

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 7 JANUARY 2020 FROM 7.15PM TO 8.30PM AT POOLE COURT, YATE

P R E S E N T

Councillor Karl Tomasin (Chair)

Councillors Tony Davis, Mike Drew, John Emms, Sandra Emms, John Ford, John Gawn, Cheryl Kirby, Margaret Marshall (part-meeting), Alan Monaghan, Ben Nutland, Wully Perks (part-meeting), Jane Price, Penny Thoyts and Chris Willmore.

X1 member of the public.

Town Clerk and Deputy Town Clerk/RFO (part-meeting).

100 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Davis and John Serle.

101 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Tony Davis	Circadian Trustee	Min No. 114/4
Councillor John Ford	YOSC Ltd Trustee	Min. No. 111/3a-d
Councillor John Gawn	Yate & District Heritage Centre	Min. No. 110/1a-b
Councillor Cheryl Kirby	Yate & District Heritage Centre	Min. No. 110/1a-b

102 REQUESTS FOR DISPENSATIONS

No requests for dispensation were received.

103 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS ON THE AGENDA

No items were raised by the member of the public present.

104 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 29 OCTOBER 2019

RESOLVED The minutes of the Full Council Meeting held on 29 October 2019 be approved and signed as a true and accurate record.

105 MINUTES OF THE PLANNING AND TRANSPORTATION COMMITTEE MEETINGS HELD ON 22 OCTOBER 2019, 26 NOVEMBER 2019 AND 17 DECEMBER 2019

The minutes of the Planning and Transportation Committee meetings held on 22 October 2019, 26 November 2019 and 17 December 2019 were **NOTED**.

106 MINUTES OF THE ENVIRONMENT AND COMMUNITY COMMITTEE MEETING HELD ON 12 NOVEMBER 2019

The minutes of the Environment and Community Committee meeting held on 12 November 2019 were received and **NOTED**.

107 MINUTES OF THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 3 DECEMBER 2019

The minutes of the Finance and Governance Committee meeting held on 3 December 2019 were received and **NOTED**.

108 ITEMS FOR CONSIDERATION FROM COMMITTEE MEETINGS

108/1 Environment and Community Committee Meeting / Planning and Transportation Committee Meetings

It was **NOTED** that no recommendations were received from:

- the Environment and Community Committee meeting of 12 November 2019;
- the Planning and Transportation Committee meetings of 22nd October 2019, 26th November and 17th December 2019.

108/2 Finance and Governance Committee Meeting

The following items were received for consideration from the Finance and Governance Committee meeting of 3rd December 2019:-

(a) Item 8/6 Income and Expenditure Report to 30 September 2019

It was **RESOLVED** that the Income and Expenditure report to 30 September 2019 be approved as shown in Appendix 4 to the Finance and Governance Committee meeting minutes of 3 December 2019.

(b) Item 8/8 2019 Valuation – Avon Pension Fund

Information was received in relation to long term pay awards and the effect of employer's contributions.

It was **RESOLVED**:

- (a) To enter into long-term pay increase of 3.9% for Yate Town Council employer contributions (which incorporates additional contributions to accommodate the outcome of the McCloud judgement), increasing from 13.9% to 17.5% with a deficit to be repaid of £600 for 2020/2021, £600 for 2021/2022 and £700 for 2022/2021;
- (b) To apply for early payment for the 3-year deficit from April 2020, to attract the early payment settlement discount;
- (c) That Councillor Mike Drew be nominated as employer representative on the Avon Pension Fund Board.

(c) Item 10/3(a) Staffing and Governance - Governance

A review of the requirement for external first aid provision at all Yate Town Council events was received, together with the consideration for the appointment and training of a mental health first aider for staff.

It was **RESOLVED** that the First Aid Needs Assessment be amended to reflect the following:

- External professional first aid be provided at all Town Council events with;
 - o expected attendance of over 1,000 people;
 - o all Town Council events (with any number of attendees) designated as medium or high risk as determined in line with the HSE Purple Guide scoring system.
- Low risk events with expected attendance of between 1-999 people, along with indoor civic functions, have a member of staff present who is first aid trained.

It was further **RESOLVED** that the Town Clerk / Service Support Manager undergo formal mental health first aid training (2-day qualification) at an approximate cost of £300 and other nominated staff undertake online e-module mental health first aid awareness training.

(d) Item 14 Meeting Dates

It was **RESOLVED** that the Yate Town Council meeting dates for 2020/2021 be set as in Appendix 8 to the Finance and Governance Committee minutes of 3 December 2019, with all Full Council and Committee meetings starting at 7.30pm.

109. FINANCIAL REPORTS

109/1 Accounts for Payment

The accounts for payment for November 2019 and December 2019, previously authorised in line with the Financial Regulations, were received and **NOTED**. (Appendices 1 and 2)

109/2 2020/2021 Budget

The draft budget for 2020/2021 was received. It was **NOTED** that discussions are ongoing concerning formalising the governance arrangement with YOSC Ltd for the management of the YOSC site which may have a bearing on the budget.

RESOLVED The budget for 2020/2021 be approved (Appendix 3). The Town Council to precept for £1,334,190.

110. SUB-COMMITTEE REPORTS

110/1 Staffing and Governance Sub-Committee

(a) Staffing and Governance Sub-Committee Meeting – Governance

The minutes of the Staffing and Governance Sub-Committee meeting (appertaining to Governance) held on Monday 18th November 2019 were received and it was **RESOLVED** to accept all recommendations contained therein. (Appendix 4).

(b) Yate Heritage Centre Accreditation – Governance Documents

It was **NOTED** that in accordance with the delegation of powers granted at the Finance and Governance Committee meeting on 9th April 2019, the following documents have been approved:

- Collections and Development Policy (Appendix 5);
- Care and Conservation Policy (Appendix 6);
- Access Policy (Appendix 7).

(c) Staffing and Governance Sub-Committee Meeting – Staffing

It was **NOTED** that the minutes of the Staffing and Governance Sub-Committee meeting (appertaining to Staffing) held on 18th November 2019 would be received under confidential session, (Minute No. 116).

(d) Appointment of Community Project Manager

It was **NOTED** that Leah Collier has accepted the post of Community Project Manager, satisfactory references and medical have been received and a start date of 13th January 2020 agreed to allow for a 3-week handover with the outgoing postholder.

111. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

111/1 Play Areas and Properties Project Steering Group

(a) Minutes

It was **NOTED** that a meeting of the Play Areas and Properties Project Steering Group will be convened shortly and will be arranged via Doodle Poll.

(b) Play Area Projects

It was **NOTED** that in accordance with Minute No.102 of the Full Council meeting of 26th February 2019, delegated powers are in place for the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any aspect of the play area projects (Abbotswood, Howard Lewis and Kingsgate Park Exercise Equipment) as required to completion as long as remaining within budget.

1. Howard Lewis Play Area Refurbishment

The following was **NOTED**:

- The refurbishment works are now complete and were opened to the public on 15th December 2019 following the receipt of a satisfactory safety inspection;
- An official opening ceremony will be arranged to take place on 16th January 2020;
- A small amount of project budget remains and is likely to be spent on new signage and notice boards inside Howard Lewis Play Area (to be decided by the Play Areas and Properties Project Steering Group at the next meeting).

2. Kingsgate Park Outdoor Gym Equipment

The following was **NOTED**:

- The outdoor gym has been open to the public since mid-October 2019;
- Public feedback has been positive;
- Arrangements are in hand for an official opening event and public induction session to be held at noon on Thursday 16th January 2020, with contact to be made with the

South Gloucestershire Council Healthy Lifestyle Co-Ordinator thereafter for future public sessions.

3. Abbotswood Informal Play

The following was **NOTED**:

- Sutcliffe Play is in the process of being appointed in the sum of £32,751.40 to undertake this project;
- Due diligence has been received and the standard form of JCT Minor Works Contract is in the process of being entered into;
- Work is anticipated to begin on site w/c 20th January 2020 with the build time being approximately 3 to 4 weeks;
- Residents suggested a Happy to Chat bench and this will be incorporated as part of this project.

4. Abbotswood Paving Project

The following was **NOTED**:

- Parsons Landscapes is in the process of being appointed to undertake the decorative paving project in the sum of £31,142.71;
- Due diligence information is awaited;
- Works will be scheduled in to start once the informal play area has been completed.

5. Millside Play Zone

It was **NOTED** that an Expression of Interest application for £45,000 s106 funding has been submitted to South Gloucestershire Council to provide new wildlife sculptures, a nature trail and new play equipment. The outcome is anticipated by the end of January 2020.

111/2 Sunnyside Changing Room Extension Project

The following was **NOTED**:

- Further to the update provided at Full Council on 29th October 2019 regarding water penetration under the entrance door frame at Sunnyside Changing Rooms, alterations were made to the main door weather strip and since then, no further water penetration has occurred. This will be monitored;
- A meeting was held between the Estates Manager and the Project Consultant on 4th December 2019 and following this meeting, a final list of snagging issues were provided to the contractor to resolve. The works were completed on 20th December 2019;
- Final sign-off has been received from the Project Consultant, the performance bond has been released and retention monies in the sum of £3,785.64+Vat will be released upon receipt of invoice.

111/3 YOSC

(a) YOSC Track and Athletics Project

The following was **NOTED**:

- During the 12 months defects period, monthly meetings are taking place between the Estates Manager and YOSC Site Manager and quarterly meetings between the Estates Manager and the Contract Administrator. The outcome of these meetings are:
 - Several issues with the cage have been identified: when the wind blows from the side, the net bellows inwards making it almost impossible to get a hammer out of the cage without tying the net back. When hammers have been thrown into the net, it has pushed the net on to a corner, or bolt, making it impossible to take the net down. The carabines on the gates twist round, making it hard to put the net up/down when the small end is on the metal cord, hammers also get caught inside them. These issues are being addressed in the New Year by the manufacturer with no charge to the Town Council;
 - The inner aluminium track edge/kerb are causing concern where large gaps appearing in the joints, which lead to damaged seating sections. A meeting with the manufacturer is being arranged for the New Year;
 - High Jump bed mesh cover has been replaced;
 - Skirts have been added to the base of the Pole Vault landing mat frames;
 - Further snagging issues that have been added to the list include cracked kerbs, flaking paint with in the steeple chase and damaged buckles to the high jump bed.
- Final accreditation certification is awaited from UKA and officers are working with the contractor, YOSC Ltd and the contract administrator to conclude this element;
- The invoice in the sum of £60,843.10 plus VAT (dated 8 July 2019) has been paid to the contractor and the invoice in the sum of £49,829.96 plus VAT (dated 12 September 2019) will be paid to the contractor on the sign-off from the Project Consultant that the contractor has satisfied elements they are responsible for, in order for the site to achieve accreditation;
- The Estates Manager is liaising with YOSC Ltd on the specification for track maintenance.

(b) YOSC Multi-Activity Building (Boxing Community Building Project)

The following was **NOTED**:

- Tenders for this project were received as follows:

Tender 1	114,522.00
Tender 2	170,494.00 (subject to the outcome of trial pit investigations)
Tender 3	241,870.00

from the following contractors:

- a) DR Jones (Yeovil) Ltd (Bristol Branch)

- b) Maple Construction & Design Ltd
- c) Nelson Development (South West) Ltd
- Following the retraction of Tender 1, at the Extraordinary Meeting held on 30 July 2019 it was resolved that the preferred contractor (DR Jones (Yeovil) Ltd (Bristol Branch)) be appointed in the sum of £170,493.49 subject to confirmation of the project sum following trial pits being dug to allow for remeasuring, satisfactory references, due diligence and financial checks being received and satisfactory interview being undertaken. At the same meeting, a maximum budget was set to cover all costs associated with this project;
- At Full Council on 3 September 2019, it was **NOTED** that;
 - *Delegated powers were granted at Full Council on 26th February 2019 for the Clerk, in consultation with the YOSC Project Steering Group, to progress with the project to the appointment of the architect and tender stage and at Full Council on 14th May 2019, further delegated powers were granted for the Project Steering Group to take the project to its end, within the agreed budget;*
 - *Further to the Extraordinary Meeting held on 30 July 2019, a pre-contract meeting took place with the selected contractor on 16th August 2019;*
 - *Planning permission has been granted with standard conditions;*
 - *Financial checks and due diligence for the preferred contractor are in place and satisfactory references have been received;*
 - *The Estates Manager is currently arranging for trial pits to be dug to enable the contractor to provide a fixed price, due to be undertaken on 5 September 2019;*
 - *The Project Consultant is in the process of organising the contract ready for signing once he has the final answers to questions asked at the interview, primarily about cost-saving and when the final fixed price has been received (see above bullet point);*
 - *Council agreed that no bond be put in place for this project and the Consultant has been advised accordingly;*
 - *The contract will be to the point of ensuring electricals and water are available to the building; the remaining build/fit out will be down to the boxing club to complete. In consultation with the Project Steering Group, it was **NOTED** that the Town Council will proceed to sign the building contract once ready to sign, with further discussion re fit-out to follow with the boxing club at a later date;*
 - *There is a 4-week lead-in time which is anticipated to start beginning of September, with a 15 – 19 week build, which would end mid-February at the latest;*
 - *Following sign-off, the building is to be handed over to the boxers to complete the project.*

Updates since then were further **NOTED**, as set out below:

- The digging of the trial pits took place on 26th September 2019 to assist the preferred contractor in providing a fixed price for the project;
- Following the ground investigation, the preferred contractor revised their tender price to take on board foundations suitable for clay ground in proximity of trees, and for diverting the drain that was subsequently discovered across the line of the new building.

They gave a revised fixed price of £187,515.01, representing an increase of £17,021.52 from the original tender. This sum has been accepted by members of the Project Steering Group by email / at the meeting on 17th December 2019 (in accordance with the resolution made on 30th July 2019 to appoint subject to confirmation of final sum);

- It was reported that:
 - a further sum of £2,500 will need to be allocated to the cost of providing a soakaway, should it be required, to be met from the project contingency fund;
 - Members of the Project Steering Group indicated agreement by email for an oak tree to be pruned (to allow space for the building), at a cost of £750, to be met from the project contingency fund;
- YOSC Ltd is unable to provide the welfare facilities required by the contractor so a cost saving cannot be made from the contract sum for those facilities;
- Meetings have taken place as follows:
 - 14th November 2019 (Appendices 8 and 9);
 - 17th December 2019 - meeting between representatives of the Project Steering Group, Project Consultant and preferred contractor (Appendix 10).
- The current expected timeline is as follows;
 - Onsite start date: 17th February 2020;
 - Completion date: 26th June 2020.
- Outcome of funding bids for the build are awaited from National Lottery and Sport England. Councillor Willmore, Patrick Smyth of Yate ABC, Reverend Hywell Snook and YOSC Site Manager met with Sport England representatives for a site meeting on 18th December 2019;
- A further funding bid was made to Enovert Trust in the December round;
- Following sign-off, the building is to be handed over to the boxers to complete the project. Representatives of the Boxing Club have confirmed by email that they are fully committed to the project in so far as funding will allow and are willing to carry out:
 - Fitting out the facility in full (including works to heating /fire / lighting and to provide the associated certification) when handed over by the contractor at the end of the build project;
 - Undertaking the outside works (eg, pathway).

RESOLVED Full Council formally support the actions of the Project Steering Group and agree to enter contract with DR Jones in the sum of £190,015.01, which includes a provision for drainage works if required at a cost of £2,500. Further to this, funding be allocated (and met from the project contingency fund), for pruning works to an oak tree at the boundary fence at an approximate cost of £750; to be organised by the Estates Officer separate to the contract.

(c) YOSC Drainage Improvements

It was **NOTED** that:

- A project management plan has been submitted to South Gloucestershire Council who have agreed that the project can be started in 2020 with an end date of 2021 (NB: This project will not commence until Wessex Water has done drainage works/surface water drainage issues have been investigated via the developers);
- A second s106 funding application has been submitted to make up the expected project shortfall. Date for an expected outcome has been requested from South Gloucestershire Council and a response is awaited.

(d) YOSC Liaison Group Meeting with Representatives of YOSC Ltd

The minutes of the YOSC Liaison Group meeting held on 13th November 2019 were received and **NOTED** (Appendix 11). It was further **NOTED** that the next meeting will take place from 9.30am-11.30am on 15th January 2020 at Poole Court.

111/4 YMCA

It was **NOTED** that:

- furniture including tables, chairs, cutlery and mugs have been provided;
- further to the resolution of the Full Council meeting held on 29th October 2019 (Minute No. 95/4), a DDA compliant toilet (and baby change) will be installed at the YMCA and the remaining cubicles will be changed into unisex cubicles by the end of January 2020.

111/5 Land at the Rear of Ridgewood Community Centre

It was **NOTED** that South Gloucestershire Council has advised that they will take forward the following in due course:

- Draw up the lease subject to the existing license;
- The expectation is that all fencing which surrounds the site will be in place and in good order prior to any transfer;
- Any encroachment issues are dealt with prior to transfer.

111/6 New North Yate Community Building

The council was advised that further to the resolution of the Full Council meeting held on 29th October 2019 (Minute No. 95/6), an expression of interest was submitted to South Gloucestershire Council in respect of leasing and operating the new North Yate Community building. It was **NOTED** that a meeting has been arranged to take place with South Gloucestershire Council Officers on 15th January 2020 to discuss the new north Yate Community building.

112 WORKING GROUP REPORTS

112/1 Poole Court Artwork Working Group

It was **NOTED** that a meeting of the Working Group will be arranged shortly. Congratulations were extended to the Working Group for the work carried out to date.

113. CONSULTATIONS (*Paper copies of all consultations are available to view in the Town Council office*)

113/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes

SGC Budget and Savings Programme Consultation	https://consultations.southglos.gov.uk/consult/ti/Budget20/consultationHome	15.10.19	05.01.20	RESOLVED The comments submitted as drafted by Councillor Willmore as shown in Appendix 12 be formally supported by Yate Town Council.
SGC Alcohol Strategy 2020-2025 draft version of SGC's Alcohol Strategy for the next five years.	https://consultations.southglos.gov.uk/consult/ti/AS20/consultationHome	13.12.19	07.02.20	This consultation was received and NOTED .
Footpaths LYA50 (Part) and LYA53 (Part) at North Yate, Public Path Diversion Order	Appendix 13.	24.12.19	07.02.20	RESOLVED The following response suggested by Councillor Chris Willmore be submitted by Yate Town Council in response to this consultation: <i>“These paths or the substitute paths must be kept open at all times. At present, the paths have been temporarily diverted for the construction works but they are often obstructed, flooded or have vehicles working across them in breach of the rules.”</i>

113/2 Urgent Consultations

No urgent consultations were received.

113/3 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
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SGC Proposed School Admission Arrangements 2021-22 Proposed over-subscription criteria for admission to Community and Voluntary Controlled Schools in South Gloucestershire for the school year 2021-22	https://consultations.southgloucestershire.gov.uk/consult.ti/School_admissions21/consultationHome	13.12.19	31.01.20	RESOLVED The attached response drafted by Councillor Chris Willmore be submitted by Yate Town Council (Appendix 14)
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Thanks were extended to Councillor Chris Willmore for her work on preparing the consultation responses.

114 YATE TOWN CENTRE STRATEGY GROUP

114/1 Yate Town Centre Strategy Group Meeting

It was **NOTED** that the next meeting of the Yate Town Centre Strategy Group will take place at 6pm on 20th January 2020 at Poole Court and **RESOLVED** that the following items be added to the agenda: (a) Yate Ageing Better initiative and (b) town centre electric charging vehicle point.

114/2 Minor Injuries Unit

Further to minute numbers 35/2 of the Full Council meeting of 14th May 2019, 25th June 2019 and 3rd September 2019, it was reported that correspondence was sent to South Gloucestershire Council and the Clinical Commissioning Group to ask that the x-ray unit in the Yate Minor Injuries Unit be open for longer hours, given the size of the local community it serves.

RESOLVED Further contact be made with South Gloucestershire Council and the Clinical Commissioning Group to widen the suggestion so that the Yate Minor Injuries Unit becomes a local health hub, not merely an x-ray unit, to provide a range of services to serve the community. The correspondence to reiterate that they promised to look at the health services in Yate and to encourage them to take the next steps to provide those expanded services.

(Councillor Wully Perks entered the meeting).

114/3 One Public Estate

It was **NOTED** that the last update was given at the Environment and Community Committee meeting held on 12th November 2019 (Minute 6/1(b)) and **RESOLVED** that contact be made with South Gloucestershire Council to request a firm timeline with concrete proposals/action plan for implementation as town centre action is on hold until such a plan is received.

It was further **RESOLVED** to advise South Gloucestershire Council that the McDonalds traffic tailback issue, as investigated last year, continues to be an issue and to ask that they look into opening up the car park entrance at the Armadillo end – even if just used as a one-way entry point into the car park – in a bid to improve traffic flow and prevent traffic build-up on Station Road.

114/4 Yate Leisure Centre

Further to Minute 98/4 of the Full Council meeting held on 29th October 2019, correspondence was sent to Yate Leisure Centre expressing concerns regarding the lack of 60 plus swimming sessions at Yate Leisure Centre. It was **NOTED** that this issue was discussed at the recent Yate Ageing Better, Health and Wellbeing Sub-Committee meeting on 6th January 2020 and **RESOLVED** that:

- (a) a meeting be requested with the Manager of Yate Leisure Centre and the Chief Executive of Circadian Trust to discuss priorities around Yate Ageing Better, in the context of the lack of 60 plus swimming sessions and their plan to treble the charge to the U3A Badminton Group later this month;
- (b) that the U3A representation be notified that the Town Council has requested a meeting to relay our concerns about the proposed increase in charge;
- (c) that delegated powers be granted to the Finance and Governance Committee to consider the granting of an emergency grant to the U3A group if required.

115. SOUTH GLOUCESTERSHIRE COUNCIL CHAIR'S COMMUNITY AWARDS

It was **NOTED** that further to email correspondence with members, nominations for the South Gloucestershire Council Chair's Community Awards have been made for Ian Dove and Tim Fairhead of Avon Wildlife Trust and Nick Bullock, Carl Combrinck and Paddy Smyth of Yate Amateur Boxing Club. (*Deadline for nominations is 8th January 2020*)

116. CONFIDENTIAL ITEMS

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.

Item 3/1(c) Staffing and Governance Sub-Committee Meeting – Staffing

The minutes of the Staffing and Governance Sub-Committee meeting (appertaining to Staffing) held on 18th November 2019 were received and **RESOLVED** to accept recommendations contained therein, with the addition at minute no. 3/10 including a scoping of the Town Clerk role. (Appendix 15).

Payments made between 1st and 30th November 2019			
Date Paid	Payee Name	Transaction Detail	Amount
01/11/2019	St Mary's Church	Grant Funding	£ 30.00
03/11/2019	ASMC	Bowling Green Maintenance	£ 497.42
04/11/2019	Barclays	Bank Charges	£ 35.50
06/11/2019	Amazon	Youth Equipment Armadillo	£ 15.98
06/11/2019	Amazon	Cable cover mat H&S	£ 94.39
06/11/2019	Barclays	Bank charges	£ 17.45
08/11/2019	Bank Current Account	Bank Transfer	£ 4,857.23
08/11/2019	British Telecom Payment Service	Phone Charges	£ 15.16
08/11/2019	Petty Cash	Petty Cash Top Up	£ 235.50
08/11/2019	Petty Cash	Petty Cash Top Up	£ 245.07
08/11/2019	South Gloucestershire Council	Rates - Heritage Centre	£ 78.00
08/11/2019	South Glos Council	Rates Armadillo	£ 1,829.00
08/11/2019	South Gloucestershire Council	Rates - Poole Court	£ 2,308.00
11/11/2019	Amazon	Spons External Works Book	£ 134.99
11/11/2019	British Telecom Payment Service	Phone Charges	£ 15.60
11/11/2019	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
11/11/2019	Telefonica 02 UK Limited	Estates Mobile Phones	£ 10.00
12/11/2019	Bank Current Account	Bank Transfer	£ 3,226.17
12/11/2019	Imprest Account	Bank Transfer	£ 2,459.37
12/11/2019	PEAC (UK) Ltd	Photocopier lease payment	£ 643.20
14/11/2019	Askew Cavanna	Architect - YOSC MACB	£ 936.00
14/11/2019	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 203.40
14/11/2019	Barclays Bank	Bank Charges	£ 15.00
14/11/2019	Bank Current Account	Bank Transfer	£ 73,026.72
14/11/2019	Blazen Web Marketing	Website Support	£ 230.22
14/11/2019	Brake Bros Ltd	Kitchen stock for resale	£ 168.76
14/11/2019	Bristol Fire	Fire Safety - Town Council Properties	£ 265.26
14/11/2019	BS1 Fire & Security Ltd	Fire Safety - Town Council Properties	£ 8,125.31
14/11/2019	BWS Security	Security - Town Council Properties	£ 275.71
14/11/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 692.94
14/11/2019	Cleveland Land Services(Guisbo	Astro Turf Refurbishment - YOSC	£ 73,011.72
14/11/2019	CVS South Gloucestershire	Recruitment Advertising	£ 25.00
14/11/2019	England Flooring	Flooring - Town Council Properties	£ 660.00
14/11/2019	Ferson Ltd	Building Maintenance Works	£ 2,500.27
14/11/2019	Fuelgenie Business Accounts	Fuel - Estates Vehicles	£ 414.13
14/11/2019	G.B.Sport & Leisure	Graffiti Cleaning Materials	£ 212.40
14/11/2019	Geotechnical Engineering Ltd	Investigation works - YOSC MACB	£ 3,196.58
14/11/2019	Greendays Lighting Ltd	Estates Staff PPE	£ 174.80
14/11/2019	Hartpury College	Staff Training	£ 820.00
14/11/2019	Hunts Foodservice Ltd	Kitchen stock for resale	£ 347.93
14/11/2019	Joint Cycleway Group	Grant Funding	£ 197.50
14/11/2019	Lawrence Tree Services	Tree Works	£ 972.00
14/11/2019	Murray Hire Ltd	Estates Equipment - Hire/Purchase	£ 665.23
14/11/2019	Office Beverages	Water cooler rental	£ 66.69
14/11/2019	Open Space Society	Annual Membership Renewal	£ 45.00
14/11/2019	Original Fixings	Estates Equipment - Hire/Purchase	£ 212.40
14/11/2019	P G RUSSELL AGRICULTURAL/GARD	Kingsgate Park Ground Works	£ 1,176.00
14/11/2019	Phoenix Software Ltd	IT Software Subscription	£ 1,512.00
14/11/2019	Quality First Window Cleaning	Window Cleaning - Town Council Properties	£ 401.70
14/11/2019	Rexel Uk Ltd	Lighting - Town Council Properties	£ 18.09
14/11/2019	Scoffers	Kitchen stock for resale	£ 136.32
14/11/2019	South Gloucestershire Council	Computer Equipment	£ 1,526.40
14/11/2019	SPRINT PRINT & DESIGN	Printing - Christmas Cards	£ 246.00
14/11/2019	STANNAH LIFT SERVICES	Lift Maintenance - Armadillo	£ 265.80
14/11/2019	SUEZ Recycling and Recovery UK	Refuse/Recycling	£ 184.90
14/11/2019	The Consortium	Furniture/Cleaning Materials Town Council	£ 3,022.32
14/11/2019	The Parish of Yate	Grant Funding	£ 120.00
14/11/2019	Total Print Solutions	Signage - Play Areas	£ 234.00
14/11/2019	Trade UK	Estates Maintenance Materials	£ 77.54

