



Yate Town Council

Full Council

Wednesday 15th February 2023

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Poole Court (Council Chamber)** on **Tuesday 21st February 2023** between 7.00pm and 8.30pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Anyone attending this meeting is encouraged to follow the below guidance:

- *On entering the venue, please use hand sanitiser*
- *Attendees must not attend if showing any symptoms of Covid-19.*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting;*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc.*

In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park.

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

1. Announcements from the Chair

To formally acknowledge and record thanks to the following for service to the Town Council;

Councillor Mike Drew	40 years service
Councillor Chris Willmore	40 years service
Councillor Alan Monaghan	25 years service
Councillor Tony Davis	25 years service
Councillor Wully Perks	20 years service

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



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Hayley Townsend (Town Clerk) 20 years service

2. Apologies for absence
 - a) To receive apologies for absence
 - b) To receive leave of absence request from Councillor John Gawn until 9th May 2023.

3. Declarations of Interest under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

4. To receive any requests for dispensations.
5. Public Participation Session with Respect to Items on the Agenda.
6. To receive and **APPROVE** the Minutes of the Town Council Meeting held on 10th January 2023. [Click here for minutes](#)
7. To receive and **NOTE** the Minutes of the Environment and Community Committee meeting held on 24th January 2023. [Click here for minutes](#)
8. To receive and **NOTE** the Minutes of the Planning and Transportation Committee meeting held on 17th January 2023. [Click here for minutes](#)
9. To receive and **NOTE** the Minutes of the Finance and Governance Committee meeting held on 7th February 2023. [Click here for minutes](#)
10. To receive and consider the following items on the Clerk's Report. (Copy herewith)

1. **Items Referred from the Environment and Community Committee Meeting Held on 24th January 2023.**

- Bristol Frome DNA Bid
- Spring Clean 2023
- Heritage Centre Grant for Workshops

2. **Items Referred from the Finance and Governance Committee Meeting Held on 7th February 2023**

- 2/1 Income and Expenditure Report to 31 December 2022
- 2/2 White Lion

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2/3 Staffing and Governance

3. Items Referred from the Planning and Transportation Committee Meeting Held on 17th January 2023.

4. Annual Town Meeting Date

5. Delegated Decisions

5/1 Record of Delegated Decisions

5/2 Planning Comments Submitted under Delegated Powers (31ST January 2023 and 14th February 2023)

6. Financial Reports

6/1 Accounts for Payment

7. Town Council Project Steering Group Reports (Task Limited)

7/1 Play Areas and Properties Project Steering Group

(a) Minutes

(b) Kingsgate Park Refurbishment Project

7/2 YOSC

(a) YOSC Drainage Improvement Project

(b) YOSC Liaison – Governance

7/3 New North Yate Community Building

8. Consultations

8/1 Current Consultations

- South Gloucestershire Council – Help Tackle violence against women & girls
- South Gloucestershire Council – Drug & Alcohol Services Commissioning

8/2 Consultations Responses

- Frome Policy Challenge, Wessex Water, Bristol City Council;
- South Gloucestershire Council – New Compact

8/3 Urgent Consultations

9. Yate Town Centre

9/1 Yate Town Centre Strategy Group

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10. Ladden Garden Village

10/1 Correspondence with South Gloucestershire Council
10/2 Ladden Garden Village Liaison Group

11. Consideration of Impact of Decisions on Climate and Waste

12. Confidential Items

12/1 Confidentiality Confirmation

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

12/2 Update from Mayor - Potential Future Projects

12/3 To **RESOLVE** to return to public session.

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Yate Town Council

Full Council meeting

21 February 2023

Town Clerk's Report

1 ITEMS REFERRED FROM THE ENVIRONMENT & COMMUNITY COMMITTEE MEETING HELD ON 24th JANUARY 2023

To consider the following recommendations:

5.2 ***Bristol Frome DNA Bid***

A request for funding to support DNA testing of River Frome was received.

*It was **RECOMMENDED** that the sum of £2,148 (from earmarked reserves), representing the share for Yate Parish, be committed for funding towards DNA testing of River Frome.*

5.3 ***Spring Clean 2023***

*Consideration was given to the location for Yate Town Council's 2023 Spring Clean. It was **RECOMMENDED** that the Brinsham Park shops and surrounding area be agreed as the location for the Spring Clean 2023. (Date to be agreed with Yate & Sodbury Clean Up Group)*

To receive revised recommendation for the spring clean event to be held in the Cranleigh Court area on 12th March 2023, as per email consultation with the Clean Up Group and councillors.

5.4 **Grant from South Gloucestershire Council for education workshops at Yate Heritage Centre**

To seek delegated powers, to the Town Clerk and nominated representatives, to enter into agreement with SGC, if SGC confirm grant funding is available for 23/24 year, to support the delivery of community education workshops, at Yate Heritage Centre (value of grant not yet known, value of 2022/2023 grant was £2800 for x11 workshops).

An update on this grant funding opportunity to be provided to E&C on 7th March, if available.

2 ITEMS REFERRED FROM THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 7th FEBRUARY 2023

2/1 Income and Expenditure Report to 31 December 2022

To receive and consider income and expenditure report to 31 December 2022. (Appendix 1).

2/2 White Lion

It is **RECOMMENDED** to grant delegated powers to the Environment and Community Committee and to the Finance and Governance Committee to take decisions in regard to the options of securing the White Lion and its future at the heart of our community.

2/3 Staffing and Governance

To receive the minutes relating to Governance from the Staffing and Governance meeting 6th February 2023 and consider the recommendations held within for adoption by Full Council. (Appendix 2)

Recommendations for Full Council to consider:

- Adopt new policy cycle review;
- Adopt new Anti-Fraud & Corruption Policy;
- Agree review of Annual Investment Strategy;
- Agree review of Internal Controls & Audit Plan;
- Approve annual Risk Assessments;
- To adopt;

General Policies;
Staffing Policies;
Standing Orders;
Financial Regulations;
Terms of Reference

[Click here for policies](#)

3 ITEMS REFERRED FROM THE PLANNING & TRANSPORTATION COMMITTEE MEETING HELD ON 17th JANUARY 2023

To **NOTE** that no items were referred to Full Council from the Planning and Transportation Committee meeting of 17th January 2023.

4 ANNUAL TOWN COUNCIL MEETING

To agree the date of the first Full Council meeting/Annual Town Council Meeting in 2024 as 14th May 2024.

5 DELEGATED DECISIONS

5/1 Record of Delegated Actions

To **NOTE** that 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.”

To receive list of decisions taken using above delegation to 13 February 2023

[Click here for report](#)

5/2 Planning Comments Submitted Under Delegated Powers

To **NOTE** that Planning and Transportation Committee meetings did not take place on 31st January 2023 and 14th February 2023. Instead, a positive decision was taken to save time and cost by the Committee agreeing (digitally) the comments to be submitted and invoking delegation to the clerk to submit them to SGC. The submissions will be formally reported to the next Planning and Transportation Committee meeting.

6 FINANCIAL REPORTS

6/1 Accounts for Payment

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

7 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

7/1 Play Areas and Properties Project Steering Group

To receive and **NOTE** the minutes of the meeting on 10.01.23 [Click here to read minutes](#) link doesn't work

a. Kingsgate Park Refurbishment Project

To **NOTE**:

- The refurbishment project business case was been submitted to SGC's Property Services department on 05.01.2023, with a request to remove the 2028 break clause, in the 50 year lease agreement for Kingsgate Park. A response was chased on 13.02.2023;

- Phase 1 - Kingsgate Park refurb project:
 - On 10.02.203 an order was raised with Children's Playground, to the value of £91,715.71, for phase 1 timber refurbishment. The revised "final quote for order" (Appendix 3) was accepted and featured the following amends:
 - *Position materials: added contingencies to cover for possible additional posts/beams required.*
 - *Rephrased header "Labour for necessary repairs, taken out stepping posts and current cable rider" into: "Labour for necessary repairs, taken out stepping posts and dig free foundations single standing post items".*
 - *omitted zip wire - raised on a separate order*
 - *omitted rebuild of MUGA walls – due to be raised on a separate order, likely with a different supplier*
 - The following payment terms have been agreed with the supplier:

Payment schedule and deposit requirements as follows:

 - *deposit on order, to allow for buying in the materials (wood and rope elements) 25% of total cost;*
 - *on arrival on site with materials and rope elements, after satisfactory site set up 25% of total cost;*
 - *2x Interim payment for work completed: @ 15% (minus retention 5% of total cost);*
 - *On completion of all works and successful post installation inspection 20% of total cost.*
 - *5% retention period: 2.5% payable on completion, 2.5% payable at 12months post completion;*
 - *YTC reserve the right to reduce the final 2.5% retention payment (at 12 months), on evaluation, if the refurbishment is not at accepted standards.*
 - X1 reference will be sought as part of the due diligence process;
 - Risk assessments, method statements (RAMS) and proof of insurances will be provided ahead of contract signing;
 - Timescales for refurb installation are likely x6weeks from mid-April – if possible, smaller areas of refurbishment work could commence when the supplier is onsite for the zip wire install, to be confirmed;
 - JCT Minor Work contract has been ordered, for phase 1 timber refurbishment, to the value of £40.00 (ex vat);
 - Payment will be raised for the order, inline with the payment schedule agreed by PAPSG;
 - Zip wire:
 - An order has been placed for a replacement.
 - The works are expected to be completed in early March.
 - refurbishment of the Multi Games Area (MUGA):
 - X1 quote has been returned, significantly over the budget set. An itemised quote has been requested.
 - The works specification will be reviewed inline with the budget available, for example, where soft landscaping can be used to separate areas for high energy and low energy play, specification for fencing is no longer required.

- Phase 2 – New equipment tender Kingsgate Park refurb project:
 - On 01.02.2023 the tender opportunity for phase 2, new equipment, was published on Contracts Finder (link [Kingsgate Park Refurbishment \(Phase 2\) - Play Equipment - Contracts Finder](#)), the tender will close on 28.02.2023. tenders submitted will be reviewed within the x7days following the closure date;
 - A letter has been sent to the Friends of Kingsgate Park, inviting a representative of the group to attend the tender opening meeting;
 - Officers have accommodated, accompanied sites visits from prospective suppliers.

- Following an informal meeting regarding the coronation seat sculpture at Kingsgate Park ideas were suggested as follows.
 - Dragons in relation to the King Charles III (previous Title of Prince of Wales);
 - Lions which represent Kingship;
 - King Charles III Cypher;
 - Gardening which is one of King Charles III favourite pastimes;
 - King Charles III favourite flower ‘Delphinium’;
 - Wildflowers as King Charles III love for wildflowers;
 - Swifts as King Charles III encourages these birds to take up residence on his properties;.
 - Stumpery as King Charles III has one at Highgrove;
 - King Charles II hid in oak tree so something relating to this i.e. Oak Leaves & Acorns King Charles III interest in art so could add an easel;
 - Princes Trust;
 - Prince of Wales feathers.

Carving to be located near the play area opposite the toddler entrance and it has been agreed the seat to be carved as a twin (love seat) so people can sit either side and look down the park or into the toddler play area.

It was suggested to add an accessible path for wheelchairs to also sit with family and friends to enjoy the carving. Ideas for the path include stone dust, paved or grass matting. Wildflower or herbs to be planted around the seat to link in with the Kings passion for flowers etc.

Works to be completed by the Coronation in May 2023.

7/2 YOSC

(a) YOSC Drainage Improvement Project

Following a meeting of the Priorities Working Group on 14 October 2022, no further action has been taken on this project. In 2023, where there is officer capacity, a

meeting of the YOSC Facilities Project Steering Group will be called to offer discussion time with Officers about this project.

(b) YOSC Liaison – Governance

To **NOTE** that a draft lease and funding agreement for the YOSC site is under negotiation with YOSC Ltd. A grant payment in the sum of £21,089.44 was issued to YOSC Ltd on 17th January 2023 further to Minute No.89/1 of the Full Council meeting on 10th January 2023. A meeting with officers has been requested by YOSC Ltd and will be arranged.

7/3 New North Yate Community Building (NNYCB)

At the Full Council meeting held on 10th January 2023 (Minute No. 83/3), it was **RESOLVED** as follows:

*It was **RESOLVED** that contact be made with South Gloucestershire Council;-*

- reminding them of our contact approximately one year ago advising of the Town Council's commitment to a new community building and repeating that we are still willing to take on and run a community building in north Yate that would meet planning approval, costing all the money SGC has set aside for the project (including SGC energy-saving monies put aside for it) and would be willing to top that up, as necessary, with our only condition being that the Town Council receives a significant interest in the property to reflect our investment.*
- The correspondence to South Gloucestershire Council to also indicate that we would support South Gloucestershire Council in sacrificing the original plot proposed for a new community building, in exchange for another site in the development that could house a larger community building.*
- To **NOTE** correspondence between YTC Community Projects Manager and SGC Senior Valuer for Property Services dated 23 January 2023, 25 January 2023 and 26 January 2023 (Appendix X).

To receive response if available.

8. CONSULTATIONS

8/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
Help tackle violence against women and girls in South Gloucestershire	Click here for consultation	09.02.2023	24.2.2023	

South Gloucestershire Council				
Drug and alcohol treatment services commissioning South Gloucestershire Council	Click here for consultation	15.02.2023	17.3.2023	

8/2 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
Frome Policy Challenge: Completion Survey Bristol Council (Wessex Water)	Click here for survey.	21.10.22	10.2.2023	Consultation was circulated prior to the meeting. It was agreed no response would be submitted.
A new Compact for South Gloucestershire	Click here for consultation	09.12.22	22.01.23	Click here for consultation response. Thanks to be extended to Councillors Mike Drew and Chris Willmore for working together to prepare this response.

8/3 Urgent Consultations

To receive any urgent consultations.

9 YATE TOWN CENTRE

9/1 Yate Town Centre Strategy Group

To **NOTE** that a doodle will be circulated and date agreed .

10 LADDEN GARDEN VILLAGE

10/1 Correspondence to South Gloucestershire Council

Further to Minute No 5.11 of the Finance and Governance Committee meeting of 6th December 2022 (SGC response to Councillor Chris Willmore) and Minute 67 of the Full Council meeting of 25th October 2022, to be advised that contact was made with SGC to enquire whether there would be any formal response to YTC from SGC, further to deep concerns in respect of delivery of facilities at Ladden Garden Village and request for a meeting with senior SGC officers. To be advised that SGC confirmed that the response to Councillor Chris Willmore's email, as reported to the Finance and Governance Committee on 6th December 2022, can be taken as the response to the Town Council.

It was further NOTED that a joint response from Yate Town Council, along with other local stakeholders, is being formulated in response to the email sent to Councillor Chris Willmore as reported at the Finance and Governance Committee meeting on 6th December 2022.

To **NOTE** the joint response is due to be drafted in early March.

10/2 Ladden Garden Village Liaison Group

To receive notes of the Ladden Garden Village Liaison meeting held on 8th February 2023. [Click here to read notes](#)

11 CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE

To consider if there are any impacts on climate and waste following decisions taken during the meeting.

12 CONFIDENTIAL ITEMS

12/1 Confidentiality Confirmation

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

12/2 Update from the Mayor - Potential Future Projects

To receive update from Councillor Cheryl Kirby;

- a) Mayors Cadet
- b) St Nicholas Church - At the meeting of Full Council on 10th January 2023 the following was resolved:
Councillors Tony Davis, Sandra Emms, Cheryl Kirby and Chris Willmore form a Working Group with the remit of having general discussions and to investigate project feasibility with St Nicholas Church, reporting back to Yate Town Council with findings.

12/3 To **RESOLVE** to return to public session, if required.

26/01/2023

YATE TOWN COUNCIL

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Bowling Green/Sports Pavilion							
	Income	15,494	16,128	15,165	(963)			106.3%
	Expenditure	21,876	14,024	25,104	11,080	249	10,831	56.9%
	Movement to/(from) Gen Reserve	<u>(6,382)</u>	<u>2,104</u>					
102	Football Pitches/Pavilion							
	Income	7,237	5,792	7,023	1,231			82.5%
	Expenditure	18,557	9,060	16,799	7,739	(40)	7,779	53.7%
	Net Income over Expenditure	<u>(11,320)</u>	<u>(3,268)</u>	<u>(9,776)</u>	<u>(6,508)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(2,010)	0					
	Movement to/(from) Gen Reserve	<u>(9,310)</u>	<u>(3,268)</u>					
104	Tennis Courts - Sunnyside Lane							
	Income	1,321	1,377	1,574	197			87.5%
	Expenditure	359	3,364	636	(2,728)		(2,728)	529.0%
	Net Income over Expenditure	<u>962</u>	<u>(1,987)</u>	<u>938</u>	<u>2,925</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(386)	0					
	Movement to/(from) Gen Reserve	<u>1,348</u>	<u>(1,987)</u>					
105	Kingsgate Park							
	Income	8,006	8,843	8,398	(445)			105.3%
	Expenditure	32,099	14,383	37,809	23,426	2,993	20,433	46.0%
	Net Income over Expenditure	<u>(24,093)</u>	<u>(5,540)</u>	<u>(29,411)</u>	<u>(23,871)</u>			
	plus Transfer from EMR	-2,039	2,039					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(26,132)</u>	<u>(3,501)</u>					
106	Brinsham Fields							
	Expenditure	17,595	4,757	21,904	17,147		17,147	21.7%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(17,595)</u>	<u>(4,757)</u>					
108	Abbotswood Centre							
	Income	0	1,049	0	(1,049)			0.0%
	Expenditure	441	698	1,146	448	19	429	62.6%
	Movement to/(from) Gen Reserve	<u>(441)</u>	<u>351</u>					
109	YOSC							
	Income	29,060	17,299	78,980	61,681			21.9%
	Expenditure	62,555	45,482	145,411	99,929		99,929	31.3%
	Net Income over Expenditure	<u>(33,496)</u>	<u>(28,183)</u>	<u>(66,431)</u>	<u>(38,248)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(9,413)	0					
	Movement to/(from) Gen Reserve	<u>(24,083)</u>	<u>(28,183)</u>					
111	PA - Eggshill Lane							
	Expenditure	1,871	847	1,394	547		547	60.8%
112	PA - Kingsgate Park Junior							
	Expenditure	2,217	789	1,222	433		433	64.6%
113	PA - Kingsgate Park Senior							
	Expenditure	1,822	1,371	2,041	670		670	67.2%
114	PA - Howard Lewis							
	Expenditure	2,986	1,411	1,432	21		21	98.6%
115	PA - St Mary's Senior							
	Expenditure	1,724	1,601	1,569	(32)		(32)	102.0%
116	PA - St Mary's Junior							
	Expenditure	910	199	1,101	902		902	18.1%

