

Yate Town Council

Full Council

5th September 2023 from 7pm until 8.50pm at Poole Court

Minutes

Present:

Councillors Aziz Chowdhry, Nicola Clarke, Tony Davis, Mike Drew, John Ford, Cheryl Kirby, Gabriela Miron, Alan Monaghan, Ben Nutland, Ray Perry, Tony Sharp, Karl Tomasin and Chris Willmore.

Town Clerk, Community Projects Manager and Finance Manager & RFO.

One member of the public.

Minute 56. Apologies for Absence

Apologies for absence were received from Councillors John Emms (on a leave of absence, as approved at Full Council on 27th June 2023), Sandra Emms, Margaret Marshall and Wendy Tomasin.

Minute 57. Leave of Absence Request

No leave of absence requests were received.

Minute 58. Members Declarations of Interest Under the Localism Act 2011

Declarations of Interest under the Localism Act 2011 were received as follows:-

Councillor Tony Davis – Green Community Travel

Councillor John Ford – YOSC Ltd

Councillor Ray Perry – YOSC Ltd

Minute 59. Requests for Dispensations

No requests for dispensations were received. *(NB: Minute No. 17 of the Full Council meeting on 16 May 2023 granted dispensations to Councillors John Ford and Ray Perry to enable them to discuss matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections).*

Minute 60. Public Participation Session with Respect to Items on the Agenda

Minute 60/1 Representative of Sirona Health

Deanna Berry, Sirona Health's Locality Wellbeing lead in South Gloucestershire, explained her role in looking into improving social inequalities, in particular reference to social isolation and transportation issues.

It was explained that:

- Yate Town Council has an active social media presence and we would be happy to share any publicity materials;
- Yate Town Council has many local networks and contacts and would be happy to facilitate introductions;
- Yate Town Council's Yate Ageing Better, Health & Wellbeing Sub-Committee is very active and is open to working in partnership to address local issues;
- Yate Town Council has campaigned to fight to retain the 84/85 bus services which are the only public transport means that outlying villages have to get into Yate; Sirona Health was encouraged to participate in the campaign, as an advocacy voice for communities entitlements to have access to healthcare (both to a local GP and to Southmead Hospital);
- Sirona Health be encouraged to contact South Gloucestershire Council's (SGC's) Equalities Officer to broaden SGC's approach to community diversity.

Minute 60/2 Web Casting

It was suggested that consideration be given to web casting Yate Town Council Full Council meetings in future.

Minute 61. Minutes of the Full Town Council Meeting held on 27th June 2023

It was **RESOLVED** that the minutes of the Full Town Council Meeting held on 27th June 2023 be approved and signed as a true and accurate record.

Minute 62. Minutes of the Environment and Community Committee Meeting held on 18th July 2023

The minutes of the Environment and Community Committee meeting held on 18th July 2023 were received and **NOTED**.

Minute 63. Minutes of the Finance and Governance Committee Meeting held on 25th July 2023

The minutes of the Finance and Governance Committee meeting held on 25th July 2023 were received and **NOTED**.

Minute 64. Minutes of the Planning and Transportation Committee Meeting held on 20th June 2023

The minutes of the Planning and Transportation Committee meeting held on 20th June

2023 were received and **NOTED**.

Minute 65. Town Council Committee List

Grateful thanks were relayed to outgoing committee chairs; Councillors Karl Tomasin (Planning and Transportation Committee), Alan Monaghan (Environment and Community Committee) and Mike Drew (Finance and Governance Committee). Those members were thanked for their dedication and enthusiasm and for chairing the committees in a professional and understanding way. Special thanks were relayed to Councillor Alan Monaghan who had served as chair of the Environment and Community Committee, on and off, for a long time. In turn, thanks were relayed to staff and all committee members.

(Councillors Tony Davis and Karl Tomasin left the room)

Statements were received from candidates wishing to stand for the role of Environment and Community Committee chair and a short discussion took place.

(Councillors Tony Davis and Karl rejoined the meeting)

It was **RESOLVED** that:

- Thanks be relayed to both candidates who showed an interest in the chair role for the Environment and Community Committee;
- Councillor Karl Tomasin be elected as chair of the Environment and Community Committee;
- The Environment and Community Committee to give consideration to recommending changes to the Terms of Reference/splitting the role of the committee chair and vice-chair differently so that the vice-chair plays a stronger role on the various sub-committees that report into it.

It was further **RESOLVED** to:

- elect Councillor Gabi Miron as the chair of the Finance and Governance Committee and;
- elect Councillor Nicola Clarke as the chair of the Planning and Transportation Committee;

Further to Minutes. 7 and 8 of the Annual Town Council meeting on 16th May 2023, the Town Council Committee List was received and **RESOLVED** it be approved (Appendix 1).

Minute 66. Environment and Community Committee

Minute 66/1 Items Referred from the Environment and Community Committee Meeting held on 18th July 2023

It was **NOTED** that no items were referred to Full Council from the Environment and Community Committee meeting of 18th July 2023.

Minute 66/2 Blakeney Mills Play Area and Open Space

Further to Minute 6/3 of the Environment and Community Committee meeting on 18th July 2023, contact was made with SGC asking what they are doing about the Blakeney Mills Play Area space (as it's a SGC asset for which Yate residents pay a special expense for SGC to maintain).

It was **NOTED** that SGC has secured allocation of £77,000 s106 funds to enhance the play area site and has advised that there is an opportunity to secure an additional £20,000 (approx.) for the open space onsite also.

It was **RESOLVED** to:

- write to SGC to:
 - welcome the allocation of £77,000 s106 funding towards the enhancement of the play area at Blakeney Mills;
 - clarify the Yate Town Council response as submitted in August 2018 for the use of the informal recreational open space (IROS) monies to be allocated to Blakeney Mills as a priority, over the other sites identified (Thorns Farm and/or Tobias Gardens and/or open space next to the Armadillo Youth Café & Venue and/or such other informal IROS as may be appropriate);
 - extend support for the development of a comprehensive scheme to enhance and connect the open space to the play area, using the additional £21,496.49 s106 IROS monies applicable to that vicinity (£7,781.03 capital / £13,715.46 revenue), coming from the development of the former North Yate Magistrates Court site;
- support Councillor Sandra Emms in her work with SGC, Bromford Housing and residents, to develop a holistic enhancement project at this site, which YTC very much welcome, additionally explaining that at this time, YTC would be unable take on the responsibility for the site.

Minute 66/3 Eastfield Drive

Further to the Estates Manager's report received at the Environment and Community Committee meeting held on 18th July 2023, it was advised that the £8,000 funding associated with works at Eastfield Drive is still awaited from SGC / National Grid.

RESOLVED Yate Town Council to fund works on an interim basis until the external funding is received, to enable works to progress without further delay.

Minute 67. Items referred from the Finance and Governance Committee Meeting held on 25th July 2023

Minute 67/1 Income and Expenditure Report to 30th June 2023

The income and expenditure report to 30th June 2023 was received and **RESOLVED** it be approved. (Appended to the Finance and Governance Committee minutes of 25th July 2023)

Congratulations were extended to the Pop Inn Café team for the income generated from café sales.

The Town Council acknowledged the recent news coverage about reinforced autoclaved aerated concrete (RAAC) and the potential financial risk should it be discovered. It was **NOTED** that the Estates Manager is looking at building surveys on file for Town Council properties to identify any known risks and has contacted the church parish with regards their responsibility in terms of St Nicholas Church and Family Centre. An update will be provided to the Environment and Community Committee.

Minute 67/2 Town Council Vehicles

A confidential recommendations report to be received in confidential session, Minute No. 75/2.

Minute 68. Items Referred from the Planning and Transportation Committee Meeting Held on 20th June 2023

It was **NOTED** that items referred to Full Council from the Planning and Transportation Committee meeting of 20th June 2023 were received at Full Council on 27th June 2023.

It was further **NOTED** that Dan Norris is holding a public consultation at 6pm on Thursday 7th September 2023 at Chipping Sodbury Town Hall, to hear views on public transport.

It was reported that public complaints were made regarding the noise levels during the weekend of the recent festival held at Oxwick Farm and **RESOLVED** that contact be made with SGC's Licensing team to express the Town Council's concern about the lack of compliance with specified noise conditions and to ask that this be considered in terms of the granting of any future licences for similar events.

Minute 69. Delegated Decisions

Minute 69/1 Record of Delegated Actions

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

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

The list of decisions taken to 25th August 2023, using the above delegation, was received and **NOTED**. (Appendix 2)

Minute 69/2 Planning Comments Submitted Under Delegated Powers

It was **NOTED** that further to agreement to amend Planning and Transportation Committee meeting dates, (Minute No. 47 of the Full Council meeting on 27th June 2023), to save time and cost, and for the Committee to agree (digitally) the comments to be submitted and for delegation to the clerk to be invoked to submit the comments to SGC, the submissions of 11th July 2023 and 8th August 2023 will be formally reported to the Planning and Transportation Committee meeting on 12th September 2023.

Minute 70. Financial Reports

Minute 70/1 Accounts for Payment

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

Minute 70/2 2022/2023 External Audit Report

It was **NOTED** that Yate Town Council is yet to receive the year end external audit report and certificate from BDO LLP for year ending 31 March 2023. Once received, the Conclusion of Audit will be circulated to members and published on Yate Town Council Website and Poole Court noticeboard, no later than 30th September 2023, in line with the Local Audit Accountability Act 2014 and the Accounts and Audit Regulations 2015.

Minute 71. Town Council Project Steering Group Reports

Minute 71/1 Play Areas and Properties Project Steering Group

(a) Kingsgate Park Refurbishment Project

Phase 1: Timber Refurbishment (Children's Playground Company)

It was **NOTED** that the project has made exceptional progress since it began in spring 2022. Much work and consultation has been undertaken to research, review and appoint suppliers, to secure project financing, to consult and present ideas to the public, and to work with stakeholders and numerous suppliers, to ensure works commenced in spring 2023, less than 12 months since the project's initial presentation to the public. YTC is thrilled that, as promised, the new accessible play area (phase 2) is commencing in September 2023, outside of the school summer holidays, and that this new facility is planned to be completed by November 2023. YTC is very grateful to its members and officers for their enthusiasm and determination to provide this fantastic new facility for Yate residents and visitors, and to the public for their support and excitement, as we create this wonderful new facility.

The following was further **NOTED**:

- Risk assessments, method statements (RAMS) and proof of insurances were received from the supplier ahead of works commencing;
- Works have been delayed due to poor weather;
- During the disassembly of an end section in the senior unit, a rope malfunctioned and is not safe to be reinstalled; this area of the senior unit will be out of use until a new rope is received;
- Following members enquiries regarding additional steps on the junior timber trim trail, ROSPA has provided the following advice:

(additional steps at side of chain bridge, mid unit) There can be no raised hard objects within the falling spaces of any equipment unless the item is part of that unit. (Cluster item).

(additional steps at entrance, slide end) It could be a step up/down from something but has to flow as part of play.

- YTC has requested an additional stepping plate is added to the end of the junior trail unit; the supplier has advised this is possible.

Phase 2: Eibe Play

The following was **NOTED**:

- Following notification of material delays, a meeting with a representative of Eibe took place on 24th July 2023. Following the meeting, issues with material delays were resolved. As a goodwill gesture for inconvenience caused by Eibe to YTC, Eibe offered the following compensation:
 - a basic box of spares to prevent delay in receiving replacement parts, e.g. fixings, caps, torx socket set;
 - £500 discount on project cost; new total project cost £239,266.88;
 - additional spares package, to start post 2-year period that Eibe guarantee for malfunction and breaking of moving parts etc;
 - The Eibe JCT Desing and Build contract, and supplier order will be amended to state:
 - liquidated damages at £500 per week;
 - ROSPA sign off is the practical completion date;
 - The supplier is responsible for any and all materials and equipment left on site until site handover to YTC;
 - Delay for inclement weather is only accepted beyond that reasonably expected at the time of year (included in JCT);
 - YTC expect the site to be left in a neat and safe condition, e.g. no trip hazards from uneven ground;
 - Post installation inspection will take place with Trevor Austin maintenance training session: any recommendations from the post installation inspections are rectified in good time, to avoid closures of the play equipment revised payment terms as follows:

1st Invoice - 100% payment for the equipment which will be invoiced on day of delivery of each item

2nd Invoice – 50% of the installation, invoiced half way through the project timeline;

3rd Invoice – remainder of the full invoice, invoiced on the day the approved safety inspection is received for the entire project (at practical completion);

4th Invoice - 3% of contract value, payable 12months from practical completion (date 3rd invoice)

- In the event of any inconsistencies between the terms and conditions of the order and any other documents, the JCT Design and Build contract shall prevail;
- Officers met with Eibe installation team on 1st September 2023 for a pre-works site inspection;
- Signs to notify the public of the phase 2 work schedule and closure of the play area will be displayed onsite from w/c 4th September 2023, on the YTC website and social media;
- Site set up/possession by the supplier will take place on 11th September 2023; Installation will commence on 14th September 2023 and is due to complete by 27th October 2023. A new project timeline has been provided by the supplier. (Appendix 4);
- Additional ropes for the Bo Unit to the value of £1,100 were added to the project budget. The unit is hand carved/assembled onsite. Eibe will measure for ropes once the unit is installed. Lead time for rope order is up to 4 weeks;
- Additional updates were **NOTED**:
 - Refurbishment of Multi Games Area (MUGA) will commence w/c. 4th September 2023 and complete within 7days;
 - On 25th August 2023 a meeting took place with SGC's Head of Property Services; YTC advised SGC we await a response to the YTC request to remove the 2028 break clause, from the existing 50-year lease for Kingsgate Park or freehold transfer – action from SGC remains outstanding.
 - A meeting of the Project Steering Group was held on 29th August 2023;
 - Drone photography (and potentially video documentation) will take place, following the installation of phase 2 for comparison with the images taken pre-installation.