14/11/2019	TRAVIS PERKINS TRADING COMPANY	Estates Maintenance Materials	£ 54.78
14/11/2019	Verde Recreo Ltd	Astro Turf Maintenance- YOSC	£ 446.26
14/11/2019	Viking Direct	Office Furniture	£ 202.80
14/11/2019	Virgin Media Payments Ltd	Phone/Wifi Charges	£ 86.50
14/11/2019	Webb Yates Engineers Ltd	Structural Engineering Design Services - YOSC MACB	£ 252.00
14/11/2019	West Mercia Energy	Gas/Electric - Town Council Properties	£ 1,559.26
14/11/2019	WYBONE LIMITED	Litter Bins	£ 1,208.90
14/11/2019	Yate & Dist Civil Serv Retire	Grant Funding	£ 200.00
14/11/2019	Yate Supplies	Cleaning Materials/Equipment	£ 438.31
15/11/2019	Bank Current Account	Bank Transfer	£ 35,482.08
15/11/2019	Petty Cash	Petty Cash Top Up	£ 142.79
15/11/2019	SGC Recoveries	Recovery Payment	£ 109.32
15/11/2019	South Gloucestershire Council	IT Support	£ 543.99
16/11/2019	South Gloucestershire Council	URBIE - SLA	£ 60.36
17/11/2019	Henry Howard Finance	Armadillo Coffee Machine	£ 151.67
18/11/2019	Morrisons Supermarket	Fuel - Estates Vehicles	£ 65.11
19/11/2019	Avon Pension Fund	Pension Contributions Oct	£ 9,825.72
19/11/2019	Bank Current Account	Bank Transfer	£ 8,808.09
19/11/2019	Lex Autolease Ltd	Estates Vehicle Lease Payment	£ 312.37
20/11/2019	South Gloucestershire Council	Rates - Football Pavilion	£ 125.00
20/11/2019	South Gloucestershire Council	Rates - Bowling Pavilion	£ 125.00
20/11/2019	South Gloucestershire Council	Rates - Parish Hall	£ 304.00
20/11/2019	Telefonica 02 UK Limited	Estates Mobile Phones	£ 28.73
21/11/2019	Amazon	Kitchen stock for resale	£ 162.83
22/11/2019	Bank Current Account	Bank Transfer	£ 11,507.06
22/11/2019	HMRC	Tax/NI Payments Oct 19	£ 10,740.33
22/11/2019	Petty Cash	Petty Cash Top Up	£ 246.54
23/11/2019	South Gloucestershire Council	Rates Pop Inn Cafe	£ 184.00
25/11/2019	Argos	Kettle for venue for hire	£ 14.99
25/11/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 200.45
25/11/2019	Telefonica 02 UK Limited	Estates Mobile Phones	£ 10.00
26/11/2019	Bank Current Account	Bank Transfer	£ 5,365.91
26/11/2019	H2O Window Cleaning Services	Window Cleaning - Town Council Properties	£ 35.00
26/11/2019	Hunts Foodservice Ltd	Kitchen stock for resale	£ 180.50
26/11/2019	Morrisons Supermarket	Refreshments - Recruitment Day	£ 6.00
26/11/2019	Morrisons Supermarket	Refreshments - Recruitment Day	£ 6.00
26/11/2019	RK & KN Sood	Newspapers - Pop Inn Café	£ 41.40
26/11/2019	Scoffers	Kitchen stock for resale	£ 153.54
26/11/2019	South Glos Recoveries	Recovery Payment	£ 92.12
26/11/2019	South Gloucestershire Council	Cleaning - Town Council Properties	£ 1,662.90
26/11/2019	The Poppy Appeal	Remembrance Service Collection	£ 500.00
26/11/2019	Yate & District Heritage Centre	Grant Funding	£ 2,500.00
27/11/2019	Telefonica 02 UK Limited	Estates Mobile Phones	£ 10.00
29/11/2019	Bank Current Account	Bank Transfer	£ 544,525.75
29/11/2019	Instant Access Saver Account	Bank Transfer	£ 1,801.65
29/11/2019	Morrisons Supermarket	Refreshments - Mayors Xmas Reception	£ 79.35
29/11/2019	Nationwide Account	Bank Transfer	£ 500,000.00
29/11/2019	Petty Cash	Petty Cash Top Up	£ 248.55
29/11/2019	Petty Cash	Petty Cash Top Up	£ 136.82
29/11/2019	Staff Salaries November	Staff Salaries November	£ 44,525.75

Payments made between 1st and 31st December 2019

Date	Payee Name	Transaction Detail	Amount
02/12/2019	Morrisons Supermarket	Mayors Xmas reception	£ 20.00
02/12/2019	Sunflower Cakery	Mayors Xmas reception	£ 100.00
03/12/2019	ASMC	Bowling Green Maintenance Materials	£ 596.90
03/12/2019	Makro	Kitchen stock for resale	£ 134.17
04/12/2019	Dell Financial Services	IT Rental payment	£ 94.03
04/12/2019	The Poppy Appeal	Wreaths for Remembrance	£ 155.50
05/12/2019	South Gloucestershire Council	Vehicle Repairs	£ 264.40
05/12/2019	Avon Fencing 2000	Fencing Works	£ 480.00
05/12/2019	Bank Current Account	Bank Transfer	£ 28,276.81
05/12/2019	Barclays	Bank Charges	£ 15.50
05/12/2019	Barclays	Bank Charges	£ 19.73
05/12/2019	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,261.88
05/12/2019	Brake Bros Ltd	Kitchen stock for resale	£ 152.23
05/12/2019	Bristol Gas & Heating Ltd	Boiler works Town Council properties	£ 502.50
05/12/2019	BS1 Fire & Security Ltd	Building Security Works	£ 357.78
05/12/2019	CASAL	Grant Funding	£ 232.29
05/12/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 432.69
05/12/2019	Churchills	Kitchen stock for resale	£ 126.70
05/12/2019	Cotswold Vale Talking Newspaper	Grant Funding	£ 100.00
05/12/2019	Friends of St Mary's School	Grant Funding	£ 100.00
05/12/2019	G.B.Sport & Leisure	Play Area Maintenance Materials	£ 511.86
05/12/2019	Horders	Hand dryer replacement	£ 438.70
05/12/2019	Hunts Foodservice Ltd	Kitchen stock for resale	£ 110.23
05/12/2019	INITIAL Washroom Solutions	Hygiene Bins for Town Council Properties	£ 17.87
05/12/2019	J Hollister Hardware	Estates maintenance materials/equipment	£ 211.22
05/12/2019	James Latham	Timber for maintenance works	£ 204.00
05/12/2019	Chairman's expense of office	Mayors Xmas reception	£ 56.15
05/12/2019	Lifeskills - Learning for life	Grant Funding	£ 456.00
05/12/2019	Murray Hire Ltd	Hire/purchase or estates equipment	£ 572.12
05/12/2019	NISBETS	Kitchen Equipment - Town Council Properties	£ 174.43
05/12/2019	NSG Security Monitoring Ltd	Security patrols - Parks/Play Areas	£ 992.28
05/12/2019	Pearce Bros	Estates Vehicle Repairs	£ 894.14
05/12/2019	Proludic Ltd	Play Area Maintenance Materials	£ 228.34
05/12/2019	Quality First Window Cleaning	Window Cleaning	£ 92.58
05/12/2019	RBS Software Solutions	IT Software subscription	£ 70.80
05/12/2019	Rexel Uk Ltd	Light bulbs	£ 96.17
05/12/2019	RK & KN Sood	Newspapers - Pop Inn Café	£ 82.80
05/12/2019	Royal Mail Group plc	Freepost licence	£ 46.73
05/12/2019	Scoffers	Kitchen stock for resale	£ 175.90
05/12/2019	SEVERN AMBULANCE & MEDICAL	First Aid Cover Town Council Event	£ 90.00
05/12/2019	SHB Hire Ltd	Hire of estates vehicle	£ 437.10
05/12/2019	Society of Local Council Clerk	Staff Training	£ 78.00
05/12/2019	South Glos Recoveries	Recovery Payment	£ 308.68
05/12/2019	South Gloucestershire Council	Business Rates Armadillo	£ 13,329.15
05/12/2019	SPRINT PRINT & DESIGN	Printing Remembrance Order of Service	£ 195.00
05/12/2019	St Mary's Church	Grant Funding	£ 300.00
05/12/2019	SUEZ Recycling and Recovery UK	Refuse/Recycling	£ 283.49
05/12/2019	Trade UK	Estates maintenance materials/equipment	£ 194.47
05/12/2019	Verde Recreo Ltd	Astroturf maintenance YOSC	£ 446.26
05/12/2019	Wolseley UK Ltd	Central heating/Plumbing Materials	£ 674.54
05/12/2019	Yate Supplies	Cleaning Materials	£ 356.43
06/12/2019	South Gloucestershire Council	Kingsgate Park Exercise Equip landscape work	£ 4,693.10
06/12/2019	Petty Cash	Petty Cash Top Up	£ 238.92
07/12/2019	South Gloucestershire Council	Localism Charges	£ 8,347.65
08/12/2019	South Gloucestershire Council	DBS Check	£ 24.00
08/12/2019	South Gloucestershire Council	Business Rates	£ 78.00
08/12/2019	South Glos Council	Business Rates Armadillo	£ 1,829.00
08/12/2019	South Gloucestershire Council	Business Rates Poole Court	£ 2,308.00
09/12/2019	Bank Current Account	Bank Transfer	£ 4,338.16
09/12/2019	British Telecom Payment Service	Landline phone charge	£ 15.16
09/12/2019	Myhrtoolkit Limited	IT Software subscription	£ 108.00
10/12/2019	Preservation Equipment Ltd	Storage Boxes - Heritage Centre	£ 12.54
11/12/2019	British Telecom Payment Service	Mobile phone charges	£ 15.60
11/12/2019	Disclosure and Barring Service	Staff DBS Check	£ 13.00

12/12/2019	Imprest Account	Bank Transfer	£ 2,029.38
13/12/2019	Petty Cash	Petty Cash Top Up	£ 59.20
17/12/2019	Henry Howard Finance	Armadillo coffee machine rental	£ 182.00
17/12/2019	Morrisons Supermarket	Mayors Xmas reception	£ 108.55
19/12/2019	Avon Pension Fund	Monthly Pension Contributions	£ 10,168.50
19/12/2019	Bank Current Account	Bank Transfer	£ 12,395.48
19/12/2019	Victoria Westlake Flowers	Chairman's Expense of Office	£ 30.00
20/12/2019	South Gloucestershire Council	HR Support	£ 103.96
20/12/2019	South Gloucestershire Council	Payroll SLA	£ 502.44
20/12/2019	South Gloucestershire Council	HR Support	£ 323.35
20/12/2019	South Gloucestershire Council	URBIE SLA	£ 60.36
20/12/2019	1st Office Equipment Ltd	Photocopier Charges	£ 488.52
20/12/2019	AVON LOCAL COUNCILS	Members Training	£ 50.00
20/12/2019	Avon Sports Ground Maint Co.	Bowling Green Maintenance Materials	£ 595.08
20/12/2019	Bank Current Account	Bank Transfer	£ 33,188.24
20/12/2019	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,226.60
20/12/2019	Bendry Brothers Ltd	Timber for maintenance	£ 237.60
20/12/2019	Blazen Web Marketing	Website Support	£ 337.68
20/12/2019	Brake Bros Ltd	Kitchen stock for resale	£ 91.09
20/12/2019	Bristol Sound System Ltd	Remembrance Service Sound System	£ 337.20
20/12/2019	BS1 Fire & Security Ltd	Fire Security Works Town Council Properties	£ 3,294.72
20/12/2019	BWS Security	Building Security Works	£ 279.00
20/12/2019	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 1,294.60
20/12/2019	Churchills	Kitchen stock for resale	£ 68.20
20/12/2019	Complete Business Solutions Gr	Stationery	£ 284.02
20/12/2019	FLEET LINE MARKERS LTD	Football pitch line marking	£ 468.36
20/12/2019	Frenchay Forestry Ltd	Christmas Trees Town Council Properties	£ 126.00
20/12/2019	Fuelgenie Business Accounts	Fuel - Estate Vehicles	£ 363.99
20/12/2019	Green Irrigation Ltd	Sprinkler maintenance - Bowling Green	£ 360.00
20/12/2019	Greendays Lighting Ltd	Lighting maintenance works	£ 380.57
20/12/2019	HMRC	Monthly Tax/NI Contributions	£ 10,786.76
20/12/2019	Hunts Foodservice Ltd	Kitchen stock for resale	£ 169.27
20/12/2019	INITIAL Washroom Solutions	Hygiene Bins for Town Council Properties	£ 250.68
20/12/2019	J Hollister Hardware	Estates maintenance materials/equipment	£ 103.27
20/12/2019	K N Office Supplies	Stationery	£ 98.70
20/12/2019	Lanes Group Plc	Drainage Survey YOSC	£ 792.00
20/12/2019	MD Group	Building Maintenance Work	£ 1,710.00
20/12/2019	Murray Hire Ltd	Hire/purchase or estates equipment	£ 95.13
20/12/2019	Office Beverages	Water Cooler Maintenance	£ 55.80
20/12/2019	PPG Architectural Coatings UK	Building Maintenance Materials	£ 354.12
20/12/2019	RAM Group UK	Keys for Town Council Buildings	£ 57.00
20/12/2019	Scoffers	Kitchen stock for resale	£ 247.05
20/12/2019	SHB Hire Ltd	Hire of estates vehicle	£ 437.10
20/12/2019	Simon Jersey	Staff Uniform	£ 297.58
20/12/2019	Society of Local Council Clerk	Annual Membership renewal	£ 308.00
20/12/2019	South Gloucestershire Council	Business Rates YMCA	£ 259.76
20/12/2019	South Gloucestershire Council	IT Support	£ 543.99
20/12/2019	South Gloucestershire Council	Business Rates Sunnyside Lane	£ 250.00
20/12/2019	South Gloucestershire Council	Business Rates Parish Hall	£ 304.00
20/12/2019	Southern Brooks Community Part	Grant Funding	£ 409.35
20/12/2019	SUEZ Recycling and Recovery UK	Refuse/Recycling	£ 481.50
20/12/2019	T H WHITE LTD	Estates Vehicle Maintenance	£ 57.06
20/12/2019	Telefonica O2 UK Limited	Estates mobile phone	£ 28.73
20/12/2019	The Bristol Pest Controller	Pest Controller - Brinsham Lake	£ 180.00
20/12/2019	The West of England MS Therapy	Grant Funding	£ 350.00
20/12/2019	Tortworth Estate Company	Christmas Trees Town Council Properties	£ 148.00
20/12/2019	Total Print Solutions	Signage Brinsham Lake	£ 381.60
20/12/2019	Trade UK	Estates maintenance materials/equipment	£ 59.08
20/12/2019	Virgin Media Payments Ltd	Landlines/Wifi Town Council Properties	£ 86.50
20/12/2019	West Mercia Energy	Gas/Electric - Town Council Properties	£ 2,227.31
20/12/2019	Wolseley UK Ltd	Central heating/Plumbing Materials	£ 168.82
20/12/2019	Yate Supplies	Cleaning Materials	£ 32.74
23/12/2019	South Gloucestershire Council	Business Rates Pop Inn Café	£ 184.00
24/12/2019	Bank Current Account	Bank Transfer	£ 45,169.22
24/12/2019	December Salary Payment	Staff salary payment	£ 45,169.22



YATE TOWN COUNCIL

2020/2021
Draft

For consideration at Full Council on 7 January 2020

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BASIS FOR SETTING 2020/2021 BUDGET

Budget Increase

The RPI for September 2019 is 2.4%. The figure of 2.4% has been used as a general guide for increasing the budget.

An extra 2.4% or revenue money would be required to accommodate the 2020 budget due to extra services proposed and the loss of the final Council Tax Support Grant payment. However, due to careful planning the budget will only be increased by 1.6% resulting a total increase in precept to 4%.

Council Tax Base

South Gloucestershire Council has advised the provisional firm Council Tax Base figure for 2020/2021 is 7,469 band D properties (this represents an increase of 172 band D properties based upon the previous year). This figure has been used to calculate the 2020/2021 draft budget using a 2.4% increase in line with the September RPI increase.

Gas and Electricity

Gas and electricity budgets are based on historical consumption and supplier forecasts of non-commodity charges (subject to change) as advised by the energy supplier.

Loans

The following loans are outstanding and payable by Yate Town Council as at November 2019:

- Armadillo: 10 years 3 months 29 days to run - last payment due 02.03.30 - balance o/s as at 31.03.19 £327,157
- Heritage: 05 years 4 months 22 days to run - last payment due 25.03.25 - balance o/s as at 31.03.19 £ 91,910

The council has also received loan sanction to obtain a loan of up to £198,000 to provide a YOSC multiactivity building (boxing club relocation). The estimated repayment for this loan has been included in the 2020/2021 – 2023 budget.

Local Council Tax Support Grant (LCTSG)

Due to the changes in calculating the council tax some five years ago, leading to a reduction in precept that local councils could raise, government introduced a Local Council Tax Support Grant to offset the difference. This grant has been passed down to town and parish councils by South Gloucestershire Council in its area. However, the LCTSG has been reduced since it was first put in place with funding being received as follows:

2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
£85,430	£83,488	£44,498	£29,553	£18,435	£ 7,299	£ Nil

No LCTSG is available for 2020/2021

The council has absorbed the reduction in previous years where possible, however the absorption of the loss of £7,299 is not feasible for the 2020/2021 budget and the precept will need to be increased above the 2.4% to take account of this loss for the future.

Overheads

The Estates Staff costs were reapportioned in 2019/2020 year for the first time. The 2019/2020 estimated year's allocation of hours has been used to calculate the estimated cost per site for 2020/2021. The attributable budget has also been reallocated to the corresponding cost centre to ensure continuity and ease of reading. The bottom line figures remain the same. By reapportioning the overheads, the actual cost of providing a service is more transparent.

Pay

The NJC has stated that there will be no progress on pay negotiations until next year. As part of the package requested by the NJC is for a minimum pay of £10 per hour for SCP1 and a 10% increase for all other SCP scales with a reduced working week from 37 – 35 hours per week. An estimated increase of 2% has therefore been used to uplift the salaries for 2020/2021. This percentage will be amended to reflect the actual increase, if agreed prior to the final setting of the budget in January. Further to this, funding has been allocated to the annual increments.

Extra funding has been included within the budget to cover the cost of amendments to the staffing structure and maternity pay resulting in a temporary appointment to a post for one year. All apprentice rates (which vary depending on age of person appointed) have been included for older employees, just to ensure we cover the full age range of applicants that may apply.

National Insurance Contributions

Employer's National Insurance contributions for 2020/2021 have been increased by 1% to 14.8%, due to uncertainty which results in an estimated increase in costs of £5,400. Actual percentage to be applied is currently unknown.

Pensions

An actuarial valuation took place in 2019 for application to years 2020 – 2023.

Future Service Contribution Rates and Deficit Recovery Payments with effect from 1 April 2020 (resulting from the 2019 Actuarial Valuation) have been incorporated into the estimated costs, using the valuation which would accommodate a possible outcome from the McCloud judgement along with an increase to accommodate the long term pay structure.

In line with the 2019 Actuarial Valuation, Avon Pension Fund corrections have resulted in recovery payments and future service contributions; rates until 31 March 2023 as follows:

Previous rates	2019/2020	Future rates (incl. McCloud Impact)	2020/2021	2021/2022	2022/2023
Service Rate (% of payroll)	13.2%	Future Service Rate (% of payroll)	17.5%	17.5%	17.5%
Avon Pension Fund Corrections (£)	£13,600	Avon Pension Fund Corrections (£)	£600	£600	£700

The next actuarial valuation takes place in 2022 for application from 2023 for a further three years.

ENVIRONMENT AND COMMUNITY COMMITTEE BUDGET NOTES

1) (1) Small Sports Facilities

Sunnyside Football Facility

It is anticipated the 2019/2020 income for this site will be reduced due to the loss of one of the teams in 2019

There is however, promotional engagement currently taking place to see if we can attract other clubs to the site and in turn increase usage. To reflect the potential outcome of this, the 2020/2021 income for this site has been retained as that set in 2019/2020.

2) (2) YOSC

Both the income and expenditure will show less than anticipated due to ongoing negotiations in relation to the licence for the site. It is hoped in the coming financial year the agreement with YOSC will be resolved.

Any surplus income over expenditure will be transferred to earmarked reserves to fund future spending at YOSC.

Extra expenditure has been allocated to the maintenance of both the newly refurbished Athletics Track and the Astroturf, along with extra funding required to meet the cost of the loan repayment to fund the multi activity building being built at this site in 2020. This will result in an increase in overall expenditure at YOSC.

3) (3) Parks

Kingsgate Park

As at 31 March 2019 the balance owed for the Kingsgate Park toilets project stood at £21,787.29 plus a further £75,000 for yard. These works were funded by way of an internal loan, total balance of £96,787.29. It is proposed that £31,374 be repaid from capital sums in 2020 leaving £65,413 to be repaid over 12 years at £5,450 per annum, thus reducing the annual revenue spend, with the proviso that should surplus funding be identified at year end, it be used as first call to repay this internal loan to reduce the term/amount of the repayments. This proposal has been incorporated into the 2020/2021 budget figures.

4) (5) Open Spaces

Open Spaces

The net increase in budget over and above the RPI uplift is approx. £1,000. This is to cover the cost of additional material for graffiti removal, the replacement of 1 noticeboard should it be required and an increase in funds to cover the cost of potential fly tipping on The Common.

Yate Common

It was expected that Yate Common would be transferred from South Gloucestershire Council to Yate Town Council in the 2019/2020 financial year, however, this has not transpired. It is not expected that The Common will be transferred to Yate Town Council in 2020/2021 therefore this fund has been removed for the 2020/2021 financial year.

5) (7) Woods at the rear of Ridgewood

The woodland at the rear of the Ridgewood Centre has not yet been transferred to Yate Town Council from South Gloucestershire Council. It is not expected that the woodland will be transferred to Yate Town Council in 2020/2021 therefore this fund has been removed for the 2020/2021 financial year.

(9) Estates Staff

The increase in funds for 2020/2021 under this budget are to provide for (a) a grade increase for one member of staff, (b) a new full time employee to undertake the graffiti cleaning duties in the town should it be decided to do this (total sum allocated to cover the cost of employing this post is £24,000) and (c) a further increase has been allowed for the Estates Apprentice allowing for the full age range to be considered for appointment. (NB: salary dependent on age of employee)

6) (10) Estates Equipment, Vehicles and Machinery

The Estates team have a full complement of vehicles as shown in Table 1 below.

Table 2 shows the larger equipment currently used by Yate Town Council with anticipated lifespan and renewal cost and future equipment wish list to improve working practices.

TABLE 1

2019/2020		2020/2021	
Vehicles	Anticipated spend	2020/2021 Budget	
Estates Crewcab Tipper Peugeot Boxer	£7,402		£6,431
Estates Vauxhall Combo Van	£3,842		£3,876
Tractor	£2,014		£1,666
Ride on Kubota Mower	£1,474		£1,596
Batwing Mower	£4,032		£4,489
Ranger pick up truck	£6,625		£6,691
Et esia Rotary Mower	£1,542		£1,586
RENAULT K angoo ZE Electri c	£4,035		£4,062
Estates Equipment	£3,622		£4,141
Totals	£34,588		£34,538

TABLE 2

Equipment	Use	Anticipated life span	Anticipated renewal cost
Sisis Tractor Mounted Spiker	Aeration and drainage to grass sports pitches	+ 9 yrs.	£5,000
1.25 m Roller (Tractor mounted)	Levelling to grass sport pitches after use and end of season grass pitch maintenance	+ 9 yrs.	£1,500
Kubota Rotovator (Tractor Mounted)	End of season grass pitch maintenance ready for seeding	+ 9 yrs.	£3,000
Pedestrian Accupro 2000 Fertiliser spreader	Seasonal fertilising to grass pitches	+ 4 yrs.	£500
Tractor	Multi use	4 yrs.	£30,000
Ride on Kubota Mower	Grass maintenance	+ 4 yrs.	£25,000
Batwing Mower	Grass maintenance	1 yr.	£40,000
Etesia Rotary Mower	Grass maintenance (box mowing, collects grass arising).	2 yrs.	£20,000
Towable Water Bowser (power washer)	Removing moss/algae from play area surfaces & pathways etc. Bus shelter cleaning PVC cladding etc. cleaning Cleaning play equipment	9yrs.	£5,000
Jenson A30 towable chipper	Chipping of estates waste materials i.e. cuttings branches etc.	10 yrs.	£25,500
Future equipment wish list	Use	Anticipated life span	Anticipated purchase cost
New Tractor and flail	Hedge flailing, current YTC tractor not fit for use with a flail, so new tractor required.	+ 10 yrs.	£40,000

7) (11) Transport Initiatives

Funding has been removed from this budget as not identified as being required.

8) (12) Youth and Community Support

To consider youth funding year on year, consideration needs to be given to the youth provision set out in this budget and that set out under the Armadillo budget heading together. Yate Town Council now fully funds the complete delivery of this service. Please see table below showing the year on year growth in youth funding:

Youth Delivery in Yate				
	2017/2018	2018/2019	2019/2020 Budgeted	2020/2021 Budgeted
Youth Support	60,416	63,913	70,000	70,000
Urbie Provision	1,585	2,377	2,050	3,000
Urbie Capital Purchase	38,555	-	-	-
Armadillo	262,624	251,867	314,588	326,641
Total	363,180	318,157	386,638	398,641
Less funded by South Glos. Council Transfer funds	99,000	1,000	-	-
Less Positive Activity Subsidy	16,000	16,000	-	-
Less grant funding towards cost of the Urbie	9,950	-	-	-
Less Armadillo Income	63,029	63,385	63,868	67,061
Less Urbie Letting Income	-	-	-	4,200
Total	187,979	80,385	63,868	71,261
Balance funded by Yate Town Council	175,201	237,772	322,770	327,380

9) (14) Properties

All Properties

All properties show expenditure over and above the 2.4% RPI increase in the 2020/2021 financial year due to the 5 yearly electrical equipment checks and fire risk assessments being undertaken during this period. A provision for guest Wi-Fi has also been made for Town Council buildings where it does not currently exist.

Heritage Centre

An allocation of £2,500 has been made to the Heritage Centre Trust in previous years to assist with the cost of events/exhibitions/education materials/collections/research materials. The Community Heritage Officer has requested this be increased for future years to £3,000 to assist with costs for extra items such as Portaloos, first aid etc. if required for the events.

Poole Court

An extra £2,000 has been allocated for tree works in 2020/2021 at Poole Court.

Armadillo

Following the revaluation of rateable values in 2018, the Armadillo business rates increased by £5,235 and an extra £1,500 has been allocated to the purchase of stock for resale in the anticipation of increased sales following the imminent introduction of credit/debit card payment facility.

Future Community Building

It is thought that staffing and revenue costs for a new community building will need to be budgeted for 2021/2022. This has not at this stage been incorporated into the future costings within this budget paper.

