

# Yate Town Council

## Finance and Governance Committee

### 30<sup>th</sup> March 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 Emms, John Ford, Mike Drew, Margaret Marshall, Karl Tomasin and Chris Willmore.

Town Clerk and Deputy Town Clerk/RFO.

One member of the public.

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

Apologies for absence were received from Councillors Ben Nutland and John Serle. Councillors John Davis and Jane Price 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 Karl Tomasin	Yate & District Bowling Club
Councillor John Ford	YOSC

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

No requests for dispensation were received.

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

One member of the public was present.

#### **Minute 5. Previous Minutes of the Finance and Governance Committee Meeting held on 2<sup>nd</sup> February 2021**

**RESOLVED** The minutes of the Finance and Governance Committee meeting held on 2<sup>nd</sup> February 2021 were received and approved as a true and accurate record.

#### **Minute 6. Recommendations from the Environment and Community Committee meeting held on 9<sup>th</sup> March 2021**

It was **NOTED** that no recommendations were received from the Environment and Community Committee meeting held on 9<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 2 February 2021.

- Covid-19 Battle Fund payment to Sodbury and Yate Clean Up grant for £250;
- Proposal to pursue Funding Agreements as opposed to old Service Level Agreements for grant funding awarded to Citizens Advice South Gloucestershire and other organisations under such arrangements;
- To agree amended Bowling club license to reflect 6 months usage and:
  - offer the license as amended to Yate and District Bowling Club;
  - ask the bowling club to complete a grant application form to formalise the process for the £5,000 grant;
  - pay the £5,000 grant as offered in 2 sums corresponding to payment received from the bowls club.

The following decisions have been made using delegated powers in consultation with the Full Council via email:

- Permission given for the Lateral Flow Testing booking at the Parish Hall / YMCA to take place up to end of June 2021.

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

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

- 1 x sim only 12-month contract with O2 for service support mobile phone at £7.20 per month;
- S106 funding agreements with South Gloucestershire Council for Millside and YOSC Drainage in the sums of £45,155.77 and £64,876.00 respectively;
- The This Is Your Heritage Indian Stories agreement with South Gloucestershire Council;
- The Funding Agreement with South Gloucestershire Council for Heritage Education Workshop Services

## **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**. (Appendix 1)

### **9.2 Fundraising**

The annual fundraising report was received and **NOTED**. (Appendix 2)

### **9.3 Investments - CCLA Public Sector Deposit Fund**

An update regarding the CCLA Public Sector Deposit Fund was received and **NOTED**. (Appendix 3)

## **Minute 10. Premises**

### **10.1 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 remain 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;
- Tennis for schools at Sunnyside Tennis Courts (after school session 1 x court twice a week for 3 weeks in March);
- South Gloucestershire Council Community Learning Class at Poole Court;
- Lateral Flow Covid-19 Testing at the Parish Hall, with associated use of the YMCA, Yate;
- Weddings for up to 6 guests can take place. Awaiting bookings from South Gloucestershire Council Registrars.

To be reviewed under the Government's road map out of lockdown, Step 2 – not before 12<sup>th</sup> April 2021, which could see the re-opening of Community Centres with restrictions.

## **10.2 Leases**

It was **NOTED** that correspondence has been received from CVS to advise that they will not be proceeding with their original enquiry at this moment in time but retain their interest and have intentions to proceed in the next year. CVS has asked that if the room they seek is being enquired after by others, to let them know.

## **Minute 11. Sub Committees and Working Groups**

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

#### **a) Grants 2020/2021**

It was **NOTED** that:

- the 2021 general grants round and the availability of Covid-19 Battle grant funding have now been advertised on the Yate Town Council website and announced via social media;
- the general grant funding application closing date is midday on Friday 25<sup>th</sup> June 2021.

#### **b) Funding Agreement**

It was **NOTED** that in line with minute number 16.3 of the Finance & Governance Committee meeting held on 2 February 2021, a funding agreement has been sent to Citizens Advice South Gloucestershire (CASG) for signature and return. We are currently waiting for this document to be signed on behalf of CASG and returned to enable payment of the 2021/2022 grant to be made to this organisation.

### **11.2 Staffing and Governance Sub-Committee**

#### **a) Staffing**

The following was **NOTED**:

- Interviews took place for the vacant Service Support Assistant role (31 hours) on Friday 12 March 2021 and appointment made, subject to recruitment checks. Start date anticipated as 19<sup>th</sup> April 2021 and at that point, the other Service Support Assistant will begin working 30 hours per week;
- Interviews took place for the Finance Manager/RFO post on Tuesday 22 March and the position had been offered and accepted by the successful applicant; commencement date is the 19 April 2021;
- Further to a flexible working request from the Finance Assistant, the request has been granted on a job-share basis, subject to a 6-month trial to enable recruitment to the other part of the role and to ensure no adverse effects on service delivery.

### **11/3 Avon Pension Fund**

It was **NOTED** that correspondence from Avon Pension Fund, previously circulated to Members on 17 February 2021, advises that Government has issued a Direction disapplying the exit payment cap and will revoke the exit cap regulations in due course, they will however legislate again to tackle unjustified exit payments.

### **11/4 IT - Website Review Sub-Committee**

It was **NOTED** that:

- the new Yate Town Council website has been launched and is currently being checked;
- there is a 30-day window for corrections to be made by the website consultant at no cost; any anomalies to be reported to the Service Support team.

Thanks were extended to staff who worked on the new website.

## **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 the draft minutes of NALC's Larger Councils Committee meeting held on 19<sup>th</sup> January 2021 were circulated on 23<sup>rd</sup> March 2021.

## **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 at the time the agenda was circulated.

### **13.2 Urgent Consultation Documents**

It was **NOTED** that:

- Western Power Distribution (WPD) second draft Business Plan and an accompanying consultation was circulated to Members on 25 March 2021 with a closing date for consultation responses of 25th April 2021.
- A 12-week call for evidence about how remote meetings have been used has been published and councils are strongly urged to respond. Information in relation to this was circulated to members on 29 March 2021.

**RESOLVED** Councillor Chris Willmore to prepare a response to the 12 week call for evidence about remote meetings, prior to the deadline of 17th June.

### **13.3 Consultation Responses**

No consultation responses were reported.

## **Minute 14. 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 14 for consideration.

### **14.1 Accounts / Finance**

#### **(a) Direct Debit and Standing Orders**

**RESOLVED:**

- 1) the use of Direct Debits, Standing Orders and BACS payments be approved;
- 2) an up-to-date listing of Direct Debit and Standing Order payments was received and approved. (Appendix 4)

#### **(b) Payroll Limit**

It was **NOTED** that:

- the limit set for monthly pay is currently £80,000;
- no increase has taken place in the past year despite pay rises being implemented;
- additional staff are being engaged shortly.

**RESOLVED** The monthly payroll payment limit be increased to £95,000 pcm (to include pension and NI payments).

#### **(c) Special Expenses**

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

A response from South Gloucestershire Council was received and considered. (Appendix 5)

**RESOLVED** Correspondence be sent to South Gloucestershire Council to ask for the list used to calculate the 2021/2022 bus shelter charges as opposed being made to wait until next year before receiving it; and sight of the maintenance map detailing the areas maintained within Yate Town Council area and details of the maintenance type as soon as possible.

## **14.2 Premises**

### **(a) Rates**

A report in connection with business rates relief was received and considered. (Appendix 6)

**RESOLVED** Having investigated whether there are ways to significantly reduce the council's business rates and in consideration of the importance of democratic control by Yate Town Council, it be agreed to appoint Goodman Nash to review the council's business rates.