Thanks were relayed to the Community Projects Manager and all those involved in the project for their work in navigating contract negotiations. It was **NOTED** that Yate Town Council is excited to see the project progress, resulting in a fully accessible play area that is going to be spectacular, and that the overall project will be completed by November 2023, as originally planned.

Minute 71/2 YOSC

(a) YOSC Liaison – Governance

It was **NOTED** that:

- a meeting took place between officers, the chair of YOSC Ltd and the Site Manager of YOSC on 28th July 2023 to discuss the draft lease sent to YOSC Ltd in December 2022; YOSC Ltd was encouraged to seek legal advice in the drafting of any revisions they require before responding to YTC and we await a formal response;
- the TOCA arrangement was up for renegotiation from 23 July 2023 and a response is awaited from SGC to progress this matter.

Minute 71/3 New North Yate Community Building (NNYCB)

It was **NOTED** that:

- YTC extended an offer of support to SGC, with the community building consultation; SGC acknowledged receipt and has advised:

The proposal is to carry out a community engagement exercise to learn what activities people are keen to be able to do in the new facility. This will be part of the brief for the design team and for potential operators. Catrin (Mathias) is meeting with Ward and executive members on 11 August to discuss. Help with promoting the Community Engagement exercise to groups and a residents would be very welcome once it is finalised. I will get back in touch once I have had clear instruction from the meeting of Catrin and the members.

- YTC requested further information on the timeline for SGC seeking expressions of interest, for the operator of NNYCB. A meeting took place in August with SGC's Head of Property Services and a further meeting with officers is being arranged for mid-September 2023.

Minute 72. Consultations

Minute 72/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
Consultation on the future of population and migration statistics in England and Wales	Click here to access consultation	29.08.2023	26.10.2023	RESOLVED Councillor Chris Willmore to respond to the consultation on behalf of the Town Council.

Minute 72/2 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
Street Trading Fees Consultation	Click here to access consultation	27.06.23	12.07.23	Comments submitted via email on 7 th July 2023 were received and NOTED (Appendix 5)

Minute 72/3 Urgent Consultations

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

Minute 73. Yate Town Centre

Minute 73/1 Yate Town Centre Strategy Group

It was **NOTED** that a doodle has been circulated and a meeting will be set in due course.

Minute 74. Ladden Garden Village

Minute 74/1 Ladden Garden Village Liaison Group

It was **NOTED** that a doodle has been circulated and a meeting will be set in due course.

Minute 75. National Association of Local Council (NALC) Study Tour to Yate

It was reported that NALC would like Yate Town Council to host a study tour in Yate for approximately 12-15 delegates from noon on 21 May 2024 to noon on 22 May 2024, around the theme of youth engagement/provision. The visit will include presentations, an opportunity for delegates to talk to councillors and staff and an evening meal for delegates (which NALC funds).

RESOLVED Yate Town Council to:

- formally accept NALC's invitation to host the study tour on 21 and 22 May 2024;
- cover the cost of a sandwich lunch on both days of the visit, the cost of transporting delegates to/from their hotel accommodation and on a tour of Yate's youth facilities, cost of evening meal for any Yate Town Council representatives outside of the 18 places funded by NALC, plus any other incidental cost (eg, flowers, biscuits etc). These costs be met through the Democratic Representation cost line and a proposal made to add this expenditure into the 2024/2025 draft budget for discussion by Council;
- Councillors Mike Drew, Karl Tomasin and Chris Willmore to agree final study tour programme, in consultation with NALC;
- seek quotes from an external consultant to update YTC's youth strategy, further to work undertaken by the consultant appointed by YTC in 2013. A sum of £5,000 be allocated from the Town Council earmarked reserves budget to fund

the work and Councillors Nicola Clarke, Tony Davis, Gabi Miron and Chris Willmore to lead the appointment of the youth consultant and work with the chosen consultant in connection to the development of a youth survey and resulting youth strategy.

Minute 76. Confidential Items

Minute 76/1 Confirmation of Confidential Session Beginning

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.

Minute 76/2 Town Council Vehicles

A confidential report regarding Town Council Vehicles was received and considered. (Confidential appendix 6)

RESOLVED The meeting return to open session.

Further to minute 7.3 of the Finance and Governance Committee Meeting on 25th July 2023, in which it was resolved:

*Having regard that the tender process was unsuccessful in providing tenders that satisfied Yate Town Council's specification requirements and the timescales regarding the current vehicle leases, the Finance and Governance Committee **RESOLVED** to suspend the Town Council 2023 Financial Regulations as permitted (shown below).*

11.g *No exception from the provision of these Financial Regulations (other than those expressly provided for) shall be made without resolution of the Council or the Finance and Governance Committee. Every exception made by the Council, Finance and Governance Committee or the Project Steering Group shall be recorded in the minutes of the Council or committee specifying the special circumstances by which the exception was justified.*

*It was further **RESOLVED** that instead of the tender being republished, direct contact be made with companies to obtain quotes in a timely manner that are able to meet Yate Town Council specification requirements, and these be presented to Full Council on the 5th September 2023 to make a decision regarding the procurement of the required vehicles.*

Officers contacted companies directly to obtain quotes in relation to the procurement of the following three vehicles:

a) Peugeot Tipper Replacement

Five companies were approached directly for quotes. 3 companies returned quotations for consideration, as listed below:

- Carryway;
- Pearce Brothers;
- TH Whites.

The following quotes were received:

Quote 1: “Melex 391.1H Vehicle” Contract Hire 5 years – Indicative Payments of 1 x £590.52 + VAT, followed by 59 x £540.52 + VAT, plus annual service fee £40.00 + VAT – total **£32,681.20 + VAT**;

Quote 2: “EV Urban Vehicle” Contract Hire 5 years – Indicative Payments of 1 x £598.09 + VAT, followed by 59 x £548.09 + VAT, plus annual service fee £40.00 + VAT – total **£33,135.40 + VAT**;

Quote 3: “Ford Transit 350 2.0 EcoBlue 130ps Rwd Single Double Cab Tipper (Diesel)”, Contract Hire 5 years - Indicative Payments of 1 x £2,094.36 + VAT, followed by 59 x £698.12 + VAT – total **£43,283.44 + VAT**;

Quote 4: “EV Etesia ET Lander Utility Vehicle” Contract Hire 5 years – 60 monthly payments of £951.00 + VAT, plus annual service fee £250.00 + VAT – total **£58,310.00 + VAT**;

Quote 5: “EV Esagono Gastone Vehicle” Contract Hire 5 years – Indicative Payments of 1 x £1,074.54 + VAT, followed by 59 x £1,024.54 + VAT, plus annual service fee £40.00 + VAT – total **£61,722.40 + VAT**.