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	(1) SMALL SPORTS FACILITIES	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021
EXPENDITURE						
17,928	18,087	Bowling Green & Pavilion	22,230	7,489	22,385	23,664
9,911	14,585	Football Pavilion and Pitches	16,566	3,224	17,260	17,619
1,028	992	Tennis Courts	587	17	202	207
28,867	33,664	Total Expenditure	39,383	10,731	39,847	41,490
INCOME						
19,710	20,274	Bowling Green & Pavilion	20,360	10,180	20,360	20,849
6,878	4,596	Football Pavilion and Pitches	6,521	1,728	7,270	8,770
1,428	1,037	Tennis Courts	1,000	1,246	1,389	1,500
28,016	25,907	Total Income	27,881	13,154	29,019	31,119
851	7,757	SMALL SPORTS FACILITIES NET COSTS	11,502	(2,423)	10,828	10,371

PROPOSED ESTIMATE 2021/2022
23,803
17,785
217
41,805
21,474
8,965
1,545
31,984
9,821

PROPOSED ESTIMATE 2022/2023
24,517
18,319
228
43,063
22,119
9,166
1,591
32,876
10,187

(2) YATE OUTDOOR SPORTS COMPLEX (YOSC)

EXPENDITURE						
3,800	11,302	Yate Outdoor Sports Complex (YOSC)	70,000	2,114	81,767	19,300
0	0	YOSC PWLB Loan Repayment	0	0	0	22,000
3,800	11,302	Total Expenditure	70,000	2,114	81,767	41,300
INCOME						
0	0	Yate Outdoor Sports Complex	70,000	8,333	16,667	35,888
		Transfer to Earmarked Reserves	0	0	65,100	0
0	0	Total Income	70,000	8,333	81,767	35,888
3,800	11,302	YATE OUTDOOR SPORTS COMPLEX (YOSC) NET COSTS	0	(6,219)	0	5,412

17,866
22,000
39,866
26,696
0
26,696
13,170

25,038
22,000
47,038
28,031
0
28,031
19,007

(3) PARKS								
EXPENDITURE								
32,273	25,013	Kingsgate Park	51,103	8,847	51,256	43,274	42,988	44,109
8,132	11,386	Brinsham Fields Park	20,196	5,206	21,116	20,416	20,166	20,336
40,405	36,399	Total Expenditure	71,299	14,053	72,372	63,690	63,154	64,445
INCOME								
5,575	8,692	Kingsgate Park	7,382	7,619	7,619	7,722	7,954	8,192
0	4,591	Brinsham Fields Park	0	0	0	0	0	0
5,575	13,283	Total Income	7,382	7,619	7,619	7,722	7,954	8,192
34,830	23,116	PARKS NET COSTS	63,917	6,434	64,753	55,968	55,200	56,253

(4) PLAY AREA MAINTENANCE								
EXPENDITURE								
22,744	65,245	Total Expenditure	89,201	9,453	81,079	89,961	90,491	92,802
INCOME								
0	0	Total Income	0	0	0	0	0	0
22,744	65,245	PLAY AREAS NET COSTS	89,201	9,453	81,079	89,961	90,491	92,802

(5) OPEN SPACES								
EXPENDITURE								
31,160	63,085	Open Spaces & Greens	84,419	20,244	83,214	87,437	90,060	92,762
7,000	0	Yate Common	7,000	251	0	0	7,000	7,000
38,160	63,085	Total Expenditure	91,419	20,495	83,214	87,437	97,060	99,762
INCOME								
60	120	Total Income	60	60	60	60	60	60
38,100	62,965	OPEN SPACES NET COSTS	91,359	20,435	83,154	87,377	97,000	99,702

(6) ABBOTSWOOD								
EXPENDITURE								
6,400	378	Total Expenditure	4,655	112	2,637	3,365	3,466	3,570
INCOME								
0	0	Total Income	0	0	0	0	0	0
6,400	378	ABBOTSWOOD OPEN SPACE NET COSTS	4,655	112	2,637	3,365	3,466	3,570

(7) WOODS AT THE REAR OF THE RIDGEWOOD CENTRE								
EXPENDITURE								
1,000	0	Total Expenditure	5,000	0	0	0	5,000	5,000
INCOME								
0	0	Total Income	0	0	0	0	0	0
1,000	0	WOODS AT THE REAR OF RIDGEWOOD CENTRE NET COSTS	5,000	0	0	0	5,000	5,000

(8) PUBLIC RIGHTS OF WAY								
EXPENDITURE								
500	0	Total Expenditure	500	0	0	0	500	500
INCOME								
0	0	Total Income	0	0	0	0	0	0
500	0	PUBLIC RIGHTS OF WAY NET COSTS	500	0	0	0	500	500

(9) ESTATES STAFF								
EXPENDITURE								
171,400	183,602	Salaries	197,142	88,836	176,976	201,207	207,244	213,461
14,500	13,843	Employers NIC	18,775	6,794	17,802	22,843	23,528	24,234
26,500	25,327	Employers Superannuation	28,350	9,709	26,093	38,904	40,071	41,273
12,650	0	Estate Working in Training	0	0	3,960	17,364	17,885	18,421
5,330	27	Staff Training	4,205	1,667	4,205	7,105	2,318	2,388
200	2,460	Expenses	200	15	50	800	824	849
0	50	Misc/CRB	100	75	100	100	103	106
3,625	3,090	Health and Safety Clothing	3,100	1,944	3,100	3,100	3,193	3,289
0	0	Re-allocation of overheads estates staff	(171,977)	0	(171,977)	(176,912)	(182,219)	(187,686)
234,205	228,399	Total Expenditure	79,895	109,040	60,309	114,511	112,946	116,335
INCOME								
0	0	Misc	0	0	0	0	0	0
0	0	Total Income	0	0	0	0	0	0
234,205	228,399	ESTATES STAFF NET COSTS	79,895	109,040	60,309	114,511	112,946	116,335

(10) ESTATES EQUIPMENT VEHICLES AND MACHINERY						
EXPENDITURE						
38,460	35,580	Total Expenditure	34,440	24,401	34,588	34,538
INCOME						
0	0	Insurance Claims	0	0	0	0
0	0	Total Income	0	0	0	0
38,460	35,580	ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE NET COSTS	34,440	24,401	34,588	34,538

34,980
0
0
34,980

35,780
0
0
35,780

(11) TRANSPORT INITIATIVES						
EXPENDITURE						
0	0	Bus Shelter Lease	0	0	0	0
1,000	228	Bus Shelter Repair	1,576	0	576	576
213	101	Insurance	104	104	104	107
1,213	329	Total Expenditure	1,680	104	680	683
INCOME						
0	0	Grants	0	0	0	0
0	0	Insurance Claims	0	0	0	0
0	0	Total Income	0	0	0	0
1,213	329	TRANSPORT INITIATIVES NET COSTS	1,680	104	680	683

0
593
110
703
0
0
0
703

0
611
114
725
0
0
0
725

(12) YOUTH AND COMMUNITY SUPPORT								
EXPENDITURE								
0	0	Salaries	77,318	41,224	70,246	76,774	79,077	81,450
0	0	Employers NIC	10,950	3,307	7,785	10,501	10,816	11,141
0	0	Employers Superannuation	12,878	4,812	9,617	13,665	14,075	14,497
0	0	Reallocation of Overheads - Estates Staff	2,554	0	2,554	2,554	2,631	2,710
91,975	66,290	Youth Provision	78,815	11,034	72,050	73,000	73,090	73,183
16,267	15,870	Events in the Parks	14,738	14,462	16,862	15,563	16,030	16,511
265	394	Christmas Carol, Fair Trade & Grants Events	280	0	280	480	488	497
0	0	Volunteer Training	1,000	0	0	500	515	530
0	717	Yate Community Plan	580	0	580	612	630	649
0	7,320.00	Age UK	7,320	7,440	7,440	7,619	7,848	8,083
0	4,500.00	Off the Record	4,500	4,500	4,500	4,608	4,746	4,889
0	0	Yate Men's Shed	2,428	0	2,428	2,546	2,622	2,701
5,000	0	N50 Night Bus	0	0	0	0	0	0
2,700	0	Provisional SLA	0	0	0	0	0	0
0	0	Transfer to Earmarked Reserves	0	0	6,765	0	0	0
116,207	95,091	Total Expenditure	213,361	86,779	201,107	208,422	212,569	216,840
INCOME								
2,000	23,684	Total Income	580	8,615	11,284	7,400	6,592	6,790
114,207	71,407	YOUTH AND COMMUNITY SUPPORT NET COSTS	212,781	78,164	189,823	201,022	205,977	210,050

(13) FACILITIES DEVELOPMENT								
EXPENDITURE								
0	3,369	Facilities Development	0	0	0	0	0	0
0	3,369	Total Expenditure	0	0	0	0	0	0

LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	(14) PROPERTIES	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021	PROPOSED ESTIMATE 2021/2022	PROPOSED ESTIMATE 2022/2023
		EXPENDITURE						
19,306	16,760	Heritage Centre	19,822	5,852	19,075	20,364	21,038	21,559
50,000	41,697	Heritage Centre Salary Costs (Incl. NIC & Pension & Reallocation Overheads Estates Staff)	47,848	20,948	46,964	51,178	52,713	54,295
18,124	18,124	Heritage Centre PWLB Loan Repayment	18,124	9,062	18,124	18,124	18,124	18,124
13,743	11,250	Parish Hall	15,700	4,799	15,418	17,180	17,358	17,858
0	0	YMCA	10,749	801	6,172	9,531	9,817	10,112
30,302	26,081	Pop Inn Café (PIC)	29,839	13,587	28,264	29,583	30,289	31,197
8,210	7,823	PIC Salary Costs (Incl. NIC & Pension * Reallocation Overheads Estates Staff)	9,922	4,314	10,251	10,679	10,999	11,329
61,587	46,921	Poole Court (P/Crt)	51,806	25,817	50,944	58,825	55,321	56,951
20,400	23,987	P/Crt Salary Costs (Incl. NIC & Pension & Reallocation Overheads Estates Staff)	33,982	11,412	34,110	35,249	36,306	37,396
69,805	78,807	Armadillo	84,144	41,585	85,738	92,214	93,283	96,081
155,000	135,243	Armadillo Salary Costs (Incl. NIC & Pension & Reallocation of Overheads Estates Staff)	192,624	72,463	188,956	196,607	202,505	208,580
37,820	37,817	Armadillo PWLB Loan Repayment	37,820	18,909	37,820	37,820	37,820	37,820
484,297	444,510	Total Expenditure	552,380	229,549	541,836	577,354	585,574	601,302

		(15) PROPERTIES						
		INCOME						
3,200	3,535	Heritage Centre	3,471	3,355	3,550	3,568	3,591	3,615
12,611	16,662	Parish Hall	15,857	7,273	16,037	16,359	16,849	17,302
0	0	YMCA	12,409	0	4,825	12,409	12,781	13,165
30,800	24,729	Pop Inn Café	30,857	16,936	30,050	31,730	32,681	33,662
46,967	56,119	Poole Court	53,501	33,724	53,160	53,804	55,418	57,081
36,616	63,385	Armadillo	63,868	35,619	62,386	67,061	69,073	71,145
86,218	99,000	Transferred from Earmarked reserves	84,042	0	84,042	90,000	65,876	0
216,412	263,430	Total Income	264,005	96,907	254,050	274,930	256,270	195,969
267,885	181,080	PROPERTIES NET COSTS	288,375	132,642	287,786	302,424	329,304	405,333

		ENVIRONMENT AND COMMUNITY EXPENDITURE TOTALS						
28,867	33,664	SMALL SPORTS FACILITIES	39,383	10,731	39,847	41,490	41,805	43,063
3,800	11,302	YATE OUTDOOR SPORTS COMPLEX	70,000	2,114	81,767	41,300	39,866	47,038
40,405	36,399	PARKS	71,299	14,053	72,372	63,690	63,154	64,445
22,744	65,245	PLAY AREAS	89,201	9,453	81,079	89,961	90,491	92,802
38,160	63,085	OPEN SPACES & COMMONS	91,419	20,495	83,214	87,437	97,060	99,762
6,400	378	ABBOTSWOOD	4,655	112	2,637	3,365	3,466	3,570
1,000	0	WOODS AT THE REAR OF RIDGEWOOD CENTRE	5,000	0	0	0	5,000	5,000
500	0	PUBLIC RIGHTS OF WAY	500	0	0	0	500	500
234,205	228,399	ESTATES STAFF	79,895	109,040	60,309	114,511	112,946	116,335
38,460	35,580	ESTATES EQUIPMENT VEHICLES AND MACHINERY	34,440	24,401	34,588	34,538	34,980	35,780
1,213	329	TRANSPORT INITIATIVES	1,680	104	680	683	703	725
116,207	95,091	YOUTH AND COMMUNITY SUPPORT	213,361	86,779	201,107	208,422	212,569	216,840
0	3,369	FACILITIES DEVELOPMENT	0	0	0	0	0	0
484,297	444,510	PROPERTIES	552,380	229,549	541,836	577,354	585,574	601,302
1,016,258	1,017,351	Total Expenditure	1,253,213	506,831	1,199,436	1,262,751	1,288,114	1,327,161
		ENVIRONMENT AND COMMUNITY INCOME TOTALS						
28,016	25,907	SMALL SPORTS FACILITIES	27,881	13,154	29,019	31,119	31,984	32,876
0	0	YATE OUTDOOR SPORTS COMPLEX	70,000	8,333	81,767	35,888	26,696	28,031
5,575	13,283	PARKS	7,382	7,619	7,619	7,722	7,954	8,192
0	9,868	PLAY AREAS	0	0	0	0	0	0
60	120	OPEN SPACES	60	60	60	60	60	60
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0	0	0
0	0	ESTATES STAFF	0	0	0	0	0	0
0	0	ESTATES EQUIPMENT VEHICLES AND MACHINERY	0	0	0	0	0	0
0	0	TRANSPORT INITIATIVES	0	0	0	0	0	0
2,000	23,684	YOUTH AND COMMUNITY SUPPORT	580	8,615	11,284	7,400	6,592	6,790
216,412	263,430	PROPERTIES	264,005	96,907	254,050	274,930	256,270	195,969
252,063	336,292	Total Income	369,908	134,688	383,799	357,119	329,557	271,918
764,195	681,059	ENVIRONMENT AND COMMUNITY NET COSTS	883,305	372,143	815,637	905,632	958,558	1,055,243

FINANCE AND GOVERNANCE COMMITTEE BUDGET NOTES

10)(16) Democratic Representation

The May 2019 election fees have not yet been recovered by South Gloucestershire Council and the actual cost is yet unknown. It is however anticipated there is enough in the Election Earmarked Reserve fund to meet the cost. A further £6,000 has been placed in the 2020/2021 budget to build up the funds towards the cost of the next election.

11)(17) Civic Expenses

The 2019/2020 Civic Expenses is showing as underspent this financial year due to the Twinning visit not taking place owing to inclement weather. It is planned for the visit to take place in 2020/2021 and funding has been included in the budget to accommodate. No Civic Service has been planned for 2019/2020.

Funding has been included for a Civic Service to take place in 2020/2021 and further funding allocated to a Mayor's Cadet scheme.

12)(18) Service Support

Funding has been allocated in the 2020/2021 budget to (a) accommodate the restructure of staff due to a member of staff possibly retiring (b) funding to cover maternity leave and (c) extra funding to accommodate employment of an older apprentice.

Further funding has been allocated to the 2020/2021 budget to continue to place information in a publication on a regular basis.

FINANCE AND GOVERNANCE COMMITTEE

LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	(16) DEMOCRATIC REPRESENTATION	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021
		EXPENDITURE				
300	441	Travel Expenses	310	125	310	315
500	600	Conference Fees	517	423	517	530
500	255	Members Training	517	98	517	530
0	0	IT - Members licencing	900	0	0	900
0	120	Members ICO Registration	120	50	120	100
0	0	Elections	6,000	0	6,000	6,000
0	6,000	Transferred to Earmarked Reserves	0	0	0	0
0	0	Transferred from Earmarked Reserves	0	0	0	0
1,300	7,416	DEMOCRATIC REPRESENTATION NET COSTS	8,364	696	7,464	8,375

PROPOSED ESTIMATE 2021/2022
324
546
546
927
103
6,000
0
0
8,446

PROPOSED ESTIMATE 2022/2023
334
562
562
955
106
6,000
0
0
8,520

		(17) CIVIC				
		EXPENDITURE				
820	783	Chairman's Allowance	850	132	850	850
0	0	Mayors Cadet Scheme	0	0	0	150
3,570	2,602	Civic Events (EG Remembrance Service etc.)	3,709	61	2,014	4,230
4,390	3,385	Total Expenditure	4,559	193	2,864	5,230
		INCOME				
0	1,115	Misc	0	0	500	0
0	1,115	Total Income	0	0	500	0
4,390	2,270	CIVIC NET COST	4,559	193	2,364	5,230
		(18) SERVICE SUPPORT				
		EXPENDITURE				
60,837	45,015	Service Support	76,706	28,828	70,072	74,422
235,200	199,352	Salaries	205,914	105,002	209,331	235,845
23,145	15,822	Employers NIC	23,215	3,530	23,235	30,027
36,420	38,499	Employers Superannuation	32,610	26,127	32,841	44,725
10,240	0	Service Support Apprentice	9,699	0	6,431	15,434
365,842	298,688	Total Expenditure	348,144	163,487	341,910	400,453
		INCOME				
2,000	12,882	Bank Interest/Service Support/Misc	2,000	1,679	6,023	4,000
2,000	12,882	Total Income	2,000	1,679	6,023	4,000
363,842	285,806	SERVICE SUPPORT NET COST	346,144	161,808	335,887	396,453

876
150
4,357
5,382
0
0
5,382
76,423
242,920
30,928
46,067
15,897
412,235
2,000
2,000
410,235

902
150
4,488
5,539
0
0
5,539
78,716
250,208
31,856
47,449
16,374
424,602
2,000
2,000
422,602

(19) GRANTS						
EXPENDITURE						
8,500	7,222	Grants	8,500	2,042	8,500	8,500
0	0	Communities Emergency Fund	1,000	0	1,000	1,000
8,000	8,000	Citizens Advice Bureau	8,000	8,000	8,000	8,000
0	0	Friends of Brinsham Park	1,000	0	0	1,000
0	0	Yate & District Bowls Club	0	0	0	0
0	0	Transfer to Earmarked Reserves	0	0	0	0
0	0	Transferred from Earmarked Reserves	0	0	0	0
16,500	15,222	Total Expenditure	18,500	10,042	17,500	18,500

8,500
1,000
8,000
1,000
0
0
0
0
18,500

8,500
1,000
8,000
1,000
0
0
0
0
18,500

LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	FINANCE AND GOVERNANCE EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021
1,300	7,416	DEMOCRATIC REPRESENTATION	8,364	696	7,464	8,375
4,390	3,385	CIVIC	4,559	193	2,864	5,230
365,842	298,688	SERVICE SUPPORT	348,144	163,487	341,910	400,453
16,500	15,222	GRANTS	18,500	10,042	17,500	18,500
388,032	324,711	Total Expenditure	379,567	174,418	369,738	432,558
FINANCE & GENERAL PURPOSES INCOME TOTALS						
0	1,115	CIVIC	0	0	500	0
2,000	12,882	SERVICE SUPPORT	2,000	1,679	6,023	4,000
2,000	13,997	Total Income	2,000	1,679	6,523	4,000
386,032	310,714	FINANCE AND GOVERNANCE NET COSTS	377,567	172,739	363,215	428,558

8,446
5,382
412,235
18,500
444,563
0
2,000
2,000
442,563

8,520
5,539
424,602
18,500
457,161
0
2,000
2,000
455,161

CAPITAL AND OTHER EXPENDITURE BUDGET NOTES

13) (20) Play Areas and Sports Facilities

Play Areas

S106 funding previously awarded has been used to complete the following projects in 2019/2020:

- o Howard Lewis Play Area;
- o Kingsgate Park Gym Equipment;
- o Abbotswood informal Play and paving project.

Further to this a new surface overlay has been provided at St Mary's Play Area.

Replacement lights have been installed at Peg Hill.

14) (21) YOSC

The YOSC Astroturf project was completed this year and the track project will be completed this year also.

It is anticipated the Boxing Club relocation project (aka YOSC Multiactivity Building) will commence in February and be completed in 2020. Funding for this project has been agreed and sits in the current 2019/2020 budget.

Further funding has been placed in the 2020/2021 budget to build a fund to refurbish both the track and the Astroturf at the end of their lifespan in the sums of £28,800 and £20,900 respectively.

15) (22) Buildings

Building Fund

£25,600 was budgeted for in the Building Fund budget for the 2019/2020 financial year:

Lightening conductors at Poole Court	£ 2,600
Parish Hall Car Park Markings	£ 400
Dilapidations report	£ 5,000
Garage/storage Container Heritage Centre	£ 2,600
Heritage Centre Stair Lift	£ 5,000
Building fund contingency (to build up fund)	£10,000

A further allocation of £90,000 has been made in 2020/2021; £80,000 to carry out maintenance/repairs required as a result of the dilapidations report (costs to be met from the major project sinking fund earmarked reserve) and £10,000 to add to the building fund earmarked reserve to meet the cost of emergency building repairs that may be required.

YMCA

The refurbishment of the YMCA building is now almost complete, and the building is being let. It is proposed any remaining money in this pot be transferred to the major project sinking fund earmarked reserve.

16) (24) Parks, Greens and Open Spaces

The following projects have been completed to date this financial year:

- Kingsgate Park Toilets
- Lighting at Abbotswood
- Signs & Noticeboards

The bollards are due to be completed shortly and funding of £75,000 has been earmarked to enable the Kingsgate Park Estates Yard project to be undertaken.

£31,374 has been placed in the 2020/2021 budget as capital expenditure repayment for the toilets and a further £2,500 allocated to new welcome signage at Poole Court.

17) (25) Other Project Expenditure

Service and Project Development

The following funding has been placed in the 2020/2021 budget:

- £2,000 to fund the cost of installing credit/debit card payment equipment.

Future Project Aspirations/for Consideration

- In 2016, Yate Town Council had a health check on our business processes – members may wish to consider this being done again sometime in the future;
- Fence at rear of YOSC;
- Carbon neutral initiatives;
- recycling bins in next phase of parks;
- £90,000 – YOSC Approach Road and car park overlay - car park works (currently held in abeyance) and possible extension of the car park between the all-weather pitch and the houses;
- £14,000 - Replacement fence around clubhouse at YOSC;
- £40,000 - New replacement tractor & flail;
- £15,000 - replacement kitchen at Poole Court;
- £15,000 - to start building a fund for emergency building expenditure. (£10,000 has been incorporated into the draft budget for the 2020/2021 financial year for consideration);
- £ 2,500 - Poole Court foyer refurbishment;
- £30,000 - estimated for refurbishment of Eggshill Lane Play area – (proposed future S106);
- £1,000 - Brinsham Fields - installation of path on corner of field to Coopers Drive (walkers cut through & desire line forming) – (proposed future S106);
- Brinsham Park Play Area Phase 2 – S106;
- YOSC – second set of long jump pits/repositioning of fencing;
- Sensory Garden;
- Digital Mapping;
- Highway Verges (2021 onwards);
- Next play area project (Millside? Kingsgate?);
- Ridgewood orchard;
- YOSC drainage project shortfall (if S106 bid is unsuccessful);
- Projects within park visions;
- Apps;
- Water stations in parks;
- MUGA at YOSC (previously suggested as an idea);
- Digital Strategy - next steps (electronic noticeboards);
- Footpath maintenance (as previously suggested at Council as a possibility);
- Artwork project next phase;
- Peer Challenge/Sharing Best Practice with Other Councils.

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	(20) PLAY AREAS AND SPORTS FACILITIES	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021
		EXPENDITURE				
0	0	CE - ST MARY'S PLAY AREA	2,000	1,716	1,715	0
0	5,359	CE - MILLSIDE PLAYZONE	0	12	0	0
		CE - HOWARD LEWIS PLAY AREA	0	12	47,662	0
		CE - ABBOTSWOOD PLAY	0	0	68,528	0
		CE - KINGSGATE PARK GYM EQUIP	0	0	43,911	0
0	24,170	CE - BRINSHAM PARK PLAY AREA	0	0	0	0
0	0	CE - WITCHES HAT PLAY AREA PROJECT	0	0	0	0
20,000	2,047	CE - PLAY AREA REFURBISHMENT	187,164	0	0	0
0	0	CE - PEG HILL SKATE PARK	800	2,973	2,973	0
0	162,710	CE - SUNNYSIDE FOOTBALL PAVILION	0	0	0	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0
20,000	194,286	Expenditure - Play Area & Sports Facilities	189,964	4,713	164,789	0
0		TRANS FROM EARMARKED RESERVES	(2,000)	(4,715)	(164,789)	0
20,000	194,286	Net Expenditure - Play Areas & Small Sports Facilities (After reserve transfers)	187,964	(2)	0	0

PROPOSED ESTIMATE 2021/2022
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PROPOSED ESTIMATE 2022/2023
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(21) YATE OUTDOOR SPORTS COMPLEX (YOSC)

		EXPENDITURE				
0	631,466	CE - YOSC BETTERMENT PROJECT	320,000	0	141,561	28,800
0	6,324	CE - YOSC	0	15,280	15,280	0
0	10,824	CE - YOSC ASTROTURF	220,000	226,088	226,088	20,900
	0	CE - YOSC COMMUNITY BLDG	0	8,209	8,209	205,577
0	648,614	Expenditure - YOSC	540,000	249,577	391,138	255,277
0		TRANS FROM EARMARKED RESERVES	(420,000)	(239,856)	(391,138)	(7,577)
0	648,614	Net Expenditure - YOSC (After reserve transfers)	120,000	9,721	0	247,700

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20,900
0
49,700
0
49,700

28,800
0
20,900
0
49,700
0
49,700

		(22) BUILDINGS						
		EXPENDITURE						
15,600	38,599	CE - BUILDING FUND	25,601	3,904	25,601	90,000	10,000	10,000
	154,011	CE - YMCA	0	7,340	35,989	0	0	0
0	(1,500)	CE - LAND/PROPERTY ACQUISITION	0	0	0	0	0	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0	0	0
15,600	191,110	Expenditure - Buildings	25,601	11,244	61,590	90,000	10,000	10,000
(2,000)	0	LESS TRANS FROM EARMARKED RESERVES	0	(10,804)	(39,453)	(80,000)	0	0
13,600	191,110	Net Expenditure - Buildings (After reserve transfers)	25,601	440	22,137	10,000	10,000	10,000
		(23) BUS SHELTERS						
8,000	0	CE - NEW BUS SHELTERS	0	0	0	0	0	0
8,000	0	Total Expenditure - Bus Shelters	0	0	0	0	0	0
0	0	TRANS FROM EARMARKED RESERVES	0	0	0	0	0	0
0	0	Net Expenditure - Bus Shelters (After reserve transfers)	0	0	0	0	0	0
		(24) PARKS, GREENS & OPEN SPACES						
0	0	CE - KINGSGATE PARK	0	78,947	80,931	31,374	0	0
20,000	0	CE - ABBOTSWOOD CAPITAL ENHANCEMENT	0	0	4,559	0	0	0
0	0	CE - RODFORD SITE FENCING & GATES	0	0	0	0	0	0
0	4,600	CE - BOLLARDS	0	0	0	0	0	0
		CE - OS SCULPTURE	0	920	920	0	0	0
12,000	23,787	CE - SIGNS & NOTICEBOARDS	0	0	0	2,500	0	0
0	0	TRANSFER TO EARMARKED RESERVES	0	0	0	0	0	0
32,000	28,387	Total Expenditure - Parks, Greens & Open Spaces	0	79,867	86,410	33,874	0	0
0	10,729	TRANS FROM EARMARKED RESERVES	0	(79,867)	(86,410)	0	0	0
32,000	39,116	Net Expenditure - Parks, Greens & Open Spaces (After reserve transfers)	0	0	0	33,874	0	0

(25) OTHER PROJECT EXPENDITURE								
	24,236	CE - ESTATES VEHICLES/EQUIPMENT	0	0	4,000	0	0	0
	0	CE - YOUTH VEHICLE	0	0	0	0	0	0
116,000	8,576	OP - BUSINESS AND STAFFING REVIEW	0	636	5,000	2,100	0	0
	10,729	OP - SERVICE & PROJECT DEVELOPMENT	1,601	4,111	4,111	0	0	0
5,000	2,887	OP - YATE AGEING BETTER	0	0	2,500	0	0	0
0	0	TRANSFER TO EARMARKED RESERVES	0	0	0	0	0	0
121,000	46,428	Total Expenditure - Other Projects	1,601	4,747	15,611	2,100	0	0
		TRANS FROM EARMARKED RESERVES	0	(4,300)	(15,611)	0	0	0
121,000	46,428	Total Expenditure - Other Projects (After Reserve transfers)	1,601	447	0	2,100	0	0
196,600	1,108,825	Total Capital Expenditure	757,166	350,148	719,538	381,251	59,700	59,700

CAPITAL AND PROJECT INCOME								
LAST YEAR BUDGET 2018/2019	LAST YEAR ACTUAL 2018/2019	CAPITAL - INCOME	CURRENT YEAR BUDGET 2019/2020	CURRENT YTD ACTUAL (SEPT) 2019/2020	ANNUAL PROJECTED 2019/2020	BUDGET 2020/2021	PROPOSED ESTIMATE 2021/2022	PROPOSED ESTIMATE 2022/2023
0	1,066,600	CE - INCOME GRANTS REC (GOV)	187,164	130,452	195,552	0	0	0
0	121,250	CE - INCOME GRANTS RECEIVED (OTHER)	120,000	60,000	60,000	0	0	0
0	0	CE - INCOME SPONSORSHIP	0	4,000	4,000	0	0	0
0	12,750	CE - INCOME SALE OF ASSETS	0	0	0	0	0	0
0	0	CE - INCOME PWLB LOAN	0	0	0	198,000	0	0
0		TRANSFERRED FROM EARMARKED RESERVES	0	28,002	28,002	0	0	0
0	0	TRANSFERRED TO EARMARKED RESERVES	0	(194,452)	(259,552)	0	0	0
0	1,200,600	Total Net Income	307,164	28,002	28,002	198,000	0	0
196,600	(91,775)	CAPITAL & PROJECT NET EXPENDITURE	450,002	322,146	691,536	183,251	59,700	59,700
(2,000)	10,729	TRANSFERRED FROM EARMARKED FUNDS	(422,000)	(339,543)	(697,401)	(87,577)	0	0
194,600	- 81,046	CAPITAL NET SPEND	28,002	- 17,396	- 5,865	95,674	59,700	59,700

EARMARKED RESERVES

It is anticipated that the following earmarked reserves will be held at the end of the 2019/2020 financial year after provisions have been made for projects as identified:

ER - PLAY AREA PROJECTS	11,497	Held towards the cost of new or the refurbishment of kickabout/play areas.
ER – S106 – YOSC BETTERMENT PROJECT	17,901	Balance of S106 to fund retention following completion of track refurbishment at YOSC
ER – YOSC ASSET TRANSFER FUNDS	40,797	Balance of settlement from SGC following YOSC being leased to Yate Town Council
ER – YOSC – BOXING RELOCATION	29,786	Money allocated to the build of a multi activity building at YOSC
ER – YOSC ASTROTURF PROJECT	9,926	Retention fund held for payment after the 12 month retention period for this project
ER – BUILDING FUND	18,445	Fund to be increased annually to meet the cost of urgent building repairs etc.
ER – MAJOR PROJECTS SINKING FUND	86,659	Sinking fund held to fund Major projects, to include large building repairs to the Armadillo.
ER – KINGSGATE PARK TOILETS & YARD REFURB	69,069	Funding allocated to undertake works to the yard at Kingsgate Park
ER – ABBOTSWOOD CAPITAL ENAHNCEMENT	15,441	To fund capital enhancement works at Abbotswood on land owned by YTC
ER – RODFORD PLAYING FIELDS	13,204	To fund hedge laying and gate signage at the Rodford site
ER – ALLOTMENTS	12,000	Monies accumulated for when allotment land has been identified
ER – BUS SHELTERS	5,000	Funding held for one replacement bus shelter
ER – PROJECT SUPPORT	12,272	Funds held to assist with project costs as identified
ER – ARMADILLO PROJECT FUND	18,658	Balance of project fund for Armadillo project expenditure as and when identified.
ER – BUSINESS REVIEW IT	17,417	Balance of funding left from the IT review retained to replace equipment as necessary
ER – S106 WITCHES HAY REVENUE FUNDS	6,614	15 years S106 revenue towards to cost of maintaining the Witches Hat Play Area
ER – S106 SUNNYSIDE TENNIS REVENUE FUNDS	4,628	15 years S106 revenue towards to cost of maintaining the SL tennis courts
ER – S106 YOSC BETTERMENT REVENUE FUNDS	65,100	15 years S106 revenue towards the cost of the YOSC track maintenance
ER – S106 FOOTBALL PAVILION REVENUE	37,686	15 years S106 revenue towards to cost of maintaining the SL football pavilion
ER – YOSC SUPPORT	27,800	Allocated toward cost of possible SLA funding
ER – PUBLIC RIGHTS OF WAY	6,081	Public Rights of Way monies for the public footpath order
ER – YATE AGEING BETTER CONSULTATION	15,818	Funding retained for the Yate Aging better project to include consultation.
ER – YOUTH PROVISION	119,052	Funding allocated to meet future Youth Provision in Yate.

