When the garden is in use, access to Eggshill Play Area is via Eggshill Lane;
- If the community garden is to be offered for Green Social prescribing (GSP) this would be offered on a first come first served basis.

b) Yate & District Heritage Centre Rate Rebate

Further to Minute 6.8.a of the Finance and Governance Committee meeting on 13th June 2023 resolved to earmark £7,124.20 of the YHC rate rebate, for “future development of YHC”, following the outcomes of the vision workshops due to commence in July 2023.

It was **NOTED** that a further rebate of £3,866.82, after fees, had been received from South Gloucestershire Council for the reduction of Rateable Value of the Yate Heritage

Centre from £1,325 to £1 with effect from 1 April 2017 and the regulation 2017 certificate.

An officer report and the recommendations held within regarding the future development of the Yate Heritage Centre were received and considered. (Appendix 4)

It was **RESOLVED**:

- Yate Heritage Centre rate rebate funds of £10,991.02 be used to procure industry recommended and recognised archiving system (MODES) costed at £2,740 for 1 year registration and training, in support of digitisation and access;
- Any package procured to have the capacity for a minimum of x2 users working on the system simultaneously, to increase capacity for multiple users at one time and in support of accessibility and remote working;
- Future annual membership fees of £320 (+VAT) to be funded by the YHC IT budget.

c) **Speed Cameras**

An update regarding Speed Cameras in Yate was received from Councillor Chris Wilmore. It was **RESOLVED** to investigate funding more speed cameras in the Yate area and work with the Police regarding the location of these devices.

Minute 6. Items Received

6.1 Sealing and Signing of Town Council Documents

It was **NOTED** that the following documents have been signed or sealed and signed:

- National Grid Wayleave for St Mary's Green with National Grid Electricity Distribution (West Midlands) plc for plan reference GLOS/41/JOH/STATION23;
- Ice Cream vendor permit for Kingsgate Park from 1/7/23 – 30/6/24 for £8,300;
- Grant offer letter from the West of England Combined Authority Community Pollinator fund grants programme for the award of £12,160.54 towards LNAP phase 2 actions.

6.2 Accounts for Payment

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED**. (Appendix 5)

6.3 Status of all Groups that Report to Finance and Governance Committee

The following was **NOTED**;

Sub-Committee/Group	Date of Meeting/Update	Appendix
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Grants and Finance	A meeting took place 13 th July 2023. The minutes from this meeting were received under minute 5.5.	
IT – Website Review	Meeting to be arranged when required.	
Priorities and Strategy Scrutiny	A meeting took place 23 rd June 2023; the minutes were received at Full Council on 27 th June 2023.	
Staffing and Governance	Staffing: A confidential report was received under minute 7.2. Governance The external audit documentation was submitted to BDO LLP on 29 th June 2023, with the completed audit report to be received by Full Council on 5 th September 2023. The Notice of Public Rights has been displayed on the notice board at Poole Court, and on the Yate Town Council website, commencing 29 th June 2023 ending 9 th August 2023.	

6.4 Status of all Outside Bodies that Report to Finance and Governance Committee

The following was **NOTED**;

Outside Bodies	Date of Meeting/Update	Appendix
ALCA Regional Committee	The ALCA Regional Committee Meeting due to be held in June 2023 was postponed to 27 th July 2023.	
NALC Super Councils Network (SCN)	The next meeting is due to take place on 21 st September 2023 via zoom.	

6.5 Premises

The following was **NOTED**:

- A new regular hire Sunday prayer group has commenced at the YMCA;
- Officers are in the process of registering the Sunnyside Tennis Courts with the LTA and implementing the ClubSpark online booking system.
- An update was received from Councillor Chris Wilmore regarding the New North Yate Community Building (NNYCB) and the Ladden Garden Village consultation that SGC is planning to do in the summer.

6.6 Consultations

a) Consultation Received

It was **NOTED** that there were no consultations received for consideration.

b) Consultation Responses

It was **NOTED** that there were no consultation responses to report.

6.7 Bank Reconciliations

It was **NOTED** that the bank reconciliations to 30 June 2023 have been viewed and agreed by Councillor Ben Nutland. Thanks were extended to Councillor Ben Nutland.

Minute 7. Confidential Items

7.1 Confidentiality Confirmation

It was **RESOLVED** to enter confidential session: *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.*

7.2 Staffing and Governance – Staffing Resources

A confidential report regarding Yate Town Council resources was received and considered. (Confidential appendix 6)

It was **RESOLVED** to return to public session.

Further to Minute number 46/7 of Full Council held on 27th June 2023:

The minutes of the Priorities and Strategy Scrutiny Working Group meeting, held on Friday 23rd June 2023, were received.

RESOLVED *Delegated powers be granted for the Finance and Governance Committee on 25th July to receive a paper outlining additional resourcing requirements (estates staff, HR support and communications were suggested), and to take decisions as to how to fund.*

It was further **RESOLVED** that:

- 1 x additional Hay 11, 37 hours per week, Estates Person be recruited;
- 1 x additional Hay 10, 37 hours per week, Service Support Assistant be recruited;
- The staffing structure be amended to reflect these changes;
- The contracted cleaning at the Parish Hall and YMCA be increased from once a week to twice weekly and contract ad-hoc cleans when required in between;
- The increased costs for the remainder of the financial year are to be met from the 2023/2024 budget;
- 1 x additional electric vehicle be leased, to support the additional resources, at an estimated annual lease cost of £6,000, with funding for 2023/2024 to be met from “Other Project Expenditure – Estate Vehicles/Equipment” budget line delaying the purchase of a new tractor in 2029/2030;
- Consideration be given to the expansion of the Estates Workshops at Kingsgate Park to support these additional resources;
- The Genieri/Bad Salzdetfurth room on the first floor at Poole Court be earmarked for YTC office use;
- Future funding of the agreed resource and infrastructure changes be met from the 2024/2025 budget onwards.

7.3 Vehicle Tenders

It was **RESOLVED** to enter confidential session: *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.*

A confidential report regarding Vehicle Tenders was received. (Confidential appendix 7)

It was **RESOLVED**:

- to return to public session;
- based upon the tenders and information submitted, the tenders received be declined for the following reasons:
 - Tender 1 - the options received for replacement of the larger vehicle could not be identified from the tender, and upon further investigations, the company advised that the tender be amended and only a quote for the replacement of the smaller vehicle can be provided. The larger vehicle model requested as part of the tender specifications is essential to the service the estates team provide. Furthermore, officers had been unable to confirm where potential repair works will be undertaken if required, therefore at this moment, Tender 1 does not meet the specifications required;
 - Tender 2 – the options provided only partly meet the specifications required and the annual cost of the tender submitted exceeds the provisioned budget by £4,857.45.

Having regard that the tender process was unsuccessful in providing tenders that satisfied Yate Town Council's specification requirements and the timescales regarding the current vehicle leases, the Finance and Governance Committee **RESOLVED** to suspend the Town Council 2023 Financial Regulations as permitted (shown below).

11.g No exception from the provision of these Financial Regulations (other than those expressly provided for) shall be made without resolution of the Council or the Finance and Governance Committee. Every exception made by the Council, Finance and Governance Committee or the Project Steering Group shall be recorded in the minutes of the Council or committee specifying the special circumstances by which the exception was justified.

It was further **RESOLVED** that instead of the tender being republished, direct contact be made with companies to obtain quotes in a timely manner that are able to meet Yate Town Council specification requirements, and these be presented to Full Council on the 5th September 2023 to make a decision regarding the procurement of the required vehicles.

Minute 8. Consideration of Impact of Decisions on Climate, Planet and Waste

Consideration took place on impacts on climate, planet and waste following discussion and decisions taken by the council during this meeting. The following was **NOTED**:

- Electric Vehicle procurement;
- Old Yate works – sustainable buildings / renewable energy;
- Grant funding that responds to the climate and ecological crisis;
- Station road community garden and the use by social prescribing groups;
- YHC digitalisation;
- Grant offer letter for community pollinator form towards LNAP phase 2 actions.

Capital Works for Station Road Halls

YMCA

Area	Description of works	Estimated costs	Expected end of life cycle	Works would extend life cycle
Toilets	Refurb female toilets to include: New sinks, toilets, cubicles, flooring, and hand dryer.	£5,000	5 years	Approx. 15 - 20years
Accessibility	Automatic doors	£7,000	N/A	N/A front door
Roof	New facials and guttering, replace materials on flat roof of toilets.	£7,000	3-5 years	Approx. 20-30years
Renewable energy supply	Solar Panels	£7,000	N/A	N/A
Accessibility	Signage i.e. brail	£500	N/A	N/A

Works to be explored in the following priority order:

- a. Toilets;
- b. Automatic doors;
- c. Roof replacement;
- d. Renewable energy supply;
- e. Signage i.e. brail.

Parish Hall

Area	Description of works	Estimated costs	Expected end of life cycle	Works would extend life cycle
Toilets	Refurb male, female and accessible toilet to include: New sinks, toilets, cubicles, flooring and hand dryer. Reroute utilities	£10,000	0-1 year	Approx. 15 - 20years
Flooring	Sand back & seal	£5,000	2-3 years	Approx. 15 - 20years
Kitchen	Refurb to include: new worktops, cupboard units, flooring & sink	£10,000	0-1 year	Approx. 15 - 20years
Accessibility	Signage i.e. brail, automatic doors etc.	£10,000	N/A	N/A

Renewable energy supply	Solar panels	£10,000	N/A	N/A
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Works to be explored in the following priority order:

- a. Toilets;
- b. Flooring – deep clean and seal, could be funded from the building maintenance budget;
- c. Kitchen;
- d. Automatic doors (alongside YMCA quote);
- e. Signage i.e. brail (alongside YMCA quote).
- f. Consideration of solar panels should wait until next building survey assesses the roof condition.

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YATE TOWN COUNCIL

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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	16,960	7,977	16,880	8,903			47.3%
	Expenditure	24,665	3,797	27,034	23,237	294	22,943	15.1%
	Movement to/(from) Gen Reserve	<u>(7,704)</u>	<u>4,180</u>					
102	Football Pitches/Pavilion							
	Income	6,983	744	7,304	6,560			10.2%
	Expenditure	22,496	2,728	25,403	22,675	(19)	22,695	10.7%
	Net Income over Expenditure	<u>(15,513)</u>	<u>(1,984)</u>	<u>(18,099)</u>	<u>(16,115)</u>			
	plus Transfer from EMR	3,181	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(12,331)</u>	<u>(1,984)</u>					
104	Tennis Courts - Sunnyside Lane							
	Income	1,437	1,120	1,456	336			76.9%
	Expenditure	3,616	0	794	794		794	0.0%
	Net Income over Expenditure	<u>(2,179)</u>	<u>1,120</u>	<u>662</u>	<u>(458)</u>			
	plus Transfer from EMR	3,286	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,106</u>	<u>1,120</u>					
105	Kingsgate Park							
	Income	8,843	230	8,516	8,286			2.7%
	Expenditure	43,725	1,139	59,754	58,615	255	58,360	2.3%
	Net Income over Expenditure	<u>(34,882)</u>	<u>(909)</u>	<u>(51,238)</u>	<u>(50,329)</u>			
	plus Transfer from EMR	2,672	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(32,210)</u>	<u>(909)</u>					
106	Brinsham Fields							
	Expenditure	16,997	316	22,463	22,147	625	21,522	4.2%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(16,997)</u>	<u>(316)</u>					
108	Abbotswood Centre							
	Income	1,049	0	0	0			0.0%
	Expenditure	636	0	1,117	1,117		1,117	0.0%
	Movement to/(from) Gen Reserve	<u>413</u>	<u>0</u>					
109	YOSC							
	Income	26,080	0	81,018	81,018			0.0%
	Expenditure	48,153	(2)	146,412	146,414	250	146,164	0.2%
	Net Income over Expenditure	<u>(22,073)</u>	<u>2</u>	<u>(65,394)</u>	<u>(65,396)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	10,964	0					
	Movement to/(from) Gen Reserve	<u>(33,037)</u>	<u>2</u>					
111	PA - Eggshill Lane							
	Expenditure	933	43	1,608	1,565	800	765	52.4%
112	PA - Kingsgate Park Junior							
	Expenditure	836	950	1,295	345	590	(245)	119.0%
113	PA - Kingsgate Park Senior							
	Expenditure	1,393	950	2,223	1,273	830	443	80.1%
114	PA - Howard Lewis							
	Expenditure	1,503	56	1,908	1,852	840	1,012	47.0%
115	PA - St Mary's Senior							
	Expenditure	1,659	43	2,156	2,113	13,115	(11,002)	610.3%
116	PA - St Mary's Junior							
	Expenditure	290	43	1,183	1,140		1,140	3.6%

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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	962	15	1,695	1,680	795	885	47.8%
118	PA - Wellington Road	Expenditure	180	43	901	858		858	4.8%
119	PA - Witches Hat	Expenditure	2,904	5,575	1,608	(3,967)	595	(4,562)	383.7%
	plus Transfer from EMR		0	5,500					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(2,904)</u>	<u>(74)</u>					
120	PA - Abbotswood	Expenditure	5,006	0	333	333		333	0.0%
121	PA - Millside Playzone	Expenditure	2,445	43	2,463	2,420	875	1,545	37.3%
122	PA - Lye Field	Expenditure	102	0	901	901		901	0.0%
123	PA - Peg Hill Skate Park	Expenditure	8,994	351	13,896	13,545	400	13,145	5.4%
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(8,994)</u>	<u>(351)</u>					
124	PA - Yate West Kickabout	Expenditure	180	43	1,600	1,557		1,557	2.7%
125	PA - Longs Drive Playzone	Expenditure	6,665	(6,239)	1,351	7,590	6,301	1,289	4.6%
126	PA - Brinsham Park	Expenditure	712	61	1,464	1,403		1,403	4.2%
129	Play Areas	Expenditure	40,537	0	62,380	62,380		62,380	0.0%
130	Open Spaces	Income	4,027	769	2,520	1,751			30.5%
		Expenditure	82,547	13,779	98,537	84,758	2,700	82,058	16.7%
	Net Income over Expenditure		<u>(78,520)</u>	<u>(13,010)</u>	<u>(96,017)</u>	<u>(83,007)</u>			
	plus Transfer from EMR		450	0					
	Movement to/(from) Gen Reserve		<u>(78,070)</u>	<u>(13,010)</u>					
160	Estates Staff	Income	0	500	0	(500)			0.0%
		Expenditure	116,731	53,907	149,061	95,154	200	94,954	36.3%
	Movement to/(from) Gen Reserve		<u>(116,731)</u>	<u>(53,407)</u>					
170	Est Crewcab Tipper WA66EDX	Income	0	75	0	(75)			0.0%
		Expenditure	7,810	2,198	10,358	8,160		8,160	21.2%
	Movement to/(from) Gen Reserve		<u>(7,810)</u>	<u>(2,123)</u>					
171	Est Kangoo Bus Van WN71SZG	Expenditure	7,217	1,363	4,684	3,321		3,321	29.1%
172	Est Tractor J418 ODG	Expenditure	4,313	196	2,093	1,897	73	1,824	12.9%
173	Est Kubota Mower Y434 HEU	Expenditure	2,903	305	1,788	1,483		1,483	17.0%
174	Est Renault Kangoo BT18 DZL	Expenditure	3,546	797	6,958	6,162		6,162	11.4%
176	Estates Equipment	Expenditure	6,338	2,105	3,733	1,628	(493)	2,121	43.2%
177	Est Batwing Mower (KP) WX15KKC	Expenditure	13,896	3,549	16,788	13,239		13,239	21.1%
178	Estates Ranger Pickup EF18 XBM	Expenditure	6,468	1,232	7,195	5,963		5,963	17.1%
180	Transport Initiatives	Income	3,765	0	0	0			0.0%
		Expenditure	4,798	0	1,590	1,590		1,590	0.0%
	Movement to/(from) Gen Reserve		<u>(1,033)</u>	<u>0</u>					
501	Democratic Representation	Expenditure	394	40	11,476	11,436		11,436	0.3%
	plus Transfer from EMR		0	0					
	less Transfer to EMR		16,014	0					

Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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>(16,408)</u>	<u>(40)</u>					
502 Civic Expenses	Income	260	0	0	0			0.0%
	Expenditure	2,618	128	5,103	4,975	1	4,973	2.5%
	Net Income over Expenditure	<u>(2,358)</u>	<u>(128)</u>	<u>(5,103)</u>	<u>(4,975)</u>			
	plus Transfer from EMR	94	0					
	less Transfer to EMR	525	0					
	Movement to/(from) Gen Reserve	<u>(2,789)</u>	<u>(128)</u>					
505 Adjustment to Reserves	Expenditure	0	1,032	0	(1,032)	1,032	(2,064)	0.0%
508 Service Support	Income	1,559,499	844,416	1,676,251	831,835			50.4%
	Expenditure	399,455	106,710	471,679	364,969	172	364,797	22.7%
	Net Income over Expenditure	<u>1,160,044</u>	<u>737,706</u>	<u>1,204,572</u>	<u>466,867</u>			
	plus Transfer from EMR	0	3,836					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,160,044</u>	<u>741,542</u>					
510 Grants	Income	0	24	0	(24)			0.0%
	Expenditure	22,663	15,384	24,884	9,500		9,500	61.8%
	Net Income over Expenditure	<u>(22,663)</u>	<u>(15,360)</u>	<u>(24,884)</u>	<u>(9,524)</u>			
	plus Transfer from EMR	2,404	0					
	less Transfer to EMR	227	0					
	Movement to/(from) Gen Reserve	<u>(20,486)</u>	<u>(15,360)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
512 Community Support	Income	9,049	3,447	7,268	3,821			47.4%
	Expenditure	174,450	3,414	217,636	214,222	386	213,836	1.7%
	Net Income over Expenditure	<u>(165,401)</u>	<u>33</u>	<u>(210,368)</u>	<u>(210,401)</u>			
	plus Transfer from EMR	1,500	0					
	less Transfer to EMR	11,356	0					
	Movement to/(from) Gen Reserve	<u>(175,257)</u>	<u>33</u>					
550 Heritage Centre	Income	14,281	2,800	0	(2,800)			0.0%
	Expenditure	90,131	15,176	99,980	84,804	1,268	83,536	16.4%
	Net Income over Expenditure	<u>(75,850)</u>	<u>(12,376)</u>	<u>(99,980)</u>	<u>(87,604)</u>			
	plus Transfer from EMR	273	0					
	less Transfer to EMR	10,960	0					
	Movement to/(from) Gen Reserve	<u>(86,538)</u>	<u>(12,376)</u>					
551 Parish Hall	Income	18,263	7,650	18,876	11,226			40.5%
	Expenditure	19,423	2,589	18,051	15,462	126	15,336	15.0%
	Movement to/(from) Gen Reserve	<u>(1,160)</u>	<u>5,061</u>					

Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
552	Pop Inn Cafe							
	Income	22,662	5,599	18,964	13,365			29.5%
	Expenditure	36,963	5,715	40,616	34,901	232	34,669	14.6%
	Net Income over Expenditure	<u>(14,301)</u>	<u>(116)</u>	<u>(21,652)</u>	<u>(21,536)</u>			
	less Transfer to EMR	1,120	0					
	Movement to/(from) Gen Reserve	<u>(15,421)</u>	<u>(116)</u>					
553	Poole Court							
	Income	48,382	21,193	49,508	28,315			42.8%
	Expenditure	91,093	22,381	111,861	89,480	1,143	88,337	21.0%
	Net Income over Expenditure	<u>(42,711)</u>	<u>(1,188)</u>	<u>(62,353)</u>	<u>(61,165)</u>			
	plus Transfer from EMR	133	0					
	Movement to/(from) Gen Reserve	<u>(42,579)</u>	<u>(1,188)</u>					
554	Armadillo							
	Income	73,644	17,710	76,668	58,958			23.1%
	Expenditure	341,518	59,088	290,413	231,325	2,084	229,240	21.1%
	Net Income over Expenditure	<u>(267,874)</u>	<u>(41,378)</u>	<u>(213,745)</u>	<u>(172,367)</u>			
	plus Transfer from EMR	88,601	0					
	less Transfer to EMR	500	0					
	Movement to/(from) Gen Reserve	<u>(179,772)</u>	<u>(41,378)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
556	YMCA							
	Income	11,110	2,833	13,512	10,680			21.0%
	Expenditure	16,388	2,232	15,983	13,751	66	13,685	14.4%
	Movement to/(from) Gen Reserve	<u>(5,279)</u>	<u>600</u>					
600	Capital Expenditure							
	Income	31,048	320,056	300,000	(20,056)			106.7%
	Expenditure	120,061	69,122	420,200	351,078	328,684	22,393	94.7%
	Net Income over Expenditure	<u>(89,013)</u>	<u>250,934</u>	<u>(120,200)</u>	<u>(371,134)</u>			
	plus Transfer from EMR	81,809	4,641					
	less Transfer to EMR	97,475	5,000					
	Movement to/(from) Gen Reserve	<u>(104,679)</u>	<u>250,575</u>					
	Grand Totals:- Income	1,857,342	1,237,142	2,278,741	1,041,599			54.3%
	Expenditure	1,807,312	392,396	2,412,609	2,020,213	364,222	1,655,990	31.4%
	Net Income over Expenditure	<u>50,030</u>	<u>844,746</u>	<u>(133,868)</u>	<u>(978,614)</u>			
	plus Transfer from EMR	184,403	13,977					
	less Transfer to EMR	149,142	5,000					
	Movement to/(from) Gen Reserve	<u>85,291</u>	<u>853,723</u>					

**MINUTES OF THE GRANTS AND FINANCE SUB COMMITTEE MEEING
HELD ON THURSDAY 13TH JULY 2023 FROM 7.00PM – 7.35 PM AT
POOLE COURT**

Present:

Councillors Aziz Chowdhry, Mike Drew (Chair), John Ford, Cheryl Kirby, Ray Perry and Wendy Tomasin
Deputy RFO

Minute 1. Election of Chair of the Grants and Finance Sub Committee

It was **RESOLVED** that Councillor Mike Drew be elected Chair of the Grants and Finance Sub-Committee.

It was **RESOLVED** that a Vice Chair of the Grants and Finance Sub-Committee not be elected at this time.

Minute 2. Apologies for Absence

No apologies for absence were received as all members were present.

Minute 3. Members Declarations of Interest Under the Localism Act 2011

Declarations of interest under the Localism Act 2011 were received from:

Councillor Cheryl Kirby Yate and District Heritage Centre Trust

Minute 4. Grant Applications 2022/2023

(a) All grant applications were fully considered, and the following **RECOMMENDATIONS** were made:

- (i) Grant payments contained in Appendix 1 to be made or referred on as follows:
- (ii) Great Western Air Ambulance Charity

The grant application request from Great Western Air Ambulance Charity for funding up to £4,000 to be referred to the next meeting of the Finance and Governance Committee on 25th July 2023 to request funding be found from another area of the 2023/2024 budget.

- (iii) Yate Community Bike Club

The balance of grant funding from the Yate Community Bike Club request, not met by the Grants and Finance Sub Committee recommendations in Appendix 1, be referred to Climate and Planet Sub Committee for consideration, in line

with the terms and reference of the Grants and Finance Sub Committee.

(iv) Balance of 2023/2024 Grant Budget

Grants to the value of £8,813.49 were recommended which leaves a balance of £156.11 in the 2023/2024 grant budget for the remainder of the financial year. Recommend additional budget be identified to provide a greater reserve within the 2023/2024 grant budget for any further applications that may be received this year.