It was **RESOLVED** to:

- Accept Quote 4: “EV Etesia ET Lander Utility Vehicle” Contract Hire 5 years – 60 monthly payments of £951.00 + VAT, plus annual service fee £250.00 + VAT – total **£58,310.00 + VAT** from TH Whites;
- Decline quotes 1, 2 & 3, which are cheaper, due to the following factors:
 - Quote 1 – the model of vehicle provided within this quotation does not meet the service needs required by the Estates team;
 - Quote 2 - the model of vehicle provided within this quotation does not meet the service needs required by the Estates team;
 - Quote 3 – the model of vehicle provided is not an electric vehicle, so does not support Yate Town Council’s Climate and Ecological declaration.

b) Renault Kangoo Replacement

Six companies were approached directly for quotes. 2 companies returned quotations for consideration, as listed below:

- Alphabet;
- Pearce Brothers.

The following quotes were received:

Quote 1: “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with two payment options:

- 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT**;
- 5-year finance with 60 monthly payments of £489.04 – total **£29,342.40 + VAT**.

Quote 2: “EV Renault Kangoo ML19 E-Tech 90Kw Start RC 22” Contract Hire 5 years with two payment options:

- 5-year finance with 5 annual payments of £6,208.05 – total **£31,040.25 + VAT**;
- 5-year finance with 60 monthly payments of £537.54 – total **£32,252.40 + VAT**.

Quote 3: “EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22” Contract Hire 5 years – Indicative Payments of 1 x £1,734.45 + VAT, followed by 59 x £578.15 + VAT – total **£35,845.30 + VAT**.

It was **RESOLVED** to:

- Directly contact a:
 - Nissan Dealer for a like-for-like quote for the “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” and;
 - a Renault Dealer for a like-for-like quote for the “EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22”;
- Proceed with the cheapest like-for-like quote returned from either the Nissan or Renault Dealer, only if the quote received is cheaper than £28,219.75 + VAT (Quote 1 listed above) and the locality requirements for service and maintenance are met;
- Proceed with Quote 1: “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with the payment option of 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT** from Alphabet, if no cheaper like-for-like quote is received from either the Nissan or Renault Dealers or the locality requirements for service and maintenance are not met.

c) Staffing Resources Additional Vehicle

Six companies were approached directly for quotes. 2 companies returned quotations for consideration, as listed below:

- Alphabet;
- Pearce Brothers.

The following quotes were received:

Quote 1: “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with two payment options:

- 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT**;
- 5-year finance with 60 monthly payments of £489.04 – total **£29,342.40 + VAT**.

Quote 2: “EV Renault Kangoo ML19 E-Tech 90Kw Start RC 22” Contract Hire 5 years with two payment options:

- 5-year finance with 5 annual payments of £6,208.05 – total **£31,040.25 + VAT**;
- 5-year finance with 60 monthly payments of £537.54 – total **£32,252.40 + VAT**.

Quote 3: “EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22” Contract Hire 5 years – Indicative Payments of 1 x £1,734.45 + VAT, followed by 59 x £578.15 + VAT – total **£35,845.30 + VAT**.

It was **RESOLVED** to:

- Directly contact a Nissan Dealer for a like-for-like quote for the “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” and a Renault Dealer for a like-for-like quote for the “EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22”;
- Proceed with the cheapest like-for-like quote returned from either the Nissan or Renault Dealer only if the quote received is cheaper than £28,219.75 + VAT (Quote 1 above) and the locality requirements for service and maintenance are met;
- Proceed with Quote 1: “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with the payment option of 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT** from Alphabet, if no cheaper like-for-like quote is received from either the Nissan or Renault Dealers or the locality requirements for service and maintenance are not met.

Minute 77. Consideration of Impact of Decisions on Climate, Planet and Waste

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

- Support for refurbishment of Blakeney Mills play area and open space area;
- Enhancement of Eastfield Drive area;
- RAAC consideration;
- Support to promote resident feedback event with the Metro Mayor visit to Chipping Sodbury Town Hall on 7 September 2023, regarding local bus services;

- Kingsgate Park Play Area Refurbishment project – several items will be salvaged from the dismantling of the existing toddler area and will be reused at other YTC sites e.g. play equipment, soil etc;
- Consideration of consultation item about population and migration;
- Consideration of Town Council vehicle options.

The meeting closed at 8.50pm.

YATE TOWN COUNCIL 2023/24

COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PROJECT STEERING GROUPS AND REPRESENTATIVES ON OUTSIDE BODIES

CHAIR – Cheryl Kirby
VICE-CHAIR – Ben Nutland
Full Council quorum = 6

NB: Meeting Papers for all committee and sub committee meetings to be circulated to Chair and Vice-Chair of Council as ex-officio members

***Chairs of committees to be reviewed September 2023.**

ENVIRONMENT & COMMUNITY COMMITTEE (QUORUM=4)
Alan Monaghan (Chair until 05.09.23)
Aziz Chowdhry
Tony Davis
John Emms
Sandra Emms
John Ford
Cheryl Kirby
Gabriela Miron
Ben Nutland
Karl Tomasin
Wendy Tomasin
Chris Willmore

FINANCE & GOVERNANCE COMMITTEE (QUORUM=4)
Mike Drew (Chair until 05.09.23)
Aziz Chowdhry
John Ford
Cheryl Kirby
Margaret Marshall
Gabriela Miron
Ben Nutland
Ray Perry (Vice-Chair until 03.10.23)
Karl Tomasin
Chris Willmore
Nicola Clarke

PLANNING AND TRANSPORTATION COMMITTEE (QUORUM = 4)
Karl Tomasin (Chair until 05.09.23)
Aziz Chowdhry
Tony Davis
John Emms
Sandra Emms
John Ford
Cheryl Kirby
Alan Monaghan
Ray Perry (Vice-Chair until 12.09.23)
Tony Sharp
Chris Willmore
Nicola Clarke