EARMARKED RESERVES

	EARMARKED RESERVES	Balance available as at 1 April 2018	Transfer In	Transfer out	Anticipated Balance as at 31 March 2019	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	PLAY AREAS & SPORTS FACILITIES						
1	ER - PLAY AREA PROJECTS	16,302	-	4,805	11,497	9,497	9,497
2	ER - CIL PEG HILL PROJECT	963	-	963	-	0	0
3	ER - S106 - HOWARD LEWIS ENHANCEMENT	3,741	44,826	48,567	0	0	0
4	ER - S106 - KINGSGATE PARK GYM	3,911	40,089	44,000	-	0	0
5	ER - S106 - INFORMAL PLAY ABBOTSWOOD	4,634	-	4,634	-	0	0
6	ER - S106 - SUNNYSIDE FOOTBALL PAVILION CAPITAL	11,013	-	11,013	-	0	0
7	ER - S106 - YOSC BETTERMENT PROJECT	121,250	46,212	149,561	17,901	0	0
8	ER - YOSC ASSET TRANSFER FUNDS	191,777	-	151,030	40,747	0	0
9	ER - YOSC - BOXING RELOCATION	36,000	14,786	21,000	29,786	0	0
10	ER - YOSC - ASTROTURF PROJECT	-	235,952	226,026	9,926	0	0
	BUILDINGS						
11	ER - BUILDING FUND	13,501	10,000	5,056	18,445	18,445	18,445
12	ER - MAJOR PROJECT SINKING FUND	163,287	26,324	102,952	86,659	6,659	6,659
13	ER - KINGSGATE PARK TOILETS & YARD REFURBISHMENT	150,000	-	80,931	69,069	0	0
14	ER - ABBOTSWOOD CAPITAL ENHANCEMENT	20,000	-	4,559	15,441	15,441	15,441
15	ER - YMCA	35,989	-	35,989	-	0	0
	PARKS, GREEN & OPEN SPACES						
16	ER - RODFORD PLAYING FIELDS	13,204	-	-	13,204	13,204	0
	OTHER PROJECTS						
17	ER - ALLOTMENTS	12,000	-	-	12,000	12,000	12,000
18	ER - BUS SHELTERS	5,000	-	-	5,000	0	0
19	ER - PROJECT SUPPPORT	115,735	3,348	106,812	12,272	12,272	12,272
20	ER - ARMADILLO PROJECT FUND	18,658	-	-	18,658	18,658	18,658
21	ER - BUSINESS REVIEW - IT	40,417	-	23,000	17,417	2,417	2,417
	COMMITTED REVENUE EXPENDITURE						
22	ER - S106 WITCHES HAT PA REVENUE FUNDS	7,165	-	551	6,614	6,063	5,512
23	ER - S106 SL TENNIS COURT REVENUE FUNDS	5,014	-	386	4,628	4,242	856
24	ER - S106 SL FOOTBALL PAVILION REVENUE	-	40,378	2,692	37,686	35,416	35,416
25	ER - S106 YOSC BETTERMENT REVENUE FUNDS	-	65,100	-	65,100	59,100	53,100
26	ER - ELECTIONS	20,949	6,000	26,949	-	5,000	5,000

27	ER - YOSC SUPPORT	27,800	-	-	27,800	0	0
28	ER - PUBLIC RIGHT OF WAY	6,081	-	-	6,081	6,081	6,081
29	ER - YATE AGEING BETTER CONSULTATION	19,818	-	4,000	15,818	0	0
30	ER - YOUTH PROVISION	180,329	22,765	84,042	119,052	60,426	0
31	ER - GRANT FUNDING	176	-	176	-	0	0
		1,244,714	555,780	1,139,693	660,801	284,921	201,354

DRAFT

The following pages contain the estimated Precept Calculations 2020 – 2023

PRECEPT CALCULATIONS 2020 -2021

South Gloucestershire Council has advised the provisional firm Council Tax Base figure for 2020/2021 is 7469 band D properties (this represents an increase of 172 band D properties based on the previous year) This figure has been used to calculate the 2020/2021 draft budget using a 2.4% increase in line with the September RPI increase.

Tax Base	%	cost per band D House pa	precept raised		precept raised
2019-2020					
7,297	x	171.76	1,253,333		1,253,333

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.						
Indicative Tax Base	% increase	p.a. cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2020-2021						
7,469	0	171.76	1,282,875	0.00	0.00	51,315
7,469	1	173.48	1,295,704	1.72	0.03	38,486
7,469	2.00	175.20	1,308,533	3.44	0.07	25,657
7,469	2.40	175.88	1,313,664	4.12	0.08	20,526
7,469	3.00	176.91	1,321,362	5.15	0.10	12,828
7,469	3.20	177.26	1,323,927	5.50	0.11	10,263
7,469	4.00	178.63	1,334,190	6.87	0.13	- 0
7,469	5.00	180.35	1,347,019	8.59	0.17	- 12,829
7,469	6.00	182.07	1,359,848	10.31	0.20	- 25,658
7,469	7.00	183.78	1,372,677	12.02	0.23	- 38,487
7,469	7.20	184.13	1,375,242	12.37	0.24	- 41,053
7,469	7.80	185.16	1,382,940	13.40	0.26	- 48,749.77

£
12,828.75

can be raised/reduced for each 1% increase/decrease in the budget

RESERVES SUMMARY 2020 -2021

Budget Summary	2019-2020		2020-2021	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Community	1,199,436	1,253,213	1,262,751	9,537
Finance and Governance	369,738	379,567	432,558	52,991
	1,569,173	1,632,780	1,695,309	62,529
INCOME				
Environment and Community	383,799	369,908	357,119	(12,789)
Finance and Governance	6,523	2,000	4,000	2,000
Local Council Tax Support Grant	7,542	7,542	0	(7,542)
	397,864	379,450	361,119	(18,331)
NET REVENUE EXPENDITURE	1,171,310	1,253,330	1,334,190	80,860
CAPITAL AND PROJECT EXPENDITURE (NET)	691,536	450,002	183,251	(266,751)
Less: Funded from Earmarked Reserves	(697,401)	(422,000)	(87,577)	334,423
TOTAL NET EXPENDITURE	1,165,445	1,281,332	1,429,864	148,532
Financed as Follows:				
General Reserves as at 1 April 2019	371,335	371,335	459,221	
Estimated General Reserve as at 31 March 2020	459,221	343,333	363,547	**
Used/(Available) to Fund Expenditure	(87,886)	28,002	95,674	102,263
TOTAL PRECEPT	1,253,331	1,253,330	1,334,190	1,409,260
	1,165,445	1,281,332	1,429,864	1,511,523
<div> <div>**Note</div> <div>Recommended reserve equal to</div> <div>3 months net expenditure</div> <div>Plus £30000 contingency</div> <div>317,827</div> <div>343,333</div> <div>363,547</div> </div>				
Earmarked Reserves	Actual 31.03.18		Actual 31.03.19	Anticipated 31.03.20
Capital Projects	309,860		977,382	378,022
Others	559,678		267,332	217,679
	869,538		1,244,714	595,701

PRECEPT CALCULATIONS 2021 - 2022

South Gloucestershire Council has advised the provisional indicative Council Tax Base figure for 2021/2022 is 7618 band D properties (this represents an increase of 149 band D properties based on the previous year) The provisional indicative figure has been used to calculate the 2021/2022 draft budget using an estimated 3% increase in the RPI.

Indicative Tax Base	%	cost per band D House	precept raised		precept raised
2020-2021					
7,469	x	182.84	1,365,632		1,365,632

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.						
Indicative Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2021 - 2022						
7,618	0	182.84	1,392,875	0.00	0.00	8,245.92
7,618	1	184.67	1,406,804	1.83	0.04	5,682.83
7,618	2.00	186.50	1,420,733	3.66	0.07	19,611.58
7,618	3.00	188.33	1,434,661	5.49	0.11	33,540.34
7,618	3.50	189.24	1,441,626	6.40	0.12	40,504.71
7,618	4.00	190.15	1,448,590	7.31	0.14	47,469.09
7,618	4.50	192.06	1,463,076	9.22	0.18	61,954.99
7,618	5.00	193.96	1,477,562	11.12	0.21	76,440.89

RESERVES SUMMARY 2021 - 2022

Budget Summary		2020-2021		2021 - 2022	Budget
		Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE					
Environment and Community		1,262,751	1,262,751	1,288,114	25,364
Finance and Governance		432,558	432,558	444,563	12,005
		1,695,309	1,695,309	1,732,678	37,369
INCOME					
Environment and Community		357,119	357,119	329,557	(27,562)
Finance and Governance		4,000	4,000	2,000	(2,000)
					0
		361,119	361,119	331,557	(29,562)
NET REVENUE EXPENDITURE		1,334,190	1,334,190	1,401,121	66,931
CAPITAL AND PROJECT EXPENDITURE (NET)					
Less: Funded from Earmarked Reserves		183,251	183,251	59,700	(123,551)
		(87,577)	(87,577)	0	87,577
TOTAL NET EXPENDITURE		1,429,864	1,429,864	1,460,821	30,957
Financed as Follows:					
General Reserves as at 1 April 2020		363,547		370,924	
General Reserve as at 31 March 2021		370,924		380,280	**
Used/(Available) to Fund Expenditure		95,674	95,674	(9,356)	
TOTAL PRECEPT		1,334,190	1,334,190	1,470,177	
		1,429,864	1,429,864	1,460,821	
**Note Recommended reserve equal to					
3 months net expenditure		336,047	358,547	380,280	
Plus £30,000 contingency					
Earmarked Reserves		Actual 31.03.19		Anticipated 31.03.20	Anticipated 31.03.21
Capital Projects		977,382		378,022	108,593
Others		267,332		217,679	117,228
		1,244,714		595,701	225,821

PRECEPT CALCULATIONS 2022 - 2023

South Gloucestershire Council has advised the provisional indicative Council Tax Base figure for 2022/2023 is 7732 band D properties (this represents an increase of 114 band D properties based on the previous year) The provisional indicative figure has been used to calculate the 2022/2023 draft budget using an estimated 3% increase in the RPI.

Indicative Tax Base	%	cost per band D House	precept raised	precept raised
2021 - 2022				
7,618	x	188.33	1,434,698	1,434,698

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.						
Indicative Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2022 - 2023						
7,732	0	188.33	1,456,168	0.00	0.00	54,236.33
7,732	1	190.21	1,470,729	1.88	0.04	39,674.65
7,732	2.00	192.10	1,485,291	3.77	0.07	25,112.97
7,732	3.00	193.98	1,499,853	5.65	0.11	10,551.30
7,732	3.50	194.92	1,507,133	6.59	0.13	3,270.46
7,732	4.00	195.86	1,514,414	7.53	0.14	4,010.38
7,732	4.50	196.80	1,521,695	8.47	0.16	11,291.21
7,732	5.00	197.75	1,528,976	9.42	0.18	18,572.05
7,732	6.00	199.63	1,543,538	11.30	0.22	33,133.73
7,732	7.60	204.67	1,582,505	16.34	0.31	72,100.77

RESERVES SUMMARY 2022-2023				
Budget Summary	2021 - 2022		2022 - 2023	Budget Incr/(Decr)
	Projected	Budgeted	Proposed	
REVENUE EXPENDITURE				
Environment and Community	1,288,114	1,288,114	1,327,161	39,047
Finance and Governance	444,563	444,563	457,161	12,597
	1,732,678	1,732,678	1,784,322	51,644
INCOME				
Environment and Community	329,557	329,557	271,918	(57,639)
Finance and Governance	2,000	2,000	2,000	0
Local Council Tax Support Grant	0	0	0	0
	331,557	331,557	273,918	(57,639)
NET REVENUE EXPENDITURE	1,401,121	1,401,121	1,510,404	109,283
CAPITAL AND PROJECT EXPENDITURE (NET)	59,700	59,700	59,700	0
Less: Funded from Earmarked Reserves	0	0	0	-
TOTAL NET EXPENDITURE	1,460,821	1,460,821	1,570,104	109,283
Financed as Follows:				
General Reserves as at 1 April 2018	380,280		385,728	
General Reserve as at 31 March 2019	385,728		407,601	**
Used/(Available) to Fund Expenditure	(9,356)	(9,356)	(21,873)	
TOTAL PRECEPT	1,470,177	1,470,177	1,591,977	
	1,460,821	1,460,821	1,570,104	
<div> <div>**Note</div> <div>Recommended reserve equal to</div> <div>3 months net expenditure</div> <div>Plus £30,000 contingency</div> </div>				
	352,780	375,280	407,601	

**MINUTES OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE MEETING
(APPERTAINING TO GOVERNANCE) HELD ON MONDAY 18TH NOVEMBER 2019
FROM 7.30PM – 8.30PM AT POOLE COURT, YATE.**

PRESENT: Councillors Tony Davis, Mike Drew, John Ford, Cheryl Kirby and Chris Willmore.
Town Clerk.

1. ELECTION OF CHAIR AND VICE-CHAIR OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE

RESOLVED Councillor Mike Drew be elected as chair of the Staffing and Governance Sub Committee and Councillor Cheryl Kirby be elected as vice-chair of the Staffing and Governance Sub-Committee.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Karl Tomasin.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No Declarations of Interest were received.

4. POLICY REVIEW

4/1 General Policies

- (a) An amended draft of the ‘Councillor Meetings Policy’ was received and it was **RECOMMENDED** it be approved as shown in Appendix 1.
- (b) An amended draft of the Volunteers Policy was received (amended to include a section on young volunteers) and **RECOMMENDED** it be approved as shown in Appendix 2, subject to amending the acronym ‘AMAPS’ to spell out ‘Approved Mileage Allowance Payments.’
- (c) It was **NOTED** that:
 - 1. The following other general policies are being reviewed during the 2019/2020 year:
 - (a) Annual Investment Strategy (*reviewed annually*);
 - (b) Business Resilience and Continuity Policy;
 - (c) Exclusion Policy;
 - (d) Media & Publicity Policy;
 - (e) No Smoking Policy;
 - (f) Planning Responses Policy.
 - 2. The Safeguarding Policy (*reviewed annually*) has been reviewed and minor amendments made under delegated powers;
 - 3. The following new draft documents are to be devised:

- Co-option process;
- Prices and Lettings Policy;
- Donations Acceptance and Ethical Fundraising policy.

4/2 Staffing Policies

- (a) An amended draft of the 'Managing Employee Absence Policy' was received and it was **RECOMMENDED** it be approved as shown in Appendix 3.
- (b) An amended draft of the 'Managing Employee Performance Policy' was received and it was **RECOMMENDED** it be approved as shown in Appendix 4, subject to confirmation from HR regarding the correct wording to include regarding suspension and whether it is normally regarded as disciplinary action or otherwise.
- (c) An amended draft of the 'Time Off Work and Leave Policy' was received and it was **RECOMMENDED** it be approved as shown in Appendix 5, subject to clarification that excessive carry over of annual leave amounting to 5 days or more can only be approved by the Town Clerk in consultation with the Chair of the Staffing and Governance Sub-Committee, with accepting 4 days or less being at the discretion of the Town Clerk.
- (d) It was **NOTED** that:
 1. The following other staffing policies are being reviewed during the 2019/2020 year:
 - (a) Grievance Policy (including Bullying and Harassment);
 - (b) Probationary Policy.
 2. The Whistleblowing Policy has been reviewed and minor amendments made under delegated powers;
 3. Following HR advice, the Staffing Policies have been amended to clarify which policies are contractual and which are non-contractual. A staff consultation took place during July 2019 and no queries were raised.

5. STANDING ORDERS

Suggested amendments to the Members Code of Conduct were received (Appendix 6), further to receipt of suggested amendments following a review by South Gloucestershire Council. It was **NOTED** that Yate Town Council has previously adopted the South Gloucestershire Council Code of Conduct.

It was **RECOMMENDED** that the amended Code of Conduct be accepted as shown in Appendix 6, subject to the amendment at item 5.1 so that it reads as follows:

*5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 or totalling £100 over a year from a single source which you have accepted as a member **of Yate Town Council** from any person or body other than the authority.*

6. BREXIT RISK ASSESSMENT

It was **NOTED** the Brexit Risk Assessment has not been further updated and is a work in progress.

7. HERITAGE CENTRE ACCREDITATION

Governance documents for the Yate Heritage Centre Accreditation process were received and considered:

Forward Plan 2019-2021 (Appendix 7);

Documentation Policy (Appendix 8).

It was **RECOMMENDED** that the documents as shown in Appendix 7 and 8 be approved.

YATE TOWN COUNCIL

COUNCILLOR MEETINGS POLICY

Yate Town Council does not **make a charge for** informal private briefings of Council Members.

No charge will be made for the reasonable use of Council premises for Councillor meetings **where the business of the Town Council is to be discussed.**

A charge will be made for any Political Party meetings.

VOLUNTEERS POLICY

This policy sets out the principles for volunteering with Yate Town Council and it outlines what volunteers can expect from the council as well as how volunteers are expected to behave when volunteering.

This policy is designed to reflect current legislative provisions in respect of volunteers and is non-contractual and applies to all unpaid volunteers.

Definition of a Volunteer

A volunteer is a person who donates their time, skills and experience without receiving any form of compensation from Yate Town Council.

A volunteer is not an employee of Yate Town Council and there is no legally binding contractual relationship between the council and the volunteer.

Why Does Yate Town Council Involve Volunteers?

Volunteers allow the council to expand and improve its services to local communities. Local volunteers have the opportunity of putting their time, skills and experience to good use and to contribute to the community in which they live.

Volunteering offers people the opportunity to gain experience and the opportunity to 'try something new' as well as meeting like-minded people.

The Volunteering Relationship

Yate Town Council's commitment to volunteers.

We will:-

- Allocate a contact person who will liaise with a volunteer about their volunteering, arrange an induction, training tailored to the volunteering opportunity and provide support throughout a volunteering placement;
- Explain the standards expected and encourage and support volunteers to achieve and maintain them;
- provide any necessary equipment for volunteers to complete their roles;
- explain the accident and incident reporting procedure;
- make sure that there are no barriers which would make it difficult for a volunteer to undertake the agreed activity;
- be flexible in relation to volunteering hours, recognising the need for holiday time and other commitments;
- pay travel expenses should a volunteer be requested by the council to attend training or a function outside the parish of Yate. Fuel travel expenses will be paid in line with the AMAPs rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest;
- reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances.

In return, the council asks the following of volunteers:

- To attend the induction or ongoing training which it is felt is necessary for volunteers to perform in an informed and safe way;
- To read, understand and adhere to relevant council policies and procedures;
- To treat any information obtained when undertaking volunteering duties as confidential and not disclose it to any third party;
- To attend meetings with the contact person when able to do so;
- To notify the contact person of any health issues in order that reasonable adjustments may be considered;
- To report any accidents or incidents, whether it concerns themselves or another person;
- To review personal insurance policies so that appropriate insurance is in place for a volunteer to volunteer;
- To understand what a volunteer must do if they are driving on behalf of the council;
- To let the nominated contact person know if they are likely to incur out of pocket expenses in order that a relevant claim may be raised to reimburse the volunteer in an appropriate timeframe;
- To maintain and uphold the good name and reputation of the council;
- To represent the council positively/appropriately at all times;
- To treat all members, officers, service users and members of the public with respect and dignity;
- To tell the local contact person if the volunteer wishes to end the volunteering relationship, in case alternative arrangements need to be made;
- If a volunteer is claiming state benefits, to make sure the relevant agencies are aware of the volunteering placement.

References and other checks

Depending on the nature of the volunteering opportunity, a volunteer may be required to provide the names of two referees who have agreed to provide a reference on behalf of the volunteer.

Depending on the nature of the volunteering opportunity, the council may need to understand specific health issues in order to assess whether reasonable adjustments can be made.

An enhanced disclosure and barring service (DBS) check will always be required where the volunteering opportunity involves contact with children or vulnerable adults deemed to be regulated activity.

Any necessary references and other checks will need to be completed before the volunteer is able to commence any volunteering activity with the council.

Insurance

Volunteers are covered by the council's insurance policy, whilst engaged

in volunteering roles that have been approved and authorised by Yate Town Council. Further information is can be provided upon request. There are some exceptions as to what is covered.

Health and safety

The council is committed to providing a safe and healthy environment for all volunteers and has a health and safety policy in place.

Volunteers will be made aware of this policy during their induction and must be familiar with it before undertaking any volunteering activity.

Volunteers must report any accidents, incidents or other dangerous circumstances immediately using the appropriate process.

Complaints

Should you wish to make a complaint about your volunteering placement you should put this in writing to your local contact who will investigate the complaint and respond accordingly.

Equal opportunities

Managers will make any necessary adjustments to ensure that all volunteers are treated equally.

Other policies

There are a number of other Town Council policies you should make yourself familiar with when volunteering. Further information will be provided by your local contact person.

Young Volunteers

A young person (between the age of 14 & 18) can be considered as a volunteer, however certain additional processes must be followed:

- Parental or Carers consent to be sought;
- Details of the nature of the volunteering to be given to the volunteer and the guardian including task descriptions, where the work will take place and how it is supervised;
- Volunteering under age 18 should not be undertaken before 7am or after 7pm on any day or for more than two hours on any school day or Sunday and must have 2 consecutive weeks free from volunteering during the school holidays;
- Poole Court will obtain references, permits (permits are necessary where the volunteer is under 16);
- The Town Council insurers will be advised if a volunteer is under 16 years of age;
- a DBS check will be required if there is regular contact with children, young people or vulnerable adults, even if the volunteer themselves is a young person.



YATE TOWN COUNCIL

MANAGING ILL HEALTH AND SICKNESS ABSENCE POLICY

1. Introduction

1.1 Yate Town Council is committed to improving the health, safety and wellbeing of its employees, especially in an attempt to ensure acceptable levels of attendance. We value the contribution our employees make to providing effective, high quality service to the community. So, when any employee is unable to be at work for any reason, we miss that contribution.

1.2 This policy explains:

- What we expect from managers when handling ill health and absence;
- What we expect from employees who are absent from work due to sickness;
- How we will support employees who are absent from work due to sickness in an attempt to facilitate an early return, to ensure a return is sustained and to reduce levels of absence;
- How we will manage staff with any ill health or disability at work.

1.3 The Town Council's Managing Ill Health and Sickness Absence policy is based on the following principles:

As a caring and responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness in accordance with our sick pay scheme.

1.3.1 Regular, punctual attendance is an implied term in every employee's contract of employment – we expect all employees to take reasonable care of their own health, seek medical help when appropriate and to attend work when fit to do so;

1.3.2 We will support employees who have genuine grounds for absence for whatever reason and will treat all such sickness absence in a fair, sensitive and consistent manner;

1.3.3 We will balance the sensitive management of genuine individual sickness against the need to be publicly accountable for resource allocation and cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short term sickness or extended periods of absence as appropriate.

~~1.3.3~~1.3.4 We will consider any advice given by the employee's GP on the 'Statement of Fitness for Work' ~~and advice received from the Government's 'Fit for Work' Service~~. If ~~the GP~~any of these sources advise that an employee 'may be fit for work' we will discuss ~~with the employee~~ how we can help them get back to work – for example, on a phased return, flexible hours, or altered duties.

1.3.6 We will use an occupational health adviser, where appropriate, to:

- a. help identify the nature of an employee's illness;
- b. advise the employee and their manager on the best way to support the employee in an attempt to facilitate an early return to work.

1.3.7 The Town Council's Managing Employee Performance Procedure may be used if there is a failure to follow or any abuse of the Managing Ill Health and Sickness Absence Policy.

1.3.8 Yate Town Council respects the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all GDPR and data protection legislation and the Access to Medical Records Act 1988.

2. Scope

The procedure applies to all employees of Yate Town Council relating to sickness absence. However staff who have high levels of sporadic sickness absence, where no underlying medical condition/disability has been identified, or where a condition has been identified and adjustments have been made, will be dealt with under the Managing Employee Performance Procedure.

3. Notification of Absence

If an employee is going to be absent from work they should speak to their line manager, Town Clerk or Deputy Town Clerk (or in their absence a member of the Office team) before their start time or as soon as possible after their start time. They should also:

- give a clear indication of the nature of the illness and;
- a likely return date.

The line manager/other manager in line manager's absence/Town Clerk will check with employees if there is any information they need about their current work. If the employee does not contact their line manager or an alternative manager by the required time a manager~~the line manager~~ will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their line manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may

prefer to discuss health problems with a person of the same sex.

The employee must maintain regular contact with their line manager during any period of sickness lasting longer than one day, so that the line manager is aware of any progress and the expected date of return to work

4. Evidence of Ill Health

Employees can use the Council self-certification arrangements for the first seven days absence. Thereafter a medical certificate or 'Fit Note' from the GP is required to cover every subsequent day.

A 'Fit Note' from the employee's doctor must be submitted to the employer not later than the eighth calendar day of absence (including Saturday and Sunday) and subsequent 'Fit Notes' need to be concurrent and forwarded to the office within 24 hours of issue by the General Practitioner.

The employee may be able to return to work before the end of the period that the GP has advised that they are not fit for work due to a faster recovery than anticipated or the GP not being aware of ways we could support the employee's return. This will need to be with the employee's agreement that it is appropriate for them to return to work; you do not need to wait until the end of the Statement period for them to do so.

All 'Fit Notes' should be photocopied and sent to the Deputy Town Clerk & RFO for their records and the original note should be returned to the employee. These ~~are~~^{are} need ~~to be~~ retained confidentially for the current year plus 3 years.

If absence is likely to be protracted, i.e. more than four weeks continuously, there is a shared responsibility for the Town Council and the employee to maintain contact at agreed intervals. This can either be by telephone, e-mail/letter or home visit. It is the employee's responsibility to ensure that all necessary sickness certification is submitted to the office in accordance with the timescales outlined above.

5. Sickness and Annual Leave

Employees continue to accrue their holiday entitlement as normal whilst absence due to ill health.

Employees can take annual leave during sickness absence if they wish. If they do they will be paid for annual leave not sick pay for those dates. Employees can take this option if they are in a no pay period.

If the employee is unable to take all of their statutory annual leave entitlement within a year because of illness, they can carry forward the unused **statutory** entitlement up to a maximum of 28 days including Bank Holidays.

If employees become ill whilst they are on annual leave and want to claim sick pay instead of holiday pay they must; inform their manager immediately, submit a GP Certificate (Fit Note) to cover **all** periods of sickness and will be considered as absent due to ill health from the date of the GP Certificate.

When an employee is receiving sick pay, it will continue if a public or extra

statutory holiday falls during the absence period. However no substitute or extra statutory holiday will be given.