(b) The grants already awarded in the 2023/2024 financial year as listed on Appendix 1 were **NOTED**.

(c) Members of the Grants and Finance Sub-Committee reviewed the Yate Town Council grant application form for use in 2024 and **RESOLVED** that no amendments are required to the form.

Minute 5. Valuation

It was **NOTED** that in line with our insurance agreement timeline and our Lettings and Pricing policy, the RFO will be instructing a property valuation later this year to ensure that our pricing structure is correct and fair during the next price review.

Minute 6. Covid 19 Battle Fund

It was **RESOLVED** to remove the reference to the Covid 19 Battle Fund as no applications have been received under this fund in 18 months.

Minute 7. Date of next meeting

The next meeting to be arranged as required.

Appendix 1 to Appendix 3

Group Name	registered charity no.	Grant awarded 2020/21 (Covid Battle Fund year)	Grant awarded 2021/2022	Grant awarded 2022/2023	Grant Requested 2023.2024	Grant Awarded	What does your organisation do?	Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate.	What is the identified need for your proposal	Approximately how many people do you expect to benefit from your project? (NB the population of yate is approximately 23k)	
<i>Councils with the power of general competence may under section 137(3) contribute to the funds of charities in furtherance of their work in the United Kingdom and not for profit bodies operating in the UK.</i>											
Grants already awarded for noting				£9,500.00		Includes £1000 communities emergency					
Family Food 4 Free						£4,590.00	Family food 4 free	To offset charge for the use of the Randolph Room at Poole Court for community fridge. Funding Agreement agreed wef 1.4.23 to 31.3.26 at F&G 28.3.23			
Off the Record						£4,500.00		SLA in 2023.2024 budget			
Yate Mens Shed						£2,834.00		Funding Agreement in 2023.2024 budget			
Yate Community Plan						£788 in budget	For clerking meetings in 2022/2023 Financial year	Historic agreement in place to provide Financial Support. Members to note that this grant award will show as an overspend under the Yate Community Plan expenditure code 4596/512 for 2022/2023 financial year. Not general grant fund. F&G			
Care Forum								Use of PIC for Ukraine Sessions. Funding up to £4000 provided for in the 2023/2024 budget for Ukraine support			
Narcotics Anonymous						£530.40	Hire of YMCA	Use of YMCA. Agreed to fund for a year 2023/2024 F&G 28.3.23			
Balance of 23/24 grant fund available						£8,969.60					
Grants to be considered on 13th July 2023											
1	1st Yate Scout Group	1196247	£0	£0	£500.00	£2,500.00	£1,000.00	To promote the development of young people	To continue serving the Yate Community our 45 year old roof needs replacing. We are at the start of the project and are looking for a grant to get an architect to draw up plans so we can submit to the Local Authority.	To continue serving the Yate Community our building needs to be kept in good repair. We are a charitable organisation and need support to offer the excellent opportunities scouting brings to the community.	In Yate Parish 0-25 215, 26 and over - 44. Total 259
2	Cotswold Vale Talking Newspaper	1049409		£0	£0.00	£200.00	£200.00	Records local newspapers to send out to blind listeners & people with other disabilities. All unpaid volunteers	The rent charge accounts for 2/3 of our expenses, it would benefit our group greatly to receive money towards this. The studio is the central focus of all that we do - for all our listeners.	Local news is becoming less accessible to older, disabled people in the digital age. People enjoy hearing about their local communities & this is what we provide. We assist in wellbeing and community. Our readers of Yate new live in the area and select interesting/informative and important new. We also have a volunteer who visits listeners to give support with postage/technical problems.	In Yate Parish 20 + those who listen online. Outside of the Parish, 40 USB sticks distributed, 4 care homes & 100 online listeners.
3	Great Western Air Ambulance Charity	1121300	£250			£4,000.00	£0.00	Provides the air ambulance and pre-hospital critical care service for BANES, North Somerset, South Gloucestershire, Gloucestershire and parts of Wiltshire, covering a population of 2.1 million. We bring the hospital emergency department to dangerously injured and ill patients whose lives are hanging in the balance. We are called to around 2,000 critical patients every year – that is over 5 missions a day – and 14% of these are in South Glos.	We receive no government or national lottery funding so completely rely on the communities we serve to help us raise over £4 million each year to keep our lifesaving service operational. We would like to request that councillors consider a grant of £4,000 to help fund two further lifesaving missions in 2023/2024. This support will fund all associated costs including our helicopter, our Critical Care Cars, our Critical Care Doctors, Specialist Paramedics in Critical Care, our pilot, their kit, the hangar, the blood we carry on board our cars and helicopter, the drugs and specialist equipment that enable our crew to do incredible things by the roadside. We will fly to anyone who needs us. From pre-term babies to elderly residents, our service is there for everyone; if you or your loved ones are ever in desperate need of significant medical help and you live or work in the counties of South Gloucestershire, Bristol, Gloucestershire, B&NES, or North Somerset. We will do everything we can for you. We receive no money from the Government, NHS or National Lottery funding. Our independence from Government means that we can ensure that the money we raise is spent directly on our local communities and in creating a service that is right for them, regardless of any changes in Government policy or priorities. We rely solely on the support from the communities such as Yate to keep our service going and to help people like Lisa.	Whilst we all hope we will never need to call upon the services of our local air ambulance, should GWAAC's team be required, they will be there for the residents of Yate. GWAAC's team were tasked to the local area 90 times in the last calendar year, demonstrating a clear need for our care.	In 2022 we attended 273 missions in South Glos. 90 of these call outs were to people in Yate and its surrounding communities, those individuals were of all ages.
4	Green Community Travel		£0	£250	£583.00	£960.00	£0.00	Provide accessible and affordable community transport across our operating area, including Yate.	Following recent successful grant applications we have advertised in the Yate Voice Magazine, this has proven successful and tailoring adverts to the local area has also increased our membership. At a time when public bus routes are being reduced there is a growing need for both transport as well as volunteers to support our service. We would like to have a half page advert for 6 months ex VAT (which we can claim back) or £275 for a full page advert. We support the local community through transport which improves wellbeing, reduces social isolation and loneliness as well as supporting protected characteristics. From May 2022–2023 we have provided over 12,000 journeys for our Yate Passengers. We regularly review our service to respond to changing community circumstances.	To ensure that Yate residents know about our service as public buses are being cut, particularly for medical and hospital appointments. We want to ensure we can help with these and also promote Volunteering opportunities. We know the Voice is a successful way to advertise.	In Yate Parish 239.
5	Green Community Travel		£0	£250	£583.00	£250.00	£250.00	Provide accessible and affordable community transport across our operating area, including Yate.	We need to replace our portacabin which is used to store vehicle seats and vehicle equipment we take seats in and out of buses frequently, the portacabin is very old and needs to be replaced. It's important we don't lose this space as it enables us to configure the buses to suit different needs e.g. wheelchair users. We need to be able to configure minibuses to take different numbers of wheelchair users, for our own services and also our user groups. Without a secure storage facility we cannot do this. It also needs to be safe and dry. We know requests for passengers travelling in wheelchairs is increasing and pride ourselves on enabling people to travel together if they are both wheelchair or scooter users.	We need to be able to configure minibuses to take different numbers of wheelchair users for our own services and also our user groups. Without a secure storage facility we cannot do this. It also needs to be safe and dry. We know requests for passengers travelling in wheelchairs is increasing and pride ourselves on enabling people to travel together if they are both wheelchair or scooter users.	In Yate Parish 242.