SUB-COMMITTEES		
<i>CHAIR AND VICE CHAIR OF COUNCIL ARE EX OFFICIO UNLESS NAMED</i>		
Allotments Sub-Committee <i>Reports to E&C</i> Quorum=3	Tony Davis Cheryl Kirby (MMonk and PHulbert-Co-opted TBC)	Alan Monaghan Chris Willmore
TOR – this Sub-Committee should include the Chair of E&C		
Climate & Planet (formerly Carbon Net Zero) <i>Reports to E&C</i> Quorum=3	John Emms John Ford Alan Monaghan	Chris Willmore xxxxxx
TOR – this Sub-Committee should include the Chair of E&C		
Events Sub-Com <i>Reports to E&C</i> Quorum=3	Mike Drew John Ford Alan Monaghan Cheryl Kirby	Karl Tomasin Wendy Tomasin Gabriela Miron
TOR – this Sub-Committee should include the Chair of E&C		
Grants & Finance Sub-Com <i>Reports to F&G</i> Quorum = 3	Aziz Chowdhry Mike Drew (Chair) Cheryl Kirby John Ford Ray Perry Wendy Tomasin	
TOR – this Sub-Committee should include the Chair of F&G and Vice-Chair of F&G		
Old Yate Sub Committee <i>Reports to E&C</i> Quorum=3	Cheryl Kirby (Chair until November 2023) Alan Monaghan Chris Willmore John Ford (Vice-Chair) xxxxxx	
Public Rights of Way, Commons, Greens Sub-Committee <i>Reports to E&C</i> Quorum=3	Sandra Emms John Ford Ramblers Association	Alan Monaghan Chris Willmore
TOR – this Sub-Committee should include the Chair of E&C.		
Staffing and Governance Sub-Committee <i>Reports to F&G or Full Council</i> Quorum = 3	Tony Davis Mike Drew John Ford	Cheryl Kirby Karl Tomasin Chris Willmore
TOR – this Sub-Committee should include the Chair of F&G		
Yate Ageing Better, Health and Wellbeing Sub Committee <i>Reports to E&C</i> Quorum=3	Sandra Emms Tony Davis Cheryl Kirby John Emms	Karl Tomasin Chris Willmore Wendy Tomasin Margaret Marshall
Website Review <i>Reports to F&G</i> Quorum = 3	Cheryl Kirby Ben Nutland Chris Willmore	Gabriela Miron

REPRESENTATIVES ON WORKING GROUPS <i>(WORKING GROUPS CANNOT TAKE DECISIONS)</i>	
Priorities and Strategy Scrutiny Working Group <i>Reports to F&G</i> <i>Quorum = 3</i>	Chair of Council Vice Chair of Council Chair of P&T Chair of E&C Chair of F&G Chris Willmore
Local Nature Action Plan (LNAP) <i>(See TOR under Climate & Planet)</i> <i>Reports to E&C</i>	Alan Monaghan Chris Willmore
St Nicholas Church <i>Reports to Full Council</i>	Tony Davis Sandra Emms Cheryl Kirby Chris Willmore
Yate Common Vision (Partnership working with SGC) <i>Reports to E&C</i>	John Emms Mike Drew Chris Willmore Alan Monaghan (agreed at E&C 18.07.23)

PROJECT STEERING GROUP COMMITTEES <i>PROJECT STEERING GROUPS REPORT TO FULL COUNCIL AND ARE TASK LIMITED</i> <i>CHAIR AND VICE CHAIR OF COUNCIL ARE EX OFFICIO UNLESS NAMED</i>	
New North Yate Community Building	Mike Drew John Ford Chris Willmore
Play Area and Properties Projects <i>Quorum = 3</i>	John Ford (Chair) Alan Monaghan (Vice-Chair) Tony Davis John Emms Cheryl Kirby Karl Tomasin Chris Willmore
YOSC Liaison Group (eg, site operations, legal agreement, general matters / discussion with YOSC Ltd) <i>Quorum = 3</i> <i>YOSC Ltd</i>	Tony Davis Karl Tomasin Mike Drew Chris Willmore <i>YOSC Ltd: - Martin Beard, Jeremy Dale, John Ford (YTC nomination), Ross Michael, Councillor Ray Perry (YTC nomination), Ellen Taylor and Sally Thomas-Ellis.</i> <i>YOSC FM: Jeremy Dale, Ellen Taylor, Geoff Robson</i>
YOSC Facility Project Steering Group Committee <i>Quorum = 3</i> <i>Drainage</i>	Tony Davis Mike Drew Karl Tomasin Chris Willmore John Ford

DESIGNATED LEAD LIAISON	
Bowling Club	John Ford
Peg Hill Skateboard and BMX Park	Mike Drew John Ford
Witches Hat Play Area	Tony Davis
Marketing and Social Media	
Social Media	Ben Nutland
Newsletter <i>Nominated Members to work on process and to approve with Chair of Council with Delegated Powers to Town Clerk</i>	Alan Monaghan Chris Willmore Town Clerk (Delegated Powers)
S106 Applications	Chris Willmore

TRUSTEES	
Heritage Centre Trust	Ian Blair <i>(ATC mtg 14.05.19, appointment expires 01.05.2024)</i> Cheryl Kirby <i>Term ends 2025</i>
Wills Davis Atwell Charity (2 appointments to be made by Council)	Mike Drew Alan Lawrance
YOSC Ltd	John Ford Ray Perry
Yate United Charities (2 appointments to be made by Council)	Karl Tomasin Cheryl Kirby

MANAGEMENT COMMITTEES		
Pop Inn Man Com <i>Reports to E&C</i>	Town Council representatives (2)	Sandra Emms Wendy Tomasin
Yate Heritage Centre Man Com <i>Reports to E&C</i>	Town Council representatives (2)	Sylvia Eastwood Alan Monaghan

Armadillo Management Committee was disbanded 15.5.18 – reports to E&C

JOINT COMMITTEES	
Joint Parishes Consultative Committee <i>Reports to E&C</i>	Chair (Ex-officio) Vice-Chair (Ex-officio) Mike Drew Chris Willmore
Joint Parishes Cycleway Group <i>Reports to P&T</i>	Chair (Ex-officio) Vice-Chair (Ex-officio) John Emms (Chair of JPCG)