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
117	PA - Tyndale Park	Expenditure	3,613	939	3,850	2,911	2,911	24.4%	
118	PA - Wellington Road	Expenditure	448	158	839	681	681	18.8%	
119	PA - Witches Hat	Expenditure	3,563	2,464	3,834	1,370	222	1,149	70.0%
	plus Transfer from EMR		0	0					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(3,563)</u>	<u>(2,464)</u>					
120	PA - Abbotswood	Expenditure	4,513	52	500	448	448	10.5%	
121	PA - Millside Playzone	Expenditure	1,753	2,338	1,445	(893)	(893)	161.8%	
122	PA - Lye Field	Expenditure	59	77	839	762	762	9.2%	
123	PA - Peg Hill Skate Park	Expenditure	10,193	1,023	9,239	8,216	125	8,091	12.4%
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(10,193)</u>	<u>(1,023)</u>					
124	PA - Yate West Kickabout	Expenditure	229	158	839	681	681	18.8%	
125	PA - Longs Drive Playzone	Expenditure	693	283	1,259	976	976	22.4%	
126	PA - Brinsham Park	Expenditure	1,940	679	1,339	660	660	50.7%	
129	Play Areas	Expenditure	44,098	0	60,594	60,594	60,594	0.0%	
130	Open Spaces	Income	391	796	60	(736)		1327.0%	
	Expenditure		78,682	34,507	90,472	55,965	1,071	54,895	39.3%
	Net Income over Expenditure		<u>(78,291)</u>	<u>(33,710)</u>	<u>(90,412)</u>	<u>(56,702)</u>			
	plus Transfer from EMR		0	450					
	Movement to/(from) Gen Reserve		<u>(78,291)</u>	<u>(33,260)</u>					
160	Estates Staff	Income	2,165	0	0	0		0.0%	
	Expenditure		110,328	217,266	109,791	(107,475)	451	(107,926)	198.3%
	Movement to/(from) Gen Reserve		<u>(108,163)</u>	<u>(217,266)</u>					
170	Est Crewcab Tipper WA66ECX	Expenditure	7,054	6,054	6,848	794	794	88.4%	
171	Est Kangoo Bus Van WN71SZG	Expenditure	5,249	5,616	4,580	(1,036)	(1,036)	122.6%	
172	Est Tractor J418 ODG	Expenditure	1,577	1,134	1,864	731	1,450	(720)	138.6%
173	Est Kubota Mower Y434 HEU	Expenditure	800	2,903	1,759	(1,144)	3	(1,147)	165.2%
174	Est Renault Kangoo BT18 DZL	Expenditure	3,552	4,338	4,115	(223)	(223)	105.4%	
176	Estates Equipment	Income	73	0	0	0		0.0%	
	Expenditure		5,990	5,560	5,323	(237)	(492)	255	95.2%
	Movement to/(from) Gen Reserve		<u>(5,916)</u>	<u>(5,560)</u>					
177	Est Batwing Mower (KP) WX15KKC	Expenditure	3,153	11,943	14,232	2,290	977	1,313	90.8%
178	Estates Ranger Pickup EF18 XBM	Expenditure	5,539	7,151	6,917	(234)	(234)	103.4%	
179	Estesia mower	Expenditure	362	0	0	0	0	0.0%	
180	Transport Initiatives	Income	0	3,765	0	(3,765)		0.0%	
	Expenditure		813	4,043	1,200	(2,843)	(2,843)	336.9%	
	Movement to/(from) Gen Reserve		<u>(813)</u>	<u>(278)</u>					
501	Democratic Representation	Expenditure	386	394	7,481	7,087	74	7,013	6.3%
	plus Transfer from EMR		0	0					
	less Transfer to EMR		1,000	0					

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(1,386)</u>	<u>(394)</u>					
502 Civic Expenses	Income	180	260	0	(260)			0.0%
	Expenditure	2,587	2,082	3,868	1,786	25	1,761	54.5%
	Net Income over Expenditure	<u>(2,407)</u>	<u>(1,822)</u>	<u>(3,868)</u>	<u>(2,046)</u>			
	plus Transfer from EMR	-226	94					
	Movement to/(from) Gen Reserve	<u>(2,633)</u>	<u>(1,728)</u>					
505 Adjustment to Reserves	Expenditure	0	0	0	0	2,064	(2,064)	0.0%
508 Service Support	Income	1,412,529	1,547,445	1,540,994	(6,451)			100.4%
	Expenditure	366,348	300,527	417,169	116,642	4,316	112,326	73.1%
	Net Income over Expenditure	<u>1,046,181</u>	<u>1,246,918</u>	<u>1,123,825</u>	<u>(123,093)</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,046,181</u>	<u>1,246,918</u>					
510 Grants	Expenditure	20,011	20,269	17,500	(2,769)		(2,769)	115.8%
	plus Transfer from EMR	-2,489	2,404					
	Movement to/(from) Gen Reserve	<u>(22,500)</u>	<u>(17,865)</u>					
512 Community Support	Income	3,806	8,883	7,346	(1,537)			120.9%
	Expenditure	164,820	128,112	207,889	79,777	151	79,626	61.7%
	Net Income over Expenditure	<u>(161,013)</u>	<u>(119,229)</u>	<u>(200,543)</u>	<u>(81,314)</u>			
	plus Transfer from EMR	-14,096	1,500					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(175,109)</u>	<u>(117,729)</u>					
550 Heritage Centre	Income	2,995	3,320	2,800	(520)			118.6%
	Expenditure	82,346	61,805	92,322	30,517	2,325	28,192	69.5%
	Net Income over Expenditure	<u>(79,351)</u>	<u>(58,485)</u>	<u>(89,522)</u>	<u>(31,037)</u>			
	plus Transfer from EMR	-273	273					
	Movement to/(from) Gen Reserve	<u>(79,624)</u>	<u>(58,212)</u>					
551 Parish Hall	Income	11,768	17,551	11,193	(6,358)			156.8%
	Expenditure	11,916	10,066	18,340	8,274	985	7,288	60.3%
	Movement to/(from) Gen Reserve	<u>(148)</u>	<u>7,485</u>					
552 Pop Inn Cafe	Income	7,914	15,569	7,343	(8,226)			212.0%
	Expenditure	28,593	26,477	34,791	8,314	86	8,228	76.3%
	Movement to/(from) Gen Reserve	<u>(20,679)</u>	<u>(10,908)</u>					
553 Poole Court	Income	29,007	45,130	32,540	(12,590)			138.7%
	Expenditure	87,005	65,242	97,530	32,288	3,338	28,950	70.3%
	Movement to/(from) Gen Reserve	<u>(57,998)</u>	<u>(20,112)</u>					

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
554	Armadillo							
	Income	58,005	61,731	60,418	(1,313)			102.2%
	Expenditure	312,254	244,094	257,842	13,748	3,818	9,930	96.1%
	Net Income over Expenditure	<u>(254,249)</u>	<u>(182,363)</u>	<u>(197,424)</u>	<u>(15,061)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(45,383)	0					
	Movement to/(from) Gen Reserve	<u>(208,866)</u>	<u>(182,363)</u>					
555	Facilities Development							
	Income	368	0	0	0			0.0%
556	YMCA							
	Income	3,560	10,993	3,430	(7,563)			320.5%
	Expenditure	10,837	6,220	11,513	5,293	46	5,246	54.4%
	Movement to/(from) Gen Reserve	<u>(7,277)</u>	<u>4,772</u>					
600	Capital Expenditure							
	Income	91,115	22,412	0	(22,412)			0.0%
	Expenditure	210,638	89,941	100,200	10,259	34,673	(24,414)	124.4%
	Net Income over Expenditure	<u>(119,523)</u>	<u>(67,529)</u>	<u>(100,200)</u>	<u>(32,671)</u>			
	plus Transfer from EMR	90,392	20,519					
	less Transfer to EMR	26,726	9,700					
	Movement to/(from) Gen Reserve	<u>(55,857)</u>	<u>(56,710)</u>					
	Grand Totals:- Income	1,684,993	1,788,343	1,777,264	(11,079)			100.6%
	Expenditure	1,756,956	1,361,901	1,855,691	493,790	58,928	434,862	76.6%
	Net Income over Expenditure	<u>(71,963)</u>	<u>426,442</u>	<u>(78,427)</u>	<u>(504,869)</u>			
	plus Transfer from EMR	71,269	27,279					
	less Transfer to EMR	-29,465	9,700					
	Movement to/(from) Gen Reserve	<u>28,772</u>	<u>444,021</u>					

Minutes of the Staffing and Governance Sub-Committee meeting (appertaining to Governance) held on Monday 6th February 2023 from 11.00am – 11.20am held at Poole Court.

**Present: Councillors Mike Drew, Tony Davis, Cheryl Kirby and Chris Willmore.
Town Clerk and Deputy Town Clerk/Service Support Manager.**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Ford and Karl Tomasin.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No Declarations of Interest were received.

3. GOVERNANCE

3/1 Policy Review Cycle

It was **RECOMMENDED** that the policy review cycle be amended as shown in per Appendix 1

3/2 Staffing Policies

(a) It was **NOTED** that the following staffing policies have been reviewed as part of the 22/23 Staffing Policy Review and have not been amended significantly, other than minor amendments such as typos or in line with working practices or legislative changes:

- Appraisal and Supervision Policy;
- Job-Share Policy;
- Whistleblowing Policy (reviewed annually).

(b) The Anti- Fraud and Corruption Policy (Appendix 2), reviewed as part of the 2022/23 policy review, was received and **RECOMMENDED** that it be presented to Full Council for adoption.

3/3 General Policies

(a) It was **NOTED** that the following general policies have been reviewed as part of the 22/23 General Policy Review and have not been significantly amended, other than minor amendments such as typos or in line with working practices or legislative changes:

- Annual Investment Strategy - it was **RECOMMENDED** this be agreed by Full Council (Appendix 2a);
- Circuses/Activities Involving Animals;
- Flag Flying Policy & Protocol following Death of a Senior National Figure;
- Freedom of Information Policy;
- Health and Safety at Work Policy;
- Risk Management;
- Safeguarding Policy (reviewed annually). It was **RECOMMENDED** that the Safeguarding Policy be brought back to the next meeting of the Sub-Committee for consideration.

3/4 Policy Re-adoption

It was **RECOMMENDED** to re-adopt all general policies and all staffing policies (with any amendments identified to those policies under review for consideration as listed on this agenda):

General Policies: [Click here for General Policies](#)
Staffing Policies; [Click here for Staffing Policies](#)

3/5 Standing Orders & Code of Conduct

Sections of Standing Orders, where revisions were proposed, for recommendation to Full Council were received. (Appendix 3)

It was **RECOMMENDED** that the Standing Orders ([Click here for Standing Orders](#)) subject to the amendments in Appendix 3 being made, be adopted.

3/6 Financial Regulations

Sections of Financial Regulations where revisions were proposed, for recommendation to Full Council were received. (Appendix 4)

It was **RECOMMENDED** that Financial Regulations ([Click here for Financial Regulations](#)) subject to the amendments in Appendix 4 being made, be adopted.

3/7 Risk Management

The risk assessments for 2022/23 were received and it was **RECOMMENDED** they be approved.

It was further **NOTED** that work is underway to combine written Safe Systems of Work processes with Risk Assessments. *(NB: A Safe System of Work (SSoW) is defined as a procedure or a set of procedures for removing or reducing the risks involved in an operation. In the field of Health, Safety, and Environment (HSE) in particular, SSoW standardises most, if not all, practices in the workplace to help ensure that employees don't get injured, either by the equipment that they use or through other means).*

3/8 Annual Health and Safety Report

The annual Health and Safety Report was received and **NOTED**. (Appendix 5)

3/9 First Aid Needs Assessment & Fire Marshalls

The annual First Aid Needs & Fire Marshall assessment was received and **NOTED**. (Appendix 6)

3/10 Terms of Reference

Amendments to the Terms of Reference were received and **RECOMMENDED** these be adopted. (Appendix 7)

3/11 Internal Control

At least once a year the council must review the effectiveness of its system on internal control which shall be in accordance with proper practices.

The list of Yate Town Council Internal Controls and Internal Audit Plan was received and **RECOMMENDED** that this be accepted. (Appendix 8) subject to additional items:

- Payroll and HR records are recorded separately to avoid ability to change payroll payment details via employee HR record;
- New suppliers/ new payees are flagged to authorising members when presented for payment authorisation.

4. Confidential Session

4/1 Confidentiality Confirmation

It was **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.

4/2 Annual Accident, Incident & Safeguarding Report

The annual Accident, Incident & Safeguarding Report was received and **NOTED**.
(Confidential Appendix 9)

RESOLVED that the meeting return to open session.

Staffing Policies

Current Review Method

All policies are reviewed over a 4-year cycle with the exception of the whistleblowing annual policy.

Suggested New Review Method

	Contractual to be reviewed when amendments in legislation dictate or due to organisational amendments. These reviews involve staff consultation so are more indepth/timely than other policy reviews.*
	Non-contractual to be reviewed at least once over a 4-year cycle
	Annual to continue to be reviewed annually

Absence	Last Reviewed 2019/20
Adoption Leave & Pay	Last Reviewed 2020/21
Appraisal & Supervision Policy	Next Review 2022/23
Communications Policy	Next Review 2024/25
Data Protection Policy and use of personal data	Last Reviewed 2018/19
Flexible Working Policy	Last Reviewed 2020/21
Fraud & Corruption	Next Review 2022/23
Homeworking Policy	Next Review 2024/25
Grievance (including bullying and harassment)	Last Reviewed 2019/20
Employee Health & Safety Lone Working & Eye Tests	Last Reviewed 2017/18
Job share	Next Review 2022/23
Leavers Policy	Next Review 2023/24
Managing Employee Performance	Last Reviewed 2019/20
Maternity	Last Reviewed 2020/21
Employee Code of Conduct & Member-Officer Protocol	Last Reviewed 2018/19
Paternity	Last Reviewed 2020/21
Pay Protection	Next Review 2025/26
Probation	Last Reviewed 2019/20
Pension	Last Reviewed 2021/22
Recruitment and Selection	Next Review 2023/24
Retirement	Next Review 2023/24
Shared Parental Leave	Last Reviewed 2020/21
TOIL, Call Out & Travel Expenses	Last Reviewed 2018/19
Time off work and leave	Next Review 2024/25
Training & Development	Next Review 2025/26
Whistleblowing	Annual Review

*(To be reviewed every 10 years in absence of any amendments/ legislation updates)

General Policies

Current Review Method

All policies are reviewed over a 4 year cycle with the exception of annual policies. which are Annual investment policy & Safeguarding policy.

Suggested New Review Method

Annual Review
Review when legislation or organisational changes dictate*
Review over a 4 year cycle

Annual Investment Policy	Annual Review
Allowances (Members) Guidance Note	Last Reviewed 2018/19
Business Resilience and Continuity	Last Reviewed 2019/20
CCTV & Body Worn Camera	Last Reviewed 2021/22
Circuses/Activities Involving Animals	Last Reviewed 2022/23
Complaints Policy	Next Review 2024/25
Co-option Policy	Last Reviewed 2020/21
Councillor Meetings Policy	Last Reviewed 2019/20
Data Protection Policy	Next Review 2024/25
Dedicated Items in Open Spaces	Last Reviewed 2021/22
Document Management & Archive	Next Review 2024/25
Donations Acceptance & Ethical Fundraising Policy	Next Review 2025/26
Climate & Planet Policy	Next Review 2025/26
Equalities Policy	Next Review 2025/26
Equal Opportunities – Pop Inn Café	Last Reviewed 2021/22
Exclusion Policy	Last Reviewed 2019/20
Flag Flying Policy & Protocol following Death of a Senior National Figure	Last Reviewed 2022/23
Flying of UAVs and Drones Policy	Last Reviewed 2022/23
Freedom of Information Policy	Next Review 2022/23
General Fund Reserve Policy	Last Reviewed 2021/22
Health & Safety at Work Policy	Next Review 2022/23
Heritage Policies (new 2022)	Last Reviewed 2021/22
Media & Publicity Policy	Last Reviewed 2019/20
Member/Officer Protocol	Last Reviewed 2021/22
No Smoking Policy	Last Reviewed 2019/20
Planning Responses	Last Reviewed 2019/20
Play Policy	Last Reviewed 2020/21
Pricing and Letting Policy	Last Reviewed 2019/20
Risk Management	Next Review 2022/23
Safeguarding Policy	Annual Review
Severe Weather Policy	Last Reviewed 2018/19
Protocol for Town Mayor/Deputy Mayor	Last Reviewed 2018/19
Volunteers Policy and Agreement	Last Reviewed 2019/20

*.(To be reviewed every 10 years in absence of any amendments/ legislation updates

HT has reviewed 30.01.23

PC has reviewed 01.02.23

YATE TOWN COUNCIL ANTI-FRAUD AND CORRUPTION POLICY

This policy is contractual when reference is made to the Managing Employee Performance Procedure or code of conduct

SCOPE & DEFINITIONS

This policy applies to council employees including casual, temporary and agency workers, volunteers and Members.

Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.

Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation. In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

1. Introduction

As part of an effective system of internal control, Yate Town Council is required to have a Policy in place for members of staff to be able to report, in total confidence, any evidence or suspicions of wrongdoing by “others” whilst at work. “Others” may include employees, managers, workers, councillors (Members), suppliers, contractors or people acting on behalf of the Council.

Concerns may include:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- maladministration, misconduct or malpractice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- deliberate concealment of information tending to show any of the above matters.

- ~~Conduct which is against the law, a~~

- ~~miscarriage of justice or failures to meet legal obligations;~~
- ~~Financial irregularities including fraud, corruption or unauthorised use of public funds; I moved the below down to its own bullet point~~
- ~~Failure to observe health and safety regulations, or actions which involve risks to the public or other employees;~~
- ~~Action causing major harm to the environment;~~
- ~~Employees claiming benefits to which they are not entitled;~~
- ~~Sexual, racial, physical or other abuse of service users;~~
- ~~Other causes of malpractice, negligent, unprofessional or unethical behaviour;~~
- ~~The conduct of contractors and/or suppliers to the council;~~
- ~~Concealment of any of the above.~~

This Policy is an integral part of the Council's control systems. All members of staff are expected to understand and comply with it.

2. What To Do and What Not To Do

- 21 You need to act in accordance with this Policy, which is designed to ensure that impartial checks are conducted before appropriate action is taken. This Policy should also reassure you that all reported incidents will be properly and fully investigated. In the event that a suspicion proves to be groundless, provided that you have acted in good faith and in the best interests of the Council, there will be absolutely no adverse consequences for you. Vexatious allegations will be dealt with under the Council's Managing Employee Performance Procedure.
- 22 You are not expected to know the precise nature of any wrongdoing, nor its extent. In particular, you are not authorised to carry out any investigation work on your own, in order to obtain evidence or confirm your suspicions.
- 23 Under no circumstances should you confront any member of staff whom you suspect of any wrongdoing and the Council would not expect employees to make disclosures to the press.

3. Who You Should Contact

- 3.1 All staff should address their suspicions to the Town Clerk, who has responsibility for internal control. In

turn, the Town Clerk should alert the ~~Deputy Town Clerk/Finance Manager &~~ RFO.

- 3.2 Contact should be made either by telephone or in writing to the Town Council offices addressed to the Town Clerk with the envelope marked 'Private and Confidential – To be opened by addressee only.'
- 3.3 If your suspicions involve ~~the Deputy Town Clerk/RFO or~~ the Town Clerk, you should contact the Chair of the Staffing and Governance Sub-Committee, who is wholly independent of the Town's administrative staff. Depending on the nature of the suspicion, the Chair will either take up the matter with the Town Clerk or contact the Council's auditors.
- 3.4 It is important that you should not discuss your suspicions with anyone else. This includes your line manager, if you have one.

4. Support

- 4.1 We will identify an individual to provide support and advice to you throughout the investigation and any subsequent developments.
- 4.2 Counselling service - a free, personal and confidential counselling service is available to all council employees, information of which can be found on the noticeboard in the main town council office at Poole Court.

5 What Happens Next?

- 5.1 Once you have reported your suspicions, you should await acknowledgement which you should receive within 2 weeks. You should not discuss your suspicions with anyone in the meantime. Keep a copy of any report or item submitted.
- 5.2 You may be requested to attend an interview, and this will be arranged in absolute privacy. It is likely that a fact find/investigation will be carried out in relation to the issues you have raised, and you will be notified as to the outcome/s of this in writing.
- 5.3 You should contact the Chair in writing if you are not satisfied with the outcome

6 The Legal Position

The Public Interest Disclosure Act 1998 provides protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that one or more of the following matters is either happening now, took place in the past, or is likely to happen in the future:

- a criminal offence;
- the breach of a legal obligation;
- a miscarriage of justice;
- a danger to the health and safety of any individual;
- damage to the environment; or
- concealment of any of the above.

~~gives statutory protection to any employee who, with 'reasonable belief,' discloses information suggesting that a criminal offence has been committed or that there has been a failure to comply with any legal obligation, or that such facts are being deliberately concealed.~~ This disclosure must be made to the employer's representatives, as directed in this Policy, unless there are exceptional circumstances for not doing so.

Terms of Reference, Standing Orders*, Code of Conduct & Financial Regulations*

All of the above governance documents are and will continue to be reviewed when necessary (*based on NALC model versions) by Staffing and Governance Sub Committee and recommended for re-adopting at the Annual Town Council Meeting each year.

Internal Control, Risk Assessments, Health & Safety Report, Incident & Safeguarding Reports & First Aid Needs Assessment.

All of the above reports are and will continue to be reported annually to the Staffing and Governance Sub Committee and recommended for approval at the Annual Town Council Meeting each year.

