



Yate Town Council

Full Council

23rd June 2020 (6.30pm to 7.40pm)

Minutes

Meeting Held Via Zoom Video Conferencing

This remote meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permitting the holding of remote meetings, with conditions.

Present Via Video Link

Councillor Karl Tomasin – Chair

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

Town Clerk, Deputy Town Clerk & Responsible Finance Officer (part-meeting) and Community Projects Manager (LC).

Minute 157. Apologies for Absence

Apologies for absence were received from Councillor Jane Price. Councillors John Serle and Penny Thoyts were absent. *(Apologies for absence were received from Councillor Penny Thoyts after the meeting).*

It was **NOTED** that the Town Clerk has delegated powers to grant leave of absence for any councillor affected by the Covid-19 pandemic, in accordance with Minute No. 129/1(a) of the Full Council meeting held on 25th February 2020.



Minute 158. Declarations of Interest Under the Localism Act 2011

Councillor Karl Tomasin
Councillor John Ford

Yate & District Bowling Club
YOSC Ltd Trustee

Minute 159. Requests for Dispensations

No requests for dispensations were received. It was **NOTED** that minute 119 of the Full Council meeting held on 25th February 2020 granted a dispensation to Councillor John Ford to enable him to discuss matters relating to YOSC Ltd at Town Council meetings until the 2023 elections.

Minute 160. Public Participation Sessions with Respect to Items on the Agenda

No members of the public were present.

The Mayor extended congratulations to Tom Edge (Estates Person) on the arrival of baby Raiden and to Becky Gunter (Finance Administrative Assistant) on the arrival of baby Poppy.

Minute 161. Minutes of the Town Council Meeting Held on 12 May 2020

RESOLVED The minutes of the Full Council Meeting held on 12 May 2020 be approved and signed as a true and accurate record.

Minute 162. Minutes of the Planning and Transportation Committee Meeting Held on 16 June 2020

It was **NOTED** that the minutes of the Planning and Transportation Committee meeting held on 16 June 2020 would be received at Full Council on 1 September 2020.



Minute 163. Minutes of the Environment and Community Committee Meeting Held on 19 May 2020

The minutes of the Environment and Community Committee meeting held on 19 May 2020 were received and **NOTED**.

Minute 164. Minutes of the Finance and Governance Committee Meeting Held on 9 June 2020

The minutes of the Finance and Governance Committee meeting held on 9 June 2020 were received and **NOTED**.

Minute 165. Recommendations from Committee Meetings

Minute 165/1. Environment and Community Committee Meeting

It was **NOTED** that no recommendations were received from the Environment and Community Committee meeting of 19th May.

Minute 165/2. Planning and Transportation Committee Meeting

It was **NOTED** that no recommendations were received from the Planning and Transportation Committee meeting of 16th June 2020.

Minute 165/2. Finance and Governance Committee Meeting

The following items were received from the Finance and Governance Committee meeting of 9th June 2020:-

(a). Minute Number 14/1b. Income and Expenditure Report to 31 March 2020

RESOLVED The Income and Expenditure report to 31 March 2020 be approved. (Appendix 2 to Finance and Governance Committee minutes of 9th June 2020).



(b). Minute Number 14/1b. Funding to be Identified

The Finance and Governance Committee **NOTED** that a number of anniversaries for the 20th year of the Pop Inn Café, Yate Heritage Centre and Peg Hill Skate Park are due in 2020/2021.

RESOLVED Rather than having a big event, given the current climate, small scale presentations be made to volunteers who have completed 20 years' service at the Pop Inn Café and Heritage Centre.

(Councillor Margaret Marshall entered the meeting).

(c). Minute Number 14/4. Service Level Agreement (SLA) Citizens Advice South Gloucestershire (CASG)

Further to the Finance and Governance Committee meeting held on 9th June 2020, it was **NOTED** that Councillor Mike Drew has received the following correspondence from South Gloucestershire Council in relation to the Citizens Advice Bureau.

'The Chief Executive took an emergency delegated decision on 15 May 2020 in relation to the Financial Inclusion (Welfare Benefit and Debt) Service, to extend this service for a further six months until 31 March 2021, as requested by the current supplier South Gloucestershire Advice Services (a consortium of 5 voluntary, community and social enterprise advice providers led by Citizens Advice South Gloucestershire).

The Council's corporate project team has been working with the current provider to undertake a comprehensive review of the provision of the advice service, how delivery can be expanded, how to take advantage of new technology and implement new ways of working in order to co-produce a holistic and more cost effective approach to welfare benefit and debt provision.

The pandemic has halted work on the new delivery model, so SG Advice Service proposed the extension in the current service as a way forward, taking into account the impact of the current emergency on this work stream for both involved parties. It is also recognised that the impact of COVID-19 may create a different need for the service, which may need to be revisited.'

It was **NOTED** that this has taken off the immediate pressure in relation to South Gloucestershire Council funding of the service and that officers will continue to pursue the resolutions from the Finance and Governance Committee meeting and take back to Full Council in September.



It was further **RESOLVED** that delegated powers be granted to the Clerk to agree amount of grant funding, in consultation by email with members of the Town Council, should the CASG apply to the Town Council's Covid-19 Battle Fund.

(d). Minute Number 15/2a. Budget

The Finance and Governance Committee received and considered the 2020/2021 budget, reviewed to incorporate the assumed effects of the Covid-19 pandemic.

RESOLVED Yate Town Council to await revised budget figures when budget setting takes place in the autumn of 2020, thus enabling a more up to date position to be considered.

(e). Minute Number 15/2b. Earmarked Reserves

It was **RESOLVED** to accept the recommendation of the Finance and Governance Committee as follows:- to enable some of the identified shortfall in funding (due to the Covid-19 pandemic) to be met when budget setting takes place in the autumn, the council will:

- proceed to borrow the balance of the cost of the Multi Activity building (including staff costs) to avoid depleting council reserves;
- retain the funding set aside for the works to the yard in Kingsgate Park to enable an offset of some of the anticipated shortage in funding due to Covid-19, subject to checking with the Estates Manager to ensure it will not impede estates work.