Group Name	registered charity no.	Grant awarded 2020/21 (Covid Battle Fund year)	Grant awarded 2021/2022	Grant awarded 2022/2023	Grant Requested 2023.2024	Grant Awarded	What does your organisation do?	Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate.	What is the identified need for your proposal	Approximately how many people do you expect to benefit from your project? (NB the population of yate is approximately 23k)
6 Hedgehog Rescue, Yate					£1,500.00	£750.00	Our volunteer run hedgehog hospital, cares, treats, and rehabilitates around 500 endangered hedgehogs every year, many of which are successfully re-released back into the wild both locally and across the wider area.	<p>Demand for the service provided by Hedgehog Rescue in Yate is increasing every year with numbers increasing over threefold in the last seven years. Additional capacity is currently being managed by fostering out hedgehogs that have finished a course of treatment or have achieved a survivable weight to volunteers who act as 'half way houses' for an observation period, so that pens in the hospital can be freed up for more poorly hedgehogs.</p> <p>Hedgehog rescue is currently raising funds to fit out a purpose built annexe to the hospital with 15 pens and a treatment area. This will create 50% more capacity, providing support for more hedgehogs in a manageable way. Veterinary grade pens cost just over £1000 each. (quote for 15 pens included in supplementary information). Veterinary grade pens have advantages such as inbuilt sockets to plug in heating pads to warm hedgehogs when necessary, they are made from durable plastic that makes them easier to clean and maintain, they are designed to provide a more 'bio-secure' environment and greater long term durability than wooden alternatives.</p> <p>The increased number of hedgehogs being treated and the wider geographical area some of these are coming in from provides evidence that the service is not widely provided and the centre at Yate plays a very significant role both locally and in the wider region in protecting what is now a red listed endangered species.</p> <p>The centre celebrates its 25th anniversary in 2024 and our aim is to do everything we can to have the annexe completely fitted out with veterinary grade pens to celebrate that milestone. While £16,200 is our overall fundraising target for the project, every £1,500 of support means we can purchase one veterinary grade pen and be one step nearer to our goal.</p> <p>The success of this project will help us to continue to lead the way in protecting an endangered species and help ensure it is around for both present and future residents to enjoy</p>	<p>Increased demand for the service provided by Hedgehog Rescue both locally and in the wider area, has led to a need to provide additional capacity to be able to effectively treat and rehabilitate greater number of hedgehogs. Hedgehogs are classed as an indicator species, as they feed on a number of invertebrates. A decline in hedgehog numbers in an area is associated with a decline in the quality of the environment. In conservation terms the Hedgehog rescue centre is tackling this issue on two fronts, both through treating, rehabilitating and re-release of hedgehogs and by raising awareness through educational talks.</p> <p>In the Yate area alone the hedgehog rescue centre re-released 89 hedgehogs in 2021 and 86 in 2022, helping to support this red list endangered species and contributing to the biodiversity of the area</p>	23,000 Both In and Outside Yate Parish. Centres originated in Sglos & Bristol but now include neighbouring Counties Gloucs, BANES & Monmouthshire.
7 Shopmobility	1107379	£0	£250	£500	£750.00	£500.00	We provide daily and longer-term hire of mobility scooters and wheelchairs for people with physical and hidden disabilities. We signpost and provide direct support to people and their carers to access appropriate services as and when required. We promote better access to public transport for people with disabilities. As a means of improving health & wellbeing	We require £750 towards our rent that is £1500. 11.Shopmobility helps disabled people and their carers to live more independently, provides an opportunity to engage in the community and visit vital services and open spaces, Our service reduces social isolation and pain or exhaustion associated with walking.	Our service reduces social isolation and pain or exhaustion associated with walking. We require £750.00 towards our rent that is £1500.00. We have submitted an application to Sodbury Town Council for the same amount.	In Yate Parish 45 Outside Yate Parish 95
8 Sodbury Yate Sewcial Club					£1,000.00	£250.00	Hold a weekly drop-in sewing club in Yate providing a relaxing, positive community for textile craft lovers. The sole sewing club is aimed at machine sewing but open to all textile crafters.	Basic sewing items - 2 x cutting mats, 2 x irons, 2 ironing boards, basic thread pack. A sewing machine & overlocker, annual servicing and consumable parts, PAT testing & Public Liability Insurance. These will be available to encourage skills in the community, increase an ethos of reusing & recycling, reducing textile waste. Equipment will be available so those that cannot afford to buy, or mend an item as a one off project and to use at Repair cafes. We are a non profit making Community Group and the only known group offering space for machine sewing. We aim to be self supporting by charging a weekly membership and having enough attendees to cover room hire. We will raise funds by organising sewing Saturdays come and learn sessions and raffles.	An evening provision of a friendly, inclusive club for the local members to drop in & sew. An opportunity to sew & socialise in a friendly, cheerful atmosphere that is supportive of those who are disadvantaged (see equality Statement for detail). A place to encourage sewing and craft that is inclusive and good for mental wellbeing.	In Yate 50+ Outside Yate Parish 50+
9 South Gloucestershire Playscheme	1194549		£1,000	£1,000.00	£1,500.00	£500.00	We offer free play sessions to 5-11 year olds in 5 areas of South Gloucestershire, including Yate, over 4weeks of the summer holidays. In Yate we will run 12, 4 hour sessions and every child attending will be provided with a free packed lunch. We do learning through play with themed weeks, involving lots of arts and crafts, sports and games. We work with local organisations where possible and hope to have the library service visit our Yate location as they have done the past 2 years We will also run 1 day each of the 4 weeks a 4 hour drop in family session. The family sessions will include sports, games arts and crafts and refreshments will be available for all attending. We do not charge for sessions.	We provide opportunities for children aged 5-11 to take part in fun play activities in a safe environment. By providing 12 free 4 hour play sessions in Yate where there is a high level of disadvantaged families who cannot afford activities for their children during the long holidays. We aim to reduce anti-social behaviour and promote self-esteem, equal opportunities and aspirations. Sessions will include team games, arts and crafts, and sports, whilst adhering to covid restrictions. We work towards maintaining a level of informal education through the use of themed weeks and working with activity providers, who come in to provide workshops for the children around the weeks theme. We will be having the library visiting our Yate location once a week to help the children attending playscheme to complete the summer reading challenge. Working to a ratio of 1:10 workers to children allows us to have up to 40 children per session. Reducing holiday hunger and financial strain on families (which has been made worse by covid-19) by providing a free packed lunch to all children attending the play scheme. We will be working with schools and social services to reach out to families who are most in need of our playscheme. We will also run 1 day each of the 4 weeks a 4 hour drop in family session. The family sessions will include sports, games arts and crafts and refreshments will be available for all attending. These sessions are much needed for families struggling financially to spend time together and bond over the activities provided. For families that cannot afford to take their children on days out over the summer these sessions provide them with an option for taking the children out and having fun	Many parents who struggle financially find the long summer holiday an added strain and often cannot afford to take their children on holiday or for days out. This can lead to children getting bored and can cause tension in the family. The playscheme offers children the opportunity to participate in free fun activities in a secure environment. We have found that due to covid restrictions children's social, emotional and educational levels are behind where they should be. The playscheme provides informal education through the use of themed weeks and activity providers, whilst supporting social and emotional development	In Yate Parish 0-25 - 150+. All ages 250+
10 Yate & District Archaeology Group					£750.00	£250.00	Promote Local archaeology and provide opportunity for local people to get involved with archaeology	To enable the group to engage more good quality speakers. This will provide members and the general public (with an interest in history and archaeology) access to speakers who can engage current and potential new audiences. To engage a wider public with local access to history and practical archaeology (which no other organisation provides) and meet with others with the same interest. The club has taken part in helping to run the Archaeological Finds days at the Heritage Centre. The club has provided practical activities, such as field trips, geophysics studies, finds processing and identification, and hands on opportunities to school children and others at Heritage Centre events. We have a Facebook page (https://www.facebook.com/YateArchaeology) which features opportunities for young people and others to get involved with archaeology at no or low cost. In the last 28 days the page has reached 108 people and our total followers are 295.	Our income at the moment only just covers the cost of speakers and room hire. A grant would allow the group to engage better quality speakers and widen it's activities. Better financial security would allow the group to continue to run indefinitely providing a valuable resource and opportunities for local people to take part.	In Yate Parish All ages 75-100 Outside Yate Parish 20-30.