6. Return to Work Meetings

Managers will discuss absences with employees, following each period of absence, when they return to work to: -

- welcome the employee back to work;
- enquire as to the nature of their sickness and present state of health;
- give the employee an opportunity to raise any personal or work related problems they may have and demonstrate an interest in their welfare;
- make the employee aware that they have been missed;
- bring the employee up to date with any work issues;
- ensure the absence has been correctly certified and recorded;
- point out that the absence record will be consulted after the meeting and the employee will be contacted further if an unsatisfactory absence record is developing, to ask whether there is any further support that can be offered to assist in ensuring attendance and explain the consequences of any further episodes of sickness absence (see section 8, Intervention Points).

If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

7. 'May be fit for some work' & Phased Returns

If the GP advises on the 'Fit Note' that an employee 'may be fit for work' we will discuss with the employee ways of helping them get back to work. This might mean talking about a phased return to work, amended duties or additional support.

A phased return to work where recommended by a medical practitioner can allow a gradual return to work after a significant absence ([usually four or more months](#)) ~~let the Council determine this~~ or a significant illness. It should normally last for a maximum period of 6 weeks (in the majority of cases 4 weeks will be sufficient) and generally for no less than half their contractual hours. During this period, the employee will receive their formal, full contractual pay irrespective of the number of hours worked and there should be a gradual increase in hours within the agreed period, recorded in a return to work plan.

Other means of assisting a phased return to work may be explored, for example reviewing work hours, duties or responsibilities.

If it is not possible to provide the support an employee needs to return to work – for example, by making the necessary workplace adjustments – or an employee feels unable to return then the Statement will be used in the same way as if the GP advised

that the employee was ‘not fit for work’.

8. Intervention Points

The Health and Safety Executive advise that early intervention is key. The sooner action is taken, the better the chances are of an employee making a full and speedy return to work (taken from HSE website).

The Town Council uses intervention points to help provide a consistent, fair and measured approach to managing all forms of sickness absence/ill-health. The purpose of an intervention point is to act as a prompt for management action. However, each case should be considered on its own merits: NB when an intervention point is met or exceeded it is not an automatic reason to commence a formal process. In general the more time an employee takes off work due to sporadic absence (with no underlying medical cause or where adjustments have been made), the more likely management will need to take action (see more detail in Section 9 below).

The intervention points are:

Sporadic Absence (within the last six months):

- Three periods of absence (irrespective of length of absence) **at the discretion of the Town Clerk**; &/or
- Ten days (working days) total absence.

Long Term Sickness absence

- Two weeks (10 working days).

9. Short Term/Sporadic Absence

If the short-term absence has a pattern or is made up of a number of sporadic instances, particularly when there is no underlying medical condition, then it should be managed under the Council’s Managing Employee Performance Procedure. Persistent episodes of ill health absence are not sustainable as these can be detrimental to the Town Council’s ability to meet its operational demands and budgetary responsibilities.

If the absence has met the intervention points the manager should raise this straight after the Return to Work meeting. The discussion should establish the reasons for the absence explain the need for improved attendance and keep written notes on the self-certification form.

If following this discussion there is no improvement in attendance and there is no underlying medical condition OR there is an underlying medical condition or disability and all reasonable adjustments/support have been provided, the absence will be managed under the Town Council’s Managing Employee Performance

10. Long-Term Absence

Normally after two weeks absence where there is no clear indication of when the employee will return to work the manager should gather all relevant information and explore the options to avoid the situation continuing to remain unresolved. This could involve a review of the medical certificates, outcomes of discussions with the employee and consider an agreed plan of action. Managers should remain focused on doing all they can to facilitate a return to work where possible in the best interests of supporting the employee. In doing so they will need to ensure regular contact is maintained.

An Initial Meeting/Home Visit should be held between the manager and employee. The discussion should cover:

- confirm/clarify reason for absence;
- expected time of return to work – the date if possible;
- any measure that could be put in place to support the employee to return to work safely.
- consider the employee's ill health absence history;
- being able to sympathise/understand the employee's situation and being flexible where possible can often facilitate a prompt resolution;
- at this meeting it may be necessary to complete an Occupational Health referral form.

Alongside this meeting, managers should consider if they need to find a replacement to cover the absence so that the service/team is not adversely affected.

11. Occupational Health Services (OHS) ~~& Fit for Work~~ (~~Government-funded~~)

The OHS is a clinical service whose main purpose is to provide advice to the council to enable it to manage the health related aspects of work. OHS advice can supplement advice from an employee's GP, therefore it is not always necessary to gain their input if the information from the GP is sufficiently comprehensive.

A referral should request information on the following areas:

- Establish if there is an underlying health condition or disability;
- The likely period of absence – and what support will be necessary when the employee returns or what measure could facilitate an earlier return;
- If the employee is/will be fit to undertake the full range of their duties and the timescales and if there are any permanent/temporary limitations on their ability to undertake some duties;
- If redeployment on health grounds should be considered;
- Whether the ill health is likely to be permanent – if so is early retirement on health grounds an option;

- If the condition is due to an industrial injury (accident, injury or illness resulting from carrying out activities at work).

OHS guidance leaflets are available to employees and managers.

OHS cannot disclose information about employee's health without the consent of the employee because it is medically based and covered by medical law. **Employees have the right to refuse disclosure of the OHS report.** If this is the case then managers will need to make decisions based on the information available to them. Reports or related papers should always be held confidentially.

The report does not make decisions for the manager but should assist in making decisions from a work perspective. The employee should be involved in any discussions about proposed actions. If the employee does not agree with the occupational health advice provided, they have the right to obtain independent medical advice to share with the Council at their own cost.

~~Fit for Work is a Government funded initiative that offers the wider working population occupational health advice and support and provides help with sickness absence. Referrals to the "Fit for Work" service will be primarily the responsibility of the employee's GP, therefore we may still consider referring to the Council's OHS, where we believe that further medical information is required.~~

~~However, if an employee has been referred to the scheme by their GP, it can work alongside our own Occupational Health arrangements or may remove the need to refer to OHS. The Fit for Work scheme does not replace the Council's existing OHS.~~

~~For more information please visit the Fit for Work scheme website.~~

12. Review Meetings

Depending on the duration of the absence and advice received, a series of meetings are likely to be held throughout the absence between the manager and employee.

If absence is longer in duration ~~and approaching or exceeding 3 months~~, and there is no indication of a return date the review meeting should be **formal**. The employee should be given a written invite to the meeting, with **5 working days' notice**, to be held at their home address or the Town Council office. They should be given the **right to be accompanied** by a trade union representative or work colleague. HR can assist the manager.

The purpose of review meetings are to consider all the available information and options. There is no set number of meetings, the object throughout is to ensure that absence is managed and that all parties are kept informed.

The employee has an obligation to attend these meetings where reasonable. If they do not engage in this process then any decisions can be made by the manager based on the information available to them.

13. Final Ill Health Review Meeting

Where there is not a foreseeable return to work in a reasonable time then a Final Ill Health Review meeting will be held with the manager, [Town Clerk](#) (and HR) and employee (as per the **formal** invite requirements listed above). **There may also be a notetaker from the Service Support Team.**

The purpose of this meeting is to consider the ability of the team to sustain the long-term absence. If there is no foreseeable return to work in a period that can be accommodated and all reasonable measures to support a return to work have been exhausted, then the manager will ultimately have to decide at this meeting whether to dismiss the employee (on the grounds of lack of capability due to ill health).

The decision to dismiss should not come as a surprise to the employee, as the potential for this to happen should have been discussed and conveyed sensitively to the employee in advance of the actual decision.

If the decision is to dismiss the employee, the decision will be confirmed in writing and include a statement regarding their rights of appeal against the decision. [Appeal Hearings will be conducted by three members of the Staffing and Governance Ssub-Committee \(with HR advice\). See section 4.4 Right of Appeal for procedural notes in the Managing Employee Performance procedure for procedural notes \(with the exception of inviting witnesses\).](#) Contractual or statutory notice and any outstanding annual leave will be paid. The decision to dismiss should not be associated with the employee's entitlements to Sick Pay.

14. Ill Health Retirement

Where recommended by the OHS requires confirmation from an independent Doctor and is based on definitions provided under the LGPS (Benefits, Membership and Contributions) Regulations 2007. [Appeals against pension decisions should be made within six months of the date of notification of the decision being made.](#)

15. Disability and Reasonable Adjustments

It does not follow that people with a disability have more absence due to ill health than others. Where periods of absence related to disability, managers needs to follow the Managing Ill Health and Sickness Absence Policy but consider the disability. Full consideration should be given to making reasonable adjustments, in liaison with the employee, to provide support to a person with a disability at work.

Under the Equality Act 2010 employers have a duty to make reasonable adjustments so that disabled employees are not disadvantaged in their work compared to non-disabled employees. This may mean changing the way employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker.

Further advice can be obtained from Human Resources, the OHS, GP or other medical professional, Access to Work or Trade Union representatives. Consideration should also be given to the Town Council's Equalities Policy.

16. Stress

The Town Council is committed to protect the health and safety and welfare of its employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demands placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Absence that appears to be due to a stress related illness should be considered for action as soon as possible and no later than after **two weeks** absence. Managers should consider the GP advice, if involvement of the OHS is required, conduct stress risk assessments, possibly recommend the **staff counselling service** (information available in the Town Council Office) and seek **HR advice** (see section 21) where stress is identified.

17. Alcohol & Substance Abuse

The Town Council values its employees and supports their welfare. It will therefore respond to alcohol, drug or substance misuse problems as primarily a health issue, recognising that an employee with a problem can put themselves, their colleagues and the public at risk of harm. It is the Town Council's intention, as an employer, to respond positively to these issues and to encourage staff with problems to seek help and advice and reasonable time off will be given.

However, employees must not consume alcohol or use substances outside of working hours that may affect their performance or their ability to work safely. Neither must they report for work if they may be under the influence of [any](#) alcohol or other substances that may affect their performance and if they do, manager will send them home and consider action under the Town Council's Managing Employee Performance Procedure

The consumption of alcohol by employees during working hours is not allowed. The possession, use, production or supplying (selling or giving) of illegal drugs is forbidden and will be reported to the police in line with the Council's statutory responsibility under the Misuse of Drugs Act 1971.

~~Serious~~ Incapacity [or evidence of insubordination due to effects of](#) ~~due to~~ alcohol, drugs or other substances whilst on duty will be regarded as gross misconduct and dealt with under the Town Council's Managing Employee Performance Procedure.

If the offer of support and treatment is not taken up, or leads to little or no change, and there is little or no evidence showing change, then the Town Council may deal with the issue under the Managing Employee Performance Procedure.

18. Absence due to ~~disability~~/maternity

Absences relating ~~to the disability of an employee or~~ to pregnancy will be kept separate from sickness absence records. The Town Council refers employees to our Equalities Policy.

19. Sick Pay

The Yate Town Council sick pay scheme is intended to supplement any statutory sickness benefits in order to maintain normal pay during defined periods of absence because of sickness, disease, accident or assault.

Employees are entitled to receive sick pay for the following periods:

LENGTH OF SERVICE	Full Periods	Pay
During 1 st year of service: and (after completing 4 months service)	1 month's 2 months	full pay half pay
During 2 nd year of service:	2 months	full pay and
During 3 rd year of service:	2 months 4 months 4 months	half pay full pay and half pay
During 4 th & 5 th year of service:	5 months	full pay and
months half pay After 5 year's service:	6 months 6 months	full pay and half pay.

Employees on Casual or Zero Hours Contracts are entitled to Statutory Sick Pay only.

Yate Town Council shall have discretion to extend the period of sick pay in exceptional circumstances.

Entitlement to sick pay will take into account sickness absence episodes over the preceding 12 months for the calculation of pay purposes.

In the case of full pay periods, sick pay will be an amount which when added to Statutory Sick Pay entitlements receivable will secure the equivalent of normal pay. In the case of half pay periods, sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay entitlements, so long as the total sum does not exceed normal pay.

Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

The social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has

satisfied so far as is possible:

- a. the conditions for reporting sickness as required by the employer
- b. the claiming of benefits
- c. the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.

Sick pay may be suspended if an employee abuses the sickness scheme; or is absent on account of sickness due or attributable to:

- deliberate conduct prejudicial to recovery, the employee's own misconduct or neglect
- active participation in professional or dangerous sports
- injury whilst working in the employee's own time, on their own account, for private gain or whilst working for another employer

Yate Town Council shall advise the employee of the grounds for suspension of sick pay and the employee shall have the right of appeal to the Chair of Yate Town Council. If the Town Council decides that the grounds of suspension of sick pay were justified then the employee shall forfeit the right to any further payment in respect of that period of absence.

20. Medical Suspension

On occasion, there may be the need to medically suspend an employee. See Managing Employee Performance procedure section 4.1.2 for details and seek HR advice (liaising with Clerk as services are chargeable).

21. Monitoring

Monitoring is an important part of sickness absence and in order for accurate ~~reports~~ **records** to be maintained, it is important that all absence from the workplace is reported. All signed absence forms should therefore be returned as soon as possible after the employee's return to work interview has been conducted. These records will provide the statistics showing the level of sickness absence across the Town Council.

The sickness monitoring system will also enable the ~~identification of Town Clerk to identify~~ individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. ~~However you should view such notifications as a secondary means of identifying problems or potential problems.~~

Records retained in respect of sickness ~~ss~~ absence will be treated with sensitivity and confidentiality. Employees are entitled to access their records on request.

22. Human Resources

Human Resources are available to provide advice and guidance to support managers in dealing with absence due to ill health fairly, sensitively, within policy requirements so as to enable them to minimise non-attendance levels. HR Services are chargeable so the manager should discuss any employees with ill health issues with the Town Clerk in the first instance. HR are available to attend any meetings; particularly formal ones and prepare and issue written records/letters as necessary.

23~~13~~. Review

This policy and the supporting procedural guidelines will be reviewed periodically.



MANAGING EMPLOYEE PERFORMANCE PROCEDURE

1. INTRODUCTION

- 1.1 The Council recognises that its ability to deliver satisfactory services and meet its objectives is substantially dependent on the effective work performance of its employees.
- 1.2 The Council expects managers to carefully recruit and select staff, provide induction, regular ~~briefings one to one~~ and team meetings, ensure employees are clear about the standards that apply and their expected work performance levels and continuously develop their staff. Managers will ~~regularly~~ review and give feedback to staff on how they are doing and have early discussions with employees on any unsatisfactory performance in a supportive and constructive way.
- 1.3 The Council expects its employees to maintain satisfactory levels of attendance, job performance and conduct, raise any problems affecting their work and respond constructively to advice, guidance and development provided by their managers.
- 1.4 The Council believes that the workforce is well motivated and performs well.
- 1.5 However the Council also recognises there will be situations where an employee's performance, attendance or conduct does not meet the standards required. This procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to: -
 - Fulfil the duties specified in their contract of employment;
 - Be honest and act beyond suspicion of dishonesty;
 - Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.
- 1.6 This policy indicates the process that will normally be followed in the event of misconduct, poor attendance or poor job performance and complies with legislation (Employment Rights Act 1996, Human Rights Act 1998, the Employment Act 2002) and guidance provided by ACAS. The following list provides examples of conduct that will normally be regarded as misconduct leading to performance management. The list is not exhaustive. These are examples only:

- a. Failure to comply with Council's rules and procedures applicable to job requirements, including those relating to attendance, time keeping, sickness absence, health and safety, uniform policies, use of council facilities, use of IT, data protection policies and financial processes;
- b. Unsatisfactory productivity due to sporadic sickness absence (especially where there are no underlying medical conditions);
- c. Failure to work to the productivity/performance standards which are expected;
- d. Failure to exercise reasonable care or skills, due to negligence or lack of effort;
- e. Deliberate failure to carry out a reasonable management instruction and insubordination;
- f. Behaviour deemed to be discriminatory, bullying or harassment;
- g. Consuming alcohol or substances outside of working hours or during working hours, or reporting to work under the influence of any alcohol or other substances that could affect performance or ability to work safely., ~~or reporting to work under the influence of alcohol or other substances.~~ If an offer of support and treatment is not taken up, or leads to little or no change then this will be dealt with under this Procedure (see Council's Managing Ill Health and Sickness Absence Procedure);
- h. Any other conduct that from time to time is defined by the Council as amounting to misconduct.

1.7 At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made. No electronic recordings of meetings are allowed. Employees have the right to be represented at investigation meetings, hearings and appeals (by a trade union representative or work colleague). Representatives have the right to address the hearing or appeal. They may also ask questions and present the employee's case but cannot answer questions on the employee's behalf. Should the employee fail to attend a hearing or appeal without an acceptable reason, then the Chair of the ~~panel~~Panel may decide to proceed in the employee's absence. Employees' have the right to appeal against written warnings and dismissal.

1.8 Records will be kept of informal and formal stages, and stored confidentially in accordance with GDPR and Data Protection legislation.

1.9 The Town Council will deal with any performance matters promptly, firmly, consistently and confidentially in order to demonstrate the Council takes these issues seriously.

2. SCOPE

The procedure applies to all employees of Yate Town Council relating to misconduct, capability and sickness absence (with the exception of long term absence or absences due to underlying medical condition/disabilities when adjustments have not been made which are dealt with under the Managing ~~Absence &~~ Ill Health and Sickness Absence Procedure). This procedure does not cover employees still within their probationary period, for these staff please refer to the probationary procedure.

3. INFORMAL ACTION

- 3.1** For first instances of minor misconduct or unsatisfactory performance, the employee's line manager may speak to the employee informally seeking to resolve any problems quickly and confidentially.
- 3.2** In the majority of cases this meeting will only involve the employee and their manager, however there may be situations where it is beneficial for the employee to be accompanied at the meeting by a trade union representative or work colleague i.e. when the employee requests this as a reasonable adjustment. The manager may require Human Resources to assist at the meeting. Any accompaniment would be on the clear understanding that it does not change the informal status of the meeting.
- 3.3** The informal discussion should cover the following:
- a. explain what the conduct/capability/performance/attendance concerns are and ensure the employee understands;
 - b. investigate reasons behind these concerns considering if there are any health or domestic issues or any workplace issues;
 - c. re-inforce standards and requirements;
 - d. consider whether any adjustments are needed to the work or workplace to enable the employee to improve;
 - e. offer support, advice and guidance and consider if any additional training or coaching is required;
 - f. state how the performance or conduct will be reviewed and over what period.

To put the meeting into context the manager should make the employee aware of this Procedure and the consequences of failure to improve, i.e. possibility of formal stages.

- 3.4** If through discussions with the employee the matter is considered more serious, the manager should adjourn any meeting and tell the employee advice will be sought on managing the issue formally.
- 3.5** The manager should keep brief notes of any agreed informal action for reference purposes and in some situations it may be useful to confirm in writing to the employee what has been decided.
- 3.6** Informal discussions can take place in scheduled one to one meetings but should not be delayed pending such a meeting. One-to-one discussions can be used to monitor performance and review progress made and ensure training and support requirements are met.
- 3.7** If acceptable improvement is made then this should be communicated to the employee (in writing when the informal discussion was detailed in writing). If there is not sufficient improvement in performance or attendance then the manager should take formal action.

4. FORMAL ACTION

4.1 MANAGEMENT INVESTIGATION

- 4.1.1** If informal action does not bring about the desired improvements and/or if the conduct or performance issue is considered sufficiently serious, the Town Clerk (or Chair of the Council in cases involving the Clerk) will nominate an Investigating Officer (normally the employee's line manager) to investigate the alleged misconduct/poor performance.

HR advice should be sought at this stage if this has not already been done.

412 SUSPENSION

At this stage the manager, in consultation with the Chair of the Council/Town Clerk/HR may consider suspending the employee on full pay if alleged misconduct is:

- a. potential gross misconduct and dismissal could be the eventual penalty;
- b. the investigation cannot proceed if the employee remains in their current job without the risk of the alleged offence being repeated and it is not possible to move the employee to another job/place of work until the process is complete;
- c. to allow the employee to remain at work would place other employees, service users, or others at risk of harm/injury;
- d. there are concerns that evidence may be tampered with or witnesses put under undue pressure.

They may ~~You may~~ consider making adjustments to the working arrangements of the employee in the avoidance of suspension.

Suspension is not considered a disciplinary sanction and does not mean that any judgement has been made as to whether the employee is guilty of any misconduct – suspension would only be actioned as a last resort. It is possible that suspension may be lifted during the investigation and prior to any hearing, if the circumstances merit it.

Suspended employees will be allocated a contact officer not involved in the case. They must not enter their place of work or contact any clients or members of staff without prior approval from their contact officer. They will remain on their existing terms and conditions throughout the period of suspension so need to report sickness and book annual leave, even though they are not at work, via their contact officer.

413 Child Protection or Abuse against a Vulnerable Adult

If allegations involve any concerns around abuse of a child or vulnerable adult, reference should be made to the Council's Safeguarding Children and Vulnerable Adults Policy and all necessary agencies such as Social Services and the Police will be contacted, alongside all actions detailed in this Procedure.

414 Criminal ~~C~~harges or ~~e~~Convictions

Where an employee is likely to be subject to criminal charges the following need to be considered:-

- i. If the employee is alleged to have committed an offence and any possible Court action is some months away, the Town Clerk should consider whether there is sufficient justification to take any action and if there is, a management investigation should proceed without delay;
- ii. It is imperative that there is a proper and thorough investigation, and not to rely on the fact that there is a court case pending. A request should be made to the Police or the relevant agency for any evidence they are able to release to aid in the Council's investigation;

- iii. If it is decided to convene a Performance Hearing a decision can be made on the basis of the information/evidence available. It is not necessary to wait for a Court decision before the ~~panel~~Panel reaches its decision;
- iv. If very little information is available to the Council prior to the Court hearing, then there may be no option but to defer any investigation pending the Court hearing. Suspension of the employee during this time can be considered;
- v. If an employee is detained in prison, then the Town Clerk must make a decision as to how to proceed depending on the length of time involved or the nature of the offence. A Performance Hearing should be held if there is sufficient evidence available to the Council, in the employee's absence (the employee can provide a written submission or send a representative to speak on their behalf).

415 The Council will set out in writing the allegations that may lead the Council to contemplate taking any action against the employee, determining the principal cause of the performance issue: **sickness absence, misconduct or capability**, and confirm that a management investigation will be undertaken. The employee should be given a copy of this Procedure and kept informed throughout the process.

416 The manager will need to carry out any investigations of alleged poor performance or misconduct without unreasonable delay to establish the facts of the case. The manager will conduct a fair ~~and~~& balanced investigation. In some cases this will require the holding of an investigatory meeting with the employee (with 5 working days' notice and the right to be accompanied by a trade union representative or work colleague). The employee must take all reasonable steps to attend the meeting. In others, the investigatory stage will be a collation of evidence by the manager.

417 The manager will need to decide if other witnesses need to be interviewed or whether other relevant information needs to be obtained e.g. from Occupational Health.

418 If any underlying medical condition is identified, consideration should be given to the Council's Managing Ill Health and Sickness Absence Procedure.

419 The investigation must be sufficient to establish whether there is genuine belief that there is a performance issue and provide reasonable grounds on which to sustain the belief on the balance of probabilities. The case does not have to be proven beyond reasonable doubt.

4110 Investigation Outcome

The Investigating Officer will report back to the Town Clerk/Chair of the Council (if the investigation is related to the Town Clerk) on their findings and recommendations. If the investigation determines that there is in fact no performance issue, the employee should be notified in writing (with any training, support or extra supervision or advice provided). If there is a case to answer the Investigating Officer should arrange a Performance Hearing.

4111 If an employee's sickness absence from work is delaying any stage of the process the manager may seek advice from Occupational Health as to whether the employee's illness prevents the employee from participating in this process. The manager may decide to progress the investigation and Hearing with all available information including any written submissions from the employee if unfit to attend, recognising that delays can cause

further stress to all parties concerned. This decision will be communicated in writing to the employee.

4.1.12 If any issues are raised by the employee about the Investigating Manager, consideration should be given as to whether a different manager should carry out the investigation. If the employee's issues relate to the way the investigation has been conducted these should be presented if the case proceeds to a Performance Hearing. The ~~Panel~~Panel will have to decide whether or not the issues have materially affected the outcome of the investigation.

4.1.13 If a crime by an employee has just been or is being committed call 999 to report the matter to the Police. (Any Police investigation is separate to internal procedures and investigation).

4.2 PERFORMANCE HEARING

4.2.1 An employee will be given, in writing, no less than 5 working days' notice of the date of the Performance Hearing. They will be informed of the matters that are to be discussed and the possible consequences. A copy of this Procedure and a written submission will be provided together with the notice of the hearing date and the right to be accompanied. The written submission will include copies of any previous correspondence, any documentation relevant to the issue, witness statements, absence records or anything intended to be presented as evidence. This will be provided to all ~~panel~~Panel members and an additional copy will be sent to the employee for their representative.

4.2.2. Details of any witnesses the employee intends to call and any written submission or documents that the employee wishes to refer to at the hearing must be submitted to the Investigating Officer at least 3 working days prior to the hearing.

4.2.3 The Performance Hearing ~~Panel~~Panel would normally be the Town Clerk or Deputy Clerk & RFO in their absence~~ree members of the Council Staffing Sub-Committee, who will act as one of which is the~~Chair (or three members of the Staffing and Governance ~~s~~Sub-Committee in the case of the Clerk) and an HR Advisor (all parties will have had no involvement in the investigation). There may also be a note taker from the Service Support team.

4.2.4 The Hearing will normally proceed as follows:

- The Hearing Chair will introduce ~~Panel~~Panel members and specify their roles, clarify the purpose of the hearing and state the allegations;
- The Investigating Manager will present the case outlining the background, any current sanctions and the performance/conduct issue. The manager will call any witnesses to give evidence. The

manager will ask questions of their witnesses. The employee's side will then have the opportunity to question the witnesses and the manager on the evidence presented, followed by the Hearing ~~Panel~~Panel:-

- The employee and/or their companion will present their case and any mitigating factors that they wish the ~~panel~~Panel to take into consideration. The employee or companion will call any witnesses to give evidence. The employee will ask questions

of their witnesses. The manager will then have the opportunity to question the witnesses and the employee on the evidence presented, followed by the Hearing ~~Panel~~Panel:-

- If new evidence emerges it may be necessary to adjourn the hearing to allow time to investigate it and share any further information prior to the hearing being convened:-
- Both the manager and employee will have the opportunity to summarise the main points raised:-
- Hearing ~~Panel~~Panel adjourn to make their decision;
- Hearing reconvened and the employee/representative informed of the decision and, if necessary, their rights of appeal.

4.25 When an employee raises a grievance during the hearing it may sometimes be appropriate to consider stopping the hearing and suspending the procedure - for example if bias/discrimination is alleged in the conduct of the hearing.

4.26 The ~~panel~~Panel will consider in private all of the relevant evidence and come to a decision as to whether or not the case is proven;- this may be on the balance of probabilities. If the case is proven, the ~~Panel~~Councillor/Manager chairing the ~~panel~~Panel, advised by HR, will decide the appropriate sanction. The ~~Panel, advised by HR, Council~~ will consider any current sanctions for the purposes of determining a relevant sanction. Recently spent sanctions may also be considered, should these be related to the allegations under consideration. If the case is not proven the employee will be informed accordingly both verbally and in writing.

4.27 The Hearing outcome letter will detail the ~~panel~~Panel's conclusions concerning the allegations, any mitigating factors and the sanction imposed. It will also detail the nature of any improvement required, any support to be provided to the employee and inform the employee of the implications of any further misconduct, absence or unsatisfactory performance in the case of First or Final Written Warnings. The letter will also detail the employee's right of appeal (see section 6.4).

4.3 SANCTIONS

In determining the appropriate disciplinary action, regard should be given to the employee's previous record, the gravity of the offence, any explanation and the category of the allegation – Misconduct, Sickness Absence or Capability or Gross

4.3.1 Misconduct.

Any sanction can also include withholding of any increment or withdrawing any salary enhancement (for first or final written warnings), an agreement to repay any sums of money owed to the council, including breaches of working hours.

- 4.3.2 Any first or final written warning will remain current for the time period specified but will remain on an employee's file thereafter for information and may be taken into account in exceptional cases if further performance issues arise. However, while expired warnings do not need to be discounted entirely, they cannot be used to tip the balance in favour of dismissal if the current misconduct is not sufficiently serious on its own.