### **(b) Sunnyside Bowling Facility**

#### **i) Facility Licence**

It was **NOTED** that further to minute number 16.2 of the Finance & Governance Committee meeting held on 2 February 2021:

- Yate & District Bowling Club has advised they have agreed to enter the six month licence for 2021 at a cost of £14,000 less £5,000 grant for the 2021 season to assist them in rebuilding following the pandemic;
- A revised 6-month licence has been sent to the Bowling Club along with a grant application form for completion and return;
- The Bowls Club is not intending to open for public bookings until 21<sup>st</sup> June.

#### **ii) Alcohol Licence**

Further to receiving a written request submitted from Yate & District Bowling Club in accordance with item 5.1 of the license, requesting permission to sell alcohol at Sunnyside Pavilion the meeting, it was **RESOLVED**:

- the permission for the 2021 licence be granted;
- the rates position for the Sunnyside site be investigated;
- As the bowl's facility is half of the business rate, then Yate Town Council pays half the charge for the licence fee.

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

Further to minute number 9/3 (a) of the Finance & Governance meeting minutes dated 2 February 2021, the meeting received and considered an update from the Cotswold Edge

District Scout Council. (Appendix 7)

**RESOLVED** Consideration to be given to any future application received in the next grant round should further funding be required.

## **Minute 15. Confidential Items**

### **15.1 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.

The member of the public left the meeting.

### **15.2 Confidential Items**

#### **(a) Bank Accounts**

A up to date list of financial organisations used by Yate Town Council along with authority settings was received and considered. (Confidential Appendix 8)

#### **RESOLVED**

- The meeting return to open session;
- Yate Town Council to continue with existing financial organisations and authorisations;
- An ethical review be undertaken of the current banking arrangements in the next year.

#### **(b) YOSC**

**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.

The confidential minutes of the YTC internal YOSC Liaison group meetings held on 5<sup>th</sup> March and 11<sup>th</sup> March 2021 and further information in relation to the proposal contained within the minutes were received. (Appendix 9a & confidential appendices 9b, 9c, 9d & 9e).

It was **NOTED** that the Multi-Use Activity Building would be managed by Yate Town Council on an interim basis until such time as the negotiations have concluded with YOSC Ltd over site management of YOSC.



**RESOLVED:**

- The meeting return to open session;
- Hire rates be set to:
  - £23ph + VAT general public
  - £11.50ph + VAT community rate
  - for the period that Yate Town Council operates the MAB site.
- Confidential appendix 9e (created to look at a forward projection of council finances for a 12 year period), be circulated to all councillors, to ask if this provides the information needed for members to take the critical decisions in order to commit to future proposals.

Thanks were relayed to the Deputy Town Clerk/RFO for all her hard work in preparing the 12 year forecast.

**(c) Lease Arrangements – Yate Men’s Shed**

**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.

A confidential update in relation to the lease arrangements with Yate Men’s Shed for the Parish Hall was received and **NOTED** (Confidential Appendix 10)

**RESOLVED:**

- The meeting return to open session.
- Key arrangement requests be agreed subject to them being securely monitored by Yate Men’s Shed;
- Officer support be provided to Yate Men’s Shed in completing grant applications in the initial stages for a period of up to 3-6 months as time limited support.

The council recognised and acknowledged the work and input of Steven Ring who was instrumental in the creation and set up of Yate Men’s Shed.

**Minute 16. 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** that the review of the banking arrangement to be undertaken in the next year will be relevant to climate and waste reduction.

**MEETING CLOSED**

## Payments made between 1st and 28th February 2021

Date Paid	Payee Name	Transaction Detail	Total
01/02/2021	Amazon	Estates Staff uniform	£ 23.97
01/02/2021	Disclosure and Barring Service	DBS check	£ 13.00
04/02/2021	Barclays	Bank Charges	£ 35.50
04/02/2021	Barclays Bank	Bank Charges	£ 6.35
08/02/2021	British Telecom Payment Servic	Phone charges	£ 15.16
08/02/2021	O2 mobile phone top up	O2 mobile phone top up	£ 10.00
08/02/2021	O2 mobile phone top up	O2 mobile phone top up	£ 10.00
09/02/2021	Disclosure and Barring Service	DBS check	£ 13.00
09/02/2021	Myhrtoolkit Limited	IT software subscription	£ 108.00
12/02/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 7.20
12/02/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 605.80
12/02/2021	Catering Tech Services Ltd	Dishwasher Service Pop Inn Café	£ 165.60
12/02/2021	Catering Tech Services Ltd	Dishwasher maintenance	£ 360.00
12/02/2021	Co - op bank current account	Bank Transfer	£ 10.00
12/02/2021	Connected Light	LED Lighting	£ 1,208.26
12/02/2021	High Speed Training Limited	Staff Training	£ 556.20
12/02/2021	Imprest Account	Bank Transfer	£ 564.67
12/02/2021	KOMPAN LIMITED	Play Area Equipment	£ 351.64
12/02/2021	Murray Hire Ltd	Hire of estates equipment	£ 43.20
12/02/2021	PAB Services	Equipment mainteance Pop Inn Café	£ 96.00
12/02/2021	PEAC (UK) Ltd	Photocopier lease	£ 643.20
12/02/2021	PPL Music Licence	Music Licecne Town Council Properties	£ 121.85
12/02/2021	SHB Hire Ltd	Estats Vehicle Lease	£ 437.10
12/02/2021	South Gloucestershire & Stroud	Staff Training	£ 250.00
12/02/2021	South Gloucestershire Council	Payroll bureau services	£ 483.48
12/02/2021	South Gloucestershire Council	IT Equipment	£ 1,442.40
12/02/2021	South Gloucestershire Council	IT Equipment	£ 721.20
12/02/2021	South Gloucestershire Council	IT Support	£ 561.82
12/02/2021	South Gloucestershire Council	HR Support	£ 219.60
12/02/2021	South Gloucestershire Council	HR Support	£ 10.80
12/02/2021	Water2Business	Water/Sewerage	£ 605.84
12/02/2021	West Mercia Energy	Gas/Electrict Town Council Properties	£ 2,562.53
16/02/2021	Picture mounts online	Poole Court Artwork	£ 12.38
17/02/2021	Reach PLC	Recruitment Advertising	£ 180.00
17/02/2021	South Glos Council	Vehicle charge - SGC	£ 35.00
19/02/2021	Bank Current Account	Bank Transfer	£ 13,781.69
19/02/2021	Pension Contributions Jan 21	Month pension contributions	£ 13,781.69
19/02/2021	Tax/NI Contributions Jan 21	Tax/NI Contributions Jan 21	£ 11,593.88
22/02/2021	Bank Current Account	Bank Transfer	£ 12,353.10
22/02/2021	South Glos Council	Business Rates Pop Inn Cafe	£ 706.00
22/02/2021	Telefonica O2 UK Limited	Mobile phone services	£ 53.22
23/02/2021	Bank Current Account	Bank Transfer	£ 22,985.09
23/02/2021	Brigstowe Media	Advertising Yate & Socbury Voice	£ 432.00
23/02/2021	Brigstowe Media	Recruitment Advertising	£ 78.00
23/02/2021	Cromhall Media Ltd	Recruitment Advertising	£ 85.00
23/02/2021	MD Group	Building works MAB Contractor	£ 21,010.96
23/02/2021	NATIONAL ASSOC OF LOCAL COUNCI	Recruitment Advertising	£ 360.00
23/02/2021	Original Fixings	Estates Maintenance Equipment/Materials	£ 83.09
23/02/2021	Preservation Equipment Ltd	Preservation Equipment Ltd	£ 249.60
23/02/2021	Preserviate Equipment Ltd	Heritage Centre Equipment	£ 249.60
23/02/2021	ProfitReach	Website support	£ 82.80
23/02/2021	ProfitReach	Website support	£ 64.62
23/02/2021	RBS Software Solutions	Staff Training	£ 222.00
23/02/2021	RBS Software Solutions	IT software subscription	£ 198.00
23/02/2021	South Gloucestershire Council	Urbie SLA	£ 60.36
23/02/2021	SUEZ Recycling and Recovery UK	Waste/refuse collections	£ 1.82
23/02/2021	SUEZ Recycling and Recovery UK	Waste/refuse collections	£ 1.82
23/02/2021	SUEZ Recycling and Recovery UK	Waste/refuse collections	£ 107.33
23/02/2021	SUEZ Recycling and Recovery UK	Waste/refuse collections	£ 88.09
23/02/2021	The Purple Guide	Purple Guide Subscription	£ 30.00
23/02/2021	Virgin Media Payments Ltd	Phone services	£ 31.20
23/02/2021	Virgin Media Payments Ltd	Wifi services	£ 48.00
26/02/2021	Bank Current Account	Bank Transfer	£ 45,721.35
26/02/2021	Staff salaries Feb 21	Staff salaries	£ 45,721.35
28/02/2021	Bank Current Account	Bank Transfer	£ 12,182.70