Group Name	registered charity no.	Grant awarded 2020/21 (Covid Battle Fund year)	Grant awarded 2021/2022	Grant awarded 2022/2023	Grant Requested 2023.2024	Grant Awarded	What does your organisation do?	Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate.	What is the identified need for your proposal	Approximately how many people do you expect to benefit from your project? (NB the population of yate is approximately 23k)
11 Yate & District Heritage Centre Trust	1110300				£807.49	£807.49	To advance the education of the public in the history and development of Yate & District and particularly, but not exclusively, to assist in the work of the Yate Heritage Centre and it's maintenance.	Rental costs of rooms at Poole Court store Friends of YHC materials, plus cost of building appropriate shelving at Poole Court to store the afore mentioned materials.	Existing storage at St Marys Church Hall is now unsuitable, with issues re accessibility and environment issues such as damp etc. The storage allows for the recycling of books, bric a brac etc (preloved items) to be sold rather than being placed into landfill sites to raise funds to support YHC activities.	Already covering all ages/groups in Yate Parish and surrounding District.
12 Yate & District Oral History Project			£500	£500.00	£606.00	£606.00	Provides resources in Poole Court allowing Local Community access to local history archives	To permit the continued storage of the Groups archive material for the benefit of local residents and to provide funding for the monthly meetings and the cost of the public liability insurance. We are a non profit making group enhancing awareness of Yate's history. The Yate District Oral History Project was established 36 years ago and has provided a valuable service to local residents interested in furthering their historical knowledge of Yate. The group comprises approximately 25 members, many of whom are eighty plus years old, and recordings of their lives and experiences have been instrumental in the success of the project. There are a large number of recorded interviews describing how things were in the past and in addition the group has published a number of books concerning the history of Yate which are available for sale to the general public through the Heritage Centre and Tourist Information Office. The Covid pandemic had a serious affect on the finances of the group and we have been very grateful for the support provided to us in 2021 and 2022 by Yate Town Council in the form of two grants for £500. Due to that generosity the group has been able to continue and our finances are now in better shape. We are hopeful that the Council can once again support us this year so that we may continue with a new project that is in the early planning stages. This project is aiming to record local residents' experiences during Covid and lockdown. We intend to record interviews with all age groups starting with our own members and then progressing to their children and later on, their grandchildren. The resulting interviews will be input to the Yate Heritage Centre's database to allow access to all interested focal residents. We believe it is also worthy of mentioning that the members of the group are seldom able to interact with others of their years and so the meetings, which we are holding regularly, are invaluable to providing a means of social interaction for the membership.	To enable the groups archives to continue to be available to residents of Yate & District.	In Yate Parish 1000 Outside 20+
13 Yate Community Bike Hub				£5,000.00	£8,000.00	£2,000.00	The Bike Hub encourages and supports cycling as a local means of transport in the Yate area.	The purpose of the grant will be to formally establish e-bike, cargo bike and equipment loans to support everyday cycling in Yate. This grant application follows on from a successful pilot e-bike scheme hosted by CAYACS and the Community Bike Hub on behalf of South Gloucestershire Council in summer 2022 will build on the success of that project and measurable the positive impact it has had on the community (ref SGC's monitoring and evaluation report). This will enhance the work done during the pilot scheme last year and provide Yate residents with the opportunity to try out an electric bike or cargo bike that they may not be able to access in any other way. This scheme has the twin benefits of encouraging new cyclists and supporting existing cyclist to cycle in new ways, and longer term. This application is to purchase 2 unisex electric bikes of different sizes and an electric cargo bike, along with panniers, helmets, security and comprehensive insurance including breakdown cover. This project is not discriminatory and will be available to all Yate residents. It will be open to all adults for short term loans of the bikes (1-3 weeks). Based on the uptake of and demand for the 2022 pilot loan scheme, we anticipate that per year we will be able to specifically serve c. 60 residents per year for short term loans. We will also have the flexibility to take the bikes to events so visitors can try them and to work with employers, particularly local schools by offering for them to host a bike for a period so all staff can try them during breaks or lunch. This approach with The Ridge Junior School as part of the original trail led to 4 staff purchasing e-bikes and switching out their commute by car. The stated aim of the Yate Town Council Grants Policy is to "promote an active community in Yate". Our project will demonstrably impact the well-being of our community, supporting climate and economic resilience, up-skilling, a circular local economy and active healthy lifestyles for all. It provides vital support to marginalised and disenfranchised members of our community who do not have access to the dominant mode of transport in the area.	The Yate Community Bike Hub (YCBH) receives regular requests for advice and information regarding electric bikes. Questions come from a noticeable proportion of female and older residents, along with individuals who would like to start or continue riding, but would like the benefits of the electric assist. Parents regularly enquire about taking children to school via bike and then continuing on to do chores or commute onwards instead of using a car. An electric cargo bike loan enables people to try changing their mode of travel within the practicalities of their daily life and home situations before committing to the expenditure. . It has the power to support conversion and increase uptake of tasks, such as with multiple young children or for shopping trips that become more challenging on a traditional non-electric bike. This application is asking for a grant to cover: Access to E bikes and cargo bike for loan at no cost to the user. The bikes will be provided with panniers and locks and will be appropriate for shopping, social and pleasure cycling. This will involve purchase of bikes, insurance, maintenance and running costs.	In Yate Parish - 23,00. Outside of the Parish - 1000
14 Yate Men Sheds	1184340	Funding Agreement	Funding Agreement	Funding Agreement	£3,000.00	£1,500.00	Supporting local men over 50 with regard to mental health and provide practical support and work space for personal projects and DIY advice, along with providing opportunities for other groups to be involved with small projects	We need to improve our presence within the Yate area and promote men's health and wellbeing, to do this we need to advertise and generate better awareness, our funding is extremely tight so more members is essential to allow us to maintain or achievements and expand. We are looking to purchase a "flag" to highlight the shed when we attend local events and to look at better promotion via web and local press, these our first lines of action.	To promote the Yate Men's Shed within the area and to promote the opportunity for over 50's men to discuss general health issues along with mental health awareness.	In Yate Parish 200, outside the Parish 30.
15 Yate Methodist Church			£300	£0.00	£1,000.00	£0.00	Primarily a Methodist Church offering worship opportunities to the people of Yate and beyond. However, we also provide a community venue to a range of local organisations, including 1st Yate Boys Brigade, 1st Yate Girls Brigade, Messy Mondays, Shooting Stars and others.	The Church itself and many of the groups who use our premises make use of the audio/visual equipment as part of their sessions. With the grateful support of Yate Town Council we were able to purchase a new desktop PC in 2021. The next phase of our work is the desire to replace the aged video projector with two TV screens. Whilst being a religious organisation, this application would benefit the wider range of organisations using our premises as it will enhance and improve the audio/visual facilities we are able to offer to the organisations who see our premises as their home. For example, organisations such as Messy Mondays, Boys' Brigade and Girls' Brigade all use the AV equipment on an almost weekly basis as part of their programme of activities with children and young people. This has included things such as providing quizzes, sharing music videos etc. We also work in partnership with Regenerate to provide experiences to local primary schools around Easter and Advent, again use of the churches AV system is a big part of these experiences and engaging with the young people. In the past we have also used the equipment as part of a film club open to the wider community and continue to explore ways we can engage with the wider community through use of our equipment. In the last year we have taken the opportunity of using the equipment we have to open our building as a community venue for screening the Queens Funeral and the Kings Coronation (supported by YTC and SGC respectively).	The projector in our main room is now dated and struggling to provide the quality of experience that could be achieved through an upgrade to TV screens. Replacing the projector with 2 TV screens will make a more dynamic experience for those making use of the building and enable a flexible approach to the use of AV allowing our groups to not only use the in-situ PC but also connect video game consoles etc to the system to wider the experiences offered to those who engage in the various groups.	In Yate Parish 205, outside of Parish 60.

