



Yate Town Council

Full Council

4th May 2021 (6.30pm to 7.30pm)

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 Tony Davis, Mike Drew, John Emms, Sandra Emms, John Ford, John Gawn, Cheryl Kirby, Alan Monaghan, Ben Nutland, Wully Perks, Jane Price and Chris Willmore.

Town Clerk, Community Projects Manager (LR), Retiring RFO and Finance Manager (& RFO).

A one minute silence was held to mark the passing of Prince Philip on 9th April 2021.

Minute 260. Apologies for Absence

RESOLVED Apologies for absence were received and accepted from Councillor Penny Thoyts. Councillor Margaret Marshall was absent.

Leave of absence requests from Councillor Wully Perks and Councillor John Serle were considered and it was **RESOLVED** to grant leave of absence to Councillor Perks for 3 months and to Councillor Serle for 6 months.



Minute 261. Declarations of Interest Under the Localism Act 2011

Councillor John Ford declared an interest regarding matters concerning YOSC Ltd, as he is a serving trustee on the YOSC Ltd board.

Minute 262. Requests for Dispensations

No requests for dispensations were received.

Minute 263. Public Participation Sessions with Respect to Items on the Agenda

No members of the public were present.

Minute 264. Minutes of the Town Council Meeting Held on 23rd February 2021

It was **RESOLVED** the minutes of the Full Council Meeting held on 23rd February 2021 be approved and signed as a true and accurate record.

Minute 265. Minutes of the Planning and Transportation Committee Meetings Held on 16th February 2021 and 2nd March 2021

The minutes of the Planning and Transportation Committee meetings held on 16th February 2021 and 2nd March 2021 were received and **NOTED**.

Minute 266. Minutes of the Environment and Community Committee Meeting Held on 9th March 2021

The minutes of the Environment and Community Committee meeting held on 9th March 2021 were received and **NOTED**.

Minute 267. Minutes of the Finance and



Governance Committee Meeting Held on 30th March 2021

The minutes of the Finance and Governance Committee meeting held on 30th March were received and **NOTED**.

Minute 268. Recommendations from Committee Meetings

Minute 268/1 Planning and Transportation Committee Meetings

It was **NOTED** that:

- there were no recommendations from the Planning and Transportation Committee meetings of 16th February 2021 and 2nd March 2021;

Minute 268/2 Environment and Community Committee Meeting

It was **NOTED** that there were no recommendations from the Environment and Community Committee meeting held on 9th March 2021.

Minute 268/3 Finance and Governance Committee Meeting

To **NOTE** there were no recommendations from the Finance and Governance Committee meeting of 30th March 2021.

Minute 269. COVID-19

Minute 269/1 Delegated Decisions

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 to 23rd April was received and **NOTED**. (Appendix 1)

Minute 269/2 Remote Meetings

Further to Minute No. 255/1 of the Full Council meeting held on 23rd February 2021, it was **NOTED** that:

- An approach was made to Luke Hall MP for legislation to 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;
- A 'call for evidence' consultation from Luke Hall MP was received at the Finance and Governance Committee meeting on 30th March 2021 which said that: *"the government has concluded that it is not possible to bring forward emergency legislation"* to enable remote meetings to continue beyond 7th May 2021;
- A coalition of local government bodies sought judicial review of this decision but the outcome was not favourable. (Appendix 2)

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

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



attendance rules) and for decisions to be taken that cannot be delegated.

Thanks were extended to Councillor Willmore for her assistance.

Minute 270. Financial Reports

Minute 270/1 Accounts for Payment

The accounts for payment for March 2021, previously authorised in line with the Financial Regulations, were received and **NOTED**. (Appendix 3)

Minute 271. Sub-Committee Reports

Minute 271/1 Staffing and Governance Sub-Committee Meeting

It was **NOTED** that:

- Paul Carroll started in post as Finance Manager and RFO on 19th April 2021;
- Steph Davies continues in post as retiring RFO; Steph completed 30 years' service with Yate Town Council on 8th April 2021;
- Jeanette Cryer started in post as Service Support Assistant on 19th April 2021;
- Interviews are being arranged for the Finance Assistant vacancy and the Service Support Officer vacancy;
- Recruitment for the Heritage Education Assistant will commence in May.

Huge thanks were relayed to Steph Davies, Retiring RFO, and congratulations extended to her for her 30 years of service to Yate Town Council.

Minute 272. Town Council Project Steering Group Reports (Task Limited)

Minute 272/1. Play Areas and Properties Project Steering Group (LR)



(a) Millside Play Area

The following was **NOTED**:

- The S106 team at South Gloucestershire Council confirmed that the Millside S106 funding agreement has been agreed and processed, meaning works can commence on site;
- Quotations were sought to provide additional play opportunities at Millside and the following quotes were received in ascending order:
 - a) £17,613;
 - b) £23,290.
- In consultation with the Play Areas and Properties Project Steering Group by email, an order was placed with Proludic in the sum of £23,290 (for the supply and installation of a multi-hoop funnel ball unit, a new boat, sand multi-play unit and post-installation inspection), owing to the high quality of their previous works and excellent ongoing customer service with the Town Council. Proludic has advised a 6-8 week lead time, advising they will hopefully be on site early June avoiding half term (31st May-4th June), and are looking to complete works on site by end of June;
- Works to improve drainage / path works (at the main entrance, far corner informal entrance and section through the copse) are due to start week commencing 26th April 2021, and are expected to complete by 30th April 2021;
- The Community Projects Manager (LR) and the Estates Manager have been communicating with Andy O'Neill from 'Wild Wood Carving' and hope to have a quotation for the wooden sculpture trail comprised of 8 'wildlife/creature' features imminently.

(b) Abbotswood Play Project

It was **NOTED**, that in consultation with Members of the Play Areas and Project Steering Group, the following has taken place:

- Quotes were sought for a Bug Hotel and for Abbotswood Phase 3, as follows:

Bug Hotel: a) £300.