Fundraising Report to 31 March 2021				
Listed below is a summary individuals/organisations who have been approached or have donated funding to Yate Town Council projects in the				
2020/2021 financial year:				
Name of Organisation	Project Identified	Status of Application	Amount Awarded	
SGC Area Wide Grant	Boxing Club multi-use equipment	accepted	£2,987	
SGC - Gov Small Business Support	Support for small businesses towards cost of Covid-19	accepted	£6,250	
SGC - Gov Local Restrictions Grant	funding for Armadillo to support the effects of Covid-19 - 20.11.20 - 03.12.2020	accepted	£1,000	
SGC - Gov Local Restrictions Grant	funding for Armadillo to support the effects of Covid-19 - 04.12.20 - 17.12.20	accepted	£2,000	
SGC - Gov Local Restrictions Grant	funding for Armadillo to support the effects of Covid-19 - 04.12.20 - 17.12.20	accepted	£1,000	
SGC - Gov Local Restrictions Grant	funding for Parish Hall to support the effects of Covid-19 - 20.11.20 - 03.12.2020	accepted	£667	
SGC - Gov Local Restrictions Grant	funding for Parish Hall to support the effects of Covid-19 - 04.12.20 - 17.12.20	accepted	£1,334	
SGC - Gov Local Restrictions Grant	funding for Parish Hall to support the effects of Covid-19 - 18.12.2020 - 31.12.2020	accepted	£667	
SGC - Gov Local Restrictions Grant	funding for Sunnyside to support the effects of Covid-19 - 20.11.20 - 03.12.2020	accepted	£667	
SGC - Gov Local Restrictions Grant	funding for Sunnyside to support the effects of Covid-19 - 04.12.20 - 17.12.20	accepted	£1,334	
SGC - Gov Local Restrictions Grant	funding for Sunnyside to support the effects of Covid-19 - 18.12.2020 - 31.12.2020	accepted	£667	
SGC - Gov Local Restrictions Grant	funding for Armadillo to support the effects of Covid-19 - 5.1.21-15.2.21	accepted	£3,000.00	
SGC - Gov Local Restrictions Grant	funding for Armadillo to support the effects of Covid-19 - 5.1.21-15.2.21 (top up grant)	accepted	£6,000.00	
SGC - Gov Local Restrictions Grant	funding for Sunnyside Pavilion to support the effects of Covid-19 - 5.1.21-15.2.21 (top up grant)	accepted	£4,000.00	
SGC - Gov Local Restrictions Grant	funding for Sunnyside Pavilion to support the effects of Covid-19 - 5.1.21-15.2.21	accepted	£2,001.00	
South West Museum Development Programme	Yate and District Heritage Centre for accreditation items	to be claimed in July 21	£195.00	
SGC - S106	Abbotswood Informal play	received	£38,094.86	

SGC - CIL	Multi Activity Building	received	£30,149.54	
SGC - S106	YOSC Athletic Enhancement	received	£65,100.00	
SGC - Area Wide Funding	Multi Activity Building	received	£2,987.00	
SGC - S106	Howard Lewis Enhancement	received	£4,151.65	
SGC - S106	Revenue Award Kingsgate Park	received	£25,270.62	
SGC - S106	Capital Balance Kingsgate Park	received	£4,000.00	
SGC - MAF	MAF - MAB Exercise Equipment	received	£1,452.32	
SGC - S106	YOSC Disability Equipment	received	£21,115.00	
Sport England	Multi Activity Building	received	£100,000.00	
SGC - Area Wide Funding	YMA Kitchen Equipment £3000 requested	awaiting outcome March 21	£0.00	
Screwfix Community Foundation	YMCA Accessibility Improvements £5000 requested	Unsuccessful	£0.00	
SGC - Help us Thrive	Improvement to Station Road and Abbotswood High Streets £10,000 requested	awaiting outcome March 21	£0.00	
St Monica's Winter Trust	Pop Inn Covid counter works £500 requested	Unsuccessful	£0.00	
Wessex Water Community Fund	Upgrade taps and provide drinking water dispensers in Town Council venues £1500 requested	Unsuccessful	£0.00	
Tesco Groundworks	Easter Egg Event 2020	received	£1,000.00	
			£327,089.99	
<b>Pop Inn Café</b>				
<b>Name of Organisation</b>	<b>Project Identified</b>	<b>Status of Application</b>	<b>Amount Awarded</b>	<b>Notes</b>
Rotary Club	Pop inn Café Equipment	received	£244.62	
SGC - MAF	Pop Inn Café counter extension	received	£500.00	
SGC - MAF	Pop Inn Café counter extension	received	£450.00	
		<b>Total:</b>	<b>£1,194.62</b>	
<b>Armadillo</b>				
<b>Name of Organisation</b>	<b>Project Identified</b>	<b>Status of Application</b>	<b>Amount Awarded</b>	<b>Notes</b>
			£0	
<b>Yate and District Heritage Centre Trust Charity Commission Register No: 1110300 Fundraising Report to 31 March 2020</b>				
<i>'funds listed below are raised and administered by the Yate Heritage Centre Trust in line with the Trust's Governing Document dated 20th May 2003</i>				
<i>Application of Income. This is reported to Yate Town Council by way of transparency, the funds are not passed to the council'</i>				
<b>Name of Organisation</b>	<b>Project Identified</b>	<b>Status of Application</b>	<b>Amount Awarded</b>	<b>Notes</b>

## Investments – CCLA

To **NOTE** the following correspondence was recently received from CCLA with whom Yate Town Council has £500,000 invested:

*‘Dear Shareholder*

### ***The Public Sector Deposit Fund (“the Fund”), a sub-fund of CCLA Public Sector Investment Fund***

*This letter is to provide our view of the potential future direction of interest rates in UK money markets and to advise you of changes we are making to the Fund. **Although these changes do not require you to take any action, the changes set out in this letter are important and we recommend that you read it carefully. If you are unclear about the matters set out in this letter, we strongly recommend you seek independent professional advice.***

#### ***1. The outlook for interest rates***

*Against a backdrop of deep recession and continued pressure on businesses and individuals, the Government and Bank of England have undertaken a number of initiatives to support economic activity and ensure that financial markets continue to function efficiently. These initiatives have included quantitative easing on a substantial scale and a 0.65% reduction in the Bank of England’s Official Bank Rate to 0.10%. The economic recovery however remains far from complete, and although borrowing costs have been reduced already, further reductions in interest rates are possible. Indeed, the Bank of England has undertaken a process to review the potential implications for the UK of a regime of negative interest rates and has put the financial system on notice that it should prepare for the possible introduction of a negative interest rate in the future. Whilst we do not expect any movement of this nature in the near term, its impact could be significant and it is incumbent on CCLA to ensure that we can continue to provide cash management services should such circumstances arise.*