HT has reviewed 30.01.23

PC reviewed 31.01.23

ANNUAL INVESTMENT STRATEGY

1. Introduction

- 1.1 Yate Town Council is committed to responsible investment. It invests temporarily surplus funds held on behalf of the community and aims to do so responsibly, securing the best return for residents and using those investments to positively support sustainable investments in a manner commensurate with the proper levels of security and liquidity. It recognises that its need to work through available investment opportunities means it will not always be able to use the investments as positively as it would hope but will do its best to find appropriate positive investment opportunities.
- 1.2 This strategy complies with the revised requirements set out in the Department **for Levelling Up, Housing and Communities** ~~of Communities and Local Government~~ guidance on Local Government Investments and Chartered institute of Public Finances and Accountancy's Treasury Management in Public Services: Code of Practice and Cross-Sectional Guidance Notes and takes account of section 15(1)(a) of the Local Government Act 2003 (Guidance).

2. Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State regulations may specify.
- 2.2 The Council's investment priorities are the security of reserves and liquidity of investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Department for **Levelling Up, Housing and Communities** ~~Communities and Local Government~~ maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Yate Town Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.
- 2.6 When making investments, Yate Town Council will best

endeavour to invest ethically. The Council will not knowingly invest in institutions with material links to environmental and socially harmful activities. This is in support of our Climate and Ecological declaration:

Yate Town Council recognises the urgency of the climate and ecological crisis facing the planet. These are not new or isolated concerns; they are entangled in wider issues of justice and equality.

We commit to working for a future in which we have transformed our relationship with the planet, its resources and each other. We see this as a continuing journey of transition towards a different and better future for the planet and its communities.

We commit our Council to ensure every Council decision is taken with due consideration of its impact on the planet. We commit to aiming for net-zero carbon by 2030 and to reduce our impact to as close to zero as possible, as quickly as we can, hoping to get there before 2030.

3. Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Yate Town Council will use Specified Investments in line with the Investment table below.

4. Non-Specified Investments

- 4.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Yate Town Council does not currently hold any Non-Specified Investments.
- 4.2 The limit of funds which can be invested on non-specified investments shall not exceed £45,000 and be subject to Full Town Council approval.

5. Long Term Investments

- 5.1 Long term investments are defined in the Guidance as any investment other than (a) one which is due to be repaid within 12 months of the date on which the investment was made, or

(b) one which the local authority may require to be paid within that period.

5.2 The Council does not currently hold any long-term investments.

5.3 Yate Town Council may wish to consider long term investments.

5.4 The limit of funds which can be invested in non-specified long-term investments shall not exceed £45,000 and be subject to Full Town Council approval.

NB: Prior to the Town Council making any non-specified (which includes long term) investments, the council will have to:

(a) set out procedures for determining which categories of such investments may prudently be used;

(b) Identify which category of such investments have so far been identified as prudent for use during the financial year; and

(c) State the upper limits for the amounts which, at any time during the financial year, may be held in each identified category and for the overall amount which may be held in non-specified investments.

6. Liquidity of Investments

6.1 The Finance Manager & Responsible Finance Officer (RFO) will determine the maximum periods for which funds may be prudently committed so as not to compromise liquidity.

6.2 The Council will maintain liquidity by always having a minimum of three month anticipated operating expenditure plus £30,000 maturing within one month.

7. Credit Ratings

7.1 The Finance Manager & RFO will endeavour to check the credit ratings of each institution used on a regular basis.

7.2 The main selection criteria are based on credit ratings by the three main credit rating agencies: Fitch, Standard & Poor's & Moody's.

7.3 Should it be identified that the organisations used by the Council are rated outside the Specified Investments Table, the Finance Manager & RFO will take immediate action to enable the Council's funds to be transferred to an alternative

organisation offering a rating within the Specified Investments Table (should this be available).

8 Investment Reporting

- 8.1 Investment forecasts for the coming financial year are made when the budget is prepared. On a quarterly basis, or where appropriate, the investment activity is reported to the Finance & Governance Committee.

9. Review and Amendment of Regulations

- 9.1 This strategy will be reviewed annually and approved by Full Council annually in accordance with the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (S.I. 2004/1158).
- 9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10. Terms of Reference Delegation to Town Clerk

- 10.1 Delegation be given to the Town Clerk /RFO in consultation with two Members of the council, to be able to act immediately in the event of a significantly enhanced indication of risk attached to a particular bank, to transfer funds to another institution immediately should it be deemed necessary to do so;
- 10.2 Delegated powers granted to the Clerk, RFO in consultation with councillors Chair and Vice-Chair of the Finance and Governance Committee to make appropriate investments on behalf of Yate Town Council;
- 10.3 Delegated powers granted to the Clerk, RFO to make the necessary transfer from investments to Yate Town Council operational bank accounts to enable the smooth running of the council payments.

Specified Investment table

All specified investments listed below must be sterling-denominated and be repayable / redeemable within 12 months. None of these investments are in share or loan capital. This list excludes investments that are not considered acceptable to Yate Town Council. The use of any form of investment shall be made under the direction of the Finance Manager & RFO and approved by the Council.

Investment	Fitch	Moody's	Standard & Poor's	Max period
Banks and Building Societies (UK High Street)	F1+ / AA- /	P-1/Aa3/	A-1+/AA-	1 year

In the event that the town council deposits with a bank that is not credit rated (e.g. Triodos), the bank must be one that does not leverage its lending by borrowing on the money market, only lending money entrusted to it by its savers and investors, always lending out less money than it has on deposit. It must also hold a higher proportion of liquid reserves than most banks and already meet the proposed requirements of the Basel 3 regulations for liquidity aftercare. Carrying out very high levels of due diligence, assess its customers on strict financial criteria.

Proposed Standing Order Amendments

(A) Based on amendments to:

- a. NALC Model Standing Orders dated April 2022 and;
- b. ALCA briefing note on Procurement Thresholds following government decision to increase Contracts Finder threshold from £25,000 to £30,000 from 21 December 2002:

17.3 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£25,000~~ £30,000 inclusive of VAT but less than the relevant thresholds referred to in Standing Order 17.6 is subject to the "light touch" arrangements under Regulations 109 - 114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder/ Find a Contract website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

17.4 Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised on Contracts Finder / Find a Contract website, on the Council's website and any other appropriate place;
- iv. ...etc etc

17.6.1 ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the World Trade Organisation's (WTO) Government Procurement Agreement (GPA) every two years) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder and Find a Tender Service.~~

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

~~17.7.1 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; (or other thresholds determined by the World Trade Organisation's (WTO) Government Procurement Agreement (GPA) every two years) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

(B) Based on YTC operational requirements:

1.3 The minimum three clear days' public notice for a meeting* does not include the day on which the notice was issued or the day of the meeting* unless the meeting is convened at shorter notice. **(*This applies to Full Council and Committee meetings)**

1.6 If no other time is fixed, the annual meeting of the Council shall take place at **7.00pm**. (NB: The statutory time is 6pm. The annual meeting of Yate Town Council usually takes place at 7.30pm in an election year and at 8.30pm in a non-election year, immediately following a Full Council meeting).

2.4 The Council may appoint standing committees or other committees as may be necessary, and:

viii. shall determine the place, notice requirements* and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

(Standing order 1.2 and 1.3 (notice requirements) do not apply to Sub Committees, working groups etc however best practice is to give as much notice as possible and preferably within the same timescales as Full Council and Committees - however it is not a legal requirement for Sub Committees, Working Groups etc)

Proposed Financial Regulations Amendments

(A) Based on:

- a. YTC Operational Requirements and;
- b. ALCA briefing note on Procurement Thresholds following government decision to increase Contracts Finder threshold from £25,000 to £30,000 from 21 December 2022.

- 6.4.1 e) Any Credit Card issued for use will be specifically restricted to the Clerk, RFO or Deputy RFO with the limit of the Credit Card set at £6,000. Payment for certain items may be made by Credit Card provided evidence is retained showing which member of staff approved the payment. Payments will then be entered on the schedule referred to in 5.15 above. The Credit Card is to be monitored by the RFO/designated officer and shall be subject to automatic payment in full via direct debit.

11.1. Procedures as to contracts are laid down as follows:

~~(c) Where there is to be an estimated value not exceeding £7,500 the Clerk may commit expenditure. 3 quotes should be sought (see 10.3 above). Where it is intended to enter into a contract for the supply of goods, supply of services or the execution of works with an estimated value not exceeding £7,500 the Clerk may commit expenditure. Three quotes should be sought where possible (see 10.3 above).~~

(d) Where it is intended to enter into a contract for the supply of goods, supply of services or the execution of works with an estimated value between £7,501 and ~~£24,999.99~~ £29,999.99 inclusive of VAT the Clerk may commit expenditure. Three quotes must be sought (see 10.3 above).

(e) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at ~~£25,000~~ £30,000 or more inclusive of VAT, the council shall comply with the relevant requirements (109 – 114) of the Regulations¹.

(j) Where tenders are to be obtained in accordance with sub-clauses (e) above the

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts (www.gov.uk/contracts-finder):

following procedures shall apply;

- (i) If possible, a minimum of four suppliers or contractors shall be advised of the opportunity on Contracts Finder/~~Find a Contract~~ but not until it has been posted online.
- (ii) Contracts Finder/~~Find a Contract~~ opportunities shall also be placed on the Town Council website after they have been posted on Contracts Finder/~~Find a Contract~~.

(n) A financial check must be made against the selected contractor prior to the contract being awarded for contracts exceeding ~~£25,000~~ £30,000 inclusive of VAT.

13.1 All sales pitch opportunities will be advertised on the Town Council website and be subject to tender regulations 11 (j), ~~(iii), 11 (j)(v)~~ 11 (k) & 11 (l) as set out under the contracts heading.

And changes to the flowchart that features at the end of the Financial Regulations to reflect the above amendments.

Annual Health and Safety Report 2022/2023

This report covers January 2022 – January 2023

Asbestos Management

Asbestos surveys are up-to-date and management plans are being put in place for all buildings.

Covid-19 Pandemic

Normal working practices have been resumed. However, measures are in place if staff test positive for Covid-19. All Covid-19 risk assessments are reviewed periodically by competent staff.

First Aid

First aid 3 yearly refresher staff training was completed in spring 2021.

The Management of Health and Safety at Work Regulations 1999;
The Health and Safety (First Aid) Regulations 1981;
The Reporting of Dangerous Occurrences Regulations 1995 – RIDDOR;

A member of staff has also been trained as a Mental Health First Aider and other staff trained in Mental Health Awareness.

Fire

Fire risk assessments have been reviewed in-house by the Estates Manager for the Football Changing Room, Poole Court, Pop Inn Cafe, Heritage Centre, Armadillo, Kingsgate depot & toilets, bowls pavilion & workshop and the YMCA.

All fire appliances (extinguishers, blankets etc.) received their independent annual inspection/service and are periodically inspected by the Estates Team.

Fire drills are held annually.

Weekly fire alarm and audible appliance tests have been undertaken weekly.

6 monthly fire and security alarm services are up-to-date.

Staff are up-to-date with Fire Safety Awareness training.

Fire Marshalls are up to date with in-house training.

The Management of Health and Safety at Work Regulations 1999;
Fire Precautions Act 1971

Electrical

Annual Portable Appliance Testing (PAT) is undertaken annually in spring for relevant appliances belonging to the council.

Annual Emergency lighting testing are undertaken annually in spring and monthly in-house tests have been undertaken.

Domestic water heaters and hot drink water boilers at Poole Court, Pop Inn Café and Parish Hall have been serviced and tested.

RCD inspections are carried out periodically and recorded.

The Management of Health and Safety at Work Regulations 1999;
Electricity at Work Regulations 1989
Provision and Use of Work Equipment Regulations, 1992

Gas

Gas boilers received their annual test and service during spring 2021, and Gas Safety Certificates have been issued for all installations.

The Management of Health and Safety at Work Regulations 1999;
Gas Safety Installation and Use Regulations 1998

Play Areas

Play areas received their independent annual inspection by RoSPA in January 2023 and works are implemented in accordance with the recommendations.

In addition, play areas receive 3 inspections per week (2 on bank holiday weeks) by Estates Team staff that are suitably trained. One of these inspections is recorded.

Staff required to hold the RoSPA Routine Inspection certificate are up-to-date with their training.

Yate Town Council also inspect three play areas at Autumn Brook once a week on behalf of the residents group. This is recorded and copies sent to the group's contact.

Tree Surveys

Various sites have had independent tree inspections by a qualified tree surgeon during April 2022. The next surveys are due in June 2023 at various sites.

Manual Handling

Staff are up-to-date with manual handling training.

The Management of Health and Safety at Work Regulations 1999;
Manual Handling Operations Regulations 1992

Risk Assessments

The main collection of risk assessments was reviewed and updated during the winter and is available on request. This is an annual exercise.

Assessments are also reviewed if there are significant changes to features or activities which may give rise to new or different risks or if an accident/incident occurs.

Risk assessments continue to be provided by operators of events organised by Yate Town Council or taking place on Town Council premises e.g. Kingsgate Park Music Festival which returned in 2022. The element relating to the condition of the park infrastructure is reviewed with the Estates Team. Assistance is provided to groups where necessary.

The Management of Health and Safety at Work Regulations 1999;

Miscellaneous

Periodic inspections are carried out at open spaces, premises, and to infrastructure and equipment, including first aid kits and defibrillators.

The Management of Health and Safety at Work Regulations 1999;

Electricity at Work Regulations 1989

Provision and Use of Work Equipment Regulations, (PUWER) 1992

Noise at Work regulations 2005

Control of Water Borne Bacteria including Legionella

Periodic tests to water systems to reduce the possibility of water borne bacteria from forming are carried out by the Estates Manager, including temperature control.

Working at Height Training

Members of the Estates Team who work at height are up-to-date with training.

The Work at Height Regulations 2005

COSHH

COSHH assessments are undertaken for products which require them when they are first used and are reviewed regularly.

Estates, Armadillo, Heritage Centre are up-to-date with COSHH training.

New Staff

When new staff join the Council, they undertake training relevant to their roles and responsibilities.

The Management of Health and Safety at Work Regulations 1999;

Vehicles

Regular vehicle inspections are carried out. Some of the items checked include tread-depth to tyres, fluid levels, window glass chips/cracks and damage to body work.

Volunteers

Awareness sessions are being arranged for spring 2023. This will include basic first aid training, fire awareness training and manual handling and COSHH.

FIRST AID AT WORK

FIRST AID NEEDS ASSESSMENT

& FIRE MARSHALLS

The Health and Safety Executive (HSE) made changes to the workplace first aid regulations in October 2013 that placed the onus of responsibility on the employer to ensure they have the right amount of first aiders, trained to the right standards relative to the business.

- First Aid provision must be “adequate and appropriate in the circumstances”.
- A first-aid needs assessment must be undertaken to help decide what first aid arrangements are necessary.

The minimum requirements are;

- A suitably stocked first aid kit;
- An appointed person to take charge of first-aid arrangements; (An appointed person is not required to have any formal training.) Emodules are available for Appointed Persons to gain a general awareness. This level of training is suitable for low risk workplaces such as shops and restaurants;
- Information for employees about first aid arrangements.

In a general office environment there should be an appointed person (AP) and a first aider per floor who is trained in Emergency First Aid at Work (EFAW).

Where machinery or hazardous materials are used then it is more likely that trained first aiders are required. These personnel should be trained in First Aid at Work (FAW).

Under the Health and Safety (First Aid) Regulations 1981, an employer has no legal duty to provide first aid for non-employed (i.e. Members of the Public or volunteers) but HSE recommends that they are included in first aid provision.

Needs Assessment

Taking into account the nature of the work, hazards/risks, size of the workforce & history of accidents the following **recommendation** is made for each site:

- Poole Court;
- Estates Staff based outside;
- Yate Heritage Centre;
- Pop Inn Café;
- Armadillo Youth Café;
- Sunnyside and Kingsgate Depots;
- Parish Hall;
- Sunnyside Pavilion;
- YMCA;
- YOSC managed by YOSC Ltd.*

POOLE COURT:

Poole Court is predominantly used as an office – housing up to 16 staff at any one time. It is based in a town centre environment with good access to emergency services. The hazards of this workplace are predominately slips, trips and repetitive manual handling activities. The working day is typically Monday to Friday from 8.30am to 5.00pm (although staff can be onsite working at other times too, and the caretaker lives on site).

There is little historical evidence of significant injury - only a few minor injuries have been recorded, typically trips and minor cuts.

The risk of injury is low. Members of the public use the building and a first aid box is provided for public use. Details of this are set out in hirers terms and conditions agreement.

Assessment of First Aid Provision at Poole Court

First-aid personnel	Required Yes / no	Number Needed
First-aider with a first aid at work (FAW) certificate	No	0
First-aider with an emergency first aid at work (EFAW) certificate	Yes	6 – (Currently Resident Caretaker, Deputy Town Clerk, Responsible Finance Officer, Service Support Officer, Service Support Assistant r – the Estates Manager is also predominately office based who holds the higher FAW certificate).
First aider with additional training (specify)	No	0
Appointed person (takes charge of first Aid arrangements	No	An appointed person takes charge of First Aid Arrangements - ie in absence if there were only 1 other First Aider, the appointed person would take charge but has no formal training. As there are 3 and sometimes 4 (Estates Manager) First Aiders present at Poole Court at one time, there is no requirement to have an appointed person nominated.
<u>First-aid equipment and facilities</u>	<u>Required Yes / no</u>	<u>Number needed</u>
First-aid container	Yes	3 in total around the building, 2 of which may be used by members of the public if required. Located: Staff kitchen, ground floor lobby and 1 st floor kitchen (which includes Burns First Aid provision).
Additional equipment (specify)	No	0
Travelling first-aid kit	No	0
First-aid room	No	0

ESTATES STAFF BASED OUTSIDE:

The members of the Estates Staff are predominately based outside. They number 9 staff in total. They work outside, often in parks and play areas, however although some of the locations are away from the main roads, the overall area is within a town environment with good access to emergency services.

Typical hazards of this workplace are predominately working at height, slips and trips, injuries associated with manual handling activities, and risks of weather-related injury e.g. cold exposure or heat stroke. There is also potential for exposure to hazards such as eye injury from the use of chemicals or flying debris from a grinding activity, and risk of serious injury from the use of mechanical equipment – chain saw or electric drill for example.

The working day is typically Monday to Friday from 7.30am to 4.00pm. Some weekend (football duty) and evening call out work may also be covered at times.

There is little historical evidence of significant injury - only a few minor injuries have been recorded, typically sprains and minor cuts, but because of the medium exposure to hazards and the fact Estates Staff sometime operate in small groups or as lone workers, on that basis, all first-aiders need to know how to manage major illness and injuries.

The risk of injury is low. Members of the public will come into occasional contact with the team though, so consider ensuring first-aid is available to help them (although not a legal requirement).

Assessment of First Aid Provision for Estates Staff

First-aid personnel	Required Yes / no	Number Needed
First-aider with a first aid at work (FAW) certificate	Yes	All Estates Staff
First-aider with an emergency first aid at work (EFAW) certificate	No	0
First aider with additional training (specify)	No	0
Appointed person	No	0
<u>First-aid equipment and facilities</u>	<u>Required Yes /no</u>	<u>Number needed</u>
First-aid container	No	0
Additional equipment (specify)	No	0
Travelling first-aid kit	No	One in each vehicle (also have access to the first aid boxes located at each of our buildings)
First-aid room	No	0

YATE HERITAGE CENTRE:

Yate Heritage Centre has 2 staff members (one full-time, one part-time).

It is based in a town centre urban environment with good access to emergency services. The hazards of this workplace are predominately slips, trips and repetitive manual handling activities.

The working day is typically Monday to Friday from 8.30am to 5.00pm (although this can vary during school holidays for example), and occasional weekends and evenings for workshops and lectures.

There is little historical evidence of significant injury. The risk of injury is low.

Community volunteers and members of the public regularly use the building and there is a first aid box available for public use.

Assessment of First Aid Provision at Heritage Centre

First- aid personnel	Required Yes / no	Number Needed
First-aider with a first aid at work (FAW) certificate	No	0
First-aider with an emergency first aid at work (EFAW) certificate	Yes	1 – Community Heritage Officer
First aider with additional training (specify)	No	0
Appointed person	Yes	1 – Heritage Education Assistant (AP as a minimum requirement)
<u>First-aid equipment and facilities</u>	<u>Required Yes / no</u>	<u>Number needed</u>
First-aid container	Yes	2 – Both are located in the downstairs reception area. One box is mounted on the wall. This is for public use. The other is located inside the cupboard for staff use.
Additional equipment (specify)	No	0
Travelling first-aid kit	No	0
First-aid room	No	0

POP INN CAFÉ:

The Pop Inn Café is a café supported by volunteers and 1 staff member. This member of staff is not based solely at the Café.