Additional Play Equipment: a) £5,740.30;

b) £10,085.00.

- It was agreed via email to raise orders to Chris Belcher for the supply and installation of a Bug Hotel at a cost of £300 and to raise an order



with Proludic Ltd in the sum of £5,740.30 for supply and installation of additional play equipment;

- The Bug Hotel was completed on site 6 April 2021 and approval to pay the invoice of £300 was given;
- Proludic Ltd aim to start works on site week commencing 26 April and complete by mid-May;
- A celebration event and press release will be arranged on site towards the end of May;
- Any remaining project funds will be transferred to revenue via a formal request to the S106 Officers at South Gloucestershire Council.

(c) Digital Noticeboard Project

It was **NOTED** that officers are working in consultation with the Project Steering Group to progress the suggestion of sourcing surplus IT equipment to trial as a screen in the Poole Court foyer.

Minute 272/2. YOSC

(a) YOSC Track and Athletics Project

It was **NOTED** that:

- although the site has full accreditation, an in-field lighting survey was required; it has been carried out and the survey report has been chased. Revised certification for the lighting unit of the accreditation process will be pursued to conclude the accreditation and the overall project;
- In recognition of the impact of Covid-19 on athletics, UK Athletics have advised that they have extended the TrackMark accreditation period by one year for all venues that achieved TrackMark status before 31 March 2021 (including YOSC).

(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;



- Fit-out works have been completed, including the flooring which has been signed off by the Project Consultant;
- A snagging list has been compiled by the Project Consultant and details shared with the Project Steering Group. The Project Consultant continues to pursue the rectification issues with the main build contractor. Where it is not possible for the build contractor Jones to rectify, services will be sought from another contractor and the value for services delivered by said contractor will be withheld from the main contract retention (rectification period ending 21st August 2021);
- Exercise equipment is being ordered. In addition to MAF funding from Councillors Ruth Davis Tony Davis and also, John Davis, Councillor Mike Drew has also awarded £2,081 via MAF funding;
- We are waiting for confirmation of booking and England Boxing Membership affiliation from Yate Amateur Boxing Club (YABC);
- Terms and Conditions of hire for the building have been finalised and promotions regarding hire availability will commence shortly once fire extinguishers have been installed week commencing 26th April 2021;
- A polyurethane sports floor was installed in March, complete with barrier matted entrances and exits;
- Arrangements are being made for contract cleaning of the building around bookings;
- A combined O&M manual for the main contract and the fit-out contract is awaited from the Project Consultant;
- Contact has been made with Bristol and Avon, to arrange for the installation of a steel boxing bag frame. The donated was initially offered to YABC; However we have since requested this equipment is donated to the MAB facility and not to YABC as hirer, due to the installation requiring fit to the fabric of the building (through flooring and attached to the steel girders). If the equipment was ever removed by the hirer to which it was donated, this would cause damage to the fabric of the building. A response is awaited.
- In agreement with the Project Steering Group and based on the Project Consultant's professional advice, payment was made to:
 1. MD Group for Valuation 2 of fit out works, invoice value £21,928.05
 2. Askew Cavanna professional services in the sum of £1,075;
 3. Sports Surfaces UK in the sum of £12,765 (minus vat)



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

i) YOSC Disability Equipment

It was **NOTED** that:

- further to seeking advice from our insurers, it has been recommended that we take out an 'all risks' insurance policy on all equipment purchased by the Town Council using the S106 YOSC Disability Fund. We are progressing this to enable us to finalise governance agreements relating to the ownership and long-term use of the equipment by YOSC Ltd;
- A request has been made to the S106 Officers at South Gloucestershire Council to transfer the £6,391.05 revenue funds to capital, to enable further purchases of sports equipment to enable those with additional needs to get involved in sport. YOSC Ltd has been asked to compile an additional equipment wish list for consideration.

ii) YOSC Drainage Improvement Project

It was **NOTED** that the following has taken place in Consultation with the Members of the Play Areas and Properties Project Steering Group:

- S106 funding agreement was signed and returned to South Gloucestershire Council;
- Quotes were sought to provide consultant and project management support on the Drainage project; the following costs were received:
 - a) £6,475.00:
 - b) £27,400.00.
- A representative of the local Gloucestershire Football Association recommended that we postpone appointing a consultant and instead look to appoint a specialist to undertake an 'Agronomy Report' which we coordinated via the Grounds Management Association. Further to exploring costs of the inspection and report, the following orders were raised:
 - £150.00 to take up membership of the annual Grounds Management Association:
 - £1,706.40 for the Grounds Management Association to undertake an Agronomy inspection and produce a recommendations report.



- The Agronomy report has been circulated to the Project Steering Group for consideration and a meeting will be convened in May via Doodle Poll to identify next steps;
- Further to contacting stakeholders to discuss the project, we have been trying to establish if any grass pitch bookings could be relocated at Brimsham Green School or to other Town Council venues. A representative from Brimsham Green School has advised that:

'Following the recent work carried out by Wessex Water we have been left with some additional drainage issues ourselves. We plan to add more draining to our playing fields this summer and the impact of this work will restrict our facilities into the winter. For this reason we are not able to offer our playing fields for hire.'

(d) YOSC Liaison – Governance

It was **NOTED** that proposed governance terms continue to be under negotiation between Yate Town Council and YOSC Ltd.

Confidential minutes of the Yate Town Council YOSC Project Steering Group were received under confidential item 279/2.

