

# Yate Town Council

## Finance and Governance Committee

### 2<sup>nd</sup> February 2021 from 6.30pm until 7.45pm

## 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 Cheryl Kirby – Chair

Councillors John Davis, Mike Drew, Jane Price, John Serle, Karl Tomasin and Chris Willmore.

Town Clerk and Deputy Town Clerk/RFO.

### **Minute 1. Apologies for Absence**

Apologies for absence were received from Councillors John Ford and Ben Nutland. Councillors Margaret Marshall and John Emms were not present.

### **Minute 2. Members Declarations of Interest Under the Localism Act 2011**

Declarations of interest under the Localism Act 2011 were received from:

Councillor John Serle	Yate & District Bowling Club
Councillor Karl Tomasin	Yate & District Bowling Club

### **Minute 3. Requests for Dispensation**

No requests for dispensation were received.

#### **Minute 4. Public Participation Session with Respect to Items on the Agenda**

No members of the public were present.

#### **Minute 5. Previous Minutes of the Finance and Governance Committee Meeting held on 1<sup>st</sup> December 2020**

**RESOLVED** The minutes of the Finance and Governance Committee meeting held on 1<sup>st</sup> December 2020 were received and approved as a true and accurate record.

#### **Minute 6. Recommendations from the Environment and Community Committee meeting held on 19<sup>th</sup> January 2021**

It was **NOTED** that no recommendations were received from the Environment and Community Committee meeting held on 19<sup>th</sup> January 2021.

#### **Minute 7. Decisions Made Between Meetings Using Delegated Powers in Consultation with the Finance and Governance Committee Via Email**

It was **NOTED** that the following decisions have been made using delegated powers in consultation with the Finance and Governance Committee via email after the Finance and Governance Committee meeting held on 1 December 2020.

- a) the following decision made using delegated powers in consultation with the Staffing and Governance Sub-Committee via email:
  - the Service Support team structure has been amended (within budget) following the resignation of one Service Support Assistant and the need to strengthen the team when the current Service Support Manager commences the role of Deputy Town Clerk on 1<sup>st</sup> April 2021.

The Service Support team structure (with effect from 1<sup>st</sup> April 2021) is as follows:

- 1x FTE Senior Service Support Officer (Hay 8);
- 1.7 FTE Service Support Assistants (Hay 10).

#### **Minute 8. Sealing and Signing of Town Council Documents**

It was **NOTED** that the following documents have been signed or sealed and signed:

- JCT Minor Works contract between Yate Town Council and MD Group for the fit out of the Multi Activity Building at YOSC in the sum of £39,046:

- 6 x sim only 12 month contracts with O2 for staff mobile phones at £7.20 per month each;
- ASMC annual contract for maintenance of Sunnyside bowling green;
- One year service contract with South Gloucestershire Council for the maintenance of open spaces in Yate;
- S106 funding agreement for the 'YOSC Disability Equipment Project'.

## **Minute 9. Accounts/Finance**

### **9.1 Accounts for Payment**

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

### **9.2 Bank Reconciliations**

It was **NOTED** that bank reconciliations to 31 December 2020 have been viewed and agreed by Councillor Ben Nutland.

Thanks were extended to Councillor Ben Nutland.

### **9.3 Fundraising**

It was **NOTED** that further to applications having been made to the Government's Covid-19 grant funds, being administered by South Gloucestershire Council, Yate Town Council has received a total of £30,338 since the end of November to date.

### **9.4 Income and Expenditure Report to 31 December 2020**

The Finance and Governance Committee **RECOMMEND** that the Income and Expenditure report to 31 December 2021 be approved. (Appendix 1)

### **9.5 Insurance**

#### **(a) Fidelity Insurance**

It was **NOTED** that the level of fidelity insurance cover for Members and employees currently stands at £5m. Bank balances stood at £1,755,245.09 as at 31 December 2020. The annual precept for 2021/2022 will be paid in two halves, April, and September, in the sum of £699,251 per half year.

**RESOLVED** To retain the current level of fidelity insurance at £5million.

### **9.6 Investments as at 31 December 2020**

It was **NOTED** that Yate Town Council investments as at 31 December 2020 were held as follows:

- £416,118.50– 33 Day Notice Triodos Bank Account (variable interest, currently 0.10%);
- £394,620.13 Nationwide Business Instant Saver (variable interest, currently 0.05%);
- £99.84 – Co-Operative Bank Current Account (variable interest, payable only on balances over £2,000);
- £280,532.05 Nationwide 95 Day Saver Account (variable interest currently 0.25%)
- £3,000 – Barclays Bank Current Account (no interest);
- £2,500 - Barclays Bank Imprest Account (no interest);
- £158,374.57- balance of funds – Barclays Bank Instant Access Savers Account (variable interest rate currently 0.01%);
- £500,000.00 - CCLA Public Sector Deposit Fund. (variable – yield as at 30.09.20 was 0.0424%

All Yate Town Council funding being allocated to its ongoing operations.