Minute 166. COVID-19

It was **NOTED** that owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

"The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget."

The list of decisions taken using above delegation between 12th May and 23rd June 2020 were received (Appendix 1).



Minute 167. Financial Reports

Minute 167/1. Internal Audit Report

The year-end internal audit report for year ending 31 March 2020 was received and **NOTED**. (Appendix 2)

Minute 167/2. Annual Governance Statement Year Ended 31 March 2020

RESOLVED The Annual Governance Statement (section 1 of the Annual Return) for year ended 31 March 2020 be approved and signed. (Appendix 3)

Minute 167/3. Financial Statement and Annual Statement of Accounts Year Ended 31 March 2020

The Town Council Financial Statement (Appendix 4)) and the Annual Statement of Accounts (part 2 of the Annual Return) for year ended 31 March 2020 (Appendix 5) were received and considered.

RESOLVED The Town Council Financial Statement and the Annual Statement of Accounts (part 2 of the Annual Return) for year ended 31 March 2019 be approved and signed.

Thanks were extended to staff.

Minute 168. Sub-Committee Reports

Minute 168/1. Staffing and Governance Sub-Committee

It was **NOTED** that Steph Thorne has been appointed to the permanent post of Venue Operations Assistant with effect from 1st July 2020.

Minute 169. Town Council Project Steering Group Reports (Task Limited)

Minute 169/1. Play Areas and Properties Project Steering Group



Minute 169/1a. 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 (named as the Abbotswood, Howard Lewis and Kingsgate Park Exercise Equipment projects) as required to completion, as long as remaining within budget.

Minute 169/1b. Date of Next Meeting

It was advised that the next meeting of the Play Areas and Properties Project Steering Group is set for 11am on 13 July 2020, and will take place via Zoom.

Minute 169/1c. Abbotswood Informal Play Area

It was **NOTED** that:

- as we were unable to proceed with the planned opening event for the Abbotswood play area, a story competition was launched on social media. Prizes of £10 National Book Tokens were awarded to 3 participants. A paid campaign was launched on Facebook to promote the competition costing £17, funded as agreed, using the S106 allocation;
- on 11 June 2020, the Estates Team reported deterioration of the new wooden play equipment at Abbotswood. Contact was made with the consultant, contractor, equipment provider and the Ant sculpture company. Members were advised of this report and the actions taken on 11 June 2020.

The following update was received from the project consultant on 15 June 2020:

‘Wood sculpture company will inspect the Ant week commencing 15 June. Sutcliffe will replace the 4 round seat tops and has contacted the German manufacturer for replacement parts on the climbing frame.’

Discussion took place regarding fitness for purpose and it was **NOTED** that updates regarding the resolution of this issue will be circulated to members of the Play Areas and Properties Project Steering Group.

Minute 169/1d. Abbotswood Paving Project



It was **NOTED**:

- Parsons Landscapes was appointed to undertake the decorative paving project at Abbotswood in the sum of £31,142.71;
- The project was completed week commencing 8 June 2020;
- Parsons Landscapes have advised the discoloration in the new resin surfacing should match the original colour once it has dried fully; to be kept under review for 2 weeks following 15 June 2020; contact will be made with the contractor if the colour does not match. Parsons Landscapes will arrange to return to site to blend in the joint on the original resin patch;
- Work has begun to restore the wooden benches to a natural finish, with one colour contrasted bench suitable for use by those with visual and cognitive impairments (for example, dementia);
- The recycled planters were installed week commencing 8 June 2020; the team from the Armadillo help to replant them;

Minute 169/1e. Millside Play Zone

It was **NOTED** that following a bid made to South Gloucestershire Council for s106 funding, £22,011.08 capital / £23,144.75 revenue was awarded for new wildlife sculptures, a nature trail and new play equipment. Revenue was capitalised to total value of £45,155.83. This project is planned to be progressed in summer 2020.

Minute 169/2. Yate Outdoor Sports Complex (YOSC)

Minute 169/2a. YOSC Track and Athletics Project

It was **NOTED** that:

- At the Environment and Community Committee meeting on 10th March 2020, it was resolved that *“Works to the pole vault area (following feedback from UKA) at YOSC be commissioned (to meet accreditation standard) at an approximate cost of between £5,500 - £8,500.”* Contact has been made with the Project Consultant to compose a specification, check compliance with UKA and to seek 3 quotes from those on the UKA accredited suppliers list, including the contractors used for the project. Owing to the current national situation, a timeline for works is not known, but a satisfactory way forward in relation to the pole vault base has been agreed;



- In relation to removal of concrete areas adjacent to the pole vault and replacement with polymeric, the Project Consultant has advised: *“I have spoken to two other specialist companies for a quote and both have responded in the same vain insofar as they would want to look at the areas on site before committing to a fixed price. Having explained to them exactly what we would expect and the compliance issue they are reluctant for obvious reasons to price without seeing the extent of work involved on site. They are currently only operating on a very restricted basis and have virtually ceased work. If the situation changes I will of course pursue the matter; however I cannot give any possible date as yet.”*
- A DDA compliant fold out chair will be sourced to be installed in one of the shower units, at a cost of £300, to be met by Yate Town Council as previously agreed at Full Council on 25th February 2020;
- Subject to the above matters being resolved, site accreditation will be pursued;
- Further to contact with the Project Consultant/Contractor/Supplier regarding the high jump bed mattress and pole vault bed over concerns about the robustness of the equipment provided, they have confirmed the equipment meets UKA compliance;
- The Estates Manager met with the Project Consultant and the Contractor on 11th June 2020 and reviewed the project snags as part of phase 1 of the defects period. A list of defects including comments from the Project Consultant and the Contractor has been forwarded onto members of the YOSC Project Steering Group for comment which will be fed back to Project Consultant and the Contractor. The contractor is working toward completing these works late June/early July;
- Consideration of the way forward regarding track maintenance is pending the outcome of discussions with YOSC Ltd regarding overall governance agreement.