SANCTION	TIME PERIOD	WHEN TO USE
First written warning	12 months from date of hearing panel Panel	If this is the first hearing for misconduct, sickness absence or capability, normally a first written warning will be given.
Final written warning	2 years from date of hearing- panel Panel	If the employee has a current warning then further misconduct, absence or performance (whether or not connected with the earlier offence) will normally result in a final written warning, or exceptionally could result in dismissal (see below). OR if the issue is considered sufficiently serious <u>i.e. if the employees actions have had, or are liable to have, a serious or harmful impact on the organisation,</u> it may be justifiable to move directly to a final written warning.
Dismissal with contractual notice.		For misconduct/unsatisfactory performance EXCEPT gross misconduct, by an employee who is under a <u>first or final written warning</u> OR <u>serious misconduct/insubordination by an employee who has no formal warnings on file,</u> The employee will be dismissed with notice or pay in lieu of notice (if contract contains this clause) and paid for the balance of any untaken annual leave. Dismissal letter to specify the reason for dismissal.
Gross Misconduct (see section 4.3.4 below)		In cases where gross misconduct is established the employee will be summarily dismissed without notice or pay in lieu of notice.

4.3.3 The ~~panel~~Panel may decide as an alternative to dismissal to consider transferring or demoting an employee (with their agreement) to an existing vacancy, alongside the issuing of a final written warning.

4.3.5 GROSS MISCONDUCT

Gross misconduct refers to situations where the employee's conduct is such that it fundamentally repudiates the contract of employment. It may justify dismissal without any previous performance warning, unless there are extenuating circumstances. The following list provides examples of conduct that will normally be regarded by the Council as Gross Misconduct, depending on the seriousness and circumstances of the offence; the list is not exhaustive. These are examples only:

- a. Theft, fraud and deliberate falsification of financial records (including falsification of pay, expense claims, qualification or attendance records);
- b. Failure to declare a criminal conviction or disqualification (where relevant to the post) on job application or once employed;
- c. Deliberate damage to Council's property and misuse of the Council's property or name.
- d. Fighting, assault or other physical violence or serious verbal abuse to another employee, client or member of the public;
- e. Serious infringement of the Council's Health and Safety procedures (including acts or omissions at work which seriously endanger the health or safety of employees, clients or members of the public);
- f. ~~Serious incapacity, whilst On duty~~ On duty whilst under the influence of any, - due to alcohol or substance drugs which impact on performance or ability to work safely;
- g. Serious harassment and/or discrimination;
- h. Physical or sexual abuse of clients of the Council, or failing to bring to the Council's attention any such offences committed by other council employees;
- i. Serious negligence in carrying out the required duties of the post which causes, or has the potential to cause, unacceptable loss, damage or injury;
- j. Serious insubordination, or wilfully failing to carry out reasonable instructions;
- k. Serious breach of Council's ICT policies and procedures such as deliberately viewing, downloading or transmitting pornographic, racist, or other offensive material;
- l. Serious breach of Council's Data Protection policies such as unauthorised disclosure of confidential information;
- m. Sleeping on duty;

~~m.n.~~ Conduct bringing the Council into serious disrepute.

4.4 RIGHT OF APPEAL

- 4.4.1 If the employee wishes to appeal against the ~~Panel's~~~~Council's~~ decision, they must notify the Council in writing within ten working days of receiving notice of the ~~Panel's~~ ~~Council's~~ decision. In lodging an appeal the employee must outline their grounds ~~for~~ ~~of~~ appeal in writing, specifying whether it relates to the facts of the matter, new evidence, the level of sanction imposed or the way in which the procedure was followed, and the remedy sought.
- 4.4.2 If the employee appeals, the Council will invite the employee to attend an appeal meeting before the Council's Appeal ~~Panel~~~~Panel~~. The Appeal ~~Panel~~~~Panel~~ will consist of ~~differently constituted panel of~~ 3 members of the ~~Staffing and Governance Sub-Committee~~~~Council~~, providing that they have had no previous involvement in the matter. The employee must take all reasonable steps to attend the meeting. The employee has the right to be accompanied at an appeal meeting by a work colleague or trade union representative.

4.4.3 Arranging an Appeal

The date and time of the appeal will be organised by the Town Council Office. It is the responsibility of each side to prepare themselves for the appeal including arranging for any witnesses to attend. The Chair of the original ~~panel~~~~Panel~~ and the employee or their representative will, where possible, submit papers for consideration by the appeals ~~panel~~~~Panel~~, ~~at least~~ five days prior to the appeal meeting.

4.4.3 Appeal Meeting process

The Appeal Meeting will normally proceed as follows:

- i. The Appeal Meeting Chair will introduce ~~Panel~~~~Panel~~ members and specify their roles, clarify the purpose of the meeting and state the sanction imposed and grounds of appeal;
- j. The Hearing ~~Panel~~~~Panel~~ Chair will present the case outlining the background, any current sanctions and the performance/conduct issue. They will call any witnesses to give evidence. They will ask questions of their witnesses. The employee's side will then have the opportunity to question the witnesses and the Hearing ~~Panel~~~~Panel~~ Chair on the evidence presented, followed by the Appeal Meeting ~~Panel~~~~Panel~~:-
- k. The employee and/or their companion will present their grounds for an appeal. The employee or companion will call any witnesses to give evidence. The employee will ask

questions of their witnesses. The Hearing ~~Panel~~Chair will then have the opportunity to question the witnesses and the employee on the evidence presented, followed by the Appeal Meeting ~~Panel~~;

- l. If new evidence emerges it may be necessary to adjourn the appeal to allow time to investigate it and share any further information prior to the appeal being convened;
- m. Both the Hearing ~~Panel~~Chair and employee will have the opportunity to summarise the main points raised;
- n. Appeal ~~Panel~~ adjourn to make their decision;
- o. Hearing reconvened and the employee/representative informed of the decision.

4.4.4 The following applies at the appeal meeting:

- a. Any new evidence arising after the Hearing which is relevant to the outcome of the Hearing that the employee wishes to put forward will be considered. The original disciplinary sanction will be reviewed;
- b. The sanction originally imposed cannot be increased upon appeal;
- c. The appeal meeting will not necessarily take place before any sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful, he or she will be reinstated and continuity of employment will be preserved;
- d. The Appeals ~~Panel~~ has the right to call its own witnesses should it consider this to be of assistance in making its decision.

After the appeal meeting, the employee will be informed of the Council's final decision within five working days; the meeting may be reconvened for this purpose (not requiring notice). The Council's decision will be confirmed to the employee in writing.

5 GENERAL PROCEDURAL INFORMATION

~~5 — Where performance proceedings are instigated against the Clerk, All employee relations matters are dealt with by the Council's Staffing Committee. Any investigations and any meetings will be carried out by the Council's Staffing Committee.~~

~~Any appeal meeting will be conducted by three (3) members of the Council, who do not sit on the Staffing Committee.~~

- 5.1 Where an employee raises a grievance during this Procedure the process may be temporarily suspended in order to deal with the grievance. Where the grievance and performance cases are related it may be appropriate to deal with both issues at the same time.

5.2 Trade Union Officials

In normal circumstances no action will be taken against an Officer of a recognised trade union until the matter has been discussed with a full-time officer of that union, who may wish be the representative.

TIME OFF WORK AND LEAVE POLICY

- 1.1 All employees are entitled to time off work for a number of reasons, for example, holiday, maternity, dependents leave. Some of these situations carry statutory rights, some are paid and some unpaid.
- 1.2 Allowing time off work has a number of benefits, it supports employee wellbeing, maintains/improves staff morale and provides a balance between work and personal commitments.
- 1.3 This policy sets out obligations when taking leave and the associated entitlements.
- 1.4 All leave must be requested in advance and authorised with the line manager.
- 1.5 Line managers can reject leave requests for a number of reasons e.g. service provision.
- 1.6 Employees found to be applying for leave dishonestly will be subject to the Managing Employee Performance procedures.
- 1.7 Record should be kept by managers of all leave taken by employees within their team.

2. Scope

This policy covers all Yate Town Council employees. Leave due to illness is dealt with under the Managing Absence due to Ill Health Policy. Specific entitlements are detailed where relevant, i.e. for casual staff, entitlements based on length of service, etc....

3. Annual Leave

- 3.1 Statutory paid holiday entitlement is 28 days (5.6 weeks) per year which can include bank holidays. Casual staff are only entitled to statutory annual leave, accrued, taken and paid based on the casual hours they work (see casual claim form).

- 3.2 All other Yate Town Council employees are provided with a paid entitlement of 33 days (including eight public/bank holidays and one extra statutory day) in a complete leave year. After five years continuous local government service this increases to 38 days (including eight public/bank holidays and one extra statutory day).
- 3.3 The leave year is the 12 month period from 1 April to 31 March OR for Armadillo staff is birth month to birth month.
- 3.4 Part-time employees will receive pro-rata entitlement (which could be converted into hours if there are varying hours worked each day) – see Appendix 1 Annual leave entitlement calculations.
- 3.5 Managers will advise and confirm individual leave entitlements with their employees as soon as possible after commencing employment.
- 3.6 Annual leave can be taken in units of full or half days leave. Leave taken should be deducted from the total leave entitlement, remembering to deduct for bank holidays as they arise.
- 3.7 On reaching five years' local government service, a proportion of the additional five days leave is granted on the first month following the month of commencement and is pro rata to the remaining balance of that leave year. See appendix 1.
- 3.8 Where an employee reduces or increases their working hours, any leave entitlement will be adjusted to the new hours worked – see appendix 1.
- 1.9 The leave entitlement for an employee leaving or joining the council is proportionate to their completed service during the leave year.
- 3.10 When an employee leaves the Council and has taken in excess of their proportionate leave entitlement, the council will make an appropriate deduction from their final salary. When an employee leave and has taken less than their proportionate leave entitlement, an appropriate additional payment will be made.
- 3.11 Leave must be taken by the end of the leave year and cannot be carried over. Not to supersede any sickness or maternity policies etc. Only the Town Clerk, in consultation with the Chair of the Staffing Sub-Committee **if amount is excessive**, may grant the carryover of annual leave if there are exceptional circumstances.
- 3.12 Employees on maternity, adoption, paternity, shared paternity and parental leave will continue to accrue annual leave – however annual leave cannot be taken during this leave.
- 3.13 Employees continue to accrue holiday entitlement whilst absent from work due to sickness, regardless of how long the period of sickness lasts. They are also entitled to take annual leave whilst on sickness leave if they wish. However, if an employee is unable to take all of their annual leave entitlement within a leave year due to illness, they are able to carry over a maximum of 28 days (the

Yate Town Council

Code of Conduct for Councillors

1 Application

This Code of Conduct applies to you whenever you are acting in your capacity as a member of Yate Town Council, including –

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees;
- 1.2 when acting as a representative of the Town Council;
- 1.3 in taking any decision as a ward Councillor;
- 1.4 in discharging your functions as a ward Councillor;
- 1.5 at briefing meetings with officers and;
- 1.6 at site visits;
- 1.7 when corresponding with the authority other than in a private capacity.

2 General Conduct

As a member or co-opted member of Yate Town Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

As a Member of Yate Town Council, my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me;
- Dealing with representations or enquiries from residents, Councillors of our communities and visitors fairly, appropriately and impartially;
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the area or the good governance of the Town Council in a proper manner;
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of the Town Council;
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit;
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents;
- Contributing to making the Town Council's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other Councillors to account but restricting access to information when the wider public interest or the law requires it;
- Behaving in accordance with all our legal obligations, alongside any requirements contained within the Town Council's policies, protocols and procedures, including on the use of the Town Council's resources;
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government;
- Always treating people with respect, including the organisations and public I engage with and those I work alongside;

- Not bullying or harassing any other person.

[Bullying and harassment means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others.]

Bullying or harassment can be between two individuals or it may involve groups of people. It might be obvious or it might be insidious. It may be persistent or an isolated incident. It can occur as a result of any form of contact, (verbal or written) examples of how bullying or harassment might occur includes via written communications, by phone, email, via social media or face-to-face .

Examples of bullying / harassing behaviour could include:

- spreading malicious rumours, or insulting someone
- exclusion or victimisation
- unfair treatment
- deliberately undermining a competent worker by constant criticism].

The above are examples of how bullying or harassment may occur and of what may constitute bullying or harassment. The examples are not exhaustive.

- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

3 Disclosable Pecuniary Interests (DPIs)

You must -

- 3.1. comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest.
- 3.2. ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests.
- 3.3. make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.

- 3.4. “Meeting” means any meeting organised by or on behalf of the Town Council, including –
- 34.1. any meeting of the Council, or a Committee or Sub-Committee of Council;
 - 34.2. in taking a decision as a Ward Councillor;
 - 34.3. at any briefing by officers; and
 - 34.4. at any site visit to do with business of the Town Council.

4 Other Interests

- 4.1. In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-disclosable pecuniary interest or non-pecuniary interest” in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.
- 4.2. You have a “non-disclosable pecuniary interest or non-pecuniary interest” in an item of business of your authority where –
- 42.1. a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person or body with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Town Council’s administrative area, or
 - 42.2. it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

For the avoidance of doubt a report by a member to Council, committee or sub-committee on the activities of an outside body to which they are appointed by Council, will not constitute a breach of the Code of Conduct, provided the report does not require a decision that affects the wellbeing or financial position of the organisation.

5 Gifts and Hospitality

- 5.1. You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 or totalling £100 over a year from a single source which you have accepted as a member from any person or body other than the authority.
- 5.2. The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3. This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Town Council for this purpose.

Disclosable Pecuniary Interests (DPIs)

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

Interest	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—

- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

6.3.3 Biological Material

YHC will not acquire any biological material.

6.3.4 Archaeological material

YHC will not acquire any archaeological material.

YHC will only acquire archaeological material for handling and educational purposes. We will only undertake this for stable and non bio-degradable material. YHC liaises with the County archaeologist with material brought in. Bristol City Museum is the agreed repository for archaeological material.

6.3.5 Fine Art

YHC will not acquire fine art

6.3.6 General Textiles

General textiles unless there is a specific local collection

6.3.7 Exceptions

Any exceptions to the above clauses will only be because YHC is:

acting as an externally approved repository of last resort for material of local (UK) origin

acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these instances, YHC will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. YHC will document when these exceptions occur.

6.3.8 Spoliation

YHC will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

7. Disposal Procedures

7.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

7.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

7.3 When disposal of a museum object is being considered, YHC will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions

attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

7.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.

7.5 The decision to dispose of material from the collections will be taken by the YHC Management Committee in consultation with the CHO only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the YHC collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

7.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the YHC Management Committee acting on the advice of the CHO **and not of the CHO or manager of the collection acting alone.**

7.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other accredited museums likely to be interested in its acquisition.

7.8 If the material is not acquired by any accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the Museum Association's (MA) Find an Object web listing service, an announcement in the MA's Museums Journal or in other specialist publications and websites (if appropriate).

7.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution.

7.10 Preference will be given to expressions of interest from other accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, YHC may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

7.11 Any monies received by YTC or the Yate and District Heritage Centre Trust from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.

Economic

- ☐ Yate remains part of a relatively booming and expanding area with more house building anticipated.
- ☐ There is a potential to seek funds from new companies in the area.

Political

- ☐ YTC Councillors have to date always been very supportive.

Local

- ☐ Good rapport with the local press and radio
- ☐ Some volunteer staff are keen to engage with social media.
- ☐ Good rapport with local schools, community groups and others.
- ☐ Good and growing support from local community groups

External Weaknesses

Social

- ☐ Tradition of going to Bristol for museum or cultural events
- ☐ There is a perception that Yate is merely a shopping area and many do not see the area beyond the Shopping Centre.
- ☐ School visit regulations and curricular constraints can affect the number of visits to YHC.

Political

- ☐ YTC Councillors could change and may have different priorities for funding.

Technology

- ☐ Technology for general historic research activities can be available at libraries and elsewhere.

Economic

- ☐ Local people are working longer hours with less time for leisure.

Yate & District Heritage Centre Documentation Policy

01/05/2019

To be reviewed 30/04/2022

Signed.....(Town Clerk) ~~Community Heritage Officer~~

Formatted: Highlight

Date.....

Statement of Purpose –

To provide and develop an accessible and dynamic community based heritage service, which preserves, interprets and brings to life the history and culture of the Yate area for the benefit of all local people. We seek to achieve this through the use of accessible permanent collections, temporary displays, lectures and events while achieving national standards of best practice.

Contents

1. Overview
2. Aims and Objectives
3. Accountability

Abbreviations

Yate and District Heritage Centre (YHC).
Yate Town Council (YTC).

Documentation Policy

Yate and District Heritage Centre is the museum, gallery and archive for the people of the Yate area. We care for the collections relating to the local history of the area, which forms part of the agreed South Gloucestershire Museums Service Level Agreement.

The purpose of this document is to serve as a guide for staff, management committee, others within Yate Town Council and the general public. It covers the professional standards YHC will apply to the objects in its care, either in store, on display or on loan.

The policy aims to ensure YHC fulfils its responsibilities in relation to security, management and access to the collections and information about them and in doing so reassures the public it is operating ethically and is accountable.

The policy should also be read in conjunction with the YHC Collections Development Policy, Forward Plan, Care and Conservation Policy, Documentation Plan and Procedures Manual.

Introduction

Documentation underpins every aspect of YHC activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Our policy for the documentation of the collections is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

1. Overview.

1.1 YHC has been collecting and documenting material since 1994. Initially, documentation was carried out using an in-house system made up of diaries to record donations and loans. Many copies of documents and photographs were recorded into the collections, but not formally sourced.

1.2 From 1999 all material was entered onto Cardbox in three separate databases namely: - documents, photographs and artefacts.

1.3 From 2018, there will be one database for permanent collections and one for the handling/education collection.

2. Aims and Objectives

2.1 The aim of this Policy is to ensure that we fulfil our guardianship, stewardship and access responsibilities. Through implementation of this policy our objective is to:

- Document all items to Spectrum standards
- Record all items to improve accountability for the collections;
- Maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- Extend access to collection information;
- Strengthen the security of the collections.

2.1.1 Our existing records were entered onto the Cardbox database system, which is now being transferred to a Spectrum compliant Access database, in order to improve access and accountability and enabling data to be managed flexibly.

2.1.2 As part of our current documentation, pre 2018 permanent collection items donated into the collections will be transferred from Cardbox and Excel to the new Access based system from which they will be printed and placed in a bound register. Items donated or purchased from January 2018 will show up as part of the Accession Register and will also be printed out into a bound Accession Register.

2.1.3 As part of our policy to increase professional standards we will maintain and update a documentation plan and procedures manual compliant with Spectrum.

2.1.4 We will also ensure that all artefacts will be labelled and marked to Spectrum documentation and conservation standards set out by the CDO.

2.2. We take a commonsense approach as to the level to which we document material. Ideally, for the majority of the collections, especially those that have high historic and local value, our curatorial staff will document to individual item level. However, for certain collections, such as coins, it is neither feasible nor practical to document the material in this detail, and we will document items at group level. Our education/handling collections will be catalogued but will be separated from the YHC collections.

3. Accountability

3.1 Definition of Accountability

The Museums and Galleries Commission have defined the essence of accountability as follows:

"to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located." (MGC 1993).

3.2 Controlled access to sensitive information

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000), the Environmental Information Regulation (2004) and Government Data Protection Regulations (2018). We will review requests for confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

3.3 Security against loss of irreplaceable collection information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised.

3.3.1 All digital records are regularly backed up and stored securely off-site in conjunction with YTC.

3.3.2 We will store all manual records securely on site in the short term and off site at Poole Court in the longer term.

3.3.3 In conjunction with the YTC Estates Officer we regularly monitor our alarm systems and have regular checks from the local fire service.

3.3.4 We maintain a good housekeeping and environmental monitoring regime.

3.3.5 We maintain an up to date emergency plan.

David Hardill (01/05/2019)

Yate and District Heritage Centre

Collections Development Policy

Governing Body: Yate Town Council

Delegated responsibilities to Yate and District Heritage Centre Management Committee

Policy Accepted by Yate and District Heritage Centre Management Committee on
21/05/2019

Ratified by Yate Town Council on 09/04/2019

Amendments made under delegation granted on 9/4/2019 under 6.3.4, following feedback from the Arts Council.

Signed..... (Town Clerk) Date.....

The YHC statement of purpose is:

To provide and develop an accessible and dynamic community-based heritage service which preserves, interprets and brings to life the history and culture of the Yate area for the benefit of all local people together with those who are interested in the local area. We seek to achieve this through the use of accessible permanent collections, temporary displays, lectures and events, while achieving national standards of best practice.

Policy Review Procedure

Date at which this policy is due for review:09/04/2024

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes.

Abbreviations

YHC - Yate & District Heritage Centre

YTC – Yate Town Council

CHO – Community Heritage Officer

YHC Management Committee – Yate Heritage Centre Management Committee

SPECTRUM – UK Collection Management Standard

ACCESS (Microsoft) ACCESS is a database management system

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Introduction

The Collections Development Policy guides the Yate & District Heritage Centre (YHC) in the acquisition and disposal of the Yate Town Council (YTC) owned collections in its care. It is intended to be used by for the Community Heritage Officer (CHO), Yate & District Heritage Centre Management Committee (YHC Management Committee) and YTC and is available to view by all staff and volunteers at YHC, potential donors to YHC, and if requested, by members of the public.

Its purpose is to ensure that the collections managed by YHC develop in a structured way, and that YHC resources are used effectively. The Collections Development Policy relates to the Documentation Policy, the Care and Conservation Policy, the Documentation Plan, the Care and Conservation Plan and the Forward Plan.

1. Principles of the Organisation:

YHC Management Committee on behalf of YTC, will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition YHC has a long-term purpose and holds collections, on behalf of YTC, in trust for the benefit of the public in relation to its stated objectives. YHC Management Committee therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items from the YHC managed collection.

- 1.1 Acquisitions outside the current stated policy will only be made in exceptional circumstances and must be referred to Yate Town Council for final decision.
- 1.2 YHC recognises its responsibility, when acquiring additions to the collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard.
- 1.3 This includes using SPECTRUM primary procedures for collections management. It will consider limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.4 YHC will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that YHC can acquire a valid title to the item in question.
- 1.5 YHC will not undertake disposal motivated principally by financial reasons.
- 1.6 YHC will undertake a risk assessment on all artefacts or material being donated to the collections to avoid any potential harm to individuals or other parts of the collections. Where an artefact is designated a serious risk, it will not be accepted

- 1.7 For items deemed a minor risk to other items in the collections items deemed to pose a risk to humans, advice from regional museum bodies will be sought and the item kept in quarantine (see Doc Procedures Manual).
- 1.8 YHC has not insured the permanent collections. These items are not loaned out and are irreplaceable.
- 1.9 YHC manages an education collection which is loaned out and taken to schools and is not currently insured. As items are generic and replaceable in this collection, YHC proposes to insure these collections (See appendix 1).

2. History of the Collections

- 2.1 A history of local and social history artefacts was developed between 1994 and 1997 when the original YHC was based at the YTC premises in Poole Court. This established the YTC ownership of the collections. The collection was and is comprised of social and local history items, photographs, documents and maps, both original and copies. Copies formed the majority of the material. The collection was initially designed to be used for purely educational purposes.
- 2.2 Since 2000, YHC began operations in a new YTC building developed from a former 19th century barn. The success of YHC led to regular donations of artefacts and mainly original photographs and documents. Additionally, YHC has developed an oral history collection of over 200 audio interviews and several thousand images of local people and scenes housed on the YHC computers.
- 2.3 The artefacts and original material proved to be of use for both displays and research work, while the more general material, has assisted in the YHC education programme.
- 2.4 Initially the collections had been regarded as one big collection, but in more recent times, there has been a clear divide between the local history collections not used in education sessions and the more general material.

3. An Overview of current Collections

- 3.1 YHC has a growing collection of social and industrial history artefacts for use in exhibitions or research work. These all have some unique local connection. YHC has original photographs of local subjects, some of which are significant local collections.
- 3.2 There is also an extensive digital collection of several thousand images including the Murray Dowding of early 20th century images and Gazette Newspaper Collection of negatives dating from 1963 to 2010. Additionally, there is around 200 oral history audio files of local history interviews conducted since 2000 on local, social and industrial themes.
- 3.3 The collection reflects the area centred on Yate identified by Yate and South Gloucestershire Council as the collecting area.

- 3.4 YHC also has a significant education collection comprising general social history artefacts and duplicates of photographs and documents.

4. Themes and Priorities for Future Collecting

- 4.1 YHC will maintain the present collections and enhance those collections by building on present strengths and filling gaps, whether it be by purchase, gift, loan, or bequest.
- 4.2 The geographical collecting areas are: - Yate, Chipping, Little and Old Sodbury, Dodington, Frampton Cotterell, Hawkesbury Upton, Horton, Iron Acton, Rangeworthy, Westerleigh and Wickwar.
- 4.3 YHC will collect specifically in the following areas:
 - 4.31 Artefacts, relating to the local, social and industrial history of the Yate collecting area.
 - 4.32 Photographic and archival material relating to the local, social and industrial history of the Yate area.
 - 4.33 YHC also actively collects loaned material to be scanned to form part of the electronic collections.
 - 4.34 Oral History, Film and Video relating to the local community and physical history of the area.
 - 4.35 Published material such as books and any other printed, recorded and pictorial information linked to the history of the Yate area.
 - 4.36 Social history material which would enhance the YHC education and schools service. This would be linked both to the local history of the area and agreed priorities dictated by our education policy.

5. Themes and Priorities for Rationalisation and Disposal

- 5.1 YHC recognises that the principles on which priorities for rationalisation and disposal will be determined through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 YHC aims to rationalise and dispose of any items which do not relate to the above priorities for collecting, with particular emphasis on general social history items which have no relevance to the local history of the Yate or serve no educational purpose. Any disposal will be decided on curatorial grounds and will adhere to the guidelines for disposal set out by the Museums Association.

6. Legal and ethical frame work for acquisition and disposal of items

YHC recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

6.1 Collecting Policies of other Museums

6.11 YHC will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise, or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

6.12 Specific reference is made to the following museum(s)/organisation(s):

South Gloucestershire Museums including: Aerospace Bristol, Frenchay Museum, Kingswood Museum, Thornbury District Museum, Gloucestershire Archives and Bristol City Museums.

6.2 Acquisition

6.21 YHC will not acquire any object, document or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

6.22 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, YHC the museum will reject any items that have been illicitly traded. YHC Management Committee on behalf of YTC will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

6.3 Specific Acquisition

The CHO on behalf of YTC will administer donations and report major or contentious donations to the YHC Management Committee. Decisions will be reported to YTC for final approval.

6.3.1 Dangerous, Explosive and Flammable Material

A Risk Assessment will be carried out for all donation items. There will be a presumption against the collection of any items which could potentially pose a significant level of risk.

6.3.2 Human remains

YHC does not hold or intend to acquire any human remains.

6.3.3 Biological material

YHC will not acquire any biological material.

6.3.4 Archaeological material

YHC will not acquire any archaeological material for the permanent collection.

Bristol City Museum is the agreed repository for archaeological material. YHC liaises with the County archaeologist and with Bristol City Museum for material brought into YHC. YHC will only hold archaeological material for handling and educational purposes, and only stable and non-biodegradable material, pursuant to agreement with Bristol City Museum and the County archaeologist.

6.3.5 Fine Art

YHC will not acquire fine art

6.3.6 General Textiles

General textiles unless there is a specific local collection

6.3.7 Exceptions

Any exceptions to the above clauses will only be because YHC is:

Acting as an externally approved repository of last resort for material of local (UK) origin

Acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these instances, YHC will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. YHC will document when these exceptions occur.

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- 7.3 When disposal of a museum object is being considered, YHC will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 7.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 7.5 The decision to dispose of material from the collections will be taken by the YHC Management Committee in consultation with the CHO only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the YHC collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 7.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the YHC Management Committee acting on the advice of the CHO and not of the CHO or manager of the collection acting alone.
- 7.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other accredited museums likely to be interested in its acquisition.
- 7.8 If the material is not acquired by any accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the Museum Association's (MA) Find an Object web listing service, an announcement in the MA's Museums Journal or in other specialist publications and websites (if appropriate).
- 7.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution.
- 7.10 Preference will be given to expressions of interest from other accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, YHC may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 7.11 Any monies received by YTC or the Yate and District Heritage Centre Trust from the

disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the image, loss or destruction of items will be applied in the same way.

- 7.12 Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 7.13 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.
- 7.14 Money must be restricted to the long-term sustainability, use and development of the collection.
- 7.15 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.
- 7.16 Disposal by Exchange

YHC will not dispose of items by exchange.

7.2 Disposal by Destruction

- 7.2.1 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 7.2.2 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 7.2.3 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy

Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

- 7.2.4 The destruction of objects should be witnessed by an appropriate member of YHC workforce. In circumstances where this is not possible, such as the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Appendix

Insurance

YHC proposes to insure the following: -

Loans into YHC. Loans into YHC will be for an agreed specified time. Loans will be for temporary exhibitions. There will be no permanent loans. On the understanding that the combined value of artefact or artwork loaned into YHC over a financial year will be less than £10000. A signed contract with the valuation of each item will be created each time a loaned object is given for an exhibition. Again, the cost of the insurance cost per annum will be £25 and the indemnity will be £100.

