



# Yate Town Council

## Full Council

**Wednesday 21<sup>st</sup> June 2023**

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Poole Court (Council Chamber)** on **Tuesday 27<sup>th</sup> June 2023** between **7.00pm and 9.00pm** for the purpose of transacting the business set out in the Agenda below.

*Hayley Townsend*

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.*

- 1a. To receive apologies for absence.
- 1b. To receive 6-month leave of absence request from Councillor John Emms, until 27 December 2023.
- 1c. To receive any other leave of absence request.
2. Declarations of Interest under the Localism Act 2011

*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c)*

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



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*Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*

3. To receive any requests for dispensations.  
*(NB: Minute No. 17 of the Full Council meeting on 16 May 2023 granted dispensations to Councillors John Ford and Ray Perry to enable them to discuss matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections).*
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive and **APPROVE** the Minutes of the Annual Town Council Meeting held on 16 May 2023. [Click here for minutes](#)
6. To receive and **APPROVE** the Minutes of the Town Council Meeting held on 16 May 2023. [Click here for minutes](#)
7. To receive and **NOTE** the Minutes of the Environment and Community Committee meeting held on 30 May 2023. [Click here for minutes](#)
8. To receive and **NOTE** the Minutes of the Finance and Governance Committee meeting held on 13 June 2023. [Click here for minutes](#)
9. To **NOTE** the Minutes of the Planning and Transportation Committee meeting held on 20 June 2023 will be reported for **NOTING** at the Full Council meeting on 5 September 2023.
10. To receive and consider the following items on the Clerk's Report. (Copy herewith)
  1. **Environment and Community Committee**
    - 1/1 Items Referred from the Environment and Community Committee Meeting Held on 30 May 2023
    - 1/2 Autumn Brook Management Committee Request for Bin Emptying
    - 1/3 Consultation Response – The Ridge Junior School Footpath Widening
    - 1/4 Yate Ageing Better, Health & Wellbeing Festival 2023
  2. **Items Referred from the Finance and Governance Committee Meeting Held on 13 June 2023**
    - 2/1 Income and Expenditure Report to 31 March 2023
    - 2/2 Payment Submission Limit
    - 2/3 Armadillo Air Conditioning Unit
    - 2/4 Bank Account Signing Arrangements
    - 2/5 Armadillo Out of Parish Funding for Youth Café
    - 2/6 Localism Contract

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



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3. **Items Referred from the Planning and Transportation Committee Meeting Held on 20 June 2023**

4. **Delegated Decisions**

- 4/1 Record of Delegated Decisions
- 4/2 Planning Comments Submitted under Delegated Powers (23 May 2023 and 6 June 2023)

5. **Financial Reports**

- 5/1 Accounts for Payment
- 5/2 Internal Audit Report
- 5/3 Annual Governance Statement Year Ended 31 March 2023
- 5/4 Financial Statement & Annual Statement of Accounts Year Ended 31 March 2023
- 5/5 Notice of Public Rights

6. **Town Council Project Steering Group Reports (Task Limited)**

- 6/1 Play Areas and Properties Project Steering Group
  - (a) Kingsgate Park Refurbishment Project
- 6/2 YOSC
  - (a) YOSC Liaison - Governance
- 6/3 New North Yate Community Building

7. **Consultations**

- 7/1 Current Consultations
  - (a) South Gloucestershire Council's (Licensing Service) Street Trading Fees 2023/2024
- 7/2 Consultations Responses
- 7/3 Urgent Consultations

8. **Yate Town Centre**

- 8/1 Yate Town Centre Strategy Group

9. **Ladden Garden Village**

- 9/1 Ladden Garden Village Liaison Group

10. **Consideration of Impact of Decisions on Climate and Waste**

11. **Confidential Items**

- 11/1 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.*

- 11/2 Confidential Items – to receive any confidential items.
- 11/3 To **RESOLVE** to return to public session.



# Yate Town Council

## Full Council meeting

### 27 June 2023

#### Town Clerk's Report

#### **1 ENVIRONMENT & COMMUNITY COMMITTEE**

##### **1/1 Items Referred from The Environment & Community Committee Meeting Held on 30 May 2023**

To **NOTE** that no items were referred to Full Council from the Environment and Community Committee meeting of 30<sup>th</sup> May 2023.

##### **1/2 Autumn Brook Management Committee Request for Bin Emptying**

A request was received from Autumn Brook Management Committee for YTC to quote to empty 5 bins and 2 dog bins on a weekly and fortnightly basis as from 1<sup>st</sup> July 2023.

Quotes were provided, based on x1 hour per week, in the sum of £411.71+VAT for 26 weeks of the year (eg, fortnightly bin emptying) and £823.42+VAT for 52 weeks of the year (eg, weekly bin emptying) (subject to pending pay award).

To empty the 7 bins at Autumn Brook is achievable within existing estates team resources; however this will put the Estates Cleaner's at full capacity with no spare time to attend to sites on an adhoc basis. *(NB: In the last year, YTC has increased number of bins emptied by an additional 17 litter bins (through the localism contract and 3, through public requests)).*

Any future requests to quote for emptying bins, take more bins in-house or litter pick new sites will need to be considered alongside further recruitment for the estates team.

To consider Autumn Brook's request and agree way forward.

##### **1/3 Consultation Responses – The Ridge Junior School Footpath Widening**

To receive response from South Gloucestershire Council regarding Yate Town Council's response to 'The Ridge Junior School Footpath Widening' consultation :

Yate Town Council Response to Consultation	<i>Yate Town Council supports the footpath improvements with the caveat that there is a physical separation between the road and footpath. This physical separation could be achieved by using planning or by strategically placed street furniture. This would also deter parking along the footpath/verge.</i>
South Gloucestershire Council Response	<i>Thank you for your response to our consultation on The Ridge Junior shared use path. The design guidance for cycling infrastructure is LTN 1-20, this guidance states that vertical obstructions reduce the effective width of a cycle path by between 250 and 500mm. This is because cyclists shy away from vertical obstructions to avoid hitting them with handlebars or pedals. Any street furniture would also need to be set back from the kerb line by a minimum of 450mm. The introduction of street furniture would therefore reduce the effective width of the shared use path by up to a metre . Additionally on narrow paths the introduction of street furniture could result in reduced accessibility for disabled users. For these reasons, unfortunately we are unable to accommodate any additional street furniture separating the road from the path.</i>

#### **1/4 Yate Ageing Better Health and Wellbeing (YABHW) Festival 2023**

Following an informal discussion with members of the Yate Ageing Better, Health and Wellbeing Sub-Committee on 21 June 2023 (meeting was not quorate), it is **RECOMMENDED** to Full Council that delegated powers be granted to the Town Clerk to progress any matters relating to the Yate Ageing Better Health and Wellbeing Festival 2023, to ensure the festival action plan and timeline is achieved.

## **2 ITEMS REFERRED FROM THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 13 JUNE 2023**

### **2/1 Income and Expenditure Report to 31 March 2023**

The Finance and Governance Committee **RECOMMEND** that the income and expenditure report to 31 March 2023 be approved at Full Council 27<sup>th</sup> June 2023. (Appendix 1)

### **2/2 Payment Submission Limit**

The Finance and Governance Committee **RECOMMEND** that the below Payment Submission Limit be approved at Full Council on 27<sup>th</sup> June 2023:

5.2 *A limit of funds that can be authorised in any one payment submission will be set with the bank and shall be renewed by resolution of the council annually. For large projects administration, the limit of funds may be exceeded, if necessary up to a tier 2 limit set, using alternative authorisation (see 5.10 and 6.4 (b)).*

5.3 *Tier 1 payments will set in the sum of up to £150,000 (authorised by two members of council and countersigned by the Clerk/RFO) and Tier 2 payments will be anything over £150,000 (authorised by three members of council and countersigned by the Clerk/RFO).*

### **2/3 Armadillo – Air Conditioning Unit**

It be **RECOMMENDED** to Full Council on 27<sup>th</sup> June 2023 that:

- Delegated powers be granted to the Town Clerk in consultation with Councillor John Ford, to investigate, specify, and if required appoint a contractor to complete works regarding the installation of an air conditioning system in the cinema room at the Armadillo;
- If works are undertaken, these be paid from any identifiable underspend from the 23/24 Armadillo Budget, with a contingency in place to cover the cost from the Major Project Sinking Fund earmarked reserve up to the value of £10,000 if the funds are unavailable from the 23/24 budget.

### **2/4 Bank Account Signing Arrangements**

An up-to-date list of organisations used by Yate Town Council, along with authority settings, was received and considered at the Finance and Governance Committee meeting on 13<sup>th</sup> June 2023. (Appendix 2)

It is **RECOMMENDED** to Full Council that Yate Town Council continue with existing financial organisations and authorisations, and that Councillor Ray Perry be nominated for the vacant signatory position following the 2023 elections.

### **2/5 Armadillo Out of Parish Funding for Youth Café**

Further to minute 7.3 of the Environment and Community Committee on 24<sup>th</sup> January 2023 in which it was resolved;

- *YTC to write to parishes with more than 5% resident attendance to Armadillo youth sessions, to request an open conversation with the parish, about how “we” support young people from their parish, that want to attend Armadillo youth sessions in Yate;*

- *Commit to an annual data sample, to inform ongoing analysis of participant data, and future grant funding requests to parishes.*

It was **RESOLVED**;

- Councillors Tony Davis, Mike Drew, Wendy Tomasin and Chris Wilmore be nominated to attend 2 separate meetings with Dodington and Sodbury Councils;

Full Council be asked to consider:

- granting delegated powers to the Town Clerk, in consultation with nominated members above, with the aim to secure their investment in youth services at Armadillo, and/or to encourage parishes to “match fund” the SGC LOT2 provision;
- the recommendation from the Finance and Governance Committee of 13<sup>th</sup> June 2023 that access to the service remains as is for non-Yate residents attending the Armadillo while Yate Town Council hold conversations with neighbouring parishes. Furthermore, that access to non-Yate residents over and above the existing service is not provided unless a financial contribution is provided and agreed by Yate Town Council.

## **2/6 Localism Contract**

Further to the Finance and Governance Committee resolution (Minute No. 6.8(d) that:

*contact be made with South Gloucestershire Council to:-*

- *welcome the pilot in Yate;*
- *request that the charge to YTC for the extra cuts be reduced by 80% to coincide with the 80% reduction in cut frequency, given that SGC will receive government funding.*

To receive response from SGC as follows:

*There should be no changes to the payments made under localism as the new arrangements will not mean the service is being provided at a lower cost - in fact we are having to invest in new equipment in order to collect the grass. The Live Labs 2 project is an innovation project, so effectively a 3-year long experiment and it remains to be seen at this stage whether the changes will be permanent, or just temporary – depending on the findings of the project.*

To be advised that:

- the localism contract is broken down into 4 areas:

Below is a breakdown of service costs for your council for the period 2023/24.

FEATURE TYPE	UNITS	MEASURE	Total
AMENITY GRASS	m <sup>2</sup>	93,153.96	£16,342.14
CONSERVATION CUT - SUMMER - Goose Green Way	m <sup>2</sup>	1,816.17	£460.54
SHRUB BED - MULCHED	m <sup>2</sup>	6,087.16	£6,180.23
DOG BINS	NUM	45.00	£8,481.17
		<b>TOTAL</b>	<b>£31,464.08</b>

- the pilot scheme relates to the amenity grass;
- an 80% reduction in the amenity grass charge would result in a charge of £3,268.43 instead of £16,342.14, bringing the total contract cost down to £18,390.37;
- YTC has budgeted for the full service cost of £31,464,08.

To agree way forward.

### **3 ITEMS REFERRED FROM THE PLANNING & TRANSPORTATION COMMITTEE MEETING HELD ON 20 JUNE 2023**

To receive any recommendations from the Planning and Transportation Committee meeting of 20<sup>th</sup> June 2023.

### **4 DELEGATED DECISIONS**

#### **4/1 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 19th June 2023. [Click here to see list.](#)

#### **4/2 Planning Comments Submitted Under Delegated Powers**

To **NOTE** that Planning and Transportation Committee meetings did not take place on 23<sup>rd</sup> May 2023 and 6 June 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 of 23<sup>rd</sup> May and 6<sup>th</sup> June were formally reported to the Planning and Transportation Committee meeting held on 20<sup>th</sup> June 2023.



## **5 FINANCIAL REPORTS**

### **5/1 Accounts for Payment**

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

### **5/2 Internal Audit Report**

To receive the Annual Internal Audit Report for year ending 31 March 2023. (Appendix 3)

### **5/3 Annual Governance Statement Year Ended 31 March 2023**

To receive the Annual Governance Statement (Section 1 of the Annual Return) for year ended 31 March 2023 for formal approval. (Appendix 4)

### **5/4 Financial Statement & Annual Statement of Accounts Year Ended 31 March 2023**

To receive the Town Council Financial Statement (Appendix 5) and, the Accounting Statements (Section 2 of the Annual Return) for year ended 31 March 2023 (Appendix 6) for formal approval.

### **5/5 Notice of Public Rights**

To **NOTE** in line with the Accounts and Audit Regulations 2015 (SI 2015/234) the following items will be published on Yate Town Council Website and Poole Court noticeboard commencing 29<sup>th</sup> June 2023 and ending 9<sup>th</sup> August 2023:

- Notice of Public Rights
- Section 1 of the AGAR – Annual Governance Statement 2022/2023
- Section 2 of the AGAR – Accounting Statements 2022/2023

## **6 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

### **6/1 Play Areas and Properties Project Steering Group**

#### **(a) Kingsgate Park Refurbishment Project**

To **NOTE**:

Minutes of the Play Areas and Properties Project Steering Group meeting that took place on 18 May 2023 [Click here for minutes](#)

- A meeting took place with a representative of SGC's Property Services on 7<sup>th</sup> June 2023 and the request that the 2028 break clause be removed from the 50-year lease for Kingsgate Park was reiterated;
- Phase 1 - Childrens Playground timber refurbishment:
  - JCT Minor Works contracts are complete;

- A preliminary site visit with the supplier took place week commencing 15 May 2023;
- works are scheduled to commence week commencing 19<sup>th</sup> June 2023, with instructions on minimal work program during the weekend of Yate Rocks;
- Works will take approximately 6 weeks to complete and will be phased (where possible), to ensure as many areas as possible remain open for use;
- Risk assessments and method statements (RAMS) have been requested from the supplier ahead of works commencing and proof of insurances have been received;
- Refurbishment of Multi Games Area (MUGA) – supplier has been chased for dates for works;
- Eibe Phase 2 – New equipment, Kingsgate Park refurbishment:
  - email consultation took place with the Project Steering Group, to confirm the final order;
  - in accordance with delegated powers granted at Full Council on 28<sup>th</sup> June 2023 (*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)*), email consultation took place with the Project Steering Group and a majority accepted the following recommendations:
    - *Include Eibe Integration seesaw in final design, the most popular option in recent public consultation [Integration Seesaw metal \(eibe.co.uk\)](https://www.eibe.co.uk);*
    - *Include Robinia wood golpio/basic seesaw in final design (in addition to accessible seesaw);*
    - *replace existing metal play unit with Eibe Bo unit in final design.*
    - *Additional nets requested can be added to the BO unit, costs will take a few days to be confirmed, Eibe have recommended the phase 2 main order is placed to prevent delay, additional features can be easily added at a later date;*
    - *Officers recommend progressing with the quiet area as planned, officers will explore options and make recommendations for barriers/ screening in due course;*
    - *Officers recommend seeking feedback from ROSPA and from the refurbishment supplier, on options for additional steps, foot rails etc.*
    - agreement to place the Eibe phase 2 order, on 9<sup>th</sup> June 2023, to the value of £239,726.88 ex VAT, following consultation with members of the Project Steering Group, the Chair of the Project Steering Group, the Chair of the Environment and Community Committee, and the Chair of Yate Town Council, in accordance with the delegation of powers granted on 28<sup>th</sup> June 2023; [Click here for details](#)
    - the maximum budget available to Phase 2 of this project is £250,000, inclusive of a £25,000 contingency budget.
    - X3 supplier references were returned satisfactory;

- the following items are in progress:
- final costings for additional ropes on the Bo unit (awaited from Eibe);
- implementation / works schedule (awaited from Eibe);
- JCT Design and Build Contracts to be signed by both parties (sent to Eibe on 12 June 2023);
- Spec for planting, path works and interpretation board associated with the Coronation bench are being worked on in partnership with the Friends of Kingsgate Park. A meeting was held on 23<sup>rd</sup> June to discuss; to receive any update.

## 6/2 YOSC

### (a) YOSC Liaison – Governance

To **NOTE** that a written response is awaited from YOSC Ltd further to the draft lease and funding agreement issued in December 2022.

To also **NOTE** that the TOCA arrangement is up for renegotiation from 23 July 2023 and South Gloucestershire Council has been advised that YTC and YOSC Ltd are interested in discussing what it would look like if YOSC Ltd became a TOCA partner, and YTC was dropped out of the arrangement. To receive any update if available.

## 6/3 New North Yate Community Building (NNYCB)

To receive any further information if available, further to contact made by Yate Town Council on 18<sup>th</sup> April 2023 (as reported at the Full Council meeting on 16<sup>th</sup> May 2023) and further to the Ladden Garden Village meeting held on 21<sup>st</sup> June 2023 (item 9 below).

## 7. CONSULTATIONS

### 7/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
South Glos Council's (Licensing Service) Street Trading Fees for 2023/24	<a href="#">Link to consultation details</a>	21.06.2023	12.07.2023	

### 7/2 Consultation Responses

No consultation responses to report.

### **7/3 Urgent Consultations**

To receive any urgent consultations.

### **8 YATE TOWN CENTRE**

#### **8/1 Yate Town Centre Strategy Group**

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

### **9 LADDEN GARDEN VILLAGE**

#### **9/1 Ladden Garden Village Liaison Group**

To receive notes of the Ladden Garden Village Liaison meeting held on 21<sup>st</sup> June 2023. (To be circulated)

### **10 CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE, PLANET AND WASTE**

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

### **11 CONFIDENTIAL ITEMS**

#### **11/1 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.*

#### **11/2 Confidential Items**

To receive any confidential items.

**11/3** To **RESOLVE** to return to public session.

05/06/2023

## YATE TOWN COUNCIL

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15:00

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## 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	16,960	15,165	(1,795)			111.8%
	Expenditure	21,876	24,665	25,104	440	165	275	98.9%
	Movement to/(from) Gen Reserve	<u>(6,382)</u>	<u>(7,704)</u>					
102	Football Pitches/Pavilion							
	Income	7,237	6,983	7,023	40			99.4%
	Expenditure	18,557	22,496	16,799	(5,697)	(63)	(5,633)	133.5%
	Net Income over Expenditure	<u>(11,320)</u>	<u>(15,513)</u>	<u>(9,776)</u>	<u>5,737</u>			
	plus Transfer from EMR	0	3,181					
	less Transfer to EMR	(2,010)	0					
	Movement to/(from) Gen Reserve	<u>(9,310)</u>	<u>(12,331)</u>					
104	Tennis Courts - Sunnyside Lane							
	Income	1,321	1,437	1,574	137			91.3%
	Expenditure	359	3,616	636	(2,980)		(2,980)	568.6%
	Net Income over Expenditure	<u>962</u>	<u>(2,179)</u>	<u>938</u>	<u>3,117</u>			
	plus Transfer from EMR	0	3,286					
	less Transfer to EMR	(386)	0					
	Movement to/(from) Gen Reserve	<u>1,348</u>	<u>1,106</u>					
105	Kingsgate Park							
	Income	8,006	8,843	8,398	(445)			105.3%
	Expenditure	32,099	43,725	37,809	(5,916)	3,148	(9,064)	124.0%
	Net Income over Expenditure	<u>(24,093)</u>	<u>(34,882)</u>	<u>(29,411)</u>	<u>5,471</u>			
	plus Transfer from EMR	-2,039	2,672					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(26,132)</u>	<u>(32,210)</u>					
106	Brinsham Fields							
	Expenditure	17,595	16,997	21,904	4,907		4,907	77.6%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(17,595)</u>	<u>(16,997)</u>					
108	Abbotswood Centre							
	Income	0	1,049	0	(1,049)			0.0%
	Expenditure	441	636	1,146	510		510	55.5%
	Movement to/(from) Gen Reserve	<u>(441)</u>	<u>413</u>					
109	YOSC							
	Income	29,060	26,080	78,980	52,900			33.0%
	Expenditure	62,555	48,153	145,411	97,258		97,258	33.1%
	Net Income over Expenditure	<u>(33,496)</u>	<u>(22,073)</u>	<u>(66,431)</u>	<u>(44,358)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	(9,413)	10,964					
	Movement to/(from) Gen Reserve	<u>(24,083)</u>	<u>(33,037)</u>					
111	PA - Eggshill Lane							
	Expenditure	1,871	933	1,394	461		461	67.0%
112	PA - Kingsgate Park Junior							
	Expenditure	2,217	836	1,222	386		386	68.4%
113	PA - Kingsgate Park Senior							
	Expenditure	1,822	1,393	2,041	648		648	68.2%
114	PA - Howard Lewis							
	Expenditure	2,986	1,503	1,432	(71)		(71)	104.9%
115	PA - St Mary's Senior							
	Expenditure	1,724	1,659	1,569	(90)		(90)	105.8%
116	PA - St Mary's Junior							
	Expenditure	910	290	1,101	811		811	26.4%

15:00

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## 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	962	3,850	2,888	2,888	25.0%	
118	PA - Wellington Road	Expenditure	448	180	839	659	659	21.4%	
119	PA - Witches Hat	Expenditure	3,563	2,904	3,834	930	5,500	(4,570)	219.2%
	plus Transfer from EMR		0	0					
	less Transfer to EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(3,563)</u>	<u>(2,904)</u>					
120	PA - Abbotswood	Expenditure	4,513	5,006	500	(4,506)	(4,506)	1001.2%	
121	PA - Millside Playzone	Expenditure	1,753	2,445	1,445	(1,000)	(1,000)	169.2%	
122	PA - Lye Field	Expenditure	59	102	839	737	737	12.2%	
123	PA - Peg Hill Skate Park	Expenditure	10,193	8,994	9,239	245	125	120	98.7%
	plus Transfer from EMR		0	0					
	Movement to/(from) Gen Reserve		<u>(10,193)</u>	<u>(8,994)</u>					
124	PA - Yate West Kickabout	Expenditure	229	180	839	659	659	21.4%	
125	PA - Longs Drive Playzone	Expenditure	693	6,665	1,259	(5,406)	6,301	(11,707)	1029.8%
126	PA - Brinsham Park	Expenditure	1,940	712	1,339	627	627	53.2%	
129	Play Areas	Expenditure	44,098	40,537	60,594	20,057	20,057	66.9%	
130	Open Spaces	Income	391	4,027	60	(3,967)		6711.3%	
	Expenditure		78,682	82,547	90,472	7,925	1,020	6,905	92.4%
	Net Income over Expenditure		<u>(78,291)</u>	<u>(78,520)</u>	<u>(90,412)</u>	<u>(11,892)</u>			
	plus Transfer from EMR		0	450					
	Movement to/(from) Gen Reserve		<u>(78,291)</u>	<u>(78,070)</u>					
160	Estates Staff	Income	2,165	0	0	0		0.0%	
	Expenditure		110,328	116,731	109,791	(6,940)	235	(7,175)	106.5%
	Movement to/(from) Gen Reserve		<u>(108,163)</u>	<u>(116,731)</u>					
170	Est Crewcab Tipper WA66ECX	Expenditure	7,054	7,810	6,848	(962)	(962)	114.0%	
171	Est Kangoo Bus Van WN71SZG	Expenditure	5,249	7,217	4,580	(2,637)	(2,637)	157.6%	
172	Est Tractor J418 ODG	Expenditure	1,577	4,313	1,864	(2,449)	3,179	(5,628)	401.9%
173	Est Kubota Mower Y434 HEU	Expenditure	800	2,903	1,759	(1,144)	(1,144)	165.0%	
174	Est Renault Kangoo BT18 DZL	Expenditure	3,552	3,546	4,115	569	569	86.2%	
176	Estates Equipment	Income	73	0	0	0		0.0%	
	Expenditure		5,990	6,338	5,323	(1,015)	(504)	(511)	109.6%
	Movement to/(from) Gen Reserve		<u>(5,916)</u>	<u>(6,338)</u>					
177	Est Batwing Mower (KP) WX15KKC	Expenditure	3,153	13,896	14,232	336	336	97.6%	
178	Estates Ranger Pickup EF18 XBM	Expenditure	5,539	6,468	6,917	449	449	93.5%	
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	4,798	1,200	(3,598)	(3,598)	399.8%	
	Movement to/(from) Gen Reserve		<u>(813)</u>	<u>(1,033)</u>					
501	Democratic Representation	Expenditure	386	394	7,481	7,087	7,087	5.3%	
	plus Transfer from EMR		0	0					
	less Transfer to EMR		1,000	16,014					

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## 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>(16,408)</u>					
502 Civic Expenses	Income	180	260	0	(260)			0.0%
	Expenditure	2,587	2,618	3,868	1,250		1,250	67.7%
	Net Income over Expenditure	<u>(2,407)</u>	<u>(2,358)</u>	<u>(3,868)</u>	<u>(1,510)</u>			
	plus Transfer from EMR	-226	94					
	less Transfer to EMR	0	525					
	Movement to/(from) Gen Reserve	<u>(2,633)</u>	<u>(2,789)</u>					
505 Adjustment to Reserves	Expenditure	0	0	0	0	2,064	(2,064)	0.0%
508 Service Support	Income	1,412,529	1,559,499	1,540,994	(18,505)			101.2%
	Expenditure	366,348	399,455	417,169	17,714	197	17,517	95.8%
	Net Income over Expenditure	<u>1,046,181</u>	<u>1,160,044</u>	<u>1,123,825</u>	<u>(36,219)</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>1,046,181</u>	<u>1,160,044</u>					
510 Grants	Expenditure	20,011	22,663	17,500	(5,163)		(5,163)	129.5%
	plus Transfer from EMR	-2,489	2,404					
	less Transfer to EMR	0	227					
	Movement to/(from) Gen Reserve	<u>(22,500)</u>	<u>(20,486)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
512 Community Support	Income	3,806	9,049	7,346	(1,703)			123.2%
	Expenditure	164,820	174,450	207,889	33,439		33,439	83.9%
	Net Income over Expenditure	<u>(161,013)</u>	<u>(165,401)</u>	<u>(200,543)</u>	<u>(35,142)</u>			
	plus Transfer from EMR	-14,096	1,500					
	less Transfer to EMR	0	11,356					
	Movement to/(from) Gen Reserve	<u>(175,109)</u>	<u>(175,257)</u>					
550 Heritage Centre	Income	2,995	14,281	2,800	(11,481)			510.0%
	Expenditure	82,346	90,131	92,322	2,191	2,224	(33)	100.0%
	Net Income over Expenditure	<u>(79,351)</u>	<u>(75,850)</u>	<u>(89,522)</u>	<u>(13,672)</u>			
	plus Transfer from EMR	-273	273					
	less Transfer to EMR	0	10,960					
	Movement to/(from) Gen Reserve	<u>(79,624)</u>	<u>(86,538)</u>					
551 Parish Hall	Income	11,768	18,263	11,193	(7,070)			163.2%
	Expenditure	11,916	19,423	18,340	(1,083)		(1,083)	105.9%
	Movement to/(from) Gen Reserve	<u>(148)</u>	<u>(1,160)</u>					
552 Pop Inn Cafe	Income	7,914	22,662	7,343	(15,319)			308.6%
	Expenditure	28,593	36,963	34,791	(2,172)		(2,172)	106.2%
	Net Income over Expenditure	<u>(20,679)</u>	<u>(14,301)</u>	<u>(27,448)</u>	<u>(13,147)</u>			
	less Transfer to EMR	0	1,120					
	Movement to/(from) Gen Reserve	<u>(20,679)</u>	<u>(15,421)</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
553	Poole Court							
	Income	29,007	48,382	32,540	(15,842)			148.7%
	Expenditure	87,005	91,093	97,530	6,437	507	5,930	93.9%
	Net Income over Expenditure	<u>(57,998)</u>	<u>(42,711)</u>	<u>(64,990)</u>	<u>(22,279)</u>			
	plus Transfer from EMR	0	133					
	Movement to/(from) Gen Reserve	<u>(57,998)</u>	<u>(42,579)</u>					
554	Armadillo							
	Income	58,005	73,644	60,418	(13,226)			121.9%
	Expenditure	312,254	341,518	257,842	(83,676)	2,225	(85,902)	133.3%
	Net Income over Expenditure	<u>(254,249)</u>	<u>(267,874)</u>	<u>(197,424)</u>	<u>70,450</u>			
	plus Transfer from EMR	0	88,601					
	less Transfer to EMR	(45,383)	500					
	Movement to/(from) Gen Reserve	<u>(208,866)</u>	<u>(179,772)</u>					
555	Facilities Development							
	Income	368	0	0	0			0.0%
556	YMCA							
	Income	3,560	11,110	3,430	(7,680)			323.9%
	Expenditure	10,837	16,388	11,513	(4,875)		(4,875)	142.3%
	Movement to/(from) Gen Reserve	<u>(7,277)</u>	<u>(5,279)</u>					
600	Capital Expenditure							
	Income	91,115	31,048	0	(31,048)			0.0%
	Expenditure	210,638	120,061	100,200	(19,861)	97,518	(117,379)	217.1%
	Net Income over Expenditure	<u>(119,523)</u>	<u>(89,013)</u>	<u>(100,200)</u>	<u>(11,187)</u>			
	plus Transfer from EMR	90,392	81,809					
	less Transfer to EMR	26,726	97,475					
	Movement to/(from) Gen Reserve	<u>(55,857)</u>	<u>(104,679)</u>					
	<b>Grand Totals:- Income</b>	<b>1,684,993</b>	<b>1,857,342</b>	<b>1,777,264</b>	<b>(80,078)</b>			<b>104.5%</b>
	<b>Expenditure</b>	<b>1,756,956</b>	<b>1,807,312</b>	<b>1,855,691</b>	<b>48,379</b>	<b>123,840</b>	<b>(75,461)</b>	<b>104.1%</b>
	<b>Net Income over Expenditure</b>	<b><u>(71,963)</u></b>	<b><u>50,030</u></b>	<b><u>(78,427)</u></b>	<b><u>(128,457)</u></b>			
	plus Transfer from EMR	71,269	184,403					
	less Transfer to EMR	-29,465	149,142					
	Movement to/(from) Gen Reserve	<u>28,772</u>	<u>85,291</u>					



**Report regarding  
Yate Town Council Bank Accounts, Bank Cards and Signatories June 2023**

To **NOTE** In line with the council's Financial Regulations to *Determine and keep under regular review the bank mandate of all council bank accounts;*

Please find listed below the banking institutions in which Yate Town Council currently holds its funds, followed by the authorisation for each account.

Members to review the arrangements and provide a nomination for the vacant position following the Elections of 2023

**Bank/Investment Accounts in the name of Yate Town Council**

<b>Name of Organisation and account name</b>	<b>Authorisation</b>	<b>How Authorised</b>
1. Nationwide 95 Day Saver	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	By two councillors plus one of either the Town Clerk or RFO & Finance Manager for payments up to £150,000. For payments exceeding this amount 3 member signatures are required plus one of either the Town Clerk or RFO.  Account holds reserve of funds and the only transactions made would be to transfer funds in to nominated Town Council bank accounts
2. Nationwide Instant Saver	As above	As above
3. Triodos	As above	As above
4. Co-op Bank	As above	As above
5. CCLA Public Sector Deposit Fund	Town Clerk RFO & Finance Manager Deputy RFO	Two signatories from staff listed. An investment account only. Funds can only be transferred in to nominated Town Council Barclays bank account. No other transactions can be made.

6. Barclays Current Account	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	By two councillors plus one of either the Town Clerk or RFO & Finance Manager for payments up to £150,000. For payments exceeding this amount 3 member signatures are required plus one of either the Town Clerk or RFO.  Barclays.net payment cards held by listed Councillors, Town Clerk, RFO & Finance Manager and Deputy RFO
7. Barclays Instant Access Saver Account	Town Clerk RFO & Finance Manager Councillors: <ul style="list-style-type: none"> <li>• Tony Davis</li> <li>• Mike Drew</li> <li>• John Ford</li> <li>• Cheryl Kirby</li> <li>• Karl Tomasin</li> <li>• <b>Vacant</b></li> </ul>	Funds are transferred from this bank account to the Barclays Current Account by way of an automatic transfer facility. This automatic transfer ensures that all payments from the Barclays Current Account can be paid.
8. Barclays Imprest Bank Account	Town Clerk RFO & Finance Manager Deputy Town Clerk & SSM Deputy RFO Venue Operations Officer Venue Operations Assistant Senior Youth Coordinator	Any two signatures to authorise unless visa card used. Evidence retained confirming approval of payment. Up to £2,500 in any one calendar month.  Town Clerk, RFO & Finance Manager, Deputy RFO, Venue Operations Officer, Venue Operations Assistant & Senior Youth Coordinator hold Visa cards
9. Barclaycard Credit Card	Town Clerk RFO & Finance Manager Deputy RFO	Limit set at £6,000 for the facility. Subject to automatic payment in full via direct debit from existing Barclays current account. Evidence retained confirming approval of payment.

## Annual Internal Audit Report 2022/23

ENYATE TOWN COUNCIL

<https://yatetowncouncil.gov.uk/accounts-and-budgets/end-of-year-accounts>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

22/09/2023

05/06/2023

DD/MM/YYYY

Name of person who carried out the internal audit

Rachel Massey INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

06/06/2023

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

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

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



**YATE TOWN COUNCIL**  
**FINANCIAL STATEMENT**  
**FOR YEAR ENDED 31 MARCH 2023**



# YATE TOWN COUNCIL

## INDEX

For the Year Ended 31 March 2023

### Page Numbers

3	Council Information
4	Internal Auditors Report
5	Income and Expenditure Account
6	Balance Sheet
7 to 13	Notes to the Accounts
Appendix A	Earmarked Reserves as at 31.03.2023
Appendix B	Yate Community Plan Accounts 2022/2023
Appendix C	Wills Davis Atwell Accounts 2022/2023

## YATE TOWN COUNCIL

### Council Information

#### Mayor:

- 1 Councillor Cheryl Kirby

#### Councillors:

- 2 Aziz Chowdhry
- 3 Nicola Clarke
- 4 Tony Davis
- 5 Mike Drew
- 6 John Emms
- 7 Sandra Emms
- 8 John Ford
- 9 Margaret Marshall
- 10 Gabriela Miron
- 11 Alan Monaghan
- 12 Ben Nutland
- 13 Ray Perry
- 14 Tony Sharp
- 15 Karl Tomasin
- 16 Wendy Tomasin
- 17 Chris Willmore

#### The following Councillors stepped down in the 2023 elections:

John Gawn  
Wully Perks  
Jane Price  
Penny Thoyts

#### Clerk:

Hayley Townsend

#### Responsible Finance Officer:

Paul Carroll

#### Yate Town Council Website

[www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)

#### Auditors:

BDO LLP Arcadia House, Waritime Walk, Ocean Village, Southampton, SO14 3TL

#### Internal Auditors:

South Gloucestershire Council Internal Audit

YATE TOWN COUNCIL

Annual Internal Audit Report 2022/23

EN YATE TOWN COUNCIL TY

<https://yatetowncouncil.gov.uk/accounts-and-budgets/end-of-year-accounts> **ESS**

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/09/2023 05/06/2023 DD/MM/YYYY

Rachel Massey INTERNAL AUDITOR

Signature of person who carried out the internal audit

*R Massey* **REQUIRED**

Date

06/06/2023

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

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



**YATE TOWN COUNCIL**

**Income and Expenditure Account  
For the Year Ended 31 March 2023**

	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>INCOME</b>			
Precept on District Council		1,539,994	1,398,502
Agency Services	3	2,048	1,898
Loan and Capital Receipts	15	32,103	91,115
Interest and Investment Income	2	19,005	1,773
Leisure and Recreation		59,648	60,880
Play Areas		-	-
Open Spaces and Public Rights of Way		3,828	391
Estates Dept.		-	2,238
Grants and Community Support		16,170	4,834
Transport Initiatives		3,765	-
Establishment/General Administration		500	10,356
Civic and Demographic		260	180
Other Services		-	368
Heritage Centre		13,781	2,800
Parish Hall		18,263	11,530
Pop Inn Café		19,778	7,914
Poole Court		47,382	29,007
YMCA		11,110	3,560
Armadillo		69,707	57,648
		<u>1,857,342</u>	<u>1,684,994</u>
<b>EXPENDITURE</b>			
Establishment/General Administration	5	399,455	366,348
Capital Expenditure		119,077	162,208
Other Project Expenditure		985	48,430
Loan Charges	11	73,857	73,852
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		141,734	135,130
Children's Play Areas		75,301	82,632
Open Spaces and Public Rights of Way		83,183	79,123
Estates Department		169,222	143,604
Grants and Community Support		197,113	184,833
Transport Initiatives		4,798	813
Civic and Democratic		3,012	2,973
Other Services		-	-
Heritage Centre		72,007	64,222
Parish Hall		19,423	11,916
Pop Inn Café		36,963	28,593
Poole Court		91,093	87,005
Armadillo		303,701	274,437
YMCA		16,388	10,837
		<u>1,807,312</u>	<u>1,756,956</u>
<b>General Fund</b>			
Balance as at 1 April 2022		528,866	513,295
Add: Total Income		1,857,342	1,684,994
		<u>2,386,207</u>	<u>2,198,289</u>
Deduct: Total Expenditure		<u>( 1,807,312)</u>	<u>( 1,756,956)</u>
		578,895	441,333
Transfer (to) other Reserves	12	35,261	87,533
General Reserve Balance at 31 March 2023		<u>614,156</u>	<u>528,866</u>

**YATE TOWN COUNCIL**

**Balance Sheet  
as at 31 March 2023**

	Notes	2023 £	2023 £	2022 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	7		5,381,210	5,417,621
<b>Current Assets</b>				
Debtors	8	35,897		34,427
Cash at Bank and In Hand		1,645,739		1,581,316
		<u>1,681,636</u>		<u>1,615,743</u>
<b>Current Liabilities</b>				
Creditors and accrued expenses	9	(139,915)		(124,052)
<b>Net Current Assets</b>			1,541,721	1,491,691
<b>Total Assets Less Current Liabilities</b>			<u>6,922,931</u>	<u>6,909,312</u>
<b>Long Term Liabilities</b>				
Creditors - More Than One Year	11		<u>(335,975)</u>	<u>(382,319)</u>
			<u>6,586,956</u>	<u>6,526,993</u>
<b>Capital and Reserves</b>				
Council Resources Invested in fixed Assets			5,045,235	5,035,302
Earmarked Reserves	12	927,565		962,825
General Reserve		614,156		528,866
		<u>1,541,721</u>		<u>1,491,691</u>
Council Resources Available			<u>1,541,721</u>	<u>1,491,691</u>
			<u>6,586,956</u>	<u>6,526,993</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2023 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.

.....  
Councillor Cheryl Kirby  
Mayor

.....  
Paul Carroll  
Responsible Finance Officer

Date.....

Date.....

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2023

### 1 Principal Accounting Policies

#### **Accounting Convention**

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

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

#### **Fixed Assets**

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

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

Community assets either intrinsic or purely nominal value.

#### **Debtors and Creditors**

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

#### **Stocks and Work in Progress**

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

#### **External Loan Repayments**

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

#### **Leases**

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

#### **Reserves**

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

#### **Interest Income**

All interest receipts are credited initially to general funds.

#### **Power of General Competence**

With effect from 08.01.2013 Yate Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). This was renewed on 19 May 2015, 15 May 2019 & 16 May 2023. Therefore, with effect from 08.01.2013 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### **Audit**

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

## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2023

#### **Pensions**

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

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

The last actuarial valuation took place on 31 March 2022 and any changes in contribution rates as a result of that valuation took effect as from 1st April 2023. The next valuation is due to take place in March 2025.

<b>2 Interest and Investment Income</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	19,005	1,773
	19,005	1,773
	19,005	1,773

#### **3 Agency Work**

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

<b>Commissioning Authority and Nature of Work</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Administration of Joint Parish Meetings	-	741
Administration of Community Plan meetings	637	556
Administration of Wills Davis Atwell Charity meetings	163	600
Play Area Inspections & Repair for Autumn Brook Management Company Ltd	1,248	-
	2,048	1,898
	2,048	1,898

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

<b>Commissioned Authority and Nature of Work</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
South Gloucestershire Council - Payroll	1,880	1,860
South Gloucestershire Council - HR Services	1,709	1,722
South Gloucestershire Council - IT Provision (Inc. support, hardware, software, storage, internet)	11,000	11,324
South Gloucestershire Council - Internal Audit	1,100	1,060
South Gloucestershire Council - Highways Maintenance	26,978	28,603
South Gloucestershire Council - Cleaning Armadillo	16,669	16,838
South Gloucestershire Council - Urbie SLA	604	604
	59,940	62,011
	59,940	62,011

#### **4 Tenancies**

During the year the following tenancies were held:

##### **Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/ Non Repairing</b>
		<b>£</b>	
Parents & Carers	Office, Poole Court	6,400	Non - repairing
Yate Men's Shed	Committee Room,	2,517	Non - repairing

## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2023

#### Council as tenant

Landlord	Property	Rent p.a. £	Repairing/Non Repairing
South Gloucestershire Council	Rodford Field	Peppercorn 1	N/A
South Gloucestershire Council	Brinsham Park	Peppercorn 1	N/A
South Gloucestershire Council	Kingsgate Park	Peppercorn 1	N/A
South Gloucestershire Council	Tyndale Park	Peppercorn 1	N/A
South Gloucestershire Council	Land at Longs Drive	Peppercorn	N/A
South Gloucestershire Council	Millside Play Area and Open Space Land	Nil 1	N/A
South Gloucestershire Council	St Mary's Play Area	Peppercorn	N/A
South Gloucestershire Council	Land at Wellington Road	Nil 1	N/A
South Gloucestershire Council	Witches Hat Play Area	Peppercorn	N/A
South Gloucestershire Council	Land at Tyndale Primary School	£1 per annum 1	N/A
South Gloucestershire Council	Land at Pop Inn Café	Peppercorn 1	N/A
South Gloucestershire Council	Partial Land at YOSC	Peppercorn 1	Repairing
South Gloucestershire Council	Land at Yate Common	Peppercorn	N/A

## 5 Publicity

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

	2023 £	2022 £
Other Advertising	524	
Publicity	1,680	1,260
	2,204	1,260

## 6 Pensions

For the year of account the council's contributions equals 17.5% of employees' pensionable pay.

Following the 2019 actuarial valuation the council's contribution rates has increased to 17.5% for years 2020 - 2023 plus a deficit recovery of £600 in 2020/2021, £600 in 2021/2022 and £700 2022-2023.

Yate Town Council has paid the deficit recovery in advance for the years 2020 - 2023 in the sum of £1,780 saving the council the sum of £120 over a period of three years. £36,820 has been accrued and earmarked in readiness for the next deficit repayment in 2023/2026 resulting from the 2022 actuarial valuation to be undertaken.

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2023

### 7 Fixed Assets

	2023 £ Value	2022 £ Value
At 31st March the following assets were held:		
NB: Some assets, where applicable, have been re-instated in 2014/2015 to the earliest known value in line with the Fixed Asset Principal Accounting Policies - see note 1		
<b><u>Freehold Land and Buildings</u></b>		
Poole Court	450,000	450,000
Eggshill Lane/Station Road Parish Hall	56,000	56,000
Land at Broad Lane Sports Complex (YOSC entrance)	14,000	14,000
Sunnyside Sports Pavilion	176,510	176,510
Sunnyside Bowling Green	46,812	46,812
Sunnyside Football Pavilion	170,108	170,108
Heritage Centre	300,000	300,000
Pop Inn Café	150,000	150,000
Tennis Courts at Sunnyside and Howard Lewis	225,000	225,000
Armadillo Yate Youth Venue & Cafe	1,347,344	1,347,344
Abbotswood Land & Garage	19,800	19,800
YMCA	154,000	154,000
	<b>3,109,574</b>	<b>3,109,574</b>
<b><u>Vehicles and Equipment</u></b>		
Community Buildings Furniture and Equipment	227,169	225,090
Office Equipment	53,450	54,757
Estates Vehicles, Machinery and Equipment	74,600	123,521
Play Equipment	1,405,211	1,405,211
Armadillo Equipment	223,253	224,276
	<b>1,983,683</b>	<b>2,032,855</b>
<b><u>Infrastructure Assets</u></b>		
Bus Shelters	33,859	33,859
Footpaths	3,900	3,900
Fencing and Gates	27,487	27,487
Teenage Shelter (Longs Drive, Witches Hat, Wellington Rd(2))	17,901	17,901
St Mary's Wall	21,157	21,157
Seats	65,593	57,832
Noticeboards & Signs	36,566	32,215
Litter Bins	65,598	64,949
Dog Bins	10,175	10,175
	<b>282,236</b>	<b>269,475</b>
<b><u>Community Assets</u></b>		
Council Regalia	5,700	5,700
Lye Field	1	1
Wellington Road open space (off Cambrian Drive)	1	1
St Mary's Green (incorporating verges adjacent to Lawns Inn)	1	1
Village Green (Goose Green)	1	1
Village Green (Yate Rocks)	1	1
Play Areas (Howard Lewis Park, Peg Hill Skate Park, Eggshill, Lye Field)	4	4
Tyler Field - Woodland	1	1
Westerleigh Road	1	1
Leech- Gate St Mary's Church	1	1
Parnall Memorial St Mary's Church	1	1
YOSC (clubhouse, changing rooms, track, Astroturf & MAB - Leased to YOSC Ltd)	4	4
	<b>5,717</b>	<b>5,717</b>
	<b>5,381,210</b>	<b>5,417,621</b>

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

Financial Statement YE 31.03.2023

**YATE TOWN COUNCIL**

**Notes to the Accounts  
31 March 2023**

<b>8 Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Debtors	- 19,152	- 1,916
Booking Deposits	-	-
VAT Recoverable	17,836	20,370
Other Debtors	- 695	- 551
Pre-payments and Accrued Income	37,909	16,524
	<u>35,897</u>	<u>34,427</u>

<b>9 Creditors and Accrued Expenses</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Creditors	35,451	47,884
Credit Card YE Creditor	5,469	5,670
Accruals and Deferred Income	97,295	34,494
Booking Deposits Received	1,700	850
Superannuation Payable	-	16,610
PAYE & NI	-	18,544
	<u>139,915</u>	<u>124,052</u>

**10 Hire Purchase and Lease Obligations**

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

<b>Hirer/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire £</b>	<b>Year of Expiry</b>
SHB	Peugeot Crewcab Tipper	4,371	2023
Lex Autolease	Vauxhall Combo Van	2,497	2023
Lex Autolease	Renault Kangoo Electric Vehicle	3,186	2023
Lex Autolease	Estates Ford Ranger Pickup	4,020	2024
Lex Autolease	Renault Kangoo Electric Vehicle	3,890	2026
CNH Industrial Capital	Ransomes MP653 Mower	11,719	2027
Victoria Asset Finance	Kubota Ride on Mower	104	Ongoing

<b>11 Long Term Liabilities</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	397,097	456,179
HP & Lease Creditors	-	-
Deduct loan instalments due within one year	- 61,122	- 73,860
	<u>335,975</u>	<u>382,319</u>

At the close of business on 31 March 2023 the following loans to the council were outstanding:

<b>Lender</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	33,938	2
Public Works Loan Board	225,803	7
Public Works Loan Board	137,356	8
	<u>397,097</u>	

## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2023

#### 12 Earmarked Reserves

	01/04/2022 £	Contribution from reserve	Contribution to reserve £	Balance at 31/3/2023 £
Capital Earmarked Reserves	450,025	69,413	96,373	476,986
Other Earmarked Reserves	512,800	122,237	60,015	450,579
	962,825	191,649	156,389	927,565

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

#### 13 Capital Commitments

The council had no capital commitments as 31st March 2023 not otherwise provided for in these accounts.

#### 14 Contingent Liabilities

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

#### 15 Loans & Capital Receipts

##### Loan Receipts

The council received £0 by way of loan income in the 2022/2023 financial year.

##### Capital Receipts

The Council received various funding towards capital projects in the 2022/2023 financial year.  
2022/2023 Capital income as listed below:

Funder	Project	£
Sth Glos Area Wide Grant	YMCA	1,500
Sth Glos SLA	Seasonal Lighting	2,200
Sth Glos Member Awards	Kingsgate Park Picnic Table	655
Sth Glos Member Awards	YMCA Accessibility Ramp	1,500
Sth Glos Member Awards	Bug Hotel	400
		6,255

##### S106 and Community Infrastructure Levy Funding

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

Bids have to be made by Yate Town Council to secure the S106 funds which are open to numerous organisations serving the area.

CIL represents 15% of the funding passed to South Gloucestershire Council towards the cost of infrastructure.  
The following S106 and CIL funding has been received via South Gloucestershire Council in the 2022/2023 financial year and is included under capital receipts :

##### **S106 Capital funding**

YOSC Disability Athletics Equipment	£ 6,391
Millside Play Zone Enhancements	4,656
	11,047



## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2023

#### 15 Loans & Capital Receipts continued...

##### Community Infrastructure Levy Funding

Old Yate - YMCA Garden

£

6,165

6,165

#### 16 Other Accounts

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

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

**EARMARKED RESERVES (ER)**

<b><u>EARMARKED RESERVES</u></b>	<b>Opening Balance as at 01.04.2022</b>	<b>From ER to GR</b>	<b>From GR to ER</b>	<b>Closing Balance as at 31.03.2023</b>
<b>PLAY AREAS &amp; SPORTS FACILITIES</b>				
ER - PLAY AREA PROJECTS	4,792	1,610	-	3,182
ER - YOSC TRACK & ASTROTURF MAINTENANCE	49,700	-	49,700	99,400
ER - YOSC ASSET TRANSFER FUND	31,207	16,298	-	14,909
ER - YOSC - COMMUNITY SPORT BUILDING	14,501	14,501	-	0
ER - S106 - MILLSIDE PA CAPITAL FUND	2,527	2,255	-	272
ER - KINGSGATE PARK PLAY AREA	0	97	20,000	19,903
<b>BUILDINGS</b>				
ER - KINGSGATE PARK TOILETS & YARD	15,154	-	-	15,154
ER - MAJOR PROJECT SINKING FUND	146,781	-	6,000	152,781
ER - BUILDING FUND	24,779	2,039	-	22,740
ER - YMCA	10,097	6,327	1,500	5,270
<b>PARKS, GREENS &amp; OPEN SPACES</b>				
ER - RODFORD PLAYING FIELDS	13,204	-	-	13,204
ER - ALLOTMENTS	12,000	-	-	12,000
<b>OTHER PROJECTS</b>				
ER - CLIMATE AND PLANET	47,422	15,927	8,673	40,169
ER - ARMADILLO PROJECT FUND	20,371	-	-	20,371
ER - BUS SHELTERS	5,000	-	-	5,000
ER - BUSINESS REVIEW/IT	28,284	-	-	28,284
ER - ESTATES EQUIPMENT	0	-	10,500	10,500
ER - CIL FUNDING	24,206	10,359	-	13,846
<b>COMMITTED REVENUE EXPENDITURE</b>				
OTHER ER - FRIENDS OF BRINSHAM PARK	2,199	-	-	2,199
OTHER ER - YATE AGEING BETTER CONSULTATION	14,316	1,985	2,220	14,551
OTHER ER - FRIENDS OF UPPER FROME	0	1,260	1,300	40
OTHER ER - YOUTH PROVISION	206,722	88,601	11,356	129,477
OTHER ER - LGV COMMUNITY GROUP	0	-	1,000	1,000
OTHER ER - PUBLIC RIGHTS OF WAY	6,081	-	-	6,081
OTHER ER - ELECTION EXPENSES	11,986	-	16,014	28,000
OTHER ER - COMMUNITY SUPPORT	0	-	10,964	10,964
OTHER ER - PROJECT SUPPORT	76,297	19,757	17,161	73,701
OTHER ER - S106 WITCHES HAT PA REVENUE FUND	6,063	-	-	6,063
OTHER ER - S106 SL TENNIS COURT REVENUE FUND	3,857	3,286	-	571
OTHER ER - S106 SL FOOTBALL PAV REVENUE FUND	34,994	3,181	-	31,813
OTHER ER - S106 YOSC TRACK REVENUE FUND	60,150	-	-	60,150
OTHER ER - S106 KGP GYM REVENUE FUND	28,849	632	-	28,216
OTHER ER - S106 ABBOTSWOOD PA REVENUE FUND	11,829	-	-	11,829
OTHER ER - YOSC SUPPORT	49,458	3,534	-	45,924
<b>TOTAL EXPENDITURE</b>	<b>962,825</b>	<b>191,649</b>	<b>156,389</b>	<b>927,565</b>

## Yate Community Plan Balance Sheet as at 31 March 2023 (Incorporating In Bloom)

**Income**

	2022	2023
In Bloom Income		
Grants:	667	765
	<u>667</u>	<u>765</u>

**Expenditure**

	2022	2023
Administration Community Plan	667	765
Other Community Plan Expenditure	-	10
In Bloom	1,065	1,125
	<u>1,732</u>	<u>1,900</u>

**Balance Sheet as at 31 March 2023****Funds:**

Opening balance 1 April 2022	3,817
Plus income	765
Less Expenditure	- 1,900
Closing balance 31 March 2023	<u>2,682</u>

**Represented By:****Assets**

Yate Community Plan Bank Account Balance as at 31 March 2023	3,807
Less cheques not yet presented	- 1,890
Plus income not yet received	765
	<u>2,682</u>

**Made up as follows:**

Yate Community Plan balance of funds	1,553
In Bloom Balance of funds	1,129
	<u>2,682</u>

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

Signed:.....

Dated:.....

## WILLS DAVIS ATWELL ACCOUNTS 2022/2023

**ASSETS****Balances Brought Forward**

AEGON	£ 1,473,212.88
Business Select (Co-op)	£ 6,081.43
Community Direct (Co-op)	£ 22,080.22
<b>Total</b>	<b><u><u>£1,501,374.53</u></u></b>

**INCOME**

Co-op Bank Interest	£7.99
Rent for land 22.23	£250.00
AEGON draw down	£20,000.00
<b>Total</b>	<b><u><u>£ 20,257.99</u></u></b>
	<b><u><u>£1,521,632.52</u></u></b>

**EXPENDITURE**

Grants claimed in 21/22	£ 22,705.02
Grant cheque issued not presented in 21/22	£ 2,272.84
Grant from previous year banked in this year	£ 1,147.43
Admin Costs for 2020/2021	-£ 1,147.43
Admin Costs for 2021/2022	£ 720.55
Admin Costs above - cheque not yet banked	-£ 529.86
<b>Total</b>	<b><u><u>£ 25,168.55</u></u></b>

Aegon Investment -£	43,447.58
change in value	
Aegon Investment -£	20,000.00
draw down	
	<b><u><u>-£ 63,447.58</u></u></b>

**BALANCES CARRIED FORWARD 31.3.23**

AEGON	£1,409,765.30
Business Select (Co-op)	£6,089.42
Community Direct (Co-op)	£17,161.67
<b>Total</b>	<b><u><u>£1,433,016.39</u></u></b>
	<b><u><u>£1,521,632.52</u></u></b>

In 2022/2023 Grants were awarded to students totalling £18,000. In addition a special jubilee grant was awarded to 3 students totalling £10,000. This award in the Platinum Jubilee year and was specifically to cover university or apprenticeship costs.

If you know of any young person who may be eligible for a grant please ask them to call Town Council Office 01454 866506 or email [info@yatetowncouncil.gov.uk](mailto:info@yatetowncouncil.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

## YATE TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	1,563,654	1,491,691	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,398,502	1,539,994	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	286,491	317,348	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	953,452	1,000,520	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	73,853	73,857	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	729,651	732,935	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,491,691	1,541,721	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,581,316	1,645,739	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	5,417,621	5,381,210	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	456,179	397,097	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
<b>For Local Councils Only</b>	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*Plawell*

Date

19/06/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED