

Yate Town Council

Full Council

10th January 2023 from 7pm until 8.20pm at Poole Court

Minutes

Present:

Councillors Tony Davis, Mike Drew (part-meeting), John Ford, Alan Monaghan, Ben Nutland (Vice-Chair & Chair of meeting), Karl Tomasin and Chris Willmore. Town Clerk, Community Projects Manager and Finance Manager & RFO. 1 member of the public.

Minute 70. Apologies for Absence

- a) Apologies of absence were received from Councillors John Emms, Sandra Emms, John Gawn, Cheryl Kirby, Margaret Marshall, Wully Perks (leave of absence until 25th January 2023), Ray Perry, Jane Price and Penny Thoyts.
- b) Leave of absence requests were received from Councillors Sandra Emms and Jane Price and **RESOLVED** that leave of absence for both councillors be granted until 9th May 2023 when the existing council will stand down owing to local elections.
- c) The disqualification of former Councillor, John Serle, owing to the 6-month rule of non-attendance (s85 of the Local Government Act 1972) was reported and it was **NOTED** that a vacancy has occurred. It was **RESOLVED** that as within 6 months of the May 2023 elections, no election will be called at this time.

Minute 71. Members Declarations of Interest Under the Localism Act 2011

Councillors John Ford declared an interest regarding all matters concerning YOSC and YOSC Ltd, as a serving trustee on the YOSC Ltd board.

Minute 72. Requests for Dispensations

No requests for dispensations were received.

Minute 73. Public Participation Session with Respect to Items on the Agenda

There were no items raised by the member of the public present.

Minute 74. Minutes of the Town Council Meeting held on 25th October 2022

It was **RESOLVED** that the minutes of the Minutes of the Town Council Meeting held on 25th October 2022 be approved and signed as a true and accurate record.

Minute 75. Minutes of the Environment and Community Committee Meeting held on 8th November 2022

The minutes of the Environment and Community Committee meeting held on 8th November 2022 were received and **NOTED**.

Minute 76. Minutes of the Planning and Transportation Committee Meeting held on 22nd November 2022

The minutes of the Planning and Transportation Committee meeting held on 22nd November 2022 were received and **NOTED**.

Minute 77. Minutes of the Finance and Governance Committee Meeting held on 6th December 2022

The minutes of the Finance and Governance Committee meeting held on 6th December 2022 were received and **NOTED**.

Minute 78. Items Referred from the Environment and Community Committee Meeting held on 8th November 2022

It was **NOTED** that no items were referred to Full Council from the Environment and Community Committee Meeting held on 8th November 2022.

Minute 79. Items Referred from the Finance and Governance Committee Meeting held on 6th December 2022

Minute 79/1 Income and Expenditure Report to 30 September 2022

The income and expenditure report to 30 September 2022 was received and **RESOLVED** it be approved. (Appended to the Finance & Governance Committee minutes of 6th December 2022)

Minute 79/2 Meeting Dates 2023/2024

The schedule of meetings for the ensuing year was received and it was **RESOLVED** that the schedule be approved. (Appendix 1)

Minute 79/3 Funding Agreement – Citizens Advice South Gloucestershire (CASG)

The following recommendation from the Finance and Governance Committee was

received and **RESOLVED** it be approved as follows:

- grant fund £3,846 to Citizens Advice South Gloucestershire (CASG) for the period January 2023 to March 2023 to allow for an additional session to be implemented to support Yate residents with their current needs, including the cost-of-living “marker” issues that CASG have identified recently;
- a one-year Funding Agreement be entered into with CASG to the sum of £15,384 from 1 April 2023 to 31 March 2024;
- CASG be asked to contact Yate Town Council in November 2023 during its budget setting period, to provide an update regarding its funding situation.

Minute 79/4 Yate & District Bowling Club

A recommendation from the Finance and Governance Committee was received as follows; that Yate & District Bowling Club be offered a six-month licence from April 2023 onwards at a cost of £15,165.00, and it was **RESOLVED** that the recommendation be approved.

Minute 80. Items Referred from the Planning and Transportation Committee meeting held on 22nd November 2022

It was **NOTED** that no items were referred to Full Council from the Planning and Transportation Committee meeting held on 22nd November 2022

Minute 80/1 Highways Works and Contractors

Councillor Chris Willmore gave a verbal update on the recent traffic mayhem on Yate roads caused by road works. It was **RESOLVED** that Yate Town Council write to South Gloucestershire Council expressing concern about the fragility of the Yate road system and the extent to which we have seen the ensuing chaos in the last few days where even quite small incidents of road works have ground the entire town to a halt. Yate Town Council ask that South Gloucestershire Council recognise the fragility of the road network in Yate and take strenuous steps to avoid daytime roadworks in our town. To also request that South Gloucestershire Council advise how much resurfacing works along the A432 is costing.

Minute 81. Delegated Decisions

Minute 81/1 Record of Delegated Actions

It was **NOTED**, 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.”

A list of decisions taken using above delegation to 20 December 2022 was received

and **NOTED**. (Appendix 2)

Minute 81/2 Planning Comments Submitted Under Delegated Powers Actions

It was **NOTED** that the Planning and Transportation Committee meetings did not take place on 18th October 2022, 1st November 2022 and 13th December 2022. Instead, a positive decision was taken to save time and cost by the Committee agreeing digitally the comments to be submitted and invoking delegation to the clerk to submit them to SGC. The submissions will be formally reported to the next Planning and Transportation Committee meeting

(Councillor Mike Drew entered the meeting)

Minute 82. Financial Reports

Minute 82/1 Accounts for Payment

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED**. (Appendix 3)

Minute 82/2 2023/2024 Budget

The draft budget for 2023/2024 was received and considered.

RESOLVED The budget for 2023/2024 be approved (Appendix 4) and the Town Council to precept for £1,668,251 from South Gloucestershire Council.

Minute 82/3 Staffing and Governance Sub-Committee

The Council received the recommendation contained in the extract from the Finance and Governance Committee minutes of 6th December 2022:-

*It was **RESOLVED** that:*

- The Estates Person vacancy be readvertised as a Monday to Friday role;*
- A second vacancy be advertised for weekend hours with the option of either a September to May role to cover seasonal football duties, or as an all-year round role to cover seasonal football duties and assist with additional duties outside of the football season. The estimated additional cost to the council will be £7,022.29 for the seasonal role or £9,913.82 for the all-year round role. (HR validation required on salary scale to be applied);*
- If recruitment into the second vacancy of either of these roles is successful, it be **RECOMMENDED** to Full Council that the staffing structure be changed accordingly.*

It was **RESOLVED** that the recommendation to change the staff structure be made if recruitment into the estates vacancies is successful.

Minute 83. Town Council Project Steering Groups (Task Limited)

Minute 83/1 Play Areas Properties Project Steering Group

a) Brinsham Play Trail Collaboration with Home from Home and Live West

It was **NOTED** that:

- a meeting took place with Live West, following the workshops that took place in 2022 and a proposal for play trail items was received from Juneau Projects. The following feedback was sent to Juneau by Live West, outlining more specific aspirations for the trail:
 - Theme of play – the woodland path will connect up 3 traditional playgrounds. This woodland path should offer a space for alternative types of play, engaging with nature thus creating a play trail through the woods;
 - Engage children to play in the woodland and engage with nature/blending play and nature (hide and seek, tree climbing, jumping logs etc);
 - Bright and attractive;
 - Can the proposal include feedback from the public who took part in the 'Wild Things' workshops?
 - perhaps a few options; either Good/Better/Best or a proposal that could be phased or added to when more funding became available.

Juneau responded to offer a meeting to discuss the proposal with YTC and Live West in January 2023.

- The following was agreed at the Environment and Community Committee meeting on 8th November 2022:

YTC to send formal notification of intentions (by end January 2023) to the Barratts representative containing principle ideas for the intentions concerning our plans, drawings and photos for play trail and outlining what YTC leaseholder rights are. Barratts will then consider it. (Councillor Chris Willmore to draft correspondence)

It was further **NOTED** that Councillor Chris Willmore prepared a paper, with support from officers, and sent it to Barratts in December 2022. (Appendix 5) Thanks were extended to Councillor Willmore and officers involved. It was also **NOTED** that a similar paper regarding allotments had been sent to Barratts and that this would be reported to the Environment and Community Committee meeting in January 2023.

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

b) Kingsgate Park Refurbishment Project

It was **NOTED** that:

- Approval from the Department for Levelling Up, Housing and Communities (DLUHC) has been received for a loan of £300,000 towards the refurbishment of a play area. The approval is valid for one year from 22 December 2022;
- Now that approval has been granted, an application to the Public Works Loan Board is to be made to draw down the loan at least two weeks before the intended advance date (and within the 12-month approval from the DLUHC);
- An application to Enover Community Trust (ECT) for funding to the value of £25,000 was successful. Following consultation with the Play Areas and Properties Project Steering Group, the following items have been selected to be funded by the ECT grant:
 - Removal/replacement of zip wire, up to £10,000 (replacement cost ex-VAT: £8,368.42. Officers will confirm if removal of the existing structure is required; this may increase replacement cost therefore, additional funding has been allocated to this item until full cost is confirmed);
 - Removal/rebuild MUGA walls up to £5000 (estimate);
 - Resurfacing of MUGA up to £10,000 (estimate);
- Correspondence has been sent to Children's Play Company (CPC) to advise the quote for refurbishment of Kingsgate Park play area has been accepted, and to advise of the process YTC is taking re the PWLB loan. Further information has been requested from CPC, as follows:
 - Timescales for installation;
 - Timescales for installation of the zip wire;
 - Recommendations for type of contract (JCT, Order, Deed) for consideration by the Project Steering Group;
 - Payment schedule;
 - Risk assessments, method statements (RAMS) and proof of insurances;
 - References;
- The refurbishment business case has been submitted to SGC's Property Services department, with a request to remove the 2028 break clause, in the 50 year lease agreement for Kingsgate Park. A response is awaited;
- It was **NOTED** that a meeting of the Play Areas and Properties Steering Group took place on 10th January 2023, that minutes of this meeting would be reported to the next Full Council meeting in February 2023, and that the following had been agreed:
 - plan agreed for the draft design of the new equipment, landscaping and access improvements;
 - that the full £300k loan would be drawn down in one-go, to spend as much as possible on equipment and any improvements to the play area;
 - it had been agreed that a landscape architect would not be appointed and that a Design and Build contract would be pursued with the successful tenderer for new works;

- The project timeline had been revised slightly so;
 - public consultation for new equipment will take place prior to the Purdah period (beginning on 28th March 2023);
 - Work onsite will commence in late February, with the installation of the replacement zipwire;
 - Contract works will be phased, where possible, to ensure access remains to the play area during school holiday periods;
 - discussions will continue with SGC regarding the break clause within the lease, but the project will proceed regardless of whether this matter is concluded before works need to commence, to ensure the project achieves the delivery timeline;
 - The preferred contract mechanism for the refurbishment works being undertaken by the Children's Playground Company is a JCT minor works contract.
- Aims and objectives for the Brinsham Play Trail project had been agreed, with this project being a secondary priority once the Kingsgate project has concluded. Project to be progressed as/when external funding is available.
- It was **NOTED** that in relation to the Eggshill Play Area refurbishment project:
 - Yate Community Plan donated funds to support the creation of a community garden at the Station Road Halls (rear of YMCA);
 - following public feedback regarding the commemoration of Queen Elizabeth II's reign, residents were keen to see the installation of interpretation boards about the area's history, installed in Eggshill Play Area. Project to be progressed as/when external funding is available.

It was **RESOLVED** that the planned tree Coronation sculpture in Kingsgate Park (to fell it and turn it into a seat) form part of the Play Area refurbishment project at Kingsgate Park.

Minute 83/2 YOSC

(a) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)

It was **NOTED** that:

- mirrors were installed on 9th December 2022;
- external solar PIR lights were installed in November 2022;
- the MAB building project is now concluded and that any other matters connected to the MAB will be reported via the YTC YOSC Facilities Project Steering Group as part of the overall facility management/liaison with YOSC Ltd. Thanks were extended to all those involved with the MAB project.

(b) YOSC Facility Project Steering Group – YOSC Drainage Improvements Project

It was **NOTED** that:

- following a meeting of the Priorities Working Group on 14 October 2022, no further action has been taken on this project;
- in 2023, a meeting of the YOSC Facilities Project Steering Group will be called to offer discussion time with Officers about YOSC projects.

(c) YOSC Liaison – Governance

It was **NOTED** that a draft lease and funding agreement for the YOSC site has been sent to YOSC Ltd to review and negotiations are ongoing.

A further report was received and considered under confidential session, minute no. 89/1.

(d) Bund at Brinsham School Site

It was **NOTED** that the Town Council has offered to install bunds on Brinsham Green School land adjoining YOSC and are awaiting the school’s final decision

Minute 83/3 New North Yate Community Building

It was reported that that no further update has been received from South Gloucestershire Council regarding Expression of Interest timescales for building operators.