REPRESENTATIVES ON OUTSIDE BODIES

		REPORTS TO		
Ageing Better Board with SGC and partners	<i>E&C</i>	CPM Sandra Emms		
ALCA larger local Forum	<i>F&G</i>	Karl Tomasin		
Avon Local Councils Association (South Gloucestershire Area Group) & Larger Councils	<i>F&G</i>	Vacancy Mike Drew (NALC rep) Town Clerk		
Community Engagement Forum (formerly Safer Stronger Community Group)	<i>E&C</i>	Mike Drew Tony Davis		
Fairtrade – Yate	<i>ATCM</i> & <i>E&C</i>	Chris Willmore Margaret Marshall <i>(Louise Harris – co-opted non member)</i>		
Friends of Brimsham Fields	<i>E&C</i>	John Ford Mike Drew Karl Tomasin	Chris Willmore Ben Nutland	
Friends of the River Frome (Frome Forum)	<i>E&C</i>	Karl Tomasin		
Friends of The Common <i>Not currently active (Jan 2023)</i>	<i>E&C</i>	Estates Manager		
Friends of Kingsgate Park <i>(Christine Howard – Chair (Nov. 2022))</i>	<i>E&C</i>	Cheryl Kirby Tony Davis John Ford	Estates Manager Karl Tomasin	
Friends of Ridge Woods	<i>E&C</i>	Mike Drew		
Green Community Travel	<i>P&T</i>	Tony Davis Karl Tomasin John Emms		
Hanson Liaison Committee	<i>E&C</i>	John Ford Subs: Mike Drew		
Hedgehog Group	<i>E&C</i>	Karl Tomasin		
Heritage Centre Extension Working Group	<i>E&C</i>	Cheryl Kirby John Gawn		
Ladden Garden Liaison Group	<i>FC</i>	Chris Willmore Cheryl Kirby Ben Nutland Karl Tomasin <i>(KT & TS to agree which attends each meeting)</i> Tony Sharp		
Local Healthwatch South Gloucestershire (formerly Local Involvement Network (LINKs)) <i>(Not currently active (Jan 2023))</i>	<i>E&C</i>	Karl Tomasin (if it meets daytime)		
Local Nature Action Plan joint parishes liaison (Yate, Dodington, Sodbury & Westerleigh)	<i>E&C</i>	Alan Monaghan Chris Willmore		
Priority Neighbourhoods – Yate/Dodington	<i>E&C</i>	Cheryl Kirby		

Community Lead Group		Karl Tomasin
Shopmobility	E&C	Karl Tomasin
Station Road Partnership	E&C	Cheryl Kirby Chris Willmore
Sodbury and Yate Business Association	E&C	Cheryl Kirby Margaret Marshall
South Gloucestershire Ageing Partnership Board	E&C	Sandra Emms Leah Collier
South Gloucestershire Dementia Alliance	E&C	Tony Davis
South Gloucestershire Museum and Heritage Partnership	E&C	Cheryl Kirby Heritage Officer
South Gloucestershire Youth Housing (SGYH) <i>Not currently active (Jan 2023)</i>	E&C	
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	E&C	Chris Willmore
South Gloucestershire & Learning Partnership West	E&C	Tony Davis Chris Willmore
Town and Parish Council Forum	E&C	Town Clerk Cheryl Kirby <i>Send agenda to Mike Drew also</i>
Yate Children's Centre Advisory Board/Cranleigh Court	E&C	Karl Tomasin
Yate and District Transport Forum Formerly know as Friends of Yate Station	P&T	Chris Willmore Karl Tomasin Mike Drew Alan Monaghan Tony Davis <i>(Ruth Davis and Louise Harris)</i>
Yate and District Twinning Association	E&C	Margaret Marshall Ben Nutland
Yate Community Association	E&C	Vacancy Alan Monaghan
Yate Community Plan	E&C or FC	Karl Tomasin
Yate Heritage Centre Events Committee <i>*Reports to Events Sub Committee</i>	*	Cheryl Kirby
Yate Genieri Link	E&C	Margaret Marshall <i>(Send all councillors minutes)</i>
Yate Oral History Group	E&C	Gabriela Miron
Yate Town Centre Strategy Group	E&C	Cheryl Kirby Tony Davis Margaret Marshall Karl Tomasin Chris Willmore

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
29.06.2023	Objection to planning application:P23/01812/TRE withdrawn following correspondence receive from SGC tree officer.	3 members	P&T Committee	P&T Committee 12.09.2023
29.06.2023	Objection to planning application: P23/01758/TRE withdrawn following correspondence received from SGC tree officer.	3 members	P&T Committee	P&T Committee 12.09.2023
29.06.2023	Objection to planning application: P23/01756/TRE withdrawn following correspondence received from SGC tree officer.	3 members	P&T Committee	P&T Committee 12.09.2023
11.07.23	To promote the YTC Climate commitment to the festival audience, the C&P committee agree by email consultation, to donate wildflower seed packets to the festival gift bags – to encourage gardening as a healthy activity, and to enhance local biodiversity - To the value of £150.	3 members	Climate and Planet Sub-Committee	E&C 18/7/23
13.07.23	Councillor Aziz Chowdhry Added to the following sub committee: • Grants and Finance	Existing powers delegated to Clerk		Full Council 05.09.23

28.07.23	<p>Kingsgate Park Refurb project – phase 1 Payment of the following invoices to Childrens Playground (timber refurb):</p> <ul style="list-style-type: none"> - Invoice 1465 to the value of £21,782.48 ex vat - Invoice 1449 to the value of £832.15 ex vat 	3 members	PA&PPSG	Full Council 05.09.23
02.08.23	<p>Learning Partnership West Payment of invoice 02159 to the value of £24,756.49 for Youth Service Commission during the period October 2022 to March 2023. Final invoice for the year 2022/2023, underspend of £2,739.56 will be retained in Youth Provision Earmarked Reserve as funding toward future youth activities. LPW budget for 2023/2024 is £66,032.65.</p>	3 members	E&C Committee	E&C 19.09.23
11.08.2023	<p>Planning comments (from Planning Only meeting scheduled for 8th August 2023) submitted to South Gloucestershire Council</p>	P&T	P&T Committee	P&T 12.09.2023

<p>29.6.23</p>	<p>Revised quotes for the boiler replacement at Armadillo – Using delegated powers an order was placed, no objections received by Climate and Planet, costs as follows: Original quote:</p> <ul style="list-style-type: none"> • Viessmann boiler and associated parts £10,083.32 exc VAT • Bristol Gas & Heating (including electric immersion works) = £4,750 Revised quote: • Viessmann boiler and associated parts £11,202.74p exc VAT • Bristol Gas & Heating (including electric immersion works) = £5,010 <p>Total revised costs £16,212.74</p> <p>Revised costs are within budget:</p> <ul style="list-style-type: none"> • £10,000 from major projects sinking fund earmarked reserves • £6,212.74 from 2023/2024 Building Fund Budget. 	<p>Climate & Planet Sub-Committee</p>	<p>Climate & Planet SubCommittee</p>	<p>E&C 19.09 .23</p>
<p>15.8.23</p>	<p>One of the old fluorescent light units at Poole Court in the Hill Room became faulty; advised that the other two in the room may become faulty in the very near future as they are the same age.</p> <p>Officers recommend using Climate & Planet budget to replace all three lights to LED lights including electrical works test & certificate at a cost of £375.</p>	<p>3 members</p>	<p>Climate & Planet Committee</p>	<p>E&C 19.9.23</p>

