

Yate Town Council

Full Council

23rd February 2021 (6.30pm to 7.15pm)

Minutes

Meeting Held Via Zoom Video Conferencing

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

Present Via Video Link

Councillor Karl Tomasin – Chair

Councillors John Davis, Tony Davis, Mike Drew, John Emms, John Gawn, Cheryl Kirby, Margaret Marshall, Alan Monaghan, Ben Nutland, Jane Price, John Serle (part-meeting), Penny Thoyts and Chris Willmore.

Town Clerk and Community Projects Manager (LR).

Minute 240. **Apologies for Absence**

It was **NOTED** that:

- (a) Councillor Perks has a leave of absence, granted at Full Council on 5th January 2021 until 5th April 2021;
- (b) the Town Clerk has delegated powers to grant leave of absence for any councillor affected by the Covid-19 pandemic, in accordance with minute no. 129/1(a) of the Full Council meeting held on 25th February 2020.

RESOLVED Apologies for absence be received and accepted from Councillors Sandra Emms and John Ford.

Minute 241. Declarations of Interest Under the Localism Act 2011

No declarations of interest were received.

Minute 242. Requests for Dispensations

No requests for dispensations were received.

Minute 243. Public Participation Sessions with Respect to Items on the Agenda

No members of the public were present.

Minute 244. Minutes of the Town Council Meeting Held on 5th January 2021

It was **RESOLVED** the minutes of the Full Council Meeting held on 5th January 2021 be approved and signed as a true and accurate record.

Minute 245. Minutes of the Planning and Transportation Committee Meeting Held on 12th January 2021

The minutes of the Planning and Transportation Committee meeting held on 12th January 2021 were received and **NOTED**.

It was further **NOTED** that the minutes of the Planning and Transportation Committee meeting held on 16th February 2021 will be received at the next Full Council meeting.

Minute 246. Minutes of the Environment and Community Committee Meeting Held on 19th January 2021

The minutes of the Environment and Community Committee meeting held on 19th January 2021 were received and **NOTED**.

Minute 247. Minutes of the Finance and Governance Committee Meeting Held on 2nd February 2021

The minutes of the Finance and Governance Committee meeting held on 2nd February 2021 were received and **NOTED**.

Minute 248. Recommendations from Committee Meetings

Minute 248/1 Planning and Transportation Committee Meetings

It was **NOTED** that:

- there were no recommendations from the Planning and Transportation Committee meeting held on 12th January 2021;
- The Committee meeting due to take place on 26th January 2021 was cancelled and comments submitted, in consultation with the Planning and Transportation Committee, to South Gloucestershire Council using delegated powers to the Clerk.

Minute 248/2 Environment and Community Committee Meeting

(a) Recommendations from 19th January 2021

It was **NOTED** that there were no recommendations from the Environment and Community Committee meeting held on 19th January 2021.

(b) Allotments Sub-Committee

Minute No. 229/2(c) of the Full Council meeting held on 5th January 2021 **RESOLVED** that the Allotments Sub-Committee bring proposals forward to this meeting. It was **NOTED** that a meeting of the Allotments Sub-Committee is being convened and the outcome will be reported to the Environment and Community Committee on 9th March 2021, which has delegated powers in place to consider recommendations put forward and to make decisions within budget without recourse to the Finance and Governance Committee.

Minute 248/3 Finance and Governance Committee Meeting

The following items were received from the Finance and Governance Committee meeting of 2nd February 2020:

(a) Minute No. 9.4 Income and Expenditure Report to 31 December 2020

RESOLVED The Income and Expenditure report to 31 December 2020 be approved. (Appendix 1 to Finance and Governance Committee minutes of 2nd February 2021).

(b) Minute No 11.2 (b) IT

Further to Minute No. 11.2 (b) of the Finance and Governance Committee meeting, it was **NOTED** that delegated powers awarded to the Clerk were used to place an order for emergency expenditure up to £10,000, in cases of extreme risk to the delivery of council services; an order was to be placed with Integra for a new internet connectivity upgrade to ensure continuity of internet provision via Integra.

It was further **NOTED** that the decision was in fact finally taken using delegation to the Clerk, in consultation with the Chair of the Council, the Vice-Chair of the Council and the Chair of the Finance and Governance Committee, to authorise under extreme urgency to incur such expenditure up to the sum of £20,000, as the total for the contract duration came to over £10,000.

(c) Minute No. 15/1 Community Infrastructure Levy (CIL)

Further to Minute No. 15.1 of the Finance and Governance Committee meeting, Community Infrastructure Levy (CIL) it was **RESOLVED** that the CIL money listed in appendix 3 to the Finance and Governance Committee minutes be allocated to fund the following:

- The full cost of kitchen at the YMCA up to £15,000 if external funds cannot be secured elsewhere;
- Public wi-fi to be installed in all Yate Town Council operated buildings; (cost to be established);
- Rhino ramp (Peg Hill equipment) up to £10,000;
- With the balance of funding being allocated for net zero carbon work in the Yate Town Council community buildings.

Minute 249. COVID-19

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

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

The list of decisions taken using above delegation between 19th December and 12th February 2021 was received and **NOTED**. (Appendix 1)

In the light of the government announcement on 22 February about the 4 stages to bring the country out of the national lockdown, a discussion about the purchase of a marquee to support community groups to be Covid safe took place and it was **RESOLVED** that:

- This item be progressed at the Environment and Community Committee meeting, taking place 9 March 2021;
- Delegated powers be given to the Environment and Community Committee and also (if required), to the Clerk in consultation with the Chair and Vice-Chair of the Council, to take decisions within budget and to make virements if appropriate, to support the needs of local community activities beginning to re-emerge again after lockdown.

Minute 250. Financial Reports

Minute 250/1 Accounts for Payment

The accounts for payment for January 2021, previously authorised in line with the Financial Regulations, were received and **NOTED**. (Appendix 2)

Minute 251. Sub-Committee Reports

Minute 251/1 Staffing and Governance Sub-Committee Meeting

(a) The minutes of the Staffing and Governance Sub-Committee meeting, appertaining to governance, held on 22 February 2021 were received and **RESOLVED** that all recommendations contained therein be approved (Appendix 3) including:

- approval of the Annual Investment Strategy;
- approval of amendments to the Communications Policy;
- readoption of all General and Staffing policies;

- approval of the amended Standing Orders;
- approval of the amended Financial Regulations;
- approval of the risk assessments in context of risk management of the Town Council's activities;
- approval of the annual health and safety report;
- approval of the Internal Controls and Internal Audit Plan;
- approval of the annual accident, incident and safeguarding report.

(b) It was **NOTED** that the confidential minutes of the Staffing and Governance Sub-Committee meeting, appertaining to staffing, held on 22 February 2021, will be received in confidential session (See Minute No. 259/2)

Minute 252. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

Minute 252/1. Play Areas and Properties Project Steering Group (LR)

(a) Millside Play Area

The following was **NOTED**:

- Works to improve drainage issues on site cannot begin until the weather improves; the Estates Manager is working with the contractor to schedule works in March 2021;
- We are awaiting a funding agreement for approval and signing, from South Gloucestershire Council;
- Quotes have been sought for multi-play units to enable some project works to be progressed on site by Spring;
- The appointment of a wooden sculpture artist for the trail is being progressed;
- A resident working group and subsequent Play Areas and Properties Project Steering Group meeting will be arranged for late February/early March, to receive and consider next steps.

(b) Abbotswood Play Project

The following was **NOTED**:

- Sutcliffe Play completed repair works to the multi-play unit on site, week commencing 1st February;

- The Project Consultant visited the site week commencing 8th February and has issued a certificate of completion for the works;
- Two invoices were approved for payment:
 - o 2.5% project retention fee, to the value of £916.73;
 - o South Gloucestershire Consultancy Support to the value of £4,633.59;
- Installation of additional equipment onsite, including a bug hotel, is being progressed. We hope to have this project completed no later than Easter and a celebration event will be arranged shortly after, in line with Government guidance on Covid-19 and public events.