A response from Luke Hall MP to a local resident was received in respect of New North Yate Community building. (Appendix 6)

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

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

Minute 84. Consultations

Minute 84/1 Current Consultations

Consultation Name	Link	Date Circulated / Closing Date	Notes

<p>Seeking views on adopting a new Compact which moves from the current rules-based codes to a set of agreed principles governing behaviour.</p>	<p>Click here for consultation</p>	<p>28.10.22 / 22.1.23</p>	<p>It was commented that the consultation document fails to recognise that Town and Parish Councils are democratically elected, accountable bodies and it says that the Compact will respect and recognise expertise, but that is not the Town Council's experience. It was RESOLVED that Councillors Mike Drew and Chris Willmore would work together on a response on behalf of Yate Town Council and delegated powers were granted to the clerk to submit the response.</p>
<p>Wessex Water – Draft Water Resources Management Plan 2024 - Consultation</p>	<p>Click here for wessex water resources management plan</p>	<p>1.12.22 / 6.2.23</p>	<p>RESOLVED Councillor Chris Willmore to consider this consultation and delegated powers be granted to the clerk to submit any response.</p>
<p>South Gloucestershire Council Clean Air Action Plan</p>	<p>Click here for consultation details</p>	<p>With agenda / 31.1.23</p>	<p>This consultation was NOTED.</p>
<p>Consultation South Gloucestershire Council Budget - Phase 2</p>	<p>Click here for consultation details</p>	<p>20.12.2022 (Also circulated to Yate Heritage Centre Mgmt Committee) / 15.1.23</p>	<p>At the meeting of the Finance & Governance Committee on 6.12.22 it was RESOLVED that delegated powers be granted to the Clerk to submit comments in consultation with the RFO, Councillors Mike Drew, Cheryl Kirby and Chris Wilmore.</p>

Minute 84/2 Consultation Responses

Consultation Name	Link	Date Circulated / Closing Date	Notes
Bristol City Council & Environment Agency Flood Risk Survey	Click here for survey.	21.10.22 / 28.10.22	It was NOTED that a response was submitted by Councillor Chris Willmore on 25.10.22 via an online survey. [Appendix 7] Thanks were given to Councillor Willmore.
Commons Adjournment Debate - Unadopted Roads & New Housing Facilities - 1/12	Click here for link to debate .	29.11.22 / 30.11.22	It was NOTED that a response was submitted by Councillor Chris Willmore on 30.11.22. [Appendix 8] Thanks were given to Councillor Willmore.

Minute 84/3 Urgent Consultations

It was **NOTED** there were no urgent consultations to consider.

Minute 85. Yate Town Centre

Minute 85/1 Yate Town Centre Strategy Group

It was **NOTED** that the meeting of the Yate Town Centre Strategy Group took place on Monday 24th October 2022 (minutes were reported to the meeting of the Environment & Community Committee on 8th November 2022).

Minute 86. Ladden Garden Village

Further to Minute No 5.11 of the Finance and Governance Committee meeting of 6th December 2022 (SGC response to Councillor Chris Willmore) and Minute 67 of the Full Council meeting of 25th October 2022, it was advised that there has been no formal response to Yate Town Council from the Chief Executive of South Gloucestershire Council, further to deep concerns in respect of delivery of facilities at Ladden Garden Village and a request for a meeting with senior SGC officers.

It was **RESOLVED** that contact be made with South Gloucestershire Council to advise of the Town Council's disappointment that no formal response has been forthcoming.

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

Minute 87. Mini Holland

It was **RESOLVED** to support (in principle) the South Gloucestershire Council draft bid to WECA for a pilot 'Mini Holland' scheme for Yate. (*Government timeline has not yet been finalised for criteria or bids; however WECA was due to decide which bids to back in December 2022*) and reported that the following statement was sent to South Gloucestershire Council on Friday 9th December 2022, following email consultation with members.

We write to confirm that Yate Town Council supports the bid for the Mini-Holland Proposal (in principle) at this early stage and look forward to working with communities to develop solutions.

Minute 88. Consideration of Impact of Decisions on Climate and Waste

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

- £30,000 allocated to climate and planet projects in 23/24 budget;
- Brinsham play trail project - encouraging positive engagement with nature;
- Kingsgate play area refurbishment project – in the design brief high priority will be specified for:
 - use of recycled/recyclable materials in new equipment;
 - designs that encourage inclusion and enhance accessibility;
 - use of planting/landscaping to enhance areas for nature, and to address issues associated with climate change, such as flooding;
- Councillor Chris Willmore to look at a response to the Wessex Water Draft Water Management Plan consultation;
- Response has been submitted to South Gloucestershire Council's Flood Risk Strategy consultation;
- Resolution to support Mini Holland scheme;

Minute 89. Confidential Items

RESOLVED to enter confidential: *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.*

Minute 89/1 YOSC Governance

A confidential report was received. (Confidential Appendix 9).

RESOLVED The meeting returned to public session

RESOLVED A grant payment in the sum of £21,089.44 be paid to YOSC Ltd, which is equivalent to Brimsham Green School use monies for the YOSC facility, minus maintenance and admin charges for the period September 2021 – August 2022.

Minute 89/2 Update from the Mayor - Potential Future Projects

RESOLVED to enter confidential: *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.*

A report from Councillor Cheryl Kirby was received. (Confidential Appendix 10)

RESOLVED The meeting returned to public session

RESOLVED Councillors Tony Davis, Sandra Emms, Cheryl Kirby and Chris Willmore form a Working Group with the remit of having general discussions and to investigate project feasibility with St Nicholas Church, reporting back to Yate Town Council with findings.

Minute 89/3 Staffing and Governance Sub-Committee – Community Engagement Assistant Post

RESOLVED to enter confidential: *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.*

A confidential report was received (Confidential Appendix 11)

RESOLVED The term of the Community Engagement Assistant post be extended until 31 July 2023.

RESOLVED The meeting returned to public session and was closed at 8.20pm.



TOWN COUNCIL MEETING DATES 2023/2024

All members of the public are very welcome to attend meetings, which take place at Poole Court. Fifteen minutes are set aside at the beginning of each meeting for the public to ask questions. Below are some dates for your diary:

Agendas for the meetings are available on the Yate Town Council website

www.yatetowncouncil.gov.uk

2023

10 January	Full Council
17 January	Planning & Transportation
24 January	Environment and Community
31 January	Planning
7 February	Finance and Governance
14 February	Planning
21 February	Full Council
28 Feb	Planning & Transportation
7 March	Environment and Community
14 March	Annual Town Meeting
21 March	Planning
28 March	Finance and Governance
18 April	Planning
25 April	Planning & Transportation
16 May	Annual Town Council Meeting
16 May	Full Council
23 May	Planning
30 May	Environment & Community
6 June	Planning
13 June	Finance and Governance
20 June	Planning & Transportation
27 June	Full Council
11 July	Planning
18 July	Environment and Community
25 July	Finance and Governance
8 August	Planning

05 September Full Council
12 September Planning & Transportation
19 September Environment and Community
26 September Planning
03 October Finance and Governance
17 October Planning

24 October Full Council
31 October Planning & Transportation
7 November Environment and Community
21 November Planning
5 December Finance and Governance
12 December Planning

2024

09 January Full Council
16 January Planning & Transportation
23 January Environment and Community
30 January Planning
06 February Finance and Governance
13 February Planning

20 February Full Council
27 Feb Planning & Transportation
05 March Environment and Community
19 March Planning
26 March Finance and Governance
16 April Planning
23 April Annual Town Meeting
30 April Planning & Transportation

**Yate Town Council Poole Court, Poole Court Drive, Yate,
South Gloucestershire BS37 5PP Phone 01454 866506
www.yatetowncouncil.gov.uk info@yatetowncouncil.gov.uk**

S:\Meetings and Conduct\Meeting Dates\Meetings dates 23-24

SWIFT MECHANICAL GROUP RENEWABLES QUOTATION



Project: SHP042223 R2
Date: 15/11/2022

Swift Mechanical Group Limited
Unit 6 Westfield Court
Barns Ground
Kenn
North Somerset
BS21 6FQ



Heat Pump Quotation

Dear Leah,

Thank you for considering Swift Mechanical Group to install your new renewable heating system. With a wealth of knowledge and years of experience in renewable energy, heating & underfloor heating systems we aim to provide you with a bespoke heating system designed to cater for your needs.

Our family run business was established in 1989 and has been excelling in the comfort & environment sector for over 30 years. Over the years we have maintained a core focus on low carbon energy, starting with efficient refrigeration systems and developing our knowledge along with the high efficient heat pump & renewable systems that we work with today. Our engineers have been installing renewable based heating systems for 25 years, from HVAC systems to ground & air source heat pumps and when the MCS scheme was introduced we became certificated as soon as we could as we knew it would help prove our high standard of installation and show how serious we are about renewable energy.

Since then we have helped countless customers and businesses transition from fossil fuel and inefficient heating system to cleaner, greener renewable systems, saving thousands of tonnes of CO2 and thousands of pounds worth of savings on energy bills. Our MCS accreditation enables our customers to access the Renewable Heat Incentive and receive grants worth thousands of pounds, helping them to offset their transition to green energy as well as reward them for choosing a cleaner lifestyle.

Our quotation includes the following works;

- Supply & installation of Daikin Altherma 3 refrigerant split system including;
 - Daikin Altherma ERGA08EVA outdoor unit
 - Daikin Altherma EHVH08SU18E6V indoor unit with integral 180 litre hot water cylinder, complete with G3 kit
 - Interconnecting refrigerant pipework and comms cabling
 - Connection of cold water main to integral hot water cylinder
 - Connection of cylinder to hot water supplies
 - Materials and installation for connection to existing heating system
- Supply & installation of power supplies including;
 - New small consumer unit connected to incoming electrical supply
 - 2 no. new RCBOs for heat pump and back up heater
 - Cabling & accessories, supplies to run externally to outdoor unit and backup heater
 - Testing & certification

The heat pump we have selected has an SPF of 3.6 at a flow temperature of +50°C and they are capable of providing flow temperatures as high as +60°C even in the coldest of weather.

**Seasonal Performance Factor is a heat pumps measurement of efficiency. Effectively for every kWh of electricity in to the heat pump your heat pump would produce 3.6 kWh at +50°C flow temperature. This varies depending on the flow temperature and external conditions.*

We hope our quotation will be of use to you and should you have any queries please do not hesitate to contact me.

Yours sincerely

Josh Muschamp

Swift Mechanical Group Limited Registered in England and Wales 2423123 VAT Registration No: 634478225
MCS Registration No: NAP 23872 TrustMark Registration No: 1874218

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Heat Pump Quotation

Director
Swift Mechanical Group Limited

Customer Name:	Yate Town Council - Leah Collier	Project Reference:	SHP042223 R2
Installation Address:	Yate Heritage Centre Church Lane Yate BS37 5BG		
Quotation issued by:	JM	Date issued:	15/112022

Heat Pump Quotation	Qty.	Total Price
Supply & installation of air source heat pump system	1	£13,352.94
Supply & installation of power supplies	1	
Total:		£13,352.94
Our intention is to give you a full and clear cost for the installation of the system. Providing nothing unforeseen should occur the only additional costs would be those associated with the Energy Performance Certificate (if not included above) and any planning related issues should they be required.		

Guarantees and Warranties		
Daikin Warranty	5	Years
Workmanship Warranty	2	Years

Your equipment is guaranteed by its manufacturer, but you should contact us in the first instance if anything appears to be operating incorrectly.

In addition to the product guarantees, our work will be covered by a workmanship warranty. This workmanship warranty will be transferable to the new legal owner of the property if it is sold during the warranty period.

As members of RECC we are required to ensure that should we cease trading, due to receivership, administration or bankruptcy, that the workmanship warranty that we have in place for your installation will still be honoured.

Should we cause any damage, either to installed equipment or to your property we will rectify such damage without charge to you.



Heat Pump Quotation

Payment Terms	
Deposit: Deposit (Maximum 25% of the total sum inc VAT) payable on confirmation of order	£3,338.24
Advance Payment: Further advance payment payable on (no more than 3 weeks before delivery date. Deposit and advance payments together will not exceed 60% of the total sum inc VAT)	£4,594.12
Balance: Balance payable following final commissioning	£420.59
Boiler Upgrade Scheme Amount to be claimed by swift upon completion	£5,000.00
Total including BUS grant: This is the proposed cost with the grant from a successful application for a BUS voucher included	£13,352.94

It is important that this quotation is read in conjunction with the full performance estimate that accompanies it. If you require clarification on any point please do not hesitate to contact us

Customer Confirmation

We/I agree to the Quotation and confirm the order for the products and installation services specified.

We/I agree to the total cost and payment terms set out above.

We/I have read and agree to abide by the Terms and Conditions of the Contract provided with this Quotation.

By signing this form, you are also confirming that you have received Planning Permission or a Building Warrant for the proposed installation or ascertained that these are not required. We cannot be held responsible for any installations where Planning Permission or a Building Warrant was required but not obtained, and no refunds will be offered.

We can accept payment by Cheque or by Bank Transfer

Name:	
Signature:	
Date :	

BUS Confirmation of application

Swift Mechanical Group Limited Registered in England and Wales 2423123 VAT Registration No: 634478225

MCS Registration No: NAP 23872 TrustMark Registration No: 1874218

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Heat Pump Quotation

If you are also providing consent for us to make an application for a voucher under the Boiler Upgrade Scheme for the installation, please sign in the box below and we will make the application on your behalf. By signing the below, you understand that you must provide consent to the scheme in a timely manner, and also acknowledge that there is no guarantee that voucher funds will be available for this installation.