Group Name	registered charity no.	Grant awarded 2020/21 (Covid Battle Fund year)	Grant awarded 2021/2022	Grant awarded 2022/2023	Grant Requested 2023.2024	Grant Awarded	What does your organisation do?	Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate.	What is the identified need for your proposal	Approximately how many people do you expect to benefit from your project? (NB the population of yate is approximately 23k)
16 YATE WI		£0	£85	£0	£243.90	£200.00	We are part of the largest women's organisation the UK and are a trusted place for women of all generations to share experiences, learn from each other, and be a force of good in the community.	We are a fairly new formed group with quite a diverse age range, unfortunately we lost a few members during Covid and are looking to increase our profile in Yate area and beyond. For some of our members we are an important social outlet, especially for those that live alone and care for elderly relations. We are looking for help with our rent so we can afford to attract a wider variety of speakers and activities, to be able to print leaflets advertising Yate WI on various community boards in the Parish.	To raise awareness of the constituted Women's Institute in Yate and of the benefits of friendship, education, training and campaigning arising from membership	In Yate Parish 28. Outside Yate Parish 8
						£8,813.49	Grants recommended			
						£156.11	Grant fund unallocated			

Yate & District Heritage Centre Rate Rebate

Minute 6.8.a of the Finance and Governance Committee meeting on 13th June 2023 resolved to earmark £7,124.20 of the YHC rate rebate, for “future development of YHC”, following the outcomes of the vision workshops due to commence in July 2023.

Following the above Finance and Governance Committee meeting, Yate Town Council has received a further rebate for Yate Heritage Centre to the value of £3,866.82, after fees, from South Gloucestershire Council, for the reduction of Rateable Value from £1,325 to £1 with effect from 1 April 2017 and the regulation 2017 certificate.

During a Vision workshop meeting with stakeholders, held on 24th July 2023, key themes from stakeholder feedback identified an urgent need for the modernisation and digitisation of collections archiving, as the current archiving system (using Microsoft excel spreadsheet):

- Does not meet best practice guidelines for collection archiving;
- Excel/Access system is not fit for purpose/purpose built for collections archiving;
- System is slow and increasing slow in speed the more content is added;
- Is not easily accessible to the public at YHC, or remotely;
- Cannot accommodate multiple users simultaneously;
- Is not easy to upload/edit content (by public and volunteers);
- Is difficult to search the database;
- Cannot efficiently accommodate large files such as photography/ scans/ other types of imagery - which are the most popular items in the YHC collection;
- Cannot be seamlessly linked with external resources/ collections/ partner organisations;
- Does not work seamlessly with assistive technologies, used by people with additional needs or those with English not as a first language;
- Cannot be promoted on websites or social media for users in any location to access the collection, as the archive is saved centrally on the YTC server, it can only be accessed at YHC with support from staff/volunteers that know how to use the system;
- A digital system would be more attractive for student placement opportunities to work with.

It is **RECOMMENDED** by the Community Projects Manager, supported by Councillor representatives for Yate Heritage Centre:

1. Using YHC rate rebate funds of £10,991.02, YTC procure industry recommended and recognised archiving system MODES, in support of digitisation and access;
2. any package procured have the capacity for a minimum of x2 users working on the system simultaneously, to increase capacity for multiple users at one time and in support of accessibility and remote working;
3. Future annual membership fees of £320 (+VAT) to be funded by the YHC IT budget.

Tentative costings MODES procurement and year 1 support/ registration fees

NB* [Modes Complete - modes](#) costs at 25.7.23):

Package	Cost	Frequency	Comments
1 membership MODES COMPLETE + x1 additional user	£2100 (+VAT)	One off cost	best package x1 user as standard with package + x1 additional user
x2 users Support including MODES Users association registration	£240 (+VAT)	annual fee	£160 (+VAT) user 1 + £80 for each additional user (additional users can be added any time)
X1 group training session	£225 (+VAT)	One off cost	For volunteers/ CHO/ CPM/ other Stakeholders
X1 One to One training session	£175 (+VAT)	One off cost	For Community Heritage Officer
Total costs	£2740 (+VAT)	One off cost	Includes: - set up - year 1 support package & membership x2 users - training x2 sessions

Annual Fees:

x2 users Support including MODES Users association registration	£320 (+VAT)	annual fee	£160 (+VAT) user 1 + £80 for each additional user (additional users can be added any time)
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MODES - costs against rebate value:

Rebate value	£10,991.02
cost set up + year 1 annual membership fee	- £2740 (=VAT)
remaining budget for "future development of YHC"	= £8,251.02

June 2023 Payment List			
Date Paid	Payee Name	Transaction Detail	Total
12/05/2023	Go Custom Clothing	Armadillo Staff Uniform	508.24
25/05/2023	Totally Branded/Inform Printed	YAB Tote Bags	570.00
30/05/2023	TV Licensing	TV Licence Armadillo	159.00
01/06/2023	Amazon	Armadillo Youth Equipment	7.69
01/06/2023	Amazon	Armadillo Youth Equipment	19.99
02/06/2023	Amazon	Armadillo Youth Equipment	15.39
02/06/2023	Amazon	Armadillo Youth Equipment	45.85
02/06/2023	Amazon	Armadillo Youth Equipment	19.98
02/06/2023	ProfitReach	Website Support	104.40
05/06/2023	World of Sweets (Hancocks) Ltd	Kitchen Stock for Resale	505.04
06/06/2023	Barclays	Bank Charges	123.72
06/06/2023	Barclays	Bank Charge	8.50
06/06/2023	Credit Card Account	Bank Transfer	2,842.97
06/06/2023	Royal mail	Underpaid postage incoming mail	1.50
07/06/2023	Amazon	Armadillo Youth Equipment	7.59
07/06/2023	Amazon	Armadillo Youth Equipment	11.95
07/06/2023	Amazon	Kitchen Stock for Resale	16.66
07/06/2023	Amazon	Kitchen Stock for Resale	19.95
08/06/2023	Baker Ross Ltd	Yate Rocks Arts and Crafts	229.80
08/06/2023	Bank Current Account	Bank Transfer	6,750.60
08/06/2023	South Gos Council	Business Rates Town Council Properties	2,138.00
08/06/2023	South Gos Council	Business Rates Town Council Properties	2,662.00
08/06/2023	South Gos Council	Business Rates Town Council Properties	117.00
08/06/2023	South Gos Council	Business Rates Town Council Properties	131.00
08/06/2023	South Gos Council	Business Rates Town Council Properties	131.00
09/06/2023	Amazon	Armadillo DVDs for Cinema	19.98
12/06/2023	Amazon	Memory Cafe Activity Book	6.51
12/06/2023	Amazon	Armadillo Youth Equipment	6.99
12/06/2023	Amazon	Memory Cafe Memory Cards	10.00
12/06/2023	Imprest Account	Bank Transfer	1,177.91
13/06/2023	29 Design	Advertising Banners YAB	130.00
13/06/2023	365 Glass and Glazing Limited	Fire Door Replacement	1,530.00
13/06/2023	Amazon	Yate Rocks Craft Tent	3.69
13/06/2023	Amazon	Yate Rocks Craft Tent	7.98
13/06/2023	Amazon	Armadillo DVD for Cinema	9.99
13/06/2023	Avon Sports Ground Maint Co.	Bowling Green Maintenance Contract	667.80
13/06/2023	Avon Sports Ground Maint Co.	Bowling Green Maintenance Materials	94.32
13/06/2023	Bank Current Account	Bank Transfer	29,394.34
13/06/2023	Brake Bros Ltd	Kitchen Stock for Resale	88.39
13/06/2023	Brake Bros Ltd	Kitchen Stock for Resale	140.19
13/06/2023	Bristol Gas & Heating Ltd	Poole Court Boiler/gas safety works	1,826.52
13/06/2023	Broxap Limited	Recycled Plastic Bollard	660.00
13/06/2023	BWS Security	Building Security Monitoring	963.96
13/06/2023	BWS Security	Building Fire Safety Monitoring	469.68
13/06/2023	Construction Professionals	Building Works YMCA	2,082.00
13/06/2023	Elite Hygiene Services	Drain unblocking Poole Court	300.00
13/06/2023	Ford Fuel Oils	Fuel Town Council Vehicles/Equipment	1,188.95
13/06/2023	Fuelgenie Business Accounts	Fuel Town Council Vehicles	323.00
13/06/2023	Groundsman Tools and Supplies	Estates Maintenance Equipment	217.78
13/06/2023	High Speed Training Limited	Staff Training	763.56
13/06/2023	Hunts Foodservice Ltd	Kitchen Stock for Resale	116.80
13/06/2023	LANDCARE	Planting parks/Open spaces	249.69
13/06/2023	Lex Autolease Ltd	Estates Vehicle Lease Payment	249.74
13/06/2023	Merediths	Hanging Baskets Town Council Properties	693.00
13/06/2023	Murray Hire Ltd	Estates Staff PPE	154.98
13/06/2023	Murray Hire Ltd	Estates Maintenance Equipment	12.36
13/06/2023	Murray Hire Ltd	Estates Staff PPE	173.80