<p>13.07.23</p>	<p>Further to Resolution at F&G 13.06.23 below – order placed with contractor for £12,741.00</p> <p><i>Kingsgate Park Toilet Block</i></p> <p><i>It was RESOLVED:</i></p> <ul style="list-style-type: none"> • <i>A timed access system and upgrade to the toilet doors be made at the toilet block in Kingsgate Park, to increase the accessibility and the availability of the toilet facilities in Kingsgate Park;</i> • <i>This work be funded using Community Infrastructure Levy monies received for 2022/2023 up to the maximum cost of £13,519.02, with any surplus funding remaining set aside for Old Yate Projects;</i> • <i>Delegated powers be granted to the Town Clerk to choose the final contractor for the works once the quote deadline of 31 May 2023 has passed;</i> 	<p>Town clerk using delegated powers provided at F&G 13.06.23</p>		<p>E&C 19.09.23</p>
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01.9.23	<p>Kingsgate Park Refurbishment – project documentation</p> <p>It was recommended by email on 01.09.23, that following the installation of phase 2 (Eibe), YTC would commission a second round of drone photography, and potential a fly through film of the new area. Officers to seek costs and present to the PAPSG for consideration.</p>	<p>PAPSG by email on 01.09.2023 – JF, AM in support</p>	<p>PAPSG by email on 01.09.2023</p> <p>and</p> <p>Full Council on 05.09.23</p>	<p>Full Council on 05.09.23</p>
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July 2023 Payments			
Date Paid	Payee Name	Transaction Detail	Total
13/06/2023	Lazy Cow Coffee	Kitchen Stock for resale	£ 229.97
13/06/2023	Lazy Cow Coffee	Kitchen Stock for resale	£ 159.98
06/07/2023	Amazon	Solar Lights	£ 80.97
10/07/2023	Amazon	IT Equipment	£ 29.97
12/07/2023	Amazon	Estates Equipment Parts	£ 15.98
12/07/2023	Amazon	Kitchen Equipment Armadillo	£ 22.99
12/07/2023	Amazon	Wildflower seeds Yate Ageing Better Festival	£ 140.30
13/07/2023	Amazon	Safety Steps	£ 73.98
26/07/2023	Amazon	Armadillo Youth Equipment	£ 5.29
26/07/2023	Amazon	Armadillo Youth Equipment	£ 11.98
26/07/2023	Amazon	Armadillo Youth Equipment	£ 35.85
26/07/2023	Amazon	Armadillo Youth Equipment	£ 25.98
26/07/2023	Amazon	Armadillo Youth Equipment	£ 29.90
26/07/2023	Amazon	Armadillo Youth Equipment	£ 13.27
03/07/2023	Avon Fencing 2000	Compound fencing works	£ 3,540.00
03/07/2023	Avon Local Councils Association	Staff Training	£ 14.00
03/07/2023	Avon Local Councils Association	Staff Training	£ 14.00
03/07/2023	Avon Local Councils Association	Staff Training	£ 14.00
03/07/2023	Avon Local Councils Association	Staff Training	£ 14.00
18/07/2023	Avon Local Councils Association	Staff Training	£ 40.00
19/07/2023	Avon Pension Fund	Monthly Pension Contributions	£ 15,422.20
18/07/2023	Avon Sports Ground Manic Co.	Bowling Green Maintenance	£ 667.80
18/07/2023	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 309.12
18/07/2023	Avonaire Ltd	Air Conditioning Works Armadillo	£ 288.00
03/07/2023	Bank Current Account	Bank Transfer	£ 16,414.23
10/07/2023	Bank Current Account	Bank Transfer	£ 6,052.51
11/07/2023	Bank Current Account	Bank Transfer	£ 8,957.90
18/07/2023	Bank Current Account	Bank Transfer	£ 22,075.72
19/07/2023	Bank Current Account	Bank Transfer	£ 9,828.99
21/07/2023	Bank Current Account	Bank Transfer	£ 14,410.98
25/07/2023	Bank Current Account	Bank Transfer	£ 25,604.76
31/07/2023	Bank Current Account	Bank Transfer	£ 54,967.17
05/07/2023	Barclays	Bank Charge	£ 101.00
05/07/2023	Barclays	Bank Charge	£ 8.50
18/07/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 19.57
18/07/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 462.24
18/07/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 175.68
18/07/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 238.22
18/07/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 267.42
03/07/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 95.19
03/07/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 167.53
18/07/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 70.88
18/07/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 62.18
03/07/2023	British Telecom Payment Service	Telephone line rental charges	£ 4.60
03/07/2023	British Telecom Payment Service	Telephone line rental charges	£ 6.18
24/07/2023	British Telecom Payment Service	Phone and Broadband charges	£ 140.64
18/07/2023	BS1 Fire & Security Ltd	Building Security	£ 380.40
18/07/2023	BS1 Fire & Security Ltd	Building Security	£ 114.00
03/07/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 198.84
18/07/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 62.95
18/07/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 158.02
25/07/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 226.62
03/07/2023	Clr C Willmore	Friends of Frome Insurance paid on behalf of group to be met from grant funds held by YTC on behalf of group	£ 180.10
23/07/2023	CNH Industrial	Estates Vehicle Lease Payment	£ 1,171.91
07/07/2023	Credit Card Account	Bank Transfer	£ 1,972.08
06/07/2023	Disclosure and Barring Service	Staff DBS Check	£ 13.00
12/07/2023	Disclosure and Barring Service	Staff DBS Check	£ 13.00
25/07/2023	ELITE HYGIENE SERVICES LTD	Blocked Drain repairs	£ 674.40
18/07/2023	Fuelgenie Business Accounts	Fuel for Estates Vehicles	£ 384.05
25/07/2023	G.B.Sport & Leisure	Play area Equipment	£ 1,755.65
18/07/2023	Harrison Flagpoles	Flagpoles for Town Council Buildings	£ 780.00
18/07/2023	Harrison Flagpoles	Flagpoles for Town Council Buildings	£ 1,020.00