YHC current proposes not to insure the permanent collections.

Yate and District Heritage Centre

Care and Conservation Policy

Created by Yate and District Heritage Centre (Community Heritage Officer)
Date 05/03/2019

Approved by Yate Town Council

Amendments made under delegation granted on 9/4/2019 under 6.3.4, following feedback from the Arts Council.

Date: 04/06/2019.....

This policy will be reviewed by
Date: 03/06/2024.....

Signed.....(Town Clerk ~~Estates Manager~~)

Date.....

Content

1. Personnel
2. The Buildings
3. The Collections

Abbreviations

Yate & District Heritage Centre – YHC
Yate Town Council – YTC
Community Heritage Officer – CHO
Yate Heritage Centre Management Committee – YHC Management Committee

Statement of Purpose

To provide and develop an accessible and dynamic community based heritage service which preserves, interprets and brings to life the history and culture of the Yate area for the benefit of all local people together with those who are interested in the local area. We seek to achieve this through the use of accessible permanent collections, temporary displays lectures and events while achieving national standards of best practice.

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Introduction

The purpose of the Care and Conservation Policy is to set a framework for:

- The preservation of the Yate and District Heritage Centre (YHC) collections in our care.
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of our resources

Context

YHC aims to improve the care and conditions of all its collection in accordance with benchmarks in collections care, signposts or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter storage or move artefacts within and between buildings.

1. Personnel

The care of the collections on a day to day basis is the responsibility of the Community Heritage Officer (CHO) and in their absence anyone staffing the building. More significant changes or changes in policy are the responsibility of the Yate and District Heritage Centre Management Committee (YHC Management Committee) acting on behalf of Yate Town Council (YTC), the owners of the collection.

1. Any concerns regarding the collections should be reported in writing to the CHO.
- 1.2 YHC trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.
- 1.3 Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.
- 1.4 YHC has access to the regional Conservation Development Officer (CDO) for regular advice.
- 1.5 Any problems or concerns relating to the care of the collection are referred by the CHO to the CDO or another appropriately qualified conservator.

- 1.6 YHC will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.
- 1.7 No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.
- 1.8 Only suitably trained and qualified conservators will carry out interventive treatment on objects.
- 1.9 YHC will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

2. The Buildings

YHC recognises that the maintenance of its buildings is fundamental to the preservation of the collection and endeavours to keep the buildings in a suitable condition. The YHC collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
Yate and District Heritage Centre	To provide a Museum and Heritage Service	Yate Town Council	Community Heritage Officer, Community Heritage Education Assistant and YTC Estates Officer.
Poole Court	YTC Offices and Community Usage	Yate Town Council	Community Heritage Officer and YTC Estates Officer.
Sunnyside Lane	Sports and Community Usage	Yate Town Council	Community Heritage Officer and YTC Estates Officer.

- 2.1 YHC liaises with the YTC Estates Manager regarding the storage of the YHC collection.
- 2.2 YHC carries out regular visits of all buildings, which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

3. The Collections

YHC is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. YHC cares for the collections in store and on display and if required, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

- monitoring environmental conditions including temperature, relative humidity, light and dust
- managing the threat from pests
- housekeeping
- conservation cleaning of objects on open display
- documentation of the condition of the collection and of any treatments carried out on objects
- storage materials and methods
- display materials and methods
- handling materials and methods
- transport methods
- loans in
- loans out
- workforce training
- plans for improvement

(5/03/2019 David Hardill)

Yate & District Heritage Centre

Access Policy

2019-2022

Created by Yate and District Heritage Centre (Community Heritage Officer).

Date: - 21/12/2018

Ratified by Yate Town Council **Date:** - 04/06/2019

[Amendments made under delegation granted on 9/4/2019 under 6.3.4, following feedback from the Arts Council.](#)

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To be reviewed: - 03/06/2022

Signed.....(Town Clerk) Estates Manager)

Date.....

Yate & District Heritage Centre Statement of Purpose

To provide and develop an accessible and dynamic community based heritage service which preserves, interprets and brings to life the history and culture of the Yate area for the benefit of all local people together with those who are interested in the local area. We seek to achieve this through the use of accessible permanent collections, temporary displays, lectures and events, while achieving national standards of best practice.

Abbreviations

Yate & district Heritage Centre – YHC

Yate Town Council – YTC

Community Heritage Officer – CHO

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1. Definition of Access

We define access as something that is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers are removed or reduced.

Yate & District Heritage Centre (YHC) understands that all people have a fundamental right to engage with us and enjoy YHC and the services that it provides. We aim to provide a quality service to and enjoyed by as wide an audience as possible.

2. Our Commitment to Accessibility

YHC aims to provide the widest possible access to all its collections and services to enable audiences from all sections of the community to enjoy use of YHC.

Our policy has been written in line with Yate Town Council's (YTC) Equality Policy (see appendix). YHC policy is to make continuous improvement as resources allow. YHC will analyse evidence of visitor and user experiences including visitor questionnaires and online sources, in order to improve our accessibility.

Our commitment to accessibility extends to our staff, volunteers and work placements as well as visitors. We are also committed to ongoing training in access issues for staff and volunteers.

To eliminate barriers and ensure equality of access we will consider the following forms of accessibility.

- Physical: - To enable people with physical disabilities to reach and appreciate every part of the heritage service. To take into account the needs of the elderly and of people caring for young people.
- Sensory: To enable visitors with impaired vision to enjoy the buildings and collections and aim to make more of our collections accessible to those with impaired hearing.
- Intellectual: We recognize that people have different learning styles and we will aim to provide interpretation in a range of different learning styles. We also aim to ensure people with learning difficulties can engage with and enjoy YHC and its collections.

- Cultural: To consider the needs of people whose knowledge of English history and culture may be limited.
- Attitudinal/Emotional: - To ensure the YHC environment and staff and volunteers are welcoming to visitors from all sections of the community. We also aim to ensure all the people of the Yate area feel that YHC is of significance to them.
- Financial: We will continue to provide free admission to YHC for all. When reviewing any charges we may make for any of YHC's extra events or services (education service materials) we will take into account that ability to pay can be a barrier to access.

3. The Yate & District Heritage Centre Site.

We aim to provide equal access to the YHC site and facilities for all visitors. We aim to review the site and facilities on a regular basis and recommendations and concerns will be considered by YTC and if appropriate YHC Management Committee.

4. Access to Collections

YHC is committed to increasing public access to its collections and information and to increasing knowledge and understanding of the Yate area's cultural heritage.

We will provide varied means of access to the collections including: - displays, handling sessions, publications, events and improved signage.

We aim to increase access to the collections not on display by offering web-based resources and our extensive YHC Photo Archive and other photographic collections.

We will provide levels of information and interpretation to suit a range of audiences and abilities. Additionally, we will ensure the presentation and labelling of displays respects a diversity of background.

5. Access to Learning

We will identify and continue to develop partnerships with a range of educational and community organisations to ensure that our activities continue to cater for the widest possible audiences.

6. Access to Visitor Services

Our volunteer attendants will assist and welcome all visitors. They will be available in YHC to help you understand and enjoy the collections.

We will consider the comfort of our visitors by providing stair lift access to both floors, accessible toilets, access for pushchairs, baby changing facilities and seating in galleries.

We aim to provide appropriate signage and navigational tools to suit a range of audiences.

7. Access for Staff (Paid and Voluntary).

YHC has adopted the YTC Equal Opportunities Policy and we are committed to encouraging volunteers from a wide range of backgrounds and physical and mental abilities.

We will consider the comfort of all our staff by providing easy access to all public and private parts of the building including stair lift access and sufficiently spaced routes to different rooms and galleries. We will aim to make reasonable adjustments to enable staff with physical impairments to do their work.

8. Access to Communication

We will promote YHC activities and events using accessible means of publicity including posters, banners, newspapers, website and social media.

We provide a range of ways that people can communicate with us including on line questionnaires and hard copy questionnaires.

9. Reviewing the Policy

We will review the access policy every three year to ensure it is in line with national guidelines and standards.

Appendix 1

YATE TOWN COUNCIL

EQUALITIES POLICY (This policy contains the staffing equalities policy. To be presented to the next S&G for adoption as one policy)

1. Yate Town Council's Commitment

Yate Town Council:

- recognises and acknowledges that levels of discrimination and inequality continue to exist in society and seeks to redress these inequalities via its commitment to civil liberties and human rights;
- welcomes and celebrates diversity, accepting that the majority view is not always right;
- will develop a shared understanding of the essence of equality, which is to value and treat all human beings humanely, with respect and dignity;
- will strive to build equality of opportunity into its work;
- is committed to ensuring that all service users have equal and independent access to Council services and to creating an environment that is accessible to all;
- will encourage user groups and local residents to participate in the development and shaping of services;
- will not discriminate, through its policies, services, employment contracting and funding practices, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the protected characteristics) and will ensure that no service user, employee or job applicant will receive less favourable treatment on the grounds of these protected characteristics or on the grounds of economic or social status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable;
- will take all possible steps to eliminate any unfair and unlawful discrimination and take positive action to redress and remedy the effects of past discrimination on these groups and individuals;
- opposes all forms of less favourable treatment, unlawful and unfair discrimination (direct or indirect), victimisation or harassment on the grounds of any protected characteristic.

2. Strategic Approach, Principles and Scope

Yate Town Council:

- has legal and moral obligations specified in the Equality Act 2010; • aims for the ethos of equalities to be integrated into mainstream policy development and service delivery;
- recognises that equality is inseparable from quality service provision and represents good management practice; • recognises that diverse groups and individuals within the community have a right to have their specific needs recognised and addressed with the resources available; • expects each individual employee, worker and volunteer to promote the spirit of its Equalities Policy. Each employee, worker and volunteer has a duty, both morally and legally, not to discriminate against other employees, workers or volunteers.

This policy applies to all permanent, temporary, agency and casual employees (including employees within their probation period) as well as to volunteers.

3. Principles

Equality principles and practices are integral to policy development, decision-making and resource allocation.

Celebrating diversity by responding to the specific needs of diverse groups and individuals is a key element in the provision of quality services.

The Council recognises that disability is caused by a failure of society to meet the needs of disabled people.

The Council pledges to:

- Encourage mutual respect for all of our residents; • Recognise and work with every diverse group; • Give high quality inclusive services and facilities; • Make sure our employment policies and practices are fair; • Challenge harassment and discrimination.

Under the Equalities Act 2010, it is unlawful to discriminate against an individual on any of the following grounds, known as 'protected characteristics':

- age; • disability; • gender reassignment; • marriage and civil partnership; • pregnancy and maternity; • race; • religion or belief; • sex; • sexual orientation.

4. Equalities Objectives in the Workplace

Yate Town Council is committed to:

- Valuing the difference between individuals and promoting equality and diversity in the workforce;
- fairness, dignity and respect in the workplace;
- providing equal opportunity to all applicants and employees;
- eliminating unlawful discrimination to employees and customers (when providing services to the community.)

The Town Council's overall objectives will be to:

(a) ensure employment policies and practices are fair and equitable; (b) ensure equitable access to the Town Council; (c) develop and support an effective consultation and participation process to enable groups at risk of discrimination and disadvantage to influence the Council's policies and practices; (d) integrate equalities into mainstream policy, planning and service delivery and monitor and evaluate progress; (e) aim for the workforce to be representative of all sections of the community and our customers, and for each employee to feel respected and able to give their best.

5. Recruitment and Employment

The Town Council is committed to ensuring that:

- (a) job applicants or existing employees, workers and volunteers will receive no less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or be disadvantaged by conditions or requirements which cannot be shown to be justifiable. (b) all posts will be advertised and applications will be welcomed from under-represented groups; (c) equal opportunities will be provided to all applicants and employees, unless there are genuine occupational qualifications or requirements for not doing so; (d) all individuals will be selected, promoted and treated on the basis of their ability; (e) employees, workers and volunteers will be protected from harassment and the Council will provide an effective response to deal with perpetrators and support from complainants;
- (f) recruitment and selection will be carried out based on equalities principles;

(g) employment practices are developed which reflect the responsibilities of parents and carers.

Yate Town Council will ensure recruitment and selection, promotion, appraisal and access to training is based on aptitude and ability relevant to job roles. All employees will be helped and encouraged to develop to their potential to ensure talents and resources of the workforce are fully utilised; where appropriate, special training will be provided to progress within the organisation.

The Council is committed to providing a work environment that is free from intimidation, bullying or harassment and promotes dignity and respect to all. This is further defined in the Grievance (Including Bullying and Harassment Procedure) and the Code of Conduct. All Change Management (including redundancy selection), application of terms and conditions of employment and council policies such as Time off Work and Leave (maternity, adoption, shared parental leave handbooks) and Flexible Working will be operated in non- discriminatory ways.

The Council will ensure disabled applicants and employees are not disadvantaged and in doing so will consider reasonable adjustments. This is further defined in the Recruitment & Selection and Managing Ill Health and

Sickness Absence Policy.

Any breach of this policy will be taken seriously and may be subject to the Managing Employee Performance procedure.

6. Service Users Access to the Council

The Council is committed to ensuring that all service users have equal and independent access to Council Services and to creating an environment which is accessible to all. The Council will;

(a) collaborate closely with user groups and endeavour to eliminate policies and practices which inhibit equal access to council services; (b) whenever practical, monitor the use of services to identify the reasons for the lack of use and to take action to remedy the situation within the resources available; (c) ensure that Town Council buildings are accessible and seek effective solutions to the improvements of access in existing buildings working in partnership with service users; (d) ensure that its publications are non-discriminatory and present a positive image for all sections of the community, welcoming and encouraging diversity.

7. Consultation and Participation

The Council will encourage and support equality interest groups to express their views as service users on ways in which services can be adapted to meet specific needs.

8. Integrating Equality into Policy and Service Delivery

The Town Council will aim to produce a culture which enables equality to be put into action. The achievement of equality objectives will be integral to the plans of the Town Council.

NOTES OF THE YOSC BOXING CLUB PROJECT STEERING GROUP PRE-MEETING TO THE MEETING WITH THE CONTRACTOR HELD ON THURSDAY 14 NOVEMBER 2019 FROM 3.00PM – 4.00PM AT POOLE COURT.

Present: Councillors John Ford, John Serle, Karl Tomasin & Chris Willmore (Chair of the YOSC Project Steering Group) - Yate Town Council.
Deputy Town Clerk and Estates Manager– Yate Town Council.

1. Apologies for Absence

No apologies for absence were received.

2. Declaration of Interest under the Localism Act 2011

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

Councillor John Ford

YOSC Ltd Trustee.

3. Minutes

The minutes of:

- (a) the meeting held with the boxing club on 15.08.19. (Appendix 1)
- (b) the contractor interview meeting held on 16.08.19. (Appendix 2)

were received and **NOTED**.

4. Instructions

It was agreed to formally **RESOLVE** instruction previously agreed by members of the Steering Group by email, to pay:

- additional costs to the consultant in the sum of £780, in relation to extra works undertaken to date;
- for the digging of trial pits at a cost of £2,664;
- for a drainage survey to be undertaken at a cost of £660.

5. Project Clarification

It was **NOTED** that following differences having been received to the original specification due to surveys and requests the cost of the project appeared to be increasing, Members discussed the project expectations and clarified the expected project outcomes as follows:

- **Solar Panels**

It was **NOTED** that the council is committed to be carbon neutral, however the YOSC site is to be addressed as a whole, with the main building roof being more suitable to house any solar panels for this site.

- **Positioning**

It was **NOTED** that the contractors had indicated the building would need to be placed 5 metres away from the trees, although alternative indicators suggested otherwise.

It was agreed that members do not want YOSC Ltd to lose the income from the 9x9 pitches and the Football Association's regulations for run off stand at 3 metres.

RESOLVED Correspondence be sent to Ian Garrett or Tim Fairhead from Avon Wildlife Trust regarding safe distance required for the build in relation to the trees.

It was **NOTED** that the 9x9 pitches could not be played during the construction period and that YOSC Ltd had been made aware of this.

- **Foundations**

Discussion took place around the depth of the foundations and queries to be raised with the architect in the following meeting as to why 2.5 metre foundations would be required on a single storey building.

It was **NOTED** that:

- Lights that don't affect the birds need to be considered;
- The route of the pathway to be discussed with YOSC Ltd.

- **Type of Building**

It was suggested that it may be cheaper to revisit the project with the suggestion of using a modular type of building.

It was agreed this item be raised with the Consultant Architect.

6. Storage

It was **NOTED** that:

- YOSC Ltd has advised there is no storage room available at the clubhouse for Yate United FC to use;
- The boxing coaches advised they were previously advised they did not have to accommodate storage for Yate United FC at the new build;
- We have been advised that S106 would be applicable to providing storage for the above, however all S106 funding available to this site is currently earmarked for other projects such as drainage.

It was reiterated that the storage at the new building would be for the boxing club only and further consideration to be given by YOSC Ltd and Yate Town Council to alternative storage for the other group, currently located at the terrapin, at a later date.

7. Fundraising Update

It was **NOTED** funding has been applied for from the following organisations:

- Lord-Lieutenant – Unsuccessful, no funding to support such a project;
- National Lottery – awaiting outcome;
- Sports England – awaiting outcome;
- Newland Homes – awaiting response to enquiry;
- Enover – advised they were oversubscribed in the last round but suggested we apply for the next round closing 6 December 2019 for a meeting in January 2020. However, as this project is now not planned to commence until January 2020 the bid will be submitted;
- Correspondence has also been sent to two personal acquaintances of one of the YABC coaches for support for this project - outcomes awaited;
- The boxing club has been advised of funders to which they can apply, as appended to the notes of the meeting with the boxing coaches dated Thursday 24th October 2019;
- Investigations were made into the Power to Change fund; however, the fund is designed to support existing community businesses (i.e. shops pubs etc.) with grants to help them progress towards self-sufficiency. This could be through increasing trading income, securing an asset or significantly reducing revenue costs and therefore not suitable.

8 Consultation

RESOLVED To plan future discussion with YOSC Ltd who have indicated will manage the site (in relation to pathways, bookings etc.) following completion, as part of the wider YOSC Project.

9 Development Plan and Name for the New Community Building at YOSC

a) Development Plan for the New Build

It was **NOTED** the development plan discussions for the new community build had mainly been to do with the boxing club to date.

RESOLVED Development for wider usage be discussed further in the New Year.

b) Name for the New Community Building

A name for the new building, was discussed.

RESOLVED The official name to be used for the new community building to be YOSC Multi Activity Building (YOSC MAB).

10 Avon Wildlife

Further to the minutes of the Project Steering group meeting held on 25 July 2019 where the content of the report carried out by Avon Wildlife was noted, it was resolved as part of that process that either a formal, written undertaking be obtained from the developers that they will not develop any part of the remaining woodland or that the land be handed over to a public authority such as Yate Town Council or South Gloucestershire Council since this land is not intended for development anyway.

It was **NOTED** that correspondence was sent on 29 August and chased on both the 18 September and 7 November 2019, when a response was received from Simon Gilbert, Development Director, Barratt Homes (Bristol Division):

'I'm afraid I cannot confirm that Barratt will take "further steps". (as indicated in the environmental report). We have a full implemented planning consent for all the infrastructure and POS on the site and will be delivering the scheme in accordance with that permission. This does however include an ecology buffer along the boundary'.

It was also **NOTED** that further correspondence had been sent to Barratts as follows:

'Thank you very much for your response.

We would just like to confirm that this land is identified in the plans for retention as woodland, with some play facility within it. We wished to share with Barratts the ecological report the Town Council commissioned, which adds to Barratts existing ecological report about the future management of the area which is to be retained as woodland.

We are also highlighting the fact that there is a target sprint facility behind the hedge for Barratts to be aware of, which may affect the sort of boundary treatment considered appropriate to ensure the boundary meets both our needs. '

RESOLVED Correspondence be sent to Tim Fairhead of Avon Wildlife to ask he pursues with the Barratts.

MEETING OF THE YOSC PROJECT STEERING GROUP (BOXING CLUB RELOCATION) - MEETING WITH CONSULTANT ARCHITECT HELD ON THURSDAY 14 NOVEMBER 2019 FROM 4.00PM – 5.15PM AT POOLE COURT.

Present: Councillors John Ford, John Serle, Karl Tomasin & Chris Willmore (Chair of the YOSC Project Steering Group) - Yate Town Council.
Chris Askew, Askew Cavanna, Project Consultant.
Deputy Town Clerk and Estates Manager – Yate Town Council.

1. Apologies for Absence

Apologies for absence were received from Jeremy Dale and Andy Lathall - YOSC Ltd.

2. Declaration of Interest under the Localism Act 2011

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

Councillor John Ford

YOSC Ltd Trustee.

3. Project Updates 3/1

Planning Permission

It was **NOTED** that planning permission to proceed with the proposed project build was received on 14th August 2019.

3/2 Consultancy Fees

The instruction to pay additional costs to the consultant in the sum of £780, in relation to extra works undertaken to date was **RESOLVED**, as previously agreed by email in consultation with the Project Steering Group.

3/3 Trial Pit Dig

It was **NOTED** that the Council's appointed structural engineer reviewed the contractor's proposal and confirmed that the proposal appears reasonable in respect of designing to codes and current building regulations. The full detail is not available at this stage, but they observe that it remains the contractor's responsibility to comply with such.
Report attached, appendix 1.

It was reported that the structural engineer felt 2.2 metre foundations were required, however it was agreed that the structural engineer needs to appreciate the type of build being undertaken.

RESOLVED:

- The instruction to undertake the trial pit dig at a cost of £2,664 be approved, as previously agreed by email in consultation with the Project Steering Group;
- Architect consultant to follow up with the structural engineer his/her understanding in relation to the depth of the foundations and report back to the council.

3/4 Drainage Survey

It was **NOTED** that on the advice of the project administrator, a drainage survey (required by the current preferred contractor) was instructed at a cost of £660, undertaken on Thursday 14 November 2019, following which a report is yet to be received.

RESOLVED The instruction to undertake the CCTV survey of drain runs at a cost of £660 be approved, as previously agreed by email in consultation with the Project Steering Group.

It was **NOTED** that the possible risk associated with the drains was that they may not follow the route expected and therefore need to be clarified.

3/5 Site Location and Access

It was **NOTED** that:

further to the various investigations having been undertaken, the Council's appointed structural engineer had confirmed contractor's proposal is reasonable given the species. The discussion was around moving the building 1m closer along with reducing the run off at end of pitch to 3m. This might be assisted by use of fencing and landscaping between the pitch and building. The contractor has advised that if the oak tree is trimmed ahead of works, this would likely allow building closer to the trunk.

Discussions took place around the British Standard Industry (BSI) for a 30m tree being a 3m distance for the build to be constructed away from the tree rather than 5m and it was not understood why 5m had been suggested.

It was **NOTED**:

- that if the building were to be pulled that far back then the 9x9 pitch currently in use would not fit in and Sports England have been assured that no pitches would be lost;
- further to email circulation, it has been agreed that no fence is to be included along the copse boundary that will run between the site and the new development.

RESOLVED:

- A managed solution to be found to ensure the 9x9 pitch has the same run off as the other end in line with the FA regs, to provide soft landscaping at the new building end and at the roadway end where there is a return on the fencing which requires careful treatment if the pitch moves any closer;
- A check be made with the preferred contractor that they are undertaking the tree protection to BSI standard.

It was further **NOTED** during the construction stage that no football fixtures will be permitted due to H&S reason of the close proximity of pitch to the construction fencing.

The meeting considered the question of how best to access the site.

RESOLVED Access to be from the turning head, which will need to be properly lit and maintained in a tidy condition, with bollards by the entry if needed, so as to minimise mud being taken into the new building and to avoid the additional cost of laying a path from the pitch access gates to the new building and associated mud risks.

4 Energy Efficiency

Upon instruction from the council the consultant architect explored the possibility of solar panels on the new build and advised that it would be better to place solar panelling on the main building, and the time to do that is when the roof is replaced, supplemented by ground level panels if required.

RESOLVED As the council is committed to becoming carbon neutral, the YOSC site is to be addressed as a whole, with the main building roof being more suitable to house any solar panels for this site. Consideration to be given to location due to possible damage by footballs.

5. Appointment of Contractor

It was **NOTED** that the external works had been clarified by consultant as follows:

1. Allow for all necessary protection to trees in adjacent wooded area;
2. Highway and turning head: allow for reinstatement of kerbs and road surface including provision of level access into front door;

Further to the finalisation of the price by the preferred contractor, following the outcome of site investigations and adjustment made to include:

- 2.5 metre foundations;
- Bridging over drains; and
- Reinforced internal floor slabs.

It was **NOTED** that the extra cost to cover the extra works was confirmed at £16,396 increasing the contract price to £185,515 and that the preferred contractor wanted to charge an extra £350 to remove the chain link fencing.

Deep concern was indicated regarding the project drift as this sum would exceed the allocated budget for this project.

Discussion took place around the possibility of a module building as a cheaper option; the consultant architect advised that there would be a longer lead-in time and the cost would be greater with a timber frame.

RESOLVED:

- The consultant architect to refer to the preferred contractor to establish:
 - a) what savings can be made to the project; and
 - b) advise it was thought the removal of the chain link fence was part of the site clearance and ask this charge be removed.
- Yate Town Council's RFO to remove funding allocated in the budget for works being undertaken by the boxing club coaches, reinstate the 10% contingency and advise the architect consultant of the revised contract budget sum available.

It was **NOTED** that the project will include extractor fans.

Further discussions took place regarding the project build, including placing a block wall on one side however this was not considered due to costs and it was explained that the council is seeking to maximise the use of the building in line with the existing primary purpose.

It was **RESOLVED** that the architect consultant to make the preferred contractor aware prior to the start of the works that:

- The compound is to be separate from YOSC;
- Damage through the use of heavy vehicles is not expected and no vehicles allowed on soft grass etc. at the site and a site access route to be agreed prior to commencement;
- Young people use the YOSC site during school hours;
- Any instructions to the project must only be received via the architect consultant and it is imperative the contractors make their employees and sub-contractors aware of this;
- It is conditional that Yate Town Council to receive building inspectors sign off before handover of the building at end of the project.

It was **NOTED** that:

- On the plan the current entry is planned on the western end;
- The fire exit is placed on the eastern side of the plan.

It was further **RESOLVED** that Yate Town Council officers to:

- Send a copy of the plans to the boxing club to:
 - identify drain entry for the provision of sink and toilet (cc Askew Cavanna). As it stands the water is on the western side of the building and we need to know where the toilets are to be positioned;
 - check they are planning to fund and undertake all the fit out to include the heating and fire and emergency light works and provide the associated electric and fire certificates;
 - check they will be undertaking the outside works e.g. the pathway etc.;
- advise YOSC Ltd, the school and local residents of the date when the contractors date for commencing on site is known.

6. Project Timeline

It was **NOTED** that if appointed, the preferred contractor was still on target to commence works in January.

RESOLVED Consultant architect to establish actual timeline from preferred contractor taking into consideration possible ground conditions.

8. Next Stage

The Council confirmed the maximum budget. Discussion took place about the delays the project is encountering and the concerns about the project not delivering on time. The Consultant identified steps to be taken to resolve this.

- Subject to contract price negotiations, to **AGREE** date to meet preferred contractor;
- Arrange meeting when contract signed to outline expectations of Yate Town Council and the boxing club and make a list of who's doing what.

9. Date of Next Meeting

Next meeting to be arranged.

MEETING OF THE YOSC BOXING CLUB PROJECT STEERING GROUP PRE-CONTRACT MEETING WITH D R JONES AND PROJECT CONSULTANT HELD ON TUESDAY 17 DECEMBER 2019 FROM 2.00 PM – 3.00PM AT POOLE COURT

Present: Councillors, John Ford and Karl Tomasin (part meeting) - Yate Town Council
Chris Askew, Askew Cavanna - Project Consultant
Mark Sheffield Contract Manager, Leigh Channon, Quantity Surveyor - D R Jones, Building Contractor
Deputy Town Clerk, Estates Manager,
Community Projects Officer – Yate Town Council

1. Apologies for Absence

Apologies for absence were received from Councillors John Serle and Chris Willmore.

2. Declaration of Interest under the Localism Act 2011

Councillor John Ford made a Declaration of Interest as a YOSC Director and Trustee.

3. Introductions, roles and responsibilities

Introductions were made; Mark Sheffield, Contracts Manager and Leigh Channon, Quantity Surveyor from D R Jones Building Contractors were welcomed. Main contacts for the project will be Site Manager, Ian Findley and Principle Design Agent, Darrel Robbins. Contact details to be forwarded to Askew Cavanna.