#### ***2. Proposed changes to the Fund and reason for those changes***

*As a result of the market conditions outlined above, it is possible that the Fund’s investments become low yielding or negative yielding and, following the deduction of charges and expenses, a negative yield arises to the Fund (a **“Negative Yield Environment”**).*

*In a Negative Yield Environment, it is difficult to maintain a stable share price for income share classes and maintain distributions because of the impact of negative income flows.*

*Accumulation share classes overcome this problem because the income received by the Fund, whether positive or negative, is reflected in the share price.*

*Currently the Fund issues Income Shares only. In a Negative Yield Environment, the Fund could not maintain income paying shares and a stable share price as negative income would be deducted from capital. This inability to maintain a constant price for the Income Shares would affect the Fund’s Low Volatility Net Asset Value (“LVNAV”)*

*fund classification, meaning that the Fund would no longer be an eligible investment for a significant number of Shareholders. For this reason, we have decided to create Accumulation Share Classes, into which to convert Income Shareholders in a Negative Yield Environment (the “**Negative Yield Response Measure**”). This approach aims to mitigate disruption for Shareholders and is consistent with that being undertaken by the wider money market fund industry, enabling the Fund to stay classified as a LVNAV fund.*

#### *Negative Yield Response Measure*

*We propose to amend the Fund’s Instrument of Incorporation and Prospectus (together, the “**Fund Documents**”) to include a Negative Yield Response Measure. The measure will permit us, as the Authorised Corporate Director (“**ACD**”) to the Fund, to automatically convert Shareholders in an Income Share Class to an equivalent Accumulation Share Class in a Negative Yield Environment, provided it is in the best interests of Shareholders to do so.*

*As it is difficult to predict with certainty exactly when a Negative Yield Environment will occur, we intend to first inform Shareholders by way of notice on our website where we are able to identify that a Negative Yield Environment is likely to, or has, occurred. In the event that we then consider it necessary to implement the Negative Yield Response Measure we aspire to give Shareholders advance written notice of any conversion, but it may be that changes happen suddenly and that it is not possible to give prior written notice. In these circumstances, written notification will follow as soon as it is practicable to do so.*

*We will continue to monitor the Negative Yield Environment and keep under review our decision to implement the Negative Yield Response Measure. If the Negative Yield Environment has ceased for a continuous period for three months, we will reverse the conversion and make available again the Income Share Classes on the next Business Day provided we consider it in the best interests of Shareholders. We will endeavour to give you as much notice as practicable of the conversion back to the Income Share Classes, considering prevailing market conditions at the time.*

*If we do not consider it to be in the best interests of Shareholders to reverse the conversion and make available again the Income Share Classes at the end of the foregoing period, then we will notify you within one Business Day of our decision, the reasons for our decision and the date on which the matter will next be reviewed. We will review this decision at least every two weeks until the transfer is effected and, after each review, notify you of the outcome.*

*The implementation of the Negative Yield Response Measure has been discussed with the depositary of the Fund, HSBC Bank plc (the “**Depositary**”), and the Depositary has not raised any concerns.*

*The Financial Conduct Authority (“**FCA**”) has confirmed that the proposed change will not affect the authorisation of the Fund.*

*Under the FCA Handbook, Shareholders are entitled to receive advance notice of the amendments to the Fund Documents set out above and this letter constitutes the required notice. The change will take effect from 6 April 2021.*

### Accumulation Share Classes

*The implementation of the Negative Yield Response Measure is subject to the creation of the new Accumulation Share Classes.*

*The Accumulation Shares will carry the same characteristics as the Income Shares of the equivalent class, save for the following:*

- (i) Accumulation Shares will not carry a right to any dividend. Any income accrued in each accumulation share class shall be retained within such class and the value of such class will rise or fall accordingly;*
- (ii) the value of the Accumulation Shares will be quoted to four decimal places as required in order to give sufficient precision in pricing of the Accumulation Shares in a Negative Yield Environment;*
- (iii) Accumulation Shares will be dealt on a historic pricing basis in order to provide same day settlement; and*
- (iv) the name of the shares will be "Accumulation Shares" (as set out in the Appendix to this letter).*

*Details of the new Accumulation Share Classes are set out in the Appendix to this letter.*

*As we stated above Accumulation Shareholders will not receive a monthly dividend. Shareholders should also be aware that in a Negative Yield Environment the value of their Shares may fluctuate and they may realise less than they invested.*

***Please note that the Accumulation Share Classes described in this letter are not currently available for investment and will only be activated in conditions where the ACD considers it is in the best interests of Shareholders to implement the Negative Yield Response Measure.***

### **Costs**

*All costs associated with the changes outlined in this letter will be borne by us, as the ACD.'*

Following the above a seminar was attended to further explain and the following notes were made for information:

CCLA advised:

The Bank of England wishes to avoid the situation, but if needs be due to the current economy, they may wish to use negative rates and they have communicated this, which is driven by the FCA.

Feature around the Public Sector Deposit Fund (PSDP) where highlighted, i.e. they are AAA rated and are one of the highest rated funds managed in a low risk way. Their objectives are the same as ours, so security, liquidity then yield. With security top of their objectivity.

They mentioned the important point around liquidity in as much as if we let them know by 11.30am, cash can be accessed the same day.

They stated they are one of the most competitive organisations in the money market in relation to yield and they manage this in the lowest way they possibly can.

It was advised they:

- have access to organisations we would not have access to in terms of investment, but that they also have a moral obligation and duty of care to inform us as soon as possible and as transparently as possible.
- would only use the negative rates if the Bank of England used them and it had an effect on the PSDP. All organisations are impacted by this and all are making sure they are in a position to deal with it should it arise. If this situation was to arise high street banks would look at what they do and may have to make charges, if it were to come up.

CCLA advised it is the only money market used by town and parish councils because of the level of access. Principle authorities use a wider range, one of which is currently paying zero interest, they do however also use the CCLA.

£1.5b has been invested in the fund to date, so it's a sizeable fund used by town & parish and principle councils.

If the situation does occur, no interest will be paid, and we may get less back than originally invested. They advised they don't see interest rates going anywhere fast whilst we are in this recovery situation, which is likely to be a long one.

It may also be the case the fund will decrease due to having to pay financial institutions to hold your money.



<b>Direct Debits/Standing Orders/BACS Payments - 2021-2022</b>				
<b>Payee Name</b>	<b>Transaction Detail</b>	<b>Amount</b>	<b>DD/SO/Bacs</b>	<b>Frequency</b>
Avon Pension fund	Monthly pension contributions	Variable/£13k approx	BACS	monthly
Avon Sports Ground Maintenance	Bowling Green Maintenance	£504.83	SO	monthly
Barclays Bank	Bank Charges	Variable/£67 approx	DD	monthly
British Telecom Payment Service	Mobile phone Pop Inn Café	£13.00	DD	monthly
British Telecom Payment Service	Building Security Armadillo	£12.63	DD	monthly
British Telecom Payment Service	Building Security Heritage	£38.70	DD	quarterly
British Telecom Payment Service	Building Security Poole Court	Variable/£118.20 approx	DD	quarterly
British Telecom Payment Service	Pop Café Landline	Variable/£141.87 approx	DD	quarterly
Dell Finance	Laptops x 2 lease	£94.03	DD	quarterly
Dell Finance	Laptops x 3 lease	£121.03	DD	quarterly
Henry Howard Finance	Armadillo Coffe Machine	£151.67	DD	monthly
HMRC	Monthly Tax/NI payment	Variable/£12k approx	BACS	monthly
ICO	GDPR/Data Protection subscription	£60.00	DD	annually
Lex Autolease	FA16 YMR estates van lease	£2,497.44	DD	annually
Lex Autolease	EF18 XBM estates pick-up lease	£3,124.80	DD	annually
Lex Autolease	BT18 DZL electric vehicle lease	£2,709.60	DD	annually
Myhrtoolkit Limited	HR IT Software subscription	£90.00	DD	monthly
PEAC (UK) Ltd	Photocopier Rental	£536.00	DD	quarterly
Profit Reach	third-party subscriptions for YTC website	£82.00	DD	monthly
Public Works Loan Board	Armadillo Loan repayments	£18,908.70	DD	quarterly
Public Works Loan Board	Heritage Centre loan repayments	£90,621.06	DD	quarterly
South Gloucestershire Council	Rates - Sunnyside Lane Pavilion	£4,900 per year	DD	monthly
South Gloucestershire Council	Rates - Heritage Centre	£1,325 per year	DD	monthly
South Gloucestershire Council	Rates - Parish Hall	£3,093.80 per year	DD	monthly
South Gloucestershire Council	Rates - Poole Court	£23,453 per year	DD	monthly
South Gloucestershire Council	Rates - Armadillo - 21/22 rates to be advised	£1,859.00	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Cafe	£4,940.10 per year	DD	monthly
South Gloucestershire Council	Rates - YMCA	£1,235.03	DD	monthly
South Gloucestershire Council	Rates - Celestine Room Poole Court	£4,400 per year	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£43k approx	BACS	monthly
Telefonica O2 UK Limited	mobile phone sim only - 3 x estates 6 x Officers/Service Support	Variable/£7.20 each per month approx	DD	monthly

### Special Expenses Update

Further to minute number 15/1 of the Finance & Governance Committee meeting held on 1 December 2020, correspondence was submitted to South Gloucestershire Council challenging some of the Special Expense charges made on Yate residents.

To **NOTE** correspondence from Yate Town Council to South Gloucestershire Council listed below in blue with relevant responses received from South Gloucestershire Council listed in red:

*'Further to my email below I can now advise Members have been consulted and would raise the following concerns:*

#### **Bus Shelters**

*As a matter of principle Yate Town Council had bus shelters they owned and maintained at locations listed below, which South Glos. took without any consultation and should therefore not be charging local residents for them;*

<b>Location</b>	<b>No of shelters</b>	<b>Type</b>
<i>Barnwood Road</i>	<i>2</i>	
<i>Gravel Hill Road</i>	<i>1</i>	<i>(2 bay Cantilever)</i>
<i>Greenways Road</i>	<i>3</i>	<i>(3 bay Cantilever)</i>
<i>Rodford Way</i>	<i>1</i>	<i>(3 bay Cantilever)</i>
<i>St Braivels Drive</i>	<i>1</i>	
<i>Station Road near Moorland Road</i>	<i>1</i>	
<i>Station Road near Railway Station</i>	<i>1</i>	
<i>Station Road opposite Pieces</i>	<i>1</i>	
<i>Station Road opposite Yate Windows</i>	<i>1</i>	<i>(3 bay Cantilever)</i>
<i>Station Road opposite B &amp; Q</i>	<i>1</i>	<i>(2 bay Cantilever)</i>
<i>Sundridge Park</i>	<i>1</i>	<i>(3 bay Cantilever)</i>
<i>The Glen/Morrisons</i>	<i>1</i>	
<i>Wellington Road</i>	<i>1</i>	
<i>Westerleigh Road opposite the entrance to Rodborough</i>	<i>1</i>	<i>3 bay enclosed)</i>

*Further to this:*

- Link Road is the terminus and should not be treated as a special expense, it should be maintained by South Glos. as they were given a commuted sum by the developers to maintain it;*
- YTC is being charged for the bus stop outside B and Q, which was totally demolished in an accident over a year ago and has not yet been replaced, so there is no way we should be charged for it.*
- SGC should not be charging for any of the three bus stops on Wellington Road as there is no bus service on Wellington road, so these are not bus stops anymore;*

- We also believe there are 3 bus shelters on Eastfield drive and SGC have recorded 2 shelters and 2 shelters on Westerleigh Road where SGC have recorded 4.

*'Regarding the bus shelter maintenance, we have had a meeting this morning and it was agreed that we need to carry out a county-wide review of all of our bus shelters, identifying ownership and maintenance responsibility to update our Special Expenses for 2022/23. As part of this all Parish and Town Councils will be consulted on what we perceive is the responsibility of SGC and what is the responsibility of the parishes. This will hopefully resolve all of the issues you raise. This is a repeat of an exercise carried out in 2011.'*

*We hope to allocate resources to this project very shortly with the intention of completing the exercise by October 2021. '*

### **Play Areas**

*The play area Yate Town Council is being charged for in Yate is housing land, and was provided specifically to serve the council houses on housing land rather than general land.*

*Housing land is charged to the housing account, so we should not be charged for it.*

*'Regarding the play area on the housing land, the Council maintains all play areas for the use of all residents and not just those residents living right next to it. All SGC council house stock transferred to Merlin a number of years ago, but SGC retained the public open spaces and they are maintained using the Special Expenses system.'*

### **Open spaces**

*Members have requested for you to please provide a map of which open spaces have included in the calculation of the special expenses for open spaces, the map and the extracted table SGC uses for its sums.*

*I have attached the map you previously sent me which I am assuming is what is being asked for above and the tables, can you confirm this is what you also believe they are requesting under the open space tables tab or are there other tables available?'*

*'Regarding the Open Spaces enquiry, my colleague Darren Davison has said that he will provide a maintenance map detailing the areas maintained within Yate TC area and details of the maintenance type.*

*I hope that you find this way forward satisfactory.'*

## **Report Regarding the Reduction of Yate Town Council Business Rates**

Further to a recent increase in rates at the Pop Inn Café and the fact that Yate Town Council now pays approximately £50,000 in business rates per annum, investigations have been undertaken into ways these rates can be reduced.

The following sets out how we can take this forward to reduce the cost in the current Covid-19 situation and hopefully in future years.

In terms of:

1. Ways of reducing the rates
2. Investigations of reductions
3. Way forward

### **1) Ways of reducing the rates**

Investigations have been undertaken as to how Yate Town Council can avoid paying full business rates and the only solution that has been identified is by way of setting up a trust.

This may look like a good option given that the business rates could be substantially reduced, however there are pitfalls. Advice has been sought from DCK Beavers and this can be found in appendix 1.

### **2) Investigations of reductions**

An introduction has been made to a company called Goodman Nash who are audit business rate recovery specialists. Correspondence from this organisation can be found in appendix 2.

It has been suggested they can save us an estimated minimum of £10,000 pa which would be net benefit to Yate Town Council of £6,500 for each year for two years and the full sum thereafter, as Goodman Nash retains 35% of the funds recovered for the first two years.

### **3) Way forward**

Given that Yate Town Council staff do not have the specific expertise, that the current RFO is shortly due to leave and a new employee will be commencing in the role during year end and end of year audit, officers would recommend serious consideration be given to proceeding with the Goodman Nash proposal, especially as this offer is time limited and connected to Covid restrictions.

### *A council operating activities via a Trust*

#### *Introduction*

*Council's often consider "offloading" certain activities to a Charitable Trust. There are both advantages and disadvantages of doing so, and we attempt to set out below the relative pros and cons of doing so. The point raised are by no means exhaustive but we hope we have covered the major issues that should be considered.*

#### *Advantages*

- 1. Where the use of property is involved, and depending on the circumstances, Trusts may benefit for an up to 90% reduction in National Non-Domestic Rate (NNDR) charges*
- 2. In circumstances where the Trust only occupies one building, Small Business relief from NNDR may even reduce this to Zero.*
- 3. Trusts are often able to access sources of funding for projects not otherwise available to Local Councils.*
- 4. Decision making may be simpler and, if Trustees included non-Councillors, may involve a larger field of opinion than if limited to elected members.*
- 5. Village Hall Trusts (where such is the objective) may benefit from the ability to "Zero-Rate" new buildings for VAT purposes.*

#### *Disadvantages*

- 1. The creation of a Trust imposes an additional layer of administration (including accounting and banking), which MUST be kept distinct from that of the Council*
- 2. Additional financial and other reporting requirements are created due to the need to comply with Charities Commission reporting requirements.*
- 3. If the Trust is constituted as a Limited Company (e.g. as a CIC) then there will also be the need to comply with Companies House filing and reporting requirements.*
- 4. As an organization independent from the Council, there is no guarantee that (even with Council Representatives as Trustees) the Trust will always act in accordance with Council policies, or indeed wishes.*
- 5. It is often technically illegal for a Council to contract with a Trust of which it is either Sole or Custodian Trustee as this can be seen as the Council "contracting with itself" and additional legal fees will almost certainly be incurred to give effect to such arrangements, not least because the Trust and the Council will each need their own legal representation in developing such agreements.*
- 6. Trusts cannot directly benefit from the special (Section 33) VAT provisions which councils enjoy.*
- 7. Trust may need to be separately VAT registered if the Council is not Sole Trustee.*

*Derek R Kemp*

*DCK Accounting Solutions*

22<sup>nd</sup> March 2021

*As discussed, I take this opportunity to submit our proposals to act for the council in mitigating the business rates liabilities across the portfolio (precise addresses to be agreed).*

### **Objective**

*Covid-19 is expected to have a significant effect on rental values, so presents fresh and new grounds to submit Challenges against the Rating List assessments and has potential for significant rateable value reductions.*

*The Rating Surveyors Association (of which my co Director Alan Weston is a serving member) is spearheading discussions with the Valuation Office Agency on establishing both the legal framework against which any Covid reductions are to be considered, alongside possible scale of those allowances. There is pressure being applied to the Valuation Office Agency (VOA) to resume discussions to resolve the very substantial number of Covid related appeals made (over 350,000 currently we believe).*

*We would also request further consideration to whether this remit should cover conventional rating appeals, where situations arise that would potentially deliver rates savings outside of the specific Covid-19 focus.*

### **Process**

*The process here in England requires the submission of appeals to the VOA and there will be a requirement for the council to register via the HMRC Gateway Portal and appoint the rating consultant. Once in place, properties can be “claimed” by the consultant, thus reducing the resource required by the council.*

*The appeal structure in England, introduced for the current 2017 Rating List, is a three tier system known as Check Challenge Appeal (CCA). Whilst the timelines are typically fairly lengthy and involve a formal process with the Valuation Office, the COVID related appeals are likely to be executed quicker once the rules are formulated and announced.*

### **Property classifications**

*The likelihood is that the VOA are not in a position to deal with appeals on an individual, one off basis. They are more likely to consider levels of reductions by property classification and some sectors might attain higher allowances than others.*

### **Yate Town Council portfolio**

*You have been kind enough to forward rates bills for each of the commercial assessments and certainly we would be interested to submit Covid appeals for the majority of these.*

*Regarding your question on any pitfalls in YTC in going down the trust route for its rateable assets to avoid the cost of business rates. I assume your aim here is to be recognised as a charitable organisation rather than a precepting authority, to avail yourselves of the Mandatory Rates Relief?*

*We are not able to comment on your conversion to a Trust as that is not our area of expertise, but I assume your decision will need to take into account the costs and changes requires to meet an independent trust criteria (management structure, appointment of Trustees, auditors etc). From a business rates perspective, I would comment that Charitable Relief is considered carefully for each and every occupied property and whether its use meets the “wholly or mainly used for charitable purpose criteria”. We would be happy to provide advice specific to business rates and whether the property’s use would probably qualify, or not.*

### **Information Requirements**

*Post instructions and once the specific properties to be included are agreed, the following information will/may be required. We have merely headlined these at this juncture:*

*Rent details for any leasehold properties*

*Scaled floor plans, where available*

*Copy rates bills (already supplied)*

*Possible site access should we require site inspections/measured surveys*

*A letter of Authority (draft will be provided)*

### **Savings/Fees**

*There is uncertainty relating to the savings period, as the Covid related reductions might be temporary to reflect the period of the Pandemic. We know the start date of course, March 2020 when the lock down and property occupation restrictions were implemented. The “end date” is of course, still unknown and the reductions agreed, could be removed again if a material end date is determinable and agreed.*

*Alternatively, the reductions could remain for the remainder of the 2017 Rating List on 31<sup>st</sup> March 2023, only then superceded by the RV entries introduced for the revaluation and 2023 Rating List.*

*You have requested that we consider a reduced fee basis. Ordinarily, our fees for this type of work cover savings up to the end of the current Rating List on 31<sup>st</sup> March*

*2023 but on reflection, we are prepared to limit our fees to savings up to 31<sup>st</sup> March 2022 so any savings/reduced liabilities for the following year will not attract any charge. This is of course, tantamount to a reduction in fees as it limits the charging period.*

*Our fee offer, is based on 35% of savings, plus VAT but importantly, no fees will be charged unless we succeed – “no win, no fee”!*

### ***Time restrictions***

*The reductions that Covid-19 might present, would reflect a material change, and as such appeals need to be submitted whilst that change is in place, so in other words, during the grip of the Pandemic.*

*Our strong recommendation would therefore be to submit appeals well before the Governments current road map gets to July. Ideally, we would suggest appeals to be lodged before 31<sup>st</sup> March 2021.*

### ***About Goodman Nash***

*Goodman Nash is a firm of Chartered Surveyors, regulated by the Royal Institution of Chartered Surveyors and has been advising commercial businesses and government institutions on how to reduce their business rates for over 26 years.*

*Over the past year alone we have returned over £10 million to clients across the UK, including many well known names from all sectors of commercial property, from large retailers, industrials, public sector (including many local authorities) to numerous SME clients.*

*Please click on the link below to read our article written for the 2019 Parliamentary Review, as best practice representative in Property. I would also steer you toward our website and the ‘about us’ pages to learn more [www.goodmannash.co.uk/clients/](http://www.goodmannash.co.uk/clients/)*

*A few relevant testimonials are also attached.*

*Our in house, state of the art software platforms sets us apart and has been instrumental in our claim to be one of the largest, specialist rating firms in the UK. Pioneers of the rates audit industry, we remain at the forefront in providing technical and often, lesser known recovery opportunities. Full Professional and PI insurance cover can be provided.*

*I look forward to hearing from you, hopefully in the near future, given the urgent nature of this exercise.*



Capital Programme and Property • Parkhouse Building •  
Kingmoor Business Park • Carlisle • CA6 4SJ



14th October 2020

Andrew Wheeler  
Goodman Nash  
7/8 Prince Maurice Court  
Hambleton Avenue  
Devizes  
Wiltshire  
SN10 2RT

Dear Andrew

Goodman Nash – Business Rates Recovery

I would just like to let you know how pleased we are with the two rates recoveries you have just achieved for us in respect of Dragley Beck Depot and Wainey School. It was extremely pleasing for us to hear that the combined repayments amounted to circa £400,000. And the added bonus was that there was no effort involved for us!

These unexpected refunds will make a considerable contribution to our budget shortfalls for our 2020/21 financial year.

Again many thanks for getting back in touch to re-introduce me to the fantastic benefits of your service.

Kind regards.

Speaking volumes  
about our savings

We could talk all day about why  
we believe we're the UK's leading  
business rates audit provider,  
however our clients say it best.

Here's just a selection of the  
glowing responses we receive  
regularly from local authorities

**Business Services  
Department**

Kevin Foster  
Chief Operating Officer

County Hall  
St. Anne's Crescent  
Lewes  
East Sussex  
BN7 1UE

Telephone: 0345 6080 190  
Fax: 01273 452848  
Website: [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)



date  
19 March 2018

when responding please contact  
Mr G S Shemwell  
Direct line: 01273 336668  
Direct fax: 01273 481687  
Email: [gregg.shemwell@eastsussex.gov.uk](mailto:gregg.shemwell@eastsussex.gov.uk)

our ref  
GSS

your ref

TO WHOM IT MAY CONCERN

**RE: GOODMAN NASH – RATES REFUND TESTIMONIAL**

Goodman Nash has provided a fast and professional service in recovering rates for East Sussex County Council. We have used them a number of times in the last few years and in each instance they kept us regularly updated on the progress of the funds they were attempting to recover for us.

I am can also confirm that this testimonial can be shared with potential clients.

Yours faithfully

Gregg Shemwell MRICS  
Senior Estates Surveyor

Business Services Plus

Director of Property & Assets  
Adam Smith

To whom it may concern

**Buckinghamshire County Council**  
Business Services Plus  
County Hall, Walton Street  
Aylesbury, Buckinghamshire HP20 1UX

Telephone 0845 3708090  
[www.buckscc.gov.uk](http://www.buckscc.gov.uk)

Date: 2<sup>nd</sup> May 2018

Dear Sir or Madam

Goodman Nash has been a tried and trusted business provider to the Council over a number of years, delivering excellent results in recovering significant monies back into the coffers. They are a professional and reliable company and I would highly recommend their services.

Yours sincerely,

Oster Milambo MRICS  
Head of Asset Management

Tel: 01296 382680  
Email: [omilambo@buckscc.gov.uk](mailto:omilambo@buckscc.gov.uk)



Buckinghamshire County Council



Date: 17<sup>th</sup> May 2018  
Enquiries to: Simon Cartmell  
Tel: 01473 264119  
Mobile: 07872 678895  
Email: [simon.cartmell@suffolk.gov.uk](mailto:simon.cartmell@suffolk.gov.uk)



Andrew Wheeler  
Goodman Nash  
7/8 Prince Maurice Court  
Hambledon Avenue  
Devizes  
Wiltshire SN10 2RT

Dear Andrew

#### Historic Building Rates

Just a note to thank Goodman Nash for the very professional service provided in reclaiming historic business rate overpayments on Suffolk County Council properties. This has led to substantial refunds and the whole process from an internal point of view was easy to manage & pain free!

Altogether a very successful and financially beneficial project.

Yours sincerely

Simon Cartmell FRICS FFAV  
Corporate Landlord Manager  
Corporate Property  
Corporate Services

Endeavour House,



Ref. Goodman Nash Ltd

Date 20 December 2016

Goodman Nash Ltd identified a potential business rate rebate on a long disused Council premise. Following engaging Goodman Nash we had a refund of Business Rates of over £16,600 within a week. This is money the Council would otherwise have missed out on, so I would like to extend my thanks for their efficient and professional service.

Yours faithfully

Property  
Tel: 01732 227209/Fax: 01732 227176

Sevenoaks District Council

# Fax

From: Jim Latheron

Goodman Nash Ltd

Fax: 01380 729697

Pages: 1

Date: 14 December 2010

cc:

Thank you for your letter of the 8<sup>th</sup> December (ref. 37200 & 40515) and thank you for an excellent result.

I can confirm that your invoice has been passed for payment and I can confirm that I would have no objection to providing feedback to other Councils if you want to give prospective customers my contact details.

Road, Addlestone, Surrey, KT15 2AH  
[mede.gov.uk](mailto:mede.gov.uk) [www.runnymede.gov.uk/enews](http://www.runnymede.gov.uk/enews)

Godalming Town Council  
YOUTH CENTRE CROWN COURT, THE BURYS, GODALMING, SURREY, GU7 1DY

I was somewhat sceptical when first approached by Goodman Nash about the possibility of receiving a refund on NNDR paid. However, the representative I met up with was professional, knew exactly what information was required and made the whole process painless. Shortly after this meeting, I received notification from our Principal Authority advising we were due a significant refund. I therefore, heartily recommend Goodman Nash.

Rita Tong  
Responsible Finance Officer

126.539

Amesbury Town Council  
THE BOWMAN CENTRE, SHEARS DRIVE, AMESBURY, SALISBURY, SP4 7XT

Amesbury Town Council was contacted by Goodman Nash on several occasions, but we were pretty sceptical about their claims of being able to obtain a reduction in rates for our community building. Eventually we agreed that they could make some investigations, the end result being a rates reduction from £4,435 to £2,712, also with a refund of £6,445.18 received to cover an overpayment dating back to 2010!

I would certainly recommend Goodman Nash - we were obviously delighted with the results!

59123

For more testimonials visit: [www.goodmannash.co.uk](http://www.goodmannash.co.uk)  
Call 01380 737 514 to find out how we can help your business today



**Frampton  
Cotterell  
Parish  
Council**



Tel: 01454 868370/864442

e-mail: [kieran.warren@southglos.gov.uk](mailto:kieran.warren@southglos.gov.uk)

Clerk to the Council  
The Bickeridge Centre  
Woodend Road  
Frampton Cotterell  
Bristol  
BS36 2LQ

18 October 2016

Goodman Nash Ltd  
7/8 Prince Maurice Court  
Hambleton Avenue  
Devizes  
Wiltshire  
SN10 2RT

Dear Mr Delaney

**Recovery of Business Rates**

Goodman Nash recently acted for Frampton Cotterell Parish Council in the above matter. It is pleasing to report that as a result of your endeavours, the Council received reimbursement of almost £10,000 NET of your well-earned fees. My Councillors are delighted to have this financial windfall available to spend on facilities for the local community.

You proved my initial scepticism to have been wholly misplaced! I have no hesitation in recommending your services. Thank you for the work you carried out so successfully on our behalf. I am happy for you to show this testimonial to any prospective customer and to answer any queries your potential clients might have.

Speaking volumes  
about our savings

We could talk all day about why we believe we're the UK's leading business rates audit provider, however our clients say it best.

Here's just a selection of the glowing responses we receive regularly from parish and town councils across the UK...



2 Sayers Court  
Bluntisham  
Huntingdon  
Cambs  
PE28 3NP

Tel: 01487 740230  
Mob: 07725 308115  
Email: [bluntishamclerk@gmail.com](mailto:bluntishamclerk@gmail.com)

To whom it may concern

Bluntisham Parish Council recently received an £8600 rebate on their Business Rates due to the help and support of Goodman Nash. The claim process was a simple and straight forward one and Goodman Nash couldn't have been more helpful.

There was an element of scepticism from the Committee initially but all fears were quashed following an informal meeting with Graeme Nash from Goodman Nash. He explained the process clearly and provided some excellent references and contacts from similar clients. The committee's opinion was to go for it as there would be no loss to the council if we were not successful.

We would definitely recommend Goodman Nash.

Yours Sincerely

Mrs Tracey Davidson  
Bluntisham Parish Clerk

64707



**HOLBEACH PARISH COUNCIL**

Coubro Chambers, 11 West End  
HOLBEACH  
Spalding Lincs.  
PE12 7LW

Tel: 01406 426739

e-mail: [holbeachpc@btconnect.com](mailto:holbeachpc@btconnect.com)

27.4.18

Goodman Nash:

To whom it may concern:

Goodman Nash approached us regarding the possibility of getting our Council Rates reduced. Despite trying to get them reduced ourselves two years previously, they were confident that they could get them lifted on one of our properties. I put the option to our finance committee and as it was a no cost to us if not successful we had nothing to lose.

Well I'm pleased to say they obtained a refund of £8351 with the bonus of having a zero rate demand for this year and next three at least.

So although being sceptical at the start, the Council members (and the Ratepayers) could not be more happy

Yours sincerely

Chris Seymour

Clerk  
Holbeach Parish Council

Offices open Mondays, Wednesdays and Fridays 10.00 a.m. – 4.00 p.m.



## Winchcombe Town Council

Clerk: Mrs. T. L. Willett  
Tel: 01242 604087  
Fax: 01242 604087



Abbey Fields Community Centre,  
Back Lane,  
Winchcombe,  
Gloucestershire,  
GL54 5QH

E-mail: [info@winchcombetowncouncil.co.uk](mailto:info@winchcombetowncouncil.co.uk)  
Website: [www.winchcombetowncouncil.co.uk](http://www.winchcombetowncouncil.co.uk)

Goodman Nash Ltd  
7/8 Prince Maurice Avenue  
Devizes  
Wiltshire  
SN10 2RT

*Winchcombe Town Council was of the opinion that it was not eligible for the recovery of business rates. However, following a presentation from David Quirk at a recent Town Council Meeting, our Members decided to request Goodman Nash Ltd to take this matter forward on their behalf which they did in a very efficient and speedy manner. From commencement to receipt of the refund took 4 weeks. The Town Council has been very happy with this service.*

Yours sincerely,

T L Willett  
Clerk



## SOUTHMINSTER PARISH COUNCIL

New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

Tel: 01621 773868

Fax: 01621 773868

E-mail: [southminsterpc@yahoo.co.uk](mailto:southminsterpc@yahoo.co.uk)

Website: [www.essexinfo.net/southminster-parish-council](http://www.essexinfo.net/southminster-parish-council)

Goodman Nash Ltd

Re: Southminster Parish Council  
New Parish Room, Queenborough Road, Southminster, Essex

Firstly, I would like to take this opportunity to thank Goodman Nash Ltd for recovering a sum of £5,665.53 back to our business. The Parish Council Members are extremely pleased with the outcome that was achieved.

The process of obtaining the business rate refund from the local District Council was both very simple and quick with minimal input from the Parish Councillors and the Officer of the Parish Council. All the people that dealt with the transaction at Goodman Nash Ltd were both knowledgeable and very polite and extremely efficient.

We would not hesitate to recommend Goodman Nash to anyone wishing to embark on the same course of action.

Thank you again.

Our ref: MB/GN/1

Your ref:

Date: 5<sup>th</sup> January 2018



Goodman Nash  
Unit 7-8  
Prince Maurice Court  
Hambleton Avenue  
Devizes  
SN10 2RT

FOA: Jason Delany

Dear Jason

### Testimonial from Winsford Town Council PART 2<sup>nd</sup> FLOOR WYVERN HOUSE THE DRUMBER WINSFORD CHESHIRE

I first encountered Goodman Nash as a confirmed sceptic, unsure as to how they would deliver the things they promised.

I am a sceptic no longer!

Goodman Nash did everything they said they would do with no fuss or bother.

I cannot recommend them highly enough.

Yours sincerely

Mark Bailey  
Town Clerk/Finance Officer



Cheshire West and Chester  
Local Council of the Year

Wyvern House, The Drumber,  
Winsford, Cheshire CW7 1AL

Tel: (01606) 593582

Fax: (01606) 288775

Web: [www.winsford.gov.uk](http://www.winsford.gov.uk)  
Email: [mail@winsford.gov.uk](mailto:mail@winsford.gov.uk)

### Cotswold Edge District Scout Council.

At the Finance and Governance Committee Meeting on 2<sup>nd</sup> February 2021 a grant application was received from Cotswold Edge District Scout Council for funding towards the refurbishing Mafeking Hall activity facility.

The following resolution was passed.

#### **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.

#### **The follow up information has now been received from the Cotswold Edge District Scouts Group for consideration:**

*We are currently at 63% of the funding for this project we are looking at fundraising activities which includes our explorer scouts currently undertaking an virtual climb of Everest and are currently at around £1,200 with 5 days left to go.*

*We are also looking at the shortfall via a professional fundraiser who would look at how much we need to raise to cover this. We have also been given recently the possibility of a donation of £10,000 as a legacy fund but waiting to hear from that.*

*We are looking to have the project completed by September/October this year and are still waiting for the outcome of the consultation with the planners.*

*The work is going to enhance our environmental credentials as the current building is classed on a EPC scale of D-F due to its lack of insulation and draft proofing the building is heated using electric heaters, we hope the building will go to A-B as the new building will be fully insulated floor walls and ceilings with thermo shingles on the roof & double glazed smaller windows and doors. We will also be using the existing building which will be crushed and used as part of the new base for the new building this will ensure that our site waste is reduced. Wood currently would be reused within the site or used for scouting activities. We will find a service to recycle the windows*

*and glass as this would not be used in the new hall.*

*Rain water will be harvested to help support activities outside and to help watering the flowerbeds etc.*

*Heating would be high level non glow infrared panels as when we looked at airsource heat pump systems the cost was in the region on £20-30,000*

*Also as part of the ground works we will be planting new hedgerows and trees on the site to help offset out carbon foot print and we will also look at solar panels if the roof structure can take the additional weight.*

**ZOOM MEETING OF THE YOSC FACILITY PROJECT STEERING GROUP TO DISCUSS THE MAB PROJECT HELD ON FRIDAY 5<sup>TH</sup> MARCH 2021 FROM 3.00PM – 3.45PM.**

**PRESENT:** Councillors Mike Drew, John Serle, Karl Tomasin and Chris Willmore (Chair). Town Clerk and Community Projects Manager (LC).

**Minute 1. Apologies for Absence**

Councillor Tony Davis was absent.

**Minute 2. Declarations of Interest under the Localism Act 2011.**

Councillor Mike Drew      Brimsham Green School Governor

**Minute 3. Multi-Activity Building Project**

Discussion took place about the project and the following was **NOTED**:

- The handover date from the fit-out contractor is scheduled to be 19<sup>th</sup> March;
- The certificate of practical completion has been received;
- Chosen flooring has been ordered and an installation date is awaited, subject to the arrival of materials into the UK;
- The project consultant is being regularly chased for updates and is in turn chasing the contractors/suppliers as appropriate.

The following was **RESOLVED**:

- The project consultant to be advised that owing to the opening of the facility on 12<sup>th</sup> April in light of the anticipated lifting of government restrictions at that time, it is imperative that the following has been completed by then;
  - Flooring installed;
  - Lighting survey completed;
  - Heating test and demonstration completed (NB: installation of flooring requires a certain temperature so heating must be functioning by then);
  - Heating timer replaced;
  - All other snagging items by both project contractors;
  - All manuals handed over.
- Yate Amateur Boxing Club (YABC) be contacted and reminded that any equipment that they intend transferring into the new building needs to have been cleaned / sanitised / refurbished as appropriate before it is moved into the MAB. A deadline for this be set and it be relayed to YABC that they can only move items across following authorisation/inspection from YTC;
- A project expenditure log be circulated to the Project Steering Group so that final decisions can be taken on the purchase of equipment items in the context of grant funding awarded, and so that the MAB is furnished with the

equipment for YABC as its primary users. The log to show the totality of what has to be done and how that's being funded/sourced, alongside the totality of wishlist 'would be nice to have' items and how they could be funded, along with a column showing any funding restrictions;

- A sanitisation station, floor covering for electric cables and safety signage to be provided for the MAB;
- A clear timeline showing all outstanding actions taking place between now and the point of opening on 12<sup>th</sup> April be circulated to members of the Project Steering Group.