## 9.7 Loans

It was **NOTED** that:

- loan for the Multi Activity Building at YOSC has now been drawn down in the sum of £170,000;
- with a fixed interest rate of 1.01%;
- repayable over a period of 10 years;
- with repayments set at £8,957.90 every six months commencing in July 2021.

## 9/8 Special Expenses

It was **NOTED** that further to minute number 15/1 of the Finance & Governance Committee meeting held on 1 December 2020, correspondence has been submitted to South Gloucestershire Council challenging some of the Special Expense charges made on Yate residents and that a response is awaited.

## 9.9 Direct Debit and Standing Orders

**RESOLVED** An additional Direct Debit be agreed, having been entered into since the last report of Direct Debits and Standing Orders resolved by council, as shown below:

- 6 x sim only 12-month contracts with O2 for staff mobile phones at £7.20 per month each:

## Minute 10. Premises

### 10.1 Rates

It was **NOTED** that:

- further to investigations undertaken with South Gloucestershire Council regarding the empty Celestine room at Poole Court previously leased to Age UK, South Gloucestershire Council has agreed a 3 months exemption from empty property rates exemption will be applied and a refund given.

## 10.2 Bookings

It was **NOTED** that in line with the national restrictions which came in to force on 4<sup>th</sup> January 2021, all Town Council venues and sports facilities for hire are currently closed unless hire falls within the permitted activities.

Permitted activities currently taking place at Town Council venues are:

- Specific youth support groups at the Armadillo.

This will be reviewed on the 'tier' announcement at the end of the 6-week lockdown period.

## 10.3 YOSC

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

## 10.4 Government's Planned Vaccination Programme

It was **NOTED** that further to the offer of specific Yate Town Council sites for use as part of the government's planned vaccination programme, the following correspondence had been received from the Mass Vaccination Programme Lead:

*'Thank you very much for your offer of Yate Town Council. We are collating a list of premises that are being offered as we will be looking to offer more vaccinations in community settings as the vaccination programme ramps up. Thank you again for your offer and please be assured that we will be in touch again should we need an additional venue in Yate.'*

## Minute 11. Sub Committees and Working Groups

### 11.1 Staffing and Governance Sub-Committee

#### a) Staffing

It was **NOTED** that:

- the next meeting of the Staffing and Governance Sub Committee is due to take place on 22<sup>nd</sup> February 2021; (Time to be agreed)
- two flexible working requests have been received from the Service Support Assistant and Finance Assistant and are being handled in accordance with the Flexible Working Policy;
- Interviews for the Business Manager/RFO post are taking place on 10 February 2021.

## **b) Governance**

The minutes of the Priorities and Strategy Scrutiny Working Group meeting held on 18 January 2021 were received and **NOTED**. (Appendix 2)

### **11.2 IT**

#### **(a) Website Review Sub-Committee**

It was **NOTED** that the new website (Phase 1) launch is due to take place on 1<sup>st</sup> March 2021. A project timeline for Phase 2 will then be agreed. *(Phase 1 is a new style website with information from the previous website carried over. Phase 2 will be updated, redesigned and new pages)*

#### **(b) Integra Agreement**

It was **NOTED** that using delegated powers awarded to the Clerk to place an order for emergency expenditure up to £10,000, whether or not there is any budgetary provision, in cases of extreme risk to the delivery of council services; an order is to be placed with Integra for a new internet connectivity upgrade to ensure continuity of internet provision via Integra.

## **Minute 12. Town Council Outside Bodies Which Report to the Finance and Governance Committee**

### **12.1 ALCA Regional Committee**

It was **NOTED** that the date of the next meeting is to be advised.

### **12.2 NALC Larger Councils' Group**

It was **NOTED** that NALC's Larger Councils Committee meeting was due to be held 19<sup>th</sup> January 2021. Minutes yet to be circulated.

## **Minute 13. Consultations (Paper copies of all consultations are available to view in the Town Council office)**

### **13.1 Current Consultations**

It was **NOTED** that no consultations had been received for consideration.

### **13.2 Urgent Consultation Documents**

No urgent consultation documents were received.

It was **NOTED** an urgent meeting to discuss the B&Q site has been set for Friday 5 February 2021 between 2pm - 4pm.

It was further reported that Ellandi, investors of Yate Shopping Centre, will be contacting the Town Clerk to request a meeting with Yate Town Council.

### **13.3 Consultation Responses**

No consultation responses were reported.

## **Minute 14. YOSC Athletics and Track Facility Project Steering Group**

### **14.1 Project Steering Group**

It was **NOTED** that:

- Although the site has full accreditation, one unit has not been fully signed off; an in-field lighting survey is required. Due to recent wet weather this has been further delayed and is being scheduled for week commencing 5<sup>th</sup> February (weather permitting);
- High Jump wear cover sheet has arrived; pole vault wear cover sheet is expected by the end of February.

## **Minute 15. Items for Discussion and Approval**

It was **NOTED** that, to enable focus of the meeting, items for discussion and approval within the Clerk's Report have been collated under item 15 for consideration.