It is based in a town centre environment with good access to emergency services. The hazards

of this workplace are predominately slips, trips and repetitive manual handling activities, and possible risks due to the making of hot beverages - so burns and scalds from hot water.

The Pop Inn Café is open Monday to Friday from 10.00am to 3.30pm.

There is little historical evidence of significant injury. The risk of injury is low.

Community volunteers and members of the public (who will be aged 50 years and upwards) regularly use the café and a first aid box is available for public use.

Assessment of First Aid Provision at Pop Inn Cafe

First-aid personnel	Required Yes / no	Number Needed
First-aider with a first aid at work (FAW) certificate	No	0
First-aider with an emergency first aid at work (EFAW) certificate	No	0* The Venue Operations Assistant and the Venue Manager are both First Aid Trained (EFAW) and whilst not always based at the Pop Inn are available by telephone
First aider with additional training (specify)	No	0
Appointed person (AP)	Yes	1 – Venues Operations Assistant (AP as a minimum requirement)
<u>First-aid equipment and facilities</u>	<u>Required Yes / no</u>	<u>Number needed</u>
First-aid container	Yes	2 – One located on the wall by the kitchen counter for use by staff, volunteers. A second box available for public use.
Additional equipment (specify)	No	0
Travelling first-aid kit	No	0
First-aid room	No	0

ARMADILLO YOUTH CAFÉ:

The Armadillo Youth Café is mainly a facility for young people aged 11-17 years old. It also has session where it is open to the public, and also times when it is used for private hire.

The Armadillo has 13 permanent members of staff. Not all staff are on the premises at the same time as they work shifts. The Armadillo also utilises the skills of volunteers so these will sometimes also be on the premises.

It is based in a town centre environment with good access to emergency services. The hazards of this workplace are predominately slips, trips and repetitive manual handling activities, and also possible risks due to the making of hot beverages and hot food - so burns and scalds from hot water or cooking equipment.

The Armadillo Youth Café is open for use by 11-17 year olds from Monday to Friday from 4.00pm to 9.30pm. It is also open on other times for use by the wider community and private hire.

There is little historical evidence of significant injury. The risk of injury is low.

Volunteers and members of the public (who will usually be aged 11 -17 years and upwards) regularly use the cafe, so consider ensuring first-aid is available to help them (although not a legal requirement).

Assessment of First Aid Provision at Armadillo

First- aid personnel	Required Yes / no	Number Needed
First-aider with a first aid at work (FAW) certificate	No	0
First-aider with an emergency first aid at work (EFAW) certificate	Yes	Venues Operations Officer, Venue Operations Assistant, Youth Officer and Youth Coordinators (to accommodate shift patterns)
First aider with additional training (specify)	No	0
Appointed person	Yes (where EFAW persons are not available)	1 person on site during delivery of public sessions where staff have responsibility for persons under 18 years
<u>First-aid equipment and facilities</u>	<u>Required Yes / no</u>	<u>Number needed</u>
First-aid container	Yes	3 = 1 on first floor mounted on landing wall - for Public. 1 in Café on wall for both public & 1 located in the Kitchen for use staff only.
Additional equipment (specify)	No	0
Travelling first-aid kit	No	0
First-aid room	No	0

KINGSGATE PARK AND SUNNYSIDE DEPOTS:

First Aid Boxes and eye wash kits are situated at the depots as Estates Staff work or are based near to these depots – all Estates Staff are trained in First Aid at Work.

PARISH HALL, YMCA & SUNNYSIDE PAVILLION

Members of the public regularly use these buildings and there is a first aid box available for public use.

Facilities are low risk.

YOSC

YOSC Limited & YOSC FM are responsible for their own First Aid arrangements.

Training

All certificates last for 3 years before a full course is required again however HSE strongly recommends that first-aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up-to-date with any changes to first-aid procedures.

Yate Town Council practice is that staff identified through this assessment undertake a first aid training refresher on an annual basis.

Accident and Incident Recording Procedures

It is important that all accidents and incidents are recorded and kept confidentially and kept in line with current legislation.

Incident Reporting

An incident form is to be completed if a member of the public reports an accident or an incident or if a First Aider attends to a member of the public whilst on Yate Town Council premises.

An incident form can be obtained from the office. This should be completed and passed to the Town Clerk for filing confidentially.

Accident Reporting

An accident form should be completed if a member of staff suffers an accident or incident during their course of work.

An accident book is kept at Poole Court, the Armadillo and the Heritage Centre. A report form should be filled in by the individual or on behalf of the individual who has suffered the accident and passed to the Town Clerk for filing confidentially.

RIDDOR

There are certain accidents that need to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Reportable Injuries (work related):

- Death;
- Specified injuries – fractures (other than fingers and toes), amputation, loss of sight, crush injuries leading to organ damage, serious burns, scalping, unconsciousness, hypothermia, heat induced illness or requires resuscitation;
- Injuries to non-workers where admitted to hospital (other than as a precaution);
- Occupational Diseases;
- Dangerous Occurrences;
- Gas incidents.

For other reportable occurrences, see this link: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Volunteers and First Aid

As volunteers are based at Town Council facilities which have adequate First Aid provision (as identified by this needs assessment) and as the volunteering relationship means that training cannot be enforced there is no requirement for volunteers to undergo formal training however awareness of necessary actions and first aid provision will be given as part of the volunteer induction process.

Town Council Events and Functions

First Aid Provision will be provided at all outdoor Yate Town Council events by external professional First Aid Providers. Indoor civic functions at Yate Town Council venues will have a member of staff present who is First Aid trained.

Fire Marshalls

Although having Fire Marshalls is not a legal requirement, it can be helpful to have them in place in case of a fire.

In order for them to be effective, they must understand what their role is and what is expected of them. No formal training is required, but informal training will be provided by the Estates Manager at regular intervals.

Each staffed venue has a Fire Officer (with the exception of Poole Court that has 4 fire officers).

The role of the Fire Marshall is outlined below.

Upon hearing the fire alarm sound, everyone within the venue is expected to leave the building and assemble at the designated meeting point.

The Fire Marshall is expected to undertake the following tasks:

- Wear a high visibility tabard so they can be easily identified (these will be supplied and kept under or inside the desk of each nominated Fire Marshall);
- Once outside the building, it is the Fire Marshall's responsibility to ensure the relevant emergency services are called;
- Take the roll call of all Yate Town Council staff and anyone else who may have been in the building at the time;

- Act as main point of contact outside the building for non-Yate Town Council evacuees. It is not the Fire Marshall's responsibility to take a roll call of those people – only to ascertain from the lead person in each case whether everyone is accounted for (and if not, to make a note to inform the emergency services when they arrive);
- If it is safe and practicable to do so, the Fire Marshall to walk around the outside of the building and look for signs of fire – smoke etc. with a view to possibly identifying whereabouts inside the building the fire may be to advise the emergency services when they arrive;
- Fire Marshalls must not under any circumstances put themselves at risk or re-enter the building until the emergency services have advised it is safe to do so.

Defibrillators

Although it is not a legal requirement to have a defibrillator in the workplace, the Town Council do have five defibrillators located around the town that staff have access to at the Bowls Pavilion, Heritage Centre, Kingsgate Park, Parish Hall and Poole Court. The defibrillators are also accessible to the public by calling 999.

- Staff have been trained in the use of defibrillators;
- Defibrillators are inspected weekly and recorded on the National Defibrillator Network called 'The Circuit'



YATE TOWN COUNCIL

TERMS OF REFERENCE

*Terms of Reference
adopted at
the Full Council meeting on 21.02.23 (TBC)*

J:\Governance/Terms of Reference/TOR 2023/4

YTC 2023-2024
Full Council meeting 21.02.23

(3 MEMBERS CAN REFER AN ISSUE TO FULL COUNCIL FOR CONSIDERATION.)

YATE TOWN COUNCIL

**Terms of Reference
For
Committees, Sub-Committees, Working Groups and
Task Limited Project Steering Groups.**

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NB: Joint Parishes Groups have their own individual Terms of Reference, not included in this document.

Yate Town Strategy Group and the Yate & District Transport Forum are independent community groups supported by the Town Council and do not operate by YTC Terms of Reference

These Terms of Reference were approved and adopted by YTC on **21 February 2023 (TBC)**.

Delegated powers are granted to the Clerk to review and make minor changes to the Terms of Reference, with substantial changes being brought back to council at the time of annual review.

Amendments made by the Clerk according to delegated powers.

Date	Terms of Reference	Amendments
30.08.22	Grants Climate & Planet Finance & Governance	Amendment to Grants Sub Comm, Climate & Planet Sub Comm and F&G to clarify referral of grants to Climate and Planet Sub comm

Amendments may be made from time to time by resolution of YTC.

List of Amendments

Date	Terms of Reference	Amendments
24.5.22	Delegated Powers to Clerk	New delegated power to clerk in respect of agreeing community events in parks and open spaces and deletion of obsolete previous delegations
30.6.22	Delegated Powers to Clerk	New delegated power to clerk to consider payment for excess TOIL
10.1.23	Play Areas & Properties Project Steering Group	Update to delegated powers

Terms of Reference

Full Council

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendations for Full Council's consideration:-

1. The precept.
2. Borrowing money.
3. To agree budget.
4. To appoint Town Mayor and Deputy Town Mayor.
5. To confirm the schedule of meetings of Full Council/Committees for the ensuing year.
6. To grant dispensations (*Also in Terms of Reference for the Environment and Community Committee, Finance and Governance Committee & Planning and Transportation Committee*).
7. Making, amending or revoking Standing Orders, Financial Regulations, Terms of Reference and Policies.
8. Making, amending or revoking Bylaws.
9. Making of Orders under Statutory Powers.
10. Matters of principle or policy.
11. Appointment of Internal Auditor.
12. To directly receive letter of assurance, action plan, comments and recommendations made by the Internal / External Auditors.
13. To receive and approve annual governance statement prior to 30th June.
14. To receive and approve annual accounting statement prior to 30th June.
15. To receive and note accounts following any amendment required by the external auditor.
16. Nomination or appointment of representatives of the Town Council on any authority, organisation or body.
17. Appointment of Committees and appointment of Chairs. Appointment of Sub-Committees and Project Steering Group and Working Groups. (*Appointments of sub-committees and working groups also in committee TORs.*)

18. New power or duties.
19. Prosecution or defence in a court of law.
20. Nomination or appointment of representative of the Council to any enquiry on matters affecting the Town.
21. Receipt of reports and decision on recommendations from various Committees, Sub-Committees, Project Steering Groups and Working Groups.
22. Authorising the sealing of various documents with the Common Seal. *(Also in Terms of Reference for the Finance and Governance Committee, Environment and Community Committee and delegated to the clerk in consultation with Chair and Vice-Chair of appropriate committee).*
23. Staffing, establishment and governance matters. *(Also in Terms of Reference for the Finance and Governance Committee)*
24. To deal with all issues where time prevents them being referred to the relevant Committee.
25. To consider and submit comments on planning applications and street trading where time prevents consideration by the Planning and Transportation Committee.
26. To agree banking arrangements and agree the Annual Investment Strategy *(nb: cannot be delegated).*
27. Writing off bad debts over £25.
28. Virement between one cost centre and another shall be determined by the Town Council.
29. Declaring eligibility for the General Power of Competence (at the Annual Town Council Meeting every 4th year);
30. Payments in relation to termination of staff contracts. *(In Terms of Reference for Finance and Governance Committee and Staffing and Governance Sub-Committee also).*
31. Co-option of a councillor.
32. Agreeing to defer signing of declaration of acceptance of office if necessary.
33. Granting a leave of absence to a councillor.
34. Risk management. To approve Risk Assessments.

35. Any other matters not delegated to a Committee, Sub-Committee or Project Steering Group or referred to Full Council by a Committee, Sub-Committee, Project Steering Group or Working Group.
36. To review Town Council Standing Orders/Code of Conduct and Financial Regulations as necessary; at least once every 4 years or on release of a revised NALC model. To approve Code of Conduct.

Terms of Reference

Environment and Community Committee

1. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- 1.1 To grant dispensations. *(Also in Terms of Reference for Full Council and the Finance and Governance Committee and Planning and Transportation Committee).*
- 1.2 Administration, maintenance and use of YTC existing facilities and assets:
 - All public open spaces;
 - All YTC properties including sports facilities and sports buildings;
 - Children's play areas;
 - Parks;
 - Implementation of play areas and other project enhancements within approved budget and within objectives approved by YTC;
 - Vehicles, bus shelters and street furniture.
- 1.3 Setting terms and conditions of use and provision of relevant equipment for areas under its control.
- 1.4 Liaison with community organisations which have an interest in recreational facilities in YTC's control.
- 1.5 Working with community groups to support them in providing services in our community.
- 1.6 To consider matters relating to shopping centres.
- 1.7 To consider any matter concerning the community of Yate.
- 1.8 To consider all youth matters including Service Level Agreement with Learning Partnership West.
- 1.9 To consider matters relating to the Armadillo, Heritage Centre (including Funding Agreement with South Gloucestershire Council **if in force**) and Pop Inn Café facilities.
- 1.10 To consider recommendations put forward by all Sub-Committees/Working Groups which report to the Environment and Community Committee and to make decisions within budget without recourse to the Finance and Governance Committee (In 2021 the following report to the Environment and Community Committee:

- * Allotments Sub-Committee;
- * Climate & Planet Sub-Committee;
- * Events Sub-Committee;
- * LNAP Working Group;
- * Old Yate Sub-Committee;
- * Public Rights of Way Commons and Greens Sub-Committee;
- * JPCC;
- * Management Committees (Heritage Centre and Pop Inn Café) and Armadillo;
- * Website Review Sub-Committee;
- * Yate Ageing Better, Health and Wellbeing Sub-Committee.;
- * ~~Receipt of reports and decision on recommendations from the YOSC Liaison Facility Project Steering Group Committee without recourse to Full Council, due to timescales involved.~~

- 1.11 To set up and disband such Sub-Committees and Working Groups as and when necessary. *(Also in Terms of Reference for Full Council, the Finance and Governance Committee and Planning and Transportation Committee)*
- 1.12 To deal with consultations which time prevents being presented to Full Council. *(Also in Terms of Reference for the Finance and Governance Committee and Planning and Transportation Committee)*
- 1.13 To consider and submit comments on planning applications and street trading where time prevents consideration by the Planning and Transportation Committee.
- 1.14 To consider options for community space should YTC take ownership of such space in the future. *(Also in Terms of Reference for the Planning and Transportation Committee).*
- 1.15 To consider matters relating to events within Yate whether organised by YTC or other organisations.
- 1.16 Authorising the sealing of various documents with the Common Seal. *(Also in Terms of Reference for Full Council, Finance and Governance Committee and delegated to the clerk in consultation with Chair and Vice-Chair of appropriate committee).*
- 1.17 To agree matters relating to the Mayor's Cadet.
- 1.18 To grant delegated powers to sub-committees under remit of Environment and Planning Committee.

2. **Referred Business**

To consider and make recommendations to Full Council on the following matters:

- 2.1 Prepare budget estimates for the Environment and Community Committee **if required**.
- 2.2 Provision of additional recreational facilities within agreed budgets and objectives set by YTC.
- 2.3 Improvements to services within the Committee's sphere of responsibilities.
- 2.4 To make recommendations for the upgrading of YTC facilities within the Committee's sphere of responsibilities.
- 2.5 All matters of YTC strategic policy. (*In Terms of Reference for Finance and Governance Committee and Planning and Transportation Committee also*)
- 2.6 Any other matter referred to the Environment and Community Committee by Full Council.

Terms of Reference

Finance and Governance Committee

1. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- 1.1 To grant dispensations. *(Also in Terms of Reference for Full Council, the Environment and Community Committee and Planning and Transportation Committee).*
- 1.2 Allocation of grants and donations within the agreed criteria and budget of YTC. *(Can be referred from the Grants and Finance Sub-Committee)*
Grants and donations that respond to the climate and ecological crisis that cannot be met within the agreed budget of YTC are to be referred to Climate and Planet Sub-Committee for consideration.
- 1.3 To agree Service Level Agreements/Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements/Agreements (with the exception of Service Level Agreements handled within the remit of Environment and Community Committee, such as youth).
(Can be referred from the Grants and Finance Sub-Committee)
- 1.4 All financial/accounting matters.
- 1.5 Staffing, establishment and governance matters. *(Also in Terms of Reference for Full Council)*
- 1.6 Leases and licences.
- 1.7 To set up and disband such Sub-Committees and Working Groups as and when necessary. *(Also in Terms of Reference for Full Council, the Environment and Community Committee and Planning and Transportation Committee).*
- 1.8 To consider recommendations put forward by all Sub-Committees/Working Groups/Management Committees/Joint Committees which report to the Finance and Governance Committee and to make decisions within budget without recourse to Full Council. In 2019/2020, the following report to the Finance and Governance Committee:
 - Finance and Grants Sub-Committee;
 - Priorities and Strategy Scrutiny Working Group;
 - Staffing and Governance Sub-Committee;

- ~~Receipt of reports and decision on recommendations from the YOSC Facility Project Steering Group Committee without recourse to Full Council, due to timescales involved.~~

- 1.9 To consider rents in situations where:
 - 1) the charge is for a lease or licence;
 - 2) there is query regarding the prices being charged having been raised that requires a council decision;
 - 3) in a year where a re-valuation is undertaken (every five years) as referred from the Grants and Finance Sub Committee.
- 1.10 To review insurance company providers every 5 years, or earlier if felt to be necessary. *(Can be referred from the Grants and Finance Sub-Committee)*
- 1.11 Report fundraising annually to include successful & unsuccessful applications.
- 1.12 To deal with consultations which time prevents being presented to Full Council. *(Also in Terms of Reference for the Environment and Community Committee and Planning and Transportation Committee).*
- 1.14 To consider and submit comments on planning applications and street trading where time prevents consideration by the Planning and Transportation Committee.
- 1.15 To consider and approve virements within the Environment and Community Committee, and Finance and Governance Committee budgets.
- 1.16. Payments in relation to termination of staff contracts. *(In Terms of Reference for Full Council and Staffing and Governance Sub-Committee also).*
- 1.17 To receive the Investments report annually
- 1.18 To receive the detailed Earmarked Reserves report annually
- 1.19 Authorising the sealing of various documents with the Common Seal. *(Also in Terms of Reference for Full Council, Environment and Community Committee and delegated to the clerk in consultation with Chair and Vice-Chair of appropriate committee).*
- 1.20 To grant delegated powers to sub committee under remit of Finance and Governance Committee.
- 1.21 To consider and agree any grant applications relating to environmental projects that respond to the climate and ecological crises all year round.

2. **Referred Business**

To consider and make recommendations to Full Council on the following matters:

- 2.1 Prepare budget estimates for Finance and Governance Committee, **if required**.
- 2.2 All matters of YTC strategic policy. (*In Terms of Reference for Environment and Community Committee and Planning and Transportation Committee also*)
- 2.3 Monitor income and expenditure with the budget estimates approved by YTC and make necessary recommendations.
- 2.4 Expenditure proposed by other Committees, Sub-Committees, Working Groups and Project Steering Groups that aren't included in current budget estimates.
- 2.5 To consider and recommend the appointment of the internal auditor and the scope of the internal audit. To be reviewed at least every 5 years or earlier if felt to be necessary.
- 2.6 To annually review the bank mandate of all council bank accounts and make recommendation to Full Council
- 2.7 To annually review the Annual Investment **Strategy Policy**, and make recommendation to Full Council. (*Can be referred from the Grants and Finance Sub-Committee*)
- 2.8 To consider all aspects of financial administration of YTC business (such as banking arrangements and investments) and make recommendations to Full Council. (*Can be referred from the Grants and Finance Sub-Committee*)
- 2.8 Any other matter referred to the Finance and Governance Committee by Full Council.