Name:	
Signature:	

All information can be supplied in a large text if required



Heat Pump Quotation

Important notes concerning this quotation

Costing

This quotation has been based on us being able to install your system as described without interruption. Should there be circumstances beyond our control which cause an interruption to the installation process we will discuss with you the implications of such a delay.

Should you decide to make any changes to the agreed installation within your cancellation period, we will produce another full quotation which takes into account these changes. You will be given a further cancellation period to consider this quotation.

Should you wish to make any changes to the agreed installation after your cancellation period has expired, again we will prepare a new quotation for you, but we reserve the right to charge for any reasonable costs we have incurred in working towards the original installation details.

If, during the installation process, we come across any situation that we could not reasonably be expected to foresee, for example, remedial electrical or building work, we will discuss with you the implications and costs involved in rectifying the problem.

Should you request any changes after the installation process has begun that involve additional cost we will provide you with a quotation based on the daily or hourly rate of our installers. The rate that would apply would be £42.50 per hour or £340.00 per day.

Boiler Upgrade Scheme (BUS)

If you have indicated that you give consent for us to apply for a Boiler Upgrade Scheme voucher on your behalf, we will make the application as soon as possible. We are required to submit certain information about you and your property to make the application, and you will be contacted by the scheme administrator to provide consent yourself. This should arrive via email.

You will have a certain amount of time to give consent, so we ask that said consent is given in a timely manner for us to begin the installation. If consent is not given within this time, your application may be deemed 'dormant' and we would be unable to progress the application at that time.

Once a voucher is approved, we have 3 months from the date of the voucher to complete the installation for air source heat pumps, and 6 months for ground source, to be able to redeem the funds.

If the voucher is predicated on further measures being installed, such as cavity wall insulation or loft insulation, you are required to have these measures installed prior to the point that we redeem the voucher, as failure to do so will result in the voucher being rejected – in this circumstance we cannot accept liability for the outstanding voucher funds, and would require payment for the balance.

Once the installation is complete, we will then submit information to redeem the voucher funds. Depending on the nature of the contract we have in place with you, this would either be returned to you if you paid full price for the installation, or we would retain these funds if we discounted your installation by the grant amount.

We will discuss with you on which course for payment we will take.

Please note that while an accepted application means technically the funds are available for us to redeem for your installation, until Ofgem accepts the information provided at redemption stage once the installation is complete, it is not guaranteed that these funds will be granted.



Heat Pump Quotation

Cancellation Rights

Your cancellation rights will vary depending on whether the contract you agree with us is considered to have been agreed on or away from trade premises.

For contracts considered to have been agreed on trade premises you will be given a fourteen day cancellation period from the day that the contract was signed.

For contracts considered to have been agreed away from trade premises, your cancellation rights are as set out in the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations. These regulations give you the right to cancel from the time that the contract is signed until fourteen days after the delivery of the last of the goods.

If you wish us to begin work within the cancellation period you must give us express permission, in writing, to do so.

You can find full details of your cancellation rights within the contract we will ask you to sign and also on the Cancellation Form we will issue to you.

Contract Terms

We have enclosed a copy of our contract with this quotation. Please read this carefully, and as always, please contact us if you require further clarification.

Timetable for works and subcontracting

If you decide to accept our quotation, we will contact you and arrange a mutually agreeable date to begin the installation. We will confirm this with you in writing but we have included proposed dates for your installation should you accept.

It usually takes us 4 to 5 days to carry out an installation. Your installation will usually take place within 6 weeks of receiving your order, subject to workload and availability of materials. We will contact you at the earliest opportunity should there be any delay in obtaining the goods or services required.

We propose the installation to start on and end on

We will subcontract electrical works to Swift Electrical. We are responsible for ensuring that all subcontracted works are carried out to the standards required by MCS and RECC.

Planning permission

If your property is a listed building or you are in a conservation area you may need planning permission. We will assist you in gaining any permission, but you are responsible for contacting your local planning authority to obtain confirmation that planning permission is not required.

We cannot be held responsible for any installations carried out where planning permission was required but not obtained. No refunds will be given in such cases.

Requirements regarding planning permission can vary from area to area.

Domestic heat pumps sometimes need planning consent therefore you will need to check with your local authority to find out if you need this permission or not.



Heat Pump Quotation

The installation of a domestic heat pump may come under “Permitted Development”. The requirements, however, vary widely from country to country within the UK. We can advise you on how to proceed. If your installation does not come under “Permitted Development”, we will assist you in gaining the required permissions.

By signing the contract, you are confirming that you have received Planning Permission or a Building Warrant for the proposed installation or ascertained that these are not required. We cannot be held responsible for any installations where Planning Permission or a Building Warrant was required but not obtained, and no refunds will be offered.

By signing and returning the Order Form, you are confirming the order for the products and installation services specified on this Quotation. This order will become binding when we notify you of its acceptance and will be governed by our installation terms and conditions.

It is a requirement of the MCS that you agree to supply feedback on the operation of the equipment if required to do so.

We are a member of the RECC and this document is prepared in accordance with its Consumer Code, a copy of which is available on request.

Deposits and advance payments

We will never ask for more than a 25% deposit, including VAT, on signing of the contract. If we require you to make any advance payments, these will be communicated to you, in writing, with the dates that they are due to us. These advance payments will never, when added to the deposit, exceed 60% of the total agreed contracted price. We will not ask for any advance payments more than 21 days from the agreed delivery or installation date.

Insurance

It is recommended that you inform your property insurers about the proposed installation to check if it will increase your buildings insurance premium.

As members of the Renewable Energy Consumer Code, we must have appropriate insurance to cover possible third-party damage, which may be caused by any of our activities. We are insured by Folgate.

Data protection

We will keep information about individuals in accordance with data protection legislation. We will not pass information to any third party without your permission. Information about you may be passed to the Renewable Energy Consumer Code administrator and its auditors as part of the Code administrators monitoring of their compliance with the Code. The Code administrator may contact you directly.

Commissioning the system

The installation will be commissioned according to MCS installation standards to ensure that the system is safe, has been installed in accordance with documented procedures and manufacturer's requirements and is operating correctly in accordance with the system design.

Following the testing and commissioning of the system, we will give you a Compliance Certificate. This certificate confirms that we have met the requirements of the MCS and it details key information about the installation.



Heat Pump Quotation

We will also, at this time, provide to you a Handover Pack containing information about the heat pump sizing, evidence for the choice of the hot water cylinder, emitter design, and system performance.

We will also explain the operation and maintenance requirements of the system.

A detailed operating manual will be provided to you within 7 days.

We will register the installation on the MCS Installation Database (MID) and will provide to you, within 10 working days, the MCS Certificate. This certificate should be retained in your Handover Pack.

After sales support and maintenance

If, following installation, the system does not appear to be operating correctly please refer to the operating instructions. We will explain to you, at the handover stage, the safe operation of the system.

If you are still in doubt as to any aspect of the systems operation, please contact us.

We will issue to you at handover information as to any maintenance requirements.

We can, should you require it, provide servicing and/or maintenance contracts at additional cost.

RECC and the Renewable Energy Consumer Code

We are a member of RECC, membership number 00060866, and this document is prepared in accordance with the Renewable Energy Consumer Code.

A leaflet describing the Renewable Energy Consumer Code is enclosed with this quotation. The Code can be viewed in full at www.recc.org.uk/scheme/consumer-code.

Complaints

We hope you won't have any reason to complain about any aspect of our service. But if you do, please contact us.

You may contact us by telephone, letter or e mail, and you will find our contact details on this quotation. We will acknowledge and attempt to resolve your complaint promptly. Where we need to investigate the complaint, we will report to you our progress on any investigation within seven working days.

If we are unable resolve your complaint, you may be able to complain to RECC. You can read about this here: <http://www.recc.org.uk/consumers/how-to-complain>.

If you wish to accept the quotation

If you wish to accept the quotation, please read the Contract carefully. If you are in agreement with our terms and conditions, please complete the Customer Confirmation and return it to us together with the signed Contract and your deposit payment if we have requested one. We will then contact you to arrange the date for the installation.

If you have any questions on any aspect of this quotation, the contract or any other related issue please do not hesitate to contact us.

Appendix 3

November 2022 Payments			
Date Paid	Payee Name	Transaction Detail	Total
01/11/2022	South Glos Council	Business Rates Randolph Room	£ 187.00
02/11/2022	Bank Current Account	Bank Transfer	£ 15,257.74
02/11/2022	Beacon Cleaning Services	Cleaning materials	£ 54.36
02/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 88.35
02/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 94.01
02/11/2022	BS1 Fire & Security Ltd	Annual maintenance charge/Building Security	£ 108.00
02/11/2022	BWS Security	Annual maintenance charge/Building Security	£ 310.65
02/11/2022	Complete Business Solutions Gr	Stationery Supplies	£ 91.30
02/11/2022	High Speed Training Limited	Staff Training	£ 270.00
02/11/2022	Motion Picture Licensing Co.	MPLC Licence Heritage Centre	£ 250.69
02/11/2022	Murray Hire Ltd	Estates maintenance equipment/materials	£ 50.00
02/11/2022	Murray Hire Ltd	Hire of equipment	£ 30.00
02/11/2022	P G RUSSELL AGRICULTURAL/GARD	Garden Works YMCA	£ 3,300.00
02/11/2022	P G RUSSELL AGRICULTURAL/GARD	Garden Works YMCA	£ 8,220.00
02/11/2022	P G RUSSELL AGRICULTURAL/GARD	Grass cut/flail parks/open spaces	£ 600.00
02/11/2022	ProfitReach	Website Support	£ 98.40
02/11/2022	Relyon Guarding & Security Ser	Building Security	£ 45.00
02/11/2022	South Gloucestershire Council	Estates Vehicles Maintenance SLA	£ 449.39
02/11/2022	South Gloucestershire Council	Whirlpool bunker project funding	£ 1,000.00
02/11/2022	Verde Recreo Ltd	All weather surface maintenance	£ 446.26
02/11/2022	Virgin Media Payments Ltd	Broadband charges	£ 56.40
02/11/2022	Virgin Media Payments Ltd	Broadband charges	£ 511.28
03/11/2022	Amazon	HDMI cables	£ 25.47
03/11/2022	Amazon	Xbox Docking Station	£ 33.98
03/11/2022	Phoenix Coffee & Equipment Ltd	Kitchen stock for resale	£ 214.97
04/11/2022	Barclays	Bank Charges	£ 120.99
04/11/2022	Barclays	Bank Charge	£ 8.50
07/11/2022	Bank Current Account	Bank Transfer	£ 2,881.87
07/11/2022	Credit Card Account	Bank Transfer	£ 4,222.09
08/11/2022	Bank Current Account	Bank Transfer	£ 4,768.00
08/11/2022	South Glos Council	Business Rates Heritage	£ 66.00
08/11/2022	South Glos Council	Business Rates Poole Court	£ 2,345.00
08/11/2022	South Glos Council	Business Rates YMCA	£ 124.00
09/11/2022	South Glos Council	Armadillo Business Rates	£ 1,859.00
09/11/2022	The Poppy Appeal	Remembrance Service Collection	£ 166.50
10/11/2022	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 548.80
10/11/2022	Bank Current Account	Bank Transfer	£ 12,083.84
10/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 153.40
10/11/2022	BS1 Fire & Security Ltd	Building Security	£ 132.00
10/11/2022	Chipping Sodbury Glass Ltd	Toughened Glass	£ 192.00
10/11/2022	High Speed Training Limited	Staff Training	£ 502.20
10/11/2022	MELCOURT INDUSTRIES LTD	Playbark - Parks/Play areas	£ 4,867.20
10/11/2022	Playsafety Limited	Staff Training	£ 324.00
10/11/2022	ProfitReach	Website Support	£ 64.62
10/11/2022	Proludic Ltd	Play area equipment	£ 764.14
10/11/2022	Re-Energize	Event Management Fees	£ 760.00
10/11/2022	Rexel Uk Ltd	Lighting equipment	£ 26.71
10/11/2022	SHB Hire Ltd	Estates Vehicle Lease Payment	£ 437.10
10/11/2022	Society of Local Council Clerk	Staff Training	£ 18.00
10/11/2022	South Glos Council	Business Rates Poole Court	£ 187.00
10/11/2022	South Gloucestershire Council	IT Support	£ 611.81
10/11/2022	The Bristol Pest Controller	Pest Control Town Council Properties	£ 252.00
10/11/2022	Private Hirer	Refund of hire fee	£ 46.00
10/11/2022	Trade UK	Estates maintenance equipment/materials	£ 69.00
10/11/2022	Trade UK	Estates maintenance equipment/materials	£ 8.00
10/11/2022	Trade UK	Estates maintenance equipment/materials	£ 71.06
10/11/2022	Virgin Media Payments Ltd	Broadband charges	£ 48.00
10/11/2022	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,230.72
11/11/2022	Imprest Account	Bank Transfer	£ 1,505.28
11/11/2022	Myhrtoolkit Limited	IT Software Subscription	£ 118.80
14/11/2022	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 630.00
14/11/2022	Lex Autolease Ltd	Estates Vehicle Lease Payment	£ 249.74
15/11/2022	Bank Current Account	Bank Transfer	£ 12,750.92
15/11/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 369.79
15/11/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 175.68

15/11/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 238.22
15/11/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 213.94
15/11/2022	Beacon Cleaning Services	Cleaning materials	£ 39.88
15/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 182.13
15/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 17.94
15/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 99.36
15/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 237.11
15/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 113.12
15/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 272.48
15/11/2022	Fuelgenie Business Accounts	Fuel for Estates Vehicles	£ 519.54
15/11/2022	Hobbycraft Trading Ltd	Materials St Marys Xmas Tree Event	£ 25.00
15/11/2022	Hunts Foodservice Ltd	Kitchen stock for resale	£ 110.00
15/11/2022	J Hollister Hardware	Estates maintenance equipment/materials	£ 147.01
15/11/2022	Lumin Sports Installations Ltd	Lighting works Pop Inn Café	£ 60.00
15/11/2022	Murray Hire Ltd	Estates Staff PPE	£ 45.00
15/11/2022	P G RUSSELL AGRICULTURAL/GARD	Construction of soil bunds	£ 6,960.00
15/11/2022	South Gloucestershire Council	Chairmans Allowance - Charity Event	£ 40.00
15/11/2022	South Gloucestershire Council	Estates Vehicle Maintenance SLA	£ 449.39
15/11/2022	Sprint Print & Design	Printing charges	£ 407.80
15/11/2022	STANNAH LIFT SERVICES	Stannah Lift servicing	£ 296.09
15/11/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 233.87
15/11/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 69.68
15/11/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 30.54
15/11/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 118.51
15/11/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 74.96
15/11/2022	TRAVIS PERKINS TRADING COMPANY	Estates Staff PPE	£ 412.68
16/11/2022	Petty Cash	Petty Cash Top Up	£ 129.58
16/11/2022	Petty Cash	Petty Cash Top Up	£ 248.57
17/11/2022	Amazon	Solar lights	£ 27.33
17/11/2022	Amazon	Solar lights	£ 20.65
18/11/2022	Argos	Office Telephone	£ 20.00
18/11/2022	Argos	Office Telephone	£ 20.00
18/11/2022	Avon Pension Fund	October Pension Contributions	£ 13,609.68
18/11/2022	Bank Current Account	Bank Transfer	£ 12,731.75
20/11/2022	South Glos Council	Business Rates Parish Hall	£ 309.00
20/11/2022	South Glos Council	Business Rates Pop Inn Cafe	£ 494.00
20/11/2022	South Glos Council	Business Rates Sunnyside	£ 245.00
21/11/2022	Amazon	Armadillo Cinema DVD	£ 12.98
22/11/2022	Bank Current Account	Bank Transfer	£ 51,170.56
22/11/2022	EcoMove Bristol Ltd	Electric Bike	£ 978.99
22/11/2022	Green Community Travel Ltd	Grant Funding	£ 583.00
22/11/2022	H2O Window Cleaning Services	Window Cleaning Town Council Properties	£ 40.00
22/11/2022	HMRC	Monthly Tax/NI payments	£ 12,534.07
22/11/2022	Learning Partnership West	Delivery of Youth Services	£ 31,147.51
22/11/2022	Murray Hire Ltd	Estates equipment repair	£ 56.22
22/11/2022	Murray Hire Ltd	Estates equipment	£ 47.62
22/11/2022	One Stop Cleaning Shop	Cleaning materials	£ 690.98
22/11/2022	Open Space Society	Annual Subscription	£ 45.00
22/11/2022	P G RUSSELL AGRICULTURAL/GARD	Hedge cut/flail parks/open spaces	£ 2,047.20
22/11/2022	Sew & Sew	Grant Funding	£ 314.96
22/11/2022	Shopmobility South Gloucesters	Grant Funding	£ 500.00
22/11/2022	Sight Support West of England	Grant Funding	£ 700.00
22/11/2022	Sunflour Cakery	Volunteers Event	£ 148.00
22/11/2022	Telefonica 02 UK Limited	Mobile phone charges	£ 217.09
22/11/2022	Verde Recreo Ltd	All weather surface maintenance	£ 446.26
22/11/2022	Virgin Media Payments Ltd	Telephone charges	£ 39.83
22/11/2022	Virgin Media Payments Ltd	Broadband charges	£ 56.40
22/11/2022	Warwickshire & West Midlands A	Staff Training	£ 108.00
22/11/2022	Yate Supplies	Cleaning materials	£ 262.00
22/11/2022	Private Hirer	Refund of hire fee	£ 36.00
22/11/2022	Yate Supplies	Cleaning materials	£ 130.14
23/11/2022	CNH Industrial	Ransomes Mower Lease Payment	£ 1,171.91
24/11/2022	ProfitReach	Website Support	£ 178.80
24/11/2022	World of Sweets (Hancocks) Ltd	Kitchen stock for resale	£ 653.65
25/11/2022	HighStreetVouchers.com	Purchase on behalf of Wills Davis Atwell Charity recharged to charity	£ 163.50
25/11/2022	Instanta	Plumbing materials	£ 109.37
28/11/2022	Morrisons	Kitchen stock resale Poole Crt	£ 1.40

28/11/2022	Royal British Legion	Remembrance Collection	£ 210.00
29/11/2022	1st Yate Scout Group	Grant Funding	£ 500.00
29/11/2022	Amazon	DVD - Armadillo Cinema	£ 11.54
29/11/2022	Bank Current Account	Bank Transfer	£ 20,534.18
29/11/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 234.20
29/11/2022	Brake Bros Ltd	Kitchen stock for resale	£ 138.95
29/11/2022	Bristol Sound System Ltd	Remembrance Service Sound System	£ 465.60
29/11/2022	BS1 Fire & Security Ltd	Building Security	£ 66.00
29/11/2022	BS1 Fire & Security Ltd	Building Security	£ 195.36
29/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 87.67
29/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 130.66
29/11/2022	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 338.04
29/11/2022	Keran Mellor Services Ltd	Telescopic Bollards	£ 1,845.60
29/11/2022	LANDCARE	Shrubs - Open Spaces/Parks Play areas	£ 1,125.00
29/11/2022	Lumin Sports Installations Ltd	Electrical Works - Town Council Properties	£ 3,251.43
29/11/2022	Murray Hire Ltd	Hire of equipment	£ 53.40
29/11/2022	Murray Hire Ltd	Estates maintenance equipment/materials	£ 25.00
29/11/2022	SEVERN AMBULANCE & MEDICAL SER	First Aid Remembrance Service	£ 60.00
29/11/2022	Sodbury Roofing & Cladding Sys	Roofing Works - Parish Hall	£ 750.00
29/11/2022	South Gloucestershire Council	Quarterly Localism Charge	£ 8,093.38
29/11/2022	The Helping Hand Company	Litter Picking Equipment	£ 214.30
29/11/2022	The Parish of Yate	Remembrance Service	£ 100.00
29/11/2022	Virgin Media Payments Ltd	Broadband charges	£ 56.40
29/11/2022	WYBONE LIMITED	Street Furniture	£ 761.99
29/11/2022	WYBONE LIMITED	Litter Bins	£ 1,738.44
30/11/2022	Bank Current Account	Bank Transfer	£ 72,232.69
30/11/2022	Petty Cash	Petty Cash Top Up	£ 208.08
30/11/2022	Petty Cash	Petty Cash Top Up	£ 258.48
30/11/2022	Phoenix Coffee & Equipment Ltd	Kitchen stock for resale	£ 144.98
30/11/2022	Salaries Nov 22	Monthly Salary Payment	£ 72,731.79



YATE TOWN COUNCIL

2023/2024

Budget

As resolved at Full Council on 10 January 2023

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BASIS FOR SETTING 2023/2024 BUDGET

Budget Increase

The RPI for September 2022 is 12.6%. This figure is used as a general guide for increasing the budget, however a review of anticipated costs has been undertaken to ensure these costs are increased as appropriate not just in a blanket approach.

Council Tax Base

South Gloucestershire Council has advised the firm Council Tax base figure for 2023/2024 is 8307 band D properties (this represents an increase of 256 band D properties based upon 2022/2023). This figure has been used to calculate the 2023/2024 budget using a 4.99% precept increase.

Climate and Planet

Yate Town Council' pledge to transition to achieve net carbon zero by 2030 is its highest priority and plans to achieve this pledge are fully embedded within the 2023/2024 budget with, a new and improved green energy tariff commencing from 1st April 2023, the replacement of a fossil fuel vehicle for electric, continuation of the LNAP and a significant provision of funding to undertake identified actions to meet out pledge.

A detailed Climate and Planet 2022/2023 Budget Report regarding the actions completed in 2022/2023 can be found on pages 6-8.

Gas and Electricity

Due to the extreme volatility within the current market our energy provider has forecasted costs will rise significantly, with a 100% increase for Gas and a 18% increase for electricity. The budgets are based on these forecasts and current consumption levels; however commodity prices and non-commodity charges are subject to change.

Income

Following the lockdown's during the Covid-19 pandemic and the lasting effects with restrictions, income levels are now returning to pre-pandemic sums. Historically, anticipated income has been uplifted in line with RPI as a general guide for increasing the budget, however due to the increased cost of living and the impact this may have on the Council, income for 2023/2024 has been uplifted by 4% rather than the September RPI figure of 12.6%.

Income for the Heritage Centre which is normally received via a Funding Agreement with South Gloucestershire Council has been removed from the 2023/2024 draft budget as this has not yet been agreed and it is unsure if funding will continue in the future. Service provided by the Heritage Centre may need to be reviewed following the outcome of the Funding Agreement at the SGC budget setting as the service may be fully funded by Yate Town Council Precept in the future.

Loans

The following loans are outstanding and payable by Yate Town Council as at November 2022:

- Armadillo: 7 years 4 months - last payment due 02.03.30 - balance o/s as at 31.03.21 £252,815
- Heritage: 2 years 4 months - last payment due 25.03.25 - balance o/s as at 31.03.21 £ 49,603
- MAB YOSC: 8 years 2 months - last payment due 13.01.31 - balance o/s as at 31.03.21 £153,760

Overheads

The Estates Staff have been apportioned for 2022/2023. The attributable budget has been reallocated to the corresponding cost centre based upon the previous year's figures to ensure continuity and ease of reading. However, these can be variable depending upon the areas of work undertaken. The bottom-line figures remain the same. By reapportioning the overheads, the actual cost of providing a service is more transparent.

Pay

Pay negotiations for the 2022/2023 financial year have now concluded, with a final pay offer of £1,925 on all NJC pay points 1 and above offered by National Employers being accepted. This is an equivalent increase of 4.04% for SCP 43 to 10.50% for SCP 1.

A 2% increase was allocated when setting the 2022/2023 budget based on historic evidence and current projections at the time, with the difference between the budgeted pay increase and the proposed pay award will be funded from underspend due to staff vacancies.

The 2023/2024 pay negotiations are now due to commence. A pay increase of 4.1% has been added into the budget calculations based upon the projected increase needed to meet the government target of increasing the National Minimum Wage to two-thirds of median earnings by 2024.

National Insurance Contributions

Employer's National Insurance contributions for 2022/2023 was increased by 1.25% from 13.8% to 15.05%. This was due to a new Health and Social Care Levy which was to fund investment in the NHS and social care. This levy has now been removed as at November 2022 with rates returning to 13.8%.

Pensions

An actuarial valuation took place in 2022 for application to years 2023 – 2026. Future service contribution rates with effect from 1 April 2023 have been confirmed as follows;

Financial Years	2023/2024	2024/2025	2025/2026
Service Rate (% of payroll)	17.5%	17.5%	17.5%
Avon Pension Fund Corrections (£)	£0	£0	£0

Properties

During 2022 the Valuation Office Agency completed a revaluation of business properties to reflect changes in the property market. This revaluation will adjust the rateable value of the property that takes effect from 1 April 2023 and has an increased net cost of £5,000 that Yate Town Council will pay in business rates for 2023/2024.

Climate and Planet 2022/2023 Budget Report

The following actions have been funded through the 2022/2023 budget, earmarked reserves, and successful grant applications.

During the 2022/2023 budget, Yate Town Council has:

Energy:

- replaced an existing fossil fuel vehicle with electric, and has forward planned for a second fossil fuel replacement electric vehicle, in 2023;
- planned for replacement and commenced replacement, of fossil fuelled estates equipment, with electric equipment, as and when items have reached the end of their life cycle;
- tendered for renewable “green” energy supply, and secured a renewable “green” energy supply to commence in 2023;
- upgraded lighting to LED and solar power, including a full lighting replacement at the Pop Inn Café, Bowls Pavilion, and Poole Court Car park (lighting replacements are undertaken at the end-of-life cycle);
- replaced a gas boiler with the Town Council’s first renewable energy generator, an Air Source Heat Pump;
- researched and planned for gas boiler replacements at YTC facilities, to be replaced with energy efficient, zoned heating systems, where the installation of renewable energy generators is not feasible;
- installed rainwater harvesting at YMCA, Yate Heritage Centre, and Armadillo Youth Café;
- participated in World Refill Day, and registered all manned YTC venues to national scheme “Refill” – offering free water refilling that aims to reduce use of single use plastics, and encourages communities to make lifestyle changes to reduce use of single use food/drink packaging;
- researched installation of solar powered Defibrillator (AED) cases;
- installed signposting at all YTC ran buildings, promoting Climate and Planet actions/processes taken to reduce YTC environmental impact through building operations, and to encourage users to follow the same climate friendly actions when using YTC buildings;
- undertaken insulation improvement assessments at the Station Road Halls, and submitted funding Member Awarded Funding applications to support the costs of these works;
- launched E-bike loan scheme for staff and councillors;
- installed an additional Electric Vehicle charging point at Poole Court, for use by the estate’s vehicles;
- partnered with SGC Department for Place, to explore opportunities for public Electric Vehicle charging at YTC sites, and encouraged SGC consideration of sites in Yate, for car club sharing schemes.

Waste (reduce, reuse, recycle):

- continued to provide and promote PPE recycling facilities

- continued to provide and promote recycling facilities available in the community, where curb side recycling is not available e.g. soft plastic recycling;
- recycled and repurposed surplus materials from and into the community, e.g. wood from a temporary art installation in North Yate, packaging materials, electricals, food, games equipment, metal fencing, plants;
- invested in new products, made from recycled materials e.g. bridge replacement at Kingsgate Nature reserve, new bridge in the Brinsham nature play trail, flooring replacements at Armadillo Youth Café, Bowls Pavilion and the YMCA; planters made from PPE materials (demonstrating the life cycle of PPE gathered at YTC sites), and picnic benches;
- reduced purchasing of plastic packaged and plastic items in catering environments, replacing with products made from recycled / recyclable materials;
- resolved to refurbish Kingsgate Park timber equipment, where equipment can be restored to provide a further (approx.) 25year life cycle, instead of removing and replacing with new equipment;
- installed food waste recycling e.g. hot box composting, at Poole Court, Pop Inn Café and Armadillo Youth Café;
- increased recycling facilities at open spaces and play areas;
- events:
 - created a sustainable events checklist, to reduce impact on the environment at YTC events;
 - event materials e.g. crafts, prioritised recyclable and biodegradable materials;
 - installed additional recycling bins.
- materials & services continue to be sourced, primarily, at a local level, to reduce carbon imbedded in material & labour supply;
- repurposed surplus materials and soils from construction/capital/estates maintenance projects;
- refurbished of community assets e.g. the Lozenge Salt Truck and Coat of Arms;
- provided rechargeable batteries in organisation stationary supplies;
- significantly reduced, almost to net zero, cleaning equipment materials.

Biodiversity Net Gain:

- created and adopted the Local Nature Action Plan (LNAP), a 6-year plan to enhance Biodiversity net gain across the Yate Parish;
- Partnered with:
 - community groups, Local Authority South Gloucestershire Council (SGC) and other South Glos Parishes, to promote the benefit of the LNAP, and to encourage and support the development and adoption of the LNAP, in other areas of South Glos
 - SGC to become the location for biodiversity pilot projects, e.g. road verges cutting;
 - River Frome Reconnected project, to support projects aimed at improving natural flood management in Yate;
 - organisations operating in areas with key wildlife corridors, to encourage organisations to enhance and repair wildlife/biodiversity areas (including where damage has been caused to wildlife/biodiversity by organisations);

- secured investment from:
 - West of England Combined Authority (WECA) Pollinator Fund, to the value of approx. £15,000, to support the actions identified in the Phase 1 North Yate Local Nature Action Plan;
 - community groups - to replant the community garden at the Station Road Halls;
 - Member Awarded Funding – for, planting and rainwater recycling;
 - Tree planting;
 - South Glos Climate Emergency/ Nature Team – by donation of free trees.
- increased tree planting at Brinsham Fields, Millside Nature Reserve, Yate Common, and in locations affected by Ash Die Back
- installed wildlife shelters including bird boxes, bat boxes and hedgehog housing, in nature areas and in built up environments e.g. Poole Court;
- participated in “No Mow May” a national initiative to reduce green cutting, that aims to reduce detrimental effects of cutting, on biodiversity and wildlife;
- launched the “Go Wild” backyard free seed giveaway, encouraging residents and organisations in Yate and the locality to sow wildflower seeds, to create areas for biodiversity and wildlife to thrive;
- procured wildlife cameras to aid wildlife assessments (e.g. LNAP) and evaluation of improvements needed for wildlife, at YTC sites;
- featured as a case study in a press release by South Gloucestershire Council regarding “community-led nature revolution”;
- featured on BBC and ITV, promoting actions YTC are taking to increase PPE and soft plastic recycling;
- produced management plans for waterways including future controls at Lakes such as Barley Straw, regular weed removal and planting, coir rolls and aerators, and the reconditioning of the conservation pond at Brinsham Fields.

Community Partnership:

- supported and hosted clean up events including, river cleans ups in collaboration with Bristol Avon Rivers Trust;
- purchased additional litter picking equipment for community use;
- became a donation centre for items to be recycled, to resettling refugees;
- supported and hosted Yellow Fish drain painting event;
- included the councillor created COP26 banner panel, in the Poole Court artwork project, to promote the importance of taking local action against global climate change, and to encapsulate YTC commitment to taking action against climate change;
- provided grant funding to community groups e.g. Yate Bike Hub, to support work to recycle unused items, and reduce community impact on the environment while improving community health, through green transport;
- partnered with:
 - social housing providers, developers and creatives to develop concepts for nature base play e.g. play trails;
 - Residents and community groups, to create opportunities for allotments and community growing areas.

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(1) SMALL SPORTS FACILITIES	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
EXPENDITURE								
22,849	21,877	Bowling Green & Pavilion	25,105	7,002	23,787	27,035	29,436	32,329
17,874	18,557	Football Pavilion and Pitches	19,646	7,297	24,421	28,584	31,685	34,854
3,519	359	Tennis Courts	3,557	3,287	3,860	856	942	1,036
44,242	40,793	Total Expenditure	48,308	17,586	52,067	56,476	62,063	68,219
INCOME								
0	14,619	Bowling Green & Pavilion	15,165	15,185	16,814	16,880	18,568	20,425
8,705	9,247	Football Pavilion and Pitches	9,870	1,677	10,204	10,485	10,704	11,457
4,420	1,707	Tennis Courts	4,494	1,275	4,686	1,519	1,665	1,825
13,125	25,573	Total Income	29,529	18,136	31,704	28,885	30,937	33,706
31,117	15,220	SMALL SPORTS FACILITIES NET COSTS	18,779	(550)	20,363	27,591	31,126	34,513
(2) PARKS								
EXPENDITURE								
35,240	34,139	Kingsgate Park	37,806	7,309	44,143	49,196	53,974	59,049
0	0	Kingsgate Park PWLB Loan Repayment	0	0	0	10,557	21,114	21,114
19,595	17,595	Brinsham Fields Park	21,904	3,109	19,457	22,463	24,669	27,136
54,835	51,734	Total Expenditure	59,710	10,418	63,600	82,216	99,757	107,299
INCOME								
7,761	8,006	Kingsgate Park	8,398	8,188	10,227	8,516	9,367	10,304
0	0	Brinsham Fields Park	0	0	0	0	0	0
7,761	8,006	Total Income	8,398	8,188	10,227	8,516	9,367	10,304
47,074	43,728	PARKS NET COSTS	51,312	2,230	53,373	73,700	90,390	96,995
(3) YATE OUTDOOR SPORTS COMPLEX								
EXPENDITURE								
85,482	44,644	Yate Outdoor Sports Complex (YOSC)	131,958	4,467	41,665	128,496	142,109	143,434
18,889	17,911	YOSC PWLB Loan Repayment	17,916	8,958	17,916	17,916	17,916	17,916
104,371	62,555	Total Expenditure	149,874	13,425	59,581	146,412	160,025	161,350
INCOME								
70,125	29,060	Yate Outdoor Sports Complex	78,980	8,517	26,080	81,018	81,862	82,730
10,913	9,413	Transfer From Earmarked Reserves	4,463	0	0	0	6,500	0
81,038	29,060	Total Income	83,443	8,517	26,080	81,018	88,362	82,730
23,333	33,495	YATE OUTDOOR SPORTS COMPLEX (YOSC) NET COSTS	66,431	4,908	33,501	65,394	71,664	78,619

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(4) PLAY AREA MAINTENANCE	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024
EXPENDITURE						
88,197	82,247	Total Expenditure	94,733	5,720	93,484	100,916
INCOME						
551	0	Transfer from Earmarked Reserves	1,340	0	2,319	1,954
551	0	Total Income	1,340	0	2,319	1,954
87,646	82,247	PLAY AREAS NET COSTS	93,393	5,720	91,165	98,962

PROPOSED ESTIMATE 2024/20245
110,388
1,682
1,682
108,707

PROPOSED ESTIMATE 2025/2026
122,466
1,682
1,682
120,785

(5) OPEN SPACES

EXPENDITURE						
84,158	78,683	Open Spaces & Greens	90,472	20,220	88,601	98,538
0	0	Woods at the rear of the Ridewood Centre	0	0	0	0
865	441	Abbotswood Centre	1,145	293	847	1,117
0	0	Yate Common	0	0	0	0
85,023	79,124	Total Expenditure	91,617	20,514	89,448	99,655
INCOME						
60	392	Open Spaces & Greens	60	737	1,997	2,520
0	0	Woods at the rear of the Ridewood Centre	0	0	0	0
0	0	Abbotswood Centre	0	1,049	1,049	0
0	0	Yate Common	0	0	0	0
60	392	Total Income	60	1,786	3,046	2,520
84,963	78,732	OPEN SPACES NET COSTS	91,557	18,728	86,403	97,135

104,386
0
1,039
0
105,425
2,760
0
0
0
2,760
102,665

114,825
0
1,143
0
115,968
3,024
0
0
0
3,024
112,944

(6) PUBLIC RIGHTS OF WAY

EXPENDITURE						
0	0	Total Expenditure	0	0	0	0
INCOME						
0	0	Total Income	0	0	0	0
0	0	PUBLIC RIGHTS OF WAY NET COSTS	0	0	0	0

0
0
0
0

0
0
0
0

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(7) ESTATES STAFF	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024
EXPENDITURE						
220,972	211,643	Salaries	227,388	86,346	230,877	277,604
17,510	16,536	Employers NIC	20,183	7,015	17,934	23,262
38,840	38,031	Employers Superannuation	39,793	15,110	40,394	48,581
800	37	Travel Expenses	839	7	400	800
4,445	3,473	Staff Training	4,400	1,861	3,400	4,650
100	0	Misc/CRB	105	150	150	169
3,255	2,815	Health and Safety Clothing	3,414	1,137	3,000	3,800
(177,650)	(162,207)	Re-allocation of overheads estates staff	(186,331)	0	(186,328)	(209,805)
108,272	110,328	Total Expenditure	109,791	111,627	109,827	149,061
INCOME						
0	150	Agency Works	0	0	0	0
0	2,015	Misc	0	0	0	0
0	150	Total Income	0	0	0	0
108,272	110,178	ESTATES STAFF NET COSTS	109,791	111,627	109,827	149,061

PROPOSED ESTIMATE 2024/20245
291,484
24,425
51,010
880
5,115
186
4,180
(221,262)
156,018
0
0
0
156,018

PROPOSED ESTIMATE 2025/2026
306,058
25,646
53,561
968
5,627
204
4,598
(241,208)
155,454
0
0
0
155,454

(8) ESTATES EQUIPMENT VEHICLES AND MACHINERY

EXPENDITURE						
46,498	33,277	Total Expenditure	45,639	30,981	48,835	53,598
INCOME						
0	73	Misc	0	0	0	0
0	73	Total Income	0	0	0	0
46,498	33,204	ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE NET COSTS	45,639	30,981	48,835	53,598

55,474
0
0
55,474

57,659
0
0
57,659

(9) TRANSPORT INITIATIVES

EXPENDITURE						
607	814	Total Expenditure	1,200	4,043	4,968	1,590
INCOME						
0	0	Insurance Claims	0	3,765	3,765	0
0	0	Total Income	0	3,765	3,765	0
607	814	TRANSPORT INITIATIVES NET COSTS	1,200	278	1,203	1,590

1,749
0
0
1,749

1,855
0
0
1,855

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(10) YOUTH AND COMMUNITY SUPPORT	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
EXPENDITURE								
81,097	79,462	Salaries	84,255	24,943	71,374	79,802	83,792	87,982
7,031	7,304	Employers NIC	8,689	2,499	6,702	7,246	7,608	7,989
14,253	14,105	Employers Superannuation	14,745	4,313	12,366	13,966	14,664	15,398
2,554	0	Reallocation of Overheads - Estates Staff	2,679	0	0	0	0	0
73,070	58,186	Youth Provision	73,000	1,925	73,000	73,000	73,000	73,000
1,000	934	Events in the Park	17,000	14,907	14,908	19,250	21,075	23,083
335	173	Christmas Carol, Fair Trade & Grants Events	4,350	1,850	4,000	11,500	920	1,012
0	-	FF4F	0	0	0	4,500	4,500	4,500
4,608	2,520	Off The Record	0	4,500	4,500	4,500	4,950	5,445
2,546	1,468	Yate Men's Shed	2,671	2,517	2,517	2,834	3,118	3,429
500	0	Volunteer Training	500	0	250	250	500	550
0	667	Yate Community Plan	0	0	700	788	867	954
0	14,096	Transfer to Earmarked Reserves	0	0	0	0	0	0
186,994	178,915	Total Expenditure	207,889	57,454	190,318	217,636	214,994	223,340
INCOME								
4,400	3,806	Total Income	7,346	5,428	8,970	7,268	7,995	8,794
182,594	175,109	YOUTH AND COMMUNITY SUPPORT NET COSTS	200,543	52,026	181,348	210,368	206,999	214,546

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(11) PROPERTIES	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
EXPENDITURE								
21,535	16,943	Heritage Centre	20,896	8,749	19,153	22,275	24,112	26,273
52,549	47,280	Heritage Centre Salary Costs (Incl. NIC & Pension & Reallocation Overheads Estates Staff)	53,302	20,184	53,414	59,582	62,670	65,923
18,124	18,124	Heritage Centre PWLB Loan Repayment	18,124	9,062	18,124	18,124	18,124	0
17,307	11,916	Parish Hall	18,341	5,258	16,583	18,050	19,664	21,631
10,430	10,838	YMCA	11,512	3,574	12,570	15,983	17,305	19,036
22,484	16,335	Pop Inn Café (PIC)	21,185	9,320	20,128	24,427	26,254	28,879
12,399	12,258	PIC Salary Costs (Incl. NIC & Pension * Reallocation Overheads Estates Staff)	13,553	5,228	14,106	16,190	17,111	18,088
58,097	54,848	Poole Court (P/Crt)	61,259	28,482	58,500	75,094	78,498	86,148
35,579	32,157	P/Crt Salary Costs (Incl. NIC & Pension & Reallocation Overheads Estates Staff)	36,271	10,148	34,237	36,765	39,020	41,429
91,811	80,834	Armadillo	102,438	47,711	95,765	123,196	133,881	147,269
196,875	193,604	Armadillo Salary Costs (Incl. NIC & Pension & Reallocation of Overheads Estates Staff)	207,582	83,599	205,479	219,397	230,567	242,315
37,820	37,817	Armadillo PWLB Loan Repayment	37,820	18,909	37,820	37,820	37,820	37,820
575,010	532,954	Total Expenditure	602,283	250,224	585,881	666,904	705,025	734,811
INCOME								
3,185	2,800	Heritage Centre	2,800	2,820	3,593	0	0	0
9,640	11,768	Parish Hall	11,193	11,304	17,947	18,876	20,751	22,813
15,865	7,914	Pop Inn Café	7,343	8,516	18,042	18,964	20,860	22,946
38,821	29,007	Poole Court	32,539	31,629	48,604	49,508	51,852	54,352
37,281	58,006	Armadillo	60,418	34,407	70,100	76,668	84,335	92,768
90,000	45,383	Transferred from Earmarked reserves	90,000	0	90,000	90,000	26,722	0
0	3,560	YMCA	3,430	5,258	12,000	13,512	14,863	16,350
194,792	158,438	Total Income	207,723	93,934	260,286	267,528	219,383	209,229
380,218	374,516	PROPERTIES NET COSTS	394,560	156,290	325,595	399,375	485,642	525,582

ENVIRONMENT AND COMMUNITY COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	ENVIRONMENT AND COMMUNITY EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
44,242	40,793	SMALL SPORTS FACILITIES	48,308	17,586	52,067	56,476	62,063	68,219
54,835	51,734	PARKS	59,710	10,418	63,600	82,216	99,757	107,299
104,371	62,555	YATE OUTDOOR SPORTS COMPLEX	149,874	13,425	59,581	146,412	160,025	161,350
88,197	82,247	PLAY AREA MAINTANANCE	94,733	5,720	93,484	100,916	110,388	122,466
85,023	79,124	OPEN SPACES	91,617	20,514	89,448	99,655	105,425	115,968
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0	0	0
108,272	110,328	ESTATES STAFF	109,791	111,627	109,827	149,061	156,018	155,454
46,498	33,277	ESTATES EQUIPMENT VEHICLES AND MACHINERY	45,639	30,981	48,835	53,598	55,474	57,659
607	814	TRANSPORT INITIATIVES	1,200	4,043	4,968	1,590	1,749	1,855
186,994	178,915	YOUTH AND COMMUNITY SUPPORT	207,889	57,454	190,318	217,636	214,994	223,340
575,010	532,954	PROPERTIES	602,283	250,224	585,881	666,904	705,025	734,811
1,294,049	1,172,741	Total Expenditure	1,411,044	521,990	1,298,008	1,574,463	1,670,920	1,748,422

		ENVIRONMENT AND COMMUNITY INCOME TOTALS						
13,125	25,573	SMALL SPORTS FACILITIES	29,529	18,136	31,704	28,885	30,937	33,706
7,761	8,006	PARKS	8,398	8,188	10,227	8,516	9,367	10,304
81,038	29,060	YATE OUTDOOR SPORTS COMPLEX	83,443	8,517	26,080	81,018	88,362	82,730
551	0	PLAY AREAS	1,340	0	2,319	1,954	1,682	1,682
60	392	OPEN SPACES	60	1,786	3,046	2,520	2,760	3,024
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0	0	0
0	150	ESTATES STAFF	0	0	0	0	0	0
0	73	ESTATES EQUIPMENT VEHICLES AND MACHINERY	0	0	0	0	0	0
0	0	TRANSPORT INITIATIVES	0	3,765	3,765	0	0	0
4,400	3,806	YOUTH AND COMMUNITY SUPPORT	7,346	5,428	8,970	7,268	7,995	8,794
194,792	158,438	PROPERTIES	207,723	93,934	260,286	267,528	219,383	209,229
301,727	225,498	Total Income	337,839	139,753	346,397	397,688	360,485	349,470
992,322	947,243	ENVIRONMENT AND COMMUNITY NET COSTS	1,073,205	382,237	951,611	1,176,775	1,310,434	1,398,952

FINANCE AND GOVERNANCE COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(12) DEMOCRATIC REPRESENTATION	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
EXPENDITURE								
324	0	Travel Expenses	300	0	100	300	330	363
103	0	Misc	108	0	100	113	124	136
546	0	Conference Fees	500	0	500	500	550	605
546	386	Members Training	573	120	500	563	619	681
1,000	0	Elections	6,000	0	0	10,000	6,000	8,000
0	1,000	Transferred to Earmarked Reserves	0	0	8,000	0	0	0
2,519	1,386	Total Expenditure	7,481	120	9,200	11,476	7,623	9,785
INCOME								
0	0	Transfer from Earmarked Reserves	0	0	0	0	0	0
0	0	Total Income	0	0	0	0	0	0
2,519	1,386	DEMOCRATIC REP NET COSTS	7,481	120	9,200	11,476	7,623	9,785

		(13) CIVIC						
EXPENDITURE								
1,031	937	Chairman's Allowance	1,025	237	1,025	1,154	1,270	1,397
3,172	1,650	Civic Events (EG Remembrance Service etc.)	2,843	223	2,825	3,950	4,345	4,779
0	226	Transferred to Earmarked Reserves	0	0	0	0	0	0
4,203	2,813	Total Expenditure	3,868	461	3,850	5,104	5,614	6,176
INCOME								
0	180	Misc	0	0	210	0	0	0
0	0	Transfer from Earmarked Reserves	0	94	94	0	0	0
0	180	Total Income	0	94	304	0	0	0
4,203	2,633	CIVIC NET COST	3,868	367	3,546	5,104	5,614	6,176

		(14) SERVICE SUPPORT						
EXPENDITURE								
274,138	249,505	Salaries	272,871	105,508	271,432	304,433	319,654	335,637
28,102	21,753	Employers NIC	25,753	10,128	24,638	26,942	28,289	29,704
48,180	42,748	Employers Superannuation	47,752	18,332	47,382	53,276	55,940	58,736
77,840	52,342	Service Support	70,874	36,957	66,246	87,026	95,333	105,497
428,260	366,348	Total Expenditure	417,250	170,925	409,697	471,677	499,216	529,574
INCOME								
2,000	14,027	Bank Interest/Service Support/Misc	1,000	2,737	11,000	8,000	5,000	5,000
2,000	14,027	Total Income	1,000	2,737	11,000	8,000	5,000	5,000
426,260	352,321	SERVICE SUPPORT NET COST	416,250	168,187	398,697	463,677	494,216	524,574

FINANCE AND GOVERNANCE COMMITTEE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(15) GRANTS	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024
EXPENDITURE						
9,500	7,011	Grants	9,500	4,242	11,904	9,500
0	5,000	Y&D Bowls Club	0	0	0	0
8,000	8,000	Citizens Advice Bureau	8,000	8,000	11,846	15,384
0	2,489	Transfer to Earmarked Reserves	0	0	0	0
0	0	Transfer from Earmarked Reserves	0	(2,404)	(2,489)	0
17,500	22,500	Total Expenditure	17,500	9,838	21,261	24,884

PROPOSED ESTIMATE 2024/20245
9,500
0
16,922
0
0
26,422

PROPOSED ESTIMATE 2025/2026
9,500
0
18,615
0
0
28,115

FINANCE AND GOVERNANCE EXPENDITURE TOTALS

2,519	1,386	DEMOCRATIC REPRESENTATION	7,481	120	9,200	11,476
4,203	2,813	CIVIC	3,868	461	3,850	5,104
428,260	366,348	SERVICE SUPPORT	417,250	170,925	409,697	471,677
17,500	22,500	GRANTS	17,500	9,838	21,261	24,884
452,482	393,047	Total Expenditure	446,099	181,343	444,008	513,140

7,623
5,614
499,216
26,422
538,876

9,785
6,176
529,574
28,115
573,650

FINANCE & GENERAL PURPOSES INCOME TOTALS

0	0	DEMOCRATIC REPRESENTATION	0	0	0	0
0	180	CIVIC	0	94	304	0
2,000	14,027	SERVICE SUPPORT	1,000	2,737	11,000	8,000
2,000	14,207	Total Income	1,000	2,831	11,304	8,000
450,482	378,840	FINANCE AND GOVERNANCE NET COSTS	445,099	178,512	432,704	505,140

0
0
5,000
5,000
533,876

0
0
5,000
5,000
568,650

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(16) PLAY AREAS AND SPORTS FACILITIES	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024
EXPENDITURE						
0	4,590	CE - BRINSHAM PARK PLAY AREA	0	0	0	0
0	14,675	CE - PLAY AREA REFURBISHMENT	20,000	0	0	0
0	0	CE - KINGSGATE PARK PLAY AREA	0	0	20,000	300,000
0	37,973	CE - MILLSIDE PLAYZONE	0	5,521	5,522	0
0	6,448	CE - ABBOTSWOOD PLAY	0	0	0	0
0	10,667	TRANS TO EARMARKED RESERVES	0	0	23,000	0
0	74,353	Expenditure - Play Area & Sports Facilities	20,000	5,521	48,522	300,000
INCOME						
0	25,557	TRANS FROM EARMARKED RESERVES	0	3,865	23,865	0
0	48,796	Net Expenditure - Play Areas & Small Sports Facilities (After reserve transfers)	20,000	1,656	24,657	300,000

PROPOSED ESTIMATE 2024/20245
0
0
0
0
0
0
0
0
0
0
0

PROPOSED ESTIMATE 2025/2026
0
0
0
0
0
0
0
0
0
0
0

(17) PARKS, GREENS & OPEN SPACES

EXPENDITURE						
0	0	CE - KINGSGATE PARK	0	6,400	6,400	0
0	0	CE - OPEN SPACES	0	0	0	10,000
1,400	6,889	CE - SIGNS & NOTICEBOARDS	0	0	0	0
0	0	CE - BOLLARDS	0	0	5,800	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0
1,400	6,889	Total Expenditure - Parks, Greens & Open Spaces	0	6,400	12,200	10,000
INCOME						
0	0	TRANS FROM EARMARKED RESERVES	0	6,400	12,200	0
1,400	6,889	Net Expenditure - Parks, Greens & Open Spaces (After reserve transfers)	0	0	0	10,000

0
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(18) BUILDINGS

EXPENDITURE						
31,500	49,818	CE - BUILDING FUND	20,000	3,548	25,000	20,000
0	16,795	CE - YMCA	0	780	4,780	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0
31,500	66,613	Expenditure - Buildings	20,000	4,328	29,780	20,000
INCOME						
0	32,413	TRANS FROM EARMARKED RESERVES	0	0	13,280	0
31,500	34,200	Net Expenditure - Buildings (After reserve transfers)	20,000	4,328	16,500	20,000

20,000
0
0
20,000
0
0
20,000

31,000
0
0
31,000
0
0
31,000

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2021/2022	LAST YEAR ACTUAL 2021/2022	(19) OTHER PROJECT EXPENDITURE	CURRENT YEAR BUDGET 2022/2023	CURRENT YTD ACTUAL (SEPT) 2022/2023	ANNUAL PROJECTED 2022/2023	BUDGET 2023/2024	PROPOSED ESTIMATE 2024/20245	PROPOSED ESTIMATE 2025/2026
EXPENDITURE								
20,000	2,578	OP - CLIMATE AND PLANET	0	1,716	45,578	30,000		
2,352	45,140	OP - SERVICE & PROJECT DEVELOPMENT	0	8,170	26,735	0	0	0
0	0	CE - ESTATES VEHICLES/EQUIPMENT	10,500	0	0	10,500	10,500	10,500
0	1,674	OP - BUS AND STAFF REVIEW	0	0	0	0	0	0
0	1,493	OP - YATE AGEING BETTER	1,000	968	968	2,000	0	0
0	31,438	TRANS TO EARMARKED RESERVES	0	3,000	17,200	0	0	0
22,352	82,323	Total Expenditure - Other Projects	11,500	13,854	90,481	42,500	10,500	10,500
INCOME								
0	33,464	TRANS FROM EARMARKED RESERVES	1,000	0	43,726	2,000	0	0
22,352	48,859	Total Expenditure - (After Reserve transfers)	10,500	13,854	46,755	40,500	10,500	10,500
(20) YOSC								
EXPENDITURE								
0	3,290	CE - YOSC	0	1,061	31,207	0	0	0
0	13,090	CE - YOSC COMMUNITY BLDG	0	6,324	7,255	0	0	0
0	0	CE - YOSC SINKING FUND	49,700	0	0	49,700	49,700	49,700
10,000	6,186	CE - YOSC CAPITAL MAINTENANCE	0	3,534	3,534	0	0	0
0	2,043	TRANS TO EARMARKED RESERVES	0	0	49,700	0	0	0
10,000	24,609	Expenditure - YOSC	49,700	10,919	91,695	49,700	49,700	49,700
INCOME								
0	16,380	TRANS FROM EARMARKED RESERVES	0	0	41,995	0	0	0
10,000	8,229	Total Expenditure - (After reserve transfers)	49,700	10,919	49,700	49,700	49,700	49,700
65,252	254,787	Total Expenditure prior to Reserve transfers	101,200	41,021	272,678	422,200	80,200	91,200
CAPITAL - INCOME								
0	87,115	CE - INCOME GRANTS REC (GOV)	0	18,367	18,712	0	0	0
0	0	CE - INCOME GRANTS REC (OTHER)	0	0	18,700	0	0	0
0	4,000	CE - SALE OF ASSETS	0	0	0	0	0	0
0	0	CE - INCOME PWLB LOAN	0	0	0	300,000	0	0
0	91,115	Total Net Income	0	18,367	37,412	300,000	0	0
65,252	163,672	CAPITAL & PROJECT NET EXPENDITURE	101,200	22,655	235,266	122,200	80,200	91,200
0	107,814	TRANSFERRED FROM EARMARKED FUNDS	1,000	10,265	135,065	2,000	0	0
65,252	55,858	CAPITAL NET SPEND	100,200	12,390	100,201	120,200	80,200	91,200

Earmarked Reserves:

It is anticipated that the following earmarked reserves will be held at the end of the 2022/2023 financial year after provisions have been made for projects as identified.

ER - PLAY AREA PROJECTS	To meet the cost of new or the refurbishment of kickabout/play areas.
ER - YOSC TRACK & ASTROTURF MAINTENANCE	Earmarked funds for future track and Astroturf works.
ER - YOSC ASSET TRANSFER FUNDS	Balance of settlement from SGC following YOSC being leased to YTC
ER – COMMUNITY SPORT BUILDING	To fund completion of Community Building Project
ER – S106 – MILLSIDE PLAY AREA	S106 balance for Millside Play Area.
ER – KINGSGATE PARK TOILETS & YARD REFURB	Funding allocated to undertake works to the yard at Kingsgate Park
ER – MAJOR PROJECTS SINKING FUND	Sinking fund for Major projects, including building repairs to the Armadillo.
ER – BUILDING FUND	Funding to meet the cost of urgent building repairs.
ER – YMCA	To fund refurbishment at this site.
ER – RODFORD PLAYING FIELDS	To fund possible expenditure at the Rodford site.
ER – ALLOTMENTS	Monies accumulated for when allotment land has been identified.
ER – CLIMATE AND PLANET	Funds used to undertake Climate & Planet actions.
ER – ARMADILLO PROJECT FUND	Funds for Armadillo project expenditure as and when identified.
ER – FRIENDS OF BRINSHAM PARK	Money held on behalf of Friends of Brinsham Park while alternative banking arrangements are completed.
ER – ESTATES EQUIPMENT	Funding tractor replacement.
ER – BUS SHELTERS	Funding for one replacement bus shelter.
ER – BUSINESS REVIEW IT	Funding left from the IT review retained to replace equipment as necessary.
ER – PROJECT SUPPORT	To assist with project costs as identified.
ER – CIL FUNDS	CIL funding that has been allocated to fund projects.
ER – YATE AGEING BETTER CONSULTATION	Funding retained for the Yate Ageing better project.
ER – YOUTH PROVISION	Funding allocated to meet future Youth Provision in Yate.

ER – PUBLIC RIGHTS OF WAY	Public Rights of Way monies for the public footpath order.
ER – ELECTIONS	Earmarked funds for future election costs.
ER – S106 WITCHES HAY REVENUE FUNDS	S106 revenue towards the cost of maintaining the Witches Hat Play Area.
ER – S106 SUNNYSIDE TENNIS REVENUE FUNDS	S106 revenue towards the cost of maintaining the SL tennis courts.
ER – S106 FOOTBALL PAVILION REVENUE	S106 revenue towards the cost of maintaining the SL football pavilion.
ER – S106 YOSC TRACK REVENUE FUNDS	S106 revenue towards the cost of the YOSC track maintenance.
ER – S106 KINGSGATE PARK GYM REVENUE FUNDS	S106 revenue towards the cost of maintaining the KP gym equipment.
ER - S106 - ABBOTSWOOD REVENUE FUNDS	S106 revenue towards the cost of maintaining the Abbotswood Play Area.
ER – YOSC SUPPORT	Allocated toward cost of possible SLA funding.

EARMARKED RESERVES

	EARMARKED RESERVES	Balance available as at 1 April 2022	Budgeted Transfer In	Budgeted Transfer out	Anticipated Balance as at 31 March 2023	ESTIMATE 2023/2024	ESTIMATE 2024/2025
	PLAY AREAS & SPORTS FACILITIES						
1	ER - PLAY AREA PROJECTS	4,792	-	2,247	2,545	2,545	2,545
2	ER - YOSC TRACK & ASTROTURF MAINT	49,700	49,700	-	99,400	149,100	198,800
3	ER - YOSC ASSET TRANSFER FUNDS	31,207	-	31,207	-	0	0
4	ER - YOSC - COMMUNITY SPORT BUILDING	14,501	-	14,501	-	0	0
5	ER - S106 - MILLSIDE PA CAPITAL FUNDS	2,527	-	2,255	272	272	272
	BUILDINGS						
6	ER - KINGSGATE PARK TOILETS & YARD	15,154	-	-	15,154	15,154	15,154
7	ER - MAJOR PROJECT SINKING FUND	146,781	6,000	10,000	142,781	142,781	142,781
8	ER - BUILDING FUND	24,779	-	2,039	22,740	22,740	22,740
9	ER - YMCA	10,097	-	10,097	-	0	0
	PARKS, GREEN & OPEN SPACES						
10	ER - RODFORD PLAYING FIELDS	13,204	-	-	13,204	13,204	13,204
11	ER - ALLOTMENTS	12,000	-	-	12,000	12,000	12,000
	OTHER PROJECTS						
12	ER - CLIMATE & PLANET	47,422	21,114	22,185	46,351	46,351	46,351
13	ER - ARMADILLO PROJECT FUND	20,371	-	-	20,371	20,371	20,371
14	ER - FRIENDS OF BRINSHAM PARK	2,199	-	-	2,199	2,199	2,199
15	ER - ESTATES EQUIPMENT	-	10,500	-	10,500	21,000	31,500
16	ER - BUS SHELTERS	5,000	-	-	5,000	5,000	5,000
17	ER - BUSINESS REVIEW - IT	28,284	-	-	28,284	28,284	28,284
18	ER - PROJECT SUPPPORT	76,297	-	17,995	58,302	58,302	58,302
19	ER - CIL FUNDS	24,206	-	24,206	-	0	0
	COMMITTED REVENUE EXPENDITURE						
20	ER - YATE AGEING BETTER CONSULTATION	14,316	-	3,968	10,348	9,348	9,348
21	ER - YOUTH PROVISION	206,722	-	90,000	116,722	26,722	(0)
22	ER - PUBLIC RIGHT OF WAY	6,081	-	-	6,081	6,081	6,081
23	ER - ELECTIONS	11,986	8,000	-	19,986	8,000	16,000
24	ER - S106 WITCHES HAT PA REVENUE FUNDS	6,063	-	606	5,457	4,851	4,245
25	ER - S106 SL TENNIS COURT REVENUE FUNDS	3,857	-	3,296	561	498	435
26	ER - S106 SL FOOTBALL PAVILION REVENUE	34,994	-	3,181	31,813	28,632	25,451
27	ER - S106 YOSC TRACK	60,150	-	-	60,150	53,650	53,650
28	ER - S106 KINGSGATE PARK GYM REVENUE	28,849	-	-	28,849	28,849	28,849
29	ER - S106 - ABBOTSWOOD PA REVENUE FUNDS	11,829	-	1,075	10,754	9,679	8,604
30	ER - YOSC SUPPORT	49,458	-	3,534	45,924	45,924	45,924
		962,825	95,314	242,391	815,748	761,538	798,091

PRECEPT CALCULATIONS 2023 -2024

SGC advised the firm Council Tax Base figure for 2023/2024 is 8,307 band D properties (this represents an increase of 256 band D properties based on the previous year)

Tax Base	%	cost per band D House pa	precept raised	precept raised
2022-2023				
8,051	x	191.28	1,539,994	1,539,994

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Tax Base	% increase	pacost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase in revenue costs only
2023-2024						
8,307	0	191.28	1,588,962	0.00	0.00	(79,290)
8,307	1	193.19	1,604,851	1.91	0.04	(63,400)
8,307	2	195.11	1,620,741	3.83	0.07	(47,510)
8,307	3	197.02	1,636,630	5.74	0.11	(31,621)
8,307	4	198.93	1,652,520	7.65	0.15	(15,731)
8,307	4.99	200.82	1,668,251	9.54	0.18	(0)
8,307	6	202.76	1,684,299	11.48	0.22	16,048

BUDGET SUMMARY 2023 -2024

	2022-2023		2023-2024	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Community	1,298,008	1,411,044	1,574,463	163,419
Finance and Governance	444,008	446,099	513,140	67,041
	<u>1,742,016</u>	<u>1,857,143</u>	<u>2,087,603</u>	<u>230,461</u>
INCOME				
Environment and Community	346,397	337,839	397,688	59,849
Finance and Governance	11,304	1,000	8,000	7,000
	<u>357,700</u>	<u>338,839</u>	<u>405,688</u>	<u>66,849</u>
NET REVENUE EXPENDITURE	<u>1,384,316</u>	<u>1,518,304</u>	<u>1,681,915</u>	<u>163,611</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	235,266	101,200	122,200	21,000
Less: Funded from Earmarked Reserves	135,065	1,000	2,000	1,000
TOTAL NET EXPENDITURE	<u>1,484,516</u>	<u>1,618,504</u>	<u>1,802,115</u>	<u>183,611</u>
Financed as Follows:				
General Reserves as at 1 April 2022	528,866	488,087	584,343	
Estimated General Reserve as at 31 March 2023	584,343	409,576	450,479	
Used/(Available) to Fund Expenditure	<u>(55,477)</u>	<u>78,511</u>	<u>133,864</u>	
TOTAL PRECEPT	<u>1,539,993</u>	<u>1,539,993</u>	<u>1,668,251</u>	

**Note	Recommended reserve equal to 3 months net expenditure plus £30,000 contingency	376,079	409,576	450,479
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	Actual 31.03.22	Anticipated 31.03.23
Earmarked Reserves		
Capital Projects	376,120	319,203
Others	<u>586,706</u>	<u>496,545</u>
	<u>962,825</u>	<u>815,748</u>

PRECEPT CALCULATIONS 2024 -2025

SGC has advised the indicative Council Tax Base figure for 2024/2025 is 8,485 band D properties (this represents an increase of 178 band D properties based on the previous year) The provisional indicative figure has been used to calculate the 2024/2025 draft budget using an estimated 10% increase in the RPI.

Tax Base	%	cost per band D House	precept raised	precept raised
2023-2024				
8,307	x	200.82	1,668,251	1,668,251

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Indicative Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2024 - 2025						
8,485	0	200.82	1,703,998	0.00	0.00	(140,313)
8,485	2	204.84	1,738,078	4.02	0.08	(106,233)
8,485	4	208.86	1,772,158	8.03	0.15	(72,153)
8,485	6	212.87	1,806,237	12.05	0.23	(38,073)
8,485	8	216.89	1,840,317	16.07	0.31	(3,993)
8,485	10.0	220.91	1,874,397	20.08	0.39	30,087
8,485	12.0	224.92	1,908,477	24.10	0.46	64,167

BUDGET SUMMARY 2024 - 2025

	2023-2024		2024 - 2025	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Community	1,574,463	1,574,463	1,670,920	96,457
Finance and Governance	513,140	513,140	538,876	25,736
	<u>2,087,603</u>	<u>2,087,603</u>	<u>2,209,795</u>	<u>122,192</u>
INCOME				
Environment and Community	397,688	397,688	360,485	(37,203)
Finance and Governance	8,000	8,000	5,000	(3,000)
	<u>405,688</u>	<u>405,688</u>	<u>365,485</u>	<u>(40,203)</u>
NET REVENUE EXPENDITURE	<u>1,681,915</u>	<u>1,681,915</u>	<u>1,844,310</u>	<u>162,395</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	122,200	122,200	80,200	(42,000)
Less: Funded from Earmarked Reserves	2,000	2,000	0	2,000
TOTAL NET EXPENDITURE	<u>1,806,115</u>	<u>1,806,115</u>	<u>1,924,510</u>	<u>118,395</u>
Financed as Follows:				
General Reserves as at 1 April 2023	450,479		450,479	
General Reserve as at 31 March 2024	450,479		491,078	**
Used/(Available) to Fund Expenditure	137,864	137,864	(40,599)	
TOTAL PRECEPT	<u>1,668,251</u>	<u>1,668,251</u>	<u>1,965,109</u>	

**Note	Recommended reserve equal to 3 months net expenditure plus £30,000 contingency	450,479	450,479	491,078
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PRECEPT CALCULATIONS 2025 - 2026

SGC has advised the indicative Council Tax Base figure for 2025/2026 is 8,661 band D properties (this represents an increase of 176 band D properties based on the previous year)
 The provisional indicative figure has been used to calculate the 2025/2026 draft budget using an estimated 10% increase in the RPI.

Indicative Tax Base	%	cost per band D House	precept raised	precept raised
2024 - 2025				
8,485	x	220.91	1,874,397	1,874,397

The following table shows how much precept can be raised based upon the advised indicative tax base x a percentage increase.

Indicative Tax Base	% increase	cost per band D House	precept raised	Increase per band D household per annum	Increase per band D household per week	Balance required to meet the proposed % increase
2025 - 2026						
8,661	0	220.91	1,913,277	0.00	0.00	(54,326)
8,661	2	225.33	1,951,543	4.42	0.08	(16,060)
8,661	4	229.74	1,989,808	8.84	0.17	22,205
8,661	6	234.16	2,028,074	13.25	0.25	60,471
8,661	8	238.58	2,066,339	17.67	0.34	98,736
8,661	10	243.00	2,104,605	22.09	0.42	137,002
8,661	12.0	247.42	2,142,870	26.51	0.51	175,268

BUDGET SUMMARY 2025-2026	2024 - 2025		2025 - 2026	Budget
	Projected	Budgeted	Proposed	Incr/(Decr)
REVENUE EXPENDITURE				
Environment and Community	1,670,920	1,670,920	1,748,422	77,502
Finance and Governance	538,876	538,876	573,650	34,774
	<u>2,209,795</u>	<u>2,209,795</u>	<u>2,322,072</u>	<u>112,277</u>
INCOME				
Environment and Community	360,485	360,485	349,470	(11,016)
Finance and Governance	5,000	5,000	5,000	0
	<u>365,485</u>	<u>365,485</u>	<u>354,470</u>	<u>(11,016)</u>
NET REVENUE EXPENDITURE	<u>1,844,310</u>	<u>1,844,310</u>	<u>1,967,603</u>	<u>123,293</u>
CAPITAL AND PROJECT EXPENDITURE (NET)	80,200	80,200	91,200	11,000
Less: Funded from Earmarked Reserves	0	0	0	-
TOTAL NET EXPENDITURE	<u>1,924,510</u>	<u>1,924,510</u>	<u>2,058,803</u>	<u>134,293</u>
Financed as Follows:				
General Reserves as at 1 April 2024	491,078		491,078	
General Reserve as at 31 March 2025	491,078		521,901	**
Used/(Available) to Fund Expenditure	<u>(40,599)</u>	<u>(40,599)</u>	<u>(30,823)</u>	
TOTAL PRECEPT	<u>1,965,109</u>	<u>1,965,109</u>	<u>2,089,626</u>	

**Note	Recommended reserve equal to		
	3 months net expenditure	491,078	521,901

'WILD THINGS' - PLAY TRAIL PROPOSAL



Come and explore the WILD THINGS.... Where does the path lead you?

The proposal is to create an innovative play trail through woodland and over the streams linking two play areas one on LGV and one in Brinsham Fields – creating an unusual play feature and the only disability friendly access from the north into the park.

It has been developed collaboratively with local young children, their parents and in partnership with the Friends of Brinsham Fields, Live West housing provider, members of the Ladden Garden Village residents' group, the Home from Home Project and Yate Town Council. The scheme will make artwork that responds to the participants and engages them with woodland and nature as exciting extensions to their park visit not merely as a place you walk through to get to a play area. This wildlife themed play trail will extend the play experience and provide a vital practical link, taking the opportunity presented by two play areas, to link two communities. It has been co-designed with local people and will highlight the creativity of local people and will showcase the wildlife on their doorsteps.

Planning decisions have given us two play areas less than 30 yards from each other, with no path linking them, separated by two ditches/streams and an area of woodland. This gives us an exciting opportunity to create an all year round, woodland adventure trail. This new trail will create the ONLY access into Brinsham park from the new housing development, and the primary school immediately to the north.¹

¹ There is an access to the southeast corner of LGV on its join with Autumn Brook and an access from opposite the show homes into the western edge of the park.

Map showing the LGV play area ✳ and Brinsham Fields play area ★, with the proposed path through the woods in blue. (Note the path shown to the west from that point does not exist).



De facto access will occur, through the ditch and woodland, but only for the fit, not for buggies or wheelchair users. We have the opportunity to make this a fully accessible trail, providing:

- The only safe disability/baby buggy accessible route to the park from the north (including from the new school immediately north).
- A fully accessible woodland trail
- A magical woodland play trail linking the two play areas

At Christmas, the trail will be lit with magical creatures from Santa's team

At Easter, bunnies will hide in the trees

All year round wildlife centred play opportunities will exist in and around the trees, encouraging exploration by children of all ages.

The play experience will become one of moving between play areas through a magic woodland.

Accessible access to the park

The path will provide the only disability and baby buggy accessible entry to the park from the north. At present, the only two access points to the park from Ladden Garden Village are from the show homes on Leechpool Way, into the western area of the park, and in the south eastern corner of the site by Autumn Brook. We are seeing public demand for more access, for example, the public have pushed a path through the hedge from Webb Crescent. This access point comes through the hedge directly onto the edge of Coopers Lake and is not a safe public access point. We need to work together to find alternative, safe access

points to areas for recreation and community wellbeing. The relationship between the two play areas has already shown this is a desire line and provides an opportunity for an exciting access.

The proposed primary school site lies due north of the LGV play area, across an area of open space, so the path to the play area and park will be well used, as we have seen on other play areas near schools.

What has been done

- Through 2022 a series of four 'Wild Things' workshops have been led by Juneau Projects, the creative team behind the Home from Home. Juneau explored themes of play and woodland with local children, to identify what local young people would like to find in the woodland. Working with experts in play, with Juneau and with funding from Live West and Yate Town Council they have developed a proposal for a play trail through that woodland. Workshops with young people have identified the core theme / design. During the workshops children designed wildlife related play themes, experimented with fixing their designs to trees and explored how they see the woodland. This has informed ideas for play design in the woodland.



The proposals that came from the workshops are about encouraging children to look for wildlife, but also to play amongst the trees.

- Defacto use is already occurring, so Live West funded the construction of a ~~accessible~~ bridge over the deeper stream / ditch to reduce the risks to users (see photo above).
- Yate Town Council have a long-term lease of the park and are committed to the play trail project
- Yate Town Council have kept the play trail route clear for three years as the project has developed, and Avon Wildlife Trust have assessed the area to confirm its suitability.
- South Gloucestershire Officers, including the Public Rights of Way Officer have welcomed the concept.

What will be needed

- Create a safe wheelchair accessible permeable dust / bark path through the woods
- Create a second, wheelchair accessible, bridge over the smaller ditch
- Align the gate of the existing play area in the park to this trail
- Designate the path as a play trail with an adventure play environment in the wood
- Design and install creative play installations, using the themes children identified during the Juneau workshops
- Install signage/ interpretation boards

Outcome

This project will:

- Build on the theme of Ladden Garden Village as a woodland and wildlife centred development
- Provide disability friendly access to Brinsham Fields for LGV residents,
- Create added value to the play area LGV are funding immediately to the north, for less than the cost of a basic item of play equipment
- Create an exciting unique local play feature that will deliver publicity for Barretts and the Friends Group

Costings

Our costings indicate the project, including basic creative play opportunities requires £40,000. Core costs, for the dust and chippings path and bridge to provide an accessible link is in the region of £20,000 but may be provided in kind, reducing the project cost. The scale of the creative play opportunity, for installations along the trail, will depend on the amount the project can raise as a creative arts and play project: initial designs indicate a basic play trail could be provided for £20,000. This is less than the cost of one piece of climbing equipment in a park.

The proposal is to develop this as a joint project, between Barretts and the Town Council, and our shared commitment to working with the Friends of Brinsham Fields, Live West and the Ladden Garden Village residents' group.

Dear

Thank you for keeping in touch, it is appreciated. Luke has asked me to respond on his behalf.

The latest insight we received from the Local Authority was as follows:

Thanks you for your email.

South Gloucestershire Council are disappointed we have been unable to move this project forward with Yate Town Council. Should the town council provide a proposal for a new community centre that is likely to obtain planning approval and to which YTC are now prepared to commit to we will welcome the opportunity to recommence discussions.

The Property Service team are now working on the project to deliver late 2024 and will be consulting with the public to ensure the building delivered represents the communities needs. In the interim we will welcome contact from any groups that would like to register an expression of interest in running the building once completed.

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South Gloucestershire Council is looking at a way to facilitate lines of communication between residents and all the key stakeholders in Ladden Garden Village. This will South Gloucestershire Council, Yate Town Council, the developers, representatives of the residents, Management Company and Livewest to address the various issues which have been raised. This is likely to lead to an initial meeting in early Autumn so all issues can be recorded and directed to the appropriate lead for response and clarification.

I can only reiterate that Luke of course cannot speak for either South Gloucestershire Council or Yate Town Council. As our local MP, Luke remains focussed on working with all involved, and above all local residents and the community, to progress with this important project.

With our best wishes,

Office Manager
The Office of Luke Hall MP

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Bristol City Council, in partnership with the Environment Agency and Mott MacDonald, is undertaking research as part of Defra's Flood and Coastal Resilience Innovation Programme. The research is being undertaken to understand **the challenges of meeting the need for new development** in areas at risk of flooding.

Yate Town Council response submitted to this online survey (unable to download copy), was based on the following:

In our experience are flood plains properly protected?

- we have opposed development on flood plains.
- the water run off maps sometimes assume water will turn right not continue down hill.
- too much of the open space in developments is being taken over as SUDs and these should be additional.
- new housing on flood plains should be flood resistant in terms of construction materials, design eg of the ground floor levels, of service infrastructure eg power cables into homes and plug heights so that homes are not as badly affected.

NALC has been approached to brief an MP participating in an adjournment debate in the Commons on **1/12/22** regarding unadopted roads and new housing facilities.

Please e-mail if there are any specific issues you would like NALC to raise with the MP concerned – to do with unadopted roads or new housing facilities – currently affecting your Super Councils.

Then link to the adjournment debate is here ([Adjournment - What's on - UK Parliament](#)).

Response compiled and submitted by Councillor Chris Willmore 29.11.22

An example from Yate. Multiple developers delivering a 2600 estate. The developers leave the top surfacing of roads until just before handover to the council, for the practical reason they say, that if they have to dig it up to do works to eg drains, they don't want to be digging into a finished surface. This would work if handover occurred as soon as a phase was completed, but we have phases on this massive development which have been completely occupied for THREE years and still the roads are not finished. I attach an example. In total 1,000 houses have been occupied, and there is still no handover of any roads.

The key is to get provisions that insist final handover happens as soon as a phase is fully occupied.

The entire development is designed to be a 20 mph zone, but the local authority, South Gloucestershire will not make the necessary TRO until the entire estate is completed, which could be 10 years. They want to save money by making one order. The problem is that the development has been designed to be safe at 20 mph not 30 mph. Last year a child was seriously injured and the accident safety report concluded that if the road had been properly constructed, with the speed humps and surfacing, it would have been safe at 20 mph. But the surfacing was not done, the speed humps were not yet compliant and there was no 20 mph limit.

That example, in Fletcher Rd in Yate is an example of the risk to children of having incomplete estate roads which are not surfaced and not been subject to a handover safety audit, for 3 years or more. I can supply more examples and data on request.

Cllr Professor Chris Willmore