(c) Kingsgate Outdoor Gym Project

The following was **NOTED**:

- The S106 project completion form has now been submitted to South Gloucestershire Council;
- The outstanding S106 funding has now been paid by South Gloucestershire Council and is to be used as revenue;
- An invoice was approved and paid for South Gloucestershire Council Consultancy services, to the value of £3,910.92;
- This project is now complete and no further action is required. Thanks were given to all those who were involved.

(d) Funding Opportunity

It was **NOTED** that Councillors Cheryl Kirby and Chris Willmore are working with the Community Projects Manager (LR) to submit a funding application for £10,000, into the 'Help Us Thrive' fund being administered by South Gloucestershire Council (deadline 28th February).

It was further **NOTED** that:

- It is compulsory that Yate Town Council match funds £10,000 to be able to submit the application (taking the total money available to £20,000). This match funding comprises of the agreed CIL and budget spends on the YMCA works;
- The funding should "make a positive contribution to high streets to help them thrive after Covid". The bids will focus on encouraging visitors to

spend more time at the local independent shops and community facilities, at both Station Road and Abbotswood;

- Ideas such as a community garden at the rear of the YMCA and a Defibrillator at Abbotswood will be included in the bid, to support and tie into Yate Town Council's wider strategies and projects.

Thanks were extended to Councillors Cheryl Kirby and Chris Willmore for their support in finalising the application with the Community Projects Manager.

Minute 253/2. YOSC

(a) YOSC Track and Athletics Project

It was **NOTED** that although the site has full accreditation, one unit has not been fully signed off; an in-field lighting survey was required and was carried out on 17th February. Revised certification for that unit will be pursued to conclude the accreditation and the overall project.

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

It was **NOTED** that:

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, including completion of the fit-out of the internal services and facilities;
- Rectification of snagging issues with the external building is being progressed by the Project Consultant Askew Cavanna. Acknowledgement of the snagging issues has been accepted by the main contractor. The fit-out contractor is working with the Project Consultant and main contractor to accommodate rectification works. A record of rectification progress is in place and regular updates have been sent to the Project Steering Group;
- Askew Cavanna has chased the outstanding O&M manual;
- Fit out works commenced on site on 11th January 2021; work is progressing well and the contractor is expecting to complete works ahead of schedule;
- Quotations and flooring type options were received from the project consultant. Following consultation with the Project Steering Group and Yate Amateur Boxing Club, a decision was taken to accept the project consultant recommendation, for installation of a Pulastic 9mm

polyurethane floor and for the manufacturer recommended quote by Sports Surfaces UK, to be accepted to the value of £12,765. A recommendation for barrier mats to protect the flooring at the entrances is being considered; quotes for the mats have been requested from the Project Consultant. The Project Consultant has been advised of the flooring decision and a response is awaited;

- Contact has been made with Bristol and Avon, to arrange for the installation of a steel boxing bag frame, donated by Bristol and Avon to YABC. Ideally, this will be installed ahead of the sports flooring. Details of their fabricator have been received and a site visit to discuss design and installation with YABC and the Project Consultant, will be arranged as their earliest convenience (aim early March);
- In agreement with the Project Steering Group and based on the Project Consultant's professional advice, payment was made to MD Group for Valuation 1 of fit out works, invoice value £17,509.13;
- A decision was taken to include a heating timer in the fit out works contract, to be funded from the contingency budget allocated;
- A management proposal for the MAB building has been sent to YOSC Ltd as part of the overall governance offer; negotiations ongoing. An internal meeting of the YTC YOSC Facility Project Steering Group will be convened as part of this work;
- South Gloucestershire Councillors Ruth Davis, John Davis and Tony Davis have made an award of £1,452.32 from their MAF budgets towards exercise equipment for the MAB. Thanks were extended to these members;
- A MAF proposal has been sent to Councillor Mike Drew for investment in the MAB project.

(c) YOSC Facility Project Steering Group - YOSC Disability Equipment and Drainage Improvement Projects

The minutes of the YOSC Facilities Project Steering Group meeting held on 21st January 2021 were received and **NOTED**. (Appendix 4)

i) YOSC Disability Equipment

The following was **NOTED**:

- The Community Projects Officer is working with YOSC representatives, to procure the S106 funded sports equipment as an urgent priority;
- Discussions with YOSC Ltd regarding governance of the items is ongoing.

ii) YOSC Drainage

It was **NOTED** that:

- The s106 funding agreement has been signed and is being progressed with South Gloucestershire Council;
- Quotes are being sought from potential project Consultants, with the intent to appoint urgently to progress the project;
- Contact has been made with YOSC Ltd, requesting that they contribute and seek feedback from site users/stakeholders for consideration. A deadline of 28 February 2021 has been set for receiving all feedback;
- Contact has also been made with Brimsham Green School to advise them of the intended project works on site at YOSC;
- A representative of Gloucestershire FA has advised that our project does not meet the priorities of their 'South Gloucestershire Local Football Facility Plan' but the Community Projects Manager is trying to confirm a meeting to discuss our project further.

(d) YOSC Liaison – Governance

It was **NOTED** that the proposed governance terms continue to be negotiated between Yate Town Council and YOSC Ltd and that a response is awaited from YOSC Ltd.

Minute 253/3 Land at the Rear of Ridgewood Community Centre

It was **NOTED** that:

- Further to the Full Council meeting of 1 September 2020 (Minute No. 188/4), contact was made with South Gloucestershire Council to enquire about the timescales for the lease of the land at the rear of Ridgewood Community Centre, along with timescales for the lease of The Common and Witches Hat. A response is awaited;
- This item will be removed from the Clerk's Report and periodically chased. It remains as a pending priority on the Town Council's priorities schedule.

Minute 253/4 New North Yate Community Building

The minutes of the meeting held on 6th January 2021 were received and **NOTED** (Appendix 5).

It was further **NOTED**:

- A further meeting took place on 8th February 2021, where South Gloucestershire Council's outline delivery plan was received (Appendix 5a);
- Delegated powers of the Project Steering Group are in place to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator;
- The shortfall in funding between Option 1 (s106 baseline) and Option 2 (enhanced design), is currently predicted to be approximately £561,000;
- The following information has been requested from South Gloucestershire Council to inform an agreement in principal of total funding available and an agreed difference from the baseline s106 to the enhanced design value:
 - Confirmation of S106 contributions from surrounding developments, including clawback dates and trigger points, to address the shortfall in funding;
 - Response to YTC's request for consideration of increased square meterage to compensate for loss of social facilities in the development;
 - Governance model proposals;
 - Construction and design model proposal including delivery strategy:
 - Architect submits design to planning and brings in contractor afterwards;
 - Contractor submits design to planning and builds (no architect).
 - Risk assessment to inform feasibility costs and timescales.
- In February 2020, an example cost analysis was undertaken to explore the financial implications of the Town Council borrowing £600,000 over 25 years. Based upon interest rates at the time, the cost calculated was £28,869.44 a year. Based on 2,600 new properties in the new development, using the current band D tax income will result in an additional income of approximately £468,888 per annum (NB: no additional community provision is required from the Town Council, for example parks and open spaces).

A discussion took place and it was **RESOLVED** that:

- (a) Yate Town Council agrees, in principle, to work with South Gloucestershire Council to deliver an enhanced spec community building (Option 2); a larger building to which South Gloucestershire

Council will contribute the baseline budget and Yate Town Council will meet the additional cost as identified in the feasibility study;

- (b) Yate Town Council agrees to work with South Gloucestershire Council to develop the full detail needed for Option 2, to ensure:
- The community building delivers the best facilities that the site can accommodate and meets the future needs of residents in the development;
 - Processes meet the Town Council's legal processes;
 - Move towards a position that we can identify the possible cost gap between S106 funds, South Gloucestershire Council contributions and final build cost. Once identified:
 - Yate Town Council to consider options to bridge the gap to what is required to pay for a community building that best meets the needs of the community;
 - Detailed proposals come forward for future consideration by Full Council, that demonstrate criteria for borrowing that will not increase cost to tax payers and that any debt secured to cover the value difference between the s106 baseline and the enhanced model can be served entirely from income from taxation in the new development.