Terms of Reference

Planning & Transportation Committee

1. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- 1.1 To grant dispensations (*Also in Terms of Reference for Full Council and Environment and Community Committee and Finance and Governance Committee*).
- 1.2 To consider and submit comments on planning applications, development proposals and street trading licences sent for consultation by South Gloucestershire Council.
- 1.3 To consider and resolve issues affecting highways and transportation, cycleways, development and/or the environment or relating to planning matters upon which YTC is consulted, or in which YTC has an interest.
- 1.4 To collate, consider and agree comments on local and strategic planning issues.
- 1.5 To liaise with developers, and South Gloucestershire Council in relation to the management of facilities by YTC.
- 1.6 To discuss matters concerning sustainability (economic, environmental and social).
- 1.7 To liaise with the local community regarding the North Yate Development.
- 1.8 To deal with consultation on requests for alcohol licenses.
- 1.9 To receive requests for street naming and make suggestions appropriate to the locality.
- 1.10 To deal with consultations which time prevents being presented to Full Council.
- 1.11 To consider options for community space should YTC take ownership of such space in the future. (*Also in Terms of Reference for the Environment and Community Committee and Finance and Governance Committee*).
- 1.12 To set up and disband such Sub-Committees and Working Groups as and when necessary. (*Also in Terms of Reference for the Environment and Community Committee and Finance and Governance Committee*) (In 2019/2020, the following report to the Planning and Transportation Committee: Yate and District Transport Forum.

1.13 To grant delegated powers to sub committee under remit of Planning and Transportation Committee

2. **Referred Business**

2.1 Prepare budget estimates for the Planning and Transportation Committee **if required**.

2.2 Strategic plans, Local Transport Plan and other related documents.

2.3 All matters of YTC strategic policy. (*Also in Terms of Reference for the Environment and Community Committee and Finance and Governance Committee*)

Terms of Reference
Allotments Sub-Committee
(Responsible to Environment and Community Committee)

1. Membership

- 1.1 Members as appointed by the Town Council. (To include the Chair of the Environment and Planning Committee). To include co-opted individuals with relevant skills/experience (to have no voting rights).

2. Delegated Business

- 2.1 To establish allotments within an allocated budget.
- 2.2 To deal with all matters relating to the provision and delivery of local allotment facilities.
- 2.3 To discuss matters concerning sustainability (economic, environmental and social).
- 2.4 Any other matter delegated to the Allotments Sub-Committee by the Environment and Community Committee or Full Council.

3. Referred Business

- 3.1 To recommend appropriate sites for allotments;
- 3.2 Any matter involving expenditure be referred to the Environment and Planning Committee / Finance and General Purposes Committee / Full Council.

Terms of Reference

Climate & Planet Sub Committee (responsible to Environment & Community Committee)

1. Membership

- 1.1 Members as appointed by YTC. (To include the Chair of Environment and Community Committee)

2. Delegated Business

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- 2.1 Discussing, implementing and monitoring actions taken by Yate Town Council in order to work towards its pledge to transition to net carbon zero by 2030. Phase 1 to focus on prioritisation of quick wins to reduce net carbon in Yate Town Council's activities between 2020-2025.
- 2.2 To adapt Yate Town Council's approaches for the town to transition towards resilience by 2030 and to work with and support the community to do this.
- 2.3 To undertake projects which make a difference to the biodiversity of Yate (in context of Local Nature Action Plan, and wider) (Minute No 42, Full Council, 07.09.21)
- 2.4 Allocation of grants and donations that respond to the climate and ecological crisis within the agreed criteria and budget of YTC. *(Can be referred from the Finance and Governance Committee)*

3. Referred Business

- 3.1 To recommend specific actions to be taken if outside of budget provision.
- 3.2 Any other matter referred to the Climate & Planet Sub-Committee by Full Council or the Environment and Community Committee.

Events Sub-Committee (to include Website and Promotional Materials, to include general website matters excluding website review)
(responsible to Environment & Community Committee)

1. **Membership**

- 1.1 Members as appointed by YTC. (To include the Chair of Environment and Community Committee)

2. **Delegated Business**

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- 2.1.1 To discuss and organise approved YTC events which includes YTC facility anniversaries or celebrations
(NB: Excludes civic events (such as the Civic Service and Remembrance Service) and Mayoral arrangements.) Also excludes Yate Ageing Better events See Terms of Reference for Yate Ageing Better, Health & Wellbeing Sub Committee)

- 2.2 To agree date/s for events.

- 2.3 To advertise and promote events and arrange appropriate media coverage.

- 2.4 To seek financial support for events.

- 2.5 To make all other arrangements for YTC events subject to being within allocated budget.

3. **Referred Business**

- 3.1 To recommend specific events be held each calendar year.

- 3.2 To set fees relating to events (e.g., pitch fees).

- 3.3 Any other matter referred to the Events Sub-Committee by Full Council or the Environment and Community Committee.

NB: See page 40 approval process for Town Council newsletters.

Grants & Finance Sub-Committee
(Responsible to Finance and Governance Committee)

1. **Membership**

- 1.1 Members as appointed by the YTC. (To include Chair of Finance and Governance Committee and Vice-Chair of Finance and Governance Committee.)

2. **Delegated Business**

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- 2.1 To ensure that availability of grants is fully advertised/promoted within the town.
- 2.2 To seek further supporting information if required on the receipt of grant applications.
- 2.3 To annually review grant application forms/terms of reference for grant applications.
- 2.4 To undertake an annual review of the council's insurance provision within a 5 year period (see 3.5 below).
- 2.5 Any other grant delegated to the Finance & Grants Sub Committee by Finance and Governance Committee or Full Council.
- 2.6 To consider and agree any grant applications relating to environmental projects that respond to the climate and ecological crises all year round.

3. **Referred Business**

- 3.1 To consider all grant applications received and make recommendations to the Finance and Governance Committee. Grants and donations that respond to the climate and ecological crisis that cannot be met within the agreed budget of YTC are to be referred to Climate and Planet Sub Committee for consideration ~~from the Finance and Governance Committee.~~
- 3.2 To review Service Level Agreements and project work specified within and resulting from the agreements and make recommendations to the Finance and Governance Committee.
- ~~3.3 To annually review the Annual Investment Strategy, and make recommendation to Full Council. This is in TOR for S&G~~

- 3.4 To investigate investment opportunities and banking facilities and make recommendation to Full Council.
- 3.5 To undertake a full review of the council's insurance provision every five years and make recommendation to the Finance and Governance Committee .
- 3.6 To review Terms & Conditions of Hire.
- 3.7 To review the rents and charges and make recommendation to Finance & Governance Committee every five years in line with the five yearly valuation. Annual reviews undertaken by staff in line with the Pricing and Lettings Policy.
- 3.8 To consider any aspect of financial administration of Town Council business and make recommendations to the Finance and Governance Committee.
- 3.9 Any other matter referred to the Grants and Finance Sub-Committee by the Finance and Governance Committee or Full Council.

To note point taken from Delegation to Clerk in 'Joint Delegation with Chairman and Vice Chairman of the appropriate Committees' states:

- a) delegated powers be given to the Clerk to make start up grants of £50 plus accommodation, (subject to availability) for the first meeting, of new community groups applying for start up grants, subject to the production of receipts:*
- b) delegated powers be given to the Clerk in consultation with the Chair, Vice Chair and Chair of the Finance and Governance Committee to agree emergency grants of up to a maximum of £50 where time prevents the issue being referred to the Finance and Governance Committee or Full Council.*
- c) All start up grants be referred to the Finance and Governance Committee for information.*

Terms of Reference

Heritage Centre Management Committee (responsible to Environment & Community Committee)

Formally adopted by the Heritage Centre Management Committee on 21st May 2019 and approved by YTC on 9th April 2019.

For the operation of the Yate and District Heritage Centre by the Yate and District Heritage Centre Management Committee on behalf of Yate Town Council

Glossary of Abbreviations

YTC - Yate Town Council;

YHC - Yate & District Heritage Centre;

CHO - Community Heritage Officer;

YHC Management Committee - Yate & District Heritage Centre Management Committee;

YHC Trust - Yate & District Heritage Centre Trust.



Context of the Yate & District Heritage Centre Service Provision

The Yate and District Heritage Centre provides a community heritage service and cares for YHC local history collections on behalf of YTC.

Yate Town Council is responsible for the fabric of YHC and all its collections, which are stored within various, appropriate buildings owned and managed by YTC. YTC is also responsible for all financial costs relating to permanent staff, salaries office, systems, insurance, equipment and building. The CHO is responsible for running the heritage service as part of YTC.

The Yate & District Management Committee is mostly comprised of users of YHC, responsible for advising the CHO on heritage based projects, including care of the collections, exhibitions and events and will work with the CHO in performing these roles. The YHC Management Committee is responsible for setting a proposal for YHC activities with the CHO, with estimated costs for the YHC Trust to consider and approve. Minutes of YHC Trust meetings are reported back to the YHC Management Committee.

Yate and District Heritage Centre Trust is a separate body from the governance of YHC. The YHC Trust exists to enable, through education, an understanding of the history of Yate and District; to give people a pride in Yate's past and an understanding of the importance of our past to our future. It operates alongside the governance of YHC to raise funds and promote YHC and its work. It holds and applies funds it raises for heritage activities which fulfil

the YHC Trust aims. The YHC Trust administers its own budget and funds with assistance from the CHO and applies it to Heritage purposes.

Yate & District Heritage Centre Friends Group is part of the YHC. The YHC Friends' activities are undertaken under the auspices of the YHC Management Committee. Membership of The Friends is open to individuals interested in supporting YHC and is gained through subscription. The basic purpose of the YHC Friends is to raise funds and support the YHC in its work and activities in conjunction with the CHO. The monies raised by the YHC Friends are held by the YHC Trust.

Yate and District Heritage Centre Management Committee
(responsible to the Yate Town Council Finance and General Purposes
Committee)

1. **Membership of Yate and District Heritage Centre Management Committee**

1.1 The Management Committee will comprise six members of local history organisations, or interested individuals, three volunteers, one Friend of Yate and District Heritage Centre (The Friends) and two representatives appointed by Yate Town Council (YTC).

1.2 The Chair and Vice-Chair of the Management Committee to be YTC appointments elected at the Yate Town Council Annual Town Council Meeting.

2. **Delegated Business to the YHC Management Committee working with the Community Heritage Officer (CHO).**

YHC Management Committee is governed by a constitution.

The YHC Management Committee working with the CHO, has delegated authority from YTC to deal with the following matters to conclusion:

2.1 To support collections development to include managing and caring for the YHC collections of local history artefacts, photographs, documents, audio material and the YHC education collection owned by YTC.

2.2 To advise on an overall programme of YHC activities and events, setting dates, content and costing (where relevant) for events, exhibitions, publications, lectures and workshops. (Publications to be approved by YTC).

2.3 To report to the YTC Events Sub-Committee outlining plans for future events and all related issues.

2.4 The CHO to prepare an annual proposal for all curatorial YHC activities including exhibitions, events and collections development. This is to be presented to the YHC Management Committee to discuss and agree; final approval to be made by The YHC Trust.

The YHC Management Committee to receive an income and expenditure update from The YHC Trust at each meeting.

The YHC Management Committee will also assist on fundraising activities in conjunction with the CHO.

- 2.5 To ensure YTC is promoted and publicised during all YHC activities and in promotional materials.
- 2.6 Any other YHC matters arising are delegated to YTC Finance and Governance Committee or Full Council for discussion / decision.

3 Working Groups of the Yate and District Heritage Centre Management Committee

- 3.1 The YHC Management Committee may set up sub-committees and working groups. Each sub-committee group will have a Terms of Reference agreed.

Each sub-committee will appoint a chairperson who will be responsible for reporting the work of the sub-committee in writing to the YHC Management Committee.

Working groups may be set up to undertake specific projects and will report to the YHC Management Committee. They have no decision-making powers and have an advisory function only.

- 3.2 The YHC Events Working Group is responsible for proposing and planning major events at YHC in conjunction with the CHO. All ideas to be reported to YHC Management Committee and YTC.

4 Delegated Business to the Community Heritage Officer (CHO) Working with the Yate and District Heritage Centre Trust (The Trust).

The CHO, working with the YHC Trustees, has delegated authority to deal with the following matters to conclusion:

- 4.1 To present draft trust budget based on a proposal of annual curatorial activities from YHC Management Committee at its quarterly meetings, to monitor YHC financial reports, accounts and budgets in relation to YHC Trust monies.
- 4.2 To expand on generating income and detailing income and expenditure the CHO to report on fundraising (in accordance with 5(1) of the Trust Deed).
- 4.3 To raise purchase orders for items to be paid for with YHC Trust monies.

Extract from constitution, item 7:

'Grants and other incomes raised by the CHO and YHC Management Committee will be payable to and administered by The YHC Trust which is also responsible for ensuring all activities relating to those grants and other income can be financed.'

5 Delegated Business to the Community Heritage Officer (CHO) under the guidance of the Community Projects Manager

The CHO has delegated authority to deal with the following matters to conclusion:

- 5.1 To report YHC operations and activities to YTC Environment and Communities Committee.
- 5.2 Managing YHC and Heritage Service for the Community on a daily basis, including caring for the YTC collections and dealing with enquiries.
- 5.3 The line management and development of the volunteers and management and training of YHC staff.
- 5.4 Calling meetings of the YHC Management Committee (At least four times per year).
- 5.5 Ensuring minutes of the YHC Management Committee meetings are produced and circulated to relevant bodies including YTC.
- 5.6 To report on past events and collaborate on forthcoming events in conjunction with the YTC Events Sub-Committee and to recommend a draft programme of events for support by the YHC Management Committee.
- 5.7 To have responsibility for the documentation, care and conservation of the collection, including commissioning conservation work, loans in and out of the handling collection and associated insurance issues.
- 5.8 To liaise between YTC, YHC Management Committee and The YHC Trust.
- 5.9 To have responsibility for updating regular website and social media content.
- 5.10 To produce publicity materials (with final layout/format approval to be made by YTC Community Projects Manager).

6. Delegated Business to the Town Clerk

The Town Clerk has delegated authority to deal with the following matter to conclusion:

- 6.1 Staffing.

7. Delegated Business to the Estates Manager in conjunction with the CHO

The Estates Officer, in conjunction with the CHO, has delegated authority to deal with the following matters to conclusion:

- 7.1 Building maintenance.
- 7.2 Cleaning.
- 7.3 Key holding.
- 7.4 Health & safety.
- 7.5 Risk assessments.
- 7.6 Maintaining the adjacent open spaces to YHC.

8 Delegated Business to the YTC Responsible Finance Officer

The RFO has delegated authority to deal with the following matters to conclusion:

- 8.1 Accounts in relation to core costs (e.g., building, staffing, stationery etc).
 - 8.2 Raising purchase orders for core items.
 - 8.3 Authorising invoices for payment.
 - 8.4 Budget for core costs.
 - 8.5 Buying and recording assets.
 - 8.6 IT administration in conjunction with the Service Support Manager.
 - 8.7 Bookings.
 - 8.8 Recharging for provision of YTC Heritage facilities/services.
- 9 YHC Management Committee will send minutes to YTC every two to three months following the YHC Management Committee meetings. An annual report will be sent to YTC outlining the work of the YHC Management Committee over the course of the year.

Terms of Reference

Local Nature Action Plan (LNAP) Working Group **(Reportable to Environment & Community)**

Membership

1.1 Members as appointed by YTC. (To include chair of the Environment and Community Committee).

2. Delegated Business

2.1 None.

3. Referred Business

3.1 To review, consider and recommend way forward connected to LNAP, including public consultation on the plan, prioritisation of zonal approaches and actions to be taken within zonal approaches, town-wide approaches to enhance, connect and maintain biodiversity; community initiatives and partnership projects (inc. pilot schemes for biodiversity improvement), finalisation of the draft LNAP.

3.2 Any other matter referred to the LNAP Working Group.

3.3 Recommendations to be made to the Climate and Planet Sub-Committee, Environment and Community Committee or Full Council for decision.

Terms of Reference

New North Yate Community Building Project Steering Group (Reportable to Full Council)

1. Membership

1.1 Members as appointed by YTC.

2. Delegated Business

The Project Steering Group has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- To work with South Gloucestershire Council in the design and build of a new north Yate Community Building;
- To take decisions on behalf of the Town Council (and at no cost to the Town Council) in regards to project governance structure (in context of possibility of joint working with South Gloucestershire Council), building design and building usage.

Delegated powers be granted to the Town Clerk working with the Community Projects Manager and the Project Steering Group to progress discussions with South Gloucestershire Council to:

- Get to the stage for Yate Town Council to be appointed as building deliverer, which may include amending the business plan according to South Gloucestershire Council's feedback;
- To bring back a report on delivery mechanism;
- To adopt the best project management model for Yate Town Council.

Delegated powers updated on 5th January 2021 — Full Council Minute 223/4

Delegated powers of the Project Steering Group be expanded to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator.

Terms of Reference

Old Yate Strategy Sub-Committee

(Responsible to the Environment & Community Committee / ~~Full Council~~)

1. Membership

- 1.1 Members as appointed by YTC.
- 1.2 Co-opted members who are not elected Councillors have no voting rights.

2. Delegated Business

- 2.1 The Old Yate Strategy Sub-Committee to take projects and initiatives forward within budget and location.
- 2.2 To identify projects / new provision within:
 - the 'Old Yate' area defined as Station Road and immediate area from Shopping Centre down to Badminton Road Council Offices. This also includes Cranleigh Court Road;
 - Abbotswood area.
- 2.3 To identify:
 - Connections between YTC buildings and Eggshill Lane Play Area;
 - Accessibility;
 - YMCA Garden;
 - YMCA operations and user groups;
 - Destination and integrated approaches with YTC venues and properties nearby;
 - The Welcome Back Fund/Help Us to Thrive (Station Road rejuvenation) funding and allocation of that award.

3. Referred Business

- 3.1 Any other matter referred to the Old Yate Strategy Sub-Committee by the Environment & Community Committee or Full Council.

Terms of Reference

Pop Inn Café Management Committee (responsible to Environment & Community Committee)

1. Membership

- 1.1 As Pop Inn Café Management Committee Constitution (Appendix 1).

2. Objective

- 2.1 To run a café for the benefit of older residents in Yate and to endeavour to cover costs without subsidy from YTC.

3. Delegated Business

The Management Committee has delegated authority to deal with the following matters to conclusion:

- 3.1 To work with the Venues Operation Assistant to achieve the objectives of the Pop Inn café by promoting the well being of the over 50's, primarily through the provision of a café facility.
- 3.2 Fundraising.
- 3.3 Calling Meetings of the Management Committee (At least four times per year*). *Unless unforeseen situations mean that this is impossible ie Pandemic
- 3.4 Taking, producing and circulating the minutes of the Management Committee meetings.
- 3.5 Any other Pop Inn Cafe matter delegated by Environment and Community Committee or Full Council.

4. Delegated Business in conjunction with the Venues Operation Assistant, under guidance from the Venues Operations Officer

- 4.1 Deciding what food to sell.
- 4.2 Levels of stock to be kept.
- 4.3 Ordering food and supplies.
- 4.4 Stock control.

- 4.5 Cashing up.
- 4.6 Banking.
- 4.7 Petty cash.
- 4.8 Recruitment of Volunteers.
- 4.9 Organising Volunteers.
- 4.10 Volunteer References.
- 4.11 Training Volunteers.

- 5. **Delegated Business to RFO in conjunction with the Venues Operation Assistant**
- 5.1 To set selling prices to make a reasonable return.

- 6. **Delegated Business to Estates Manager in conjunction with the Venues Operation Assistant**
- 6.1 Building Maintenance.
- 6.2 Cleaning.
- 6.3 Key Holding.
- 6.4 Health & Safety.

- 7 **Delegated Business to the Venue Operations Officer**
- 7.1 Authorising Invoices for payment.

- 8. **Delegated Business to the RFO**
- 8.1 Accounts.
- 8.2 Bookings.
- 8.3 Budget.
- 8.4 Buying Assets.

- 9. **Delegated Business to the Venues Operations Officer under the guidance of the Community Projects Manager**
- 9.1 Staffing

Pop Inn Café
Management Committee Constitution

1. Name

The name shall be the Yate Pop Inn Café (hereinafter called 'the Pop Inn').

2. Object

The object of the Pop Inn shall be to promote the well being of older people, through the provision of a café facility open to all over 50s for casual use, and to act as a focal point for information and community activity for the over 50s.

3. User Group

The café shall be open to any person who is fifty years of age or over and agrees with the objects of the Pop Inn.

4. Volunteer Membership

Volunteer membership shall be open to any person who is fifty years of age or over and agrees with the objects of the Pop Inn. A list of volunteer members shall be kept by the Service Support team.