18/07/2023	Harrison Flagpoles	Flagpoles for Town Council Buildings	£ 1,020.00
18/07/2023	Harrison Flagpoles	Flagpoles for Town Council Buildings	£ 1,020.00
21/07/2023	HMRC	Monthly Tax/NI Contributions	£ 14,286.86
25/07/2023	Horders	Electrical Works	£ 180.00
18/07/2023	Hunts Foodservice Ltd	Kitchen Stock for resale	£ 107.33
13/07/2023	Imprest Account	Bank Transfer	£ 1,485.02
25/07/2023	J Hollister Hardware	Estates Maintenance Materials/Equipment	£ 78.38
25/07/2023	LANDCARE	Plants and shrubs Community Garden	£ 600.60
12/07/2023	Lex Autolease Ltd	Estates Vehicle Lease Payments	£ 249.74
25/07/2023	MELCOURT INDUSTRIES LTD	Play bark - Parks/Play Areas	£ 6,258.00
03/07/2023	Merediths	Hanging Baskets Town Council Properties	£ 280.00
27/07/2023	Morrisons	Kitchen Stock for resale	£ 13.28
25/07/2023	Motion Picture Licensing Co.	MPLC Licence Armadillo	£ 257.46
03/07/2023	Murray Hire Ltd	Estates Staff PPE	£ 79.78
25/07/2023	Murray Hire Ltd	Estates Staff PPE	£ 68.64
13/07/2023	Myhrtoolkit Limited	IT Software Subscription	£ 132.00
25/07/2023	NORTHAVON BLINDS	Blinds at Armadillo	£ 279.12
18/07/2023	One Stop Cleaning Shop	Cleaning Materials	£ 768.33
25/07/2023	One Stop Cleaning Shop	Cleaning Materials	£ 21.60
03/07/2023	P G RUSSELL AGRICULTURAL/GARD	Ground Works at YOSC	£ 6,204.00
18/07/2023	P G RUSSELL AGRICULTURAL/GARD	Gates and Fencing	£ 2,754.00
18/07/2023	P G RUSSELL AGRICULTURAL/GARD	Brimsham Pond Works	£ 1,872.00
20/07/2023	Petty Cash	Petty Cash Top Up	£ 92.72
31/07/2023	Petty Cash	Petty Cash Top Up	£ 160.74
31/07/2023	Petty Cash	Petty Cash Top Up	£ 146.98
03/07/2023	ProfitReach	Website Support	£ 104.40
25/07/2023	ProfitReach	Website Support	£ 178.80
11/07/2023	Public Works Loan Board	Repayments YOSC Multi Activity Building	£ 8,957.90
25/07/2023	Raycox Turf Ltd	Topsoil	£ 90.00
25/07/2023	Re-Energize	Event Management Fees	£ 5,463.00
03/07/2023	Relyon Guarding & Security Ser	Building Security	£ 45.00
18/07/2023	Rexel Uk Ltd	Lighting	£ 19.03
18/07/2023	S.T.ONE Electrical Services	Electrical Works	£ 850.00
18/07/2023	SHB Hire Ltd	Estates Vehicle Lease Payments	£ 796.56
03/07/2023	Society of Local Council Clerk	Staff Training	£ 42.00
10/07/2023	South Glos Council	Business Rates	£ 2,138.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 2,662.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 131.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 117.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 131.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 131.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 131.00
10/07/2023	South Glos Council	Business Rates Town Council Properties	£ 131.00
13/07/2023	South Glos Council	Business Rates	£ 225.00
20/07/2023	South Glos Council	Business Rates	£ 212.00
20/07/2023	South Glos Council	Business Rates	£ 519.00
03/07/2023	South Gloucestershire Council	Cleaning Town Council Properties	£ 2,306.47
25/07/2023	South Gloucestershire Council	Business Rates Heritage Centre	£ 0.50
25/07/2023	South Gloucestershire Council	Town Council Vehicles maintenance SLA	£ 449.39
25/07/2023	South Gloucestershire Council	Cleaning Town Council Properties	£ 2,306.47
31/07/2023	Staff Salaries	Monthly Staff Salaries	£ 55,692.93
18/07/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 325.92
18/07/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 76.16
18/07/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 41.22
18/07/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 140.41
18/07/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 104.41
18/07/2023	T H White Ltd	Estates Vehicles Maintenance/Repair	£ 3,727.47
25/07/2023	Tel Group Ltd	Telephone line rental charges	£ 98.36
20/07/2023	Telefonica 02 UK Limited	Mobile phone sim only contracts	£ 285.91
18/07/2023	The Boundary Magazine	Advertising/Marketing Yate Ageing Better Festival	£ 69.00
18/07/2023	The Bristol Pest Controller	Pest Control Parks	£ 196.20
18/07/2023	Trade UK	Estates Maintenance Materials/Equipment	£ 529.85
18/07/2023	TRAVIS PERKINS TRADING COMPANY	Estates Maintenance Materials/Equipment	£ 122.22
14/07/2023	Ultion Locks	Replacement Keys Town Council Buildings	£ 85.95
18/07/2023	Upper Limits UK	Staff First Aid Training	£ 520.00

18/07/2023	Verde Recreo Ltd	All Weather Surface Maintenance - YOSC	£ 446.26
05/07/2023	Victoria Westlake Flowers	Flowers for member of community	£ 35.00
03/07/2023	Virgin Media Payments Ltd	Wi fi charges	£ 56.40
18/07/2023	Virgin Media Payments Ltd	Wi fi charges	£ 48.00
18/07/2023	Virgin Media Payments Ltd	Wi fi charges	£ 56.40
25/07/2023	Virgin Media Payments Ltd	Broadband Charges	£ 56.40
03/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 446.97
03/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 193.43
03/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 89.40
03/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 79.88
25/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 796.50
25/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 112.19
25/07/2023	Water2Business	Water/Sewerage Town Council Properties	£ 278.10
03/07/2023	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,238.06
25/07/2023	West Mercia Energy	Gas/Electric Town Council Properties	£ 3,481.84
25/07/2023	Yate Supplies	Cleaning Materials	£ 75.70
25/07/2023	Yate Supplies	Cleaning Materials	£ 504.49



South Gloucestershire Council
Badminton Road
Yate BS37
5AF

Date: 7th July 2023
Our Ref: Consultation27/2023
Tel: 01454 866506
E-mail: info@yatetowncouncil.gov.uk

Dear Sir or Madam,

Street Trading Fees 2023/24 Consultations – Yate Town Council Response

In response to the above consultation, Yate Town Council would like to submit the following response :

Yate Town Council strongly objects to the charge of £171.30 for community groups. Other local authorities such as Cornwall and Wiltshire Councils are not charging a fee to community groups, which is essentially a burden and a bureaucratic barrier to the good work of community groups and voluntary sector; this hindrance poses a risk to future viability of community groups and their financial stability.

Many community groups are supported by SGC grants (e.g., MAF, Area Wide Funding etc.); this grant money received by community groups would likely be eaten up in licencing fees charged by SGC which seems ludicrous. In addition, the whole process of applying for a licence is bound to be off-putting to some community groups and volunteers, certainly to those with less time, or skillset to navigate the process; these groups may wonder why they are bothering!

To lessen the potential impact on the voluntary and community sector, we strongly encourage SGC to adopt an alternative model (such as Cornwall and Wiltshire Councils) and to implement a free system (perhaps by exchange of letter). We also suggest that SGC contacts the town and parish council sector for assurances on community group status if SGC is unsure on whether applicants are genuine community bodies.

Yours Faithfully

Hayley Townsend
Town Clerk