Minute 169/2b. YOSC Multi-Activity Building (Boxing Community Building Project)

It was **NOTED** that:

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, within the agreed budget and that 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. Following sign-off, the building is to be handed over to the boxers to complete the project.



At Full Council on 24 February 2019, it was **NOTED** that;

- 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).

A further update was received and **NOTED**, as set out below:

- Work resumed on site 19 May 2020, to date the following has been achieved:
 - By 8 June 2020:
 - Erection of the steel frame completed;
 - Cold roll beams were installed.
- Commenced 13 June 2020:
 - Groundworks to the main slab;
 - Block/brickwork up to damp-proof course (DPC is a horizontal barrier in a wall designed to resist moisture rising through the structure);
 - The cladding rails have been ordered. A khaki/olive colour choice has been chosen for the cladding with a grey roof as specified in the planning. There is an expected 4-5 week lead time due to the Covid-19 pandemic;
- Work has stopped onsite temporarily.
- Covid-19 health and safety documents were received from DR Jones and circulated to the Project Steering Group;
- Payment was issued for Valuation for Interim Certificate 2 to the value of £9,506.35;



- Payment was issued for Webbs Yates for RIBA stage 5 to the value of £420;
- DR Jones has advised they will suffer Loss and Expense; these details have been requested and this will be investigated by Askew Cavanna;
- Askew Cavanna has been asked to approach DR Jones for costs to fit out the internal facilities and services;
- Yate Amateur Boxing Club has been contacted and asked about its capacity to support the project; a response is awaited;
- An Area Wide Funding application for £2,987 was submitted to South Gloucestershire Council in the name of Yate Town Council for multi-use exercise equipment, to provide sport and exercise equipment for other groups in the new community building. A decision will follow from 23 June 2020.

Minute 169/2c. YOSC Drainage Improvements

It was **NOTED** that:

- A project management plan has been submitted to South Gloucestershire Council (NB: This project will not commence until Wessex Water has completed drainage works currently underway/surface water drainage issues have been investigated via the developers);
- Following a bid made to South Gloucestershire Council for a second tranche of s106 funding, £23,115 capital / £6,996.14 revenue has been awarded towards this project, bringing the total s106 amounts awarded to: £46,229.89 capital / £18,646.11 revenue. A request was accepted to capitalise the revenue for both allocations to the total value of £64,876.

Minute 169/2d. YOSC Liaison – Governance

The meeting was advised that a meeting took place of the Yate Town Council members of the YOSC Liaison Group and a governance proposal forwarded to YOSC Ltd thereafter, along with a request to meet. (see Confidential item 11/2 below for meeting notes)

Minute 169/2e. YOSC Track and Field Equipment for Disabled Athletes

It was **NOTED** that following a bid made to South Gloucestershire Council for s106 funding, £21,115.82 capital / £6,391.05 revenue has been awarded for track and



field equipment for disabled athletes. A list of specific equipment for the project has been received from YOSC Ltd and Yate and District Athletics Club. Equipment will be purchased by Yate Town Council and supplied to YOSC Ltd. The equipment recommendations will be presented to the next Project Steering Group meeting on 13 July 2020 for consideration.

Minute 169/3. YMCA

It was **NOTED** that 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 as soon as practicable.

(Councillor John Davis entered the meeting).

Minute 169/4. 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.

Minute 169/5. New North Yate Community Building

It was **NOTED** that:

- “Room data sheets” and an activity sheet has been sent to South Gloucestershire Council for consideration; SGC have responded to say the information provided was very useful and will be a good contribution to the brief for the architect when the project gets to that stage. Once agreed with SGC, this information can be sent for the appointment of an architect.
- SGC has received a revised layout drawing for the North Yate Community Building from Barrett’s. This has been circulated to the steering group. SGC have queried the area of land that would be transferred and they await a response.



- We will be contacting SGC regarding the governance arrangements for this project which are yet to be agreed.

Minute 170. Working Group Reports

Minute 170/1. Poole Court Artwork Working Group

It was **NOTED** that the project will continue once the Covid-19 restrictions have been lifted.

Minute 171. Consultations

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

Minute 171/1. Current Consultations

Consultation Name:

NALC – LGA New Model Member Code of Conduct

Link:

[Click here for NALC Model Code of Conduct](#)

Closing Date:

17.08.2020

Notes:

RESOLVED A response be sent indicating that Yate Town Council is disappointed by the lack of sanctions for a breach of the Code of Conduct and we would like to see appropriate sanctions put in the model Member Code of Conduct.



Consultation Name:

EPC3 - Coronavirus & the future of local government - Labour commission on local govt., housing & transport. (Consultation responses sought via NALC)

Closing Date:

24.06.2020

Notes:

RESOLVED Delegated powers be granted to the Clerk to submit response drafted by Councillor Mike Drew in response to this consultation.

Minute 171/2. Urgent Consultations

No urgent consultations were received.

Minute 171/3. Consultation Responses

There were no consultation responses to report.

Minute 172. Yate Town Centre Strategy Group

Minute 172/1. Yate Town Centre Strategy Group Meeting

It was **NOTED** that the next meeting was scheduled for July, and a stakeholders newsletter will be compiled and circulated in lieu of that taking place.

Minute 172/2. One Public Estate

It was reported that there is a meeting of the Masterplan Steering Group on 13th July 2020.

Minute 173. Fairtrade



Further to the Full Council meeting on 12th May 2020, the meeting was advised that contact was made with South Gloucestershire Council to enquire whether they use Fairtrade products in South Gloucestershire Council premises and if not, to ask why not. The following response was received from South Gloucestershire Council:

'We use rainforest alliance coffee and we use fairtrade tea bags and fairtrade sugar.'

RESOLVED A further response be sent to South Gloucestershire Council asking that they commit to always and exclusively using Fairtrade products where possible, which are wider than just tea and sugar, and to ask that they use Fairtrade coffee (as rainforest alliance is a different product).