5. Management Committee

- 5.1 The Management Committee will consist of a maximum of 12 members, up to 10 to be elected at the AGM from among the Volunteer membership register of volunteers and 2 to be nominated annually by the Town Council.
- 5.2 Nominations for committee members are to be put in a box at the Pop Inn Café, not later than 2 weeks before the AGM, and need to be supported by two members of the Pop Inn Café user group. Nomination papers can be obtained from the Pop Inn Café and the Town Council offices.
- 5.3 Town Council appointed Committee Members do not need to comply with the age limit.
- 5.4 An Officer of Yate Town Council and an Officer of Age Concern South Gloucestershire shall be advisory non-voting members of the Management Committee.
- 5.5 The Chair, Vice Chair and Secretary of the Management Committee and the treasurer of the Fundraising account shall be appointed from amongst the twelve representatives of the Management Committee and each committee member will have one vote. The outgoing Chair will have a casting vote in the event of a tied vote for the new Chair and the newly elected Chair shall have the casting vote in the event of a tied vote for the Vice Chair, Secretary and Treasurer.
- 5.6 The Management Committee may co-opt up to 2 additional members.
- 5.7 The Management Committee will meet at least four times per year and at other times as the committee may wish. Non-attendance by a member on two consecutive occasions may result in the person being asked to resign subject to the agreement of the members of the Management Committee.
- 5.8 The Management Committee shall work within the Town Council Terms of Reference.

6. Finance

- 6.1 All financial matters relating to the Pop Inn will be governed by Yate Town Council's Standing Orders and Financial Regulations.
- 6.2 The financial year shall run from 1 April to 31 March.
- 6.3 The income and property of the Pop Inn wherever derived shall be applied solely towards the promotion of the object of the Pop Inn.
- 6.4 The Pop Inn shall be managed within a financial framework to be agreed by the Town Council.
- 6.5 All expenditure from the Fundraising account shall be agreed by the Management Committee and be applied solely to the object of the Pop Inn Café.
- 6.6 The fundraising Treasurer shall report all income and expenditure to each meeting of the Management Committee.

7 Advisory Sub-Committees

The Management Committee may set up advisory sub-committees to carry out particular tasks. Sub-committees may consist of Management Committee

members together with non-voting co-opted members and will appoint a Chair who will be responsible for reporting to the Management Committee the results of their work. The Venues Operations Assistant shall be a non voting Member of all advisory sub committees. The advisory sub-committees will have no delegated powers.

8 Annual General Meeting

- 8.1 An Annual General Meeting will be held within six months of the end of the financial year. The meeting will be advertised in the press and on local notice boards and will be notified to all funding bodies 28 days before the date of the meeting. The meeting will receive a report from the Chair of the Management Committee for that year and the Venues Operation Assistant
- 8.2 An Extraordinary General Meeting may be called by the chair or by any 3 members of the Management Committee or by any 20 members of the user group.
- 8.3 At the AGM, the quorum shall be 12 members of the user group.

9 Procedure at Meetings

- 9.1 The Chair or person presiding at the meeting shall have a second or casting vote.
- 9.2 At any Committee Meeting the quorum shall be 5 members of the Management Committee.
- 9.3 The Secretary shall keep minutes of the meetings, copies of which will be circulated to all members of the Management Committee and the Town Council and shall be available to all users of the Pop Inn.
- 9.4 The secretary shall give five clear working days notice of a Management Committee Meeting to all Committee members.

10 Dissolution

In the event of the Pop Inn ceasing to operate or the Management Committee failing to hold a properly constituted meeting for a period of 6 months or a properly constituted AGM for 6 months* (or some similar indication of collapse) the Town Council will take responsibility of the assets relating to the Pop Inn Café and transfer for the purpose of making provision for residents over 50 within the area.

* During 2020/21 dissolution was not invoked due to National Lockdown and Pandemic

11 Amendments To The Constitution

A proposition to make changes to the constitution should be made in writing to the Town Clerk, Yate Town Council, 21 days before the Annual General Meeting.

Properties/Pop Inn Café/Governing Documents/Constitution/Constitution 31.05.05
Approved by Pop Inn Management Committee 2 June 2005, and YTC on 5 July 2005
Approved by PIC AGM 22.09.05.

Terms of Reference

Public Rights of Way, Commons and Greens Sub-Committee (responsible to Environment and Community Committee)

1. Membership

- 1.1 Members as appointed by YTC. To include the Chair of Environment and Community Committee.) Co-opted Members from the Ramblers Association and other relevant user groups.
- 1.2 Co-opted members who are not elected Councillors have no voting rights.

2. Delegated Business

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- 2.1 To ensure that all Yate Parish public rights of way are accessible and easy to use.
- 2.2 To promote new pathways.
- 2.3 To promote use of public rights of way.
- 2.4 To publish booklets/leaflets promoting public rights of way.
- 2.5 To seek grant aid to promote public rights of way.
- 2.6 To fund works to improve accessibility of public rights of way from within budget.
- 2.7 To protect commons.

3. Referred Business

- 3.1 All new projects to be referred to Environment and Community Committee for ratification.
- 3.2 Any new or existing projects being considered that cannot be met from allocated budget to be referred to Environment and Community and through committee cycle.
- 3.3 To consider any proposed changes within the rights of way network.
- 3.4 Any other matter referred to the Public Rights of Way, Commons and Greens Sub-Committee by the Environment and Community Committee or Full Council.

Terms of Reference

Project Steering Groups (as set up by the Town Council) (Project Steering Groups report to Full Council)

These terms of reference are general and compliment individual terms of reference for projects specified elsewhere in this document.

May be subject to further change after review of project processes currently underway

1. **Membership**

- 1.1 Project Steering Groups not to exceed ten members (including any co-opted Members). (Chair and members of steering group committee to remain the same throughout the project where possible.)
- 1.2 Co-opted members who are not Councillors will have no voting rights.

Delegated Business

The Project Steering Groups have delegated authority to deal with the following matters to conclusion providing within budget and within brief:

2.1 **Professional Assistance**

Appoint professional assistance as required to assist with project brief/specification/feasibility study.

2.2 **Feasibility Study**

Cost/benefit analysis
Identify likely partners – build support for project
Visit other similar projects

2.3 **To Assist in Preparing Project Brief**

Site survey
Health and safety implications
Capital Budget Figure
Management/Business Plan
Revenue Implications
Staffing requirements
Public Consultation

2.4 **Seek Grant Aid**

To seek grant aid from various sources.

At this point all information be referred to Full Council for decision on whether or not project should proceed. If Full Council agrees that the project should proceed, the following delegation applies:

2.5 **Appoint Architect**

Planning permission
Prepare Architect's brief
Identify suitable architects to be approached
Invite fee bids with closing date
Interview and appoint architect.
Agree design
Agree costings – is there sufficient funding?

If sufficient funding, proceed to 2.6 If insufficient funding refer back to Full Council. If Full Council allocates further funding or savings are identified and Full Council agrees to proceed, the following delegations apply:-

- 2.6 Appointment of Contractors –**
Agree form of contract and terms and conditions of contract
Tender Documents prepared
Send out invitation to tender using Find a Tender
Closing Date for tenders
Consideration of tenders / the interview of and appointment of contractors for a project
Start Date
Completion Date
Post-installation inspection-checks
Appointment of Planning Supervisor, Clerk of Works, Quantity Surveyor or other professional post as appropriate.

If tenders in excess of budget refer back to Finance and Governance Committee/Full Council.

- 2.7 Funding Strategy (YTC Budget/Grants)**
Marketing Strategy
Recruit Staff
Official opening launch
Administration (management either by YTC or set up Management Committee)
Seek grant aid for running costs.
Twelve months later – review project/business plan

2.8 To undertake consultation.

2.9 Any other project matter delegated by Full Council.

3. Referred Business

The Project Steering Group may consider and will make recommendation to YTC on the following matters:

- 3.1 To agree whether project should proceed based on feasibility study.
3.2 Allocation of any additional funding.

3.3 Any other matter referred to the Project Steering Group by Full Council.

4. **Reports to Yate Town Council, Delegated to Town Clerk in conjunction with the Community Projects Manager**

4.1 To provide a synopsis report to Full Council outlining progress, issues and seeking delegation as appropriate.

Play Areas and Properties Project Steering Group

~~In accordance with Minute No. 102 of Full Council 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 Abbotswood play project as required to completion as long as it remains within budget.~~

Full Council, Minute 254/1, 23.02.2021

~~The terms of reference for the Play Areas and Properties Project Steering Group be amended to include the Poole Court artwork project to enable progression of associated actions without standalone recourse to Full Council.~~

Full Council on 28th June 2022

Delegated powers be granted to the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any matters relating to the Kingsgate Park and Peg Hill projects (in addition to existing delegations outlined in the Terms of Reference to the Project Steering Group itself.

Full Council on 6th September 2022

Delegated powers be granted to the Town Clerk in consultation with the Chair of the Kingsgate Park Project Steering Group (Play Areas & Properties Project Steering Group) and the Chair of the Finance & Governance Committee, to take any required decisions in relation to the Public Works Loan Board application, and the subsequent appointment of suppliers, to enable the project to progress to the desired timescale.

Full Council 10th January 2023

Delegated powers be granted to the Play Areas and Properties Project Steering Group to continue to work with Barratts on the Brinsham Play Trail collaboration and that the Project Steering Group consider the spec of the proposed path in terms of durability

Terms of Reference

Priorities and Strategy Scrutiny Working Group (Responsible to the Finance and Governance Committee)

1. Membership

- 1.1 Members as appointed by YTC. (To include chair of the Finance and Governance Committee).

2. Delegated Business

- 2.1 None.

3. Referred Business

- 3.2 To review, consider and scrutinise current practice in an area of the Town Council's work.
- 3.2 To recommend amendments or change to current practice to improve how/what/why/when/where we do things.
- 3.3 Any other matter referred to the Priorities and Strategy Scrutiny Working Group.
- 3.4 Recommendations to be made to the Finance and Governance Committee or Full Council for decision.

Terms of Reference

Staffing and Governance Sub-Committee (responsible to Full Council/Finance and Governance Committee)

1. Membership

- 1.1 Members as appointed by YTC. (To include Chair of Finance and Governance Committee.)

2. Delegated Business

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget.

~~Delegated powers are granted to the Clerk in consultation with Staffing and Governance Sub-Committee in respect of Armadillo Cleaning Staff TUPE Transfer and Pension decisions. (Agreed at Full Council 26th October 2021)~~

Governance

- 2.1 ~~To review governance management annually~~ policies and terms of reference at least once within a four yearly cycle and and to readopt if no changes are required (with the exception of the Annual Investment Strategy which must be approved by Full Council).
- 2.2 Any two members of the Staffing and Governance Sub-Committee to be appointed signatures on any new investment accounts opened on behalf of YTC.
- 2.3 Payments in relation to termination of staff contracts. (*In Terms of Reference for Full Council and Finance and Governance Committee also*).
- 2.4 Any other governance matter delegated by the Finance and Governance Committee or Full Council.

Staffing

- 2.1 To support the Town Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
- 2.2 To support the Town Clerk in the appointment and management of consultants.

- 2.3 To establish a panel to interview candidates for co-option to YTC and recommend appointment to Full Council. (Co-option of a Councillor to fill a vacancy cannot be delegated and must be **RESOLVED** by Full Council).
- 2.4 To establish panels for hearings and appeal hearings when required, to be comprised of 3 councillors to be quorate, and to consider and bring to a final conclusion any matters emanating from staffing policies (including Managing Employee Performance, Managing Employee Ill Health and Sickness and Grievance Policies etc) for members of staff employed by the Town Council.
- 2.5 Any other staffing matters delegated by the Finance and Governance Committee or Full Council.
- 2.6 To agree terms and conditions of employment.
- 2.7 ~~To agree job descriptions, unless expressly delegated.~~ To agree staff structure

3. **Referred Business**

Governance

- 3.1 To recommend re-adoption of existing YTC governing documents ~~terms of reference/policies on a rolling cycle across 4 years~~, if changes are required.
- 3.2 To prepare and approve drafts of new governance documents ~~terms of reference/YTC policies~~ for referral to Full Council.
- 3.3 Review of Town Council Standing Orders/Code of Conduct as necessary; at least once every 4 years or on release of a revised NALC model. ~~(Last reviewed and adopted 10.5.22)~~
- 3.3 Review of Town Council Financial Regulations as necessary, at least once every 4 years or on release of a revised NALC model.
- 3.4 Annual Investment Strategy to be received annually if no significant changes required refer direct to Full Council. ~~If significant changes required, refer to Grants and Finance Sub-Committee).~~
- 3.5 To review Town Council committee structure when necessary, and make recommendation to Full Council.
- 3.6 To receive annual health and safety report prepared by the Estates Manager.

- 3.7 To receive risk assessments on an annual basis, prepared by the Estates Manager. To recommend the approval of Risk Assessments to Full Council.
- 3.8 To receive annual Safeguarding report.
- 3.9 Any other matter referred to the Staffing and Governance Sub-Committee by the Finance and Governance General Purposes Committee or Full Council.

Staffing

- 3.1 To recommend any changes to the staffing structure (eg, additional staff).
- 3.2 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and regrading, pay levels and staffing structures and make recommendations to Full Council.
- 3.3 Any other matter referred to the Staffing and Governance Sub-Committee by the Finance and Governance Committee or Full Council.

Terms of Reference

Website Review Sub-Committee

(responsible to Full Council/ Environment and Community Committee)

1. Membership

- 1.1 Members as appointed by YTC.

2. Delegated Business

The Sub-Committee has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- 2.1. To review existing YTC websites (including Armadillo and Heritage), in particular relation to accessibility requirements and associated statutory guidance, before the set deadline;
- 2.2 To discuss and agree website content for new website/s (including YTC, Armadillo and Heritage Centre websites);
- 2.3 To obtain quotes/tender for new providers if required and appoint.

3. Referred Business

- 3.1 To recommend any expenditure outside of the allocated budget.
- 3.2 Any other matter referred to the Website Review Sub-Committee by Full Council or the Environment and Community Committee.

Terms of Reference

Yate Ageing Better, Health and Wellbeing Sub-Committee (responsible to Environment & Community Committee)

1. Membership

- 1.1 Members as appointed by YTC.
- 1.2 Co-opted members who are not elected Councillor have no voting rights.

2. Delegated Business

- 2.1 To consider provision for older residents in Yate and to take action in relation to outcomes of the consultant consultation, in the interests of Yate ageing better;
- 2.2 To consider health and wellbeing issues in the Yate community and to make recommendations to the Environment and Community Committee/Full Council for decision.
- 2.3 To make all arrangements (and apply for funding where necessary) for events relating to Ageing Better, Health and Wellbeing.

3. Referred Business

- 3.1 Any other matter referred to the Yate Ageing Better, Health and Wellbeing Sub-Committee for decision by the Environment and Community Committee or Full Council.

Terms of Reference

YOSC Liaison Group

(Responsible to Full Council)

1 Membership

- 1.1 Members as appointed by YTC.

2. Delegated Business

- 2.1 To monitor the terms of the legal agreements with South Gloucestershire Council and negotiate, put in place and subsequently monitor the management arrangement of the YOSC site with YOSC Ltd.
- 2.2 To action and authorise requests in respect of work at YOSC.
- 2.3 To consider any requests for payments to YOSC Limited and any decisions to apply for planning permission
- 2.4 To consider and approve general funding bids that can be made in Yate Town Council's name for the benefit of the YOSC facility and the local community, without the need for the council's permission before the bids are made.
- 2.5 To take a decision on any urgent issue which time prevents being presented to Full Council.
- 2.6 To seek feedback from YOSC Ltd in connection to YTC projects at YOSC and to provide updates on projects.
- 2.7 Any other matter delegated to the YOSC Liaison Group by Full Council.

3 Referred Business

- 3.1 Any matter involving expenditure be referred to Full Council.

TERMS OF REFERENCE FOR YOSC PROJECTS ~~MULTI-ACTIVITY BUILDING (MAB - BOXING CLUB) &~~ (DRAINAGE AND POTENTIAL FUTURE PROJECTS)

Terms of Reference

YOSC Facility Project Steering Group Committee

(Reportable to Full Council)

(Also reportable to Environment and Community & Finance and Governance Committees should timescales dictate)

1. Membership

1.1 Members as appointed by YTC.

2. Delegated Business

The Project Steering Group has delegated authority to deal with the following matters to conclusion, subject to YTC policy and budget:

- To appoint consultants as required to support the project (eg, fundraiser, project consultant to draw up brief, specification, lead and evaluate tender process in accordance with YTC processes, making recommendations thereafter, to act as contract administrator to mobilise the contract, oversee works to completion and monitor defects etc) within budget;
- To identify the aims of the project and articulate brief to the appointed consultant;
- To identify likely partners and stakeholders to build support for the project and to identify key points for stakeholder engagement (Eg, Sports Clubs, Brimsham Green School and YOSC Ltd etc);
- To discuss and agree mechanism/forum for stakeholder and public engagement/notification;
- To agree final project timeline for discussion with the consultant;
- To receive findings from inspections/surveys and to agree way forward;
- To refine and agree final specification and scope of works prior to the point of tendering for the works;
- To agree the contract to be entered into (i.e. JCT minor works, JCT intermediate, order etc);
- To meet with the consultant as required, (eg, to discuss aims and objectives, to receive findings from surveys and discuss implications, to receive options and cost estimates, to agree refined specification and scope of works prior to tender, to receive tender evaluation report

- and to agree award of contract to successful tenderer, to discuss agreed scope and programme of works with appointed tenderer, progress meetings with contractor, meetings during defects period);
- To sign off / authorise payments within budget;
- To agree variations and acceptances as project progresses, within budget;
- To agree all details of the project, right to its end, within budget;
- To deal with any urgent matter between council meetings in connection with the progression of the YOSC facility Projects.
- ~~NB at Full Council 14.05.19 Delegated Powers be granted for the Project Steering Group to take the (boxing club) project to its end, within the agreed budget.~~
- ~~NB at Full Council 5.1.21 Delegated powers be extended to the YOSC Facility Project Steering Group to agree ownership, maintenance and governance arrangements for the disability equipment.~~

3. Referred Business

- To discuss budget, funding options, amount to be used from reserves (and/or form of consultation and repayments should borrowing for a loan be required) for recommendation to Full Council;
- To receive proposals for consideration if spend is expected to exceed the budget set;
- To recommend specific delegated powers be granted to the Project Steering Group.

Terms of Reference

Delegation to Town Clerk

(all actions taken to be reported to relevant Committee / Sub-Committee / Project Steering Groups / Working Group)

The Town Clerk is the Proper Officer of YTC and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notices and notifications required by law, of a Local Authority's Proper Officer on behalf of YTC.

General Delegation

1. The Town Clerk, in consultation with the Chair or Vice-Chair of appropriate Committees, Sub-Committee, Working Group or Project Steering Groups can take action deemed desirable on any matters which the Committee concerned have delegated powers but which require urgent action.
2. 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.

Specific Delegation

The following list of delegations to the Town Clerk, may from time to time be further delegated to YTC officers at the discretion of the Town Clerk.

1. The general management of YTC services in accordance with the policies determined from time to time by Full Council or Committees.
2. The management and letting of YTC facilities, including granting permission to bookers requests to serve alcohol.
3. To set the annual rental charges in line with the Pricing and Letting Policy to be referred back to the Grants & Finance Sub-Committee for consideration in line with the valuation undertaken every five years.
4. The initiation of new arrangements and revision of existing arrangements for the improved management of YTC establishments providing the estimated cost has been included in the current budget.
5. The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all building and equipment with the financial limit of the current budget.
5. The appointment of staff (excluding Senior Officers – Town Clerk, Deputy Town Clerk, Finance Manager & RFO, Estates Manager and Community Projects Manager) within YTC's approved establishment.