Minute 272/3 New North Yate Community Building

It was **NOTED** that:

- 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;
- At the Full Council meeting held on 23 February 2021, it was **RESOLVED** that:
 - (a) Yate Town Council agrees, in principle, to work with South Gloucestershire Council to deliver an enhanced spec community building; 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 the enhanced spec building, 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.
- South Gloucestershire Council has been advised that Yate Town Council can commit to raising the money required, but we will have to go through a statutory process to get loan authorisation and we cannot do that until we have enough detail from SGC to be able to go through the statutory process. And we cannot take a decision to do that until SGC provides us with the information as the loan approval process will require it (Outline plan for loan application Appendix 4).
- Meetings took place on 28th and 29th April 2021 between officers of YTC and SGC to discuss the progress of the NNYCB project and the following information was requested:
 - A complete and accurate cost breakdown showing breakdown of fit out costs (based on Baker Ruff feasibility fit out estimation as opposed to SGC fit out estimation) and carbon new zero costs for both options - 1 & 2. As per the meeting on 6th January 2021, YTC awaits a figure - in writing - from SGC comprising of costs for s106 obligation, carbon net zero obligation and fit out = SGC project figure, as this will form the Town Council's calculation on the basis for borrowing from the PWLB
 - the governance model is required, along with the construction and design model and project plan;
 - Outline cashflow forecast;
 - Heads of terms for lease;
 - Timetable and deadlines.
- At the meeting it was explained to the South Gloucestershire Council representative that as well as the above information, in order to make an application to the PWLB, the Town Council will need to consult publicly and to set out in that consultation what the project entails, timelines, costings and the framework of our involvement etc. It was **NOTED** that South Gloucestershire Council has responded as follows:



The project isn't at the stage to provide that level of detail (as required by YTC) at present. As previously discussed we are keen to work collaboratively with Yate TC. There is quite a process to be gone through before we will be at the stage to be able to provide reliable detail for all the information requested. Working together we can develop a delivery programme for the project to agree the points at which funding from YTC will be required.

A key stage in developing the delivery plan is the legal agreement between the parties. I suggest that we have an initial meeting of a Legal Agreements sub group to commence work towards this. My colleague Sarah Fletcher will be the lead officer on this team.

- An officers meeting, to discuss the governance of the project, is taking place on 12th May 2021 at 9.30am;
- In response to planning concerns about the massing of a larger building on the site and impacts on planning constraints, SGC commissioned an architect to design a revised schematic layout design for the NNYCB. Feedback on this revised design has been sent from the YTC members on the Project Steering Group, including:
 - queries about how the revisions will impact on the cost if sq meterage is different;
 - it is felt that the design has potential and in general is a better layout, but YTC has specific concerns about:
 - the dimensions – the main hall looks very small compared to the youth activity space and the community kitchen has shrunk in size from earlier designs;
 - that half of the first floor has disappeared which doesn't maximise the building footprint;
 - there is a lack of clarity on why youth activity rooms are shown on both floors; this will increase the number of youth workers when operational, as they will need to feature on both levels to monitor entry/exit;
 - the café seating is no longer a general space;
 - a query about why the external play space does not run to the site boundary?
 - The north east corner of the design is the main junction to the entire development and this doesn't appear to be appreciated within the design;
 - The office needs to be closer to the front door;
 - The location of the stairs and the lift right by the foyer is a security issue;
 - Carbon net zero will not be achieved without a double foyer as front door will be constantly opened/closed, losing building heat;



- The revised design hasn't addressed all previous comments made and has introduced some new issues also;
- a request for sight of the planning constraints advice received by South Gloucestershire Council so that the context can be understood.
- SGC has estimated that the site won't be accessible for build until September 2022 at the earliest as Barratts has to build retail/residential and is currently using the site as a haul road.

It was **RESOLVED** that:

- specific delegated powers be granted for the Project Steering Group to take project decisions on the detail of the governance agreement between the 2 parties, if required between now and the Full Council meeting on 22 June 2021;
- as soon as SGC provides requested outstanding information as outlined above, a public consultation be drafted, agreed with the Yate Town Council members of the Project Steering Group, and publicised.

Minute 273. Consultations

Minute 273/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
MHCLG: Amendments to the Local Audit (Appointing Person) Regulations 2015	Amendments to the Local Audit (Appointing Person) Regulations 2015 - Ministry of Housing, Communities and Local Government Citizen Space - Citizen Space	22.04.21	01.06.21	It was RESOLVED that the Finance Manager (& RFO) review the consultation and delegated powers were granted to the Clerk to submit comments thereafter.

DfE : Flexi-job apprenticeships: reshaping the role of apprenticeship training agencies	Consultation launched to create new flexible apprenticeships - GOV.UK (www.gov.uk)	22.04.21	31.05.21	This consultation was NOTED .
MHCLG: Changes to permitted development rights for electronic communications infrastructure : technical consultation	Changes to permitted development rights for electronic communications infrastructure: technical consultation - GOV.UK (www.gov.uk)	22.04.21	14.06.21	It was RESOLVED that Councillor Chris Willmore would respond to the consultation on behalf of the Town Council.

Minute 273/2 Urgent Consultations

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

Minute 273/3 Consultation Responses

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

Minute 274 Yate Town Centre Strategy Group

Minute 274/1 Yate Town Centre Strategy Group

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

Minute 274/2 Yate Masterplan

An update on the progress of work with South Gloucestershire Council on the Yate Masterplan was given by Councillors John Gawn and Chris Willmore. It was **NOTED** that work continues around a shared aspiration of a modal shift for Yate providing that safe ways of alternative travel are in place before any changes are made.



Minute 275 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 in relation to:
 - play area projects at Abbotswood (bug hotel and play equipment) and Millside (wood sculpture and play equipment);
 - the MAB sports floor is made of 85% recycled materials;
 - the NNYCB project.
- Yate Master Planning work supports a modal transport shift.

Minute Number 276. CONFIDENTIAL ITEMS

Minute Number 276/1 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.

276/2 YOSC Liaison – Governance

(Councillor John Ford took no part in this item)

The following was received:

- (a) confidential minutes held on 5th March 2021 (Confidential Appendix 5);
- (b) confidential minutes held on 11th March 2021 (Confidential Appendix 6);
- (c) confidential appendix 7 setting out long-term budget implications in the context of the recommendation for the governance offer to be made to YOSC Ltd for the management of YOSC, set out in confidential appendix 6.

RESOLVED To return to public session.

The following was **RESOLVED**:

- The governance offer be extended to YOSC as set out in confidential appendix 6, with delegated powers granted to the Clerk to work in



consultation with Councillor Chris Willmore as Chair of the YOSC Project Steering Group, to agree the finer points of the offer to be made and the formalisation of the agreement;

- In future council tax calculations, the costs of any grant to YOSC Ltd and the cost of works at YOSC (including the MAB) be factored in as additional costs to the council tax charge.

The meeting closed at 7.30pm.

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Decisions Made Using Delegated Powers During Pandemic 2020/21

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.

Date	Decision	Members in agreement	Referred to	Reported at
23.02.21	MAB colour for flooring (supplier Sports Surfaces UK) -decision taken for Sand Beige	3 members	PSG	FC
23.02.21	MAB fencing reinstatement and consideration of a retaining wall between the turning circle and the MAB – decision taken to instruct MD Group to install a fence from the side of the MAB to the existing fence posts on the turning circle. Cost of £750 +vat to be taken from the retention value for DR Jones (as advised by the project consultant Askew Cavanna, fence reinstatement was part of the main contract and was not fulfilled by the contractor.)	3 members	PSG	FC
23.2.21	Covid 19 Battle Fund – Sodbury and Yate Clean Up grant award of £250	4 members	F&G	To F&G 30.03.21
25.02. 21	Proposal to pursue Funding agreement s opposed to old SLAs for grant funding to be awarded to CASG and other under such arrangements due to vat implication connected to SLAs	10 members	Members of the Finance & Governance Committee:	TO F&G 30.03.21
5.3.21	Lateral Flow Testing at Parish Hall Yate – permission to use the venue until end of June 21	9 MembersA Mon	Full Council	To F&G 03.03.21
March 2021	<p>To agree amended Bowling club licence to reflect 6 months usage and:offer the licence as amended to Y&DBC</p> <ul style="list-style-type: none"> ask the bowling club to complete a grant application form just to formalise the process to pay them the £5K 	8 Members	F&G	To F&G 03.03.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	<ul style="list-style-type: none"> pay the £5,000 grant as offered in 2 sums corresponding to payment received from the bowls club 			
11.3.21	<p>(LR) To agree to hold fire on appointing a consultant on the drainage project until the below is progressed:</p> <ol style="list-style-type: none"> To Raising an order for the agronomy report proposed by Grounds Management Association £1,422.00 + VAT; Becoming a member of the Grounds Management Association for a cost of £150.00 annually. 	3 Members	YOSC FPSG	FC 4.5.21
23.3.21	<p>Planning & Transportation Committee did not take place.</p> <p>Planning comments to be submitted under Delegated Powers to Town Clerk</p>	3 members	All P&T Committee	P&T 27.4.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

19.03.21	<p>Progress purchase of recommended multi use sports equipment at the MAB (multi activity building YOSC), funded as follows:</p> <p>Area wide Grants £2897, conditions:</p> <ul style="list-style-type: none"> • 1x spin bike • 1x sitting bike (more suitable for impaired mobility) • 2x weight benches (adjustable 21 set ups in 1) • Soft weights set 6 multicolored (colours suitable for visual and cognitive needs, Inc. dementia) • Barbell set • Barbell rack • Dumbbell set with rack • 3x chest protectors (different sizes) • 3x fitness sandbags (grip suitable for disabled users) <p>Members Awarded funding (RD TD JD) £1452.32, conditions:</p> <ul style="list-style-type: none"> • Treadmill • spin bike • exercise mats 	decision taken in consultation with PSG Chair	<p>Circulated to PSG, link to consultation document:</p> <p>MAB cost operations and equipment for completion</p>	FC 4.5.21
19.03.21	<p>Progress MAF application to Cllr Mike Drew for £2,043 to support the following community provision at the MAB (multi activity building YOSC).</p> <p>In consultation with the project steering group MAF funding application was submitted for the following items, total value £2,043:</p>	decision taken in consultation with PSG Chair	<p>Circulated to PSG, link to consultation document:</p>	FC 4.5.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	<ol style="list-style-type: none"> 1. To extend the path around the accessible entrance of the MAB to accommodate a wider community of wheelchair users £1105 2. Operations equipment to make the building operational for community groups, this includes covid hygiene equipment, noticeboards for community activity promotion and other health and wellbeing items £487 3. Multi Use sports equipment, to equip the building for use by a wider range of sports, health and wellbeing groups £451 		MAB cost operations and equipment for completion	
30.03.21	Payment of invoice 1234-07 dated 12.3.21 from Askew Cavanna for £1075.00 + vat. This refers to order 9511 for total of £3150.00, of which £1187.00 has been paid to date.	3 members	PSG	FC 4.5.21
04.04.21	Payment of MD Group invoice Valuation 2, £21,928.05, for the MAB (multi activity building) fit out.	3 members	YOSC MAB PSG	FC 4.5.21
04.04.20 21	Proposal for forward re. cleaning contract at the Armadillo shared confidentially with S&G committee and a way forward set out'	3 members	S&G	FC 4.5.21
19.04.21	Agreement of payment for invoice Sports Surfaces UK, invoice £12,765 (minus VAT) for sports flooring at the MAB (Multi Activity building at YOSC)	3 members	YOSC MAB PSG	FC 4.5.21
26.11.20	<p>Howard Lewis S106 project: It was NOTED that:</p> <ul style="list-style-type: none"> • Signage and a recycling bin have been purchased and the capital funding has now been spent in full; • A further £687.00 is required from the 'Play Area Project Refurbishment Earmarked Reserves' to fund the difference in S106 funding received and the final cost of the project; 	5 members	PAPSG	FC. 4.1.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	RESOLVED that £687.00 be taken from the Project Refurbishment Earmarked Reserves to fund the difference.			
26.11.20	Kingsgate outdoor Gym project S106: to not install a second gate and to make a request to South Gloucestershire Council to convert remaining capital (£3,567.00) to revenue to spend on maintaining the equipment.	5 members	PAPSG	FC 4.1.21
26.11.20	Millside S106 project: It was further NOTED that the working group has identified the following priorities for wider consideration: <ul style="list-style-type: none"> • Drainage and path improvements to make the nature areas more useable for more of the year and create links across the stream junctions to improve access; • Enhance Nature area through Wooden Nature Sculpture Trail, Nature Interpretation Boards, bat boxes, bug hotel, possibly bees, tree planting, clearing some of the stream debris, and commissioning a report from Wessex Environmental (recommended by Avon Wildlife Trust) to identify further ecological enhancement; • Improvements to play and better integration with the nature area including multi hoop, safety surfacing improvements and new balance board. 	5 members	PAPSG	FC 4.1.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	<p>It was further NOTED that the working group has identified the following priorities for wider consideration:</p> <ul style="list-style-type: none"> • Drainage and path improvements to make the nature areas more useable for more of the year and create links across the stream junctions to improve access; • Enhance Nature area through Wooden Nature Sculpture Trail, Nature Interpretation Boards, bat boxes, bug hotel, possibly bees, tree planting, clearing some of the stream debris, and commissioning a report from Wessex Environmental (recommended by Avon Wildlife Trust) to identify further ecological enhancement; • Improvements to play and better integration with the nature area including multi hoop, safety surfacing improvements and new balance board. 			
26.11.20	<p>Abbotswood Paving Project S106:</p> <p>It was RESOLVED that the payment of £13,056.13 be made to Parsons Landscape Ltd, for completion of the paving project as part of the wider Abbotswood S106 project.</p> <p>It was further NOTED that a retention payment of 2.5% will be paid once end of defects period has concluded.</p>	5 members	PAPSG	FC 4.1.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

26.11.20	<p>3.5 Abbotswood Informal Play Project</p> <p>It was NOTED that:</p> <p>Sutcliff Play has confirmed that further to YTC's chasing and complaints, they will arrange a site visit imminently to inspect the cracks now appearing in the Robena equipment and find a resolution to the ongoing issues with the Ant sculpture;</p> <p>The underspend for the wider project currently sits at £14,959.43;</p> <p>The Community Projects Manager (LR) has been in contact with Abbotswood Action Group via Alex Swatton (Southern Brooks Community Partnership) who have identified they would like additional pieces of equipment which must be small, fit with the existing theme and not hinder access required by YTC vehicles and Christmas tree.</p> <p>Members discussed the options presented and RESOLVED to progress Option 2; to progress ideas/ideas similar to those proposed by Proludic (Appendix 3) (based on initial stakeholder feedback) and if suitable, look to progress procurement and install additional equipment. Any remaining underspend to be converted to revenue to complete the project.</p> <p>It was further RESOLVED that the Community Projects Manager (LR) and Estates Manager will now seek quotes and depending on the cost of further works, a preference for appointing a contractor using an order or minor works contract be discussed and agreed via email by members of the Project Steering Group at the relevant time.</p>	5 members	PAPSG	FC 4.1.21
26.11.20	YOSC Drainage Project moving to 'YOSC Facilities Project Steering Group'	5 members	PAPSG	FC 4.1.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	Members discussed the draft project timeline (Appendix 4) and RESOLVED to progress this project within the YOSC Liaison committee remit, removing it from the this Project Steering Group.			
26.11.20	<p>Play Areas Map</p> <ul style="list-style-type: none"> This should be revisited as a project in its own right after the 'Priorities Steering Group' meet in January 2021, to decide a timeline for completion. 	5 members	PAPSG	FC 4.1.21
15.2.21	To pay the invoice for South Glos consultancy fees relating to Abbotswood S106 project to the value of £4,633.59;	5 members	PAPSG- via email	FC 4.1.21
21.1.21	<p>YOSC Drainage timeline: A discussion about the proposed project timeline took place and it was RESOLVED to:</p> <ul style="list-style-type: none"> 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; 	3 members	YOSC Facilities PSG	FC 23.2.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	<ul style="list-style-type: none"> 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. 			
21.1.21	<p>YOSC Disability S106 Governance:</p> <p>A discussion took place regarding internal preferences of the below governance arrangements and it was RESOLVED:</p> <ul style="list-style-type: none"> 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; 	3 members	YOSC Facilities PSG	FC 23.2.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	<ul style="list-style-type: none"> Request to transfer any remaining revenue funds to capital, to enable the Town Council to purchase additional equipment if required. 			
16.2.21	<p>Abbotswood S106 project agreed Phase 3 additional equipment:</p> <p>Phil and I make Officer recommendations to:</p> <ol style="list-style-type: none"> 1. Proceed with raising an order with Proludic and Chris Belcher to supply and install additional equipment on site and a bug hotel to the total of £5,540.30; 2. Request to convert the remaining capital funds (£9,697.13) to revenue and complete the project. 	4 members	PAPSG	4.5.21- LR to do this, to include quotes received information.
7.4.21	<p>Millside S106 Project:</p> <p>Proceed with raising an order for multi hoop unit and additional play equipment with Proludic at Millside.</p>	3 members	PAPSG	4.5.21- LR to do this, to include quotes received information including reasons for not going with cheapest
8.4.2021	<p>Abbotswood S106 Project:</p> <p>Agreement to pay Chris Belcher the sum of £250.00 for completion of the Abbotswood Bug</p>	5 members	PAPSG	FC 4.5.21

Decisions Made Using Delegated Powers During Pandemic 2020

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.

	Hotel.			
13.4.21	Planning & Transportation Committee 13.4.21 – cancelled due to HRH mourning period. Comments made by members on Planning Applications received since the last meeting to be submitted to SGC under delegated powers	4 members	P&T Committee	P&T 27.4.21
6.4.21	Permission for St Mary's Church to use St Marys Green for praise and play	6 members	Full Council	Full Council 4.5.21
15.4.21	Permission for Yate and District Oral History to sue St Marys Green for meeting on 23.4.21	8 members	F&G	F&G 8.6.21



Ministry of Housing,
Communities &
Local Government

Council Leaders
Principal Councils in England

Luke Hall MP

Minister of State for Regional Growth and Local Government

Ministry of Housing, Communities and Local Government

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London
SW1P 4DF

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25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,



LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman

Payments made between 1st and 31st March 2021

Date Paid	Payee Name	Transaction Detail	Total
02/03/2021	Avon Sports Ground Maint Co.	Bowling Green monthly maintenance	£ 605.80
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 12.00
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 5.90
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 23.00
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 8.70
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 49.02
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 35.61
02/03/2021	Trade UK	Estates maintenance equipment/materials	£ 66.00
02/03/2021	CVS South Gloucestershire	Advertising	£ 40.00
02/03/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 334.37
02/03/2021	Horders	Electrical works	£ 63.00
02/03/2021	Learning Partnership West	Youth Provision SLA	£ 14,516.00
02/03/2021	Murray Hire Ltd	Hire of estates equipment	£ 117.60
02/03/2021	NATIONAL ASSOC OF LOCAL COUNCI	Recruitment Advertisement	£ 150.00
02/03/2021	Neuff Athletic Equipment	YOSC athletics Equipment	£ 3,835.20
02/03/2021	National Security Group	Security patrols Town Council Facilities	£ 880.68
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 128.26
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 190.66
02/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£ 480.55
02/03/2021	ProfitReach	Website Support	£ 82.80
02/03/2021	Society of Local Council Clerk	Staff Training	£ 238.80
02/03/2021	South Gloucestershire Council	Project Management Costs	£ 5,560.31
02/03/2021	South Gloucestershire Council	Quarterly localism charges	£ 8,522.06
02/03/2021	South Gloucestershire Council	IT Support	£ 561.82
02/03/2021	STANNAH LIFT SERVICES	Lift maintenance	£ 275.10
02/03/2021	Yate Supplies	Cleaning Materials	£ 13.58
02/03/2021	Public Works Loan Board	Public Works Board Loan Repayment	£ 18,908.70
03/03/2021	Dell	IT Equipment	£ 94.03
03/03/2021	Dell	IT Equipment	£ 121.03
03/03/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
03/03/2021	Smyths Toys Superstore	Disability Sports equip(Nerfs)	£ 19.98
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 15.32
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 13.90
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 6.00
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 9.50
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 9.25
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 8.39
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 23.00
08/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 491.08
08/03/2021	J Hollister Hardware	Estates maintenance equipment/materials	£ 103.34
08/03/2021	Horders	PAT Testing Town Council Properties	£ 1,391.04
08/03/2021	MD Group	Water Meter Installation	£ 540.00
08/03/2021	Murray Hire Ltd	Estates Equipment Maintenance	£ 56.40
08/03/2021	Murray Hire Ltd	Hire of estates equipment	£ 117.60
08/03/2021	ProfitReach	Website Support	£ 2,395.20
08/03/2021	Proludic Ltd	Play area Equipment	£ 69.60
08/03/2021	Trade UK	Estates maintenance equipment/materials	£ 15.99
08/03/2021	Sutcliffe Play South West	Play Area Retention Payment	£ 1,100.08
08/03/2021	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,607.75
08/03/2021	Sprint Print & Design	Printing Estates Staff PPE	£ 86.40
08/03/2021	Barclays	Bank charge	£ 35.50
11/03/2021	British Telecom Payment Service	Phone Charges	£ 15.16
12/03/2021	Imprest Account	Bank Transfer	£ 727.32
12/03/2021	Argos	Disability sports equip(Nerfs)	£ 40.00
12/03/2021	Argos	Disability Sports Equip(Nerfs)	£ 40.00
15/03/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£ 105.00
15/03/2021	Avon Sports Ground Maint Co.	Bowling Green maintenance	£ 82.56
15/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 357.76
15/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 329.11
15/03/2021	The Bristol Pest Controller	Pest Control parks/play areas	£ 180.00
15/03/2021	Connected Light	Lighting Survey & Inspection	£ 1,320.00

15/03/2021	Fuelgenie Business Accounts	Estates Vehicle Fuel	£	354.30
15/03/2021	High Speed Training Limited	Staff Training	£	537.84
15/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	1,026.00
15/03/2021	Communicorp	Reference material subscription	£	75.00
15/03/2021	MD Group	Kingsgate park toilets work	£	390.00
15/03/2021	Microsoft	IT Software Subscription	£	57.86
15/03/2021	AVON LOCAL COUNCILS ASSOCIATIO	Professional body subscriptions	£	2,518.60
15/03/2021	ProfitReach	Website Support	£	82.80
15/03/2021	ProfitReach	Website Support	£	82.80
15/03/2021	RBS Software Solutions	IT Software Subscription	£	355.20
15/03/2021	SHB Hire Ltd	Estates Vehicle lease payment	£	437.10
15/03/2021	Society of Local Council Clerk	Recruitment Advertisement	£	246.00
15/03/2021	South Gloucestershire Council	IT Equipment	£	70.44
15/03/2021	South Gloucestershire Council	Urbie SLA	£	60.36
15/03/2021	South Gloucestershire Council	IT Equipment	£	2,163.60
15/03/2021	South Gloucestershire Council	Yearly telephone charges	£	2,717.36
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	1.82
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	1.82
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	109.04
15/03/2021	Yate & Sodbury Clean Up	Grant Funding	£	173.97
15/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	84.04
15/03/2021	Verde Recreo Ltd	YOSC all weather maintenance	£	446.26
15/03/2021	Virgin Media Payments Ltd	Wi fi charge	£	48.00
16/03/2021	ProfitReach	Website Support	£	98.40
19/03/2021	Pension Contributions Feb 21	Pension Contributions Feb 21	£	13,365.09
22/03/2021	Telefonica 02 UK Limited	Mobile phone contracts	£	77.76
22/03/2021	Tax/NI Contributions Feb 21	Tax/NI Contributions Feb 21	£	11,442.47
22/03/2021	South Glos Council	Business Rates Pop Inn Cafe	£	706.00
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	14.76
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	9.50
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	21.44
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	19.44
23/03/2021	Trade UK	Estates maintenance equipment/materials	£	8.98
23/03/2021	H2O Window Cleaning Services	Window Cleaning Town Council building	£	80.00
23/03/2021	J Hollister Hardware	Estates maintenance equipment/materials	£	92.72
23/03/2021	Newitt & Co Ltd	Disability Sports Equipment	£	210.01
23/03/2021	Virgin Media Payments Ltd	Telephone charges	£	32.93
25/03/2021	ProfitReach	Website Support	£	178.80
25/03/2021	Public Works Loan Board	Public Works Board Loan Repayment	£	9,062.06
26/03/2021	Bank Charge	Bank Charges	£	15.00
26/03/2021	Canva Inc.	IT Software Subscription	£	339.50
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	38.57
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	19.00
30/03/2021	Trade UK	Estates maintenance equipment/materials	£	12.79
30/03/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	115.20
30/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	1,225.47
30/03/2021	BS1 Fire & Security Ltd	Building Security Works	£	66.50
30/03/2021	Chargemaster Plc	Repair to electric charge point	£	180.00
30/03/2021	The Consortium	Disability sports equipment	£	84.58
30/03/2021	Ferson Ltd	Building Maintenance/Repairs	£	108.00
30/03/2021	First Response First Aid	Staff Training	£	996.00
30/03/2021	First Response First Aid	Staff Training	£	450.00
30/03/2021	Horders	Electrical works	£	60.00
30/03/2021	Horders	Emergency Light Works	£	836.66
30/03/2021	INITIAL Washroom Solutions	Hygiene Bins - Town Council Buildings	£	273.55
30/03/2021	Murray Hire Ltd	Estates Equipment Maintenance	£	40.50
30/03/2021	OTIS LIMITED	Lift maintenance	£	3,464.52
30/03/2021	The Bristol Pest Controller	Pest Control parks/play areas	£	180.00
30/03/2021	PPG Architectural Coatings UK	Estates maintenance equipment/materials	£	96.19
30/03/2021	SHB Hire Ltd	Estates Vehicle Repair	£	54.65
30/03/2021	Skate Hut Ltd	Disability sports equipment	£	346.96
30/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	159.65
30/03/2021	SUEZ Recycling and Recovery UK	monthly refuse/recycling charge	£	147.32

30/03/2021	Verde Recreo Ltd	YOSC all weather maintenance	£	446.26
30/03/2021	Ferson Ltd	Kingsgate park toilets work	£	72.00
31/03/2021	Staff salaries Mar 21	Staff salaries Mar 21	£	48,994.28
03/03/2021	Amazon	Disability Sports equip (Nerf)	£	32.96
03/03/2021	Smyths Toys Superstore	Disability Sports Equip(Nerfs)	£	19.98
04/03/2021	Amazon	Sodbury&Yate Clearup Grant	£	19.99
04/03/2021	Amazon	Sodbury&Yate Clearup Grant	£	31.04
04/03/2021	Disclosure and Barring Service	Staff DBS check	£	13.00
06/03/2021	Merediths	Sodbury&Yate Clearup Grant	£	25.00
08/03/2021	Barclays	Bank charge	£	11.15
12/03/2021	Amazon	Striped paper bags Armadillo	£	18.00
12/03/2021	Argos	Disability sports equip(Nerfs)	£	40.00
12/03/2021	Argos	Disability sports equip(Nerfs)	£	40.00
16/03/2021	Petty Cash	Purchase Ledger Payment	£	247.72
31/03/2021	Instant Access Saver Account	Bank Transfer	£	100,000.00
08/03/2021	Bank Current Account	Bank Transfer	£	9,306.05
15/03/2021	Bank Current Account	Bank Transfer	£	15,265.12
19/03/2021	Bank Current Account	Bank Transfer	£	13,463.49
22/03/2021	Bank Current Account	Bank Transfer	£	12,226.23
25/03/2021	Bank Current Account	Bank Transfer	£	9,730.64
30/03/2021	Bank Current Account	Bank Transfer	£	9,828.87
31/03/2021	Bank Current Account	Bank Transfer	£	55,705.52
31/03/2021	Bank Current Account	Bank Transfer	£	48,994.28

Appendix 4 NNYCB Public Works Loans Board procedure

Plan A – no precept increase

Checklist for loan application

Item	Specifics	Notes
updated budget table	show all usual expenditure and income, including any loan/s already paying off	e.g MAB
Report To Council for resolution	<p>1-2 Page summary to identify the need for the project and include:</p> <ul style="list-style-type: none"> ○ costings, ○ timeline, ○ workplan, ○ project plan, ○ designs, ○ illustrations, ○ title deeds, ○ valuations, ○ surveys: <ul style="list-style-type: none"> ▪ feasibility ○ estimates, ○ quotations, ○ planning consents 	
Resident evidence	<p>evidence that business case has been shared with residents:</p> <ul style="list-style-type: none"> ○ meeting minutes, ○ social media post ○ marketing activities ○ public consultation ○ published on website (essential) 	
loan affordability	<p>1. <i>short narrative on</i> what mitigation action would need to be taken if to default on loan e.g if future financial difficulty in next 3-5 years how would we honour loan repayments e.g. reserves/ other income/ grant/ re-adjust budget/</p>	how any existing loan repayments and new loan repayments will balance against existing income and expenditure

	<p>cut back on other expenditure/ increase the precept?</p> <p>2. <i>A statement or cover note</i> Highlighting reserves/ other capital we have</p> <p>3. <i>Disclosure of</i> secured funding from elsewhere - detail where other funds are coming from and whether any award/offer letters.</p>	
General public project consultation activities	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Ongoing dedicated website page showing updates on project and associated borrowing approval application as both progress. • Monthly/quarterly newsletters giving updates on the project and application. • Monthly/quarterly magazine articles giving updates on the project and application. • Local press/media coverage of the project. • Public open days and presentations to the residents on the project. • Online or paper surveys for the residents about the project. 	<p>If there is no council tax precept increase survey requirement then all the focus will fall onto this section.</p> <p><i>All documents, materials produced for our consultation exercises should be submitted as part of our application including any results and feedback from residents.</i></p>

Plan B – precept increase scenario

Checklist for loan application

Item	Specifics	Notes	Time frame for activities
updated budget table	show all usual expenditure and income, including any loan/s already paying off	e.g MAB	
Report To Council for resolution	1-2 Page summary to identify the need for the project and include: <ul style="list-style-type: none"> ○ costings, ○ timeline, ○ workplan, ○ project plan, ○ designs, ○ illustrations, ○ title deeds, ○ valuations, ○ surveys: <ul style="list-style-type: none"> ▪ feasibility ○ estimates, ○ quotations, ○ planning consents 		2021-2022 Application review timescale:
Resident evidence	evidence that business case has been shared with resident's: <ul style="list-style-type: none"> ○ meeting minutes, ○ social media post ○ marketing activities ○ public consultation ○ published on website (essential) 		
loan affordability	1. <i>short narrative on what mitigation action would need to be taken if to default on loan e.g if future financial difficulty in next 3-5 years how would we honour loan repayments e.g. reserves/ other income/ grant/ re-adjust budget/ cut back on other</i>	how any existing loan repayments and new loan repayments will balance against existing income and expenditure	

	<p>expenditure/ increase the precept?</p> <p>2. <i>A statement or cover note</i> Highlighting reserves/ other capital we have</p> <p>3. <i>Disclosure of</i> secured funding from elsewhere - detail where other funds are coming from and whether any award/offer letters.</p>		
Council tax precept increase	<p>must provide detailed clarity on <u>THREE</u> key points.</p> <ol style="list-style-type: none"> 1. PERCENTAGE increasing council tax precept, per year for band D 2. MONETARY AMOUNT increasing council tax precept, for the year, for band D 3. Allocation of the precept from the increase e.g will the full increase amount be for loan repayments, OR will a portion go elsewhere (other community services/ maintenance etc). 	this section and the next section 6 will be crucially important	
Council tax precept increase – public consultation	<p>Small, basic low-cost poll, survey or consultation, all must have a clear and definitive deadline, can take one of the following forms:</p> <ol style="list-style-type: none"> 1. Online survey (e.g. Survey Monkey). <p>Linked to website of town council, all households must be informed of survey, Simple YES/NO survey,</p>	<p>Mandatory!</p> <p>normally causes delays with most borrowing approval applications</p> <p>MUST show evidence of public support of this in order to get the loan approved</p> <p>evidence of public support can only</p>	<ol style="list-style-type: none"> 1. Online survey: <ul style="list-style-type: none"> Application under £100k/ precept increase under £5 – min x3 weeks duration. Application over £100k – min x1 month duration. 2. consultation/survey fliers

	<p>must have a deadline, results printed/ sent with our application.</p> <p>2. consultation/survey fliers distributed to all households.</p> <p>YES / NO tickbox to indicate whether residents are in favour of precept increase. Copy of flier submitted with application alongside summary results which need to be clearly recorded and documented.</p> <p>3. consultation/survey fliers inserted into magazine/bulletin/new sletter, distributed to all households.</p> <p>YES / NO tickbox to indicate whether residents are in favour of precept increase. A copy of flier needs to be submitted with application, summary results need to be clearly recorded and documented.</p> <p>4. public meetings or open days.</p> <p>Present clear and open details of project, PWLB application, council tax precept increase.</p> <p>Issue attendees with YES / NO slips to take away to VOTE on precept increase</p>	<p>come from a council tax precept increase:</p> <ol style="list-style-type: none"> 1. survey 2. poll, 3. consultation <p>All above need to commence at the earliest possible opportunity.</p> <p>See notes SD for preferred question examples.</p>	<p>distributed to households:</p> <p>application £100k and above min x1 month duration.</p> <p>3. consultation/survey fliers insert:</p> <p>Application of £100k or above, min x1 month duration.</p> <p>4. public meetings or open days.</p> <p>No time scale or number of events specified.</p>
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	<p>element. OR Have residents raise their hands in support there and then. Results should be carefully recorded and submitted with application.</p>		
General public project consultation activities	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Ongoing dedicated website page showing updates on project and associated borrowing approval application as both progress. • Monthly/quarterly newsletters giving updates on the project and application. • Monthly/quarterly magazine articles giving updates on the project and application. • Local press/media coverage of the project. • Public open days and presentations to the residents on the project. • Online or paper surveys for the residents about the project. 	<p>If there no council tax precept increase survey requirement, focus will fall onto this section.</p> <p>All documents, materials produced for consultation exercises should be submitted as part of application including any results and feedback from residents.</p>	