(Councillor John Serle entered the meeting).

Minute 254. Working Group Reports

Minute 254/1 Poole Court Artwork Working Group

It was **NOTED** that further to Minute No. 234/1 of the Full Council meeting of 5th January 2021, costings are being sought for a digital noticeboard for the Poole Court foyer.

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

Minute 255. Consultations

Minute 255/1 Current Consultations

A briefing note from ALCA was received as follows:

As the legislation currently stands, the Coronavirus Act 2020 expires on 6th May 2021 and local councils will automatically revert to the original pre Covid 19 legislation legal framework. NALC/ALCA are encouraging all councils to write to their MP's to the raise this issue and request a permanent change in the law to allow Local Councils to have the option to hold their meetings remotely in the future. This year, if Local Council

want to guarantee they can hold their Annual Assembly and/or their Annual Meeting of the Parish Council to elect a Chairman, by remote means, then these meetings need to be held on or before 6th May 2021. Alternatively, Local Councils can accept that they must revert to physical meetings post 6th May if the law does not change. Although there is a strong campaign (please join in) to get the law changed, there is no way of knowing if it will be. Even if it does, many councillors and Clerks may not be comfortable with going back to physical meetings and may prefer to cancel all meetings (risking the 6 months rule) until everyone has been vaccinated.

It was **RESOLVED** that:

- (a) An approach be made to Luke Hall MP that legislation be drafted to make permanent the right given in Covid-19 emergency legislation for local councils to be able to hold remote (and future hybrid) meetings. Recent evidence suggests an increase in attendance online from many local councillors, including those on local councils in remote rural areas. Yate Town Council and NALC would like a permanent extension of the ability for all councils to meet remotely after the Covid-19 legislation expires;
- (b) The date of the Annual Town Council Meeting/Full Council meeting be moved from 11th May 2021 to 4th May 2021 in order that it can be carried out remotely.

Minute 255/2 Urgent Consultations

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

Minute 255/3 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
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South Gloucestershire Council proposed annual budget for 2021/22	Click Here for Proposed Budget 2021 Consultation	14.10.20	3.1.21 (extension to respond 10.1.21)	<p>The response prepared by Councillor Cheryl Kirby, and submitted in accordance with Minute 235/1, Full Council meeting of 5th January 2021, was received and NOTED.</p> <p><i>“It is acknowledged that the setting of the budget for South Gloucestershire Council (SGC) this year is beset with many incredible hurdles and challenges, the likes of which have never been seen before.</i></p> <p><i>However, it is hoped that whatever the budget is accepted by SGC, it can be robustly sustainable during the rigours of the coming financial year and onwards, for the benefit of Yate and South Gloucestershire residents.”</i></p>
NALC Consultation – Right to Regenerate	Right to Regenerate: reform of the Right to Contest - GOV.UK (www.gov.uk)	11.2.21	13.3.21	<p>The response prepared by Councillor Chris Willmore was received and NOTED. (Appendix 6)</p>

Councillors Cheryl Kirby and Chris Willmore were thanked for their work in the responding to the above named consultations.

Minute 256 Yate Town Centre Strategy Group

Minute 256/1 Yate Town Centre Strategy Group

It was **NOTED** that a stakeholder’s newsletter will be compiled and circulated to members of the Town Centre Strategy Group in March 2021.

Minute 256/2 Yate Masterplan

It was **NOTED** that an informal meeting took place with representatives from Yate Shopping Centre on 15th February 2021 to discuss the future of Yate Shopping Centre.

Minute 257 Fairtrade

Minute 257/1 SGC – Fairtrade Products

It was reported that further to the Full Council meeting on 23rd June 2020, a response is still awaited from South Gloucestershire Council asking that they commit to always and exclusively using Fairtrade products where possible, (wider than just tea and sugar), and to ask that they use Fairtrade coffee (as rainforest alliance is a different product). It was **NOTED** that a response has been chased several times; however the South Gloucestershire Officer who had been responding has now left post.

Minute 258 Consideration of Impact of Decisions on Climate and Waste

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

- the carbon net zero commitment is being borne in mind for Yate Town Council projects and procurement decisions taken;
- Yate master planning will have impacts on climate and waste.

Minute Number 259. CONFIDENTIAL ITEMS

Minute Number 259/1 Confidentiality Confirmation

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

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

259/2 Minute No. 251/1b, Staffing and Governance Sub-Committee – Staffing Minutes

The confidential minutes of the Staffing and Governance Sub-Committee meeting, appertaining to staffing, held on 22 February 2021 were received and **NOTED**. (Confidential Appendix 7)

RESOLVED To return to public session.

RESOLVED The offer made by the Deputy Town Clerk/RFO - to work a longer notice period than that originally planned, onto 31st July 2021 if required on the same terms and conditions as current, to assist the council to undertake the year end and audits - be gratefully accepted on the

understanding that if recruitment to the vacancy is successful, she will leave earlier.

The meeting closed at 7.15pm.

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13.1.21	Agreement to opt to receive Mercia 'Your Green' service from 1st April 2021, at the additional cost of £28 per year. To provide transparency with the supply of energy supplied on the green tariff.	6 members	F&G E&C	E&C
15.1.21	<p>Amendment to Staffing Structure;</p> <p>The Service Support team structure has be amended (within budget) following the resignation of one Service Support Assistant and the need to strengthen the team when the current Service Support Manager commences the role of Deputy Town Clerk on 1st April 2021.</p> <p>The team structure (with effect from 1st April 2021) is as follows:</p> <p>1x FTE Senior Service Support Officer (Hay 8)</p> <p>1.7 FTE Service Support Assistants (Hay 10)</p>	5 members	Staffing and Governance Sub Committee	Reported to F&g 4.2.21
18.01.2021	Payment for invoice 1234-08 to Askew Cavanna for fit out works set up contract and JCT order value £524.40	3 Members	PSG	Full Council 23.2.21
26.01.2021	MAB (boxing club) heating timer to be added to fit out works contract, to be funded from the contingency budget allocated.	3 Members	PSG	Full Council
03.02.21	<p>Accept the project consultant recommendation for polyurethane 9mm sports flooring at the Multi Activity Building (boxing club).</p> <p>To award the contract to the manufacturer recommended Sports Surfaces UK, to the value quoted £12,765.</p> <p>Further quote for barrier mats - pending.</p>	3 Members	Project Steering group	E&C 9.3.21

03.02.21	<p>Suggested wording amended for Yate Heritage Centre <i>Record of Agreement of Funding and Targets</i> with SGC, to future proof following impact of covid on service delivery. The following amends have been suggested/ sent to SGC:</p> <p>item 2.1 “specific targets”:</p> <ul style="list-style-type: none"> a. <i>To deliver 12 educational workshops and 3 local community event workshops for children ages 5 to 11 from Yate Heritage Centre or by outreach. Due to the Coronavirus pandemic (Covid-19) Yate Heritage Centre may be closed and/ or, the service may not be able to provide in person workshops. A report at the end of the year should itemise actions taken to maintain the service, e.g. remote delivery, fund raising and providing online activities for children at home.</i> b. <i>The workshops will offer a varied programme of opportunities throughout the year, to engage and develop participants’ knowledge of local History and Heritage.</i> 	3 Members	PSG	E&C 19 th march
09.02.21	Payment of invoice for Valuation 1: MAB (Multi Activity Building at YOSC) fit out works, MD Group invoice value £17,509.13	3 Members	Project steering group	Full council 19.2.21
09.02.21	<p>Agreement of the This is Your Heritage South Gloucestershire Indian Stories Partnership Agreement with Yate & District Heritage Centre</p> <p>To contribute as outlined in the Project Plan ‘In Kind’ Support to the value of £2600.</p>	3 Members	E&C – representati ves CK, CW, JG	E&C 19.3.21
10.02.21	<p>As per delegated powers awarded from F&G on 02.02.2021 to decide the fees for the league matches, the following was agreed and offered as an option to Y&D bowling Club:</p> <p>Option 3 - No exclusive use of the pavilion or green to the bowling club. However members of the bowling club and public to be able to book the facility at the following rate:</p>	3 members		FC 23.2.21

Ad Hoc Bookings			
General Public - one off	£ 0	4.0	Green fee per person per two hour session
Sunnyside Lane Bowling Pavilion bookings	£ 0	15.0	per hour
Further to this it is understood the bowling club may wish to engage and host league matches and club nights and if this is the case the following charges will apply:			
League Matches			
League matches on 3 rinks, 4 members per team		£ 24.00	Based upon a fee of £4 p member, allowing for a 2 hour match.
Sunnyside Lane Bowling Pavilion bookings required to host or for toilet access (3 hours)		£ 45.00	For the 3 hour term (allowing half hour each side of match to set up a clear away)
<u>Total cost £93</u>			
Club Nights			
Internal triples league (3 members per team – 6 members each rink) played on 3 rinks – 18 members		£ 72.00	Based upon a fee of £4 p member, allowing for a 2 hour game.

	<i>Sunnyside Lane Bowling Pavilion bookings required to host or for toilet access</i>		£ 45.00	<i>For the 3 hour term (allowing half hour each side of match to set up and clear away)</i>			
<u>Total cost £117</u>							
<p>Further to the above, friendly matches and knock out competitions played on weekends and during afternoons would be based upon the above costings and would need to be based upon trust. A charge of £4 per club member playing per 2 hour period and a charge of £45 per 3 hour booking of the pavilion to be applied. All these costings recognise there is no charge for visiting players.</p> <p>Option 3 was offered to the bowling club along with options 1 & 2 as agreed at F&G on 02.02.2021:</p> <p>1) A six-month license at a cost of £14,000 less £5,000 grant; or</p> <p>2) A full year's license at a cost of £21,078 less £5,000 grant;</p>							

Payments made between 1st and 31st January 2021

Date Paid	Payee Name	Transaction Detail	Total
01/01/2021	ASMC	Bowling Green monthly maintenance	£ 605.80
05/01/2021	British Telecom Payment Service	Telephone services	£ 15.16
07/01/2021	Barclays	Bank charges	£ 35.50
07/01/2021	Barclays	Bank Charges	£ 8.45
08/01/2021	South Glos Council	Business Rates Heritage Centre	£ 66.00
08/01/2021	South Glos Council	Business Rates Poole Court	£ 2,345.00
08/01/2021	South Glos Council	Business Rates Armadillo	£ 1,859.00
08/01/2021	South Glos Council	Business Rates YMCA	£ 124.00
08/01/2021	Tesco Mobile	Top up for Office Phone	£ 10.00
08/01/2021	Bank Current Account	Bank Transfer	£ 5,044.66
11/01/2021	Myhrtoolkit Limited	Monthly IT Software Subscription	£ 108.00
12/01/2021	Imprest Account	Bank Transfer	£ 17.96
13/01/2021	Avon Sports Ground Maint Co.	Bowling Green monthly maintenance	£ 76.80
13/01/2021	The Bristol Pest Controller	Pest Control - Town Council Parks	£ 180.00
13/01/2021	BS1 Fire & Security Ltd	Security - Town Council Properties	£ 93.60
13/01/2021	Chipping Sodbury Glass Ltd	Toughened Glass	£ 144.00
13/01/2021	First Fence Ltd	Palisade Fencing	£ 1,328.16
13/01/2021	Greendays Lighting Ltd	Lighting	£ 720.31
13/01/2021	Greendays Lighting Ltd	Electrical Works	£ 1,988.78
13/01/2021	MD Group	Kitchen Works - Pop Inn Café	£ 1,296.00
13/01/2021	MD Group	DDA Works YMCA	£ 11,614.80
13/01/2021	MELCOURT INDUSTRIES LTD	Playsand - Town Council Parks/Play areas	£ 868.20
13/01/2021	SHB Hire Ltd	Monthly lease payments Estates Vehicles	£ 437.10
13/01/2021	South Gloucestershire Council	IT Support	£ 561.80
13/01/2021	SPRINT PRINT & DESIGN	Printing services	£ 32.40
13/01/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling collections	£ 197.35
13/01/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling collections	£ 1.82
13/01/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling collections	£ 1.82
13/01/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling collections	£ 142.74
13/01/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling collections	£ 89.65
13/01/2021	T H White Ltd	Estates Equipment maintenance/repairs	£ 318.25
13/01/2021	Virgin Media Payments Ltd	Wi-fi charge	£ 48.00
13/01/2021	Wicksteed Leisure Ltd	Howard Lewis Play Area Works	£ 1,317.64
13/01/2021	ZURICH Insurance Company	Insurance Premium	£ 112.00
13/01/2021	West Mercia Energy	Gas/Electric Town Council Properties	£ 1,937.20
13/01/2021	Bank Current Account	Bank Transfer	£ 23,634.38
15/01/2021	Amazon	Stationery	£ 6.99
18/01/2021	Trade UK	Estates Maintenance Equipment	£ 8.92
18/01/2021	Trade UK	Estates Maintenance Equipment	£ 8.14
18/01/2021	Complete Business Solutions Gr	Stationery	£ 0.28
18/01/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 465.16
18/01/2021	H2O Window Cleaning Services	Window Cleaning - Town Council Properties	£ 35.00
18/01/2021	Lexis Nexis	Local Council Administration Manual	£ 119.99
18/01/2021	MD Group	Repairs/Maintenance Kingsgate Park	£ 360.00
18/01/2021	Murray Hire Ltd	Hire of Estates Equipment	£ 29.40
18/01/2021	National Security Group	Security - Town Council Properties	£ 880.68
18/01/2021	ProfitReach	Monthly website support	£ 82.80
18/01/2021	ProfitReach	Monthly website support	£ 82.80

18/01/2021 Sales Ledger Customer	Refund of hire fee	£ 88.00
18/01/2021 Verde Recreo Ltd	Monthly Maintenance - YOSC All weather	£ 446.26
18/01/2021 Virgin Media Payments Ltd	Telephone services	£ 62.45
18/01/2021 Water2Business	Water & Sewerage Charges	£ 224.69
18/01/2021 Water2Business	Water & Sewerage Charges	£ 64.52
18/01/2021 Water2Business	Water & Sewerage Charges	£ 215.30
18/01/2021 OTIS LIMITED	Lift annual maintenance contract	£ 3,396.58
18/01/2021 Amazon	Mobile phone for Service Support	£ 149.00
18/01/2021 Bank Current Account	Bank Transfer	£ 6,570.97
19/01/2021 Avon Pension Fund	Monthly Pension Contributions	£ 13,717.45
19/01/2021 Bank Current Account	Bank Transfer	£ 13,717.45
20/01/2021 Telefonica 02 UK Limited	Mobile phone charges	£ 69.12
20/01/2021 South Glos Council	Business Rates Football Pavil	£ 245.00
20/01/2021 South Glos Council	Business Rates Parish Hall	£ 309.00
20/01/2021 South Glos Council	Business Rates Pop Inn Cafe	£ 706.00
22/01/2021 British Telecom Payment Service	Telephone services	£ 70.92
22/01/2021 British Telecom Payment Service	Telephone services	£ 170.24
22/01/2021 Tax/NI Contributions Dec 20	Tax/NI Contributions Dec 20	£ 11,750.34
22/01/2021 Bank Current Account	Bank Transfer	£ 13,320.62
25/01/2021 British Telecom Payment Service	Telephone services	£ 46.44
26/01/2021 Askew Cavanna	Multi Activity building fit out	£ 524.40
26/01/2021 Avon Services Ltd	Cleaning materials	£ 381.74
26/01/2021 Trade UK	Estates maintenance Equipment/Materials	£ 4.41
26/01/2021 Trade UK	Estates maintenance Equipment/Materials	£ 14.00
26/01/2021 Trade UK	Estates maintenance Equipment/Materials	£ 30.00
26/01/2021 Trade UK	Estates maintenance Equipment/Materials	£ 16.83
26/01/2021 Trade UK	Estates maintenance Equipment/Materials	£ 2.52
26/01/2021 Bristol Gas & Heating Ltd	Plumbing works - YOSC	£ 1,110.00
26/01/2021 Sales Ledger Customer	Refund of hire fee	£ 6.85
26/01/2021 Complete Business Solutions Gr	Stationery	£ 22.98
26/01/2021 First Fence Ltd	Palisade Fencing	£ 33.12
26/01/2021 J Hollister Hardware	Estates maintenance Equipment/Materials	£ 111.36
26/01/2021 MELCOURT INDUSTRIES LTD	Playbark - Town Council Park/Play Areas	£ 3,960.00
26/01/2021 Neuff Athletic Equipment	High Jump Equipment - YOSC	£ 1,635.60
26/01/2021 Playsafety Limited	Annual Play Area Inspections	£ 1,104.00
26/01/2021 South Gloucestershire Council	URBIE monthly SLA	£ 60.36
26/01/2021 The Parish of Yate	Grant Funding	£ 451.58
26/01/2021 Verde Recreo Ltd	Monthly Maintenance - YOSC All weather	£ 446.26
26/01/2021 Water2Business	Water & Sewerage Charges	£ 52.18
26/01/2021 Water2Business	Water & Sewerage Charges	£ 80.53
26/01/2021 Yate Supplies	Cleaning materials	£ 59.51
26/01/2021 Yate Supplies	Cleaning materials	£ 3.59
26/01/2021 Yate Supplies	Cleaning materials	£ 5.39
26/01/2021 South Gloucestershire Council	Business Rates	£ 2,195.60
26/01/2021 Bank Current Account	Bank Transfer	£ 12,359.25
27/01/2021 Camaloon	Happy to chat badges	£ 39.03
27/01/2021 Amazon	Estates hardware/equipment	£ 3.49
29/01/2021 Staff Salaries January 21	Staff salaries	£ 46,687.88
29/01/2021 The Poppy Appeal	Wreath for Remembrance 2020	£ 40.00
29/01/2021 Poppy Appeal	Donation for Remembrance 2020	£ 250.00

29/01/2021 Amazon	Armadillo - youth equipment	£ 9.90
29/01/2021 Bank Current Account	Bank Transfer	£ 46,687.88

MINUTES OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE MEETING (APPERTAINING TO GOVERNANCE) HELD ON MONDAY 22nd FEBRUARY 2021 FROM 11.30AM – 11.55AM VIA ZOOM.

PRESENT: Councillors Tony Davis, Mike Drew, John Ford, Cheryl Kirby, Karl Tomasin and Chris Willmore.
Service Support Manager.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No Declarations of Interest were received.

3. GENERAL POLICIES

(a) 2020/2021 Annual General Policy Review

The following general policies were received, reviewed as part of the 2019/2020 annual review:

(a) Annual Investment Strategy (*reviewed annually, to be received by Full Council prior to the start of the next financial year*). It was **RECOMMENDED** that the policy amendments be accepted.

(b) It was **NOTED** that the following policies have been reviewed and have not been amended, other than minor amendments such as typos or in line with working practices:

- Complaints Policy;
- Document Management Policy;
- Safeguarding Policy.

It was further **NOTED** that the Safeguarding Policy will continue to be reviewed to ensure that the practices and policies are evaluated to include historic abuse where known/identified and that all staff who receive Safeguarding training will receive refresher training before returning to normal operations.

(b) Readoption of General Policies

It was **RECOMMENDED** to formally readopt all general policies.

(c) 2021/2022 Annual General Policy Review

It was **NOTED** that the 2021/2022 general policy review will cover the following policies and suggested amendments, if required, will be brought forward in due course:

- Annual Investment Strategy;
- Data Protection Policy;
- Dedicated Items;
- Equalities;
- Equal Opportunities Policy – Pop Inn;
- General Fund Reserve;
- Member Officer Protocol;
- Safeguarding Policy (reviewed annually);
- Donations Acceptance and Ethical Fundraising Policy (new)
- Climate & Planet (previously Environmental Policy);
- Play Policy.

4. STAFFING POLICIES

(a) 2020/2021 Annual Staffing Policy Review

The following staffing policies were received, reviewed as part of the 2010/2021 annual review:

- Communications Policy. It was **RECOMMENDED** that the policy amendments be accepted.
- It was **NOTED** that the following policies have been reviewed and have not been amended, other than minor amendments such as typos or in line with working practices or legislative changes:
 - Adoption leave and Pay Policy;
 - Maternity Leave Policy;
 - Paternity Leave Policy;
 - Shared Parental Leave Policy;
 - Time off and Leave Policy;
 - Whistleblowing Policy.

(b) It was **NOTED** that a draft Home Working Policy is awaited from South Gloucestershire Council.

(c) Readoption of Staffing Policies

It was **RECOMMENDED** to formally readopt all staffing policies.

(d) 2021/2022 Annual Staffing Policy Review

It was **NOTED** that the 2021/2022 staffing policy review will cover the following policies and suggested amendments, if required, will be brought forward in due course:

- Flexible Working Policy;
- Pay Protection Policy;
- Pension;
- Recruitment & Selection Policy;
- Retirement Policy;
- Training & Development Policy;
- Whistleblowing Policy (reviewed annually).

5. STANDING ORDERS

Revised Standing Orders were received (and **NOTED** that the last NALC model was 2018) and it was **RECOMMENDED** they be adopted with amendments as received by the Staffing and Governance Sub-Committee meeting.

6. FINANCIAL REGULATIONS

It was **NOTED** that there have been no changes to the NALC model Financial Regulations since 2019 and changes to YTC's Financial Regulations are to accommodate Yate Town Council proposed practices and to incorporate changes within the most recent LTN 87 Feb 2021.

Revised Financial Regulations were received, and it was **RECOMMENDED** they be adopted with amendments as received by the Staffing and Governance Sub-Committee meeting.

7. RISK MANAGEMENT

The risk assessments for 2020/21 were received and it was **RECOMMENDED** they be approved as the mechanism for risk management of Town Council activities.

8. ANNUAL HEALTH AND SAFETY REPORT

The 2020/2021 annual Health and Safety Report was received and **RECOMMENDED** it be accepted as received by the Staffing and Governance Sub-Committee meeting. (Appendix 1)

It was further **NOTED** that every venue and property of the Town Council has a risk assessment which during the pandemic have been reviewed regularly and in some cases urgently updated (within 24hrs) to comply with Government instructions involving a huge amount of staff resource and pressure.

9. INTERNAL CONTROL

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

The Yate Town Council Internal Controls and Internal Audit Plan were received and it was **RECOMMENDED** they be adopted.

10. CONFIDENTIAL ITEMS

RESOLVED that in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.

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

10/1 Annual Accident, Incident & Safeguarding Report

The 2020/2021 annual Accident, Incident & Safeguarding Report was received.

It was **RESOLVED** to re-enter public session.

It was **RECOMMENDED** the 2020/2021 annual Accident, Incident & Safeguarding Report be accepted as received by the Staffing and Governance Sub-Committee meeting.

Staffing/Minutes-Governance 22.02.21 / FC 23.02.21

Annual Health and Safety Report 2020/2021

This report covers January 2020 – January 2021

Covid-19 Pandemic

During January 2020 a worldwide pandemic was announced due to the spread of a virus called Covid-19 and on 31st January the first cases were recorded in the UK. In February some staff were asked to work from home to meet social distancing practice in the office and following a rapid spread of cases and deaths in the UK the government announced a national lockdown starting on the evening of 23rd March. This brought the work from home rule and all Town Council staff worked from home that could. The Estates team continued to work all though in two team alternate weeks and reduced hours. This reduced the risk of transmission within the team and allowed time to investigate best working practices and for Covid-19 risk assessments to be carried out.

During the first lockdown all Town Council buildings, play areas, skate parks, outdoor gym areas, sports facility's and public toilets were closed to the public. Before any of these facilities could reopen, government guidance was to be followed and Covid-19 risk assessments were carried out for each facility and activity. During the lifting of lockdown restrictions staff where that could continue to work from home.

A second national lockdown was announced on the 5th November 2020, however only buildings, sports facility's and outdoor gyms were required to close. Lockdown restrictions were lifted 4th December.

On the 4th January 2021 a third national lockdown was announced, however only buildings, sports facility's and outdoor gyms were required to close. This lockdown is expected to run until 8th March 2021 at the earliest.

All Covid-19 risk assessments are reviewed regular by competent staff.

First Aid

First aid 3 yearly refresher staff training is up to date and runs until Spring 2021, training is being arranged.

The Management of Health and Safety at Work Regulations 1999;

The Health and Safety (First Aid) Regulations 1981;

The Reporting of Dangerous Occurrences Regulations 1995 – RIDDOR;

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

Incidents and Accidents are recorded between January 2020 - January 2021.
(Confidential Appendix to Clerk's Report)

Fire

Fire risk assessments have been reviewed by a professional body for the Football Changing Room, Poole Court, Pop Inn Cafe, Heritage centre, Armadillo, Kingsgate depot & toilets, bowls pavilion and workshop. The risk assessment for the YMCA and

Football Changing rooms was carried out during 2019 by a professional body and were reviewed in-house 2020.

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

Periodic fire drills not been undertaken due to the Covid -19 pandemic.

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

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

Staff are up to date with Fire Safety Awareness training.

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

Electrical

Annual Portable Appliance Testing (PAT) are due to be undertaken in February to relevant appliances belonging to the council.

Annual Emergency lighting testing are due to be undertaken in February and monthly in-house tests have been undertaken.

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

RCD inspections are carried out periodically and recorded.

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

Gas

Gas boilers received their annual test and service during spring 2020, and Gas Safety Certificates have been issued for all installations.

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

Play Areas

Play areas received their independent annual inspection by RoSPA in January 2021 and works are implemented in accordance with the recommendations.

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

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

Tree Surveys

Various sites have had independent tree inspection by a qualified tree surgeon during April 2020. The next surveys are due in 2021 to various sites.

Manual Handling

Staff are up to date with manual handling training.

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

Risk Assessments

The main collection of risk assessments was reviewed and updated during the winter and will be available at the Staffing and Governance Sub-Committee meeting. This is an annual exercise.

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

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

The Management of Health and Safety at Work Regulations 1999;

Miscellaneous

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

*The Management of Health and Safety at Work Regulations 1999;
Electricity at Work Regulations 1989
Provision and Use of Work Equipment Regulations, (PUWER) 1992
Noise at Work regulations 2005*

Control of Water Borne Bacteria including Legionella

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

Due to the Covid-19 pandemic all water systems have been flushed through weekly where facility's are not in use.

Working at Height Training

Members of the Estates Team who work at height are up to date with training.
The Work at Height Regulations 2005

COSHH

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

Estates, Armadillo, Heritage Centre are up-to-date with COSHH training. (Venue Operations Assistant responsible for Pop Inn Café is booked to complete COSHH training).

New Staff

When new staff join the Council, they undertake training relevant to their roles and responsibilities. This has applied to two new estates cleaners and an apprentice.

The Management of Health and Safety at Work Regulations 1999;

Vehicles

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

Volunteers

2020 awareness sessions were cancelled due to the Covid-19 pandemic and will be rearranged when it is safe to so. This will include basic first aid training, fire awareness training and manual handling and COSHH.

**MINUTES OF THE YOSC FACILITY PROJECT STEERING GROUP MEETING
HELD ON 21st JANUARY 2021 FROM 10AM TILL 10.15AM VIA ZOOM VIDEO
CONFERENCING.**

Present: Councillors Tony Davis, John Serle and Chris Willmore (Yate Town Council).
Phil Jones (Estates Manager) & Lori Ramsay (Community Projects Manager) – Yate Town Council.

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies of absence were received from Councillors Mike Drew, John Ford and Karl Tomasin.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

It was **NOTED** there were no Declarations of Interest under the Localism Act 2011 received.

3. S106 YOSC DRAINAGE PROJECT

NOTED Further to Minute No. 3.7 of the Play Areas and Properties Steering Group meeting that took place on 26th November 2020, it was **RESOLVED** that the YOSC Drainage project be progressed under the YOSC Facility Project Steering Group.

A discussion about the proposed project timeline took place and it was **RESOLVED** to:

- Approach experienced drainage consultants for costs to oversee the project as soon as possible, asking them to put together a specification of works to be used to tender the contract for the works;
- Accept the timeline as shown in Appendix 1;
- Appoint the Consultant and agree project specification via email in consultation with the Project Steering Group;
- Not seek contractor quotes before the open tender process;
- Not organise an 'At Home' event as this isn't feasible during current COVID19 restrictions and is not needed at this point. User feedback to be sought via email including from YOSC Ltd, with a firm deadline of end of February for the Project Steering Group to consider feedback given;
- YOSC Ltd be asked to clarify any additional drainage issues across the wider site (that sit outside of the scope of this project), to enable the Town Council to consider inclusion in possible future projects.

4. S106 YOSC DISABILITY EQUIPMENT GOVERNANCE

NOTED Contact has been made with the South Gloucestershire Council S106 Officers, to identify any legal stipulations of the S106 funding agreement which may restrict the options to progress governance arrangements and feedback is awaited.

A discussion took place regarding internal preferences of the below governance arrangements and it was **RESOLVED**:

- For Yate Town Council to purchase and own items, loaning them to YOSC Ltd on a long-term basis, on the stipulation that they take all responsibility for maintenance, servicing and replacement of items;
- Set out conditions in a simple letter format to YOSC Ltd;
- Estates Manager to add the equipment into the YOSC 'Asset Register', reflecting the arrangements between the Town Council and YOSC Ltd;
- Record any warranties of items which are to be held by the Town Council; once outside of warranty YOSC Ltd to be notified;
- Request to transfer any remaining revenue funds to capital, to enable the Town Council to purchase additional equipment if required.

5. DATE OF NEXT MEETING

RESOLVED Date of the next meeting to be agreed via Doodle Poll by end of February.

<L:\Projects\YOSC\YOSC FPSG MEETINGS\Minutes\MINUTES OF THE YOSC FPSG 21st JAN 2021.docx>

Appendix 1- Draft YOSC Drainage Project Timeline

	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
									Relay for life and football tournament		Start of new football season			
Appoint consultant, seek user feedback and Agree Spec for project														
Receive and sign funding agreement														
Finalise Tender documentation														
Tender works via contracts finder, YTC website, social medias														
Deadline for tender submission														
Tender assessment														
Pre Contract negotiations, bond, appoint Contractor and contracts to be signed														
Build (allow 6 weeks)														
Project snagging an handover														
Celebration event & Press release														The works need a whole season of settling in.

NOTES AND ACTION PLAN FROM THE MEETING HELD WITH REPRESENTATIVES OF SOUTH GLOUCESTERSHIRE COUNCIL TO DISCUSS THE NEW NORTH YATE COMMUNITY BUILDING, HELD ON WEDNESDAY 6th JANUARY 2021 FROM 1PM-1.30PM.

PRESENT: Councillors Mike Drew (part-meeting), John Ford and Chris Willmore (Yate Town Council).
 Nancy Brenchley, Jon Ryan, Grainne Stables and Wayne Matthews - South Gloucestershire Council.
 Town Clerk and Community Projects Manager (LC) – Yate Town Council.

1. INTRODUCTIONS

Introductions took place.

2. UPDATE

A general update since the last meeting was given by SGC officers as follows:

- Feasibility report has been presented and cost report received for option 1 s106 baseline, and option 2 s106 + aspiration. It was **NOTED** that both parties felt that the designs put forward during the feasibility presentations would not be suitable to take forwards without amendment;
- SGC officers are reviewing cost report, to send to YTC:

It was **NOTED** that currently:

- Option 1= £2,616,914 (includes a building regs compliant building, prelims, contingency and fees, but not fit-out costs or Passivhaus standards);
 - Option 2 = £3,515,817 (includes fit out, Passivhaus, prelims, contingency and fees as well as additional floor area);
 - There is a difference of £898,903 between the options;
 - In order to make sense of the costings, the spec for both options needs to be comparable (eg, fit out costs and Passivhaus included in both options).
- Feasibility feedback comments are awaited from SGC officers. **AGREED:** YTC to collate with YTC comments into one list;
 - SGC climate emergency team has been contacted, to assess additional funding (for option 1) to meet SGC Zero Carbon building commitment.
 - It was **NOTED** that:
 1. YTC awaits a figure - in writing - from SGC comprising of costs for s106 obligation, carbon net zero obligation, fit out = SGC project figure.