6. Delegated powers be granted to the clerk to manage continual professional development for all staff to attend training/courses relevant to job roles, within budget.
7. The management/arrangement of all civic functions and YTC events (within budget), in consultation with appropriate members/Events and Marketing Sub-Committee.
8. To effectively manage all staff employed by YTC.
9. To manage major projects initiated by YTC or those in which YTC may be involved with on a partnership basis.
10. Maintain links with the local press and media.
11. Deal with correspondence and documents addressed to YTC in line with YTC's policy and where necessary bring such correspondence to the attention of elected members.
12. Forge and maintain links with principal councils, other statutory authorities and community organisation.
13. Attend meetings with officers of principal councils and other organisations as necessary.
14. To submit planning comments, comments on development proposals and street trading licences sent by SGC if time prevents ratification by a Committee meeting and when comments to be submitted are agreed by email by members of the Planning and Transportation Committee (to be reported to the next meeting of the Committee).
15. To arrange for additional patrols by the South Gloucestershire Council Dog Wardens should members of the public raise particular justifiable complaints in relation to dog fouling. Costs to be met from open spaces budget.
16. To negotiate requests for break clauses within Poole Court leases; A minimum of one year's notice to end the lease to be submitted to the Town Council by the lessee on or before 1 April of any year to end the lease on 31 March in the following year.
17. To review and amend any policy when deemed necessary in the context of legal changes or working practice changes. Policies to be referred back to the Staffing and Governance Committee at the Clerk's discretion, when there is an issue of substance for consideration.
18. Delegated powers be granted to the Clerk in consultation with the Chair of Finance and Governance Committee and the YOSC Project Steering Group Committee to action and authorise requests in respect of work at YOSC.

19. Delegated powers be granted to the Clerk in consultation with Councillors Mike Drew and Cheryl Kirby to make appropriate investments on behalf of Yate Town Council.
20. Delegated powers be granted to the Town Clerk in consultation with Councillor Chris Willmore to prepare business cases for each request for S106 monies to be considered by South Gloucestershire Council's Communities Committee.
21. The approval of the newsletter is delegated to the Clerk, in consultation with 3 members of the Town Council plus the Chair, so that the approval process can be done by email. The final version to be circulated to all councillors by email/link to the Town Council website.
22. For additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum, the Clerk and RFO shall act after consultation with the Chair and Vice-Chair of the Council).
23. Delegated Powers are extended to the Clerk, or in the absence of the Clerk, the officer deputising for the Clerk, to authorise expenditure up to £10,000 (including for repairs, replacement or other work), whether or not there is any budgetary provision, in cases of extreme risk to the delivery of council services. Such decisions will be reported to the Town Council at the earliest opportunity.
24. Virement within individual budget headings shall be delegated to the Town Clerk having been prepared by the RFO.
25. Requests for approval of dedicated items is delegated to the Town Clerk.
26. Delegated powers be granted to the Clerk to seek replacements, and to make amendments to the committee list, should the need arise during the year.
27. 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.
28. ~~In exceptional circumstances~~ The Clerk may agree to an employee's request for payment for excess holiday or TOIL not taken (within budget). ~~However there is no obligation for the employee to accept.~~
28. To submit consultation responses (in conjunction with members by email) if time prevents ratification by a Committee meeting. To formally report response made to next meeting.
29. New North Yate Community Building - Delegated powers be granted to the Town Clerk working with the Community Projects Manager and the

Project Steering Group to progress discussions with South Gloucestershire Council to:

- Get to the stage for Yate Town Council to be appointed as building deliverer, which may include amending the business plan according to South Gloucestershire Council's feedback;
- To bring back a report on delivery mechanism;
- To adopt the best project management model for Yate Town Council.

30. To make minor changes to the Town Council governance documents (eg, Standing Orders, Financial Regulations, Policies, Terms of Reference etc) with substantial changes being brought back to Council at the time of annual review.

31. Full Council 4.5.21 **Minute 269/2 Remote Meetings**

~~As the authority to meet remotely ends on 7th May 2021 and the government road map does not permit physical meetings until later, it was **RESOLVED** that in order for Yate Town Council to deliver democracy and fulfil statutory duties to hold meetings in public and allow public participation, that:-~~

~~In the event of a pandemic situation:-~~

- All decisions be delegated to the Clerk in consultation with the Chair and Vice-Chair of Council and the relevant Committee / Sub-Committee / Project Steering Group, until such time as it is lawful and safe for the Council or Committee / Sub-Committee / Project Steering Group and members of the public to meet face-to-face, or until such time as remote council meetings become lawful again;
- The Clerk to continue to convene meetings in accordance with the normal Yate Town Council timetable and processes; these meetings to be advisory meetings to the Clerk and relevant members, with the advisory process happening online;
- These meetings be advertised and open to the public in the normal way, and it be made clear they are advisory meetings as the law does not permit remote decision-making at this time;
- That the Clerk and relevant members to whom the decision has been delegated agree to seek the advice of members through those advisory meetings.

~~32. Full Council 7.9.21 **Minute 41. Remote Meetings and FACE-TO-FACE MEETINGS**~~

~~there be a continuation of the delegation in place, as granted at the Full Council meeting on 4th May 2021, to allow advisory meetings to take place on-line if required, with decisions being taken by the clerk in consultation with the in consultation with the Chair and Vice-Chair of~~

- Council and the relevant Committee / Sub-Committee / Project Steering Group; with the Clerk and relevant members to whom the decision has been delegated seeking the advice of members through those advisory meetings;
33. **Repairs Delegation** - to enable the swiftest mechanism for routine repairs and maintenance to be undertaken, expenditure connected to capital repairs and maintenance to Town Council assets (eg, play areas, building, sports equipment, sculptures etc) be committed without the need for specific council approval, providing they can be met within budget (including reserves). A trial period of six months to be implemented from 26th October 2021. (Agreed at Full Council 26th October 2021).
34. **Volunteer Events** - the Town Council grant blanket permission for volunteer clean up events to take place on Town Council land, provided that:
- The volunteer groups identify dates, venue and recruit volunteers, with a responsible person in charge being present if children are attending;
 - Yate Town Council provides insurance, risk assessment, appropriate PPE and event instructions (NB: our insurers require the event to therefore be a Yate Town Council event assisted by volunteers), along with a staff presence (so event dates will be resource dependent and if on a weekend, likely that the YTC Estates Cleaners would be redirected to oversee).
 — (Agreed at Full Council 26th October 2021)
- ~~35. **Armadillo TUPE** – Delegated powers are granted to the Clerk in consultation with Staffing and Governance Sub-Committee in respect of Armadillo Cleaning Staff TUPE Transfer and Pension decisions. (Agreed at Full Council 26th October 2021)~~
36. To make grants of £200 (subject to availability) to community groups applying for grants, subject to the production of receipts. (Full Council 12.1.22)
38. Decisions in respect of performance requests in parks and open spaces to be considered by the Clerk and members advised. Reasonable parameters to be set such as a limit to the number of performances per month and the nature of performances (ie Community groups not buskers) (FC 22.22.21 (S&G 14.1.22))
- Agree with any necessary terms where appropriate, requests for community events within Town Council Parks and open spaces subject to advising members of intended. (E&C 24.5.22)
- ~~39. **TOIL** – delegated powers granted to the Clerk to pay staff (providing within budget), at employee's request, for TOIL hours accrued, if number of hours exceeds ability to reasonably take the hours without a negative effect on service delivery. (S&G 21.6.22, FC 28.6.22)~~
40. **Play Area & Properties Project Steering Group** - Delegated powers be granted to the Town Clerk, in consultation with the Play Area and

Properties Project Steering Group, to progress any matters relating to the Kingsgate Park and Peg Hill projects (in addition to existing delegations outlined in the Terms of Reference to the Project Steering Group itself).

FC 28.6.22

41. Yate Town Council commits to supporting the people of Ukraine and welcoming refugees to our community. Delegated powers be granted to the Clerk to take any necessary decisions to enable staff/resources to be offered.

Joint Delegation with Chairman, Vice-Chairman and Chair of Finance and Governance Committee

1. In consultation with the Chair of YTC, Vice-Chair and the Chair of Finance and Governance Committee, the Clerk may authorise expenditure up to a sum of £20,000 in extreme urgency. The Clerk shall report such action to the council as soon as practicable thereafter.
2. Delegated powers, in consultation with either the Chair of YTC or the Chair of the Finance and Governance Committee to agree expenditure on courses and make bookings for councillor training.
3. Delegated powers be granted to the Clerk or in the absence of the Clerk, the officer deputising for the Clerk, in consultation with the Chair of the Finance and Governance Committee to consider and agree future requests in respect of hire charges.

Joint Delegation with Chairman and Vice Chairman of the Appropriate Committees

1. Any urgent matter which time precludes being referred to Full Council. Such matters to be reported back to the relevant committee/Full Council.
2. Delegation be given to the Town Clerk, Deputy Town Clerk, Finance Manager and RFO in conjunction with the Chair and Vice-Chair of YTC, Chair and Vice-Chair of the Finance and Governance Committee, to be able to act immediately in the event of a significantly enhanced indication of risk attached to a particular bank, to transfer funds to another institution immediately should it be deemed necessary to do so.
3. a) delegated powers be given to the Clerk to make start up grants of £50 plus accommodation, (subject to availability) for the first meeting of new community groups applying for start up grants, subject to the production of receipts:

- b) delegated powers be given to the Clerk in consultation with the Chair, Vice Chair and Chair of the Finance and Governance Committee to agree emergency grants of up to a maximum of £50 where time prevents the issue being referred to the Finance and Governance Committee or Full Council:
 - c) All start up grants be referred to the Finance and Governance Committee for information.
4. Authorising the sealing of various documents with the Common Seal. *(Also in Terms of Reference for Full Council, Environment and Community Committee, Finance and Governance Committee).*

Joint Delegation with Finance Manager (& RFO)

- 1. To undertake the day to day financial duties of the Council.
- 2. The signing of operational documents for items within budget (eg, solicitor's terms/office equipment contracts etc).

Joint Delegation with Estates Manager.

- 1. The management and day-to-day running of all outside facilities subject to being within current budget.

Joint Delegation with Community Projects Manager

- 1. The management and implementation of projects and lead on fundraising.

Joint Delegation with the Venue Operations Officer and Youth Officer

- 1. The management of the Armadillo.

Joint Delegation with the Venue Operations Officer

- 1. The management of the Pop Inn Café.

Joint Delegation with the Heritage Manager

- 1. The management of the Heritage Centre.

Joint Delegation with Deputy Town Clerk

- 1. The management of council services and resources, governance and compliance, legal, policy, health and safety and marketing and communications.

Joint Delegation with Service Support Assistant

1. Civic arrangements and diary.

Further delegation

1. YTC may from time to time further delegate action to the Town Clerk specifically or to the Town Clerk and appropriate Committee Chair. Such delegation will be clearly minuted and referenced in accordance with the Local Government Transparency Code if relevant.

Terms of Reference

Parameters for Designated Lead Liaison Members for:

- Yate and District Bowling Club;
 - Peg Hill;
 - Witches Hat;
 - Social Media;
- Newsletter Production
- S106 Applications

Councillors identified as lead liaison representatives will act as the first point of contact for the respective areas of concern.

Newsletter Production

The approval of the newsletter is delegated to the Clerk, in consultation with 3 members of the Town Council plus the Chair, so that the approval process can be done by email. The final version to be circulated to all councillors by email/link to the Town Council website.



**Yate Town Council
Risk Assessment of Financial and Non-Financial Controls
2022 / 2023**

(Received at S&G - 06.02.2023)

Yate Town Council Internal Controls

Introduction:

Yate Town Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control by way of:

- By taking steps to identify and update its records of key risks facing the council;
- Evaluating the potential consequences to the council if an event identified as a risk takes place;
- Decide upon appropriate measures to avoid, reduce or control risk or its consequences and;
- Record any conclusions or decisions reached;
- As part of the Town Council risk management process, the council, at least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system on internal control which shall be in accordance with proper practices.

The following lists Yate Town Council’s internal controls for review in terms of:

Part 1 – Internal Controls (Risk Management)

Part 2 – Internal Audit Review

Part 3 – Annual Governance Statement

RAG key

Immediate Action Required

Action required next financial year

Actions completed within timescales for 2022/2023

PART 1

YATE TOWN COUNCIL INTERNAL CONTROLS

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
1	Governance					
1.1	Standing Orders					
1.1.1	Standing Orders have been adopted, setting out the Council's constitution and procedures	Out of date and not reflecting current legislation/non identified	Annual Review	Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption 2023	
1.1.2	Terms of Reference are reviewed annually	Not reflecting current position	Annual Review	Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption 2023	
1.1.3	Yate Town Council has various general and staffing policies of which a selection is reviewed on a 4 year rolling cycle and others reviewed annually		Annual / 4 year rolling review	Last Annual reviews S&G 14.01.2022 & 05.05.2022 adopted at FC 22.02.2022 & 10.05.2022	Annual review / 4 year rolling cycle Next review – February 2023 where a new policy review cycle will be presented for consideration at the next S&G for adoption.	
1.2	Management Strategies					
1.2.1	An Operational Structure sets out the lines of communication				Organisational structure has been agreed	
1.2.2	Town Council priorities are in place				Town Council Priorities agreed by Priorities and Scrutiny Group	
1.2.3	Committees have identified and adopted key objectives via the adopted Terms of Reference.				See item 1.1.2.	
1.3	Financial Regulations					
1.3.1	A Responsible Financial Officer has been appointed with the duties detailed in the Financial Regulations				This post is filled in line with legislation.	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
1.3.2	Finance Regulations have been adopted which set out the procedures and are reviewed annually	Out of date and not reflecting current legislation/non identified	Annual Review	Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption 2023	
1.4	Freedom of Information					
1.4.1	The Model Publication Scheme.			Last review S&G 11.03.2019 as part of Freedom of Information Policy Review adopted at F&G 9.4.2019	To be reviewed February 2023 as part the 4 year rolling cycle for Freedom of Information Policy. See item 1.1.3	
1.5	Complaints Procedure					
1.5.1	The Council has a complaints procedure			Last review S&G 22.02.2021 adopted at FC 23.02.2021	To be reviewed 24/25 as part the 4 year rolling cycle	
1.6	Measures to prevent fraud and corruption					
1.6.1	The Council has adopted a Code of Conduct, which forms part of the Standing Orders		Annual Review	Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption 2023	
1.6.2	All Councillors sign a Declaration of Acceptance of Office on election or co-option			Completed following election May 2019	To be completed following election May 2023	
1.6.3	All Councillors complete a Register of Interests and provide updated information as appropriate. Copies are held with the South Gloucestershire Council Monitoring Officer.			Completed following election May 2019	To be completed following election May 2023 Must be amended within 28 days of a change.	
1.6.4	There is an agenda item for Councillor Declaration of Interests on Full Council and Committee agendas				Permanently in place	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
1.7	Insurable risks					
1.7.1	Public Liability insurance is held in the sum of £15 million to protect the Council from claims by third parties due to accident of damage resulting from the negligence of the Council - Zurich Municipal Policy Number YLL-272004-4783			Last Full Review 10.04.2018 Annual review G&F 06.07.2022	To be reviewed prior to tender for new policy April 2023	
1.7.2	Employers Liability is held in the sum of £10 million - Zurich Municipal Policy Number YLL-272004-4783			Last Full Review 10.04.2018 Annual review G&F 06.07.2022	To be reviewed prior to tender for new policy April 2023	
1.7.3	The level of fidelity liability cover held	The level of cover may not be sufficient.	Reviewed annually in February	Last Annual Review F&G 08.02.2022 Resolved that Yate Town Council retain its fidelity insurance cover at £5 million.	To be reviewed prior to tender for new policy April 2023	
1.8	Employment Controls					
1.8.1	All employees have signed contracts of employment. Salary reviewed annually in line with NJC rates / NALC rates as applicable			Following advice from SGC HR - all staff not on new style contracts received letters advising of changes e.g. TOIL overtime limits and PYLON	New contracts issued to new staters	
1.8.2	Checks are made to ensure employees are British citizens prior to confirmation of employment.				Ongoing at time of appointment.	
1.8.3	Job descriptions outline Town Clerk's and Responsible Financial Officer roles.				Job descriptions discussed at time of annual appraisals to check consistent with role being carried out.	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
1.9	External Audit annual governance statement requirements					
1.9.1	The Annual Governance Statement	Qualified audit not received due to council not approving AGS by 30 June annually	Ensure a FC meeting is held in June at which the AGS can be approved	Approved by FC 28.06.2022	To be approved by FC on 27 June 2023	
1.9.2	The Annual Statement of Accounts is formally approved by Full Council prior to 30 June annually.	Qualified audit not received due to council not approving Annual Statement of Accounts by 30 June annually	Ensure a FC meeting is held in June at which the Annual Statement of Accounts can be approved	Approved by FC 28.06.2022	To be approved by FC on 27 June 2023	
1.9.3	Council only does things it has legal power to do and works within appropriate standards and codes of practise.		Review in line with powers & GPOC		Permanently	
1.9.4	Notice of audit and the conclusion of audit is displayed on Town Council notice boards and on the Town Council website to allow electors to inspect accounts as required by Accounts and Audit Regulations			Period of elector's rights 30.06.2022 – 10.08.2022 Conclusion of audit displayed 21.09.2022 – 11.10.2022 Notice of audit and conclusion of audit have been displayed in accordance with appropriate timescales	Next notice of audit to be displayed by end of June 2023 Conclusion of audit to be displayed by end of September 2023	
1.9.5	Financial and other risks are considered and dealt with using this document as a basis for action, new issues are dealt with during the year as necessary.			Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption 2023	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
	Risk assessment documents comprise: <ul style="list-style-type: none"> • This document • Annual asset risk assessments carried out for list of assets (see 2.9.2) 					
1.9.6	Appropriate steps are taken to deal with matters raised in reports from the internal and external auditor through agenda items on the Finance & Governance Committee/ Full Council meetings.			2021/2022 Internal Audit Report with no actions reported to FC 28.06.2022. 2022/2023 In Year Assurance Internal Audit report with no actions reported to FC 25.10.2022 2021/2022 External Audit Report with no actions reported to FC 25.10.2022	Audit reports to be reviewed when received and taken through committee cycle.	
1.9.7	Litigation, liabilities, commitments, events or transactions occurring after the year end which could have an impact on the Council are disclosed				As identified incorporated into Year End accounts notes.	
2	Financial Controls					
2.1	Bookkeeping					
2.1.1	The accounts are maintained using RBS Accounting Software. Records are held on the server and backed up at least daily				Permanently	
2.1.2	The bank statements are reconciled monthly against the cash books. The reconciliations are checked quarterly by an independent councillor who does not authorise payments and reported to Council			31 December 2022 Quarterly reconciliation reported to F&G 07.02.23	Monthly reconciliation ongoing. Next Quarterly reconciliation 31 March 2023 to be reported to F&G 13.06.23	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
2.2	Payment Controls					
2.2.1	<ul style="list-style-type: none"> • A list of payments previously made is prepared for the Committee and Full Council meetings; • Payments are made by BACS from the current account and approved/authorised by two Members and either the RFO or the Town Clerk. Invoices are also made available for inspection; • New supplier/new payees are flagged to authorising members with commentary when presented for payment authorisation; • The limit for payments has been set with a limit of £150,000 per payment with the bank; • A further layer of authorisation in place for larger single payments to enable payments larger than £150,000 by way of 3 Members signature authorisation countersigned by Clerk or RFO; • Payments made from the Imprest account via cheque requires two of either Town Clerk, RFO, Deputy Town Clerk or Deputy RFO, up to a maximum of £2,500 per 		To be considered when annually reviewing Financial Regulations	Last Annual review as part of Financial Regs S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption as part of Financial Regs in 2023	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
	<p>month. This expenditure is reported to the council on the payment lists as referred to above;</p> <ul style="list-style-type: none"> • Payments for certain items may be made by debit card via the imprest account / credit card held by authorised staff with evidence retained showing authorisation and expenditure reported to the council on the payment lists as referred to above; • Transfer of funds between YTC investment account to YTC nominated account are approved/authorised by two Members and either the RFO or the Town Clerk. • Approval of accounts for payment is recorded in minutes. 					
2.2.2	VAT payments are made on proper VAT tax invoices showing the Vat registration number. A separate column is kept in cashbook to detail VAT element. Quarterly reclaims are made.				Ongoing undertaken on a quarterly basis	
2.2.3	VAT De Minimis Level				All within limits as at 30 September 2022	
2.3	Budgetary Controls					
2.3.1	The Council sets a budget annually in January and is approved by Full Council			2023/2024 budget was approved 10.01.2023 with Section 41 Notification of 2023/2024 Precept on Billing Authority sent to SGC 11.01.2023	2024/2025 draft budget setting to commence in September 2023	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
2.3.2	RFO presents a quarterly income and expenditure update to the F&G Committee and Full Council			Income and Expenditure Report to 30 September 2022 reported to F&G 06.12.2022 approved and FC 10.01.2023	Income and Expenditure Report to 31 December 2022 reported to F&G 07.02.2023 to be approved at FC 21.02.2023	
2.4	Income Controls					
2.4.1	The income is recorded immediately upon receipt and banked on a daily/weekly basis. All income is recorded in the accounts package				Two people administer; one receives funds and records; the other enters onto the system and controls the sales ledger statements to ensure payments have been received. Banking takes place daily/weekly	
2.4.2	Precept - South Gloucestershire Council issues a remittance advice which confirms the precept that is paid directly into the Council's deposit bank at the end of April and September annually.			Precept for 2022/2023 received in two equal instalments end of April 2022 and September 2022 Section 41 Notification of 2023/2024 Precept on Billing Authority sent to SGC 11.01.2023	Payments for 2023/2024 Precept to be received in two equal instalments end of April 2023 and September 2023. Checks made to ensure precept has been received	
2.5	Petty Cash Procedures					
2.5.1	Petty cash fund tins are held for Yate Town Council, the Estates Team for call out emergencies, the Pop Inn Cafe and the Armadillo. There is an upper limit of £250 per petty cash tin and all reconciliations are checked. Receipts are obtained for all purchases and authorised as appropriate. Payments for certain petty cash items may be made by debit card via the imprest account / credit card held by authorised staff with evidence retained showing		To be considered when annually reviewing Financial Regulations	Last Annual review as part of Financial Regs S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption as part of Financial Regs in 2023	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
	authorisation and expenditure reported to the council on the payment lists as referred to in 2.2.1					
2.6	Payroll Controls					
2.6.1	The payroll is outsourced and undertaken by South Gloucestershire Council.			Last review March 2022 with contract renewed with SGC commencing 1 April 2022 to 31 March 2025	To be reviewed February 2025 before contract expiry 31 March 2025	
2.6.2	All staff are paid on the last working day of the month via Barclays BACS system. Payments are made direct from YTCs current account by South Gloucestershire Council within the ceiling of £95,000 set.				Payroll information submitted monthly	
2.6.3	All payments are authorised by the Clerk or the RFO				Permanently.	
2.6.4	The council sets a limit for payroll payments to be made via the monthly BACS system from its current account. This limit is recorded in the minutes			Monthly payroll payment limit of £95,000 (to include pension and NI payments) approved F&G 30.03.2021. Staff reviewed limit following 2022/2023 pay awards	Staff to review following 2023/2024 pay awards / staff structure changes and report to council request for change of limit	
2.6.5	PAYE/NIC is paid monthly to the Inland Revenue directly by South Gloucestershire Council via BACS from YTCs current account within the ceiling of £95,000 set				Payroll information submitted monthly	
2.6.6	Superannuation payments are made monthly to Avon Pension Fund in accordance with current rates. Payments are made direct from YTCs current account by South				Payroll information submitted monthly	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
	Gloucestershire Council within the ceiling of £95,000 set					
2.6.7	Payroll and HR records are recorded separately to avoid ability to change payroll payment details via employee HR record					
2.7	Councillor / Chairman's expenses					
2.7.1	A sum is included in the Annual Budget for Chairman's expenses.			2023/2024 budget was approved 10.01.2023	2024/2025 draft budget setting to commence in September 2023	
2.7.2	A Chairman's Expense of Office procedure is contained within the Members Allowances Policy – A Guidance Note and provides guidance to the chair on how funds can be used. Staff are also available to issue guidance should it be required		4 year rolling cycle for review	Last review S&G 11.03.2019 adopted at F&G 9.4.2019	For review and adoption 2023	
2.7.3	The Chair's money is retained with the YTC accounts and payments administered by YTC with the budget set			See 2.2.1 as part of Payment Controls	See 2.2.1 as part of Payment Controls	
2.8	Asset Controls					
2.8.1	An asset register is held, with insurance valuation updates annually. Asset information is recorded in the supporting papers to the Final Accounts.	Insufficient insurance cover in place	Annual review via index linking and valuation every 5 years	Valuation for Reinstatement Cost Assessment for YTC properties undertaken January 2023 Full asset review completed 2022/2023 for items held and insurance cost	Next valuation and full asset review due 2027/2028 in line with insurance review Asset register updated on a regular basis with asset requisition/disposal forms completed by staff.	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023
2.8.2	Cash balances are held in deposit accounts for ease of access and to obtain interest		Regular monitoring and reported annually	Investments as at 31 March 2022 reported to F&G 14.06.2022.	Regular monitoring of accounts by RFO/DRFO to ensure sufficient balances held for operational purposes Investments as at 31 March 2023 to be reported to F&G 13.06.2023
2.9	Asset controls - Insurable risks				
2.9.1	Finance Regulations provide for the RFO to affect all insurances following an annual risk assessment			Last Annual review as part of Financial Regs and Annual Risk Assessments S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption as part of Financial Regs and Risk Assessments in 2023
2.9.2	Annual risk assessment reviewed and updated in respect of assets			Last Annual review S&G 05.05.2022 adopted at FC 10.05.2022	For review and adoption in 2023
2.9.3	List of assets maintained and updated during the year, insurance cover extended for new acquisitions when appropriate. Copy presented to Councillors with ASA	Insufficient insurance cover in place		Full asset review completed 2022/2023 for items held and insurance cost	Asset register updated on a regular basis with asset requisition/disposal forms completed by staff
2.9.4	Assets covered by Material damage and All risks cover - Zurich Municipal Policy Number YLL-272004-4783			Last Full Review 10.04.2018 Annual review G&F 06.07.2022	To be reviewed prior to tender for new policy April 2023
2.9.5	Insurance provider reviewed from time to time for competitive pricing (every 5 years next date 2023)			Last Full Review 10.04.2018 Annual review G&F 06.07.2022	To tender for new policy April 2023
2.10	Banking Arrangements				
2.10.1	Banking arrangements		5 yearly banking review	Review reported to FC 26.06.2018 with banking arrangements agreed	To be reviewed and reported to FC 2023