13/06/2023	Murray Hire Ltd	Hire of Estates Equipment	51.00
13/06/2023	Murray Hire Ltd	Estates Equipment	1,593.00
13/06/2023	Murray Hire Ltd	Estates Staff PPE/ Estates maintenance material	105.19
13/06/2023	Myhrtoolkit Limited	IT Software Subscription	132.00
13/06/2023	Parsons Landscapes Ltd	Repairs/Maintenance Kingsgate Park	2,833.20
13/06/2023	Parsons Landscapes Ltd	Repairs/Maintenance Kingsgate Park	900.00
13/06/2023	PPG Architectural Coatings UK	Painting Materials/Supplies	553.97
13/06/2023	Raycox Turf Ltd	Topsoil	360.00
13/06/2023	Raycox Turf Ltd	Topsoil	168.00
13/06/2023	Refund RD1078	Key holder deposit refund	50.00
13/06/2023	SHB Hire Ltd	Estates Vehicle Repairs/Maintenance	153.50
13/06/2023	Society of Local Council Clerk	Staff Training	48.00
13/06/2023	Society of Local Council Clerk	Staff Training	24.00
13/06/2023	South Gloucestershire Council	Annual Licence Fee Kingsgate Park	70.00
13/06/2023	South Gloucestershire Council	River Frome Survey	1,706.00
13/06/2023	The Bristol Pest Controller	Pest Control Brinsham Fields	196.20
13/06/2023	Verde Recreo Ltd	YOSC All Weather Service Maintenance	446.26
13/06/2023	Wild Wood Carving Ltd	Coronation Bench Kingsgate Park	6,000.00
13/06/2023	Yate Supplies	Cleaning Materials	84.29
13/06/2023	Yate Supplies	Cleaning Materials	55.80
14/06/2023	Baltic Webshop	Friends of Frome Safety Strap	20.00
14/06/2023	RLSS UK Shop	Friends of Frome Pool ThrowBag	53.95
14/06/2023	RS Components Ltd	Friends of Frome Safety Knife	14.51
14/06/2023	Screwfix	Friends of Frome Gloves	14.97
14/06/2023	Screwfix	Friends of Frome Safety Boots	68.97
15/06/2023	Zafety Supplies	Friends of Frome HiViz Jackets	38.34
19/06/2023	Amazon	IT Equipment Headphones	67.77
19/06/2023	Amazon	Friends of Frome Broom Handles	19.99
19/06/2023	Avon Pension Fund	May Pension Contributions	15,581.72
19/06/2023	Bank Current Account	Bank Transfer	14,741.51
19/06/2023	British Telecom Payment Service	Telephone Charges	23.72
19/06/2023	Lex Autolease Ltd	Estates Vehicle Road Fund Licence	108.00
20/06/2023	1st Office Equipment Ltd	Quarterly photocopier charges	906.80
20/06/2023	Avon Local Councils Association	Staff Training	14.00
20/06/2023	Bank Current Account	Bank Transfer	26,021.78
20/06/2023	Beacon Cleaning Services	Cleaning Town Council Properties	462.24
20/06/2023	Beacon Cleaning Services	Cleaning Town Council Properties	175.68
20/06/2023	Beacon Cleaning Services	Cleaning Town Council Properties	238.22
20/06/2023	Beacon Cleaning Services	Cleaning Town Council Properties	213.94
20/06/2023	Brake Bros Ltd	Kitchen Stock for Resale	70.88
20/06/2023	Brake Bros Ltd	Kitchen Stock for Resale	176.12
20/06/2023	BS1 Fire & Security Ltd	Building Security Alarm Maintenance	309.60
20/06/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	316.12
20/06/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	176.28
20/06/2023	C R Belcher	Bug Hotel Autumn Brook	480.00
20/06/2023	C R Belcher	Bug Hotel 2 x locations	960.00
20/06/2023	H2O Window Cleaning Services	Cleaning Town Council Properties	446.00
20/06/2023	INITIAL Washroom Solutions	Hygiene Bins Town Council Properties	256.80
20/06/2023	J Hollister Hardware	Estates Maintenance Equipment/Materials	217.54
20/06/2023	Microsoft	IT Software Subscription	6,336.00
20/06/2023	Morrisons	Refreshments Ukraine Workshop	1.19
20/06/2023	Motion Picture Licensing Co.	MPLC Licence	276.00
20/06/2023	Murray Hire Ltd	Estates equipment/PPE	80.00
20/06/2023	Murray Hire Ltd	Estates Equipment Maintenance/Repair	219.70
20/06/2023	Re-Energize	Yate Rocks Event Management	581.00
20/06/2023	Enterprise Flex	Estates Vehcile Lease Payment	823.92
20/06/2023	Society of Local Council Clerk	Staff Training	42.00
20/06/2023	South Glos Council	Business Rates	212.00
20/06/2023	South Glos Council	Business Rates	225.00

20/06/2023	South Glos Council	Business Rates	519.00
20/06/2023	South Gloucestershire Council	Centrex Telephone Charges	1,849.16
20/06/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	352.06
20/06/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	76.16
20/06/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	38.58
20/06/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	198.49
20/06/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	115.24
20/06/2023	Tel Group Ltd	Telephone Charges	96.62
20/06/2023	Total Print Solutions	Town Council Noticeboard Replacement	4,272.00
20/06/2023	Trade UK	Estates Maintenance Equipment/Materials	746.14
20/06/2023	Virgin Media Payments Ltd	Broadband charges	56.40
20/06/2023	Virgin Media Payments Ltd	Broadband charges	48.00
20/06/2023	Virgin Media Payments Ltd	Broadband charges	56.40
20/06/2023	West Mercia Energy	Gas/Electric Town Council Properties	3,155.14
20/06/2023	Yate Supplies	Cleaning Materials	129.60
21/06/2023	Boomf Online Card shop	Long Service Card	10.28
21/06/2023	Telefonica O2 UK Limited	Mobile Phones charges	271.14
22/06/2023	Bank Current Account	Bank transfer	14,100.54
22/06/2023	HMRC	Tax/NI Contributions May	14,461.32
23/06/2023	CNH Industrial	Ransomes Mower Lease Payment	1,171.91
23/06/2023	ProfitReach	Website Support	178.80
27/06/2023	Bank Current Account	Bank Transfer	12,688.28
27/06/2023	Enovert Community Trust	Kingsgate Park Play Area Project	2,500.00
27/06/2023	Petty Cash	Petty Cash Top Up	109.73
27/06/2023	Petty Cash	Petty Cash Top Up	240.95
27/06/2023	PPL Music Licence	Music Licence Fee	931.78
27/06/2023	South Gloucestershire Council	Town Council Vehicles SLA	449.39
27/06/2023	Stone King LLP	Solicitor Fees	8,348.40
28/06/2023	Lex Autolease Ltd	Estates vehicles	74.40
30/06/2023	Bank Current Account	Bank Transfer	54,498.56
30/06/2023	Petty Cash	Petty Cash Top Up	391.90
30/06/2023	Petty Cash	Petty Cash Top Up	365.37
30/06/2023	Staff Salaries June	Staff Salaries June	54,961.00