Minute 174. Consideration of Impact of Decisions on Climate and Waste

Consideration took place regarding impacts on climate and waste following decisions taken by the council during the meeting and it was **NOTED** that:

- The newly installed planters at Abbotswood are made from recycled plastic;
- Wood and plants from the planters that were removed from Abbotswood have been used to make new planters at the Armadillo;
- The Estates Manager has confirmed that paint products used by Yate Town Council are eco friendly;
- The Community Projects Manager has signed up to 30 Days Wild for inspiration as to how we could incorporate into the work of the Town Council.

Minute 175. Confidential Items

Minute 175/1. Confidentially Confirmation

Each councillor and member of staff present declared that there were no other persons present who were not entitled to be (hearing or seeing), and/or recording the meeting.

RESOLVED 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.



Minute 175/2. YOSC Liaison

The minutes of the Yate Town Council meeting to discuss YOSC governance arrangements were received. (Confidential Appendix 6)

Minute 175/3. Storage

A confidential report was received from Councillor Chris Willmore in relation to a possible storage solution for a Town Council property. (Confidential Appendix 7)
Thanks were extended to Councillor Willmore for her work in connection with this matter.

RESOLVED To return to public session.

RESOLVED Yate Town Council commits to the principles within Confidential Appendix 7.

Decisions Made Using Delegated Powers During Pandemic 2020

The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
07.05.2020	Covid-19 Battle Fund application from Yate & Sodbury Neighbourhood Support group for £80	In agreement – 5 Councillors	Chair & Vice Chair & Members of the Grants & Finance Sub-Committee	
15.05.20	Renew Vintage Birdcage Licence for gate to Kingsgate Park on same terms 2020 21	In agreement – 6 Councillors	Members of E&C	E&C 19.5.20 (then licence reported to F&G)
14.05.20	Organise security patrols at Brimsham for x5 nights, twice per night – total £107 until 18 th May Extend patrols until end of 26 th May (Bank Hol Monday)	In agreement – 5 Councillors	All YTCllrs	FC 23.06.20
15.05.20	Advertise Abbotswood Comp on Facebook and cover cost from s106 monies - £17 total	In agreement – 6 Councillors	Play Areas and Properties Steering Group, Full Council	Play Areas and Properties Steering Group, Full Council
15.05.20	Proceed with Profit Reach to design, build and maintain new website	In agreement – 3 Councillors	Members of Website review committee (which has delegated powers to appoint)	Website Review/F&G
18.05.20	Closure of fishing pegs at Brimsham where social distancing cannot be met	In agreement – 9 Councillors	All 17 members	

Decisions Made Using Delegated Powers During Pandemic 2020

The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.

	Covid-19 Battle Fund application from Marie Curie for £250	In agreement – 6 Councillors	Chair & Vice Chair & Members of the Grants & Finance Sub-Committee	
	Covid-19 Battle Fund application from Toybank grant fund for £200	In agreement – 4 Councillors	Chair & Vice Chair & Members of the Grants & Finance Sub-Committee	
21.05.20	Planning & Transportation Committee Submission of collated planning comments for interim applications received after meeting of 28.4.20 and expiring before the next meeting. Comments given via email, submitted 21.05.20 to SGC planning portal.	In agreement – 4 Councillors	All Members of P&T Committee	Reported to next P&T Committee Meeting 2.6.20
22.05.20	Amendments to Flag Flying and Death of a Senior Royal Policy	In agreement – 4 Councillors	Members of Staffing & Governance Committee	F&G and next S&G
26.05.2020	Agreement of recommendations in confidential bookings report for Diversity Trust	In agreement – 7 Councillors	Members of F&G	LC has provided summary report to SD for reporting at F&G
27.05.2020	Payment of reasonable expenses incurred with receipts (eg, calls, stamps, paper, equipment etc) / adjustments to YTC policy	In agreement – 5 Councillors	Members of Staffing & Governance Committee	F&G 09.06.2020 and next S&G
28.05.2020	Kingsgate Park-opening times reviewed: changed to 10am-8pm.	In agreement – 5 Councillors	All members	FC 23.06.2020
01.06.2020	Confidential recommendation re review of VOO Post	In agreement – 5 Councillors	Staffing and Governance Sub-Committee	F&G 09.06.2020
02.06.2020	Consideration of the re-opening of Peg Hill from Friday 5 th at earliest	In agreement – 9 Councillors		

Decisions Made Using Delegated Powers During Pandemic 2020

The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.

	(contact police for their view, display signage re social distancing and safe use of the facility onsite)			
2.6.2020	Pertaining to Cancelled P&T meeting of 2.6.2020 Planning Comments received by email and submitted to SGC	In agreement – 3 Councillors	All members of P&T Committee Consulted.	To be reported to P&T on 16.6.2020
10.6.20	Ice Cream Licence for Kingsgate Park to be reinstated to allow the vendor to trade subject to hygiene and social distancing guidelines	In agreement – 7 Councillors	All members of E&C	Report to E&C 7.7.20
12.6.20	WYK - Request to hold Futsal coaching at YWK agreed subject to agreement from coach regarding hire charges etc. until end of August.	In agreement – 7 Councillors	All members E&C	Report to FC 23.6.20
12.06.20	New plants were purchased for the planters at abbotswood using s106 – total £28	In agreement – 5 Councillors	All members of PAPSG	Report to PAPSG 13.07.20
12.06.20	Approve Askew Cavanna to request DR Jones quote for the internal fit out of the community building (boxing club) at YOSC	In agreement – 3 Councillors	Boxing club steering group	Report to E&C 7.7.20
15.06.2020	Setting of project fees to cover the cost of YTC staff project administration, agreed following fees be put in place: <ul style="list-style-type: none"> • Minimum fee for all projects of £3,000 for projects up to £134,999 (this equates to 60 hours at £50ph as a minimum charge) • 2.25% for projects from £135,000 up to £1,099,999 (from 60.75hrs to 495 hrs depending on upon construction cost) 	In agreement – 8 Councillors	All members of F&G	

Decisions Made Using Delegated Powers During Pandemic 2020

The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.