2. the governance model is required, along with the construction and design model. Receipt of this information will then enable YTC to discuss committing funds for enhancing the build for additionality (eg, carbon net zero costs for the increased floor area for example);
 3. If governance model meets the needs of the Town Council, YTC would consider borrowing capital needed to meet costs for option 2, as an investment for long-term benefit of community. Feasibility costs for each option need to be clear and tabulated to present with absolute clarity, what the Town Council is being asked to fund.
- SGC is yet to explore additional s106 opportunities from local developments, (including s106 for youth provision, LGV, Autumn Brook, Old Sea Stores), **AGREED:** information on these amounts to be shared with YTC. SGC to also investigate whether some of these funds need to be committed before clawback dates expire.
 - Risk assessment is required to inform feasibility costs and timescales (WM);
 - Delivery strategy is required to consider options including:
 1. Architect submits design to planning and brings in contractor afterwards;
 2. Contractor submits design to planning and builds (no architect).

3. INFORMATION REQUIRED

Further information requested by YTC members from SGC officers:

1. Comparable fit out costs for both options; fit out costs for option 1 were not included in Baker Ruff cost report;
2. Comparable net zero carbon costs for both options to the same standard, both options to be in line with requirements for SGC carbon commitment;
3. Planning to identify and share building limits, what is possible within site location and design (e.g 3rd story);
4. Brief for the design architect, to be agreed with the Town Council.

4. YTC FEEDBACK

A general discussion took place:

- a. YTC require design and build proposals from SGC, to accompany governance and costings, for consideration by the Town Council;
- b. Joint approach governance model should be considered. **AGREED** Partnership documents used for the Armadillo project be forwarded from YTC to SGC.

- c. YTC need to be stakeholder in operation and management of NNYCB if part-funding the building;
- d. Ideally, full budget and governance options are to be taken for consideration to Full Council in February 2021, to take an in principal decision. Town Clerk requires this by 14th February at the latest.
- e. NNYCB will be architectural statement in the community; design and build is a functional option for delivery and an architect can ensure design is architectural statement;
- f. Should YTC and SGC fail to agree on the design and build, YTC might consider being operator/a stakeholder in an alternative agreement;
- g. Pre-planning application advice would be helpful, including feedback on constraints. **AGREED:** SGC to seek information on any restrictions in terms of height of the build in terms of residential amenity/other buildings and perimeter plans.
- h. It was **NOTED** that borrowing applications take time to submit and to receive the outcome;
- i. Project management costs could be funded from precept.
- j. YTC can support commitments required by developers to secure additional s106 funding;
- k. Councillor John Ford cited a preference for SGC to take on management of the project.

5. NEXT STEPS

- Agree funding in principal including an agreed difference from the baseline s106 to the aspiration end value;
- To come to an agreement for governance and delivery.

5a. Timeline and assigned actions:

Within 2 weeks of this meeting:

SGC	Send feasibility comments to YTC officers for consolidation with YTC feedback;
SGC	<p>SGC conduct detailed feasibility study including comparable costs for option 1 and option 2 including:</p> <ul style="list-style-type: none"> ○ fit out ○ achieving net zero carbon. <p>Send full budget to YTC for consideration.</p>

By February 14th (actions to be completed by 14 February 2021 in order to hit timeframe for the YTC meeting on 23 February 2021):

SGC	Net Zero Carbon - Meet with climate emergency team on 27.01.21. Work out SGC maximum contribution and feedback by mid-Feb, 14.02.21
SGC	Report to SGC Councillors
SGC	Funding - Confirmation of current s106 contributions and clawback deadlines; identify shortfall/send information to YTC.
SGC	Consider joint approach for design, delivery phase and operation; contact legal dept (Sarah Fletcher). Explore options for lease/ land transfer. Assess governance options and send to YTC for consideration.
YTC	YTC forward SGC Armadillo project governance agreements.
SGC	Planning constraints - confirm limitations of the site inc. perimeter plans, boundaries etc and feedback to YTC.
SGC	Propose delivery models (design and build) for consideration by YTC. For discussion once in principle scope of project has been established.
YTC	To circulate information and updates received from SGC to the Project Steering Group for consideration.
YTC	Present information to Full Council on 23 February 2021 so YTC can take a view on the way forward in terms of financial contribution.
Both Parties	Properly plan a timeline after February.

5.b. Long Term Timescales:

- 1 year to work design (2021-2022);
- 1 year to build (once committed to planning) (2022-2023);
- Completion early 2023.

6. DATE OF THE NEXT MEETING

2.30pm on Tuesday 8th February 2021.

\\BMR-FS-YTC-01\PooleCourt\Projects\North Yate\Community Building\Meetings\SGC meetings

North Yate Community Building : February 2021

Key considerations for outline delivery plan for new community building located in the local centre at Ladden Garden Village

Partners	South Gloucestershire Council & Yate Town Council	
Project objectives	<p>Delivery of a new Community Building to meet the needs of the local residents in Ladden Garden Village, North Yate</p> <p>Appointment of YTC to operate the facility</p>	
Location	<p>Centre to be built in location indicated on local centre plan</p> <p>Planning ref: P19/14361/RM Erection of 3 no. buildings to form 48 no. flats and a retail unit (Class A1) with land reserved for a health centre and community centre. Application includes roads, parking and associated works with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matter... Parcels PI14e North Yate New Neighbourhood South Gloucestershire (southglos.gov.uk)</p>	
Schedule	<p>Outline timetable for agreement of the partnership to be agreed – draft milestones:</p> <ul style="list-style-type: none"> • Agreement in principle from Yate TC to work with SGC to develop the concept phase of the project Feb 2021 • Agree outline delivery plan including programme for delivery and principles for joint development agreement June 2021 • Agree heads of terms for legal agreements required to proceed June 2021 • Agreement between the partners to proceed to definition July 2021. SGC Executive decision (subject to call in). 	
Budget: SGC	<p>S106 funding is currently projected to be £2,815,089. It should be noted that the final figure will not be established until the trigger for the contribution occurs and the appropriate indices are applied to the figure.</p> <p>Maximum contribution from SGC is forecast to be calculated as follows</p>	
	<ul style="list-style-type: none"> • S106 Funding • Contribution from SGC Climate Emergency Budget 	<p>£2,815,089</p> <p><u>TBA</u></p>
	Total Est:	TBC
Project costs	<p>Building costs: Feasibility Study in December 2020 established the following costs for the 2 options for the building:</p>	

	<p>Option 1: Building to deliver basic S106 outline spec (enhanced to meet Passivhaus Standard): £2,954,215</p> <p>Option 2: Enhanced design for the building: £3,515,817</p> <p>Shortfall in budget is Option 2 is to be delivered of approx. £561k+</p> <p>Legal fees: Costs associated with legal agreements needs to be assessed</p>
Key risks	<p>Detailed risk register to be developed in definition phase of project. Key risks identified at this stage:</p> <ul style="list-style-type: none"> • Budget • Funding mechanism <ul style="list-style-type: none"> ◦ SGC S106 fund may vary ◦ YTC balance of funding • Internal approvals SGC/YTC • Call in of SGC decision • Agreement of legal documents • Planning consent and Statutory approvals • Construction risks • Interface with the rest of the local centre – paving etc • Covid 19 restrictions • Cost of legal fees
Other key stakeholders:	<ul style="list-style-type: none"> • Local members • Barratt – interface with construction of other facilities, paving up to Community Building etc • Other contractors in local centre • Local residents – consultation, updates on build etc • SGC Teams: Climate Emergency, Property, Assets & Infrastructure, legal, corporate finance • Public Art
Constraints	<p>Building must be contained within blue line on local centre plan. Comments from planners have been received. Pre-app strongly recommended early in process once design team are appointed.</p> <p>Budget/funding</p>

Outside of scope	External paving, street furniture etc
Governance	<p>Agreements to be drafted between the parties. To cover:</p> <ul style="list-style-type: none"> • Development model • Funding arrangements • Partnership working & decision making • Agreement for lease/lease
Assumptions	On completion Building will be leased to and operated by Yate TC
Key decision required:	Outcome of Yate Town Council meeting 23 February 2021.

RIGHT TO REGENERATE

Response from Yate Town Council

Whilst we strongly support the principle of working with residents to identify and deliver regeneration opportunities, we are strongly opposed to this proposal.

We are not aware of any parish council nearly who own land that their communities consider under or unused. But just about every parish owns land that is used informally by the community, and greatly valued by that community – but which one or more people may have their eye on for residential development.

We do not believe it is helpful to the process of bringing forward regeneration to have communities split by minority proposals for land disposals. This process could do great damage to community cohesion – a vital component in regeneration. We can think of many examples where one person (or a person backed by a keen developer) may propose a land disposal, to the total opposition of the community.

Parish Councils are so community based, that we strongly urge the government to trust communities. If it must introduce a power to question land use, then the matter should be resolved by local referendum, not central government order. And the Parish should be able to sell the land at the best time and conditions, not sustain a substantial loss or loss of betterment through a forced sale.

We see parish Councils as fundamentally different from principal authorities in relation to landholding. For the last 50 years, under the Local Government Act 1972, parish councils have had a general power of competence, in addition to their specific powers and duties. That general power has been the basis of economic, social and environmental innovation. It has been used as leverage to unlock private sector funding and foster joint working – all the things that are crucial to regeneration and the wellbeing of our towns and parishes.

Town and parish councils are elected by the local community and serve that community. Given how small even the largest parish councils are, there really is nowhere to hide if the council is not delivering the wishes of local residents.

We share the aspiration to engage local residents in the future of land use in our towns, but we believe that this should be done by enabling local residents to trigger local referenda about the future of land in their town, not by removing the decision making from local residents and vesting it in MHCLG.

We are deeply concerned about the risks the proposals pose for a single resident to challenge long term community aspirations for a piece of land, and to have its future decided by central government, not by local people as a result of that one person (who may well have a vested interest).

In a town like ours, where over 1500 new houses have been built in the last 5 years and another 2000 are currently under construction, we are seeing every last piece of privately owned land being purchased by developers for residential development. The idea that developers could pay a resident to challenge areas of open space owned by the town council that we maintain as open space, arguing that too should be sold for development flies in the face of democracy.

We are concerned that developers will be tempted to approach local people and remunerate them for putting their names on the challenges being made.

Because parish councils are relatively small, and emphasise public participation, it can take them some years to raise the funds for particular projects, so it is not uncommon for them to acquire a piece of land, and to hold it as informal open space for a period of years, whilst they develop proposals with the community and raise funds. As an example, we were able to secure a lease of land, part of a former school site, when most of the site was sold to developers for residential development. Because of the need to wait if you are moving school sports fields to another use, it has taken several years to reach the stage where the land can now be developed as much needed allotments for the town. Yet throughout that period, whilst we had to wait it would have been possible for it to be challenged under this proposed right to challenge. Throughout we have known what our aims were and have been ready to act as soon as legally possible.

If you are going to go ahead with the proposal, then we think it essential that the process *does not* apply to any land over which the public have de facto recreational access. We can think of areas of informal open space, much loved by the public, and used informally over many years but which could be vulnerable under this process. In our view, land which is used for amenity, recreation, serving as the green lungs to our area of priority social need like , should NEVER be considered underused land. It is being used to meet the health and wellbeing needs of our residents, and the environment. Similarly, it must explicitly exclude semi-natural wildlife areas, areas that are of wildlife value locally (not just SSIs or designated wildlife areas, but areas meeting a local need).

Land that has a protected status, allotments, village greens, sports pitches, public open spaces must be protected absolutely from challenge, or communities may find themselves being involved in expensive processes to resist such challenges repeatedly. And parish Councils simply do not have the financial or other resources to resist such challenges.

A time delay is needed before any such process comes into being. Whilst we have all worked with the statutory authorities to ensure land in private ownership is properly designated in Local Plans, to ensure privately owned wildlife or open space areas are properly shown, we have never felt the need to ensure the planning process did the same for parish council owned land, as it was protected for whatever the community wanted to do with it by reason of being owned by the community. If that protection is in any way undermined, it is essential we are given time to get the necessary planning designations in place.

Whether local councils are subsequently subjected to the 'Right to Contest' or the 'Right to Regenerate', there needs to be a requirement about how the land or buildings are subsequently dealt with after they are passed on to ensure that developers are not tempted to use a front to acquire land or buildings, perhaps at below market value. It is essential that a betterment clause is included in any sales, so that the majority of the enhanced financial value of the land flows back to the community -or we risk an asset stripping where developers can find a local resident to raise the issue, acquire land at its current community use market value and then get residential consent, which raises the value to £1m or more an acre. No land transferred through this process must be given prior permission of any kind, so that any proposals to change the use must be subject to a full planning process.

If this were to go ahead, the consequence may well be the opposite of what the MHCLG intends, as many parishes will be tempted to put all of their land into a trust, which is then safe from this provision, but is then less democratically accountable.

Q1: Do you consider the Right to Contest useful? *In the context of town and parish councils the right to call a local referendum would be better than central government adjudication, giving the decision to the community itself.*

Q2: Do you think there are any current barriers to using the right effectively, and if so, how would you suggest they be overcome? *The proposals are vague and need to be more precise to stop high*

levels of challenge , so that it needs to be clear that land that is used informally for recreation, for wildlife, or is being held for a proposed project is not covered by the right. Ensuring the enhanced land value has to be returned to the community via a betterment clause to avoid windfall gains to developers and the temptation for developers to 'buy' local objectors.

Making it clearer when land is unused or underused

Q3: Would a definition of unused or underused land be useful, and, if so, what should such a definition include?

Yes, see our text above.

Q4: Should the right be extended to include unused and underused land owned by town and parish councils?

No, as much of the role of town and parish councils is about providing the informal open spaces that people need for health and wellbeing, and that could be deemed 'underused' for this purpose. Small parish councils will struggle to be able to contest claims under these provisions.

Q5: Should the government incentivise temporary use of unused land which has plans for longer term future use?

It would be good to give town and parish councils wider rights, free of the planning process, to change land uses on a temporary or long-term basis to meet changing local needs. We can think of lots of examples where the problems of working through the planning process has delayed or prevented land use being adapted

Q6: Should the government introduce a requirement for local authorities to be contacted before a request is made?

Yes, but also, rather than MCHLG taking the decision, if the government insists on having a process for disposal, we strongly urge that any disposal recommendation be subject to a local referendum so the community, who funded the acquisition of the land can also decide whether to sell it.

Q7: Should the government introduce a presumption in favour of disposal of land or empty homes/garages where requests are made under the right?

No, because of the importance of judging each case sensitively in light of local needs, short and long term. A presumption has no place in that sort of judgement process.

Q8: Do you agree that the government should require these publicity measures where requests are made under the right?

Yes, publicity is crucial, and in particular as we believe communities should be given the final say via a referendum if the government is minded to require disposal, then publicity is everything.

Q9: Should government offer a 'right of first refusal' to the applicant as a condition of disposal?

No. This will just encourage speculative applications to the government. The Local Authority should be entitled to dispose of the land at the time and on terms which are most advantageous. In the case of potential housing land it is vital the local authority is able to get open market value to reinvest in facilities

Q10: Should the government impose conditions on the disposal of land? And if so, what conditions would be appropriate?

Assuming the government aim is to release land for e.g. housing, not to provide windfall gains to private developers, there should be mandatory betterment clauses to ensure that the uplift in value from any development is returned to the community – that way the community retain the value, but the 'development' goal of government is met. However, we stress we would much prefer the scheme not to be expanded to parishes.