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
2.10.2	The bank statements are reconciled monthly against the cash books. The reconciliations are checked quarterly by an independent councillor who does not authorise payments and reported to Council (See 2.1.2)			31 December 2022 Quarterly reconciliation reported to F&G 07.02.23	Monthly reconciliation ongoing Next Quarterly reconciliation 31 March 2023 to be reported to F&G 13.06.23	
2.10.3	Any adjustments for interest/ bank charges/ unpaid cheques are entered in the cashbook				As and when received	
2.11	Year-end procedures					
2.11.1	Accounts have been prepared on an Income & Expenditure basis as required by the Audit & Accounts Regulations.				Permanently	
2.11.2	Full cross casting of the Financial Statement to the accounts is undertaken		Annually in April - May	Financial Statement for Year Ended 31 March 2022 approved at FC 28.06.2022	Financial Statement to be prepared April – May and reported to FC 27.06.2023	
2.11.3	An audit trail is provided by numbering invoices, cost coding in the budget, cashbook, and final accounts				Permanently	
3	General Power of Competence qualification criteria					
3.1.1	Clerk and Deputy Town Clerk are both trained in the General Power of Competence training module of the Certificate in Local Council Administration (CILCA).			Reaffirmed 14.05.19 at ATCM	To reaffirm at ATCM in May 2023	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
	Obtained 2012, Reaffirmed 2015					
3.1.2	Two thirds of councillors must be elected			17 councillors elected in May 2019	Councillors due to be re-elected May 2023	
4	Transparency					
4.1.1	Expenditure over £500 must be published on website				Website uploaded on a monthly basis when members receive the payments list	
4.1.2	Officer Decisions taken under delegated Powers			Transparency limit of £15,000 for reporting approved FC 10.05.2022	Record of officer decision taken under delegated powers form uploaded to website as and when decisions made	
4.1.3	Pay Multiple – publish list of senior salaries over £50,000			Pay multiple as at 31 March 2022 uploaded to website	Website to be updated April 2023 with Pay Multiple as at 31.03.2023	
4.1.4	Councillors Allowances & Expenses			Councillors Allowances & Expenses 2021/2022 uploaded to website	Website to be updated April 2023 with 2022/2023 Councillor's Allowances & Expenses	
4.1.5	Contracts and tenders to businesses and to the voluntary community and social enterprise sector				As and when tender opportunity advertised / contracts awarded following Council meetings. Published on Contract Finder and in YTC minutes as appropriate	
4.1.6	Grants to the voluntary community and social enterprise sector			2022/2023 annual grants round awards uploaded to website	Website to be updated April 2023 with 2022/2023 Grants to the voluntary community and social enterprise sector	
4.1.7	Policies, Performance, External Audits and Key Inspections and Key Indicators: <ul style="list-style-type: none"> • Conclusion of audit • Annual Governance & Accountability Return • Standing Orders • Financial Regulations • Terms of Reference • General Policies • Staffing Policies 		To be uploaded to the website annually	Documents received or approved in 2022/2023 have been uploaded to website	Website to be updated 2023/2024 when documents received or approved meeting	

No.	INTERNAL CONTROLS	RISKS IDENTIFIED/ POTENTIAL FOR IMPROVEMENT	ACTION REQUIRED	DATE OF LAST REVIEW	DATE OF NEXT REVIEW & ACTION REQUIRED 2022/2023	
4.1.8	The Location of Public Land and Building Assets			Schedule of Interests as at 1 April 2022 uploaded to website	Website to be updated with the Schedule of Interests as at 1 April 2023 following the Annual Town Council meeting	
4.1.9	Trade union facility time				Website to be updated under Trade union facility time section should any member of staff join a trade union.	
4.1.10	Data of Democratic Running of the Town Council				Website contains link to required web pages which are updated as and when documents are uploaded.	



Phil Jones
 Estates Manager
 Yate Town Council
 Poole Court,
 Poole Ct Dr,
 Yate,
 Bristol
 BS37 5PP

www.thechildrensplayground.com
 sales@thechildrensplayground.com

07.02.2023 R1

Cost estimation Refurbishment playground Kingsgate Park, Yate

Overall works required:

Cleaning equipment, sanding off sap wood,
 varnish with bio degradable herbal varnish
 Filling of cracks, add missing caps,

Repairs:

replace upright posts small tower small children's area
 replace supports underneath platforms where required
 replace weathered handrails bridges, where required
 replace platform planks where required
 replace stepping posts (too labour intensive to address cracks and remove sapwood)
 Replace ladder rungs where required
 replace tree trunk ladder tree house
 Add missing barriers Shelter and add 2 more benches, replace floor planks where required

A Materials for above mentioned repairs:			Price/unit	Total price ex. VAT:
Planks for boarding/barriers	pallet	1		£ 2,000.00
Supports		0.5		£ 850.00
Posts L 5.0 m, diam. 150-180 mm		5	£ 245.00	£ 1,225.00
Fixings				£ 350.00
Varnish @ 10 lt		2	£ 285.95	£ 571.90
Caps	estimator	60	£ 0.98	£ 58.80
added: Contingencies possible additional materials/delivery				£ 1,225.00
Delivery cost materials				£ 650.00
Subtotal ex VAT:				£ 6,930.70

B Labour for cleaning/ sanding/painting:					
2 men 2.5 weeks	p. day	25	£ 575.00	£ 14,375.00	
(incl. implementation contract -travelling, B&B, expenditure)					
Labour for necessary repairs, taken out stepping posts and dig free foundations single standing post items:					
2 men 1.5 weeks	p. day	15	£ 575.00	£ 8,625.00	

(incl. implementation contract -travelling, B&B, expenditure)

Machine hire:

5-Ton digger, concrete breaker, scaffolding, Power washer £ 1,960.00

Temp. Fencing 4 weeks approx.; signage; supply/delivery £ 1,350.00

Subtotal ex VAT: £ 26,310.00

C New equipment:

1 Hammock:

Hammock rope part, 1 £ 648.75 £ 648.75

Swing joints 2 £ 69.20 £ 138.40

Del. Cost £ 45.00

Subtotal ex VAT: £ 832.15

changed:

2 Cable Rider with platform, length cable is 30 m

4.082

1

omitted, included in separate order

3 Stepping post:

Supply of stepping posts 24 £ 85.00 £ 2,040.00

Installation £ 1,632.00

(del. Included with cable rider)

Subtotal ex VAT: £ 3,672.00

4 Replacement Tree trunk ladder:

1

£ 1,088.00

(installation included in labour repairs)

Subtotal ex VAT: £ 1,088.00

(del. Included with cable rider)

Possible required replacement within 5 years; in purple colour to be replaced asap:

5 Bridges/Ropes/Nets:

(list of existing parts, all estimated to be replaced within the next 5 years, supply only/ex delivery)

Area B Tree top walk

Rope jetty, l.approx.3.2 m, width 0.4 m approx.

1

£ 978.56 £ 978.56

Rubber Jetty, l approx. 1.85 m, with solid handrail, rubber belt on rope hanging, with barriers on both sides

1

£ 865.92 £ 865.92

Rope jetty, l=2.7 m approx., bridge of several Hercules ropes (red) with steel inlay as balance rope. Net barriers of Hercules material (red) with steel inlay d=16 mm

1

£ 781.44 £ 781.44

Belt bridge, l approx. 1.85 m, with solid handrail, rubber belt on rope hanging with barriers on both sides

1

£ 865.92 £ 865.92

Tubular net, L 1.65 m, width approx. 0.7-0.8m, h. approx. 1.2 m, Net of Hercules material (red) with steel inlay, d=16 mm, with solid fixed walking surface of Robinia wood, incl. necessary barriers to the 2 connecting play towers

1

£ 2,041.60 £ 2,041.60

Bow bridge l. approx. 2.9 m, with solid handrail. Bridge with chain hand support and connected onto ropes of Hercules material (red) width=1.2m, with both sides barriers	1	£ 2,970.88	£ 2,970.88
Jungle bridge , l= approx. 3.6 m	1	£ 2,131.36	£ 2,131.36
Balance rope with support rope , 1 support rope: d=18 mm, L=4.5 m, 1 balance rope: d=24mm, L=4.5m	1	£ 197.12	£ 197.12
4x 3-cornered nets , varying sizes	1	£ 2,587.20	£ 2,587.20

Area C Tree top walk part 1

Balancing bridge, free floating Net bridge , l= 5.0 m approx., width approx. 0.8m, width walking area: 0.3 m, bridge and barriers of Hercules ropes (red) with steel inlay d=16 mm,	1	£ 4,139.11	£ 4,139.11
Balance rope with 1 support rope , balance rope of PP material (natural) with steel inlay d=15cm, l approx. 4.5 m, support rope of Hercules material (red) with steel inlay d=18 mm, L= approx. 4.5 m	1	£ 451.27	£ 451.27
Attachment balance beam support ropes: 2 support rope of Hercules material (red) with steel inlay d=18 mm, L= approx. 3.0 m / 3.5 m	2	£ 99.18	£ 198.36

Area D Tree top walk

1 Tubular net , L=2.5m, width approx. 0.7, h.approx.0.8m, Net of Hercules material (red) with steel inlay d=16 mm, squares at the bottom 10/10 cm, at the side 30/26, at the top 30/23	1	£ 1,355.46	£ 2,240.58
1 Jungle bridge , l=3.0 m, with solid handrail, rope of coco material with steel inlay, diam.=15cm, net barrier of Hercules rope red with steel inlay diam=16mm	1	£ 1,671.18	£ 2,762.47
1 Net entrance for platform h=2.2 m	1	£ 371.93	£ 614.79
1 Belt bridge , l=3.0m width 0.8 m with solid handrail and partly net barriers as fall protection, bridge of rubber jetty with enforcement , thickness 12.5 mm	1	£ 952.13	£ 1,573.87
replaced 2022: = spare 1 Net bridge , l=2.5 m with solid handrail, w=0.75m, h=0.75m, squares 25/25 cm	1	£ 1,428.19	£ 2,360.80
1 Tubular net , L=2.0m, width approx. 0.7, h.approx.0.8 m, net of Hercules material (red) with steel inlay d=16 mm, squares at the bottom 10/10 cm, at the side 30/26, at the top 30/23	1	£ 1,084.37	£ 1,792.46

	1 Balance bridge , l=2.0 m, width (walking surface) 0.3m, bridge of 3 Hercules ropes (red) with steel inlay and Robinia cut wood 6x4cm, net barrier of Hercules material (red) with steel inlay d=16 mm	1	£ 1,362.07	£ 2,251.51	
	1 Rope for Ramp ph=2.2m, l=3.4m	1	£ 69.43	£ 114.76	
	1 Belt bridge , l=3.0m, width 0.8 m with solid handrail and on both sides rope barriers, Bridge of rubber belt re-enforced, thickness 12.5 mm	1	£ 952.13	£ 1,573.87	
	2x Bird nest	2	£ 1,570.35	£ 2,595.79	
	1 Tubular net , L: 2.0 m, w. approx. 0.7 m, h. approx. 0.8m, Net of Hercules material (red) with steel inlay d=16 mm, squares at the bottom 10/10 cm, at the side 30/26, at the top 30/23	1	£ 1,084.37	£ 1,792.46	
	1 Stairs-bridge , l=approx. 4.15 m, w=1.2m, with covering at both sides, rope part only (re-use of steps for access in different heights attached)	1	£ 1,899.04	£ 1,899.04	
replaced 2022: = spare	1 Wobbly bridge , l=2.0 m, w=0.8 m with solid handrail	1	£ 748.00	£ 748.00	
Area E	Tree house Unit				
	Rope-net-bridge, l=2.0 m, without solid handrail	1	£ 1,205.60	£ 1,205.60	
	Rope for Ramp ph=2.0m,	1	£ 73.92	£ 73.92	
	Jungle bridge, l=4.0 m, with solid handrail	1	£ 2,372.48	£ 2,372.48	
Area F	Climbing unit with slide				
	Climbing net, approx. 3.0/1.0 x 2.0 m of Hercules material (blue) with steel inlay, d=16 mm, squares approx. 25 cm	11.1.21	1	£ 763.84	£ 763.84
	Support ropes of Hercules material with steel inlay d=18 mm of which 3 ropes: 1 x 3.0 m, colour yellow, 1x 2.0 m colour red, 1x 1.3 m colour green		1	£ 198.88	£ 198.88
	Horizontal net (3-cornered) of Hercules material (blue) with steel inlay d=16 mm, approx. 1.2/1.0/1.6m.squares 25/25		1	£ 196.71	£ 196.71
	Missing Single bar , h bar= 1.0 m, l= 1.2 m, total length 1.5 m approx.. Bar of stainless steel	2.3.1	1	£ 337.92	£ 337.92
	Junior Jungle Trail				
Area G	Climbing trail				

	1 Attachment climbing net, tri-angular 2.5x2.5x2.5 m, squares 25/25 cm of Hercules material (red) with steel inlay d=16 mm	1	£ 704.00	£ 704.00
	1 support rope l=2.7 m of Hercules material 18 mm diam. for balancing beam (missing)	1	£ 105.60	£ 105.60
replaced 2022: = spare	1 Net bridge. L=2.5m, without solid handrail. W=0.75, h= 0.5 m, squares 25 cm	1	£ 1,033.13	£ 1,033.13
	1 Clatter bridge l=2.5 m, with solid handrail , w= 0.8m. Rounded wood d. approx. 8 cm in distance of approx. 33 cm, ss chains	1	£ 1,827.00	£ 1,827.00
Area H	Wobbly bridge, w=0.8 m, with solid handrail, l=2.5 m	1	£ 669.47	£ 669.47
	Wobbly-Rope-Net- bridge, l. approx.2.5 m, width approx. 0.8 m, width walking surface 0.3 m. Bridge of 3 Hercules ropes (nature) with steel inlay and drawn up Robinia cut wood 6x4cm. Net barriers of Hercules rope (nature) with steel inlay d=16 mm	1	£ 1,111.86	£ 1,111.86
			Subtotal ex VAT: £ 51,129.52	
D	Additional works:			
1	Grass area underneath picnic benches refill with soil, grass seed, grass matting Safa grass, supply and installation, 2 picnic tables	approx. m2	20	£ 32.00 £ 640.00
	add. picnic tables			
	Stabilisation mesh	roll	0.33	£ 145.00 £ 48.33
	Delivery	pallet	1	£ 265.00 £ 265.00
				Subtotal ex VAT: £ 1,203.33
E	Miscellaneous:			
	Insurance			£ 550.00
	Total refurbishment, replacement of all rope elements and new equipment (ex. VAT)			£ 91,715.71



QUALITY
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CRAFTED WITH CARE

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