

**MINUTES OF FULL COUNCIL MEETING HELD ON TUESDAY 26 JUNE  
2016 FROM 7.15PM – 8.40PM AT POOLE COURT, YATE**

**P R E S E N T**

**Councillor Tony Davis – Chair**

**Councillors John Davis, Mike Drew, John Ford, John Gawn, Cheryl Kirby, Margaret Marshall (part-meeting), Alan Monaghan, Penny Thoyts, Karl Tomasin, Sue Walker and Chris Willmore.**

**Deputy Town Clerk and Senior Administrative Officer.**

**1 APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received from Councillors Ian Blair, Aziz Chowdhry, Chris Edmonds, and Wully Perks and the Town Clerk. Councillor Ben Campbell was absent.

**2 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Councillor Cheryl Kirby	Director of YOSC Ltd	Item 10/5
Councillor John Ford	Director of YOSC Ltd	Item 10/5

**3 REQUESTS FOR DISPENSATION**

No requests for dispensation were received.

**4 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS  
ON THE AGENDA**

No members of the public were present.

**5 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 17 MAY  
2016**

**RESOLVED** The minutes of the Full Council Meeting held on 17 May 2016 be approved and signed as a true and accurate record.

**6 MINUTES OF THE ENVIRONMENT AND PLANNING COMMITTEE  
MEETING HELD ON 24 May 2016**

**RESOLVED** The minutes of the Environment and Planning meeting held on 24 May 2016 be approved and signed as a true and accurate record.

**6/2 Traffic & Transport**

**RESOLVED** Correspondence to be sent to South Gloucestershire Council requesting;

- A half barrier/gate to be placed at the exit from the Riverside Complex to the new pedestrian crossing across Station Road (several near misses

- have been witnessed where pedestrians and cyclists exit the development at speed and fail to pause before crossing;
- New white lines be painted at the Swan Fields roundabout (the junction of Station Road, Link Road and Goose Green Way) as land discipline at the this busy junction is very confusing for drivers and pedestrians alike;
- Pot holes at the Swan Fields roundabout be filled.

#### **Minute 6/5 Shopping Trolleys**

It was further **NOTED** that a trolley collection scheme had been run several years ago in partnership with South Gloucestershire Council. The initiative was unsuccessful and the most effective way to deal with trolleys was deemed to be wider advertisement of the necessary phone numbers to report abandoned trolleys which Yate Town Council advertises in its Newsletter/Social Media.

#### **Minute 8/5 Centenary Fields**

**RESOLVED** Sunnyside Fields and Longs Drive Open Space to both be submitted as suggested sites for Centenary Fields in Trust; The Heritage Officer to work with the Clerk to submit applications.

### **7 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 JUNE 2016**

**RESOLVED** The minutes of the Finance and General Purposes Committee meeting held on 14 June 2016 be approved and signed as a true and accurate record and recommendations therein be approved.

*(Councillor Margaret Marshall entered the meeting)*

#### **Minute 8/1 Estate Supervisor's Report**

##### **a) Kingsgate Park Lighting Funding**

##### **RESOLVED:**

- To proceed with Option 2, the installation of lighting at Kingsgate Park at a cost of £51,973 plus approx. £2,000 for lighting guards (Appendix 1);
- The virement of £3,900, balance of the Howard Lewis Resurfacing Earmarked Reserve to the Project Support Earmarked Reserve to enable sufficient funding to be available in the Project Support Earmarked Reserve to fund Option 2 of the Kingsgate Lighting project.

##### **b) Red Diesel for Mowers**

It was **RESOLVED** to proceed with Option 2, the installation of a fuel tank for storage of red diesel at the total cost of £1,355, funded from the Estates Equipment Budget. (Subject to any regulations and consents necessary). (Appendix 2)

## **Minute 14 Fairtrade**

**RESOLVED** Yate Town Council to continue to contribute to the Fairtrade campaign, to continue to increase sales of products with the Fairtrade mark and continue to support the campaign to achieve Fairtrade status for Yate Parish as detailed in the Fairtrade Foundation's Fairtrade Towns initiative.

To this end, Yate Town Council continues to resolve to:

- Widely offer FAIRTRADE Marked food and drink options internally and make them available for internal meetings;
- Promote the FAIRTRADE Mark using Fairtrade Foundation materials in refreshment areas and promoting the Fairtrade Towns initiative in internal communications and external newsletters;
- Use influence to urge local retailers to provide Fairtrade options for residents;
- Use influence to urge local business to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally;
- Engage in a media campaign to publicise the Fairtrade Towns initiative;
- Nominate a council representative to sit on the Fairtrade Steering Group and support ongoing work to promote Fairtrade;
- Organise events and publicity during the national Fairtrade Fortnight – the annual national campaign to promote sales of products with the FAIRTRADE Mark.

## **8 FINANCIAL REPORTS**

### **8/1 Accounts for Payment**

**RESOLVED** Accounts for payment as shown in Appendix 3 be approved.

### **8//2 Internal Audit**

The Internal Audit Report for 2015/2016 was received and **NOTED**. (Appendix 4)

### **8/3 Annual Governance Statement year ended 31 March 2016**

**RESOLVED** The Annual Governance Statement (part 1 of the Annual Return) for year ended 31 March 2016 (Appendix 5) be approved.

### **8/4 Financial Statement & Annual Statement of Accounts year ended 31 March 2016**

**RESOLVED** the Town Council Financial Statement (Appendix 6) and, the Annual Statement of Accounts (part 2 of the Annual Return) for year ended 31 March 2016 (Appendix 6a) be approved.

Thanks were extended to the Finance Team for their work in connection with the amalgamation of the Armadillo accounts in 2015/2016, internal audit and preparation of the external audit.

## **9 SUB-COMMITTEE REPORTS**

## **9/1 Planning Sub-Committee**

- (a) The minutes of the Planning Sub-Committee meeting held on 14 June 2016 were received and **NOTED**. (Appendix 7 )
- (b) Information in respect of Planning Application PK2449 Heron Homes Environmental & Archaeological Statement was received.

**RESOLVED** Correspondence to be sent to South Gloucestershire Council Planning Department advising that Yate Town Council request the explicit condition that the author of the Environmental & Archaeological Statement works in consultation with South Gloucestershire Mines Groups.

- (c) It was **NOTED** that the next meeting of the Planning Sub Committee will be held immediately before the Environment and Planning Meeting to be held on 12 July 2016.

## **9/2 Staffing and Governance Sub-Committee**

**RESOLVED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

The confidential minutes of the Staffing and Governance sub-committee meeting held on 22 June 2016 were received along with two further confidential reports in relation operations and staffing. (Confidential appendices 8a, 8b and 8c)

### **RESOLVED:**

- The meeting return to open session;
- All recommendations contained therein in be approved;
- Item 4 of the Staffing & Governance Sub Committee meeting minutes to be delegated to the Town Clerk;
- Members to carry out a strategy and revision review.

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

### **10/1 Elswick Park Development Project Steering Group Committee**

No further information has been received.

### **10/2 Play Areas Project Steering Group Committee**

It was **NOTED** that:

- St Mary's Play Area - A brief has been prepared and play equipment providers have been approached to submit proposals. The opportunity is advertised on the Government 'Contract Finder' website, which has generated a lot of interest. The closing date for the opportunity is Friday 8<sup>th</sup> July 2016;
- Howard Lewis Play Area – The Landscape Architect has met with Broadway Infants School and they are keen to be involved in the project, including tying

the work into their curriculum. A meeting with The Ridge School has been arranged for late June;

- Brinsham Park – The Landscape Architect has obtained some feedback from sessions run at Brimsham Green School. More consultation is planned - probably at the nearby Tesco Extra store. Draft proposals are being collated and will be circulated to members in due course.

### **10/3 Land at Rear Of Ridgewood**

It was **NOTED** that correspondence has been sent to South Gloucestershire Council to request that whilst the land is in their ownership, they ensure the gate is locked and no unlawful fly tipping takes place.

### **10/4 Rodford Site**

Further to minute number 106/3 at the meeting of Full Council held on 17 May 2016:

*It was **RESOLVED** that fencing and gates be erected at the Rodford Site, if necessary in advance of the lease from South Gloucestershire Council being finalised. Firstly, investigations to be made with South Gloucestershire Council in respect of which fencing will be left by the developer so that Yate Town Council installs fencing to supplement what might be left behind.*

It was **NOTED** that no update has been received from South Gloucestershire Council.

### **10/5 YOSC**

- a) Further to the following resolution of the Full Council meeting of 23 February 2016 (Minute No. 92/7a);

*Correspondence to be sent to South Gloucestershire Council advising that Yate Town Council agree to the revised Head of Terms (showing the revised time of 25 years not 50 years) and request that the contracts are completed prior to 31 March 2016 to allow for grant applications to be made this financial year.*

Further requests have been sent to South Gloucestershire Council requesting the final Heads of Terms agreement however nothing has been received to date.

**RESOLVED** Correspondence to be sent to John McCormick, South Gloucestershire Council, Head of Legal Governance and Democratic Services, to express concern that the first draft of the final Heads of Terms have not been received, some nine months after the transfer, and this has a knock on effect that Yate Town Council cannot issue a licence to the volunteers that are currently running the site, which in turn has operational implications.

- (b) It was **NOTED** that that investigative works have been authorised to establish works required to repair the faulty lights (to a maximum of £1,000, in accordance with the Finance and General Purposes Committee meeting of 14 June 2016).
- (c) No further updated was received on the draft SLA between Yate Town

Council and YOSC Ltd as this is dependent on the final heads of terms being agreed;

- (d) **RESOLVED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

A confidential report following the meeting held on 16 June with representatives of YOSC Ltd was received.(Confidential Appendix 9);

*(Councillors John Ford and Cheryl Kirby left the meeting)*

**RESOLVED:**

- The meeting return to open session;
- All recommendations contained therein in be approved;

*(Councillors John Ford and Cheryl Kirby entered the meeting)*

- (e) It was **NOTED** that 80% mandatory rate relief has been obtained from the beginning of YOSC Ltd liability and that an outcome on discretionary rate relief is awaited;
- (f) Further to YOSC Ltd requesting planning permission from South Gloucestershire Council for the erection of a large storage shed to replace the existing storage containers, a Notice of Assumption of Liability for Community Infrastructure Levy (CIL) was received. It was **NOTED** that the Assumption of Liability form has been signed by YOSC Limited in order to lodge an appeal against the Community Infrastructure Levy (CIL) charge. No further update has been received.
- (g) No information was received from YOSC Ltd for the period 28 June 2016 – 6 September 2016.

## **11 YATE TOWN CENTRE**

### **11/1 Yate Town Centre Strategy Group**

The minutes of the of the meeting of the Yate Town Centre Strategy Group held on Thursday 16<sup>th</sup> June 2016 were received and **NOTED**. (Appendix 10)

**RESOLVED** Councillor Chris Willmore to correspond with the Shopping Centre Manager to ascertain if his kind offer to erect a sign at the Railway Station could be incorporated into the GWR Community Infrastructure Funding Bid as an offer of match funding.

## **12 CONSULTATIONS**

### **12/1 South Gloucestershire Council - Oral Health Promotion Strategy**

Details of the above consultation were received, available from;

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

Consultation open from 8 June 2016 – 20 July 2016.

**RESOLVED** Delegated powers be granted to the Clerk to submit comments received on behalf of Yate Town Council by 20 July 2016.

## **12/2 Proposed Changes to Transparency Code for Councils Over £200,000**

Details of the above consultation were received, available from;

<http://www.slcc.co.uk/news-item/proposed-changes-to-transparency-code-for-councils-over-%EF%BF%BD-200-000/1246/>

Closing date: 8 July 2016

**RESOLVED** Delegated powers be granted to the Clerk to submit comment on behalf of Yate Town Council by 8 July 2016.

## **12/3 South Gloucestershire Council – Wellington Road Proposed Footway**

Details of the above consultation were received (Appendix 11)

**RESOLVED** Yate Town Council support the proposed new footway at Wellington Road.

## **13 APPOINTMENT OF SOUTH GLOUCESTERSHIRE COUNCIL VICE CHAIR**

Members were advised that Councillor Ian Blair was elected Vice-Chair of South Gloucestershire Council in May 2016.

**RESOLVED** Congratulations be extended to Councillor Blair on his appointment.

## **14 S106 FUNDING**

No further information was received in respect of S106 funding.

Signed.....

Dated.....

*J:\FTCMins 28.6.16 min book copy  
Full Council 6.09.16*



**ESTATES SUPERVISORS REPORT TO FULL COUNCIL, TUESDAY 28<sup>th</sup> JUNE 2016****Kingsgate Park lighting**

At the Full council meeting held on 27<sup>th</sup> October 2015 the following was resolved.

<b>56/1</b>	<b>Kingsgate Park</b>	Raise Order to SGC for 20 lights - £43,669 to commence asap – vandal resistant and the guards fitted at installation
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Appendix 1 – plan for suggested location of lighting.

Appendix 2 – NXT Series Luminaire specification.

**Option 1 –**

To **NOTE** due to changes in relation to route and location of lights the following are amended quotations.

20 x Supply and install LRL 12 LED NXT lantern
20 x Supply and install 6m tubular galvanised steel column
20 x Supply and install cut out
770m supply and lay orange duct; 450mm depth to cover.
770m 6mm <sup>2</sup> SWA cabling and terminations.
1 x new supply into feeder pillar.(from workshop DB1)
1 x supply and install feeder pillar.
<b>TOTAL £48,290.17</b>

**Option 2 –**

To **NOTE** the quote below has been costed for raise and lower columns so all service work could be carried out in house without the use of working at height and hiring of equipment i.e. cherry picker etc. or using contractors for service. South Glos Council would provide in – house training on how to lower and raise the columns etc.

20 x Supply and install LRL 12 LED NXT lantern
20 x Supply and install 6m tubular Raise & Lower galvanised steel column
20 x Supply and install cut out
770m supply and lay orange duct; 450mm depth to cover.

770m 6mm <sup>2</sup> SWA cabling and terminations.
1 x new supply into feeder pillar.(from workshop DB1)
1 x supply and install feeder pillar.
<b>TOTAL £51,972.66</b>

In relation to anti vandal guards for the lights, we have been advised the following;

*With regard to the lantern guards, these will need to be bespoke.*

*From past experience they are likely to be about £100 each, inclusive of fitting at time of installation.*

*Whilst guards can protect against missiles such as stones etc, they are useless with regard to spray paint and airguns.*

*They will also restrict the light output of the lantern depending on the actual design.*

*In the past they have had moderate success at preventing breaking glass and lamps, however as the LED lanterns do not have these breakable items, it is questionable what they will actually protect.*

The approx... Cost to proceed with the guards would be £2,000.

To receive members comments.

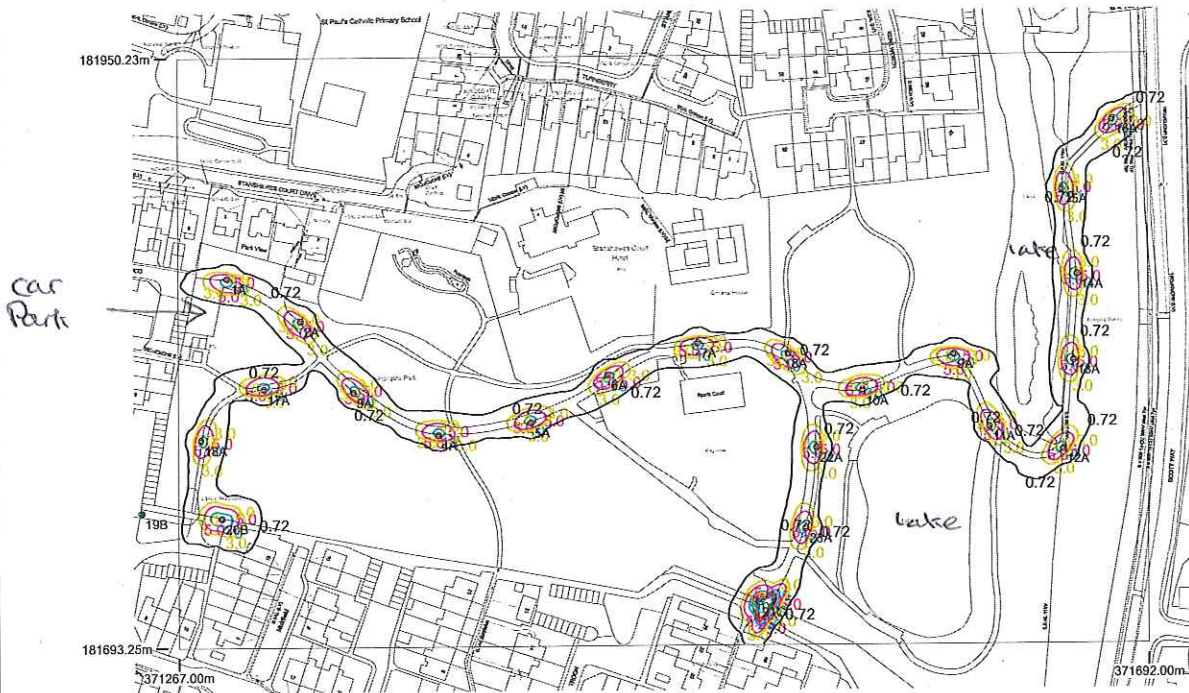
DATE: 7 April 2016  
PROJECT No: SLD258

DESIGNER: Nick Holstead  
PROJECT NAME: Kingsgate Lighting

lightingreality  
P30

## Horizontal Illuminance (lux)

Grid 1



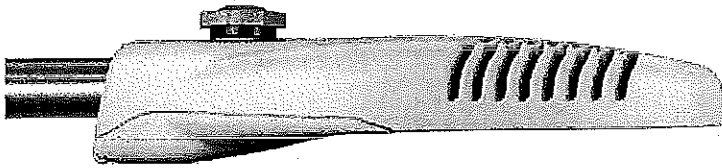
### Results

Eav	4.46
Emin	0.77
Emax	13.00
Emin/Emax	0.06
Emin/Eav	0.17

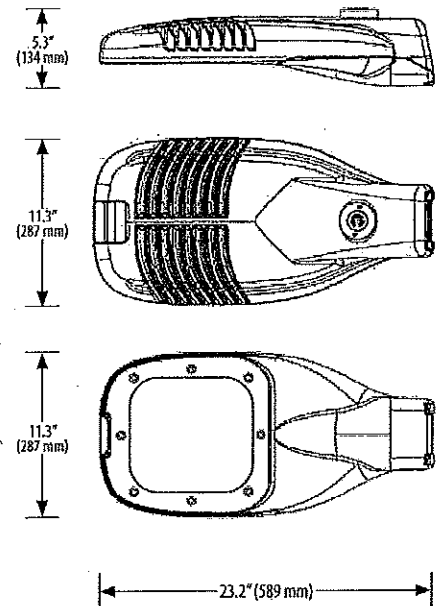


# NXT™ SERIES LUMINAIRE: SPECIFICATIONS

## NXT-S



Housing: Single piece, die-cast A360 aluminum  
 Operating Temperature: -40°C to +50°C (-40°F to +122°F)\*  
 Mounting: 1.625" - 2.375" (42 - 60 mm) O.D. Tenons  
 Mounting Methods: Horizontal Entry or Post-Top Mount  
 Weight: 18 lbs (8.2 kg)  
 EPA Rating: <0.46 ft² (< 0.043 m²)  
 Lens Material: IK09 Rated Glass  
 Finish: Durable polyester powdercoat topcoat  
 Available Colors: GREY (RAL 7035) BRONZE (RAL 7022) BLACK (RAL 9005)



NOTE: If post-top version is specified, add 5.4" (137 mm) to overall length dimension.



ELECTRICAL	NXT-12S (12 LEDs)					NXT-24S (24 LEDs)					NXT-36S (36 LEDs)				
Drive Currents (mA)	350mA	450mA	525mA	600mA	700mA	350mA	450mA	525mA	600mA	700mA	350mA	450mA	525mA	600mA	700mA
Power Consumption* (W)	14 W	17 W	20 W	23 W	27 W	28 W	35 W	41 W	46 W	54 W	42 W	52 W	60 W	69 W	80 W
Input Voltage* (V)	120 - 240V (Standard), 277V (Optional), 347 - 480V (Optional)														
Surge Protection	Meets the requirements of ANSI C-High (10kV/10kA)														
Power Factor	> 0.90														
OPTICS & PERFORMANCE	NXT-12S (12 LEDs)					NXT-24S (24 LEDs)					NXT-36S (36 LEDs)				
Photometry (Distribution Types)	Type II, III, IV, V														
Color Temperature* (CCT)	4000K (Standard) 3000K & 5000K (Optional)														
Color Rendering Index* (CRI)	~70														
Drive Currents (mA)	350mA	450mA	525mA	600mA	700mA	350mA	450mA	525mA	600mA	700mA	350mA	450mA	525mA	600mA	700mA
Fixture Efficacy* (Lm/W)	111	118	108	112	107	115	116	112	109	106	117	114	112	109	107
Fixture Output* (Lm)	1,550	2,000	2,160	2,570	2,900	3,230	4,070	4,600	5,000	5,750	4,900	5,950	6,720	7,540	8,520
LED L70 (Hours)	> 100,000 hours (@ 350mA)														
PHOTOCELL & CONTROLS	NXT-12S (12 LEDs)					NXT-24S (24 LEDs)					NXT-36S (36 LEDs)				
Photocell Options	20-year life photocell available.														
Control & Monitoring	Dimming power supply (1-10V) is standard equipment. LRL offers a complete range of control and monitoring solutions.														

\* NOTES: VALUES SHOWN ARE SUBJECT TO ±5% TOLERANCE. 347 - 480V MAXIMUM TEMPERATURE IS 45°C. COLOR TEMPERATURE SHOWN IS ±500K. BASED ON 4000K CCT AND TYPE IES DISTRIBUTION. ONLY PRODUCTS WITH A CCT OF 3000K (OR LESS) MEET INTERNATIONAL DARK SKY ASSOCIATION REQUIREMENTS. ILLUSTRATED ABOVE: NXT-S IN GREY (RAL 7035). ALL INFORMATION PROVIDED IS SUBJECT TO CHANGE WITHOUT NOTICE.



115 Chain Lake Drive, Halifax, Nova Scotia, B3S 1B3 Canada  
 Toll-Free Phone: +1 (877) 533.5755 Toll-Free Fax: +1 (888) 533.5755 info@ledroadwaylighting.com www.ledroadwaylighting.com



## **Estates Supervisor Report Full Council 28<sup>th</sup> June 2016**

### **Red Diesel Fuel for Mowers & Tractors**

Due to the Town Council no longer having a lease vehicle with South Glos Council, we have been advised that we can no longer refuel the mowers or tractor at their depot as it is not cost affective for them.

The following options have been investigated;

#### **Option 1**

To Purchase two 225 Litre storage empty fuel drums at a total maximum cost of £70. A fuel bund tray would be required to place the drums on in case of spillage or leaks at a maximum cost £250.

Due to manual handling regulations we would require filling the drums on site by a fuelling lorry as staff will be unable move the drums when filled.

Maximum cost for a fuel bund & fuel drums at £320.

#### **Option 2**

To purchase a fuel tank that can be installed inside the workshop following H&S regulations regarding storage of fuel.

600Lt 800Lt Tank - 1.7mt L x 630 W x 1300 H

Maximum cost £1,355.00 including installation.

A fuelling lorry can supply fuel on site at 60p per litre.

### **RECOMMENDATION**

It is recommended that Option 2 to be purchased.

A fuel tank would meet all regulations and would be also be more suitable option.

Having reviewed budgets monies are available from the Estates equipment budget.



Payment List to Full Council - 28th June 2016								
Payment Date	Beneficiary Name	Department	Purpose of expenditure	Net Payment	Vat	Irrecoverable VAT	Gross	Merchant Category
	ASMC	Bowling Green	Bowling Green Materials May 2016	114.60	22.92	0.00	137.52	
	Beacon Cleaning Services Ltd	Bowling Pavilion	Cleaning Materials	78.49	15.70	0.00	94.19	
	Brake Bros Ltd	Armadillo	Kitchen Stock for Resale	14.41	1.21	0.00	15.62	
	Brake Bros Ltd	Armadillo	Kitchen Stock for Resale	28.88	1.68	0.00	30.56	
	Brake Bros Ltd	Armadillo	Kitchen Stock for Resale	-1.91	-0.38	0.00	-2.29	
	Brake Bros Ltd	Armadillo	Kitchen Stock for Resale	-3.89	0.00	0.00	-3.89	
	Bristol Gas Supplies	Services to the Public	Helium for Balloons at Kingsgate Park Festival	120.00	24.00	0.00	144.00	
	Bristec Hospitality and Retail Ltd	Pop Inn Café	Till Roll	8.00	1.60	0.00	9.60	
	Bristec Hospitality and Retail Ltd	Armadillo	Magnetic Cards for Till	40.00	8.00	0.00	48.00	
	Bristol Community Rehabilitation Co	Kingsgate Park	Community Placements	50.00	10.00	0.00	60.00	
	Bristol Water	Poole Court	Water and Sewerage	411.61	0.00	0.00	411.61	
	Catering Tech Services Ltd	Pop Inn Café	Dishwasher Repair	199.00	39.80	0.00	238.80	
	Chapple and Jenkins	Pop Inn Café	Kitchen Stock for Resale	70.49	5.01	0.00	75.50	
	Chapple and Jenkins	Armadillo	Kitchen Stock for Resale	24.34	4.87	0.00	29.21	
	Chapple and Jenkins	Pop Inn Café	Kitchen Stock for Resale	18.49	0.00	0.00	18.49	
	Chapple and Jenkins	Armadillo	Kitchen Stock for Resale	105.63	21.13	0.00	126.76	
	Chapple and Jenkins	Armadillo	Kitchen Stock for Resale	118.12	23.62	0.00	141.74	
	Chapple and Jenkins	Armadillo	Kitchen Stock for Resale	15.96	3.19	0.00	19.15	
	Churches Fire Security Ltd	Town Council Properties	Fire Equipment	18.55	3.71	0.00	22.26	
	Consortium The	Estates Equipment	Shelving	126.99	25.40	0.00	152.39	
	Consortium The	Estates Equipment	Cleaning Materials	12.25	2.45	0.00	14.70	
07.06.16	Disclosure and Barring Service	Armadillo	Staff DBS Check	13.00	0.00	0.00	13.00	
	GB Sport and Leisure	Play Areas	Repairs to Play Equipment	560.00	112.00	0.00	672.00	
	Hatters Lane Tyre & Exhaust	Estates Vehicles	Puncture Repair	14.58	2.92	0.00	17.50	
	J Hollister	Estates Equipment	Maintenance Materials	120.33	24.07	0.00	144.40	
	Initial Washroom Hygiene	Town Council Properties	Hygiene Bins	57.50	11.50	0.00	69.00	
	M J O'Connell	Parish Hall	Piano Tune	50.00	0.00	0.00	50.00	
	Maxwell Amenity (Pitchcare)	Open Spaces	Pesticides & PPE	145.85	29.17	0.00	175.02	
	Merediths	Town Council Properties	Hanging Baskets	262.50	52.50	0.00	315.00	
	MSL Digital Mailing Ltd	Service Support	Fracking Machine Maintenance	179.00	35.80	0.00	214.80	
	National Security Group	Town Council Parks	Security Patrols - May 216	733.90	146.78	0.00	880.68	
	National Security Group	Armadillo	Building Security	120.00	24.00	0.00	144.00	
	National Security Group	Armadillo	Building Security	63.70	12.74	0.00	76.44	
	Nisbets	Armadillo	Kitchen Equipment	28.91	5.78	0.00	34.69	
	Nisbets	Armadillo	Kitchen Equipment	58.72	11.74	0.00	70.46	
28.06.16	O2	Estates Equipment	Mobile Phone Top Up	8.33	1.67	0.00	10.00	
	Quality 1st Prem Window Cleaners	Town Council Properties	Window Cleaning	92.58	0.00	0.00	92.58	
	Quality 1st Prem Window Cleaners	Poole Court	Window Cleaning	80.34	0.00	0.00	80.34	

Appendix  
(2)

Ross Office Supplies	Service Support	Stationery	22.53	4.51	0.00	27.04
Ross Office Supplies	Service Support	Stationery	47.00	9.40	0.00	56.40
Ross Office Supplies	Armadillo	Stationery	43.21	8.64	0.00	51.85
Scoffers	Pop Inn Café	Kitchen Stock for Resale	122.06	0.00	0.00	122.06
Scoffers	Pop Inn Café	Kitchen Stock for Resale	135.58	0.00	0.00	135.58
SHB Hire Ltd	Estates Vehicles	Hire of Estates Vehicle - July 2016	364.25	72.85	0.00	437.10
Signet Signs	Town Council Properties	Signage	220.00	44.00	0.00	264.00
Signet Signs	Brinsham Fields	Signage	80.00	16.00	0.00	96.00
South Glos Council	Estates Vehicles	Fuel - Jan to May 2016	283.80	56.75	0.00	340.55
South Glos Council	Open Spaces	Localism Charges April, May, June 2016	6,586.83	1,317.37	0.00	7,904.20
South Glos Council	Poole Court	Annual Business Rates - Countryside Room	520.30	0.00	0.00	520.30
South Glos Council	Poole Court	Annual Business Rates - Office&Premises	22,613.50	0.00	0.00	22,613.50
South Glos Council	Poole Court	Annual Business Rates - Celestine Room	2,129.60	0.00	0.00	2,129.60
South Glos Council	Pop Inn Café	Annual Business Rates	2,584.56	0.00	0.00	2,584.56
South Glos Council	Heritage Centre	Annual Business Rates	1,984.40	0.00	0.00	1,984.50
South Glos Council	Bowling Pavilion	Annual Business Rates	2,032.80	0.00	0.00	2,032.80
South Glos Youth Housing	Grants/Community Support	Grant Award 2015/2016	300.00	0.00	0.00	300.00
Swalec	Armadillo	Electricity May 2016	340.18	68.03	0.00	408.21
Swalec	Armadillo	Electricity April 2016	354.30	70.86	0.00	425.16
The Bristol Pest Controller	Brinsham Fields	Pest Control	150.00	30.00	0.00	180.00
The Parish of Yate	Community Support	Donation to Queens B/day Celebration	300.00	0.00	0.00	300.00
Travis Perkins	Estates Equipment	Estates Staff PPE	399.60	0.00	0.00	399.60
Valuation Office Agency	Armadillo	Valuation Fees	630.71	126.14	0.00	756.85
White TH	Estates Vehicles	Repairs and Maintenance to Mower	2,217.92	443.58	0.00	2,661.50
Zurich Insurance	Town Council Properties	Peg Hill Lighting Inspection	132.45	0.00	0.00	132.45

## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

YATE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	Yes		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes		
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.	Yes		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

Name of person who carried out the internal audit

MARIA BOWES for: KATE BALL FCCA CIA

Signature of person who carried out the internal audit

K Ball

Date

10/06/2016

\*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, internal audit must explain why not (add separate sheets if needed).



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

YATE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE  
dated 06/06/2016

Signed by:

Chair

SIGNATURE REQUIRED

dated

06/06/2016

Signed by:

Clerk

H. Townsend

dated

14/06/2016

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.





**YATE TOWN COUNCIL**  
**FINANCIAL STATEMENT**  
**FOR YEAR ENDED 31 MARCH 2016**

**YATE TOWN COUNCIL**  
**INDEX**  
**for the Year Ended 31st March 2016**

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Appendix A	Earmarked Reserves
Appendix B	Joint Parishes Youth Forum Steering Group Accounts 2015/2016
Appendix C	Yate Community Plan Accounts 2015/2016

## **YATE TOWN COUNCIL**

### **Council Information**

#### **Mayor:**

1 Councillor Tony Davis

#### **Councillors:**

2 Ian Blair  
3 Ben Campbell  
4 Aziz Chowdhry  
5 John Davis  
6 Mike Drew  
7 Chris Edmonds  
8 John Gawn  
9 John Ford  
10 Cheryl Kirby  
11 Margaret Marshall  
12 Alan Monaghan  
13 Wully Perks  
14 Penny Thoyts  
15 Karl Tomasin  
16 Sue Walker  
17 Chris Willmore

#### **Clerk:**

Hayley Townsend

#### **Responsible Finance Officer:**

Stephanie Davies

#### **Auditors:**

Grant Thornton UL LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT.

#### **Internal Auditors:**

South Gloucestershire Council

# Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

**YATE TOWN COUNCIL**

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	Yes		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes		
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.	Yes		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

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

Name of person who carried out the internal audit

**MARIA BOWES for KATE BALL FCCA CIA**

Signature of person who carried out the internal audit

**K Ball**

Date

**10/06/2016**

\*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, internal audit must explain why not (add separate sheets if needed).

# YATE TOWN COUNCIL

## Income and Expenditure Account For the Year Ended 31 March 2016

	Notes	2016 £	2015 £
<b>INCOME</b>			
Precept on District Council		873,514	831,530
Local Council Tax Support Grant		87,083	83,448
Agency Services	3	3,518	2,940
Loan and Capital Receipts		121,137	109,493
Interest and Investment Income	2	10,985	7,704
Leisure and Recreation		180,915	35,010
Play Areas		-	-
Open Spaces and Public Rights of Way		600	211
Estates Dept.		3,834	4,658
YTC Grants and Community Support		44,229	27,102
Transport Initiatives		656	-
Establishment/General Administration		149	1,967
Civic and Demographic		805	267
Other Services		6,100	4,184
Heritage Centre		3,190	3,148
Parish Hall	1,863,556	11,553	13,027
Pop Inn Café		24,495	26,395
Poole Court		48,262	67,173
Armadillo	15	442,531	30,162
		<u>1,863,556</u>	<u>1,248,419</u>
<b>EXPENDITURE</b>			
Establishment/General Administration	5	273,032	255,537
Capital Expenditure		228,415	145,058
Loan Charges	11	55,941	55,941
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		104,479	36,955
Childrens Play Areas		16,581	13,988
Open Spaces and Public Rights of Way		36,350	36,209
Estates Department		239,384	230,062
Grants and Community Support		105,960	77,242
Transport Initiatives		1,201	316
Civic and Democratic		19,588	4,824
Other Services		24,171	28,490
Heritage Centre		56,397	56,364
Parish Hall		13,982	11,035
Pop Inn Café		32,928	32,761
Poole Court		74,432	67,202
Armadillo		175,664	99,649
	1,458,507	<u>1,458,505</u>	<u>1,151,633</u>
<b>General Fund</b>			
Balance as at 1 April 2015		422,684	411,118
Add: Total Income		<u>1,863,556</u>	<u>1,248,419</u>
		2,286,240	1,659,537
Deduct: Total Expenditure		( 1,458,505)	( 1,151,633)
		827,735	507,904
Transfer (to) other Reserves	12	( 374,473)	( 85,220)
General Reserve Balance at 31 March 2016		<u>453,262</u>	<u>422,684</u>

# YATE TOWN COUNCIL

## Balance Sheet as at 31 March 2016

	Notes	2016 £	2016 £	2015 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	7		4,489,020	3,355,744
<b>Current Assets</b>				
Debtors	8	54,972		117,396
Cash at Bank and In Hand		1,393,882		870,581
		<u>1,448,854</u>		<u>987,977</u>
<b>Current Liabilities</b>				
Creditors and accrued expenses	9	(126,054)		(70,228)
<b>Net Current Assets</b>			1,322,800	917,749
<b>Total Assets Less Current Liabilities</b>			<u>5,811,820</u>	<u>4,273,493</u>
<b>Long Term Liabilities</b>				
Creditors - More Than One Year	11		(520,411)	(551,149)
			<u>5,291,409</u>	<u>3,722,344</u>
<b>Capital and Reserves</b>				
Council Resources Invested in fixed Assets			3,968,609	2,804,595
Earmarked Reserves	12	869,538		495,065
General Reserve		<u>453,262</u>		<u>422,684</u>
Council Resources Available			<u>1,322,800</u>	<u>917,749</u>
			<u>5,291,409</u>	<u>3,722,344</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2016 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.

.....  
Councillor Tony Davis  
Mayor

.....  
Stephanie Davies  
Responsible Finance Officer

Date.....

Date.....

# **YATE TOWN COUNCIL**

## **Notes to the Accounts 31 March 2016**

### **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 Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized 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.

#### ***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 14.

#### ***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 note 15.

#### ***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). 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).

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2016

### 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 2013 and any changes in contribution rates as a result of that valuation took effect as from 1st April 2015. The next valuation is due to take place in March 2016.

2	Interest and Investment Income	2016 £	2015 £
	Interest Income - General Funds	10,985	7,704
		<u>10,985</u>	<u>7,704</u>

### 3 Agency Work

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

Commissioning Authority and Nature of Work	2016 £	2015 £
Dodington, Downend & Bromley Heath, Frampton Cotterell, Mangotsfield, Pucklechurch, Sodbury & Westerleigh Parish and Town Councils -		
Administration of Joint Parish Meetings	2,665	607
Administration of Community Plan meetings	569	2,048
Administration of Wills Davis Atwell Charity meetings	285	285
	<u>3,518</u>	<u>2,940</u>

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

Commissioned Authority and Nature of Work	2016 £	2015 £
South Gloucestershire Council - Internal Audit	448	663
South Gloucestershire Council - Youth Work	65,481	44,141
South Gloucestershire Council - Highways Maintenance	26,284	25,849
	<u>92,213</u>	<u>70,653</u>

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2016

### 4 Tenancies

During the year the following tenancies were held:

#### Council as landlord

Tenant	Property	Rent p.a.	Repairing/Non Repairing
CPRE	Office, Poole Court	1,200	Non - repairing
CVS	Office, Poole Court	3,791	Non - repairing
Parents & Carers	Office, Poole Court	2,570	Non - repairing
Steve Webb MP	Office, Poole Court	921	Non - repairing
South Gloucestershire Deaf Association	Office, Poole Court	3,699	Non - repairing
	Land at Brinsham - Yate Outdoor Sport Complex		
South Gloucestershire Council		1 Peppercorn	N/A

#### Council as tenant

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

## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2016

#### 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:

	2016 £	2015 £
Other Advertising	10	530
Publicity	839	2,975
	<u>849</u>	<u>3,505</u>

11200

#### 6 Pensions

For the year of account the council's contributions equals 13.3% of employees' pensionable pay, plus £11,200 deficit recovery.

Following the 2013 actuarial valuation the council's contribution rates has increased to 14.3% plus a deficit recovery sum of £12,100 for 2016/2017.

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2015

7	Fixed Assets	2016 £ Value	2015 £ Value
	At 31st March the following assets were held:		
	NB: Some asset, 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
	Broad Lane Sports Complex	14,000	14,000
	Sunnyside Sports Pavilions	13,800	13,800
	Sunnyside Bowling Green	46,812	46,812
	Heritage Centre	300,000	300,000
	Pop Inn Café	150,000	150,000
	Tennis Courts at Sunnyside and Howard Lewis	40,400	40,400
	Armadillo Yate Youth Venue & Cafe (joint ownership transferred from SGC 8.4.15)	1,347,344	673,672
	Abbotswood	19,800	-
		693,472	2,438,156
			1,744,684
	<b><u>Vehicles and Equipment</u></b>		
	Community Buildings Furniture and Equipment	110,959	102,158
	Office Equipment	47,988	52,063
	Estates Vehicles, Machinery and Equipment	82,105	49,867
	Play Equipment	1,429,078	1,258,672
	Armadillo Equipment	213,535	-
		420,905	1,883,665
			1,462,760
	<b><u>Infrastructure Assets</u></b>		
	Bus Shelters	34,559	35,597
	Footpaths	3,900	3,900
	Fencing and Gates	27,487	27,487
	Teenage Shelter (Longs Drive, Witches Hat, Wellington Rd(2))	17,901	3,967
	St Mary's Wall	21,157	21,157
	Seats (116)	58,000	52,000
		18,896	163,004
		439,801	144,108
	<b><u>Community Assets</u></b>		
	Council Regalia	4,000	4,000
	Lye Field	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
	Lych- Gate St Mary's Church	1	1
	Parnall Memorial St Mary's Church	1	1
	Litter Bins	142	138
	Dog Bins	41	42
		4,195	4,192
		4,489,020	3,355,744

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

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2016

### 8 Debtors

	2016	2015
	£	£
Trade Debtors	23,985	4,908
Booking Deposits	- 150	-
VAT Recoverable	18,817	20,425
Other Debtors	2,177	78,343
Pre-payments and Accrued Income	10,144	13,720
	<u>54,972</u>	<u>117,396</u>

### 9 Creditors and Accrued Expenses

	2016	2015
	£	£
Trade Creditors	96,243	26,576
Accruals and Deferred Income	28,834	40,852
Booking Deposits Received	977	850
Superannuation Payable	-	1,950
	<u>126,054</u>	<u>70,228</u>

### 10 Hire Purchase and Lease Obligations

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

Hirer/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
South Gloucestershire Council	Estates Crewcab Truck	3,982.15	2015 - currently on informal extension
Lloyds TSB Auto Lease	Estates Ford Ranger Pickup	2,627.40	2015 - currently on informal extension
Siemens	Photocopier	2,080.00	2018
New Holland Finance	Estates Tractor	25.00	None
ING Lease	Estates Mower	104.71	None

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2016

11	Long Term Liabilities	2016 £	2015 £
	Public Works Loan Board	520,411	551,149
	HP & Lease Creditors	-	-
		<u>520,411</u>	<u>551,149</u>

At the close of business on 31 March 2016 the following loans to the council were outstanding:

Lender	Amount £	Years Remaining
Public Works Loan Board	127,993	10
Public Works Loan Board	392,418	14

12	Earmarked Reserves	01/04/2015 £	Contribution to reserve	Contribution from reserve £	Balance at 31/3/2016 £
	Capital Earmarked Reserves	356,490	271,683	298,955	329,218
	Other Earmarked Reserves	138,575	591,200	189,455	540,320
		<u>495,065</u>	<u>862,883</u>	<u>488,410</u>	<u>869,538</u>

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

### 13 Capital Commitments

The council had no capital commitments as 31st March 2016 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 Other Accounts

The Armadillo accounts were incorporated into the Yate Town Council accounts in the 2015/2016 financial year following the business transfer of the half in South Gloucestershire Council's ownership to Yate Town Council.

### 16 Other Accounts

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

- 1) Joint Parishes Youth Forum Steering Group Account. This account holds contributions from each member Council: Dodington, Sodbury, Westerleigh and Yate to fund the Joint Parishes Youth Forum Development Worker. See details appendix b.
- 2) Yate Community Plan Account. See details appendix c.

## EARMARKED RESERVES (ER)

<u>EARMARKED RESERVES</u>	Opening Bal April 2015	From ER to GR	From GR to ER	Balance
<b>PARK UPGRADES</b>				
ER - MILLSIDE RESTORATION PROJECT	700			700
<b>PLAY AREA REFURBISHMENT</b>				
ER - PLAY AREA PROJECTS	77,404	44,269		33,135
ER - PROVISION FOR HOWARD LEWIS RESURFACE	3,900			3,900
<b>BUILDINGS</b>				
ER - ARMADILLO SINKING FUND	30,162		97,434	127,596
ER - BUILDING FUND	16,858		10,001	26,859
ER - POOLE COURT REFURB	(192)		1,692	1,500
ER - POOLE COURT HATCH REFURBISHMENT	1,500			1,500
ER - CHARGING POINT KP	2,500	2,500		0
<b>OTHER PROJECTS</b>				
ER - ALLOTMENTS	12,000			12,000
ER - ESTATES EQUIPMENT	6,107	21,271	15,164	0
ER - PROJECT SUPPORT	155,062	62,794	9,735	102,003
ER - SEEDING PROJECT RIVER FROME	250			250
ER - BATWING MOWER	11,814	11,814		0
ER - PROVISION FOR BIKE	850	850		0
ER - ARMADILLO TRANSFER FUNDS	0	98,000	297,000	199,000
ER - YOSC TRANSFER FUNDS	0	44,022	134,392	90,370
ER - NOTICEBOARD REFURBISHMENT	0		13,000	13,000
ER - ARMADILLO PROJECT FUND	18,658			18,658
ER - ARMADILLO APPRENTICE FUNDS	0		25,000	25,000
<b>COMMITTED REVENUE EXPENDITURE</b>				
ER - ELECTION EXPENSES	31,323	14,224		17,099
ER - COMMUNITY WORK IN YATE	12,675	12,750	75	0
ER - CIVIC SERVICE	0		250	250
ER - GRANT FUNDING	1,362	942		420
ER - JUBILEE HERITAGE MAP	120	120		0
ER - KINGSGATE PARK MANAGEMENT PLAN	625	625		0
ER - PUBLIC RIGHTS OF WAY	6,081			6,081
ER - SERVICE SUPPORT (PS)	0		24,498	24,498
ER - YOUTH PROVISION	105,306		60,413	165,719
<b>TOTAL EXPENDITURE</b>	<b>495,065</b>	<b>314,181</b>	<b>688,654</b>	<b>869,538</b>

**JOINT PARISHES YOUTH FORUM STEERING GROUP (JPYFSG)  
RECEIPTS AND PAYMENTS TO 31 March 2016**

Chq No	Bfwd	Receipts	2015/2016 Payments	Balance
		£ -	£ -	£ 5,311.76
		<u>£ -</u>	<u>£ -</u>	<u>£ 5,311.76</u>

**Represented by**

Current a/c balance as at 08 January 2016

£ 5,311.76

Cheque not yet presented

£ 5,311.76

## Community Plan Income &amp; Expenditure to 31 March 2016

**Income**

	2015	2016
In Bloom Income (see attached In Bloom account)	7,412	4
Grants: Yate Town Council	2,048	2,731
Bank Interest	7	6
	<u>9,467</u>	<u>2,741</u>

**Expenditure**

	2015	2016
Administration Community Plan	2,048	2,731
Community Plan Expenditure (Shopping Centre Mural)	-	762
In Bloom (see attached In Bloom account)	6,974	2,398
	<u>9,022</u>	<u>5,892</u>

**Balance Sheet as at 31 March 2016****Funds:**

Opening balance 1 March 2015	12,147
Plus income	2,741
Less Expenditure	<u>- 5,892</u>
	<u>8,996</u>

**Represented By****Assets**

Yate Community Plan Bank Account Balance as at 31 March 2016.	10,069
Less cheques not yet presented	<u>- 1,073</u>
	<u>8,996</u>

**Made up as follows:**

Yate Community Plan balance of funds	1,965
In Bloom Balance of funds	<u>7,031</u>
	<u>8,996</u>

# **In Bloom Income & Expenditure to 31 March 2016**

## **Income**

	<b>2015</b>	<b>2016</b>
Grants:	7,402	-
Sales	-	-
Bank Interest	10	4
	<u>7,412</u>	<u>4</u>

## **Expenditure**

	<b>2015</b>	<b>2016</b>
In Bloom: Station Road Regeneration & Priority Neighbourhoods	6,863	1,798
Heritage Map		600
Judges expenses	89	
Misc.	22	
Exhibition & publicity		
Garden Competition		
Planting		
Cranleigh Crt & Mosaic		
Total Expenditure	<u>6,974</u>	<u>2,398</u>

Balance of funds available to In Bloom	2015/2016	-	2,395
Balance of Funds Bought Forward	2014/2015	-	9,425
Total Balance of Funding Available to In Bloom			<u>7,031</u>



## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

YATE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	RESTATED 820,963	917,750	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	831,530	873,514	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	416,889	990,042	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	464,453	612,249	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	55,941	55,942	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	631,238	790,316	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	917,750	1,322,800	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	870,581	1,393,882	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,355,744	4,148,902	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	551,149	520,141	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. <b>N.B. The figures in the accounting statements above do not include any Trust transactions.</b>

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Stewart Davies*

Date

14/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DDMMYYYY



**MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON  
TUESDAY 14 JUNE 2016 FROM 7.00PM – 7.15PM AT POOLE COURT, YATE**

**PRESENT:** Councillors Cheryl Kirby, Karl Tomasin, Tony Davis and Chris Willmore  
Administrative Officer (YTC)

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received from Councillors, Wully Perks, Aziz Chowdhry, John Gawn, Alan Monaghan, John Ford, Penny Thoyts, Ian Blair, John Davis, Mike Drew, Margaret Marshall, Sue Walker, Ben Campbell and Chris Edmonds.

**2. MEMBERS' DECLARATION OF INTERESTS**

None

**3. PLANNING APPLICATIONS**

The meeting considered planning applications received from South Gloucestershire Council.

It was **RESOLVED** that comments contained in Appendix 1 be submitted to South Gloucestershire Council.

**4. DATE OF NEXT MEETING**

The next Planning Sub-Committee meeting will be held on:

**Tuesday, 28<sup>th</sup> June 2016 at 6.45pm**

S:\Planning\Planning\Minutes\2016\Minutes 14.6.2016  
Full Council 28.6.2016

# YATE TOWN COUNCIL PLANNING APPLICATIONS

## 14<sup>th</sup> June 2016

Link to South Glos Council Planning Website:  
<http://developments.southglos.gov.uk/online-applications/>

Ref. No.	PK16/3508/F
Description	Demolition of existing conservatory and erection of a single storey rear extension to provide additional living accommodation. Case4 Officer Helen Braine
Location	138 Stanshawe Crescent Yate Bristol South Gloucestershire BS37 4EW
Applicant	
Received	6th June 2016
YTC Comments	No comment

Ref. No.	PK16/2809/F
Description	Demolition of existing canopy to facilitate erection of 6 no. 100t silos to provide additional storage. Erection of replacement canopy. Case Officer Griff Bunce
Location	Sharp Interpack Limited Highway Yate South Gloucestershire BS37 7AA
Applicant	
Received	3 <sup>rd</sup> June
YTC Comments	Object: To demolition, unless there are conditions set to regulate the hours of work. Measures must be taken to protect surrounding houses from dust/pollution/ noise from the demolition. Please be reminded that Yate Town Council has objected, and continues to object, to the erection of these silos.

Ref. No.	PK16/3470/F
Description	Erection of a single storey rear extension with flue to provide additional living accommodation. Case officer Karen Hayes
Location	5 Harts Croft Yate Bristol South Gloucestershire BS37 7XE
Applicant	
Received	3 <sup>rd</sup> June 2016
YTC Comments	No comment

Ref. No.	PK16/3204/F
Description	Erection of 1no attached dwelling, access and associated works. Case Officer Matthew Bunt
Location	23 Stanshawes Drive Yate Bristol South Gloucestershire BS37 4ET
Applicant	
Received	3 <sup>rd</sup> June 2017
YTC Comments	No comment

Ref. No.	PK16/3136/F
Description	Installation of a chimney and erection of a single storey rear extension to form additional living accommodation. Case Officer Helen Braine
Location	7 The Knapp Yate Bristol South Gloucestershire BS37 7YB
Applicant	
Received	2 <sup>nd</sup> June 2016
YTC Comments	No comment

Ref. No.	PK16/1977/PDR
Description	Erection of single storey rear extension to form additional living accommodation. Case Officer Fiona Martin
Location	21 Mountbatten Close Yate Bristol South Gloucestershire BS37 5TD
Applicant	
Received	1 <sup>st</sup> June
YTC Comments	No comment

Ref. No.	PK16/3294/F
Description	Erection of first floor side extension and single and two storey rear side extensions to provide additional living accommodation. Case Officer Helen Braine
Location	36 York Close Yate Bristol South Gloucestershire BS37 5XB
Applicant	
Received	1 <sup>st</sup> June 2016
YTC Comments	Object. Has the house behind been consulted? If the house behind are concerned, then we share their concerns.

**MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING  
HELD FROM 6.00 –7.35PM ON THURSDAY 16<sup>th</sup> JUNE 2016 AT POOLE  
COURT, YATE.**

**PRESENT:** Andrew Lowrey (Yate Shopping Centre) & Dan Bramwell (Crestbridge), Councillors Christine Howard (Dodington Parish Council), Councillors Tony Davis (Chair), Cheryl Kirby, Sue Walker, Carene Whiting-Hayes (Armadillo), Matt Simmons and Frances Snell (Circadian Trust) and Estates Support Officer (Yate Town Council).

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received from Mike Garrett, Claire Jaggard and Councillors Ruth Davis, John Davis, Gloria Stephens, and Chris Willmore.

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

No declarations were received.

**3. MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP  
MEETING HELD ON 2 DECEMBER 2015**

**RESOLVED** The minutes of the Yate Town Centre Strategy Group meeting held on 15 March 2016 were approved as a true and accurate record.

Further to the minutes, it was **NOTED** that discussions regarding the upkeep of the lozenge roundabout are ongoing.

It was further **RESOLVED** that thanks be extended to Yate Shopping Centre for taking on the maintenance of the two planters located outside Yate Leisure Centre - which look fantastic.

**4. UPDATE FROM CIRCADIAN TRUST**

Representatives of Circadian Trust gave an update. The following was **NOTED**:

- Matt Simmons is moving on to another opportunity within the Circadian Trust. Frances Snell was introduced as his replacement as Yate Leisure Centre Manager;
- The Dementia Group which is supported and run by Yate Leisure Centre is now being regularly attended by 36 people. It has also increased the confidence of these people to use Yate Leisure Centre more frequently;
- The Chief Executive of Circadian Trust has won 'Third Sector-Director of the Year' award.

It was further **RESOLVED** that thanks be extended to Matt Simmons for all the work he has done to support the local community during his time at Yate Leisure Centre and to wish him luck in his future role.

## 5. UPDATE FROM CRESTBRIDGE

Representatives of Crestbridge provided updates as follows;

### General update:

- Currently the cinema, 4 restaurants and 2 retailers are now open at Yate Riverside;
- TK Maxx have signed a lease to open a store at Yate Riverside which should open at some time in October 2016;
- Several organisations have shown an interest in leasing the remaining first floor unit;
- Pandora have signed a lease to occupy the old Phoes4U unit in the Shopping Centre;
- Other units in North Walk have received offers - these include a health food shop, a salon/nail bar, a speciality delicatessen, and an electrical repair shop;
- This means only 5 units will be vacant – well below the national average;
- Negotiations with regard to the former Entertainer unit are ongoing;
- 19 events have been planned across the summer months – with the ‘beach’ being as popular as previous years;
- Botellinos restaurant is developing an ice cream parlour area alongside the restaurant inside their unit.

It was **NOTED** that following a request made by a member of the public to Yate Town Council, a discussion took place regarding the process of reporting and recovering abandoned shopping trolleys around Yate.

**RESOLVED:** Yate Shopping Centre agreed to the following:

- To remind retailers of their obligations regarding abandoned shopping trolleys;
- Create and put up posters around the shopping centre showing the details of how to report abandoned trolleys found in the community.

## 6. UPDATE FROM TESCO

No formal update from Tesco was received.

It was however **NOTED** that an update had been provided by Claire Jaggard reporting that Tesco had provided a large screen in the Tesco store showing local updates.

### RESOLVED:

- Thanks be extended to Claire and Tesco for working together to achieve this;
- Claire Jaggard be asked to contact Yate Leisure Centre directly regarding re-establishing the screens there;
- Claire to be approached regarding whether cinema listings could be fed through to the My Yate website;
- Yate Shopping Centre to consider putting up posters showing cinema listing times around the shopping centre.

## **7. UPDATE FROM THE ARMADILLO**

The Armadillo Business Support and Marketing Manager advised the meeting of the following;

- A new event running on Wednesday nights for Year 6 and 7 young people has proved extremely popular with around 120 young people regularly attending;
- During these busy sessions, parents often use the coach park space in Yate Leisure Centre carpark to drop off and collect their children. Discussions took place about whether this was likely to cause any inconvenience to Yate Leisure Centre. It was **NOTED** that Yate Leisure Centre did not see any problem with this continuing;
- An event being organised in conjunction with Yate Heritage Centre to commemorate the Battle of the Somme is being organised for the 16<sup>th</sup> July 2016.

## **8. YOUTH WORK**

No update was received.

## **9. UPDATE FROM YATE LIBRARY**

A verbal update was provided by Councillor Cheryl Kirby. It was **NOTED** that the consultation process regarding the future of Yate Library Services closed in May.

**RESOLVED:** Councillor Cheryl Kirby to send correspondence to the manager of Yate Library to request either a representative attends or a report is prepared for future Town Centre Strategy Meetings.

## **10. TOWN CENTRE ISSUES**

### **(a) South Gloucestershire Council Updates on Town Centre Issues**

No update was received.

### **(b) Dementia Friendly Town**

A verbal update was provided and it was **NOTED** that several local schools have run dementia awareness sessions for pupils.

## **11. RIVER FROME / LINK ROAD**

No further update received.

**RESOLVED:** future updates in relation to the Link Road/ River Frome to be provided by Crestbridge as part of their general update and for this to be removed as an independent agenda item.

## **12. YATE AMBULANCE STATION – AMBULANCE SERVICE REVIEW**

No formal updates received.

A discussion took place about the response times of ambulances and the NHS 111 service and whether they had increased recently. Yate Shopping Centre reported they had experienced situations where ambulances had been called by them for members of public had taken a long time to arrive.

It was also discussed that Yate Minor Injuries Unit had been approached to help with the care of an elderly lady who has collapsed in the MIU car park - but declined to help.

### **RESOLVED:**

- Yate Shopping Centre to record any incidents of ambulances being called and their response times;
- Yate Town Council to write to the operator of Yate Minor Injuries Unit to query whether they will provide support to members of the public awaiting an ambulance in life threatening circumstances.

## **13. HEALTHWATCH SOUTH GLOUCESTERSHIRE**

No update was received.

## **14. TOWN CENTRE HEALTH CHECK**

No update was received.

## **15. SIGNAGE FROM YATE TRAIN STATION**

The following request was received:

*'At the last meeting of the Yate Community Plan Management Committee, signage from Yate Station was once again a topic of discussion.*

*Members of the committee felt that signage at Yate Station showing the direction of travel on foot to key local facilities (SGC Offices, Westgate Centre, Shopping Centre etc.) would be of great benefit.*

*The committee instructed me to write to Yate Town Strategy Group to ask this topic be put on the agenda for discussion – and for consideration to be given as to how signage might be achieved. '*

### **RESOLVED:**

- Yate Shopping Centre Manager offered to supply and install a basic sign with finger post indicating the direction of Yate Shopping Centre;
- Yate Shopping Centre Manager to come up with a basic design and present to the next Yate Town Centre Strategy Meeting for comment;
- Other stakeholders would be welcome to provide and install their own finger posts to the sign in due course;

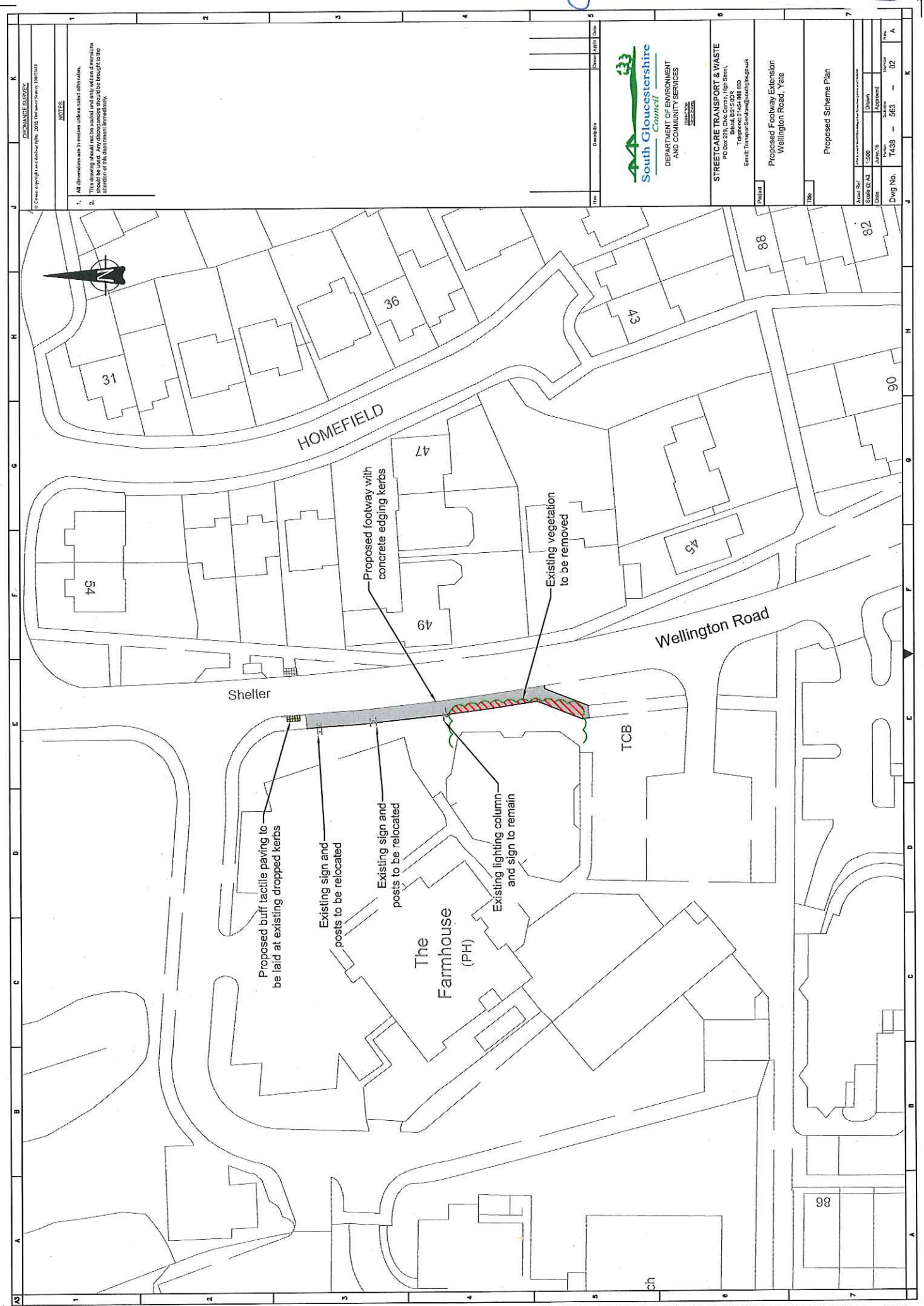
- Consideration to be given to the location of the sign – to be discussed at the next meeting;
- Thanks be extended to Yate Shopping Centre Manager for his assistance in this matter.

**16. DATE OF NEXT MEETING**

**RESOLVED** The next meeting of the Yate Town Centre Strategy Group to take place at 6.00pm on Thursday 16<sup>th</sup> September 2016 at Poole Court, Yate.

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FC 28.06.16





- NOTES**
1. All dimensions are in metres unless stated otherwise.
  2. This drawing should not be used for any other purpose without the written consent of the Department of Environment and Community Services. Any discrepancies should be brought to the attention of this department immediately.



**STREETCARE TRANSPORT & WASTE**  
PO Box 299, Old Court, High Street,  
Yate, Gloucestershire, GL8 8BQ  
Telephone: 01454 868 800  
Email: Transport@sgc.glos.gov.uk

Proposed Scheme Plan			
Author	Scale	Drawn	Approved
1:500	1:500	1:500	1:500
Date	Drawn	Approved	Drawn
17/03/15	17/03/15	17/03/15	17/03/15
Dwg No.	7438	565	02
Rev	A		