4. Contract issues

Contract Terms

The following contract terms were **NOTED**:

- JCT Design and Build Contract 2016 – to be completed by Askew Cavanna, signed by the YTC members on Friday 2 January 2020 and forwarded to D R Jones in readiness for the commencement of the 6 week lead up time from Monday 6th January 2020. DR Jones to discuss with their architect and engineer in advance of 6 January 2020;
- Contract Sum:
 - Agreed sum: £187,515 exclusive of VAT, subject to reduction for use of welfare facilities to be agreed;
- D R Jones to provide an exact listing or requirements for the welfare facilities to enable agreement by YOSC Ltd that they can deliver all that is required; YTC to confirm and liaise with YOSC dates of use and expectations for facilities;
- The reduction for use of welfare of £2,600 plus profit saving agreed, final total figure to be confirmed by DR Jones;
- A further discussion took place regarding the additional cost for a soakaway because of surface water and the diversion of the existing fowl water drainage, subject to percolation test. DR Jones to confirm cost, estimated at a maximum of £2,500.
- **Agreed start date:** Monday 17th February 2020 for duration of 19 weeks.
Agreed completion date: 26 June 2020
- Liquidated damages; £800 per month

- Rectification Period: 12 months
- Retention percentage of 5% during build and 2.5% on completion.
- Valuations: monthly
- Insurances:
 - Contractors Insurance – injury to persons or property £10,000,000
 - Insurance of Liability of employer: £10,000,000
 - Insurance of the works: Option A applies (insurance of the works by contractor)
 - Professional indemnity
- Performance Bond: not required

All documents to be put together by Askew Cavanna. Insurance documentations to be shared with Askew Cavanna and Yate Town Council.

5. Health and Safety

The following was **NOTED**:

- D R Jones to apply for F10 Notice two weeks before the contract starts. To sign off on completion of build when no longer principle builder and the internal fit takes place. Chris Askew to discuss further with Estates Manager;
- Hazards: working in a public area, vehicle manoeuvring - a discussion took place regarding potential hazards, primarily:
 - Safety of the public;
 - Working in the vicinity of young people;
 - Vehicle turning

D R Jones propose following precautions:

- clearly identify the site perimeters with Heras fencing. To forward map to Askew Cavanna to identify the area;
- DR Jones site to be off limits for YOSC volunteers, employees, customers and all members of the public;
- a banksman will be used when manoeuvring vehicles on site;
- no staff or customer parking adjacent to YOSC building. All parking during build to be behind the Astroturf in the carpark. Estates Manager to inform YOSC that no parking for safety and avoiding damage liability to take place;
- to take photographs, prior to and through out build. Images to be shared with Askew Cavanna. Estates Manager to visit site on Monday 17th February with D R Jones to take initial photographs.

6. Contractor Matters

The following was **NOTED**:

Communications

- all communications without exception to come through Chris Askew relating to any site issues in the first instance;
- D R Jones Site Manager, Ian Findlay to be first point of contact on site;

- RFO and Town Clerk to be first point of contact at YTC until the Community Projects Manager is in place;
- Site diary will be in place to record all relevant information from visitors to site and weather conditions.

(Councillor Karl Tomasin entered the meeting)

Site Compound

To **NOTE** prior to the build commencing the following actions will be undertaken:

- YTC to either move porto cabins in the turning area (adjacent to the build site) to a more convenient position or remove all together.

Quality control and tidiness

- D R Jones Contract Manager to visit site regularly;
- Contract Manager stressed that it will be inevitable that mud from site will be taken across to the allocated mess room and toilets. They will endeavour to keep path as clear as is possible.

Services

- D R Jones Contract Manager to liaise with Askew Cavanna and Estates Manager regarding services:
 - YTC Estate Manager to consult O&M Manual and advise Askew Cavanna where the originate:
 - Electric
 - Water
 - drainage
 - Service connection – Estates Manager to confirm route from existing building;
 - Estates manager to check OM Manuals for electricity connections;
 - There is currently a cable running into one of the containers – Estate Manager to disconnect;
 - Although the build has no plans for the installation of heating, the building has the capability of it being installed;
 - No crucial dates for deliveries to consider.

Construction programme

Lead in date:	Monday 6 th January 2020
Start date:	Monday 17 th February 2020
Finish Date:	Friday 26 June 2020
Regular site visits commencing on:	Wednesday 26 th February 2020 and monthly thereafter

No crucial dates identified by contractors.

Security

D R Jones to erect Heras fencing to secure sight

Handover

It was **NOTED** that the contractors cannot achieve electrical certificates at handover as the building is to be handed over to the boxers for completion.

- On completion of the DR Jones contract;
 - all equipment/Haras fencing to be removed prior to contractors (Boxers) working on interior fit and landscaping of the site;
 - paths/pavements to be power washed;
 - D R Jones to produce draft OM Manual for the new build with the addition of a contents page to be completed by contractors who fit out build.

Planning and Building Regulation

It was **NOTED** that:

- D R Jones have a copy of the planning consent which had no conditions attached;
- RFO to check if Yate Town Council has perused building reg requirements and advise Askew Cavanna accordingly;
- D R Jones will not be getting final sign off from building regs. Finishing point, prior to internal fit out by new contractors:
 - Plans
 - Excavations
 - Drains
 - Shell
- At the point of D R Jones to handover certificates, plans, guarantees and documentation all to be included within the OM Manual.

It was **NOTED** that F10 (HSE Notification of construction project), carries on at handover.

7. Designer Matters

Architect

- All changes to the build to be finalized and drawn up by Askew Cavanna specifically:
 - Moving the door away from turning area - Askew Cavanna to run past boxers;
 - Location of drain;
 - Location of build - a discussion took place regarding the position of the build. The rugby pitch adjacent to the build site requires run off space. Sport England specify 3m., CA has allowed 6m so room for manoeuvre. Contracts manager to discuss with D R Jones engineers. Estates Manager to meet with CA and Contract Manager to peg out site at YOSC at 10.00am on 3rd January 2020. YOSC rep to be invited to site once area pegged out;
 - YTC to inform YOSC that the area will be out of use from Friday 3rd January 2020 following the pegs in place discussion with YOSC Ltd rep regarding use.
 - Consideration to be given to the oak tree. In order to move the build closer to the boundary fence the oak tree will require cutting back to reduce

crown area. Approximate costs £750. To be agreed with the steering group using delegated powers

8. Next Meeting Date

- Next progress meeting to be held on site at 10am on 26 February 2020 and monthly thereafter.
- Next meeting of the Project Steering Group to be arranged

L:\Projects\YOSC\YOSC Boxing Club Relocation\Minutes\2019\YOSC PSG and YATE ABC Minutes 17.12.19.docx

**MEETING OF THE YOSC LIAISON GROUP MEETING HELD ON WEDNESDAY
13 NOVEMBER 2019 FROM 9.30AM – 11.30AM AT POOLE COURT, YATE.**

PRESENT: Councillors Chris Willmore (Chair), Tony Davis (part-meeting), Mike Drew and Karl Tomasin.
Jeremy Dale and Stuart Nunn - YOSC Directors.
Andy Lathall - YOSC Site Manager.
Town Clerk & Estates Manager.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor John Serle.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Mike Drew – Governor of Brimsham Green School.

3. LEGAL AGREEMENTS AND GOVERNANCE

- (a) It was **NOTED** that two meetings had taken place between the Town Clerk and Jeremy Dale of YOSC Ltd since the last Liaison meeting to discuss formalising the governance between Yate Town Council and YOSC Ltd, to put YOSC Ltd's occupation of the Town Council site on a formal basis.

It was **RESOLVED** that Yate Town Council would prepare a formal proposal (*likely to be issued to YOSC Ltd after Christmas*) and that YOSC Ltd be asked to respond within a 2-3 month timeframe thereafter to commence negotiations over the detail.

- (b) It was **NOTED** that Directors of YOSC Ltd were not appointed at the meeting held on 19th July 2019 (despite the previous minutes recording that they had been) as the meeting was not well attended. Current YOSC Ltd Directors were confirmed as:

- Jeremy Dale;
- John Ford;
- Stuart Nunn;
- Geoff Robson;
- Ellen Taylor.

It was further **NOTED** that:

- the next Trustee meeting will take place on 15th November 2019, and prospective trustees have been invited to attend, to complete the relevant forms to be sent onto the Charity Commission and Companies House thereafter;
- Councillor John Emms was formally nominated as a Director of YOSC Ltd by Yate Town Council at the meeting held on 29th October 2019 and it was **RESOLVED** that YOSC Ltd be asked to consider appointing him as a Trustee at the forthcoming meeting on 15th November 2019.

4. YOSC LTD ACCOUNTS

4/1 Accounts

It was **NOTED** that the YOSC Ltd and YOSC FM CIC Financial Statements for year ending 31 October 2018 were received at the previous Liaison meeting.

It was **RESOLVED** that quarterly reports for periods October 2018 – January 2019 and January 2019 – April 2019 be sent to Yate Town Council as soon as possible, with the quarterly report for period April 2019 – July 2019 to follow on as soon as it's available.

4/2 Signatories

At the meeting on 25 September 2019 it was **NOTED** that:

YOSC Ltd is in the process of opening a new bank account following the appointment of the new Directors at the meeting held on 19th July 2019 and that they aim to have this concluded by the end of the year, if not sooner.

Further to the information as relayed under item 3(b) - that new YOSC Directors have not yet been appointed - it was further **NOTED** that the process to amend the signatories has not yet begun and will be commenced on appointment of the new Directors.

5. OUTSTANDING ITEMS

- Building Control certificates remain outstanding; however, the electrical test has been completed;
- Health and Safety Operation Manuals are now complete and electrical works have been commissioned. It was however **NOTED** that should further delays be experienced; the orders will be withdrawn and new orders placed with alternative contractors;
- Works to replace the roof skylights and extracts have been ordered and it is anticipated that the replacements will be installed by mid-December 2019. This work will be funded from YOSC earmarked funds.

(Councillor Tony Davis entered the meeting).

6. YATE TOWN COUNCIL YOSC PROJECTS

6/1 YOSC Athletics and Track Project

It was **NOTED** that:

- During the 12 months defects period until 4th September 2020;
 - o monthly meetings are taking place between the Estates Manager and YOSC Site Manager;
 - o quarterly meetings between the Estates Manager and the Contract Administrator;

- A meeting will take place between the Contract Administrator, Contractor, YOSC Ltd and Officers on Monday 13th November 2019 to discuss the outstanding element of accreditation; certification of which is required before Yate Town Council will release outstanding project payment to the Contractor. To receive update;
- To **NOTE** that there is no further update to the previous meeting where it was ***“RESOLVED that the Estates Manager and YOSC Ltd would liaise over the specification, based on the UKA guidance, and that YOSC Ltd is to advise in due course if they wish to maintain the track/athletics facility and if so, to provide a quotation for doing so.”***

6/2 Yate Amateur Boxing Club

(a) It was **NOTED** that:

- the digging of the trial pits has taken place and a report received;
- an investigation of the drainage system is due to take place 11 November 2019;
- the contract is to be finalised following the result from the above reports (so that the preferred contractor can provide a fixed price);
- an interim meeting between the Boxing Club and officers has taken place to keep each party updated;
- a further meeting with the Boxing Club about fit-out is to be carried out at a later date;
- there is a 4-week lead-in time which is anticipated to start beginning of January 2019, with a 15 – 19 week build, which would end mid-May 2019;
- funding bids have been made to National Lottery and Sport England; the National Lottery has indicated it is unlikely we will receive funding for this project and Sports England wishes to visit the site as we have already received funding for this site on two occasions previously;
- the loan application has been approved;
- the next meeting of the project steering group has been set to take place on Thursday 14 November at 4pm.

(b) Discussion took place about Yate Utd and future storage of the items held in the existing boxing club. It was **RESOLVED** that as long as Yate Utd is a user of YOSC, Yate Town Council and YOSC Ltd jointly undertake to find storage for them as a user.

6/3 Drainage

It was **NOTED** that:

- a further bid for s106 monies will be made shortly. *(NB: Some s106 funding has already been secured by Yate Town Council for £23,114.89 (capital) and £11,649.97 (revenue for ongoing maintenance) to improve the drainage of the grass pitches at YOSC. It is anticipated this project will start in 2020, subject to the shortfall in funding being secured (estimated project cost in region of £45,000)).*
- A meeting will be arranged with Gloucestershire Football Association for assistance concerning the project shortfall once the new Community Projects Manager is in post.

6/4 Fencing

- (a) Further to ongoing issues with Moto X bikes accessing and damaging the pitches via Watery Lane, quotations for fencing were received in the sum of £9,860 (galvanised palisade fencing) and £10,750 (green coated galvanised fencing) and **RESOLVED** that galvanised palisade fencing be purchased at a cost of £9,680; cost to be met within the existing Yate Town Council YOSC budget;
- (b) The cheapest quotation was received from 3 sought to replace the chainlink fence at the far side of the clubhouse playing field, in the sum of £1,500. **RESOLVED** To proceed with replacing the chainlink fencing at a cost of £1,500, to be met from within the existing Yate Town Council YOSC budget.

7. General Updates

- It was **NOTED** that regular meetings to discuss health and safety assessments, between the Estates Manager, Jeremy Dale and the YOSC Site Manager are continuing and **RESOLVED** that this item be removed from the agenda, with health and safety issues being brought forward to the Liaison Committee as appropriate.
- It was **NOTED** that the following work on signage and banners is ongoing and will be brought to a future meeting of the Liaison Committee:

The YOSC Site Manager in consultation with Yate Town Council's Community Projects Manager would:

- *revisit the strategy, criteria and charging structure for banner sponsorship, to ensure clear guidelines of style and content including reference to YOSC Ltd and Yate Town Council;*
 - *consider purchase of a joint 'welcome' banner displaying both Yate Town Council and YOSC Ltd logos, to be erected in a prominent place onsite;*
- It was **NOTED** that a new CCTV system has been installed and **RESOLVED** that an additional hard drive be purchased at a cost of £357 (to be met from the existing budget for the CCTV works);
- At the meeting held on 25 September 2019 it was recorded that:

UKA track report has been received (Estate Manager to circulate to the Project Steering Group); Public Liability notes on the reports contradict each other and will be followed up with the Contract Administrator, along with raising a query as to why only one high jump was inspected, whether a test on surface thickness was done and whether the lack of roll protection to the high jump bed (target sprint end) could have resulted in damage to the surface.

The following update was **NOTED**:

- An amended report was issued correcting the error concerning the public liability notes;
- The contract administrator provided responses to the other queries listed above, all of which were shared with Jeremy Dale at YOSC Ltd.

- Further to the following resolution at the meeting held on 25th September 2019:

*It was **RESOLVED** that the Service Support Manager will follow up the signage and path clearance issue for the Public Right of Way behind YOSC with the officer at South Gloucestershire Council, following an incident where a member of the public walked across the site whilst in use.*

It was **NOTED** that correspondence has been sent to the South Gloucestershire Council Public Rights of Way Officer and a response awaited, and further **NOTED** that this issue will be addressed by the action agreed under 6/4. **RESOLVED** Yate Town Council to arrange for 'no access' signage to be erected and South Gloucestershire Council be asked to install a finger point sign to signpost the public right of way.

- It was **NOTED** that a meeting will be arranged with Yate Hockey Club to discuss their request to install scaffolding on the Astroturf so that they can film training/matches.
- Discussion took place about surface water at the YOSC site at the northern boundary and **RESOLVED** that YOSC Ltd notify the Town Council asap if excess surface water is found onsite so that Yate Town Council can pursue with the developers building the new houses in north Yate.

It was further **NOTED** that surface water flows into the foul drainage system at YOSC and there had been a recent issue where the foul drainage system was overloaded and it backed up; the issue was subsequently resolved by Wessex Water, although there may be a potential for this issue to occur again unless Wessex Water addresses volume and capacity.

RESOLVED:

- (a) Contact be made by Yate Town Council with Wessex Water and Barratt Homes expressing concern that we had a total blockage and resulting closure of the YOSC site recently because surface water discharged into the foul system which was unable to cope with the overload. Combined with a rising water table, we ask that they advise when they're connecting pipes to rectify this to prevent future similar issues from occurring. YOSC Ltd to provide photos to accompany the correspondence;
 - (b) YOSC Ltd seek compensation from Wessex Water for site closure for the recent incident;
 - (c) Councillor Chris Willmore to consult the legal documents held at Poole Court in relation to the pumping station.
- **RESOLVED** YOSC Ltd to forward registration details of the vehicle seen at YOSC during a theft onsite and the details be circulated to the estates team and Town

Councillors with the request that if the vehicle is seen, its whereabouts are passed onto the police for pursuing in connection with this incident.

8. DATE OF NEXT MEETING

The next meeting of the YOSC Liaison Group will take place on Wednesday 15th January 2020 from 9.30am – 11am at Poole Court.

s/properties/sportsfacilities/YOSC/YoscLiasion 13.11.19
FC 07.01.20

CONSULTATION: SGC Annual Council Budget 2020/21

<https://consultations.southglos.gov.uk/consult.ti/Budget20/consultationHome>

Response emailed 2.1.2020 to : Consultation@southglos.gov.uk

1. Social Care Precept - we welcome the relaxation of controls but consider the continuing restrictions, limiting this consultation to only social care, undermines the notion of local councils being accountable to their electors. Local communities should be empowered to set local taxation levels for all services. Given the government now contributes less than half the spending by the local authority (even including all the schools' money), it really should be a local democratic decision how much is raised and spent, not a central government instruction. Conservative approaches to less government and local empowerment should surely point in that direction.
2. We object to the way in which South Gloucestershire Council has reduced the funding it is passing on to Parish Councils - particularly at a time when we are being put under increasing pressure to pick up the provision of services as South Gloucestershire cuts back on services.
3. Service cuts - We oppose the service and grant cuts contained in this budget. We are seeing the direct impacts of consultations on cutting finance to voluntary sector. The voluntary sector is crucial and offers real value for money. So far, town councils like ours have done our best to pick up the pieces resulting from your cuts, but we cannot continue to pick up the pieces for South Gloucestershire. The cuts being proposed are too long to enumerate, but we wish to object to the cuts and, in particular, the cuts that affect the most vulnerable (children, adults, education and social services), and that affect safety (highway and community). These frontline services should be protected.
4. Omissions - We cannot see that you are budgeting in a way that will enable you to deliver zero carbon within the timescales needed. This will undermine the all-party commitment to deliver zero carbon.
5. Council Tax Reduction Scheme. The use of the language of 'customer' for residents paying council tax seems rather odd. We are deeply concerned at the notion that all working age households will pay some council tax under the proposals being consulted on, even where they used to get 100% rebate. We are seeing growing numbers of residents forced to rely on the foodbank, yet you are planning to charge them at least 20% of the Council tax bill for their property. For a family on an income of under £120 a week, in a band D house, that would mean 5-10% of their income. That means going without food for those people - so even people on University Credit maximum will still be charged 20% of the Council tax. This is taxing poverty.

In line with your consultation responses, we consider there should be a capacity to backdate council tax reduction claims - at the moment of loss of income, people are not necessarily going to think of everything, and it takes time to get advice on what to do such as claiming CTR (and with cuts to CAB funding this is going to get worse in terms of access to advice).



20 DEC 2019

RECORDED DELIVERY

Hayley Townsend,
Clerk to Yate Town Council
Poole Court
Poole Court Drive
Yate
South Gloucestershire
BS37 5PP

Date: 19 December 2019
Your Ref:
Our Ref: L3/LT24/STOR/PT.6328
Enquiries to: Lynne Tucker
Tel: (01454) 868781
DX: 47257YATE
E-mail: lynne.tucker2@southglos.gov.uk

Dear Ms Townsend

**TOWN AND COUNTRY PLANNING ACT 1990 - SECTION 257
SOUTH GLOUCESTERSHIRE COUNCIL {FOOTPATHS LYA 50 {PART) AND LYA 53
{PART) AT NORTH YATE - NEW NEIGHBOURHOOD) PUBLIC PATH DIVERSION
ORDER 2019**

I enclose, formal notice of the making of this order, which I think you will find self-explanatory, together with a copy of the order.

If no objections are received the order will be confirmed after 7 February 2020.

Accordingly, if the order is unopposed, a notice to that effect will be forwarded in due course.

Yours sincerely

b

**Lynne Tucker
Legal Assistant
Legal, Governance and Democratic Services**

Enc

**NOTICE OF PUBLIC PATH ORDER
TOWN AND COUNTRY PLANNING ACT 1990 - SECTION 257
AND PARAGRAPH 1 OF SCHEDULE 14**

**SOUTH GLOUCESTERSHIRE COUNCIL
(FOOTPATHS LYA 50 (PART) AND LYA 53 (PART) AT NORTH YATE - NEW NEIGHBOURHOOD)
PUBLIC PATH DIVERSION ORDER 2019**

To: Hayley Townsend, Clerk to Yate Town Council
Of: Poole Court, Poole Court Drive, Yate BS37 5PP

The above order was made on 17 December 2019. The effect of the order will be:

1. To divert that length of public footpath **LYA 50** in the Parish of Yate running from the north side of the adopted estate road, at point A (Grid Reference ST 7104 8455) northwards in a northerly direction on the east side of the field boundary hedge for 146 metres to Point C (Grid Reference ST 7104 8469) where it joins the southern end of the unsurfaced adopted highway at Tanhouse Lane (shown by a bold black line marked A - C on the order map) to a new line running from the said point A (Grid Reference ST 7104 8455) eastwards for 10 metres to point B (Grid Reference ST 7105 8455) then northwards for 150 metres to the said point C. Having a minimum width throughout of 2 metres and shown by a bold broken line marked A - B - C on order map, and
2. To divert that length of public footpath **LYA 53** in the Parish of Yate running from point D (Grid Reference ST 7093 8475) south south eastwards for 218 metres to point E (Grid Reference ST 7099 8454), then generally southwards for 319 metres to point F (Grid Reference ST 7097 8423) at its junction with public footpath LYA 55 approximately 30 metres north of Eastfield Drive (shown by a bold black line marked D - E - F on the order map) to a new line running from the said point D generally southwards for 228 metres to point G (Grid Reference ST 7094 8453) at its junction with the north side of the new estate road, then running east north eastwards parallel to the estate road for 34 metres to point H (Grid Reference ST 7098 8454) where it crosses the estate road and continues generally southwards for 313 metres to the said point F. Having a minimum width throughout of 2 metres and shown by a bold broken line marked D - G - H - F on the order map.

A copy of the order and order map may be seen free of charge at the Yate One Stop Shop (next to the Leisure Centre), Kennedy Way, Yate during normal office hours and at 44 West Walk, Yate BS37 4AX during normal opening hours. Copies of the order and order map may be bought at the price of £6.50. You may also view the map relating to this notice on the Council's website at www.southglos.gov.uk/consultation

Any representation about or objection to the order may be sent or delivered in writing addressed to the Head of Legal and Democratic Services at the undermentioned address quoting reference L3/LT/STOR/PT.6328 not later than 7 February 2020. Please state the grounds on which it is made. Please note that all representations received may be considered in public by the Council and that the substance of any representation together with the name and address of the person making it could become available for public inspection.

If no such representations or objections are duly made, or if any so made are withdrawn, South Gloucestershire District Council may itself confirm the order as an unopposed order. If the order is sent to the Secretary of State for the Environment for confirmation any representations or objections which have not been withdrawn will be sent with the order.

PO Box 1953,
Bristol BS37 0DB
Dated: 8 January 2020

John McCormack
Monitoring Officer and Head of Legal,
Governance and Democratic Services

PUBLIC PATH DIVERSION ORDER

TOWN AND COUNTRY PLANNING ACT 1990, SECTION 257

SOUTH GLOUCESTERSHIRE COUNCIL (FOOTPATHS LYA 50 (PART) AND LYA 53 (PART) AT NORTH YATE - NEW NEIGHBOURHOOD) PUBLIC PATH DIVERSION ORDER 2019

This order is made by South Gloucestershire District Council under section 257 of the Town and Country Planning Act 1990 because it is satisfied that it is necessary to divert the footpaths to which this order relates in order to enable development to be carried out in accordance with 1) planning permission PK12/1913/O namely: Mixed use development across 100.76 hectares of land comprising up to 2,450 new dwellings (Use Class C3), extra care housing (Use Class C2), 4.63 hectares of employment land (Use Class B1,B2) provision of a local centre, two primary schools, together with the supporting infrastructure and facilities including: new vehicular and pedestrian accesses, public open space and landscaping and proposal to underground the electricity powerlines; 2) planning permission PK18/3185/RM, Approval of the reserved matters appearance, layout, scale and landscaping associated with application PK12/1913/O superseded by application PK17/4826/RVC for the erection of 106 no. residential dwellings and associated works; and 3) planning permission PK18/1723/RM, Erection of 226 no. dwellings with associated roads, drainage, landscaping, garaging and parking to include reserved matters for appearance, layout, scale and landscaping to be read in conjunction with outline permission PK12/1913/O amended by PK17/4826/RVC granted under Part III of the Town and Country Planning Act 1990.

BY THIS ORDER:

1. The footpaths over the land shown by a bold black line on the attached map and described in Part I of the Schedule to this order ("the Schedule") shall be diverted as provided below.
2. There shall be created to the reasonable satisfaction of South Gloucestershire District Council alternative highways for use as a replacement for the said footpaths as provided in Part 2 of the Schedule and shown by bold black dashes on the attached map.
3. The diversion of the footpaths shall have effect on the date on which South Gloucestershire District Council certify that the terms of Article 2 above have been complied with.
4. The following works shall be carried out in relation to the highways described in Part 2 of the Schedule; namely that the lengths of footpath are to be surfaced, signposted and waymarked to the satisfaction of South Gloucestershire Council.
5. BDW Trading Limited, 710 Waterside Drive, Aztec West, Bristol BS32 4UD is hereby required to pay for the cost of carrying out the said works.
6. Where immediately before the date on which the footpath is diverted there is apparatus under, in, on, over, along or across it belonging to statutory undertakers for the purpose of carrying on their undertaking, the undertakers shall continue to have the same rights in respect of the apparatus as they then had.

Given under the Common Seal of South Gloucestershire District Council on the 17th day of December 2019.

THE COMMON SEAL of
SOUTH GLOUCESTERSHIRE
DISTRICT COUNCIL was hereunto
affixed in the presence of:-



Deputy to the
Head of Legal Governance & Democratic Services



AUTHORITY f-UH t::A ING
Council Resolution i: yes. be!
Committee minute 'S'rof .S'..l. {..t. .

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SCHEDULE

PART1

DESCRIPTION OF SITE OF EXISTING PATH OR WAY

- 1) That length of public footpath **LYA 50** in the Parish of Yate in the Unitary District of South Gloucestershire running from its junction with the north side of the adopted estate road, at Point A (Grid Reference ST 7104 8455) in a northerly direction on the east side of the field boundary hedge for a distance of 146 metres to Point C (Grid Reference ST 7104 8469) where it joins the southern end of the unsurfaced adopted highway at Tanhouse Lane. Shown by a bold black line marked A - C on the map contained in this order.
- 2) That length of public footpath **LYA 53** in the Parish of Yate in the Unitary District of South Gloucestershire running from Point D (Grid Reference ST 7093 8475) in a south south easterly direction for a distance of 218 metres to Point E (Grid Reference ST 7099 8454), then in a generally southerly direction for a distance of 319 metres to Point F (Grid Reference ST 7097 8423) at its junction with public footpath LYA 55 approximately 30 metres north of Eastfield Drive. Shown by a bold black line marked D - E - F on the map contained in this order.

PART2

DESCRIPTION OF SITE OF ALTERNATIVE HIGHWAY

- 1) From Point A (Grid Reference ST 7104 8455) at its junction with the adopted estate road running in an easterly direction for a distance of 10 metres to Point B (Grid Reference ST 7105 8455) then in a generally northerly direction for a distance of 150 metres to Point C (Grid Reference ST 7104 8469) where it joins the southern end of the unsurfaced adopted highway at Tanhouse Lane. Having a minimum width throughout of 2 metres and shown by a bold broken line marked A - B - C on the map contained in this order.
- 2) From Point D (Grid Reference ST 7093 8475) running in a generally southerly direction for a distance of 228 metres to Point G (Grid Reference ST 7094 8453) at its junction with the north side of the new estate road, then running in an east north easterly direction parallel to the estate road for a distance of 34 metres to Point **H** (Grid Reference ST 7098 8454) where it crosses the estate road and continues in a generally southerly direction for a distance of 313 metres to Point F (Grid Reference ST 7097 8423) at its junction with LYA 55 approximately 30 metres north of the adopted highway at Eastfield Drive. Having a minimum width throughout of 2 metres and shown by a bold broken line marked D - G - H - F on the map contained in this order.

Scale: 1:2500 at A4