	<ul style="list-style-type: none"> 2.00% for projects of £1.1m to £1,999,999m (from 440hrs to 800 hrs depending on upon construction cost) 1.5% for projects of £2.m to £5m (from 600hrs to 15,000 hrs depending on upon construction cost) 			
17.6.20	LPW – to amend the SLA to capture data for services deleivered during the pandemic	3 Councillors agreed	All members of E&C	Report updates to E&C 7.7.20
17.6.20	CASG – sent revised SLA for agreement (incorporating new dates and change to face to face meetings)	7 Councillors agreed	All members of F&G	F&G 21.7.20
23.06.20	Repaint Pop Inn Café to refresh interior ready prior to reopening	3 Councillors agreed	All YABH&W Steering Group	E&C 7.7.20

Annual Internal Audit Report 2019/20

YATE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/09/2019 20/05/2020

Name of person who carried out the internal audit

Francesca Doman

Signature of person who carried out the internal audit



Date

4/6/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

YATE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other Information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

info@yatetowncouncil.gov.uk



YATE TOWN COUNCIL
FINANCIAL STATEMENT
FOR YEAR ENDED 31 MARCH 2020

YATE TOWN COUNCIL
INDEX
for the Year Ended 31st March 2020

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3	Council Information
4	Internal Auditors Report
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Appendix B	Yate Community Plan Accounts 2019/2020
Appendix C	Wills Davis Atwell Accounts 2019/2020

YATE TOWN COUNCIL

Council Information

Mayor:

- 1 Councillor Karl Tomasin

Councillors:

- 2 John Davis
- 3 Tony Davis
- 4 Mike Drew
- 5 John Emms
- 6 Sandra Emms
- 7 John Ford
- 8 John Gawn
- 9 Cheryl Kirby
- 10 Margaret Marshall
- 11 Alan Monaghan
- 12 Ben Nutland
- 13 Wully Perks
- 14 Jane Price
- 15 John Serle
- 16 Penny Thoyts
- 17 Chris Willmore

Clerk:

Hayley Townsend

Responsible Finance Officer:

Stephanie Davies

Yate Town Council Website

www.yatetowncouncil.gov.uk

Auditors:

PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, EH14 4HD.

Internal Auditors:

South Gloucestershire Council

Annual Internal Audit Report 2019/20

YATE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/09/2019 20/05/2020

Name of person who carried out the internal audit

Francesca Doman

Signature of person who carried out the internal audit



Date

4/6/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

YATE TOWN COUNCIL
Income and Expenditure Account
For the Year Ended 31 March 2020

	Notes	2020 £	2019 £
INCOME			
Precept on District Council		1,253,331	1,175,049
Local Council Tax Support Grant		7,542	18,298
Agency Services	3	-	-
Loan and Capital Receipts	15	322,445	1,205,600
Interest and Investment Income	2	11,452	10,252
Leisure and Recreation		51,177	39,190
Play Areas		105	-
Open Spaces and Public Rights of Way		120	120
Estates Dept.		545	61
YTC Grants and Community Support		11,931	23,834
Transport Initiatives		-	-
Establishment/General Administration		33	3,131
Civic and Demographic		506	1,115
Other Services		-	-
Heritage Centre		3,577	3,535
Parish Hall		16,154	16,662
Pop Inn Café		30,755	24,728
Poole Court		59,698	56,119
YMCA		4,530	-
Armadillo		68,698	63,384
		<u>1,842,599</u>	<u>2,641,078</u>
EXPENDITURE			
Establishment/General Administration	5	306,824	298,686
Capital Expenditure		671,060	1,085,315
Other Project Expenditure		41,983	21,653
Loan Charges	11	55,942	55,942
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		118,110	81,365
Children's Play Areas		64,106	65,244
Open Spaces and Public Rights of Way		66,698	63,461
Estates Department		127,412	146,261
Grants and Community Support		187,726	187,706
Transport Initiatives		301	328
Civic and Democratic		25,561	4,961
Other Services		4,009	6,256
Heritage Centre		62,459	58,457
Parish Hall		13,424	11,249
Pop Inn Café		43,162	33,902
Poole Court		77,136	70,909
Armadillo		247,305	214,049
YMCA		3,153	1,811
		<u>2,116,371</u>	<u>2,407,555</u>
General Fund			
Balance as at 1 April 2019		371,335	453,681
Add: Total Income		<u>1,842,599</u>	<u>2,641,078</u>
		2,213,934	3,094,759
Deduct: Total Expenditure		<u>(2,116,371)</u>	<u>(2,407,555)</u>
		97,563	687,204
Transfer (to) other Reserves	12	430,605	(315,869)
General Reserve Balance at 31 March 2020		<u>528,168</u>	<u>371,335</u>


YATE TOWN COUNCIL

Balance Sheet as at 31 March 2020

	Notes	2020 £	2020 £	2019 £
Fixed Assets				
Tangible Fixed Assets	7		5,331,178	4,723,042
Current Assets				
Debtors	8	48,641		39,596
Cash at Bank and In Hand		<u>1,432,568</u>		<u>1,698,336</u>
		1,481,209		1,737,932
Current Liabilities				
Creditors and accrued expenses	9	(139,534)		(122,485)
Net Current Assets			1,341,675	1,615,447
Total Assets Less Current Liabilities			<u>6,672,853</u>	<u>6,338,489</u>
Long Term Liabilities				
Creditors - More Than One Year	11		(326,051)	(363,125)
			<u>6,346,802</u>	<u>5,975,364</u>
Capital and Reserves				
Council Resources Invested in fixed Assets			5,005,127	4,359,917
Earmarked Reserves	12	813,507		1,244,112
General Reserve		<u>528,168</u>		<u>371,335</u>
		1,341,675		
Council Resources Available			<u>1,341,675</u>	<u>1,615,447</u>
			<u>6,346,802</u>	<u>5,975,364</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2020 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.


Councillor Karl Tomasin
Mayor

Date 03.6.2020


Stephanie Davies
Responsible Finance Officer

Date 03.6.2020

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Council (the Guide) issued by the Joint Panel on Accountability & Governance (JPAG). JPAG is responsible for issuing proper practices in relation to the governance & accounts for smaller authorities. council.