### **15.1 Community Infrastructure Levy (CIL)**

A list of CIL funding was received for consideration and it was **RECOMMENDED** that the CIL money listed in appendix 3 be allocated to fund the following:

- The full cost of kitchen at YMCA up to £15,000;
- Public Wi-fi to be installed in all Yate Town Council operated buildings; cost to be established;
- Rhino ramp up to £10,000;
- With the balance of funding being allocated for net zero carbon work in the Yate Town Council community buildings.

### **15.2 Leases**

#### **a) Yate Men's Shed**

Correspondence from Yate Men's Shed in relation to the lease at the Parish Hall was received. (Appendix 4)

#### **RESOLVED:**

- A further three year lease and funding agreement based upon the current arrangements be extended to Yate Men's Shed allowing the charity to plan

- and rebuild after the interruption caused by the pandemic;
- A request be made for Yate Men's Shed to help the council where it can with the planned garden and space between the YMCA and Parish Hall proposals.

## b) **CVS**

It was **NOTED** that further to the Finance & Governance Committee meeting held on 1 December 2020, correspondence was sent to CVS in relation to their room enquiry and no response has yet been received.

## 15.3 **Grants & Finance Sub-Committee**

### a) **COVID-19 Battle Fund**

It was **NOTED** that:

- Covid-19 Battle Fund grants have been awarded to 1625 Independent People and The Willow Tree, leaving a balance of £930.23 in the Covid-19 Battle Fund.
- The £1,000 emergency grant funding is still available;
- All organisations, as required to date, have complied with the condition of the Covid-19 grants, by completing monitoring forms and submitting relevant copy invoices; apart from one successful applicant. Despite numerous emails and a Facebook request having been sent, no completed monitoring form has been received. This organisation also cannot be contacted by phone, as they not receiving calls due to the Covid lockdown, despite currently being operational.

### **RESOLVED:**

- Given evidence shown, it is obvious that the Covid-19 grant awarded was used for the proposed purposes by the organisation that has not responded to the request for monitoring forms; no further follow up be made. However, consideration be given to future applications from this organisation in the light of this;
- The Yate Town Council 2021/2022 grants to be applied to both the normal grant round and Covid-19 applications.

### b) **General Grant Application**

A grant application was received from Cotswold Edge District Scout Council and considered.

### **RESOLVED:**

- Cotswold Edge District Scout Council be advised that Yate Town Council would like to assist with their project and will grant aid from remaining grant money left at the end of the financial year, along with any balance of Mayor's funds unused and returned to Yate Town Council. To advise that Yate Town Council expect to be able to award in excess of £2,000 with a request that the funding be used towards the cost of environmental elements within the proposed project;
- The Cotswold Edge District Scouts Group be further asked to provide the following information:

- how they anticipate making up any shortfall in funding they cannot raise via fundraising;
- when is all the funding required by and what would be the effects to the timeline be if there was a funding shortfall
- if they have costed the best eco within the works that they can.

## 15.4 Scrutiny

Further to a recent meeting of the Priorities and Scrutiny Working Group, it was **NOTED** that a review had been undertaken of items reported to the Finance & Governance Committee.

**RESOLVED** The following items no longer to be received by the committee on a quarterly basis but to now be reported annually at year end:

- Investments report;
- Fundraising report;
- Earmarked Reserves report.

## Minute 16. Confidential Items

### 16.1 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.

### 16.2 Sunnyside Bowling Facility

Confidential appendix 5 was received and considered.

#### **RESOLVED:**

- The meeting return to open session.
- To assist the bowling club to plan and rebuild after the interruption caused by the pandemic, Yate Town Council wish to do everything to assist by offering the following options to Yate & District Bowling Club for one year (2021/2022) for consideration:
  - 1) A six-month license at a cost of £14,000 less £5,000 grant; or
  - 2) A full year's license at a cost of £21,078 less £5,000 grant;
  - 3) No license be entered into for 2021/2022 which would result in exclusive use not being granted to the bowling club and fees charges for matches, league matches and use of the bowling pavilion, the bowling club to be advised of fees;
  - 4) Delegated powers be awarded the Clerk in consultation with Councillors John Davis, Cheryl Kirby, and John Serle to decide the fees for the league match

charges;

5) Ensure any claims that can be made regarding Covid-19 claims are followed up.

**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.

### **16.3 Service Level Agreements**

Confidential appendix 6 was received and considered.

#### **RESOLVED:**

- The meeting return to open session.
- A one year funding agreement be granted to Citizens Advice South Gloucestershire (CASG) in the sum of £8,000.
- CASG be asked to contact Yate Town Council again in November 2021, during its budget setting period, to advise of the outcome of the South Gloucestershire Council review, to advise if there is any shortfall in its funding.

### **Minute 17. Consideration of Impact of Decisions on Climate and Waste**

The meeting considered whether there were any impacts on climate and waste following decisions taken during the meeting and **NOTED** the following:

- The Community Infrastructure application of funds to Yate Town Council's net zero carbon work;
- The support of the Scouts around equality and money to assist in making the new building greener;
- Support of the Yate Men's Shed in its training of people in using items that may otherwise be thrown away in making things, recycling.

**MEETING CLOSED**