As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statement of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides is for a period of one year or more. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or at the earliest known valuation current when first reported as approximating to the lower of net replacement cost and net realisable value at the time. Community assets either intrinsic or purely nominal value.

Debtors and Creditors

The revenue accounts of the council are maintained on an accrual basis in accordance with the guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and Work in Progress

All stocks have been treated as consumed because their value was not material.

External Loan Repayments

Details of the council's external borrowings are shown at note 11.

Leases

Details of the council's obligations under finance leases are shown at note 13.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in Appendix A.

Interest Income

All interest receipts are credited initially to general funds.

Power of General Competence

With effect from 08.01.2013 Yate Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). This was renewed on 19 May 2015 and again on 15 May 2019. Therefore, with effect from 08.01.2013 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

Audit

This financial statement is un-audited and does not comply with statutory requirements. A copy of the audited statement of accounts is available online and from the office upon request.

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

Pensions

The pension costs that are charged to the council's accounts in respect of its employees are equal to contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund. In accordance with the relevant government regulations.

The last actuarial valuation took place on 31 March 2019 and any changes in contribution rates as a result of that valuation will take effect as from 1st April 2020. The next valuation is due to take place in March 2022.

2 Interest and Investment Income

	2020	2019
	£	£
Interest Income - General Funds	11,452	10,252
	<u>11,452</u>	<u>10,252</u>

3 Agency Work

During the year the council undertook the following agency work on behalf of other authorities and organisations:

Commissioning Authority and Nature of Work

	2020	2019
	£	£
Dodington, Sodbury & Westerleigh Parish/Town Councils		
Administration of Joint Parish Meetings	678	896
Administration of Community Plan meetings	580	597
Administration of Wills Davis Atwell Charity meetings	568	896
	<u>1,826</u>	<u>2,389</u>

Works undertaken during the year by other authorities on behalf of Yate Town Council

Commissioned Authority and Nature of Work

	2020	2019
	£	£
South Gloucestershire Council - Payroll	1,756	1,643
South Gloucestershire Council - HR Services	2,735	3,615
South Gloucestershire Council - IT Provision (Inc. support, hardware, software, storage, i	9,981	17,091
South Gloucestershire Council - Internal Audit	1,000	940
South Gloucestershire Council - Youth Work	9,334	63,913
South Gloucestershire Council - Highways Maintenance	27,825	27,464
South Gloucestershire Council - Cleaning Armadillo	16,629	15,837
South Gloucestershire Council - Urbie SLA	604	604
	<u>69,864</u>	<u>131,107</u>

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

4 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing/Non Repairing
CVS	Office, Poole Court	3,925	Non - repairing
Parents & Carers	Office, Poole Court	3,825	Non - repairing
Age Concern	Office, Poole Court	6,100	Non - repairing
Off the Record	Office, Armadillo	4,500	Non - repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing/Non Repairing
South Gloucestershire Council	Land for Bus Shelter	2	N/A
South Gloucestershire Council	Brinsham Park	Nil	N/A
South Gloucestershire Council	Play Area and Open Space Land at Millside	Nil	N/A
South Gloucestershire Council	Land at Wellington Road	Nil	N/A
South Gloucestershire Council	Land for Kingsgate Park	1 Peppercorn	N/A
South Gloucestershire Council	Land at Yate Common	1 Peppercorn	N/A
South Gloucestershire Council	Land for 3 Play Areas	1 Peppercorn each	N/A
South Gloucestershire Council	Land at Fromebank Junior School	£1 per annum	N/A
South Gloucestershire Council	Public Open Space at Longs Drive	1 Peppercorn	N/A
South Gloucestershire Council	Partial Land at YOSC	Nil	Repairing

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

5 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2020 £	2019 £
Other Advertising	75	236
Publicity	680	2,325
	<u>755</u>	<u>2,561</u>

6 Pensions

For the year of account the council's contributions equals 13.2% of employees' pensionable pay, plus £12,273 deficit recovery.

Following the 2016 actuarial valuation the council's contribution rates has increased to 13.2% for years 2017 - 2020 plus a deficit recovery of £12,600 for 2017/2018, £13,100 for 2018/2019 and £13,600 for 2019/2020 (at full rate).

Yate Town Council has paid the deficit recovery in advance for the years 2017 - 2020 in the sum of £36,820 saving the council the sum of £2,480 over a period of three years. A further £36,820 has been accrued which has been earmarked in readiness for the next deficit repayment in 2020/2021 resulting from the 2019 actuarial valuation.

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

7 Fixed Assets

At 31st March the following assets were held:

NB: Some assets, where applicable, have been re-instated in 2014/2015 to the earliest known value in line with the Fixed Asset Principal Accounting Policies - see note 1

Freehold Land and Buildings

	2020 £ Value	2019 £ Value
Poole Court	450,000	450,000
Eggshill Lane/Station Road Parish Hall	56,000	56,000
Land at Broad Lane Sports Complex (YOSC entrance)	14,000	14,000
Sunnyside Sports Pavilion	176,510	13,800
Sunnyside Bowling Green	46,812	46,812
Sunnyside Football Pavilion	170,108	-
Heritage Centre	300,000	300,000
Pop Inn Café	150,000	150,000
Tennis Courts at Sunnyside and Howard Lewis	225,000	225,000
Armadillo Yate Youth Venue & Cafe	1,347,344	1,347,344
Abbotswood Land & Garage	19,800	19,800
YMCA	154,000	-
	3,109,574	2,622,756

Vehicles and Equipment

Community Buildings Furniture and Equipment	183,908	158,353
Office Equipment	48,103	43,412
Estates Vehicles, Machinery and Equipment	121,868	88,159
Play Equipment	1,371,727	1,429,078
Armadillo Equipment	220,593	214,785
	1,946,199	1,933,787

Infrastructure Assets

Bus Shelters	33,859	33,859
Footpaths	3,900	3,900
Fencing and Gates	27,487	27,487
Teenage Shelter (Longs Drive, Witches Hat, Wellington Rd(2))	17,901	17,901
St Mary's Wall	21,157	21,157
Seats (116)	60,500	58,000
Noticeboards & Signs	23,787	-
Litter Bins	69,825	142
Dog Bins	11,275	41
	269,691	162,487

Community Assets

Council Regalia	5,700	4,000
Lye Field	1	1
Wellington Road open space (off Cambrian Drive)	1	-
St Mary's Green (incorporating verges adjacent to Lawns Inn)	1	1
Village Green (Goose Green)	1	1
Village Green (Yate Rocks)	1	1
Play Areas (Howard Lewis Park, Peg Hill Skate Park, Eggshill, Lye Field)	4	4
Tyler Field - Woodland	1	1
Westerleigh Road	1	1
Leech- Gate St Mary's Church	1	1
Parnall Memorial St Mary's Church	1	1
YOSC Sports Facility comprising clubhouse, changing rooms track and Astroturf (Leased to YOSC Ltd)	1	
	5,714	4,012

5,331,178	4,723,042
------------------	------------------

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

8 Debtors	2020 £	2019 £
Trade Debtors	- 1,771	4,180
Booking Deposits	-	-
VAT Recoverable	33,976	14,379
Other Debtors	-	-
Pre-payments and Accrued Income	16,436	21,037
	<u>48,641</u>	<u>39,596</u>

9 Creditors and Accrued Expenses	2020 £	2019 £
Trade Creditors	94,950	49,013
Accruals and Deferred Income	20,894	51,431
Booking Deposits Received	1,255	1,008
Superannuation Payable	10,415	9,462
PAYE & NI	12,020	11,572
	<u>139,534</u>	<u>122,485</u>

10 Hire Purchase and Lease Obligations

At 31st March the following hire purchase agreement(s) and lease/leases were in operation:

Hirer/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
SHB	Peugeot Boxer Van	4,371	2021
Lex Autolease	Estates Ford Ranger Pickup	4,020	2023
Lex Autolease	Vauxhall Combo Van	2,497	2021
Lex Autolease	Renault Kangoo ZR Electric Vehicle	3,186	2023
Victoria Asset Finance	Ford New Holland 1520 tractor	105	None

11 Long Term Liabilities	2020 £	2019 £
Public Works Loan Board	381,993	419,067
HP & Lease Creditors	-	-
Deduct loan instalments due within one year	- 55,942	- 55,942
	<u>326,051</u>	<u>363,125</u>

At the close of business on 31 March 2020 the following loans to the council were outstanding:

Lender	Amount £	Years Remaining
Public Works Loan Board	78,549	6
Public Works Loan Board	303,444	10
	<u>381,993</u>	

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

12 Earmarked Reserves

	01/04/2019 £	Contribution to reserve	Contribution from reserve £	Balance at 31/3/2019 £
Capital Earmarked Reserves	861,046	456,952	866,844	451,154
Other Earmarked Reserves	383,066	111,016	131,729	362,353
	<u>1,244,112</u>	<u>567,968</u>	<u>998,573</u>	<u>813,507</u>

The Other Earmarked reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

For details see appendix A.

13 Capital Commitments

The council had no capital commitments as 31st March 2020 not otherwise provided for in these accounts.

14 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

15 Loans & Capital Receipts

Loan Receipts

The council received not funding by way of loan income in the 2019/2020 financial year.

Capital Receipts

The Council received various funding towards capital projects in the 2019/2020 financial year. However, this was less than that received in 2018/2019, which resulted in a decrease in capital spend. 2019/2020 Capital income as listed below:

Funder	Project	£
Ibstock Enover	YOSC Astroturf	10,000
Enover Trust	YOSC Astroturf	50,000
Sports England	YOSC Astroturf	19,000
Suez Communities	YOSC Astroturf	50,000
Renishaws	Defibrillator	1,800
Sports England	YOSC track refurbishment	3,750
Sth Glos Member funding	Various small projects	5,250
		<u>139,800</u>

S106 and Community Infrastructure Levy Funding

S106 and CIL funding is a result of funding secured through local developments.

CIL represents 15% of the funding passed to South Gloucestershire Council towards the cost of infrastructure Bids have to be made by Yate Town Council to secure the S106 funds which are open to numerous organisations serving the area.

The following S106 and CIL funding has been received via South Gloucestershire Council in the 2019/2020 financial year and is included under capital receipts :

S106 Capital funding	£
Sunnyside changing rooms	10,871
Bowls irrigation system	447
Outdoor Gym Equipment Kingsgate Park	40,089
Informal Play Equipment Abbotswood	38,667
Howard Lewis Play Area Enhancement	41,736
	<u>131,810</u>

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2020

15 Loans & Capital Receipts continued...

S106 Revenue funding

Sunnyside changing rooms

£

23,186

23,186

Community Infrastructure Levy Funding

Multiuse Activity Building at YOSC

£

13,373

13,373

17 Other Accounts

Yate Town Council also administers the following accounts, which do not form part of Yate Town Council's accounts but are included for information only as related party disclosure:

- 1) Yate Community Plan Account. See details Appendix B.
- 2) Wills Davis Atwell Accounts. See Appendix C.

EARMARKED RESERVES (ER)

<u>EARMARKED RESERVES</u>	Opening Bal April 2019	From ER to GR	From GR to ER	Closing Balance as at 31.03.2020
PARK UPGRADES				
ER - KINGSGATE PARK	150,000	80,931	5,931	75,000
PLAY AREA REFURBISHMENT				
ER - CIL PEG HILL PROJECT	963	963	-	-
ER - PLAY AREA PROJECTS	16,302	2,814	-	13,488
ER - S106 - HOWARD LEWIS ENHANCEMENT	3,741	46,576	42,835	-
ER - S106 - INFORMAL PLAY ABBOTSWOOD	4,634	37,774	38,667	5,526
ER - S106 - KINGSATE PARK GYM	3,911	43,911	40,089	89
BUILDINGS				
ER - BUILDING FUND	13,501	5,056	14,620	23,065
ER - YMCA	35,989	17,118	-	18,870
SPORTS FACILITIES				
ER - S106 SUNNYSIDE FOOTBALL PAVILION	11,013	3,785	-	7,227
ER - S106 - YOSC BETTERMENT PROJECT	121,250	141,561	49,954	29,643
ER - YOSC ASSET TRANSFER FUND	191,177	101,413	-	89,763
ER - YOSC - BOXING RELOCATION	36,000	51,404	15,536	132
ER - YOSC - ASTROTURF PROJECT	-	226,026	235,952	9,926
OPEN SPACES				
ER - ABBOTSWOOD	20,000	4,559	-	15,441
ER - RODFORD PLAYING FIELDS	13,204	-	-	13,204
OTHER PROJECTS				
ER - ALLOTMENTS	12,000	-	-	12,000
ER - ARMADILLO PROJECT FUND	18,658	-	10,276	28,934
ER - BUS SHELTERS	5,000	-	-	5,000
ER - BUSINESS REVIEW/IT	40,417	-	3,092	43,509
ER - PROJECT SUPPORT	115,735	58,263	21,792	79,263
ER - MAJOR	163,287	102,952	-	60,335
ER - YOSC	27,800	-	10,774	38,574
COMMITTED REVENUE EXPENDITURE				
ER - ELECTION EXPENSES	20,949	21,963	6,000	4,986
ER - GRANT FUNDING	176	176	-	-
ER - PUBLIC RIGHTS OF WAY	6,081	-	-	6,081
ER - S106 SL TENNIS COURT REVENUE FUN	5,014	386	-	4,628
ER - S106 WITCHES HAT PA REVENUE FUNI	7,165	551	-	6,614
ER - S106 SL FOOTBALL PAV REVENUE FUN	-	2,270	34,057	31,787
ER - YATE AGEING BETTER CONSULTATION	19,818	4,009	-	15,809
ER - YOUTH PROVISION	180,329	44,111	38,394	174,612
TOTAL EXPENDITURE	1,244,112	998,573	567,968	813,507

Yate Community Plan Income & Expenditure to 31 March 2020 (Incorporating In Bloom)

Income

	2019	2020
In Bloom Income (see attached In Bloom account)	2,320	100
Gran Yate Town Council	717	-
	<u>3,037</u>	<u>100</u>

Expenditure

	2019	2020
Administration Community Plan	725	-
Other Community Plan Expenditure		7
In Bloom (see attached In Bloom account)	138	3,820
	<u>863</u>	<u>3,827</u>

Balance Sheet as at 31 March 2020

Funds:

Opening balance 1 March 2019	9,227
Plus income	100
Less Expenditure	- 3,827
Closing balance 31 March 2020	<u>5,500</u>

Represented By:

Assets

Yate Community Plan Bank Account Balance as at 31 March 2020	5,500
Less cheques not yet presented	- 696
Plus income not yet received	696
	<u>5,500</u>

Made up as follows:

Yate Community Plan balance of funds	-
In Bloom Balance of funds	-
	<u>-</u>

These accounts have been independently checked and approved as a true copy of the accounts:

Signed:.....

Dated:.....

Yate In Bloom Income & Expenditure to 31 March 2020

Income	2019	2020
Grant Per Yate Town Council	400	
Per Dodington Parish Council	1,920	100
	<u>2,320</u>	<u>100</u>

Expenditure	2019	2020
In Bloom Neighbourhoods		3,681
Planting	138	139
	<u>138</u>	<u>3,820</u>

Balance of funds available to In Bloom	2019/2020	-	3,720
Balance of Funds Bought Forward	2018/2019		7,311
Total Balance of Funding Available to In Bloom carried forward			<u>3,590</u>

Yate Community Plan Income & Expenditure to 31 March 2020

Income	2019	2020
Grants:		
Yate Town Council	Admin Grant 2019	
	717	696
	<u>717</u>	<u>696</u>

Expenditure	2019	2020
Reimbursement charges		
Community Plan administration costs		
	2019.2020	717
	2017.2018 Audit	8
		696
		7
Total Expenditure	<u>725</u>	<u>703</u>

Community Plan	2019/2020	-	7
Balance of Funds Bought Forward YCP	2018/2019		1,917
Total Balance of Funding Available to Yate Community Plan carried forward			<u>1,910</u>

WILLS DAVIS ATWELL ACCOUNTS 2019/2020

ASSETS

Balances Brought Forward

AEGON	£817,997.31
Business Select (Co-op)	£6,035.70
Community Direct (Co-op)	£502,492.42
Triodos	£132.15

Total	<u>£1,326,657.58</u>
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INCOME

Co-op Bank I	£22.54
Rent	£0.00
Triodos interest	£422.99
Total	<u>£ 445.53</u>

<u>£1,327,103.11</u>

EXPENDITURE

Grants Paid out 19/20	£	21,036.85
Grant cheque issued not presented	-£	156.00
Grant from previous year banked in this year	£	350.00
Perspective investment consultancy fee	£	3,500.00
Chaps Payment from Triodos	£	20.00
David James Partners fees	£	367.56
Admin Costs for 2019/2020	£	681.60
Admin Costs for 2019/2020 not yet paid	-£	681.60
AEGON investment account variance	£	108,972.41
Total	£	<u>134,090.82</u>

BALANCES CARRIED FORWARD

AEGON (includes funds transfer of £450,000 from Community Direct Co-op Account in July)	£1,159,024.90
Business Select (Co-op)	£6,058.24
Community Direct (Co-op)	£27,929.15
Total	<u>£1,193,012.29</u>

<u>£ 1,327,103.11</u>

In 2019/2020 Grants were awarded to 56 students totalling £24,200 with £21,036.85 being claimed to date. Allowance to be made for £2,890 of grants not yet claimed and unable to be processed due to pandemic.

Section 2 – Accounting Statements 2019/20 for

YATE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,381,924	1,615,447	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,175,049	1,253,331	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,466,029	589,268	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	745,914	797,779	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	55,942	55,942	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,605,699	1,262,650	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,615,447	1,341,675	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,698,336	1,432,568	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,112,748	5,331,178	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	419,067	381,993	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved