



Yate Town Council

Full Council

Tuesday 15th June 2021

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Yate Parish Hall** on **Tuesday 22nd June 2021** between 6.30pm and 7.30pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Anyone attending this face-to-face meeting must:

- follow current government and public health guidance in place at the time;
- on entering the Parish Hall, use hand sanitiser and complete track and trace (QR code and paper slips available);
- wear a face covering unless seated;
- Attendees are strongly encouraged to take a lateral flow test at home before attending the meeting. Tests can be ordered via this link: [click here for link to order tests](#);
- Attendees must not attend if showing any symptoms of Covid-19.

- The permitted number of attendees at the Parish Hall is 30.
- No papers or WIFI will be available; attendees are requested to download documents to their devices prior to the meeting.
- Covid Secure Risk Assessment available here: [Click here for Risk Assessment](#)

Agenda

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

1. Apologies for absence

2. Declarations of Interest under the Localism Act 2011

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



Telephone and Minicom 01454 866506 Fax 01454 866514
Email info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk





Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

3. To receive any requests for dispensations.
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive recommendation from the Co-option Interview Panel (appointed from members of the Staffing & Governance Sub Committee) for the appointment of Councillor to Yate Town Council North Ward.
- 6a. To receive and **NOTE** the minutes of the Annual Town Meeting held on 27th April 2021. (Copy herewith)
- 6b. To receive and approve the Minutes of the Full Council meeting held on 4th May 2021. (Copy herewith)
- 6c. To receive and approve the Minutes of the Annual Town Council meeting held on 4th May 2021. (Copy herewith)
7. To receive and consider the following items on the Clerk's Report. (Copy herewith)

Section 1 Items for Action

1. Financial Reports
 - 1/1 Internal Audit Report
 - 1/2 Annual Governance Statement Year Ended 31 March 2021
 - 1/3 Financial Statement and Annual Statement of Accounts Year Ended 31 March 2021
 - 1/4 Retirement of Steph Davies, RFO
2. Items for Consideration from the Advisory Meeting of the Finance and Governance Committee meeting of 8th June 2021
 - 2/1 Direct Debits and Standing Orders
 - 2/2 Income and Expenditure Report to 31 March 2021
3. Consultations
 - 3/1 Current Consultations
 - 3/2 Urgent Consultations

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



Telephone and Minicom 01454 866506 Fax 01454 866514
Email info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk





Section 2 Items for Noting

4/1 Advisory Meetings

5/1 Delegated Decisions

6. Financial Reports

6/1 Accounts for Payment

7. Sub-Committee Reports

7/1 Staffing and Governance Sub-Committee

8 Town Council Project Steering Group Reports (Task Limited)

8/1 Play Areas and Properties Project Steering Group

(a) Millside Play Area

(b) Abbotswood Play Project

8/2 YOSC

(a) YOSC Track and Athletics Project

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

(c) YOSC Facility Project Steering Group – YOSC Disability Equipment and Drainage Improvements Projects

(d) YOSC Liaison – Governance

8/3 New North Yate Community Building

9 Consultations

9/1 Consultations Responses

10 Yate Town Centre Strategy Group

10/1 Yate Town Centre Strategy Group

10/2 Yate Masterplan

11 Consideration of Impact of Decisions on Climate and Waste

12 Confidential Items

12/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

12/2 MAB Hire

12/3 To **RESOLVE** to return to public session.

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



Telephone and Minicom 01454 866506 Fax 01454 866514
Email info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk





Yate Town Council

Full Council Meeting 22 June 2021

Town Clerk's Report

SECTION 1. ITEMS FOR ACTION

1. FINANCIAL REPORTS

1/1 Internal Audit Report

To receive the year end internal audit report for year ending 31 March 2021. (Appendix 1)

1/2 Annual Governance Statement Year Ended 31 March 2021

To receive the Annual Governance Statement (Section 1 of the Annual Return) for year ended 31 March 2021 (Appendix 2) for formal approval.

1/3 Financial Statement & Annual Statement of Accounts Year Ended 31 March 2021

To receive the Town Council Financial Statement (Appendix 3) and, the Annual Statement of Accounts (Section 2 of the Annual Return) for year ended 31 March 2021 (Appendix 4) for formal approval.

1/4 Retirement of Steph Davies, RFO

To formally record thanks to Steph Davies, retiring RFO and to award long service award marking 30 years service.

2. ITEMS REFERRED FROM THE ADVISORY MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE ON 8TH JUNE 2021

2/1 Direct Debits and Standing Orders

To receive and consider an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration (Appendix 5).

2/2 Income and Expenditure Report to 31 March 2021

To receive and consider income and expenditure report to 31 March 2021. (Appendix 6)



3. CONSULTATIONS

3/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
Joint Health & Well Being Strategy	https://consultations.southglos.gov.uk/HealthandWellbeingStrategy/consultationHome	25.05.21	09.07.21	

3/2 Urgent Consultations

To receive any urgent consultations.

SECTION 2. ITEMS FOR NOTING

4/1 Advisory Meetings

To **NOTE** the notes from the following advisory meetings:

- a) The Advisory Meeting of members of the Environment and Community Committee held on 18th May 2021. (Appendix 7)
- b) The Advisory Meeting of the Finance and Governance Committee held on 8th June 2021 (Appendix 8)

To **NOTE** that the notes of the Advisory meeting of Planning and Transportation Committee members held on 15th June 2021 will be received at the Full Council meeting on 7th September 2021.

5/1 Delegated Decisions

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

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

To receive list of decisions taken using above delegation to 9th June 2021 (Appendix 9)



Item 6. FINANCIAL REPORTS

6/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 10)

Item 7. SUB-COMMITTEE REPORTS

7/1 Staffing and Governance Sub-Committee

To **NOTE** that recruitment for the following vacancies is underway;

- Heritage Education Assistant (10 hours);
- Venue Assistant (8 hours).

Item 8. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

8/1 Play Areas and Properties Project Steering Group

(a) Millside Play Area

To **NOTE**:

- Works to improve drainage / path works (at the main entrance, far corner informal entrance and section through the copse) were completed at the end of April;
- In consultation with representatives of the Play Areas and Properties Project Steering group, using delegated powers, cancellation of the Proludic play area equipment order for £23,290.17 was actioned, to omit a sand play unit and associated safety surfacing works to bring the project back within the £13,000 s106 budget for additional play equipment, as outlined in the s106 Project Management Plan/Funding Agreement. A new order for equipment to the value of £12,134.62 was placed with Proludic on 11th June 2021 for multi-hoop funnel, play boat, safety surfacing and post-installation inspection. Confirmation of installation date has been requested;
- The next steps with all other outstanding project elements are being progressed in consultation with the Millside Working Group and the Play Areas and Properties Project Steering Group.

(b) Abbotswood Play Project

To **NOTE**, in consultation with Members of the Play Areas and Properties Project Steering Group, the following has taken place:



- Proludic has completed the installation of additional play equipment on site at Abbotswood (ladybug springer, wooden seesaw and talking tubes);
- A post-installation inspection was carried out. The report has been received and accepted by the Estates Manager and approval to pay Proludic the sum of £5,740.40 for associated works has been sought from the Project Steering Group;
- The Community Projects Manager (LR) will consult with Members of the Project Steering Group to agree a budget and plan of action for the celebration event at Abbotswood to highlight the success of all three phases of the project works;
- After the celebration event, any remaining funds in the Abbotswood S106 budget will be transferred to revenue funds. A project completion plan and press release will be submitted to the S106 team at South Gloucestershire Council to sign off and conclude the project.

8/2 YOSC

(a) YOSC Track and Athletics Project

To **NOTE** that although the site has full accreditation, an in-field lighting survey was required; it has been carried out and the survey report has been chased. The contractor has apologised for the delay in sending this through and has provided assurances it will be sent imminently. Once received, revised certification for that unit will be pursued to conclude the accreditation and the overall project.

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

To **NOTE**:

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, including completion of the fit-out of the internal services and facilities;
- The flooring which has been signed off by the Project Consultant;
- A snagging list remains under review with the Project Consultant (main contract retention / rectification period ending 21st August 2021);. In addition, a combined O&M manual for the main contract and the fit-out contract is awaited. An update for these items was requested on 25th



May 2021 and chased on 11th June 2021; on 12th June Askew Cavanna provided the following response:

As you know, the end of defects occurs in August for both the fit out and main contract. I plan to reinspect at beginning of August and will liaise with you at that time. I am aware of one or two outstanding items by DR Jones and these will be included on their final list.

I will be reviewing both accounts ahead of that time. Meanwhile MD Group have sought an interim payment, which I will review and issue in the next 10 days.

I believe Phil has the O&M manual. The floor finish needs to be added. I will review in the next 10 days too.

Askew Cavanna has been advised that the O&M manual for the main contract and fit out remains outstanding and have requested a copy as soon as possible.

- We are waiting confirmation of hire and England Boxing Membership affiliation from Yate Amateur Boxing Club (YABC). The offer made is valid until 7th August 2021;
- The purchase of MAF & Area Wide Grant funded MAB exercise equipment will be progressed once feedback is received from the Project Steering Group;
- MAF funding from Councillor Mike Drew was confirmed to the value of £2043; thanks be extended to Councillor Drew. The MAF fund will be used for the following:
 - Multi use sports equipment - £451;
 - Extend footpath to improve accessibility - £1,105;
 - Operations equipment - £487;
- Venue hire promotion has taken place on YTC website and social media which has raised a few enquires but no bookings as of yet;
- Arrangements have been made for contract cleaning of the building;
- Contact has been made with Bristol and Avon, to arrange for the installation of a steel boxing bag frame. The donation was initially offered to YABC; However we have since requested this equipment is donated to the MAB facility and not to YABC as hirer, due to the installation requiring fit to the fabric of the building (through flooring and attached to the steel girders). If the equipment was ever removed by the hirer to which it was donated, this would cause damage to the fabric of the building. A response is awaited.



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

i) YOSC Disability Equipment

To **NOTE** that:

- YOSC Ltd has signed and returned one page of two of the equipment governance agreement; the missing page has been chased for our records;
- Equipment has been transferred to YOSC Ltd except for 5 x Flying Start Rollers; delivery has been confirmed for week commencing 14th June;
- Officers will continue to work with YOSC Ltd to acquire additional equipment from the remaining S106 funds. This equipment will be added to the project asset list and will be subject to the existing disability equipment governance agreement;
- A project completion form will be compiled and submitted to the S106 team at South Gloucestershire Council, once the fund has been spent in full.

ii) YOSC Drainage Improvement Project

To **NOTE** the following has taken place in Consultation with the Members of the Play Areas and Properties Project Steering Group:

- South Gloucestershire Council has been contacted for information about future release of development monies, to inform decision making regarding the drainage improvement project in the context of the Agronomy Report;
- YOSC Ltd and Yate United have been advised that works will not commence before the end of the football season in May 2022;
- Two invoices from 'The Grounds Management Association' were agreed and processed as follows:
 - £140.87 to cover the cost of a 1-year membership to the GMA;
 - £1,358.00 to cover the pitch inspection and Agronomy Report.
(This came in cheaper than originally quoted, with a cost saving of £64.00)



(d) YOSC Liaison – Governance

To **NOTE** a final offer for governance terms has been made to YOSC Ltd and a response is awaited.

8/3 New North Yate Community Building

To **NOTE**:

- Delegated powers of the Project Steering Group are in place to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator;
- Following the Full Council meeting held on 23 February 2021, Minute 272/3 New North Yate Community Building where it was **RESOLVED** that:
 - (a) *Yate Town Council agrees, in principle, to work with South Gloucestershire Council to deliver an enhanced spec community building; a larger building to which South Gloucestershire Council will contribute the baseline budget and Yate Town Council will meet the additional cost as identified in the feasibility study;*

Inconsistencies in the costs for the enhanced spec were identified and clarification of estimated costs were requested from SGC Officers for:

- design and build;
- decarbonisation (Passivhaus) and;
- fixtures fittings and equipment (FF&F).

The following values were confirmed by SGC Officers by email following an officer meeting on 12th May:

Totals for Option 2 (enhanced specification):

£3,515,818 Build and passivhaus

+ £347,500 FF&E

= £3,863,318

Minus SGC capped investment of £2,955,089

Shortfall = £908,229.00

- A further officer meeting took place on Thursday 20th May to draft table of NNYCB headline information;



- SGC Planning Officers have provided further feedback to feasibility architect Askew Cavanna, requesting revised drawings for NNYCB due to massing concerns. Feedback from Planning Officers, revised designs drawings and 3D models were circulated to the Project Steering Group. SGC has confirmed the revised drawings are for a building of 1250sqm;
- SGC officers have advised pre-application to planning is built into the project plan and timeline; information on both plans has been requested on multiple occasions from SGC and is outstanding;
- SGC have advised site surveys are yet to be booked; an update has been requested;
- SGC has recommended Passivhaus training for the NNYCB project team to help inform the brief and decarbonisation targets; further information has been requested. Officers are planning to attend Passivhaus open day events 25 - 27 June. This opportunity has also been circulated to the Project Steering Group.
- An officer meeting planned for 9 June 2021 was delayed at the request of SGC; at this meeting YTC officers were expecting to receive draft heads of terms documents from legal for NNYCB. The meeting has been rearranged for 23 June 2021. YTC Officers contacted SGC's legal department on 9 June 2021 to chase an example heads of terms document for community buildings, originally offered to YTC by SGC during the meeting of project officers on 12 May;
- A forward plan to map out a project delivery plan is still awaited from SGC officers to include:
 - Legal framework;
 - Project governance;
 - Project schedule;
 - Outline cashflow forecast;
 - Heads of terms for lease;
 - Timetable and deadlines.

Once the above information has been received, an outline business plan will be drafted and Full Council asked to take a decision taken on an application for loan sanction towards the project.

Item 9. CONSULTATIONS

9/1 Consultation Responses

To **NOTE** consultation responses submitted;



Consultation Name	Link	Date Circulated	Closing Date	Notes
MHCLG: Amendments to the Local Audit (Appointing Person) Regulations 2015	Amendments to the Local Audit (Appointing Person) Regulations 2015 - Ministry of Housing, Communities and Local Government Citizen Space - Citizen Space	22.4.21	01.06.21	To NOTE response submitted on 10 th May 2021 (Appendix 11) Thanks to be extended to Councillor Chris Willmore for preparing the response.
MHCLG: Changes to permitted development rights for electronic communications infrastructure: technical consultation	Changes to permitted development rights for electronic communications infrastructure: technical consultation - GOV.UK (www.gov.uk)	22.4.21	14.6.21	To NOTE response submitted on 12 th June 2021 (Appendix 12) Thanks to be extended to Councillor Chris Willmore for preparing the response.

Item 10. YATE TOWN CENTRE STRATEGY GROUP

10/1 Yate Town Centre Strategy Group

To **NOTE** that a stakeholder's newsletter will be compiled and circulated in June/July 2021.

10/2 Yate Masterplan

To receive any update.

Item 11. CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE



To consider if there are any impacts on climate and waste following decisions taken by the council during the meeting.

Item 12. CONFIDENTIAL ITEMS

12/1 Confidentiality Confirmation

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

To **RESOLVE** to enter confidential session if required: *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.*

12/2 MAB Hire

To receive confidential notes of the meeting held on 16 June 2021 to discuss the hire of the MAB. (To be circulated)

12/3 To **RESOLVE** to return to public session.

Full Council/Clerk's Report 22.06.21

Annual Internal Audit Report 2020/21

Yate Town Council

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	no	+ applicable	
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/09/2020 30/09/2020 27/05/2021

Name of person who carried out the internal audit

Louis James

Signature of person who carried out the internal audit



Date

28/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Yate Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



YATE TOWN COUNCIL
FINANCIAL STATEMENT
FOR YEAR ENDED 31 MARCH 2021

YATE TOWN COUNCIL

INDEX

for the Year Ended 31st March 2021

Page Numbers

3	Council Information
4	Internal Auditors Report
5	Income and Expenditure Account
6	Balance Sheet
7 to 14	Notes to the Accounts
Appendix A	Earmarked Reserves as at 31.03.2021
Appendix B	Yate Community Plan Accounts 2020/2021
Appendix C	Wills Davis Atwell Accounts 2020/2021

YATE TOWN COUNCIL

Council Information

Mayor:

- 1 Councillor Karl Tomasin

Councillors:

- 2 Vacant position
- 3 Tony Davis
- 4 Mike Drew
- 5 John Emms
- 6 Sandra Emms
- 7 John Ford
- 8 John Gawn
- 9 Cheryl Kirby
- 10 Margaret Marshall
- 11 Alan Monaghan
- 12 Ben Nutland
- 13 Wully Perks
- 14 Jane Price
- 15 John Serle
- 16 Penny Thoyts
- 17 Chris Willmore

Clerk:

Hayley Townsend

Responsible Finance Officer:

Paul Carroll

Yate Town Council Website

www.yatetowncouncil.gov.uk

Auditors:

PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, EH14 4HD.

Internal Auditors:

South Gloucestershire Council

Annual Internal Audit Report 2020/21

Yate Town Council

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	no	+ applicable	
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 29/09/2020, 30/09/2020, 27/05/2021
 Name of person who carried out the internal audit: Louis James

Signature of person who carried out the internal audit:  Date: 28/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

YATE TOWN COUNCIL
Income and Expenditure Account
For the Year Ended 31 March 2021

	Notes	2021 £	2020 £
INCOME			
Precept on District Council		1,334,190	1,253,331
Local Council Tax Support Grant		-	7,542
Agency Services	3	-	-
Loan and Capital Receipts	15	473,245	322,445
Interest and Investment Income	2	3,424	11,452
Leisure and Recreation		22,027	51,177
Play Areas		-	105
Open Spaces and Public Rights of Way		120	120
Estates Dept.		1,826	545
Grants and Community Support		44,025	11,931
Transport Initiatives		-	-
Establishment/General Administration		7,641	33
Civic and Demographic		18	506
Heritage Centre		2,800	3,577
Parish Hall		6,278	16,154
Pop Inn Café		383	30,755
Poole Court		11,080	59,698
YMCA		3,040	4,530
Armadillo		10,905	68,698
		1,921,002	1,842,599
EXPENDITURE			
Establishment/General Administration	5	319,048	306,824
Capital Expenditure		379,408	671,060
Other Project Expenditure		26,616	41,983
Loan Charges	11	55,942	55,942
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		90,894	118,110
Children's Play Areas		56,264	64,106
Open Spaces and Public Rights of Way		63,021	66,698
Estates Department		134,127	127,412
Grants and Community Support		183,172	187,726
Transport Initiatives		129	301
Civic and Democratic		1,379	25,561
Other Services		-	4,009
Heritage Centre		60,463	62,459
Parish Hall		9,165	13,424
Pop Inn Café		20,225	43,162
Poole Court		81,223	77,136
Armadillo		211,258	247,305
YMCA		6,689	3,153
		1,699,023	2,116,371
General Fund			
Balance as at 1 April 2020		528,168	371,335
Add: Total Income		1,921,002	1,842,599
		2,449,170	2,213,934
Deduct: Total Expenditure		(1,699,023)	(2,116,371)
		750,147	97,563
Transfer (to) other Reserves	12	(236,852)	430,605
General Reserve Balance at 31 March 2021		513,295	528,168

YATE TOWN COUNCIL

**Balance Sheet
as at 31 March 2021**

	Notes	2021 £	2021 £	2020 £
Fixed Assets				
Tangible Fixed Assets	7		5,648,016	5,331,178
Current Assets				
Debtors	8	39,462		48,641
Cash at Bank and In Hand		1,644,417		1,432,568
		<u>1,683,879</u>		<u>1,481,209</u>
Current Liabilities				
Creditors and accrued expenses	9	(120,225)		(139,534)
Net Current Assets			1,563,654	1,341,675
Total Assets Less Current Liabilities			<u>7,211,670</u>	<u>6,672,853</u>
Long Term Liabilities				
Creditors - More Than One Year	11		(438,306)	(326,051)
			<u>6,773,364</u>	<u>6,346,802</u>
Capital and Reserves				
Council Resources Invested in fixed Assets			5,209,710	5,005,127
Earmarked Reserves	12	1,050,359		813,507
General Reserve		513,295		528,168
		<u>1,563,654</u>		<u>1,341,675</u>
Council Resources Available			<u>1,563,654</u>	<u>1,341,675</u>
			<u>6,773,364</u>	<u>6,346,802</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2021 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.

.....
Councillor Karl Tomasin
Mayor

.....
Paul Carroll
Responsible Finance Officer

Date.....

Date.....

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2021

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Council (the Guide) issued by the Joint Panel on Accountability & Governance (JPAG). JPAG is responsible for issuing proper practices in relation to the governance & accounts for smaller authorities. council.

As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statement of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides is for a period of one year or more. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or at the earliest known valuation current when first reported as approximating to the lower of net replacement cost and net realisable value at the time. Community assets either intrinsic or purely nominal value.

Debtors and Creditors

The revenue accounts of the council are maintained on an accrual basis in accordance with the guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and Work in Progress

All stocks have been treated as consumed because their value was not material.

External Loan Repayments

Details of the council's external borrowings are shown at note 11.

Leases

Details of the council's obligations under finance leases are shown at note 13.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in Appendix A.

Interest Income

All interest receipts are credited initially to general funds.

Power of General Competence

With effect from 08.01.2013 Yate Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). This was renewed on 19 May 2015 and again on 15 May 2019. Therefore, with effect from 08.01.2013 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

Audit

This financial statement is un-audited and does not comply with statutory requirements. A copy of the audited statement of accounts is available online and from the office upon request.

YATE TOWN COUNCIL
Notes to the Accounts
31 March 2021

Pensions

The pension costs that are charged to the council's accounts in respect of its employees are equal to contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund. In accordance with the relevant government regulations.

The last actuarial valuation took place on 31 March 2019 and any changes in contribution rates as a result of that valuation took effect as from 1st April 2020. The next valuation is due to take place in March 2022.

2 Interest and Investment Income	2021	2020
	£	£
Interest Income - General Funds	3,424	11,452
	<u>3,424</u>	<u>11,452</u>

3 Agency Work

During the year the council undertook the following agency work on behalf of other authorities and organisations:

Commissioning Authority and Nature of Work	2021	2020
	£	£
Administration of Joint Parish Meetings	379	678
Administration of Community Plan meetings	506	580
Administration of Wills Davis Atwell Charity meetings	506	568
	<u>1,391</u>	<u>1,826</u>

Works undertaken during the year by other authorities on behalf of Yate Town Council

Commissioned Authority and Nature of Work	2021	2020
	£	£
South Gloucestershire Council - Payroll	1,710	1,756
South Gloucestershire Council - HR Services	2,186	2,735
South Gloucestershire Council - IT Provision (Inc. support, hardware, software, storage, internet)	16,013	9,981
South Gloucestershire Council - Internal Audit	1,020	1,000
South Gloucestershire Council - Youth Work	-	9,334
South Gloucestershire Council - Highways Maintenance	28,407	27,825
South Gloucestershire Council - Cleaning Armadillo	8,003	16,629
South Gloucestershire Council - Urbie SLA	604	604
	<u>57,943</u>	<u>69,864</u>

YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2021**

4 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. reflecting the lease agreement, with adjustments to reflect Covid restrictions £	Repairing/Non Repairing
CVS	Office, Poole Court	1,670	Non - repairing
Parents & Carers	Office, Poole Court	2,307	Non - repairing
Off the Record	Office, Armadillo	Nil	Non - repairing
Yate Men's Shed	Committee Room at the Parish Hall	2,490	Non - repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing/Non Repairing
South Gloucestershire Council	Land for Bus Shelter	2	N/A
South Gloucestershire Council	Brinsham Park	Nil	N/A
South Gloucestershire Council	Play Area and Open Space Land at Millside	Nil	N/A
South Gloucestershire Council	Land at Wellington Road	Nil 1	N/A
South Gloucestershire Council	Land for Kingsgate Park	Peppercorn 1	N/A
South Gloucestershire Council	Land at Yate Common	Peppercorn	N/A
South Gloucestershire Council	Land for 3 Play Areas	Peppercorn each	N/A
South Gloucestershire Council	Land at Fromebank Junior School	£1 per annum	N/A
South Gloucestershire Council	Public Open Space at Longs Drive	1 Peppercorn	N/A
South Gloucestershire Council	Partial Land at YOSC	Nil	Repairing

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2021

5 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2021 £	2020 £
Other Advertising	1,125	75
Publicity	1,216	680
	<u>2,341</u>	<u>755</u>

6 Pensions

For the year of account the council's contributions equals 17.5% of employees' pensionable pay, plus £600 deficit recovery.

Following the 2019 actuarial valuation the council's contribution rates has increased to 17.5% for years 2020 - 2023 plus a deficit recovery of £600 in 2020/2021, £600 in 2021/2022 and £700 2022-2023.

Yate Town Council has paid the deficit recovery in advance for the years 2020 - 2023 in the sum of £1,780 saving the council the sum of £120 over a period of three years. £36,820 has been accrued and earmarked in readiness for the next deficit repayment in 2023/2026 resulting from the 2022 actuarial valuation to be undertaken.

YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2021**

7 Fixed Assets

At 31st March the following assets were held:

NB: Some assets, where applicable, have been re-instated in 2014/2015 to the earliest known value in line with the Fixed Asset Principal Accounting Policies - see note 1

Freehold Land and Buildings

	2021	2020
	£	£
	Value	Value
Poole Court	450,000	450,000
Eggshill Lane/Station Road Parish Hall	56,000	56,000
Land at Broad Lane Sports Complex (YOSC entrance)	14,000	14,000
Sunnyside Sports Pavilion	176,510	176,510
Sunnyside Bowling Green	46,812	46,812
Sunnyside Football Pavilion	170,108	170,108
Heritage Centre	300,000	300,000
Pop Inn Café	150,000	150,000
Tennis Courts at Sunnyside and Howard Lewis	225,000	225,000
Armadillo Yate Youth Venue & Cafe	1,347,344	1,347,344
Abbotswood Land & Garage	19,800	19,800
YMCA	154,000	154,000
Multi Activity Building at YOSC	275,000	-
	3,384,574	3,109,574

Vehicles and Equipment

Community Buildings Furniture and Equipment	187,035	183,908
Office Equipment	51,861	48,103
Estates Vehicles, Machinery and Equipment	122,772	121,868
Play Equipment	1,405,211	1,371,727
Armadillo Equipment	221,158	220,593
	1,988,037	1,946,199

Infrastructure Assets

Bus Shelters	33,859	33,859
Footpaths	3,900	3,900
Fencing and Gates	27,487	27,487
Teenage Shelter (Longs Drive, Witches Hat, Wellington Rd(2))	17,901	17,901
St Mary's Wall	21,157	21,157
Seats (116)	60,500	60,500
Noticeboards & Signs	23,787	23,787
Litter Bins	69,825	69,825
Dog Bins	11,275	11,275
	269,691	269,691

Community Assets

Council Regalia	5,700	5,700
Lye Field	1	1
Wellington Road open space (off Cambrian Drive)	1	1
St Mary's Green (incorporating verges adjacent to Lawns Inn)	1	1
Village Green (Goose Green)	1	1
Village Green (Yate Rocks)	1	1
Play Areas (Howard Lewis Park, Peg Hill Skate Park, Eggshill, Lye Field)	4	4
Tyler Field - Woodland	1	1
Westerleigh Road	1	1
Leech- Gate St Mary's Church	1	1
Parnall Memorial St Mary's Church	1	1
YOSC Sports Facility comprising clubhouse, changing rooms track and Astro turf (Leased to YOSC Ltd)	1	1
	5,714	5,714
	5,648,016	5,331,178

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

Financial Statement YE 31.03.2021

YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2021**

8 Debtors	2021	2020
	£	£
Trade Debtors	10,292 -	1,771
Booking Deposits	-	-
VAT Recoverable	21,864	33,976
Other Debtors	-	-
Pre-payments and Accrued Income	7,306	16,436
	<u>39,462</u>	<u>48,641</u>

9 Creditors and Accrued Expenses	2021	2020
	£	£
Trade Creditors	52,147	94,950
Accruals and Deferred Income	40,511	20,894
Booking Deposits Received	1,405	1,255
Superannuation Payable	11,689	10,415
PAYE & NI	14,473	12,020
	<u>120,225</u>	<u>139,534</u>

10 Hire Purchase and Lease Obligations

At 31st March the following hire purchase agreement(s) and lease/leases were in operation:

Hirer/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
SHB	Peugeot Crewcab Tipper	4,371	2021
Lex Autolease	Estates Ford Ranger Pickup	4,020	2023
Lex Autolease	Vauxhall Combo Van	1,665	2021
Lex Autolease	Renault Kangoo ZR Electric Vehicle	3,186	2023

11 Long Term Liabilities	2021	2020
	£	£
Public Works Loan Board	513,139	381,993
HP & Lease Creditors	-	-
Deduct loan instalments due within one year	- 74,833	- 55,942
	<u>438,306</u>	<u>326,051</u>

At the close of business on 31 March 2021 the following loans to the council were outstanding:

Lender	Amount	Years Remaining
	£	
Public Works Loan Board	64,460	5
Public Works Loan Board	278,679	9
Public Works Loan Board	170,000	10
	<u>513,139</u>	

Financial Statement YE 31.03.2021

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2021

12 Earmarked Reserves

	01/04/2020	Contribution to reserve	Contribution from reserve	Balance at 31/3/2021
	£		£	£
Capital Earmarked Reserves	451,154	366,447	301,477	516,124
Other Earmarked Reserves	362,353	228,104	56,221	534,235
	813,507	594,550	357,698	1,050,359

The Other Earmarked reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

For details see appendix A.

13 Capital Commitments

The council had no capital commitments as 31st March 2021 not otherwise provided for in these accounts.

14 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

15 Loans & Capital Receipts

Loan Receipts

The council received £170,000 by way of loan income in the 2020/2021 financial year.

Capital Receipts

The Council received various funding towards capital projects in the 2019/2020 financial year. However, this was less than that received in 2018/2019, which resulted in a decrease in capital spend. 2019/2020 Capital income as listed below:

Funder	Project	£
Sports England	Multi Activity Building YOSC	100,000
South Glos Area Wide fund	Multi Activity Building YOSC	2,987
Wessex Water	Drainage works at YOSC	10,033
Sth Glos Member funding	Various small projects	2,402
		115,422

S106 and Community Infrastructure Levy Funding

S106 and CIL funding is a result of funding secured through local developments.

CIL represents 15% of the funding passed to South Gloucestershire Council towards the cost of infrastructure Bids have to be made by Yate Town Council to secure the S106 funds which are open to numerous organisations serving the area.

The following S106 and CIL funding has been received via South Gloucestershire Council in the 2020/2021 financial year and is included under capital receipts :

S106 Capital funding	£
Abbotswood Informal Play	38,095
Howard Lewis Play Area Enhancement	4,152
Outdoor Gym Equipment Kingsgate Park	29,271
YOSC Disability Equipment	21,115
	92,633

YATE TOWN COUNCIL

Notes to the Accounts 31 March 2021

15 Loans & Capital Receipts continued...

S106 Revenue funding

YOSC Betterment Project

£

65,100

65,100

Community Infrastructure Levy Funding

Kitchen refurbishment at the YMCA and Carbon Zero Initiatives

£

30,150

30,150

17 Other Accounts

Yate Town Council also administers the following accounts, which do not form part of Yate Town Council's accounts but are included for information only as related party disclosure:

- 1) Yate Community Plan Account. See details Appendix B.
- 2) Wills Davis Atwell Accounts. See Appendix C.

EARMARKED RESERVES (ER)

<u>EARMARKED RESERVES</u>	Opening Bal April 2020	From ER to GR	From GR to ER	Closing Balance as at 31.03.2021
PARK UPGRADES				
ER - KINGSGATE PARK	75,000	59,963	117	15,154
PLAY AREA REFURBISHMENT				
ER -PLAY AREA PROJECTS	13,488	-	413	13,901
ER - S106 - INFORMAL PLAY ABBOTSWOOD	5,526	33,484	38,095	10,137
ER - S106 - KINGSATE PARK GYM	89	-	-	89
BUILDINGS				
ER - BUILDING FUND	23,065	325	-	22,740
ER - YMCA	18,870	9,679	-	9,191
SPORTS FACILITIES				
ER - S106 SUNNYSIDE FOOTBALL PAVILION C/	7,227	6,321	-	906
ER - S106 - YOSC BETTERMENT PROJECT	29,643	37,991	8,431	83
ER - YOSC ASSET TRANSFER FUND	89,763	50,805	-	38,959
ER - YOSC - BOXING RELOCATION	132	30,000	57,025	27,157
ER - YOSC - ASTROTURF PROJECT	9,926	9,926	-	-
OPEN SPACES				
ER - ABBOTSWOOD	15,441	-	-	15,441
ER - RODFORD PLAYING FIELDS	13,204	-	-	13,204
OTHER PROJECTS				
ER - ALLOTMENTS	12,000	-	-	12,000
ER - ARMADILLO PROJECT FUND	28,934	8,563	-	20,371
ER - BUS SHELTERS	5,000	-	-	5,000
ER - BUSINESS REVIEW/IT	43,509	13,551	-	29,958
ER - CIL FUNDING	-	-	30,033	30,033
ER - DECARBONISATION PLAN	-	-	30,000	30,000
ER - PROJECT SUPPORT	79,263	3,961	159,122	234,425
ER - MAJOR	60,335	40,869	24,146	43,612
ER - YOSC	38,574	-	10,884	49,458
ER - S106 DISABILITY EQUIPMENT FOR YOSC	-	-	17,305	17,305
COMMITTED REVENUE EXPENDITURE				
ER -ELECTION EXPENSES	4,986	-	6,000	10,986
ER - PUBLIC RIGHTS OF WAY	6,081	-	-	6,081
ER - S106 SL TENNIS COURT REVENUE FUNDS	4,628	386	-	4,242
ER - S106 WITCHES HAT PA REVENUE FUNDS	6,614	551	-	6,063
ER - S106 SL FOOTBALL PAV REVENUE FUNDS	31,787	2,270	6,581	36,098
ER - S106 YOSC TRACK REVENUE FUNDS	-	-	65,100	65,100
ER - S106 KINGSGATE PARK GYM REVENUE	-	-	28,849	28,849
ER - YATE AGEING BETTER CONSULTATION	15,809	-	-	15,809
ER - YOUTH PROVISION	174,612	49,054	112,451	238,009
TOTAL EXPENDITURE	813,507	357,698	594,550	1,050,359

Yate Community Plan Balance Sheet as at 31 March 2021 (Incorporating In Bloom)

Income

	2020	2021
In Bloom Income (see attached In Bloom account)	-	-
Grants:	-	2,603
	-	<u>2,603</u>

Expenditure

	2020	2021
Administration Community Plan	-	696
Other Community Plan Expenditure	7	2,264
In Bloom (see attached In Bloom account)	-	3,820
	<u>7</u>	<u>6,781</u>

Balance Sheet as at 31 March 2021**Funds:**

Opening balance 1 April 2020	5,450
Plus income	2,603
Less Expenditure	<u>- 6,781</u>
Closing balance 31 March 2021	<u>1,272</u>

Represented By:**Assets**

Yate Community Plan Bank Account Balance as at 31 March 2021	4,976
Less cheques not yet presented	- 701
Plus income not yet received	<u>607</u>
	<u>4,882</u>

Made up as follows:

Yate Community Plan balance of funds	1,553
In Bloom Balance of funds	<u>3,329</u>
	<u>4,882</u>

These accounts have been independently checked and approved as a true copy of the accounts:

Signed:.....

Dated:.....

WILLS DAVIS ATWELL ACCOUNTS 2020/2021

ASSETS**Balances Brought Forward**

AEGON £1,159,024.90

Business Select (Co-op) £6,058.24

Community Direct (Co-op) £27,929.15

Total £1,193,012.29

INCOME

Co-op Bank Interest £21.29

Rent £250.00

AEGON return on investment £277,939.10

Total £ 278,210.39

£1,471,222.68

EXPENDITURE

Grants claimed in 20/21 £18,758.26

Grant cheque issued not presented in 20/21 **-£580.08**

Grant from previous year banked in this year £-

Admin Costs for 2020/2021 £607.10

Admin Costs above cheque not yet banked **-£607.10**

Aegon investment costs £4,475.00

Total £ 22,653.18

BALANCES CARRIED FORWARD

AEGON £1,432,489.00

Business Select (Co-op) £6,079.53

Community Direct (Co-op) £10,000.97

Total £1,448,569.50

£ 1,471,222.68

In 2020/2021 Grants were awarded to 46 students totalling £18,897. with £21,036.85 being claimed to date.

The figure of £18,758.26 shown under expenditure grants claimed in 20/21 is made as follows

19/20 grants t £2,646.21

20/21 grants t £15,531.97

20/21 grants i £580.08

£18,758.26

If you know of any young person who may be eligible for a grant please ask them to telephone the Town Council Office 01454 866506 or email info@yatetowncouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

Yate Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,615,447	1,341,675	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,253,331	1,334,190	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	589,268	586,812	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	797,779	847,883	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	55,942	55,942	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,262,650	795,198	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,341,675	1,563,654	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,432,568	1,644,417	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,331,178	5,648,016	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	381,993	513,139	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

SIGNATURE REQUIRED

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Direct Debits/Standing Orders/BACS Payments - 2021-2022				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
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	Building Security Armadillo	£12.63	DD	monthly
British Telecom Payment Service	Building Security Heritage	Variable/£14.2 approx	DD	monthly
British Telecom Payment Service	Building Security Poole Court	Variable/£21.40 approx	DD	monthly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£50.10 approx	DD	monthly
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
Profit Reach	web care plan	£149.00	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
Public Works Loan Board	Multi Activity Building loan repayments	£8,917	DD	twice yearly
South Gloucestershire Council	Rates - Bowling Pavilion	£122.50	DD	monthly
South Gloucestershire Council	Rates - Football Pavilion	£122.50	DD	monthly
South Gloucestershire Council	Rates - Heritage Centre	£66.00	DD	monthly
South Gloucestershire Council	Rates - Parish Hall	£309.00	DD	monthly
South Gloucestershire Council	Rates - Poole Court	£2,345.00	DD	monthly
South Gloucestershire Council	Rates - Armadillo	£1,859.00	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	£494	DD	monthly
South Gloucestershire Council	Rates - YMCA	£124.00	DD	monthly
South Gloucestershire Council	Rates - Celestine Room Poole Court	£225	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£43k approx	BACS	monthly
Telefonica 02 UK Limited	mobile phone sim only - 3 x estates 6 x Officers/Service Support	Variable/£7.20 each per month approx	DD	monthly

14/05/2021

YATE TOWN COUNCIL

Page 1

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Bowling Green/Sports Pavilion</u>								
1000 Income - Grants Received - Gov	0	4,097	0	(4,097)			0.0%	
1111 Income - Licenses	20,360	0	75	75			0.0%	
1120 Income - Rent	0	75	0	(75)			0.0%	
1730 Income - Misc	592	605	0	(605)			0.0%	
Bowling Green/Sports Pavilion :- Income	20,952	4,777	75	(4,702)			6369.2%	0
4020 Rates	1,251	1,223	1,223	0		0	100.0%	
4021 Water & Sewerage Rates	561	1,103	735	(368)		(368)	150.1%	
4022 Electricity	1,902	1,860	1,000	(860)		(860)	186.0%	
4030 Cleaning Materials	222	297	415	118		118	71.6%	
4031 Cleaning Contract	1,536	0	873	873		873	0.0%	
4032 Maintenance Contracts	15	17	17	0		0	97.5%	
4033 Building Maintenance	690	1,437	1,263	(174)		(174)	113.8%	
4040 Furniture Replacement	0	0	110	110		110	0.0%	
4050 Security - Buildings	409	446	525	79		79	85.0%	
4060 Grounds & Car Park Maint	60	198	250	52		52	79.3%	
4071 Fire Equipment Maint & Repair	105	152	197	45		45	77.2%	
4175 Materials	2,021	1,763	2,500	737		737	70.5%	
4176 Ground Maintenance	5,984	6,083	6,279	196		196	96.9%	
4180 Sprinkler Maintenance	300	300	700	400		400	42.9%	
4404 Insurance	533	506	506	(0)		(0)	100.0%	
4760 Reallocat. Estates Staff Cost	4,336	4,016	3,423	(593)		(593)	117.3%	
Bowling Green/Sports Pavilion :- Indirect Expenditure	19,923	19,401	20,016	615	0	615	96.9%	0
Net Income over Expenditure	1,029	(14,624)	(19,941)	(5,317)				
<u>102 Football Pitches/Pavilion</u>								
1000 Income - Grants Received - Gov	0	6,668	0	(6,668)			0.0%	
1300 Income - Pitches	4,421	1,852	2,500	648			74.1%	260
Football Pitches/Pavilion :- Income	4,421	8,520	2,500	(6,020)			340.8%	260
4020 Rates	1,251	1,223	1,223	0		0	100.0%	
4021 Water & Sewerage Rates	968	120	250	130		130	48.1%	
4022 Electricity	1,229	922	680	(242)		(242)	135.6%	
4023 Gas	698	346	580	234		234	59.6%	
4030 Cleaning Materials	173	166	200	34		34	83.2%	
4032 Maintenance Contracts	0	0	24	24		24	0.0%	
4033 Building Maintenance	514	615	1,578	963	5	959	39.2%	
4041 Equipment Replacement	37	134	650	516		516	20.6%	
4050 Security - Buildings	439	642	660	18		18	97.3%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Fire Equipment Maint & Repair	104	102	150	48		48	68.0%	
4072 Central Heating Contract & Mnt	565	610	610	(0)		(0)	100.1%	
4176 Ground Maintenance	1,064	710	1,200	490		490	59.2%	
4404 Insurance	503	595	595	0		0	99.9%	
4760 Reallocat. Estates Staff Cost	6,958	7,733	7,459	(274)		(274)	103.7%	2,270
Football Pitches/Pavilion :- Indirect Expenditure	14,504	13,918	15,859	1,941	5	1,936	87.8%	2,270
Net Income over Expenditure	(10,083)	(5,399)	(13,359)	(7,960)				
6000 plus Transfer from EMR	2,270	2,270						
6001 less Transfer to EMR	0	260						
Movement to/(from) Gen Reserve	(7,813)	(3,389)						
104 Tennis Courts - Sunnyside Lane								
1310 Income - Tennis Courts	1,519	889	1,000	111			88.9%	(386)
Tennis Courts - Sunnyside Lane :- Income	1,519	889	1,000	111			88.9%	(386)
4195 Nets	0	0	115	115		115	0.0%	
4197 Court Repairs	17	26	125	99		99	20.9%	
4760 Reallocat. Estates Staff Cost	105	161	227	66		66	70.8%	
Tennis Courts - Sunnyside Lane :- Indirect Expenditure	122	187	467	280	0	280	40.0%	0
Net Income over Expenditure	1,397	702	533	(169)				
6000 plus Transfer from EMR	386	0						
6001 less Transfer to EMR	0	(386)						
Movement to/(from) Gen Reserve	1,783	1,088						
105 Kingsgate Park								
1111 Income - Licenses	7,541	7,722	7,722	0			100.0%	
1730 Income - Misc	78	0	0	0			0.0%	
Kingsgate Park :- Income	7,619	7,722	7,722	0			100.0%	0
4021 Water & Sewerage Rates	610	134	370	236		236	36.2%	
4022 Electricity	647	423	520	97		97	81.3%	
4033 Building Maintenance	314	412	647	235		235	63.7%	
4071 Fire Equipment Maint & Repair	0	110	110	0		0	100.0%	
4100 Repairs & Maintenance	1,641	1,629	1,518	(111)	300	(411)	127.1%	
4102 Signs & Noticeboards	0	0	350	350		350	0.0%	
4104 Litter Bins	18	240	105	(135)		(135)	228.9%	
4107 Seats	1,197	240	360	120		120	66.5%	
4108 Lake Maintenance	0	0	100	100		100	0.0%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Lighting	99	0	102	102		102	0.0%	
4130 Security - Parks	2,817	3,476	3,520	44		44	98.7%	
4140 Toilets	3,278	1,224	1,415	191	192	(1)	100.1%	
4150 Water Feature Maintenance	423	237	500	263		263	47.4%	
4200 Tree/Bulb Planting	3,202	3,498	3,650	152		152	95.8%	
4404 Insurance	529	213	213	(0)		(0)	100.2%	
4760 Reallocat. Estates Staff Cost	13,218	24,554	19,408	(5,146)		(5,146)	126.5%	
4905 Loan Capital	0	0	5,450	5,450		5,450	0.0%	(5,450)
Kingsgate Park :- Indirect Expenditure	27,993	36,390	38,338	1,948	492	1,456	96.2%	(5,450)
Net Income over Expenditure	(20,374)	(28,668)	(30,616)	(1,948)				
6000 plus Transfer from EMR	1,197	(5,450)						
6001 less Transfer to EMR	15,400	0						
Movement to/(from) Gen Reserve	(34,577)	(34,118)						
<u>106 Brinsham Fields</u>								
4100 Repairs & Maintenance	1,614	477	1,077	600	650	(50)	104.6%	
4101 Fencing & Gates	174	0	250	250		250	0.0%	
4102 Signs & Noticeboards	318	368	368	0		0	100.0%	
4104 Litter Bins	832	240	500	260		260	48.1%	
4107 Seats	2,724	0	350	350		350	0.0%	
4108 Lake Maintenance	484	600	1,390	790		790	43.2%	
4130 Security - Parks	2,300	2,337	2,355	19	54	(35)	101.5%	
4200 Tree/Bulb Planting	825	602	1,500	898		898	40.1%	
4760 Reallocat. Estates Staff Cost	10,205	8,364	11,162	2,798		2,798	74.9%	
Brinsham Fields :- Indirect Expenditure	19,475	12,988	18,952	5,964	704	5,261	72.2%	0
Net Expenditure	(19,475)	(12,988)	(18,952)	(5,964)				
6000 plus Transfer from EMR	3,440	0						
Movement to/(from) Gen Reserve	(16,035)	(12,988)						
<u>108 Abbotswood Centre</u>								
1730 Income - Misc	105	0	0	0			0.0%	
Abbotswood Centre :- Income	105	0	0	0				0
4100 Repairs & Maintenance	351	286	500	214		214	57.3%	
4200 Tree/Bulb Planting	0	0	250	250		250	0.0%	
4404 Insurance	112	112	112	0		0	100.0%	
4760 Reallocat. Estates Staff Cost	0	2,907	0	(2,907)		(2,907)	0.0%	
Abbotswood Centre :- Indirect Expenditure	463	3,305	862	(2,443)	0	(2,443)	383.5%	0
Net Income over Expenditure	(358)	(3,305)	(862)	2,443				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 YOSC</u>								
1502 Income - school income	16,667	10,884	16,950	6,066			64.2%	
YOSC :- Income	16,667	10,884	16,950	6,066			64.2%	0
4062 Hockey pitch maintenance	2,603	4,091	4,091	0		0	100.0%	
4064 Track Maintenance - YOSC	0	0	1,000	1,000		1,000	0.0%	
4115 Lighting	247	258	100	(158)		(158)	258.0%	
4250 Schools payment	30,200	0	16,950	16,950		16,950	0.0%	(10,884)
4404 Insurance	2,055	2,031	2,031	(0)		(0)	100.0%	
4406 Misc	0	83	1,650	1,567	1,522	45	97.3%	
4760 Reallocat. Estates Staff Cost	987	1,546	4,855	3,309		3,309	31.9%	
YOSC :- Indirect Expenditure	36,092	8,010	30,677	22,667	1,522	21,145	31.1%	(10,884)
Net Income over Expenditure	(19,425)	2,874	(13,727)	(16,601)				
6000 plus Transfer from EMR	30,200	(10,884)						
6001 less Transfer to EMR	10,774	0						
Movement to/(from) Gen Reserve	0	(8,010)						
<u>111 PA - Eggshill Lane</u>								
4100 Repairs & Maintenance	318	329	538	209		209	61.1%	
4113 Safety Surface	330	330	450	120		120	73.3%	
4200 Tree/Bulb Planting	100	120	250	130		130	48.0%	
PA - Eggshill Lane :- Indirect Expenditure	748	779	1,238	459	0	459	62.9%	0
Net Expenditure	(748)	(779)	(1,238)	(459)				
<u>112 PA - Kingsgate Park Junior</u>								
4100 Repairs & Maintenance	877	324	535	211		211	60.6%	
4113 Safety Surface	330	330	365	35		35	90.4%	
PA - Kingsgate Park Junior :- Indirect Expenditure	1,207	654	900	246	0	246	72.7%	0
Net Expenditure	(1,207)	(654)	(900)	(246)				
<u>113 PA - Kingsgate Park Senior</u>								
4100 Repairs & Maintenance	398	1,003	935	(68)		(68)	107.3%	
4113 Safety Surface	660	825	685	(140)		(140)	120.4%	
4404 Insurance	0	446	446	0		0	99.9%	
PA - Kingsgate Park Senior :- Indirect Expenditure	1,058	2,274	2,066	(208)	0	(208)	110.1%	0
Net Expenditure	(1,058)	(2,274)	(2,066)	208				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>114 PA - Howard Lewis</u>								
4100 Repairs & Maintenance	644	463	702	239		239	65.9%	
4113 Safety Surface	495	495	465	(30)		(30)	106.5%	
4200 Tree/Bulb Planting	100	0	250	250		250	0.0%	
PA - Howard Lewis :- Indirect Expenditure	1,239	958	1,417	459	0	459	67.6%	0
Net Expenditure	(1,239)	(958)	(1,417)	(459)				
<u>115 PA - St Mary's Senior</u>								
4100 Repairs & Maintenance	461	654	891	237		237	73.4%	
4113 Safety Surface	330	330	315	(15)		(15)	104.8%	
4200 Tree/Bulb Planting	190	125	450	325		325	27.8%	
PA - St Mary's Senior :- Indirect Expenditure	981	1,109	1,656	547	0	547	67.0%	0
Net Expenditure	(981)	(1,109)	(1,656)	(547)				
<u>116 PA - St Mary's Junior</u>								
4100 Repairs & Maintenance	671	451	742	291		291	60.8%	
4113 Safety Surface	0	0	250	250		250	0.0%	
PA - St Mary's Junior :- Indirect Expenditure	671	451	992	541	0	541	45.5%	0
Net Expenditure	(671)	(451)	(992)	(541)				
<u>117 PA - Tyndale Park</u>								
4100 Repairs & Maintenance	280	559	720	161		161	77.7%	
4113 Safety Surface	330	330	370	40		40	89.2%	
4130 Security - Parks	1,800	1,297	1,333	36		36	97.3%	
4200 Tree/Bulb Planting	420	0	250	250		250	0.0%	
PA - Tyndale Park :- Indirect Expenditure	2,830	2,186	2,673	487	0	487	81.8%	0
Net Expenditure	(2,830)	(2,186)	(2,673)	(487)				
<u>118 PA - Wellington Road</u>								
4100 Repairs & Maintenance	286	194	470	276		276	41.2%	
PA - Wellington Road :- Indirect Expenditure	286	194	470	276	0	276	41.2%	0
Net Expenditure	(286)	(194)	(470)	(276)				
<u>119 PA - Witches Hat</u>								
1730 Income - Misc	0	0	0	0			0.0%	(551)
PA - Witches Hat :- Income	0	0	0	0				(551)

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Repairs & Maintenance	494	790	472	(318)		(318)	167.4%	
4113 Safety Surface	330	527	370	(157)		(157)	142.4%	
4130 Security - Parks	2,196	1,578	1,660	82		82	95.1%	
4200 Tree/Bulb Planting	200	150	575	425		425	26.1%	
PA - Witches Hat :- Indirect Expenditure	3,220	3,045	3,077	32	0	32	99.0%	0
Net Income over Expenditure	(3,220)	(3,045)	(3,077)	(32)				
6000 plus Transfer from EMR	551	0						
6001 less Transfer to EMR	0	(551)						
Movement to/(from) Gen Reserve	(2,668)	(2,494)						
<u>121 PA - Millside Playzone</u>								
4100 Repairs & Maintenance	992	575	923	348		348	62.3%	
4113 Safety Surface	495	495	475	(20)		(20)	104.2%	
4200 Tree/Bulb Planting	125	0	250	250		250	0.0%	
PA - Millside Playzone :- Indirect Expenditure	1,612	1,070	1,648	578	0	578	64.9%	0
Net Expenditure	(1,612)	(1,070)	(1,648)	(578)				
<u>122 PA - Lye Field</u>								
4100 Repairs & Maintenance	211	58	400	343		343	14.4%	
PA - Lye Field :- Indirect Expenditure	211	58	400	343	0	343	14.4%	0
Net Expenditure	(211)	(58)	(400)	(343)				
<u>123 PA - Peg Hill Skate Park</u>								
4100 Repairs & Maintenance	353	264	514	250		250	51.4%	
4115 Lighting	462	470	500	30		30	94.0%	
4120 Vandalism	0	0	500	500		500	0.0%	
4200 Tree/Bulb Planting	200	0	1,500	1,500		1,500	0.0%	
4404 Insurance	0	99	99	0		0	99.9%	
4760 Reallocat. Estates Staff Cost	4,526	4,773	5,652	879		879	84.5%	
PA - Peg Hill Skate Park :- Indirect Expenditure	5,541	5,607	8,765	3,158	0	3,158	64.0%	0
Net Expenditure	(5,541)	(5,607)	(8,765)	(3,158)				
<u>124 PA - Yate West Kickabout</u>								
4100 Repairs & Maintenance	146	155	450	295		295	34.4%	
PA - Yate West Kickabout :- Indirect Expenditure	146	155	450	295	0	295	34.4%	0
Net Expenditure	(146)	(155)	(450)	(295)				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 PA - Longs Drive Playzone</u>								
4100 Repairs & Maintenance	189	176	460	284		284	38.4%	
4200 Tree/Bulb Planting	0	0	400	400		400	0.0%	
PA - Longs Drive Playzone :- Indirect Expenditure	189	176	860	684	0	684	20.5%	0
Net Expenditure	(189)	(176)	(860)	(684)				
<u>126 PA - Brinsham Park</u>								
4100 Repairs & Maintenance	306	1,279	1,033	(246)		(246)	123.8%	
PA - Brinsham Park :- Indirect Expenditure	306	1,279	1,033	(246)	0	(246)	123.8%	0
Net Expenditure	(306)	(1,279)	(1,033)	246				
<u>129 Play Areas</u>								
4760 Reallocat. Estates Staff Cost	43,861	36,269	57,764	21,495		21,495	62.8%	
Play Areas :- Indirect Expenditure	43,861	36,269	57,764	21,495	0	21,495	62.8%	0
Net Expenditure	(43,861)	(36,269)	(57,764)	(21,495)				
<u>130 Open Spaces</u>								
1410 Income - Wayleaves	120	120	60	(60)			199.2%	
Open Spaces :- Income	120	120	60	(60)			199.2%	0
4102 Signs & Noticeboards	128	100	2,500	2,400		2,400	4.0%	
4104 Litter Bins	1,172	309	500	191		191	61.7%	
4107 Seats	810	0	500	500		500	0.0%	
4200 Tree/Bulb Planting	3,420	1,097	3,925	2,828		2,828	27.9%	
4201 Open Spaces Commons & Greens	3,044	1,064	4,000	2,936	517	2,419	39.5%	(450)
4202 Green Waste	0	81	500	419		419	16.2%	
4204 Refuse Collections	1,986	1,771	1,830	59		59	96.8%	
4210 Streetscene & Highway Maint	27,825	28,407	28,407	0		0	100.0%	
4212 Community Litter Picking	572	0	1,000	1,000		1,000	0.0%	
4760 Reallocat. Estates Staff Cost	27,278	26,888	40,875	13,987		13,987	65.8%	
Open Spaces :- Indirect Expenditure	66,235	59,716	84,037	24,321	517	23,804	71.7%	(450)
Net Income over Expenditure	(66,116)	(59,597)	(83,977)	(24,380)				
6000 plus Transfer from EMR	0	(450)						
Movement to/(from) Gen Reserve	(66,116)	(60,047)						

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Estates Staff</u>								
1730 Income - Misc	545	949	784	(165)			121.1%	
Estates Staff :- Income	545	949	784	(165)			121.1%	0
4000 Salaries	181,851	190,756	197,205	6,449		6,449	96.7%	
4001 Employers NIC	14,202	14,555	17,000	2,445		2,445	85.6%	
4002 Employers Superannuation	23,857	33,937	34,671	734		734	97.9%	
4003 Staff Equipment	0	17	0	(17)		(17)	0.0%	
4004 Travel Expenses	25	7	800	793		793	0.8%	
4010 Staff Training	3,422	2,188	2,336	148		148	93.6%	
4406 Misc	100	33	50	17		17	66.0%	
4700 H & S Train/cloth/pub/equip	3,252	3,202	3,100	(102)		(102)	103.3%	
4760 Reallocat. Estates Staff Cost	(133,302)	(138,283)	(176,912)	(38,629)		(38,629)	78.2%	
Estates Staff :- Indirect Expenditure	93,407	106,411	78,250	(28,161)	0	(28,161)	136.0%	0
Net Income over Expenditure	(92,862)	(105,462)	(77,466)	27,996				
<u>170</u> <u>Est Crewcab Tipper WA66ECX</u>								
4300 Lease Payments	4,371	4,371	4,371	0		0	100.0%	
4301 Vehicle Maintenance & Repairs	1,352	792	500	(292)		(292)	158.5%	
4302 Fuel	1,063	1,206	1,200	(6)		(6)	100.5%	
4303 Tax & Insurance	329	346	346	0		0	99.9%	
Est Crewcab Tipper WA66ECX :- Indirect Expenditure	7,116	6,715	6,417	(298)	0	(298)	104.6%	0
Net Expenditure	(7,116)	(6,715)	(6,417)	298				
<u>171</u> <u>Est Vauxhall Combo Van FA16YMR</u>								
4300 Lease Payments	2,497	1,665	2,497	832		832	66.7%	
4301 Vehicle Maintenance & Repairs	260	38	285	247		247	13.3%	
4302 Fuel	722	429	500	71		71	85.9%	
4303 Tax & Insurance	342	363	363	(0)		(0)	100.1%	
Est Vauxhall Combo Van FA16YMR :- Indirect Expenditure	3,822	2,495	3,645	1,150	0	1,150	68.5%	0
Net Expenditure	(3,822)	(2,495)	(3,645)	(1,150)				
<u>172</u> <u>Est Tractor J418 ODG</u>								
4301 Vehicle Maintenance & Repairs	1,777	248	1,000	752	422	330	67.0%	
4302 Fuel	305	235	320	85		85	73.4%	
4303 Tax & Insurance	329	346	346	0		0	99.9%	
Est Tractor J418 ODG :- Indirect Expenditure	2,412	828	1,666	838	422	416	75.0%	0
Net Expenditure	(2,412)	(828)	(1,666)	(838)				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>173 Est Kubota Mower Y434 HEU</u>								
4300 Lease Payments	105	0	105	105		105	0.0%	
4301 Vehicle Maintenance & Repairs	72	819	1,000	181	1,403	(1,222)	222.2%	
4302 Fuel	140	72	100	28		28	71.6%	
4303 Tax & Insurance	329	346	346	0		0	99.9%	
Est Kubota Mower Y434 HEU :- Indirect Expenditure	646	1,236	1,551	315	1,403	(1,088)	170.1%	0
Net Expenditure	(646)	(1,236)	(1,551)	(315)				
<u>174 Est Renault Kangoo BT18 DZL</u>								
4300 Lease Payments	2,390	3,186	3,186	0		0	100.0%	
4301 Vehicle Maintenance & Repairs	0	156	530	374		374	29.5%	
4303 Tax & Insurance	332	346	346	0		0	99.9%	
Est Renault Kangoo BT18 DZL :- Indirect Expenditure	2,722	3,688	4,062	374	0	374	90.8%	0
Net Expenditure	(2,722)	(3,688)	(4,062)	(374)				
<u>176 Estates Equipment</u>								
4302 Fuel	479	408	400	(8)		(8)	102.1%	
4320 Repair & Renewal	1,648	2,024	1,500	(524)	(504)	(20)	101.3%	
4321 Hire of Equipment	907	633	900	267		267	70.4%	
4322 New Equipment	1,058	1,134	1,335	201	6	196	85.4%	
4404 Insurance	202	297	297	(0)		(0)	100.1%	
Estates Equipment :- Indirect Expenditure	4,294	4,497	4,432	(65)	(498)	434	90.2%	0
Net Expenditure	(4,294)	(4,497)	(4,432)	65				
<u>177 Est Batwing Mower (KP) WX15KKC</u>								
4301 Vehicle Maintenance & Repairs	3,600	1,245	2,560	1,315		1,315	48.6%	
4302 Fuel	1,089	564	750	186		186	75.2%	
4303 Tax & Insurance	332	346	346	0		0	99.9%	
Est Batwing Mower (KP) WX15KKC :- Indirect Expenditure	5,021	2,155	3,656	1,501	0	1,501	58.9%	0
Net Expenditure	(5,021)	(2,155)	(3,656)	(1,501)				
<u>178 Estates Ranger Pickup EF18 XBM</u>								
1700 Income - Insurance	0	877	0	(877)			0.0%	
Estates Ranger Pickup EF18 XBM :- Income	0	877	0	(877)				0

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Lease Payments	4,020	4,370	4,020	(350)		(350)	108.7%	
4301 Vehicle Maintenance & Repairs	1,452	3	528	525		525	0.5%	
4302 Fuel	1,636	987	1,000	13		13	98.7%	
4303 Tax & Insurance	334	353	353	0		0	99.9%	
Estates Ranger Pickup EF18 XBM :- Indirect Expenditure	7,442	5,712	5,901	189	0	189	96.8%	0
Net Income over Expenditure	(7,442)	(4,835)	(5,901)	(1,066)				
<u>179 Etesia mower</u>								
4301 Vehicle Maintenance & Repairs	0	0	500	500		500	0.0%	
4302 Fuel	198	44	100	56		56	44.0%	
4303 Tax & Insurance	332	346	346	0		0	99.9%	
Etesia mower :- Indirect Expenditure	530	390	946	556	0	556	41.2%	0
Net Expenditure	(530)	(390)	(946)	(556)				
<u>180 Transport Initiatives</u>								
4342 TI - Bus Shelter Repairs	23	19	50	31		31	37.8%	
4404 Insurance	104	104	104	0		0	99.6%	
4760 Reallocat. Estates Staff Cost	174	6	500	494		494	1.3%	
Transport Initiatives :- Indirect Expenditure	301	129	654	525	0	525	19.7%	0
Net Expenditure	(301)	(129)	(654)	(525)				
<u>501 Democratic Representation</u>								
4004 Travel Expenses	125	0	0	0		0	0.0%	
4406 Misc	50	0	50	50		50	0.0%	
4450 Conference Fees	423	32	100	68		68	32.4%	
4451 Members Training	148	165	300	135	100	35	88.3%	
4555 Postage/Printing/Misc	169	0	0	0		0	0.0%	
4590 Elections	21,963	0	6,000	6,000		6,000	0.0%	(6,000)
Democratic Representation :- Indirect Expenditure	22,878	197	6,450	6,253	100	6,153	4.6%	(6,000)
Net Expenditure	(22,878)	(197)	(6,450)	(6,253)				
6000 plus Transfer from EMR	21,963	(6,000)						
6001 less Transfer to EMR	6,000	0						
Movement to/(from) Gen Reserve	(6,915)	(6,197)						

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>502 Civic Expenses</u>								
1730 Income - Misc	506	18	0	(18)			0.0%	
Civic Expenses :- Income	506	18	0	(18)				0
4404 Insurance	14	14	14	(0)		(0)	101.8%	
4550 Chairman's Allowance	850	600	1,000	400		400	60.0%	(400)
4551 Civic Regalia/Robes	0	0	50	50		50	0.0%	
4552 Travel	226	0	1,634	1,634		1,634	0.0%	(1,634)
4555 Postage/Printing/Misc	273	224	500	276		276	44.8%	
4557 Gifts & Donations	0	0	50	50		50	0.0%	
4560 Civic Services	1,321	344	870	527		527	39.5%	
Civic Expenses :- Indirect Expenditure	2,683	1,182	4,118	2,936	0	2,936	28.7%	(2,034)
Net Income over Expenditure	(2,177)	(1,164)	(4,118)	(2,954)				
6000 plus Transfer from EMR	0	(2,034)						
Movement to/(from) Gen Reserve	(2,177)	(3,198)						
<u>505 Adjustment to Reserves</u>								
4410 IT	0	0	0	0	4,128	(4,128)	0.0%	
Adjustment to Reserves :- Indirect Expenditure	0	0	0	0	4,128	(4,128)		0
Net Expenditure	0	0	0	0				
<u>508 Service Support</u>								
1000 Income - Grants Received - Gov	7,542	6,250	6,250	0			100.0%	
1076 Income - Precept	1,253,331	1,334,190	1,334,190	0			100.0%	
1090 Income - Bank Interest	11,452	3,424	4,000	576			85.6%	
1230 Income - Fax/Photocopying	30	0	0	0			0.0%	
1730 Income - Misc	3	1,391	0	(1,391)			0.0%	
Service Support :- Income	1,272,358	1,345,255	1,344,440	(815)			100.1%	0
4000 Salaries	217,541	224,388	244,560	20,172		20,172	91.8%	
4001 Employers NIC	10,210	13,641	15,000	1,359		1,359	90.9%	
4002 Employers Superannuation	32,744	39,169	41,867	2,698		2,698	93.6%	
4003 Staff Equipment	336	85	500	415		415	17.0%	
4004 Travel Expenses	62	13	150	137		137	8.3%	
4010 Staff Training	3,068	1,632	2,000	368	264	104	94.8%	
4056 Adjustments	0	(1,021)	0	1,021		1,021	0.0%	
4400 Telephone & Fax	1,950	2,322	2,000	(322)		(322)	116.1%	
4401 Postage	1,034	426	635	209		209	67.0%	
4402 Stationery	1,398	245	500	255		255	49.1%	

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4403 Subscriptions	2,765	3,970	3,962	(8)		(8)	100.2%	
4404 Insurance	5,853	6,171	6,171	0		0	100.0%	
4406 Misc	107	10	150	140		140	6.6%	
4408 Publications	0	120	210	90		90	57.1%	
4410 IT	11,818	11,494	20,926	9,432	969	8,462	59.6%	
4411 Advertising	755	2,565	7,700	5,135		5,135	33.3%	
4412 Publicity	0	0	100	100		100	0.0%	
4415 Photocopy Costs	3,352	2,076	2,168	92		92	95.7%	
4420 Equipment Maintenance	0	188	353	165		165	53.2%	
4425 Legal Expenses	363	1,530	5,270	3,740		3,740	29.0%	
4430 Office Equipment	409	0	1,000	1,000	190	810	19.0%	
4432 Bank Charges	641	571	774	203		203	73.8%	
4450 Conference Fees	0	0	650	650		650	0.0%	
4531 Newsletter Product. & Dist.	469	136	400	264		264	34.0%	
4764 Payroll Bureau & HR	6,988	3,839	6,500	2,661		2,661	59.1%	
4765 Consultancy Fees	1,564	1,658	4,131	2,473	850	1,623	60.7%	
4780 Audit Fees	3,400	3,820	3,500	(320)		(320)	109.1%	
Service Support :- Indirect Expenditure	306,824	319,048	371,177	52,129	2,273	49,856	86.6%	0
Net Income over Expenditure	965,534	1,026,207	973,263	(52,944)				
6001 less Transfer to EMR	12,273	0						
Movement to/(from) Gen Reserve	953,261	1,026,207						
<u>510 Grants</u>								
1730 Income - Misc	0	205	0	(205)			0.0%	
Grants :- Income	0	205	0	(205)				0
4501 Grants - Under Specific Powers	7,202	9,500	9,500	(0)		(0)	100.0%	
4510 SLA - Citizens Advice Bureau	8,000	8,000	8,000	0		0	100.0%	
4512 Yate Outreach Work	0	0	0	0	634	(634)	0.0%	
Grants :- Indirect Expenditure	15,202	17,500	17,500	(0)	634	(634)	103.6%	0
Net Income over Expenditure	(15,202)	(17,295)	(17,500)	(205)				
6000 plus Transfer from EMR	176	0						
Movement to/(from) Gen Reserve	(15,027)	(17,295)						
<u>512 Community Support</u>								
1430 Income - Agency Works	1,826	0	0	0			0.0%	
1431 Income - Serv Jnt & Other Cmtes	0	0	612	612			0.0%	
1435 Income - Yate Urbie	4,585	3,393	2,250	(1,143)			150.8%	

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1501 Income - Easter Egg Event	1,420	0	0	0			0.0%	
1505 Income - Music Festival	4,100	0	0	0			0.0%	
1730 Income - Misc	0	2,394	195	(2,199)			1227.7%	(1,500)
Community Support :- Income	11,931	5,787	3,057	(2,730)			189.3%	(1,500)
4000 Salaries	68,089	76,742	76,850	108		108	99.9%	
4001 Employers NIC	5,287	6,832	6,826	(6)		(6)	100.1%	
4002 Employers Superannuation	10,310	13,430	13,510	80		80	99.4%	
4003 Staff Equipment	0	34	34	0		0	100.0%	
4004 Travel Expenses	0	10	20	10		10	52.2%	
4010 Staff Training	0	3	50	47		47	6.3%	
4406 Misc	0	500	500	0		0	100.0%	(2,199)
4506 SLA - Off the Record	4,500	0	4,608	4,608		4,608	0.0%	
4507 SLA - Age Concern	7,440	0	0	0		0	0.0%	
4508 Yate Men's Shed	2,432	2,490	2,546	56		56	97.8%	
4512 Yate Outreach Work	54,371	54,356	70,000	15,644		15,644	77.7%	
4513 Yate Urbie	2,325	2,224	3,791	1,567		1,567	58.7%	(15,644)
4537 Kingsgate Park Music festival	15,091	6,695	6,695	0		0	100.0%	
4540 Easter Egg Event	3	992	992	(0)		(0)	100.0%	
4542 Brinsham Park Event	0	452	500	48		48	90.3%	
4543 Christmas Events	244	33	0	(33)		(33)	0.0%	
4545 Volunteers Training	0	0	250	250		250	0.0%	
4596 Yate Community Plan	696	880	612	(268)		(268)	143.9%	
4760 Reallocat. Estates Staff Cost	1,735	0	2,554	2,554		2,554	0.0%	
Community Support :- Indirect Expenditure	172,524	165,674	190,338	24,664	0	24,664	87.0%	(17,843)
Net Income over Expenditure	(160,593)	(159,886)	(187,281)	(27,395)				
6000 plus Transfer from EMR	0	(17,843)						
6001 less Transfer to EMR	22,394	(1,500)						
Movement to/(from) Gen Reserve	(182,987)	(176,230)						
<u>550 Heritage Centre</u>								
1000 Income - Grants Received - Gov	2,800	2,800	2,800	0			100.0%	
1100 Income - Lettings	777	0	0	0			0.0%	
Heritage Centre :- Income	3,577	2,800	2,800	0			100.0%	0
4000 Salaries	35,627	34,862	34,062	(800)		(800)	102.3%	
4001 Employers NIC	3,138	3,236	3,644	408		408	88.8%	
4002 Employers Superannuation	5,360	6,032	5,986	(46)		(46)	100.8%	
4003 Staff Equipment	172	0	172	172		172	0.0%	
4004 Travel Expenses	56	0	100	100		100	0.0%	

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Staff Training	23	98	200	103		103	48.8%	
4020 Rates	776	661	661	(0)		(0)	100.0%	
4021 Water & Sewerage Rates	182	57	200	143		143	28.7%	
4022 Electricity	715	484	500	16		16	96.8%	
4023 Gas	505	493	300	(193)		(193)	164.2%	
4030 Cleaning Materials	90	162	200	38		38	81.0%	
4031 Cleaning Contract	2,323	0	1,158	1,158		1,158	0.0%	
4032 Maintenance Contracts	221	225	233	8		8	96.7%	
4033 Building Maintenance	633	546	706	160		160	77.4%	
4041 Equipment Replacement	361	0	560	560		560	0.0%	
4050 Security - Buildings	1,446	1,166	2,055	889		889	56.7%	
4060 Grounds & Car Park Maint	200	169	200	31		31	84.4%	
4071 Fire Equipment Maint & Repair	36	197	250	53		53	78.8%	
4072 Central Heating Contract & Mnt	140	140	575	435		435	24.3%	
4404 Insurance	329	286	286	0		0	99.9%	
4406 Misc	370	13	188	175	59	116	38.3%	
4407 Communication	819	1,026	500	(526)		(526)	205.3%	
4410 IT	2,931	3,366	2,215	(1,151)	4,128	(5,279)	338.3%	
4413 Licences	0	199	0	(199)		(199)	0.0%	
4420 Equipment Maintenance	0	0	255	255		255	0.0%	
4652 Storage	1,593	1,629	1,585	(44)		(44)	102.8%	
4653 Exhibitions/Events & Yth Equip	2,500	2,500	2,500	0		0	100.0%	
4760 Reallocat. Estates Staff Cost	1,915	2,916	999	(1,917)		(1,917)	291.9%	
4905 Loan Capital	13,361	14,089	18,124	4,035		4,035	77.7%	
4910 Loan Interest Paid	4,763	4,035	0	(4,035)		(4,035)	0.0%	
Heritage Centre :- Indirect Expenditure	80,583	78,587	78,414	(173)	4,187	(4,360)	105.6%	0
Net Income over Expenditure	(77,006)	(75,787)	(75,614)	173				
<u>551 Parish Hall</u>								
1000 Income - Grants Received - Gov	0	10,765	0	(10,765)			0.0%	
1100 Income - Lettings	13,592	4,018	200	(3,818)			2008.9%	
1110 Income - Leases	2,432	2,490	2,428	(62)			102.6%	
1120 Income - Rent	130	130	130	0			100.0%	
Parish Hall :- Income	16,154	17,403	2,758	(14,645)			631.0%	0
4020 Rates	3,044	3,094	3,094	0		0	100.0%	
4022 Electricity	509	384	450	66		66	85.3%	
4023 Gas	1,054	974	750	(224)		(224)	129.8%	
4030 Cleaning Materials	370	242	440	198		198	55.0%	
4031 Cleaning Contract	3,053	1,618	1,438	(180)	1,278	(1,458)	201.4%	

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Maintenance Contracts	61	164	166	2		2	99.1%	
4033 Building Maintenance	1,156	479	1,633	1,154	50	1,104	32.4%	
4041 Equipment Replacement	12	0	125	125		125	0.0%	
4060 Grounds & Car Park Maint	83	19	55	36		36	34.3%	
4071 Fire Equipment Maint & Repair	40	151	151	0		0	100.0%	
4072 Central Heating Contract & Mnt	120	122	122	(0)		(0)	100.3%	
4403 Subscriptions	67	6	100	94		94	5.7%	
4404 Insurance	341	376	376	1		1	99.9%	
4760 Reallocat. Estates Staff Cost	3,512	1,537	4,763	3,226		3,226	32.3%	
Parish Hall :- Indirect Expenditure	13,424	9,165	13,663	4,498	1,328	3,170	76.8%	0
Net Income over Expenditure	2,730	8,238	(10,905)	(19,143)				
<u>552 Pop Inn Cafe</u>								
1010 Income - Grants Received - Oth	3,358	245	245	0			99.8%	
1100 Income - Lettings	1,317	138	173	35			79.8%	
1550 Income - Kitchen Sales	26,077	0	3,000	3,000			0.0%	
1730 Income - Misc	3	0	0	0			0.0%	
Pop Inn Cafe :- Income	30,755	383	3,418	3,035			11.2%	0
3000 Kitchen Stock for Resale	11,849	98	3,500	3,402		3,402	2.8%	
4000 Salaries	7,710	6,388	4,154	(2,234)		(2,234)	153.8%	
4001 Employers NIC	291	498	171	(327)		(327)	291.1%	
4002 Employers Superannuation	1,104	1,118	730	(388)		(388)	153.1%	
4010 Staff Training	0	0	200	200	14	186	7.0%	
4020 Rates	1,914	4,940	4,940	(0)		(0)	100.0%	
4022 Electricity	956	281	450	169		169	62.5%	
4023 Gas	512	366	350	(16)		(16)	104.6%	
4030 Cleaning Materials	475	131	571	440		440	23.0%	
4031 Cleaning Contract	5,258	0	1,970	1,970		1,970	0.0%	
4032 Maintenance Contracts	1,938	534	1,264	730		730	42.2%	
4033 Building Maintenance	644	1,648	1,914	266	60	206	89.2%	
4040 Furniture Replacement	2,358	292	0	(292)		(292)	0.0%	
4041 Equipment Replacement	1,001	221	500	279	295	(16)	103.1%	
4060 Grounds & Car Park Maint	25	22	150	128		128	15.0%	
4071 Fire Equipment Maint & Repair	36	147	147	0		0	100.0%	
4072 Central Heating Contract & Mnt	120	122	250	128		128	49.0%	
4400 Telephone & Fax	682	650	723	73		73	89.9%	
4403 Subscriptions	660	35	133	98		98	26.1%	
4404 Insurance	283	326	326	(0)		(0)	100.0%	
4406 Misc	50	0	50	50		50	0.0%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4760 Reallocat. Estates Staff Cost	5,296	2,407	2,075	(332)		(332)	116.0%	
Pop Inn Cafe :- Indirect Expenditure	43,162	20,225	24,568	4,343	369	3,974	83.8%	0
Net Income over Expenditure	(12,407)	(19,842)	(21,150)	(1,308)				
553 Poole Court								
1100 Income - Lettings	33,465	7,039	5,000	(2,039)			140.8%	
1110 Income - Leases	23,065	3,977	5,960	1,983			66.7%	
1201 Income - Tea/Coffee/Biscuit	2,332	112	100	(12)			111.6%	
1210 Income - OHP/VD/FLP	836	15	50	35			29.7%	
1550 Income - Kitchen Sales	0	(62)	0	62			0.0%	
Poole Court :- Income	59,698	11,080	11,110	30			99.7%	0
3000 Kitchen Stock for Resale	457	26	140	114		114	18.9%	
4000 Salaries	19,065	19,837	19,795	(42)		(42)	100.2%	
4001 Employers NIC	1,440	1,525	1,920	395		395	79.4%	
4002 Employers Superannuation	2,868	3,471	3,523	52		52	98.5%	
4003 Staff Equipment	0	0	250	250		250	0.0%	
4010 Staff Training	0	0	100	100		100	0.0%	
4020 Rates	23,077	25,144	25,649	505		505	98.0%	
4021 Water & Sewerage Rates	1,138	609	950	341		341	64.1%	
4022 Electricity	4,638	2,728	3,500	772		772	77.9%	
4023 Gas	3,605	2,916	2,750	(166)		(166)	106.0%	
4030 Cleaning Materials	497	610	550	(60)		(60)	110.9%	
4031 Cleaning Contract	2,137	0	2,436	2,436		2,436	0.0%	
4032 Maintenance Contracts	1,093	1,012	1,725	713		713	58.7%	
4033 Building Maintenance	3,320	6,040	5,336	(704)		(704)	113.2%	
4040 Furniture Replacement	269	0	0	0		0	0.0%	
4041 Equipment Replacement	0	0	500	500		500	0.0%	
4050 Security - Buildings	873	1,324	1,550	226		226	85.4%	
4060 Grounds & Car Park Maint	1,221	1,397	1,560	163		163	89.5%	
4070 Lift Maintenance & Repair	2,732	2,830	3,220	390		390	87.9%	
4071 Fire Equipment Maint & Repair	614	748	798	50	(97)	147	81.5%	
4072 Central Heating Contract & Mnt	735	804	1,004	200		200	80.1%	
4404 Insurance	1,671	1,680	1,680	0		0	100.0%	
4760 Reallocat. Estates Staff Cost	5,685	8,522	10,011	1,489		1,489	85.1%	
Poole Court :- Indirect Expenditure	77,136	81,223	88,947	7,724	(97)	7,822	91.2%	0
Net Income over Expenditure	(17,438)	(70,142)	(77,837)	(7,695)				

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>554 Armadillo</u>								
1000 Income - Grants Received - Gov	0	16,143	0	(16,143)			0.0%	
1010 Income - Grants Received - Oth	1,350	0	0	0			0.0%	
1100 Income - Lettings	16,323	6,722	1,700	(5,022)			395.4%	
1104 Income - Cinema	7,323	343	756	413			45.3%	
1105 Income - Pool Table	119	0	0	0			0.0%	
1110 Income - Leases	7,402	0	7,400	7,400			0.0%	
1260 Income - Recharged staffing co	0	207	207	0			100.0%	
1550 Income - Kitchen Sales	36,065	3,256	3,500	244			93.0%	
1730 Income - Misc	115	378	0	(378)			0.0%	(49,034)
Armadillo :- Income	68,698	27,049	13,563	(13,486)			199.4%	(49,034)
3000 Kitchen Stock for Resale	17,643	2,138	7,350	5,212		5,212	29.1%	
4000 Salaries	135,328	131,288	146,239	14,951		14,951	89.8%	
4001 Employers NIC	3,837	4,906	6,941	2,035		2,035	70.7%	
4002 Employers Superannuation	17,920	21,273	24,345	3,072		3,072	87.4%	
4003 Staff Equipment	24	175	132	(43)		(43)	132.4%	
4010 Staff Training	1,129	822	530	(292)	196	(488)	192.1%	
4020 Rates	18,290	18,588	18,588	0		0	100.0%	
4021 Water & Sewerage Rates	1,699	542	950	408		408	57.1%	
4022 Electricity	5,787	2,894	4,000	1,106		1,106	72.3%	
4023 Gas	2,134	1,713	1,750	37		37	97.9%	
4030 Cleaning Materials	594	354	666	312		312	53.2%	
4031 Cleaning Contract	18,280	7,522	12,972	5,450		5,450	58.0%	
4032 Maintenance Contracts	1,488	883	1,812	929	50	879	51.5%	
4033 Building Maintenance	4,324	3,358	4,950	1,592	159	1,433	71.1%	
4041 Equipment Replacement	1,385	278	1,000	722		722	27.8%	
4050 Security - Buildings	1,409	1,357	1,500	143		143	90.4%	
4060 Grounds & Car Park Maint	239	0	775	775		775	0.0%	
4070 Lift Maintenance & Repair	886	917	1,000	83		83	91.7%	
4071 Fire Equipment Maint & Repair	179	256	314	58		58	81.6%	
4072 Central Heating Contract & Mnt	969	585	1,000	415	100	315	68.5%	
4400 Telephone & Fax	382	345	400	55		55	86.1%	
4401 Postage	51	0	50	50		50	0.0%	
4402 Stationery	259	96	256	160		160	37.6%	
4403 Subscriptions	1,820	303	305	2		2	99.5%	
4404 Insurance	1,619	1,617	1,617	(0)		(0)	100.0%	
4406 Misc	184	150	420	270		270	35.7%	
4410 IT	3,259	3,744	3,200	(544)	4,128	(4,672)	246.0%	
4411 Advertising	0	0	310	310		310	0.0%	
4413 Licences	993	362	1,050	688		688	34.5%	

11:08

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4414 Hire/Purchase Cinema Films	338	8	175	167		167	4.8%	
4415 Photocopy Costs	228	0	225	225		225	0.0%	
4430 Office Equipment	136	195	265	70		70	73.6%	
4432 Bank Charges	0	3	250	247		247	1.0%	
4653 Exhibitions/Events & Yth Equip	1,456	774	2,000	1,226		1,226	38.7%	
4760 Reallocat. Estates Staff Cost	3,036	3,812	5,109	1,297		1,297	74.6%	
4905 Loan Capital	23,713	24,765	37,820	13,055		13,055	65.5%	
4910 Loan Interest Paid	14,105	13,052	0	(13,052)		(13,052)	0.0%	
Armadillo :- Indirect Expenditure	285,123	249,076	290,266	41,190	4,633	36,557	87.4%	0
Net Income over Expenditure	(216,425)	(222,027)	(276,703)	(54,676)				
6000 plus Transfer from EMR	45,028	0						
6001 less Transfer to EMR	0	(49,034)						
Movement to/(from) Gen Reserve	(171,397)	(172,993)						
<u>556 YMCA</u>								
1100 Income - Lettings	4,530	3,040	0	(3,040)			0.0%	
YMCA :- Income	4,530	3,040	0	(3,040)				0
4020 Rates	518	1,235	1,235	(0)		(0)	100.0%	
4021 Water & Sewerage Rates	270	143	200	57		57	71.4%	
4022 Electricity	319	297	300	3		3	99.0%	
4023 Gas	920	511	450	(61)		(61)	113.6%	
4030 Cleaning Materials	253	175	440	265		265	39.8%	
4031 Cleaning Contract	0	1,215	877	(338)	1,175	(1,513)	272.5%	
4032 Maintenance Contracts	42	417	100	(317)		(317)	416.8%	
4033 Building Maintenance	133	153	454	301		301	33.8%	
4041 Equipment Replacement	0	0	150	150		150	0.0%	
4060 Grounds & Car Park Maint	23	22	50	28		28	44.0%	
4071 Fire Equipment Maint & Repair	0	289	289	0		0	100.0%	
4072 Central Heating Contract & Mnt	0	122	372	250		250	32.9%	
4403 Subscriptions	0	0	50	50		50	0.0%	
4404 Insurance	201	238	238	1		1	99.8%	
4760 Reallocat. Estates Staff Cost	475	1,872	0	(1,872)		(1,872)	0.0%	
YMCA :- Indirect Expenditure	3,153	6,689	5,205	(1,484)	1,175	(2,659)	151.1%	0
Net Income over Expenditure	1,377	(3,649)	(5,205)	(1,556)				
<u>600 Capital Expenditure</u>								
1000 Income - Grants Received - Gov	173,619	202,704	140,331	(62,373)			144.4%	133,344
1010 Income - Grants Received - Oth	144,826	100,600	109,433	8,833			91.9%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1020 Income - Sponsorship	4,000	0	0	0			0.0%	
1095 Income - PWLB Loan	0	169,941	170,000	60			100.0%	
Capital Expenditure :- Income	322,445	473,245	419,764	(53,481)			112.7%	133,344
4410 IT	0	0	0	0	648	(648)	0.0%	
4800 CE - Land acquisition/disposal	0	0	8,563	8,563		8,563	0.0%	
4802 CE - Brinsham Park Play Area	0	0	4,600	4,600	4,545	55	98.8%	
4804 CE - Peg Hill Skate Park	2,973	0	0	0		0	0.0%	
4805 CE - St Mary's Play Area	1,716	0	0	0		0	0.0%	
4807 CE - Kingsgate Pk	80,935	1,459	31,374	29,915		29,915	4.7%	(29,915)
4808 CE - Armadillo Garden proj	0	8,563	0	(8,563)		(8,563)	0.0%	8,563
4810 CE - Open Space Sculpture	920	0	0	0		0	0.0%	
4811 CE - Kingsgate Park Play Area	43,911	499	441	(58)		(58)	113.1%	(28,849)
4812 CE - YOSC Support (asset tran)	26,238	21,479	9,000	(12,479)	38,831	(51,310)	670.1%	21,479
4814 CE - Millside Playzone	0	0	0	0	3,900	(3,900)	0.0%	
4815 CE - Howard Lewis Play Area	46,576	3,739	2,500	(1,239)		(1,239)	149.6%	2,640
4816 CE - Noticeboards & Signs	0	0	0	0	2,379	(2,379)	0.0%	(3,053)
4818 CE - Abbotswood	42,333	33,484	52,723	19,239	9,280	9,959	81.1%	33,484
4821 CE - Building Fund	10,981	40,869	60,705	19,836		19,836	67.3%	40,869
4824 CE - YOSC Bettermnt pj -track	140,332	37,991	1,723	(36,268)	1,810	(38,078)	2310.0%	37,991
4825 CE - YOSC Drainage	0	9,933	9,433	(500)		(500)	105.3%	
4842 CE - Service & Project Develop	15,745	5,137	95,250	90,113	13,796	76,318	19.9%	(2,116)
4843 CE - Estates Equipment	80	0	0	0		0	0.0%	(1,452)
4846 CE - Sunnyside Ftbal Pav Extn	3,785	0	0	0	433	(433)	0.0%	
4847 CE/OE - Bussiness/IT/Staffing	1,908	13,551	6,452	(7,099)		(7,099)	210.0%	13,551
4849 CE - Yate Ageing Better other	4,009	0	0	0		0	0.0%	
4850 CE - YOSC Astrotrurf	226,088	6,675	5,926	(749)	600	(1,349)	122.8%	6,675
4851 CE - Bollards	0	0	0	0	4,150	(4,150)	0.0%	
4852 CE - YMCA	17,118	9,729	0	(9,729)		(9,729)	0.0%	10,134
4853 CE - YOSC Boxing Club	51,404	212,916	231,617	18,701	21,902	(3,201)	101.4%	(57,025)
4855 CE - YOSC Sinking fund (track	0	0	49,700	49,700		49,700	0.0%	
4859 CE - YOSC Disability Equip	0	0	0	0		0	0.0%	(17,305)
Capital Expenditure :- Indirect Expenditure	717,054	406,024	570,007	163,983	102,273	61,710	89.2%	35,673
Net Income over Expenditure	(394,609)	67,221	(150,243)	(217,464)				
6000 plus Transfer from EMR	709,000	35,673						
6001 less Transfer to EMR	340,207	133,344						
Movement to/(from) Gen Reserve	(25,816)	(30,451)						

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,842,599	1,921,002	1,830,001	(91,001)			105.0%	
Expenditure	2,116,371	1,699,022	2,066,450	367,428	125,569	241,859	88.3%	
Net Income over Expenditure	<u>(273,772)</u>	<u>221,979</u>	<u>(236,449)</u>	<u>(458,428)</u>				
plus Transfer from EMR	814,210	(4,718)						
less Transfer to EMR	407,048	82,134						
Movement to/(from) Gen Reserve	<u>133,390</u>	<u>135,127</u>						

Notes of the Advisory meeting of members of Yate Town Council Environment and Community Committee held on 18 May 2021 from 6.30pm until 7.30pm

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions until face-to-face meetings can safely resume.

Present:

Councillors Alan Monahan (Chair), John Gawn, Ben Nutland, Jane Price and Chris Willmore (part meeting).

Town Clerk, Deputy Town Clerk/Service Support Manager and Estates Manager

1. Election of Chair of the Advisory Meeting

Councillor Alan Monaghan was elected Chair of the meeting.

2. Apologies for Absence

Apologies for absence were received from Councillors John Ford & Karl Tomasin.

3. Members Declarations of Interest Under the Localism Act 2011

No declarations of interest were received.

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

No members of the public were present.

5. Minutes of the Environment and Community Meeting Held on 9 March 2021

It was **NOTED** that the minutes of the Environment and Community Committee meeting held on 9 March 2021 will be formally approved at the next legal meeting.

6. Items on the Clerk's Report

The following items were **NOTED**:

Item Number	
6.1	<p>Yate Town Centre Strategy Group</p> <p>An update was circulated to members of the group in March 2021.</p>
7.1	<p>Estates Manager's Report</p> <p>The Estates Manger's Report was received (Appendix 1)</p> <p>Additional items were also noted:</p> <ul style="list-style-type: none">• 2 x quotes from replacement lights at the Armadillo have been received; quotations for fitting costs are in the process of being obtained;• Details of a grant for trees has been received from The Forest of Avon Trust; a report will be worked up by the Estates Manager for potential sites and circulated to members. <p><i>(Councillor Chris Willmore left the meeting after Item 7.1 concluded).</i></p>
7.2	<p>Venues Report</p> <ul style="list-style-type: none">• A combined venues report for The Armadillo Youth Café, The Pop Inn Café and Yate and District Heritage Centre was received. (Appendix 2).• <i>Roadmap to reopening Yate Town Council Venues</i> was emailed to all members on 22nd April 2021 by the Community Projects Manager (LC).
7.3	<p>Defibrillators</p>

	<p>Information was received:</p> <ul style="list-style-type: none"> • further to Minute No. 7.3 of the Environment and Planning meeting held on 9th March 2021, five Automatic External Defibrillators (AED) are currently being procured through a charity called London Hearts who offered a grant of £300 per AED; • Each AED costs £1,295.00, totalling £6,491.00 from the budget of £8,000; • The AED's are the same make and spec of our previously purchased AED's allowing us to purchase all 5 AED's within budget; • London Hearts, upon receipt of payment, will provide online training sessions which can be viewed and shared remotely with others. When their first responders are again able to book training sessions we will look at organising some training sessions; • The Estates Manager is currently assessing the following sites for each defibrillator and associated works: <ul style="list-style-type: none"> ○ Abbotswood; ○ Parish Hall (external wall near to main entrance, power supply on site); ○ Yate & District Heritage Centre (on the wall by the entrance as there is existing power supply); ○ Brinsham Park (adjacent to noticeboard by car park); ○ Yate Common (towards the far end of the common, entrance to "Road to Nowhere"); • Information has been added to the Town Council website regarding the location of the 5 AED's already installed in the parish. As soon as the second phase of AED's are installed they will be added to the information on the website; • Signage is being created to alert facility users to where the nearest defibrillator is located; • Following an incident when an AED was required near the Armadillo, further signage has now been added to each defibrillator to further clarify instructions.
8.1	Events Sub Committee

	<p>A doodle poll will be sent out for a meeting of the Events Sub-Committee to take place in early June 2021. Yate Rocks! 2022 will be included on the agenda.</p>
8.3	<p>Yate Ageing Better, Health and Wellbeing Sub-Committee</p> <p>The minutes of the Yate Ageing Better, Health and Wellbeing Sub-Committee meetings that took place on 26th April 2021, were received. (Appendix 3).</p>
8.4	<p>Allotments Sub-Committee</p> <p>A consultation with residents is being carried out in regard to the allotments at Rodford Field.</p> <p>Leaflets have been delivered to neighbouring streets and a poster advertising the consultation is displayed in the notice board at Abbotswood. (Step 1 consultation ends on 31st May 2021).</p>
9	<p>Reports from Representatives on Outside Bodies</p> <p>Minutes received from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein. (Appendix 4)</p>
10	<p>Consultations</p> <p>No consultations or consultation responses were received.</p>
11.1	<p>Youth</p> <p>The quarterly monitoring report for quarter 4 was received. (Appendix 5).</p> <p>It was further noted that:</p> <ul style="list-style-type: none"> • Working in consultation with committee members, the invoice payment for £14,252.00 to cover quarter 4 was authorised and has now been paid; • The current Service Level Agreement ends in April 2022; • The following questions about food provision were sent to LPW for consideration and responses were received as below from the ‘Service Lead for Young People’: <p>Why do LPW consider it necessary to provide free food?</p> <p><i>“To support young people’s health and development, to address food poverty and ensure no young person goes</i></p>

hungry, to use food as a tool to engage young people in positive activities and form relationships with professionals/ services. This is also a part of our sessions that young people can easily have their say in and input into the planning, coming up with ideas they would like, and when we are not in Covid restrictions also a great chance for engagement as we get the young people involved in the cooking. This has also been a large part of our accreditation work- helping young people to gain the skills and/or volunteering section of their South Glos Award and towards Duke of Edinburgh awards.”

- Is food provided at every session?

“Every session we offer a hot food option, this is especially important at the moment as we are only delivering to young people we have identified as vulnerable.”

- Considering the current issue around obesity, is the food balanced and nutritious?

“Youth providers follow national initiatives for improving the health and wellbeing of young people and have a responsibility to educate young people on healthy diets, lifestyle and exercise. More often than not, tuck, which is likely to be unhealthy will be chargeable and a healthy fresh food alternative would be provided for free to encourage young people to make healthy choices.”

- Do the staff have written consent from parents/guardians to feed the young people, and do they have information regards any allergies?

“Yes, all parents/ carers are asked when registering a young person at any child/ young person’s provision, to provide information on allergies, religious or personal beliefs in relation to food. It is not standard practice or a legal requirement to ask parents to consent to feeding their young person, in my experience I have only seen this consent sought where food was outside of the ‘normal program of activities’. For those sessions that we have young people with food allergies we will also offer an alternative choice for them, such as gluten free etc.”

- 5) Do the staff have the relevant food handling certification?

“Yes, staff preparing fresh food will have food hygiene training and certification.”

11.2	<p>Off the Record</p> <p>Off the Record (OtR) took up residency in 2 x rooms at the Armadillo in 2017 at £4,500 per annum plus service charge, under a 5 year lease which ends in May 2022 (subject to RPI increase at 2 yearly anniversaries).</p> <p>As part of the agreement a Service Level Agreement was put in place until 31 March 2022 in the sum of £4,500 pa and is payable in April annually in advance. Under the SLA, OtR are to deliver a weekly hub at the Armadillo each Wednesday between 3.30pm – 5.30pm as a drop-in centre. To also provide support to the same cohort via, telephone access and email. Targets are set within the SLA and the SLA states that targets will be set and measured by the organisation and reported to the Town Council annually.</p> <p>No reports have been received and no provision (as set out in the SLA) was delivered in 2020-2021 due to Covid. It is not expected this service will recommence until September 2021. No SLA payment has been made for 2020-2021 or for 2021-2022 to date. However, an invoice was sent to OtR in connection with the lease for usage of the Armadillo from when it became available for use in July 2020. It has since become apparent that OtR were not categorically advised that the venue was open and available for them to use. After confirmation from the Armadillo and OtR they only returned to conduct their second strand of work not connected to the SLA on 15th March. Therefore, we have sent a further invoice for the period of 15th March until financial year end for 2020/2021 and no corresponding SLA payment has been made.</p> <p>The final report required for the remaining SLA as from September 2021 will be followed up by the Community Projects team who oversee Youth and reported to council in due course and a new lease and funding agreement will be prepared for consideration as from May 2022 should OtR wish to continue to use the premises/ provide the service.</p>
12	<p>Town Twinning</p> <p>An invitation has been received for Yate Town Council to send a party of visitors to Bad Salzdetfurth in October 2021. Thanks were extended to Councillor Margaret Marshall for providing the translation:-</p> <p><i>“Bad Salzdetfurth is celebrating 100 years of being a Spa town and wants to mark this occasion together with all it's Twin Towns on 16/10/2021.</i></p>

	<p><i>Therefore we would like to cordially invite you to Bad Salzdetfurt. You should arrive on Thu 14.10 and leave Sun 17.10.</i></p> <p><i>Please notify .how you will be arriving and who will be accompanying you. We anticipate a delegation of approx 5 people.</i></p> <p><i>We will of course provide accommodation and a translator.</i></p> <p><i>We look forward to your visit and seeing you in October. We very much wish that this European meeting hopefully following the survival of the COVID-19 pandemic will be a signal for a good future.</i></p> <p><i>Until then have a nice time and stay healthy. “</i></p> <p>The invitation list will be circulated to Members to ascertain the delegation that will attend in October 2021.</p>
13	<p>Carbon Net Zero Commitment</p> <ul style="list-style-type: none"> • x2 PPE recycling bins were installed at Armadillo Youth Café and Poole Court, soon to include the Pop Inn Café – to recycle single use face masks and latex gloves; • Soft plastic recycling bins will be installed at the Pop Inn Cafe and Armadillo ahead of reopening; • Food waste review is in place for both cafes; • The events and catering tender process has been updated to include energy and waste evaluations, working towards a ban of single plastics in new agreements/ events/at our venues; • Booked to commence trialling of electric alternatives to estates equipment; • Participation in No Mow May – reduction in grass and hedgerow cutting to support ecology; • New recycling processes in place for electricals, ink cartridges, stationery at Community Projects venues; • Repurposed waste materials to create new aesthetic features and activities at our venues – notice boards from old wood, seating and planting from tyres and cable reels, Armadillo

	<p>young people are growing miniature gardens and veg in old single use plastic containers;</p> <ul style="list-style-type: none"> • Working on a new Net Zero Carbon newsletter, to solely feature YTC's work on carbon net zero; • Advice and support has been sought from The Forest of Avon Trust Trees for Climate Grant; seeking support with funding and fundraising for planting to improve green spaces and to plan for the future of tree loss due to Ash die back.
14	<p>Graffiti and Litter</p> <p>75% of utility cabinets that the estates team could not remove graffiti from have been painted over.</p>
15	<p>Flood Barrier Testing</p> <p>Notification has been received from the Environment Agency advising that a test of the deployment of temporary flood barriers in Yate will take place on Wednesday 30th June 2021. A briefing note is to follow.</p>
16	<p>Outstanding Items</p> <p>To status of pending log was received. (Appendix 6).</p>

The following items are actions to be undertaken by the Clerk using delegated powers;

Item Number	
7.1	<p>Estates Manager's Report</p> <ul style="list-style-type: none"> • Install a bench at Templars Field towards the end of the bridge, behind the natural screening, at a cost of approx. £300 to be met from the open space budget. • Dodington Brass Band to be given permission to perform in Kingsgate Park; • Request to busk in Kingsgate Park will be declined; • The pedestrian bridge at the nature reserve at Kingsgate Park to be replaced with a bridge constructed from recycled plastic at a cost of £5,800; Estates Manager and Finance Manager to determine budget head.

	<ul style="list-style-type: none"> • Response will be sent to the enquiry relating to expanding the car park at Kingsgate Park repeating the previous resolution that an extension of the car park at Kingsgate Park is not under consideration by the Town Council; • Correspondence will be sent to South Gloucestershire Council requesting that they take action following the use of their land at Randolph Avenue as an unauthorised encampment; requesting that a soil bund is erected. If they decline, to contact Barratt Homes. • Enquiries & purchase of a “2 Minute litter pick station” to be pursued. Cost to be covered from Open Space budget. The station to be promoted and advertised on a rota basis at various sites.
7.3	<p>Defibrillators</p> <p>An approach will be made to South Gloucestershire Councillors to ask if they would consider providing MAF funding for additional defibrillators and if so, the preferred location. (NB: A defibrillator will be needed outside the New North Yate Community Building and the budget underspend will be earmarked for that purchase.)</p>
7.4	<p>Brinsham Ice Cream Tender</p> <p>Further to promoting and readvertising for a second time, the Ice Cream tender opportunity in Brinsham Park yielded no completed applications and therefore will be revisited in early 2022.</p>
12	<p>Town Twinning</p> <p>Twinning Protocol to be revised as per Appendix 7.</p>

7. Consideration of Impact of Decisions on Climate and Waste

Impacts on climate and waste following discussions during this advisory meeting;

- Bridge made from recycled plastic at Kingsgate Park;
- Tree planting to be pursued with The Forest of Avon Trust;
- No Mow May.

Estates Manager's Report to the advisory meeting of the Environment and Community Committee to be held on Tuesday 18th May 2021

Item 1. Grounds Maintenance General

a) To **NOTE** tree surveys have been arranged for May.

b) To **NOTE** following information regarding the Local Nature Action Plan

*Local Nature Action Plan (LNAPs) Toolkits designed by the Commons and Biodiversity Team at South Gloucestershire Council that was recently presented to the Town and Parish Council Forum. **APPENDIX 1 & 2.***

The purpose of this document is to ensure that our town and parish councils have the support and guidance they need to act on the ecological crisis the world is facing. This is a step by step guide to help town and parish councils develop, consult on and deliver their own Local Nature Action Plan (LNAP).

The LNAP will complement and support the existing South Gloucestershire Biodiversity Action Plan and the individual town and parish biodiversity action plans.

Protecting the biodiversity of our county needs a truly partnership effort to ensure we maintain South Gloucestershire as a great place to live and work and visit.

Please share this document with all your Councillors and if your Town or Parish wish to support nature's recovery then you can get straight on and start developing your plan.

A date will be sent out for the first LNAP guidance meeting soon along with some provisional dates for webinars targeting specific subjects around nature's recovery. These webinars will only be for those Town or Parishes participating in the LNAP process.

*Best Regards
Commons and Biodiversity Coordinator
South Gloucestershire Council*

c) To **NOTE** Yate Town Council are supporting No Mow May in response to the Climate and Nature Emergency and have selected areas sites of land the Town Council own to support this initiative.

Tylers Field – verges either side Hesterwood entrance road uncut.

Brinsham Fields – the grass areas beyond the lake uncut and the soil bund

Halifax rd – leaving the soil bund uncut and the area on the corner near to the Farmhouse pub entrance

Kingsgate Park – leaving a 2-metre strip around the lake and the area, under the Silver Birches opposite the mound, far side of the water feature uncut

Rodford Field – leave a 2-metre strip around the boundary hedge

Witches Hat Open Space – leave the out strip near the hedge uncut

Poole Court lane – leave this area uncut

Millside – leave the area on the right of the car park and 2m strip along the hedge rows.

Longsdrive – leave the soil bunds uncut and extend the conservation grass areas by 2m.

Goose Green leave a 2m strip along the ditch and also under the trees

No Mow May is a campaign organised by Plantlife which supports biodiversity by asking people not to mow their lawn or a patch of it during the month of May. This is a critical time of year to support insects and birds and to increase flowers and plants for the benefit of people and wildlife.

More information about No Mow May is available [here](#).

d) To **RECEIVE** any further information/updates.

Item 2. Open Space (Abbotswood, Cambrian/Halifax Rd, Wellington Rd, Goose Green, Longs Drive, Lye Field, Millside, Poole Court to Mound, Rodford Playing Field, St. Marys Green, Tyler’s Field, Witches Hat, Yate Rocks)

2/1 General

(a) Lozenge Roundabout

To **NOTE** the interpretation board has been installed.

2/2 Templar Field

Yate Town Council received a request for more seats at Templar Fields. South Glos Council were consulted as they are landowners and the following response was received.

“We don’t have a policy of installing seats where there is no known demand/need for them...However if the need is raised and evidenced we are happy to grant bench licence agreements to the Parish & Town Councils as requested.”

To **RECEIVE** comments if members would like the Town Council to install a couple of additional seats subject to South Glos Council agreement.

Item 3. Parks (Brinsham Fields and Lake and Kingsgate Park)

3/1 Brinsham Fields and Lake

To **NOTE** following consultation by email with members, a community clean-up day is being arranged for Sunday 6th June 2021 at Brinsham Fields & Lake and also to invite the Friend's group to join us. This may also be a good opportunity to engage some of the new residents who may be interested in joining the 'Friends' going forward.

3/2 Kingsgate Park

- a) To **NOTE** that a request for Rock Choir to use Kingsgate Park in the summer has been supported following consultation with members by email.
- a) To **NOTE** following consultation with members, further discussions are being arranged with the resident who shared an idea of putting 1 or more 'Buddy benches' painted up and placed in the local parks to encourage others to talk and get back to being social again after possible isolation. It's to promote the awareness of mental health/loneliness coming out of the recent lockdown pandemic.
- b) To **RECEIVE** an update regarding costs and design for a replacement pedestrian bridge in the Nature Reserve.
- c) To **RECEIVE** the following request regarding busking in Kingsgate Park;

A resident would like to carry out singing and busking with a guitar in Kingsgate park.

We have asked for some advice from South Glos Council and the following response was received.

"There are 2 things to think about, licencing and landowners consent. This often causes confusion when the Council is the landowner because if somebody gets the landowners consent they sometimes assume licencing have agreed to it and vice versa, whereas they are two very separate permissions.

I believe that with busking, because money changes hands, a street trading licence is required. However the busker will need to check with our Licencing team because things may have changed in the 4+ years since I moved service areas. I used to tell our hirers that it was their legal responsibility to make sure they have applied for the appropriate licences and send them a

link. I think this is the one you need for this enquiry: [Street trading application process | South Gloucestershire Council \(southglos.gov.uk\)](https://www.southglos.gov.uk).

As to landowners' consent, if the Town Council owns the site we don't need to be involved in this part of it. If it is under a long term lease the Town Council should still deal with the enquiry. However, if the terms of the lease don't cover events you should treat the landowner as a consultee. As the Town Council hold regular events in the park I'm also sure you have already thought about a risk assessment and public liability insurance cover so I won't go into that.

I hope this has helped and but if you have any further questions please contact CommunitySpaces@southglos.gov.uk"

To **RECEIVE** members comments

d) To **RECEIVE** the following correspondence regarding extension of the car park at Kingsgate Park;

"Hi, I recently asked Luke Hall MP to make representations to the Council to extend the car park within Kingsgate Park in Yate. Luke has replied to me with a negative response, the reason being that some of the trees would have to be cut down to make way for an extension to be built. I expressed an opinion to Luke, that the removal of a few trees would ultimately make life more bearable for the local residents, and park goes alike. Presently, visitors are taking up valuable parking places which the residents rely upon to be able to park their vehicles close to their homes, thus creating a security issue for their vehicles, and for putting the residents in a position where they have to lug their shopping or other items a good distance from their vehicles to their homes. And this, all because of the Park visitors inconsiderate parking. I note with interest, that recently a lot of trees have been cut back/removed from the park. Surely, it wouldn't take much to remove some trees to extend the car park in such a way to minimise damage to trees, but to improve the facilities for Park visitors. I would like this issue to be raised again, at the next meeting please, and with a little more thought put into it, than instant refusal due to some trees. Think about the improvement to residents' lives, and for visitors to more easily park up while they attend the Park.

To **RECEIVE** members comments

Item 4. Play Areas General (Abbotswood Play Area, Brinsham Play Area, Eggshill Lane Play Area, Howard Lewis Play Area, Kingsgate Play Area/Kickabout, Lye Field Kickabout, Longs Drive Play Area, Millside Play Zone, Millside Play Area, Peg Hill Skate Board and BMX Park, St. Marys Play Area, Tyndale Avenue Play Area, Wellington Road

Kickabout Area/Open Space, Witches Hat Play Area, Yate West Kickabout)

4/1 General

- a) To **RECEIVE** any further information/updates.

Item 5. Properties (Armadillo, Heritage Centre, Parish Hall, Poole Court, Pop Inn Café, YMCA)

5/1 General

To **NOTE** the outstanding emergency lighting tests at the Parish Hall and YMCA are being arranged following the Lateral Flow Testing organisation leaving the buildings.

5/2 Wi-Fi

To **NOTE** site visits are being arranged with Integra in regards to Wifi at all remaining sites and to provide costings.

Item 6. Sports Facilities (Ball Court at Howard Lewis Play Area, Bowls Green and Pavilion, Sunnyside Sports Field, Common Playing Field and Changing Rooms, Sunnyside Tennis Courts, YOSC)

6/1 Armadillo

- a) To **NOTE** that quotations for the replacement flooring in various areas of the building have been received and subject to confirmation that the materials meet the carbon commitment policy, an order will be placed.
- b) To **NOTE** faults with the lighting in the Armadillo have been investigated and the remaining ERCO system is to be replaced; costs and specifications will be provided at the meeting.

Item 7. Street Furniture (Dog Bins, Litter Bins, Noticeboards and Town Seats)

- a) To **NOTE** Yate MacDonald's have confirmed an order has been placed for to dual recycling bins. These will replace the litter bin adjacent to bus shelter opposite The Glen and the litter bin at St. Marys Green.

Item 8. Vehicles and Machinery (Ford Ranger, Peugeot Boxer Tipper, Urbie, Renault Kangoo, Electric Vauxhall Combo)

To **NOTE** that the new Electric Renault Kangoo replacing the Vauxhall Combo is expected to arrive late July 2021.

L:\Meetings and Conduct\Environment & Community\2021\18.05.21\Estates Managers Report 18.05.2021.docx

Environment & Community Venue report

Period Covering: March – May 2021

Please see *Roadmap to reopening Yate Town Council Venues*, emailed to Full Council on 22nd April 2021 by the Community Projects Manager (LC).



Armadillo Youth Café & Venue

Venue/Youth:

- **Successes**

- Detached outreach engagement

The public have been positively engaging with the team (young people and adults) and it's been great to see some familiar faces from years gone by, The team have been stopped and thanked in person for the 'Bags of Happiness' provided to nominated young people during the February half term, surplus bags were distributed by the team while on detached.

The teams have formed trusting relationships with unknown young people and have re-engaged with young people that were not attending Armadillo in March 2020, we hope these young people continue to engage with the team when the Armadillo reopens.

- Safeguarding

Working in partnership with local secondary schools and Access and Response teams to provide young people with wrap around support and to respond to/ escalate safeguarding concerns. Having a team of trusted and recognisable adults on detached in the community has provided young people with information, guidance and support at times where in person support services are limited or closed.

- Detached

Additional evening detached sessions were introduced as the evenings

became lighter and the weather improved. Zoom has been phased out on sessions where attendance was lower than numbers contacted on detached.

- Improving outdoor space

Outdoor space is proven to minimise the risk of contamination of COVID19. Research into garden improvements was undertaken, to encourage customers to utilise this area when the venue reopens for social activities and hospitality. The Youth Officer, Operations Manager and Assistant visited various venues and suppliers where different outdoor café seating was in use including sheltered solutions such as tents, wooden shacks, gazebo's etc. Following feedback from previous suggestions for outdoor shelter submitted to E&C, the team addressed feedback by focusing on solutions that were portable to reduce the need for a permanent fixing, minimal/no concerns for safeguarding (options preventing visibility), no planning permission required, easy to assemble/disassemble, durable, good value for money and options that provided more than one area for seating to allow for social distancing of groups.

X3 bubble tents will be installed in the garden ahead of reopening (subject to delivery) and the team were kindly donated old cable reels by Wiltshire Wood Cycling (huge thank you to them), to be upcycled into outdoor seating.

Bubble tent



Reclaimed wooden cable reels for upcycled seating



- Staff have undertaken various levels of first aid training.
- The service support Apprentice has now relocated to Armadillo to complete the final level of her apprenticeship.
- OTR have resumed 1-1 counselling sessions at Armadillo. The Yate Town Council SLA funded Wednesday HUB session remains closed and OTR have advised this service is not expected to open before September 2021.
- Booking enquiries are growing with provisional cinema party bookings being taken from June 21st onward.
- The Armadillo ducks (Dillo Ducks) have returned! We now have 5 regular visitors to grass verge outside. Staff and young people take great delight in feeding them birdseed.
- **Opportunities/ Future plans/Decisions to be taken**
 - Gender Neutral toilet funding is being researched to ensure this project can continue. Feedback from young people revealed that Chipping Sodbury School have recently unveiled their new gender-neutral facilities.
- **Youth Sessions update**
 - Youth sessions are due to resume from 17th May, timetable below for May – July 2021. The session offerings will again be reviewed in July in time for September 2021, we hope to introduce Year 5 (the new year 6's) between July and Sept. provision will be continuously reviewed to include sessions for other year groups where need is identified.

Armadillo Youth Café timetable May-July 2021.

Day	Session 1	Session 2
Monday	YEAR 6	LDD
Tuesday	YEAR 6	YEAR 6
Wednesday	YEAR 6	YEAR 6
Thursday	YEAR 6	YEAR 6
Friday	YEAR 6	YEAR 6

Attendance table

Month	Attendance (young people attending Zoom/ triage/ support groups and contacted on detached)
March	1861
April	1528

Further notes on attendance:

- Monday night LDD sessions have seen numbers increase week on week.

Carbon Neutral

- Old tyres from the parish hall have been re-located to Armadillo's garden and are being used as seating and planters.
- As above, reclaimed wooden cables were donated to Armadillo by Wiltshire Wood Cycling, to be upcycled into outdoor seating.

- Left over materials/pavers were used to improve the front of the Armadillo where before was a mud patch.



- Bee friendly plants are being added to the raised beds in the garden.
- A PPE recycling bin for single use face masks and latex gloves has been installed to reduce/ repurpose covid waste. For more information on this scheme please visit [#Reclaimthemask](https://www.reclaimthemask.com)



The Pop Inn Café

Venue:

1. Successes

- Improvements to the café have continued to be achieved during the period of closure including:
 - Noticeboards have been covered in a canvas material, covering the old pin marks that were visible.
 - The faux cupboards of the front of the counter have been removed and will be replaced with wooden slatted frontage for the counter. Materials used will include reclaimed wood donated by Wiltshire Wood Cycling (huge thank you to them).
 - The Pop Inn Café outside sign has been replaced with the new logo and a vinyl of the new logo has been installed along the back wall inside the café.



- New flooring in the kitchen has been completed.
- Venue Operations Assistant sourced an unwanted and FREE wooden kitchen trolley which has created a great space to display food items.



- Kitchen area has been rearranged to allow both undercounter fridge and freezer to be situated inside the catering space;
- New recycling bins have been purchased for mixed recycling and soft plastics.

2. Challenges

- Pop Inn Café remained shut due to guidance for 'outdoor seating and take away only' which would have not been suitable for the customers or business viable.

3. Opportunities:

- To create a better social media presence with the new branding.
- To advertise volunteering opportunities at PIC including management committee vacancies.

4. Finance/Business/Governance/Committee updates

- The Chair and Secretary of the Management Committee have both advised that they will both no longer be volunteering at the Pop Inn Café & Management Committee as of immediate effect. Files of minutes will be handed over to Venue Operations Team. Interim governance arrangements are being made prior to the next AGM.



Yate & District Heritage Centre

Venue:

1. Successes:

- Easter workshop Zoom for families, x3 workshops put on YouTube and Facebook KidsZone.
- St George's activities were posted on YouTube, Facebook and Instagram. St George talk went down well. Tudor comedy Zoom session on Saturday hampered by good weather outside.
- Collection material migrated to the new documentation system is now being checked and updated.
- Zoom lectures remain popular

- New sign ups to Friends of YHC, prompted by enjoyment of the free public, online lectures.
- Liaising with volunteers, planning for volunteer return training, the majority of whom are keen to return.

2. Challenges:

- Working out new systems with volunteers returning to YHC in the coming weeks and months. There will be some gaps to fill as some older volunteers have retired. Flexibility will be required in a fluid situation. Re-opening will be gradual and require constant consultation.
- Developing an exhibition programme will be challenging as the situation unfolds. The exhibition *Going Out in Yate* is ready to be installed after 21st June.
- Schools had stopped taking loans boxes during the last lockdown, but the this lockdown the loans boxes have been booked and further bookings have been taken for the summer terms.
- Planning and promoting remaining events for the remainder of the year such as the digital Civil War event in July.

3. Opportunities/ Future plans/ Decisions to be taken:

- Appointing a new Education Assistant. The return to schools should ensure there is scope for a new member of staff to work constructively with schools and develop the social media set up since lockdown. The role will be advertised in May.
- Updating material now transferred to the new documentation system. Re-acquainting volunteers with collection and research work at YHC.

4. Finance/business/ Governance/ committee updates:

- The Trust met in April 2021. Funding for workshop activities for 2021 has now been obtained from Dodington PCs.
- The YHC Management Committee will meet on May the 10th.

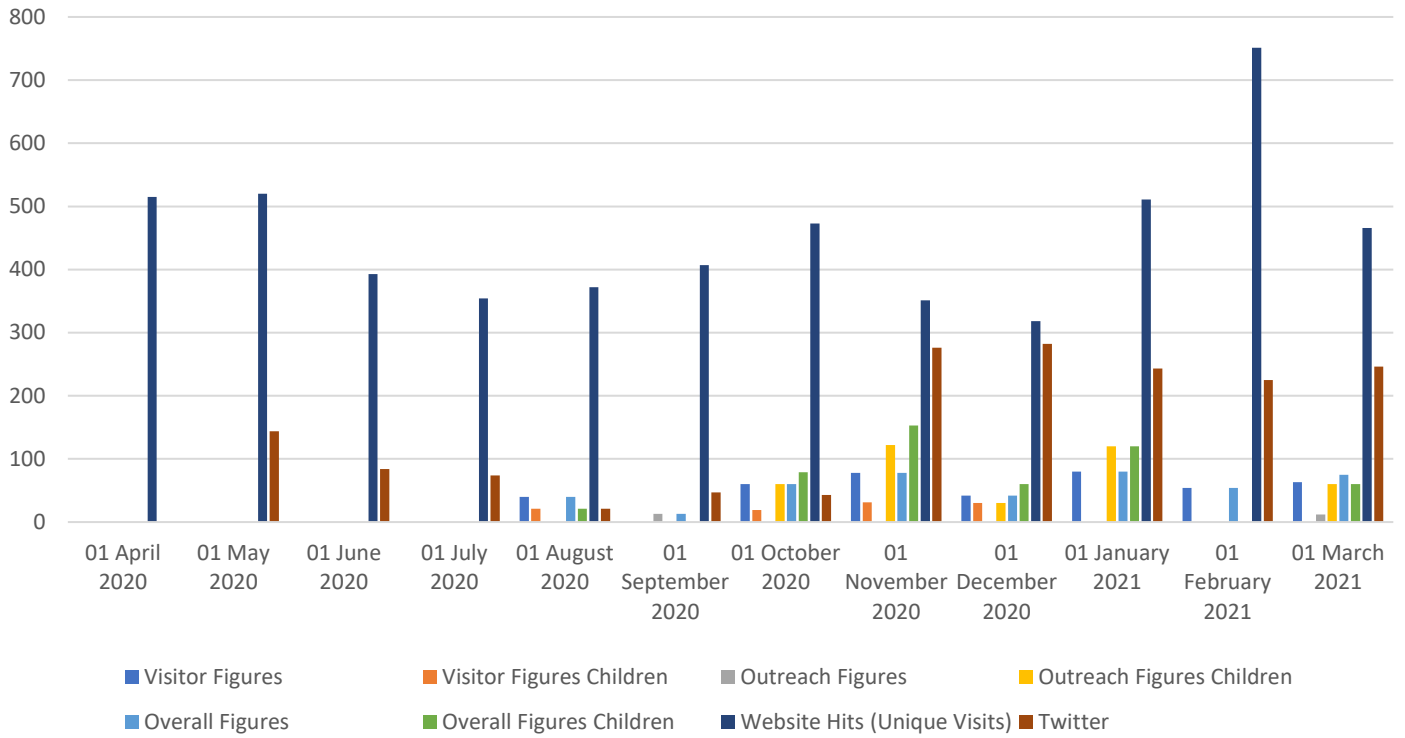
5. Service updates

As per COVID Venue update.

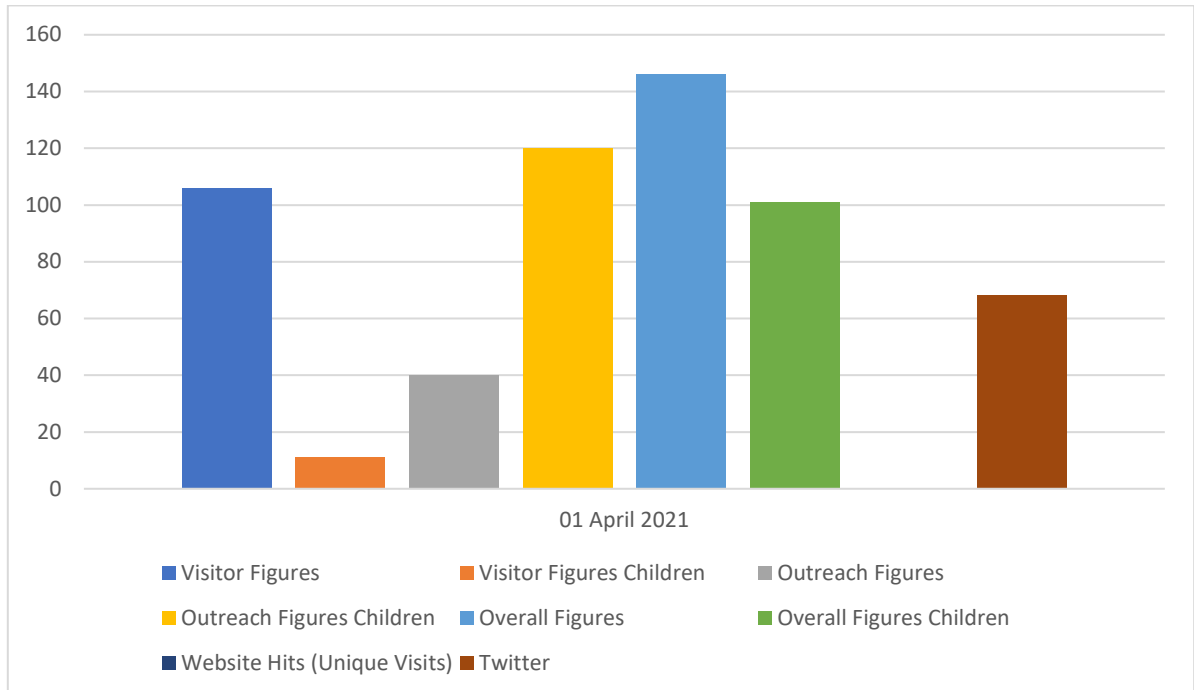
6. Attendance

Visitor figures 2020-21

Yate & District Heritage Centre Visitor Figures 2018-19



Visitor figures 2021-22



MINUTES OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE MEETING HELD ON 26th APRIL 2021, 10AM-11AM VIA ZOOM.

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: Yate Town Councillors - Sandra Emms, John Gawn (Chair-part-meeting), Jane Price, Penny Thoyts (Chair part-meeting) Chris Willmore (part-meeting).
Yate Town Council Staff:
Community Projects Managers – LR & LC;
Community Projects Officer – SJ;
Venues Operations Officer / YAB co-ordinator – CWH;
Venues Operations Assistant – ST.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Karl Tomasin and the Estates Manager – PJ.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

There were no declarations of interest under the Localism Act 2011 received.

3. MINUTES OF THE PREVIOUS YATE AGEING BETTER SUB-COMMITTEE MEETING HELD ON 18th MARCH 2021.

The minutes of the meeting held on Thursday 18th March 2021 were received and **NOTED**.

(Cllr John Gawn left the meeting and Cllr Penny Thoyts became Chair)

4. YATE AGEING BETTER ACTIONS

The Action List (Appendix 1) was received and **NOTED**.

(Cllr Chris Willmore entered the meeting)

It was **NOTED** that the Community Projects Manager has been in communications with Green Community Travel with regards locating an intergenerational setting suitable for a local Mums & Toddlers Group.

A discussion about the progress of current actions took place and it was **RESOLVED** as follows:

- YMCA accessibility – remaining accessibility grant funds be spent on other items relating to accessibility improvements at YMCA (also see

Minute 5b below);

- A separate meeting be convened involving the Yate Ageing Better councillors to discuss how and when to take the following events forward:
 - Annual Celebration of Age;
 - Yate Ageing Better Launch and;
 - Yate Ageing Better Awards.

Plans be fed back at the next Yate Ageing Better, Health and Wellbeing Sub-Committee meeting;

- The Service Support department to follow up the 'Can't Wait Scheme' providers to find out if it is now back in action;
- A timeline be fed back to the Sub-Committee in respect of the celebration plans for the 20-year anniversary of the opening of the Pop Inn Café.

5. YMCA UPDATE

(a) YMCA Kitchen Project Update

It was **NOTED** that:

- further to Members receiving the below quotes for the kitchen replacement project:
 - £11,379.00;
 - £14,435.71;
 - A third quote was sought from an additional supplier. However, a response was not received.

Quotes Received From:

- KT Hudd Home Improvements;
- The Kitchen Partners Design Studio.
- Members agreed via email 12 February 2021 to progress works by progressing with the cheapest contractor (KT Hudd Home Improvements) to overall cost of £11,379.00:
 - An order has been raised with KT Hudd Home Improvements for labour only at a cost of £4,429.00;
 - An order will be raised with Yate Kitchens at a cost of £6,950.00 and the kitchen will be delivered directly to the YMCA, ready for KT Hudd Home Improvements to install (after a documented handover with the Estates Manager);
- The Community Projects Manager and Estates Manager are now working to progress these works beginning on site mid-July (the earliest the contractor can schedule works). The works should take around 2 weeks to complete;
- Further to the excerpt of minute no. 248/3 (c) of the 23 February 2021 Full Council Committee meeting:

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

- *The full cost of kitchen at the YMCA up to £15,000 if external funds cannot be secured elsewhere*;

The below items will also be progressed by the Community Projects Manager alongside the Kitchen works, within the agreed maximum project budget of £15,000.00:

- Appliances (including an oven, hot water heater, microwave, fridge freezer etc);
- Painting of the kitchen;
- Replacement flooring.

(b) YMCA GRANT APPLICATION UPDATES

It was **NOTED** that:

- The grant application of £3,000.00 into the South Gloucestershire Council 'Area Wide Grants 2020/21' to improve accessibility was successful; an award of £2,700.00 was given to:
 - Improve accessibility;
 - Install disabled parking spaces;
 - Install a hearing loop on site.
- In consultation with Members costs were sought for:
 - (a) Hearing Loop Installation:
 - £993.00;
 - £1,297.10.
 - A third cost for a portable unit was investigated. However, this type of system was unsuitable to consider.

Quotes Received From:

- Bristol Sound Systems;
- Location Sounds.

(b) Installation of Two Disabled Parking Bays on site

- £300.00;
- £325.00.

Quotes Received From:

- Avon Road Mark;
- Kelly Bros.

- Officers recommended not to progress with the cheapest Hearing Loop installation quote due to the quote not providing a wide of options on site to meet our needs.

It was **RESOLVED** that the Community Projects Manager should progress orders for the:

- Hearing Loop installation with Bristol Sound Systems to the cost of £1,297.10
- Installation of two Disabled Parking Bays on site with Kelly Bros. to the cost of £300.00;
- Purchase of additional items from the residual Area Wide Grant funding received, to the cost of £1,102.90. The items must support the outcomes listed within the Area Wide Grant application as referenced above.

It was further **NOTED** that:

- The grant application of £5,000.00 into the 'Screwfix Community Fund' to improve accessibility at the YMCA rear garden was unsuccessful. We can re-apply as an organisation in 12 months and a note has been made on the annual task list to flag this to appropriate Officers in March 2022;
- We are awaiting the outcome on the grant application of £10,000.00 into the 'Help High Streets Flourish' fund (administered via South Gloucestershire Council). The application included accessibility improvements to the YMCA garden and the installation of defibrillators within the town.

6. POP INN CAFÉ AND OVER 50's ARMADILLO ACTIVITIES UPDATES

It was **NOTED** that:

- The Pop Inn Café (PIC) will reopen on 17th May – 10.30am to 2.00pm. Induction training will commence for all PIC volunteers from 29th April 2021;
- The Senior Coffee Morning/Cinema sessions at the Armadillo will recommence from Thursday 24th June.

It was further **NOTED** that:

- Volunteer recruitment for the PIC will be publicised imminently via social media including the Southern Brooks Community Partnerships 'Volunteering Yate' service, CVS and Yate Town Council noticeboards, to encourage more volunteers to undertake a variety of roles at the café. These roles will help support COVID19 reopening procedures, promote inclusivity and ensure volunteers are comfortable and confident in their roles ('Meet and Greeter', Table service and Cashier roles are examples we will feature);
- The Dementia Café session will take place on a Friday once the café reopens from 17th May.

A discussion took place about promoting Town Council activities at both venues and it was **RESOLVED** that:

- The Venues Operations Officer to contact the Shopping Centre manager to re-open the conversation with regards making the Shopping Centre entry and exit points more accessible and easier to navigate for those with Dementia;
- Dementia Awareness advert to be created and used during Dementia Pop Inn Café sessions, in order to seek community feedback. Ask the question - what

issues do people now encounter when going out into the community?;

- A smaller working group of Councillors Sandra Emms, Chris Willmore and Penny Thoys to meet to coordinate plans to promote Yate Ageing Better and also encouraging traders of the Shopping Centre to become more 'Dementia Friendly'.
 - The working group to coordinate the following:
 - Phase 1. Coordinate the set up of a stall outside the Pop Inn Café to communicate Dementia awareness to shoppers and the community – Saturday 22nd May 2021;
 - The Venues Operations Officer to contact the Shopping Centre manager to communicate and seek agreement for the pop-up stall to take place.
 - Phase 2. Organise an event aimed specifically for traders to target training in dementia awareness – week commencing 21st June 2021.

7. AGEING FRIENDLY NETWORK

It was **NOTED** that:

- as part of our successful Membership application into the Ageing Friendly Network, the Community Projects Manager (LR) has been attending weekly networking Zoom conferences on a range of ageing topics;
- Work is taking place with the Service Support team to explore the setup of a SharePoint, which would enable Members access to the resources associated with the webinars and ongoing updates will be circulated to the Committee via email;
- Next steps include the drafting of an application into the WHO (World Health Organisation) 'Global network for Age-friendly Cities'. The Community Projects Manager will be working with the Venues Operation Officer and Councillor Willmore to prepare and submit;
- The applications are accepted by WHO on a 'rolling' basis and usually take around 12 weeks to process once submitted. Officers are working towards being ready to submit the application Summer 2021.

A discussion about the global application took place and it was **RESOLVED** that the Community Projects Manager (LR) meet with the Venues Operations Officer to draft a timeline for submitting the application; to provide an update at the next meeting.

8. GARDENING COMPETITION

It was **NOTED** that Councillor Jane Price would like to reintroduce a local gardening competition for the residents of Yate, to improve wellbeing and community awareness of bee friendly planting.

A discussion took place and it was further **NOTED** that:

- Yate Town Council and Members of Yate Community Plan used to run something very similar in the past within the Town;
- Yate Town Council is exploring engaging in 'No Mow May', which is an initiative to encourage more wildlife into community spaces.

RESOLVED that Councillor Jane Price and Councillor Penny Thoys would meet separately to discuss potential ideas and agree a way forward.

9. CONSIDERATION OF IMPACT ON DECISIONS ON CLIMATE AND WASTE

It was **NOTED** that a gardening competition would promote positive impacts with regards green space and bee friendly planting.

10. DATE OF NEXT MEETING

RESOLVED A Doodle poll to be circulated by the Venue Operation Officer to determine the date of the next meeting, with the aim to meet again to review progress in early July.

<L:\Projects\Older People\Yate Ageing Better\Meetings\Minutes\2021\April 2021 Minutes\V2 Draft - Yate Ageing Better Minutes of 26.04.21 CWH.docx>

List of Outside Bodies with Yate Town Council Representatives

To **NOTE** minutes received from outside bodies were circulated to Members with a request to advise if they wish to discuss matters contained therein.

Name of Outside Body	Meeting date	Date minutes Circulated	Date of next meeting
Abbotswood Action Group	26.04.21 AGM	Minutes not yet received	tba
Community Engagement Forum	11.3.21	Circulated 28.04.21	19.5.21
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	10.03.21	18.03.21	09.06.21
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	03.02.21		
Friends of Ridge Woods	15.01.20 05.05.21 (AGM)	Minutes not yet received	tba
Frome & Ladden Vale Environmental Link	19.03.20	Minutes not yet received	tba
Hanson Liaison Committee	05.05.21	Minutes not yet received	tba
Healthwatch South Gloucestershire from 1.10.19 contract taken over by Healthwatch North Somerset	Not yet advised	tba	tba
Heritage Centre Extension Working Group – <i>This group reports under Heritage Centre Officer's Report</i>	tba	n/a	tba
Priority Neighbourhoods – Yate & Dodington Community Lead Group	11.2.21	12.2.21	13.05.21
River Frome Forum (New) <i>(inc River Frome reconnected & Avon Frome partnerships)</i>	11.05.21	Minutes not yet received	
Shopmobility	03.12.20	Minutes not yet received	tba
Sodbury & Yate Business Association	20.02.20 18.02.21	Minutes not yet received	tba
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	tba	n/a	tba

South Glos Dementia Alliance	This group is active but does not circulate minutes.	None received	tba
South Gloucestershire Museums & Heritage Partners	05.06.19 24.03.21	Minutes not yet received.	
South Glos Youth Housing (SGYH) "As of Wednesday 3rd June 2020 SGYH will no longer be in the Yate and Chipping Sodbury area (only based at Parkview Kingswood). A company by the name of CCP will be based at Southwold House and Andrew Millman Court."	Updates requested but not forthcoming		tba
Town and Parish Council Forum	27.04.21	Minutes not yet received	19.7.21 tbc
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 AGM 04.12.21	Minutes not yet received	tba
Yate Children's Advisory Centre	Advisory Boards meetings postponed until further notice	n/a	n/a
Yate Oral History Group	09.01.20 13.02.20	Minutes not yet received	tba
Yate Community Plan	01.03.21	23.03.21	tba
Yate Genieri Link	13.01.21 17.02.21 14.04.21 12.05.21	Minutes not yet received. <i>(minutes meeting 14.4.21 circulated 15.4.21)</i>	07.06.21
Yate Town Centre Strategy Group	01.03.21	Meetings suspended	email Newsletter issued in lieu of meetings

**Yate Town Council Youth Provision
Delivered by Learning Partnership West**

Performance Monitoring Form

For quarter period from: Jan 21 to: March 21

Please return to:	Community Projects Manager Yate Town Council Poole Court Poole Court Drive Yate South Gloucestershire BS37 5PP info@yatetowncouncil.gov.uk 01454 866506
<p><i>Please return as soon as possible after the quarter period ends.</i></p> <p><i>Failure to supply the monitoring information by the due date could affect future payments.</i></p>	

1. Overview of quarter

1.1 Brief summary of service performance over the last quarter.

Please provide a brief report covering the number of sessions delivered, attendance figures and footfall for all sessions, successes of the engagement process, details of any challenges and a clear strategy to address any challenges moving forward, and a list of where the detached youth work has operated in the last quarter.

We delivered a total of 73 sessions
 With 470 attendances at sessions (inc online)
 170 hours of session delivery
 1096 contact hours with young people

Delivery:

The pandemic has again impacted our delivery, venues and numbers are both affected. This is due to the continuous changes in government guidance which has led us to rethink how we respond to this strategically and give young people a consistent service.

St Nix Youth Centre has remained open throughout this pandemic but numbers are still restricted to a maximum of 15 per session excluding staff (however we have chosen to keep staff included in this restriction as per the original lockdown easing)

Brimsham Green remains closed although we have been informed that we are able to use Brimsham green from Term 5 so we are hopeful we can begin delivering this again from term 5 and get back to some normality. We are a little concerned about the longevity of this given the continuous changes.

We have also been running 2 X Detached sessions on a Thursday and Friday, as we are seeing the evenings get lighter we are seeing more young people out, and as the restrictions begin to lift and the weather improves there are more people in open spaces overall and this includes young people. It hasn't gone unnoticed that this has resulted in parks and open spaces becoming more littered so we plan to target some of our sessions around keeping community spaces welcoming for all and helping young people see how they can play an important role in this

In addition we are also running 2 weekly drop in sessions on Monday and Friday which has led to parents and young people reaching out to us for help, as a result of this we have secured ongoing support for 1 young person

We are also running 3 x weekly zoom sessions and one of these includes the Wednesday LDD session in which young people have really valued us continuing to provide a service for them, this session has enabled those young people to interact with each other who are shielding

We also have 2 weekly support groups running on a Tuesday and Friday

Our attendance at sessions is good considering the restricted numbers, some young people are still worried about attending the sessions so we continue to offer a blend of online and in person youth work. We have continued to do online activities for young people such as creating content for young people to make mother's day gifts and we have also offered online escape room type tasks which have gone down really well with young people

We also have a number of young people from our Thursday session taking part in the South Glos award and they have now completed section 2 of that award.

Our socials are

Instagram <https://www.instagram.com/yateyouth/>

Facebook <https://www.facebook.com/yateyouth/>

Youtube <https://www.youtube.com/channel/UCMdCxc-GZi5qjN6qGLvl-3A/>

1.2 COVID19 PANDEMIC DATA CAPTURE

COVID19 PANDEMIC DATA CAPTURE						
	Youtube	Tiktok	Facebook	Instagram	Zoom	Other
Number of interactions on	28	132	137	589		
Numbers of views on videos	1938	542	457	669		
Number of yp engaging in Instagram lives				204		
Number of yp zoom sessions					44	
Numbers of entries weekly art competitions				14		
Numbers of deliveries art kits and laptops						1
Outreach/ check ins						15
Phone drop ins						5
Total views on all posts (incl videos)	1938	542	594	1462		

2. Targets/Achievements to Date

Please fully report success or otherwise of your service against the targets in the **Service Level Agreement**.

<i>Other Provision</i>								
Annual Attendance at the Yate Rocks summer event to deliver youth work between 11am – 8pm	EVENT CANCELLED							50 young people

<p>Empowering young people to have a voice in what's happening local, including public consultations, ideas to present to Yate Town Council or ideas on how to tackle issues in Yate</p>	<p>This quarter has again been fairly challenging however, we have been able to support young people to engage in local council stuff, we have supported YTC to consult with young people on new developments in the locality and supported young people to take part in the South Glos Award.</p> <p>Young people will and always have had a say in the way we design our sessions and deliver them. We have also give 2 young people the opportunity to volunteer with us, whilst giving another young person casual employment whilst they are completing their studies at College. Young people have also told us about issues, this was things such as young people feeling intimidated by other young people and larger groups of young people hanging around in Peg hill and St Mary as a result of some work we did around the area in consultation. We discussed this with both YTC and SGC so we delivered some extra sessions from those sites using additional funding awarded to us through YEF.</p> <p>LPW have also been regularly visiting the bench at Coopers Drive in Brimsham Green and there has been no further incidents of ASB in the area. We regularly review our sessions with YTC at monitoring meetings to ensure we are delivering our services where the need is. We hope to get back to a more planned approach when lockdown is eased further.</p>
<p>To ensure an integrated service with Lot 2 delivery under SGC, covering:</p> <p>One LDD centre based session at Brimsham Green Youth Wing, Wednesday 6.30pm-9pm, ages 13 – 25;</p> <p>Two centre based sessions at Brimsham Green Youth Wing, Mondays, 6.30pm – 9pm, ages 14 – 16 and Thursdays, 6pm – 8.30pm, ages 12 – 13;</p> <p>Two detached youth work</p>	<p>The work across both Yate Town Council and the South Gloucestershire YAO contracts continue to be joined up, we are very clear with young people that this is a joint piece of work between Yate Town Council and South Gloucestershire council so young people are aware that the level of service would not be available if it wasn't for the support coming from both Councils.</p> <p>The work is very joined up, the fact that young people register once with our service and its delivered by the same staff is testament to how much its working well, the young people have forged strong bonds with the team, especially Jamie-leigh and we have staff that also work across both contracts.</p> <p>The centre are recognised by young people as safe spaces and it has been challenging keeping this going whilst Brimsham is closed, the fact we can return in term 5 will hopefully help bring some more consistency back to the service and help young people feel like a return to normality is closer</p>

sessions in rural areas on Mon & Thurs, 6.30pm – 9.30pm.

3. Graphs and Comparison

Please present the data collected in item 2 as a graph. Please also include quarterly and yearly comparisons as applicable. This can be presented below or at the end of the report.



4. Young People Feedback and Participation

Tell us how you are collecting and using feedback from and participation with young people to shape and develop the service.

Young People continue to be involved in the delivery, groups including our LDD session make decisions on what they would like to see in the following week and what type of activities they would like to do. The escape room idea came from young people and was pretty challenging to pull off online but we managed it. We have also had workshops on knife crime delivered to young people as they told us it was becoming more common in their area. In addition to this young people have also told us they don't want us to rush back to flooding the sessions again and have asked to a cautious approach, we need to balance this with returning to normal whilst respecting that lots of young people are feeling really anxious about being in large groups and as a result we are likely to have a phased increasing of numbers over a period of weeks to help alleviate some concerns, this will also allow us to manage any outbreaks and reduce the risk of increased infection.

5. A Forward Plan

Moving forward, we will continue to keep you up to date as we are able to open up more as lockdown restrictions ease but we are able to confirm the below:

For confirmation

Term 5- We will be back in Brimsham

Our online offer will reduce from the 17th May

Outdoor detached will increase in numbers as these are no longer limited from the 29th march

Indoor will be able to reach 30 if the government plan goes ahead from May 17th.

LPW is also a provider of play opportunities for children aged 6-13, next year we will be looking at this and planning how we can deliver some play work in Yate.

6. Added Value

Are there any additional services that LPW provides in addition to the contracted service, that compliments or "adds value" to the project. If so, please describe overleaf.

Let us know how LPW adds value over and above the contracted service, for example; this can be through alternative funding sources or in kind resources

- Providing Laptops to young people who need them in Yate
- Increase our online presence and ensure every member of staff has online access to deliver sessions
- Provided an immediate response in the locality to guidance changes
- Provided training and development to other organisations
- We have also secured funding to continue working with young people affected by Serious Violent crime in the local area through the Violence Reduction unit

It's worth noting here that LPW has harnessed its position as a VCS organisation and brought in the region of an additional £35,000 to Yate for additional support for young people, The work through Yate Town Council enables us to do this and enables us to really push for more where its needed for young people in Yate and as a PN area within the South Gloucestershire authority we will continue to work hard to ensure that we are able to draw in funding to support young people in Yate

7. Financial Information

Please complete the following in relation to the Income and Expenditure identified in your service level agreement.

TYPE OF FUNDING RECEIVED	Quarterly Amount Awarded
Yate Town Council Funding	14252
Other Income (Please indicate amount and Source)	9K 1-1 funding for young people across South Gloucestershire (South Glos Council VRU) 1,200 schools work 2000 DfE funding for 1-1 support 4K from South Gloucestershire YAO contract
TOTAL INCOME	28452

EXPENDITURE	Quarterly Amount Spent
	14252
	9000
	1200
	4000
TOTAL	28,452

QUARTERLY TOTAL	28452
------------------------	--------------

8. Compliments and Complaints

Has the project received any complaints? If so please state the nature of the complaint and how it was handled. Has the project received any compliments? If so what was the feedback?

The Service has received no complaints

9. Equal Opportunities

	Total 470 (participant data for 50)
1a. How many Yate Town young people have benefited from your project over the monitoring period (quarter)?	30
Please confirm that the majority of young people attending are aged 13-18 years old	Yes / No
Based on the total given in 1a please give a breakdown against the following equality categories (<i>estimated figures are acceptable</i>)	
2. Age	
Please give numbers of young people attending who are aged 10 – 12 years old	5
Please give numbers of young people attending who are aged 13 – 18 years old	25
Please give numbers of young people attending who are aged 19 – 25 years old.	
Total (<i>should match the number in 1a</i>)	30
3. Disability	
Number of young people (included in the number shown in 1a) who have declared a disability.	
Does the Young Person consider themselves to be disabled?	
No	3
Prefer not to say	21

Yes - Physical impairment, such as difficulty using arms or mobility issues which may mean using a wheelchair or crutches	
Yes - Sensory impairment, such as being blind / having a serious visual impairment or being deaf / have a serious hearing impairment	
Yes - Mental health condition, such as depression, anxiety or schizophrenia	
Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)	5
Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	
Yes - Other (please state)	1 Not Listed
4. Ethnic origin (based on census categories) Have young people from minority ethnic backgrounds attended? Please complete the following breakdown	
Arab	0
Asian/Asian British - Bangladeshi	0
Asian / Asian British- Indian	0
Asian / Asian British - Pakistani	0
Asian / Asian British- Chinese	0
Asian / Asian British – Other (please state)	0
Black/African/Caribbean/Black British - African	0
Black/African/Caribbean/Black British - Caribbean	0
Black/African/Caribbean/Black British – Other(please state)	0
Gypsy or Traveller of Irish Heritage	0
Mixed/Multiple Ethnic Groups – White & Asian	0
Mixed/Multiple Ethnic Groups – White & Black African	1
Mixed/Multiple Ethnic Groups – White & Black Caribbean	0
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	13
White – Irish	1
White – Other (please state)	0
Other ethnic group (please state)	1 (Other Mixed Background)
Prefer not to say	14
Total (should match the number in 1a)	30

5. Gender	
Female	15
Male	10
Other	
Prefer not to say	5
6. Numbers of young people with a gender identity different to the sex they were assigned at birth.	
7. Based on the number of young people in 1a, please give numbers to the following	
Projects working with targeted groups of young people may be asked for further information about the service users. This will have been requested by your Link Officer.	
Young people in care/or leaving care	
Young carers	
Young people who have a long term health condition or disability	
Young people Not in Education, Employment or Training (NEET)	
Excluded from education or at risk of exclusion	
Young people who identify as LGBTQ+ (this means Lesbian, Gay, Bisexual, Transgender or Questioning their sexuality).	2
Young people from low income families	
Young offenders/at risk of offending	
Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill and Kingswood)	
Young refugees or asylum seekers	
Other (<i>please state</i>)	

10. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

RED = 0% to 49% of the targets completed

AMBER = 50% to 74% of the targets completed

GREEN = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
Centre Based 35 young people at sessions	**Government only allow maximum of 15 per session during this period**

Urbie-	
Summer provision & YATE ROCKS	Cancelled 2020.
OVERALL RAG RATING (To be completed by the provider)	Green

11. We welcome your feedback.

Are there any improvements or changes we could usefully make to the monitoring process? Any other additional comments?
N/A

12. Safeguarding

Names to be removed
There has been no safeguarding concerns

13. Health and safety concerns

Coronavirus and the continuous changes to guidance continues to be a struggle to manage. And although new guidance states we can run with 15 + 3 members of staff we have decided to continue to run with 12+3 members of staff. There are a number of reasons for this

1. It provides consistency for young people
2. It allows us to remain cautious and not introduce new young people to the existing sessions we are running
3. Staffing is unpredictable and therefore increasing numbers may mean we can't run. Last quarter we had 3 occasions where staff had to self-isolate
4. Young people have told us they feel better having a consistent service rather than one that is changing all the time

It is now safe for us to run outdoor activities without a limit, however we will use a common sense approach and limit detached work to a maximum of 30 young people

Environment and Community Committee

Pending Log as of 18 May 2021

To **NOTE** the status of the following:

Heading	Detail of outstanding Item
PUBLIC SPACE PROTECTION ORDERS (DOG CONTROL ORDERS)	<p>Further to minute number 13 of the Environment and Planning Committee held on 11 November 2014, to NOTE:</p> <ul style="list-style-type: none"> • the Anti-Social Behaviour (ASB) Crime and Policing Bill received Royal Ascent in March 2014 and is now a legal Act; • Dog Control Orders are now part of Public Spaces Protection Orders (PSPO) under the ASB, Crime and Policing Act 2014; • Public Spaces Protection Orders can only be made by a Local Authority and not by Town and Parish Councils; • Correspondence has been sent to South Gloucestershire Council requesting they implement the required PSPO's in Yate. <p>To NOTE that correspondence was sent to South Gloucestershire Council requesting a likely timeframe for progression of the PSPOs required in Yate and further clarification on enforcement.</p> <p>Response outstanding. (Regularly chased)</p>
Footpaths	<p>E&C 24.9.19</p> <p>Further to minute number 39 of the meeting of Full Council held on 14 May 2019;</p> <p><i>'A report was received in respect of the condition of pathways maintained by South Gloucestershire Council and RESOLVED that the report be submitted to South Gloucestershire Council with the following comments:</i></p> <ul style="list-style-type: none"> • <i>The report evidences that pathways in west and north Yate were seen to have a large amount of litter and are poorly maintained;</i> • <i>Yate Town Council:</i> <ul style="list-style-type: none"> ○ <i>would like a greater understanding of South Gloucestershire Council's maintenance processes for pathways;</i> ○ <i>would like any vacant South Gloucestershire Council Street Cleaner post filled;</i> ○ <i>would like South Gloucestershire Council to:</i>

	<ul style="list-style-type: none"> ▪ <i>repair tarmac paths where necessary;</i> ▪ <i>deep weed / cut back along footpaths where needed;</i> ▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i> ▪ <i>contact Bromford to take action to repair footpaths on the land they control and to take urgent action to improve the area to the rear of Cranleigh Court shops, in particular the garage blocks which are poorly boarded up, subject to graffiti and rundown.'</i> <p>A response was received and further update is awaited.</p>
<p>South Gloucestershire Council - Leases Outstanding</p>	<p>a) Witches Hat Lease expired 30 September 2015. October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p>b) The Common A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p><i>E&P 28.5.13</i> <i>Members were reminded that at the meeting held on 18 February 2013 with representatives of South Gloucestershire Council to discuss the possibility of Yate Town Council taking over responsibility for The Common,</i></p> <p>Update from South Glos Council remains outstanding (regularly reminded)</p> <p>c) Land at Ridgewood Initial approach from South Gloucestershire Council enquiring if YTC wished to consider a lease/licence for the land was considered at Full Council on 11 March 2014 where it was RESOLVED to pursue.</p> <p>A response is awaited from South Glos Council. (regularly reminded)</p> <p>16.3.21 Email to SGC requesting queries be raised directly with us following statement at SGC meeting that YTC had “unrealistic expectations”.</p>

PROTOCOL FOR VISITS BETWEEN YATE TOWN AND BAD SALZDETFURTH COUNCILS

The following protocol sets out the parameters that govern the Town Council visit to and from Bad Salzdetfurth.

VISITS

Bad Salzdetfurth to Yate:-

- The Town Council to arrange and meet the cost of the collection and return of visitors from the nearest train station or airport.
- Alternative accommodation to staying with host families be sought if required (within budget)
- The short visit to be of a business nature only. (Joint Council Meeting) With details of agenda contents agreed in consultation with the Chair of Council and Chair of Twinning Association.
- The Chair of the Twinning Association and the Genieri Link to be invited to the Joint Council Meeting.
- A light lunch to be served following the morning Council meeting (within budget)
- Catering and entertaining arrangements for the duration of the visit to be within the budget set by Yate Town Council (arranged by the Town Council)
- The cost of any gift (on commemorative anniversaries only) to be limited to a maximum of (See 'Gifts' section below)

Yate to Bad Salzdetfurth:

- The number of Town Council delegates not to exceed four.
- Alternative accommodation be sought if required (within budget)
- The Town Council to fund the travel fares (in line with the Town Council Commitment to Carbon Net Zero which includes a “no fly policy” but subject to the understanding that flying can be appropriate if other methods are not practical and the footprint can be off set.) of the Chair, Vice Chair and the Clerk or a representative in lieu of one of these individuals. In the event of one or more of these people being unable to attend, priority be given to a substitute Member or member of staff who is conversant with the aims of Twinning or wishes to become more involved.
- The Chair of the Twinning Association to be invited to join the visit – at no cost to the Town Council.
- The Town Council to pay the reasonable cost of transport to and from the train station or airport for those as listed above.

BUDGET

Town Twinning visits to be funded from the Civic budget with the allocated budget not to be exceeded without reference to the Environment & Community Committee

GIFTS

A list of gifts already presented to be kept in order to assist with the purchase of future gifts.

Twinning gifts be exchanged on commemorative anniversaries as opposed to every year. (Terms of Reference Meeting, 6 May 2008. Resolved at Full Council, 13 May 2008)

The cost of a gift (on commemorative anniversaries) to be limited to a maximum of £100.

Town Twinning Protocol/Town Twinning/Last Reviewed E&C 18.5.21

Notes of the Advisory meeting of members of Yate Town Council Finance and Governance Committee held on 8th June 2021 from 6.30pm until 7.45pm

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore, this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions until face-to-face meetings can safely resume.

Present:

Councillor Cheryl Kirby – Chair

Councillors Mike Drew (part meeting), John Ford, Margaret Marshall, Ben Nutland, Karl Tomasin and Chris Willmore

Responsible Finance Officer/Retiring RFO

1. Election of Chair of the Advisory Meeting

Councillor Cheryl Kirby was elected Chair of the Advisory Finance & Governance meeting.

2. Apologies for Absence

Apologies for absence were received from Councillors Jane Price. Also, not present Councillor John Emms.

3. Members Declarations of Interest Under the Localism Act 2011

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

Councillor John Ford YOSC

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

No members of the public were present.

5. Minutes of the Finance and Governance Committee Meeting held on 30th March 2021

It was **NOTED** that the minutes of the Finance and Governance Committee meeting held on 30nd March 2021 will be formally approved at the next legal meeting.

6. Items held on the Clerk's Report:

The following items were **NOTED**:

Item Number	
6.1	<p>Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 18 May 2021</p> <p>There were no items referred from the Advisory Meeting of members of the Environment and Community Committee meeting held on 18 May 2021.</p>
7	<p>Decisions Made Using Delegated Powers Between Meetings Via Email</p> <p>Since the last Finance & Governance Committee meeting held on 30 March 2021, the following decisions have been made using delegated powers in consultation with the Finance & Governance Committee members via email:</p> <ul style="list-style-type: none"> • Permission for Yate and District Oral History to use St Marys Green for meeting on 23 April 2021; • Pathways Learning booking priced to reflect Covid recovery and block booking as a one-off event; • Create additional feature on website to allow for sharing of documents and papers in secure area at approx. cost of £245.
8.1	<p>Sealing and Signing of Town Council Documents</p> <p>(a) The following documents have been signed or sealed and signed:</p> <ul style="list-style-type: none"> • Agreement with Goodman Nash to undertake business rates review. • 12-month contract with Initial Washrooms wef 23rd April 2021 for Hygiene Bin at MAB total cost £19.50 per annum. • Record of Funding Agreement and Targets for Citizens Advice South Gloucestershire for £8,000. • 6 month Bowling club licence awarded to Yate and District Bowling Club.

	<ul style="list-style-type: none"> • HR and data sharing agreement with SGC for HR support during 2021/2022. • Renewal of 3 x 24 month BT contracts for services to Heritage Centre, Poole Court and Pop Inn Café wef June 2021. <p>(b) No urgent documents were received for signature/sealing</p>
9.1	<p>Accounts for Payment</p> <p>The accounts for payment previously authorised in line with the Financial Regulations were received. (Appendix 1)</p>
9.2	<p>Bank Reconciliations</p> <p>Bank reconciliations to 31 March 2021 have been viewed and agreed by Councillor Ben Nutland.</p>
9.3	<p>Banking Arrangements</p> <ul style="list-style-type: none"> • Barclays Banks plc has informed Yate Town Council it will be closing its Yate Branch as from 22 July 2021. Further to concerns raised regarding the local community and those who only use the branch for their banking, Barclays has committed to support those affected. Correspondence received as below: <p><i>'We appreciate that not all of our customers will adopt change at the same pace, and we would like to underline our commitment to supporting our vulnerable customers through this change. We will be making personal contact with all regular branch users to discuss their options and guide them through alternative ways to bank. This could include, for those vulnerable customers who are unable to travel to a nearby branch, the option to use our at-home cash delivery service. We are spending time with our customers in branch to explain the alternatives available post closure of the branch. Our virtual events are available on our .co.uk site by searching for Barclays Events and customers can book directly on to a variety of subject areas We will have a Barclays Van in this area that is planned to attend Yate for half a day on a fortnightly basis which will also support customers with advice, guidance, and education.'</i></p> <ul style="list-style-type: none"> • Administration of obtaining cash and paying in can be undertaken via the Post Office. Checks have been made to ensure this is suitable to Yate Town Council operations and no issues have been highlighted. • Deposit cards will be required for staff to undertake deposits of funds; however, no drawdowns can be made with this facility. • In line with minute number 15/2 of the Finance & Governance Committee meeting held on 30 March 2021, an ethical review is to be undertaken of the current banking arrangements and a full review of banking arrangements will be undertaken at the same time.

9.4	<p>Earmarked Reserves</p> <p>Earmarked reserve expenditure for 2020/2021 was received. (Appendix 2)</p>
9.5	<p>Discretionary Restart Grant</p> <p>Yate Town Council has been awarded £1,500 following an application for a Discretionary Restart Grant to South Gloucestershire Council.</p>
9.6	<p>Investments as at 31 March 2021</p> <p>Yate Town Council investments as at 31 March 2021 were held as follows:</p> <ul style="list-style-type: none"> • £416,300.41 33 Day Notice Triodos Bank Account (variable interest, currently 0.10%); • £294,795.96 Nationwide Business Instant Saver (variable interest, currently 0.05%); • £109.84 – Co-Operative Bank Current Account (variable interest, payable only on balances over £2,000); • £281,420.38 Nationwide 95 Day Saver Account (variable interest currently 0.25%) • £3,000 – Barclays Bank Current Account (no interest); • £2,252.28 - Barclays Bank Imprest Account (no interest); • £145,639.80- 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 31.03.21 was 0.0390%
10.1	<p>Bookings</p> <p>The Government roadmap allowed community halls to reopen from 12th April but with a restricted agenda. Town Council venues and sports facilities for hire are therefore available to hire in line with the current guidance.</p> <p>Permitted activities currently taking place at Town Council venues are:</p> <ul style="list-style-type: none"> • Armadillo - Community groups, youth groups and party bookings are now being taken, in line with guidance with regards numbers permitted etc. • Tennis bookings including block booking by Sodbury Tennis Club. • South Gloucestershire Council Community Learning Class at Poole Court and Armadillo; • Weddings are taking place at Poole Court as booked by South Gloucestershire Council Registrars. <p>This is to be reviewed under the Government's roadmap out of lockdown, Step 4 – not before 21st June 2021.</p>

	<i>Councillor Mike Drew entered the meeting.</i>
10.2	<p>Rates</p> <p>Further to minute number 14/2 a) of the Finance & Governance Committee meeting held on 30 March 2021, Goodman Nash were appointed to undertake a review of Yate Town Council Business Rates.</p> <p>The following correspondence has been received as a result of the review:</p> <p><i>'Following a recent instruction received to submit appeals due to the negative impact of Covid-19 it is with regret that I must advise that a recent decision issued by the Government, effective from 25 March 2021, took the unexpected step to change the existing law with regards to reducing Rateable Values, specifically disregarding any impacts Covid-19 may have had. We are aware that a contingency fund is instead to be distributed by local Councils to businesses through a discretionary grant system, the exact mechanisms of which have yet to be made clear. This unprecedented step unfortunately means that there is no prospect of reflecting the impacts on your Council premises which have been felt over the last year as a result of Covid-19 in terms of Rateable Value.</i></p> <p><i>It is an extremely disappointing decision which means that all Covid-19 appeals have been thrown out and that I am unable to proceed any further with this recovery approach on your behalf.</i></p> <p><i>I did take the opportunity to review the Rateable Values (RV) of each site brought to our attention (and listed below) but found no means by which to reduce the RV and your subsequent business rate charges.</i></p> <ol style="list-style-type: none"> <i>1. Poole Court</i> <i>2. Heritage Centre</i> <i>3. Pop Inn Cafe</i> <i>4. Sunnyside Lane Pavilion</i> <i>5. YMCA Hall Station Road</i> <p><i>Going forward, if any business rate matters should arise that you are not sure of, I would be happy to offer guidance if you get in touch.'</i></p> <p>No charge has been incurred.</p>
11.1	<p>Grants & Finance Sub-Committee</p> <p>a) Grants 2021/2022</p> <p>An advisory meeting of the Grants and Finance Sub Committee to consider grant applications for 2021/2022 has been arranged to take place via Zoom at 6.30pm on 7 July 2021.</p>

	<p>b) Cotswold Edge District Scout Council</p> <p>In line with minute number 15/3 b) of the Finance and Governance meeting held 2 February 2021 and further information being received as per minute 14/3 of the Finance and Governance Committee meeting held 30 March 2021, we have advised the Scout Council that the sum of £2,679 grant funding from the 2020/2021 budget is ready to be paid once receipts have been submitted.</p>
11.2	<p>Staffing and Governance Sub-Committee</p> <ul style="list-style-type: none"> • Interviews took place for the vacant full-time Service Support Officer role on 10 May 2021 and appointment made, subject to recruitment checks. Start date anticipated as 14th June 2021. • Interviews took place for the Finance Assistant vacancy (14.5 hours per week) on 30 April 2021 and appointment made, (started in post on 27 May 2021); • Heritage Education Assistant post (10 hours per week) is currently being advertised (closing date 7th June 2021).
11.3	<p>IT - Website Review Sub-Committee</p> <ul style="list-style-type: none"> • An advisory meeting of the Website Review Sub- Committee is due to take place soon (doodle to be sent); • A new area for access by Councillors and staff is to be created on the website to allow the sharing and storing of documents. This is at a cost of £245 per annum and the decision was taken in consultation with the Website Review Sub-Committee.
12.1	<p>ALCA Regional Committee</p> <p>The draft minutes of the ALCA regional committee meeting which took place on 18th February 2021 were circulated to members on 20th May 2021. A further meeting was held 7th June 2021, minutes yet to be received.</p>
12.2	<p>NALC Larger Councils' Group</p> <p>A meeting took place on 20th April 2021 - minutes have not yet been received.</p>
13	<p>Consultations</p> <p>No consultations or consultation responses were received.</p>

The following items are actions to be undertaken by the Clerk using delegated powers;

Item Number	
14.1	<p>Accounts / Finance</p> <p>a) Community Infrastructure Levy (CIL)</p> <p>Following the receipt of CIL funding for the 2020-2021 financial year in the sum of £8,273.67, Members advise the Clerk that these funds be allocated to pay for the pedestrian bridge at the nature reserve at Kingsgate Park, which needs to be replaced with a bridge constructed from recycled plastic at a cost of £5,800, as identified in item 7.1 of the Environment and Community Committee Advisory meeting 18 May 2021. The remaining funds be allocated to pay for a new notice board for Ladden Gardens, identified in item 14.1 g) of the Finance and Governance Committee Advisory meeting 8 June 2021.</p> <p>b) Corporate Credit Cards</p> <p>Members advise the Clerk that Corporate Credit Cards be put in place and operated by the Clerk, the RFO, the deputy RFO up to a value of £5,000 per calendar month. (Appendix 3)</p> <p>c) Direct Debits and Standing Orders</p> <p>To refer Direct Debit and Standing Order payments made by Yate Town Council in line with (Appended to Clerks Report) to Full Council for consideration.</p> <p>d) Income and Expenditure Report to 31 March 2021</p> <p>To refer Income and Expenditure report to 31 March 2021 in line with (Appended to Clerks Report) to Full Council for consideration.</p> <p>e) Special Expenses</p> <p>Further to minute number 14/1 (c) of the Finance & Governance Committee meeting held on 30 March 2021, the following information was received:</p> <ul style="list-style-type: none"> • a copy of the bus shelter data used for the calculation of the 2021/22 Special Expenses for Yate. (Appendix 4) • a map detailing the open spaces maintenance. (Appendix 5) • a spreadsheet detailing the maintenance type carried out, the area and the cost. (Appendix 6) <p>Councillor Chris Wilmore to mark the map (Appendix 5) and provide to officers to go back to South Gloucestershire Council and query several areas that are indicated as Amenity Grass that members feel are Highway Verge and therefore</p>

should not be charged for. Also to request a map detailing the location of the bus shelters as there are queries about this data. Officers to provide update at next Finance and Governance Committee meeting in July.

f) Banking Arrangements

It was **NOTED** that:

- Ladden Garden Village informal community group has reached the stage where it needs a bank account facility but is not yet in a position to open one.
- This group are currently writing a constitution.
- The group has asked whether the Town Council would be willing to act as bankers, in the same way as we do for the Friends of Brimsham Fields. Income could be held and authorisation for any spend would be required, the group would notify us of signatories.
- It is not expected to have much in the way of transactions but will enable it to apply for grants as it begins to grow.

Members advise the Clerk that the Town Council to act as bankers for 12 months for Ladden Garden Village community group. With the view to providing support to enable the group to open their own bank facilities.

g) Budget - Noticeboard

It was **NOTED** that:

- there is no noticeboard in Ladden Gardens.
- There is now enough of a community for Yate Town Council to put in one of its community notice boards.
- Residents have suggested a site at the northern end of Leechpool not far from the play area going in by the park.
- As this is already a well-used route, it is suggested one be placed in this location in consultation with a nominated member of the residents group.

Members advise the Clerk that funds from the remaining CIL funding received for the 2020-2021 financial year after £5,800 has be earmarked for replacing a pedestrian bridge at Kingsgate Park be allocated to fund the cost of the notice board in the location as agreed.

h) Earmarked Reserves

Members received and **NOTED** the Earmarked Reserves as at 1 April 2021 and advised the Clerk on allocation of funds reflecting the final reserves following allocations.

14.2

a) Discretionary Pension Policies

It was **NOTED** that the Discretionary Pension Policies were due for review and a new tool (currently under trial) had been created by Avon Pension Fund to

assist with this process.

Councillors Mike Drew and Cheryl Kirby were nominated to work with the RFO to explore pension policy choices ready to take to the next Staffing & Governance Committee meeting for consideration.

Investigations be made into any cover which may be provided if the new tool under trial advised incorrectly resulting in incorrect policies being created.

14.3

Event Management Payment/Cancellation Plan for Yate Rocks! 2022

It was **NOTED** that Re Energise, were appointed in 2020 as the Event Management Company for Yate Rocks until 2023.

In consultation with the Events Sub-Committee via email, regarding Yate Rocks 2022, it was suggested that the payment plan approved by members for Yate Rocks 2021, be agreed for Yate Rocks 2022 and monthly invoices be settled and the amount of £8,250 be placed in the 2022/2023 budget for Event Management Fees. (Payments would need to commence in October 2021 before the budget is set and would effectively be prepayments and allocated to the 2022/2023 expenditure reflecting the year the event actually takes place.

Suggested payment/cancellation plan from 2021		
Payment Date	Amount per month Year 1 (2020/2021)	Percentage of total paid
October	£760 £760*	9%
November	£760 £1,520*	18%
December	£760 £ 2,280*	27%
January	£1409 £3,689*	45%
February	£1409 £5,098*	61%
March	£1409 £6,507*	79%
April	£581 £7,088*	86%
May	£581 £7,669*	93%
June	£581 £8250	100%
Total Fee	£8250	

Re-energise has asked that each payment would be applied for the month, e.g. if the Festival is cancelled mid-March the £1,409 would be payable for the month.

**Shows total fee paid by that point*

	Members advise the Clerk to agree the above payment for Yate Rocks 2022 and monthly invoices be settled. The amount of £8,250 be placed in the 2022/2023 budget for Event Management Fees.
14.4	<p>Yate & District Bowls Club</p> <p>It was NOTED that:</p> <ul style="list-style-type: none"> • Yate & District Bowling Club have requested the use of the bowling club facilities 2 days beyond their licence which covers the period of 2 April to 30 September 2021. This is to enable their annual end of season game followed by a fish and chip supper which is very popular and they are looking to secure the facilities at no extra charge. • the Bowls Club only started back at the facilities after meeting with our estates manager on 23rd April confirming all necessary arrangements had been completed for their return on 24th April. <p>Members advise the Clerk to agree the extension to the licence by 2 days subject to no planned works or booking at the facility on the dates required and checking there are no insurance implications.</p>

7. Consideration of Impact of Decisions on Climate and Waste

Impacts on climate and waste were considered, following decisions taken by the committee during the meeting.

- Funding agreed for Recycled Plastic Bridge at Kingsgate Park.

8. Thanks

A vote of thanks was extended to Steph Davies for 30 years' service as Responsible Finance Officer for Yate Town Council, in attending her last Finance and Governance meeting.

MEETING CLOSED

Payments made between 1st and 30th April 2021

Date Paid	Beneficiary Name	Transaction Detail	Total
01/04/2021	Amazon	Paint - Armadillo	£ 44.31
01/04/2021	Amazon	Office Equipment/Stationery	£ 196.61
01/04/2021	ProfitReach	Website Support	£ 98.40
07/04/2021	Askew Cavanna	Contract Admin - MAB	£ 1,290.00
07/04/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 605.80
07/04/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 350.64
07/04/2021	Bank Current Account	Bank Transfer	£ 43,597.91
07/04/2021	Barclays	Bank Charges	£ 35.50
07/04/2021	ELITE HYGIENE SERVICES LTD	Blocked drain clearing	£ 240.00
07/04/2021	England Flooring	Flooring works - Pop Inn Café	£ 480.00
07/04/2021	Hobbycraft Trading Ltd	Poole Court Art Work Project	£ 48.00
07/04/2021	LANDCARE	Trees and Shrubs	£ 440.15
07/04/2021	Murray Hire Ltd	Estates Equipment maintenance/repair	£ 15.90
07/04/2021	National Security Group	Security Town Council Properties/Play areas	£ 898.08
07/04/2021	One Stop Cleaning Shop	Estates cleaning materials	£ 335.28
07/04/2021	Prestige Grounds	Ground Works - YOSC	£ 600.00
07/04/2021	Quest 88 Ltd	Sports Equipment - YOSC	£ 3,798.00
07/04/2021	Society of Local Council Clerk	Staff Training	£ 54.00
07/04/2021	Society of Local Council Clerk	Staff Training	£ 42.00
07/04/2021	Society of Local Council Clerk	Staff Training	£ 42.00
07/04/2021	South Gloucestershire Council	Cleaning contract - Armadillo	£ 9,603.19
07/04/2021	South Gloucestershire Council	IT Support	£ 561.82
07/04/2021	Trade UK	Estates maintenance materials/equipment	£ 24.10
07/04/2021	Trade UK	Estates maintenance materials/equipment	£ 4.35
07/04/2021	Trade UK	Estates maintenance materials/equipment	£ 6.12
07/04/2021	Trade UK	Estates maintenance materials/equipment	£ 34.99
07/04/2021	VALUATION OFFICE AGENCY	Valuation fees Town Council Property	£ 910.00
07/04/2021	Victoria Asset Finance	Estates Vehicle Rental Payment	£ 125.65
07/04/2021	Virgin Media Payments Ltd	Wi-fi Poole Court	£ 48.00
07/04/2021	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,331.62
07/04/2021	YOSC LTD	Grant Funding	£ 20,626.67
08/04/2021	Bank Current Account	Bank Transfer	£ 4,406.12
08/04/2021	Barclays	Bank Charges	£ 10.55
08/04/2021	British Telecom Payment Service	Telephone line charges	£ 15.16
08/04/2021	Homecrafters	Easter Egg Event materials	£ 11.25
08/04/2021	O2 mobile	Estates mobile phone top up	£ 10.00
08/04/2021	O2 mobile topup	Estates mobile phone top up	£ 10.00
08/04/2021	South Glos Council	Business Rates - Armadillo	£ 1,856.75
08/04/2021	South Glos Council	Business Rates - Heritage Centre	£ 67.18
08/04/2021	South Glos Council	Business Rates - Poole Court	£ 2,348.00
08/04/2021	South Glos Council	Business Rates - YMCA	£ 119.03
08/04/2021	Telefonica O2 UK Limited	Mobile phone contracts	£ 78.73
09/04/2021	Myhrtoolkit Limited	IT Software subscription	£ 108.00
09/04/2021	National Trust	Easter Egg Event prize	£ 14.95
09/04/2021	Tesco mobile	Mobile phone top up	£ 15.00
12/04/2021	Imprest Account	Petty Cash Top Up	£ 597.70
13/04/2021	Bank Current Account	Bank Transfer	£ 24,469.75
13/04/2021	MD Group	Contracted Works to MAB	£ 21,928.05
13/04/2021	Stone King LLP	Legal Services	£ 1,836.00
14/04/2021	Instant Access Saver Account	Bank Transfer	£ 100,000.00
15/04/2021	Sum Up Payments Ltd	Card Payment Machine Pop Inn Café	£ 178.80
19/04/2021	1st Office Equipment Ltd	Photocopier charges	£ 113.50
19/04/2021	Avon Pension Fund	Monthly pension contributions	£ 13,469.44
19/04/2021	Bank Current Account	Bank Transfer	£ 32,955.46
19/04/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,584.35
19/04/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,457.50

19/04/2021	Bristol Gas & Heating Ltd	Boiler service and parts - Heritage Centre	£	140.00
19/04/2021	C R Belcher	Bug Hotel installation	£	300.00
19/04/2021	Complete Business Solutions Gr	Stationery	£	26.57
19/04/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£	392.46
19/04/2021	Ground Management Association	Organisation Facility Membership	£	150.00
19/04/2021	J Hollister Hardware	Estates maintenance materials/equipment	£	70.72
19/04/2021	Lawrence Tree Services	Tree works Kingsgate Park	£	2,664.00
19/04/2021	Lawrence Tree Services	Tree works Kingsgate Park	£	300.00
19/04/2021	Murray Hire Ltd	Hire of estates equipment	£	10.80
19/04/2021	Murray Hire Ltd	Hire of estates equipment	£	39.00
19/04/2021	National Security Group	Security Town Council Properties/Play areas	£	880.68
19/04/2021	Nomix Enviro Ltd	Estates maintenance materials/equipment	£	846.60
19/04/2021	SHB Hire Ltd	Estates Vehicle Rental Payment	£	437.10
19/04/2021	Shelley Signs Ltd	Interpretation board	£	546.00
19/04/2021	South Glos. Citizen Advice Bu	Grant Funding	£	8,000.00
19/04/2021	South West Councils	Annual Membership Fee	£	534.00
19/04/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling	£	156.48
19/04/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling	£	1.82
19/04/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling	£	1.82
19/04/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling	£	113.26
19/04/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling	£	78.50
19/04/2021	Trade UK	Estates maintenance materials/equipment	£	88.00
19/04/2021	Trade UK	Estates maintenance materials/equipment	£	15.96
19/04/2021	Trade UK	Estates maintenance materials/equipment	£	8.75
19/04/2021	TRAVIS PERKINS TRADING COMPANY	Estates maintenance materials/equipment	£	50.59
19/04/2021	Verde Recreo Ltd	Maintenance - All Weather YOSC	£	446.26
19/04/2021	Virgin Media Payments Ltd	Telephone line charges	£	31.30
20/04/2021	South Glos Council	Business Rates - Parish Hall	£	312.80
20/04/2021	South Glos Council	Business Rates - Pop Inn	£	494.10
20/04/2021	South Glos Council	Business Rates - Sunnyside	£	240.10
22/04/2021	Bank Current Account	Bank Transfer	£	15,860.04
22/04/2021	British Telecom Payment Service	Telephone line charges	£	77.82
22/04/2021	British Telecom Payment Service	Telephone line charges	£	183.96
22/04/2021	HMRC	Monthly Tax/NI Contributions	£	14,472.53
22/04/2021	Zoom Video Communications Inc.	IT Software subscription	£	143.88
22/04/2021	Zoom Video Communications Inc.	IT Software subscription	£	143.88
23/04/2021	British Telecom Payment Service	Telephone line charges	£	55.28
23/04/2021	ProfitReach	Website Support	£	178.80
27/04/2021	Bank Current Account	Bank Transfer	£	51,453.96
27/04/2021	DCK Beavers Ltd	Professional Accounting Services	£	1,080.00
27/04/2021	Instant Access Saver Account	Bank Transfer	£	148.00
27/04/2021	Learning Partnership West	Delivery of Youth Services in Yate	£	14,252.00
27/04/2021	Sports Surfaces UK Ltd	Flooring - MAB	£	15,318.00
27/04/2021	Wild Wood Carving Ltd	Celestine Interpretation Board	£	500.00
27/04/2021	Yate and District Bowling Club	South Glos Council Licence Fee	£	90.00
27/04/2021	Yate Community Plan Steering G	Grant Funding	£	607.10
27/04/2021	Yate Supplies	Cleaning materials	£	55.26
27/04/2021	ZURICH Insurance Company	Insurance Premium	£	19,317.52
28/04/2021	Reworked	Recycling Bins	£	150.00
29/04/2021	CVS - Training fee Cllr Price	Councillor Training	£	10.00
30/04/2021	Amazon	Youth Equipment - Armadillo	£	779.98
30/04/2021	Amazon	Youth Equipment - Armadillo	£	389.99
30/04/2021	Bank Current Account	Bank Transfer	£	47,507.33
30/04/2021	DVLA	Urbie Road Tax	£	280.00
30/04/2021	One 4 All gift card	Easter Egg Event prize	£	10.99
30/04/2021	One4All	Easter Egg Event prize	£	15.99
30/04/2021	Salaries April 21	Salary Payments	£	47,507.33

V8 - Earmarked Reserves 2020/2021 as at 31.03.2021

V8 - Earmarked Reserves 2020/2021 as at 31.03.2021												
Committed spend	Actual Spend (transferred)											
		Play Area Projects (323)	Major Project Sinking Fund (325)	Allotment Funding (336)	Building Fund (347)	Project Support (349)			Armadillo (project fund) (320)	YOSC Asset Transfer funds (SGC) (335)	Public Rights of Way (334)	Abbotswood capital enhancement incl. Lights (326)
Allocated/Spent	O/Bal	13,488.41	60,334.74	12,000.00	23,065.28	79,262.76	Allocated/Spent	O/Bal	28,933.75	89,763.36	6,080.96	15,441.00
From Chaira a/c 2020/2021 for Mayors event 2021/2022						400	Garden Project at Armadillo - block pavilion		(8,563)			
20.21 twinning funds earmarked to future travel						1,634	Asset transfer spend 2020/2021			(21,479)		
Funds held for Friends of Brinsham Park until they find and open bank account						2,199	Track balance to be transferred to YOSC Betterment			(8,431)		
Required to undertake results of Conditions Survey 2020 £10K less that originally thought			(40,869)				Bal of funds not previously allocated trans to major proj sink fund			(20,895)		
Celestine MAF tipping truck interpretation board						(455)						
Maf funding for YCP mural repair						(500)						
Defib fitted to KP						(792)						
Fencing for balustrades KP						(1,134)						
Area Wide funding for boxing club equipment						2,987						
Tesco grant for Easter event 2020						(1,000)						
Cfwd to pg 2		13,488	19,465	12,000	23,065	82,601			20,371	38,959	6,081	15,441

		Play Area Projects (323)	Major Project Sinking Fund (325)	Allotment Funding (336)	Building Fund (347)	Project Support (349)			Armadillo (project fund) (320)	YOSC Asset Transfer funds (SGC) (335) (shld be 43186.76)	Public Rights of Way (334)	Abbotswood capital enhancement incl Lights (326)
Bought forward from Page 1	-	13,488	19,465	12,000	23,065	82,601			20,371	38,959	6,081	15,441
Artwork spend 2021/2021 41.67+27						(79)						
To repay loan end of 2019/2020 £1,099.06 to fund HL less that which is req to bal HL project cost £686.51 diff 412.55		413										
To undertake repairs to coat of arms (fund held under 4201/130)						450						
MAF funds for exercise equipment						1,452						
To provide staff toilet in KP toilet block. E&C 19.01.2020					(325)							
Trans from YOSC asset previously no reallocated			20,895									
Balance of YOSC Astroturf funds			3,251									
Transfer of balances to fund future planned projects						150,000.00						
		13,900.96	43,611.60	12,000.00	22,740.28	V1 01.04.2026 294,420.26	Bal c/fwd		20,371.25	38,958.76	6,080.96	15,441.00

	Bal b/fwd	Committed - Elections (342)	Business review/IT (339)	Grants Allocated (344)	Yate Ageing Better (324)			Youth Provision (328)			CIL funding to be allocated (480)
Allocated/ spent	407,529	4,985.62	43,508.87	-	15,809.07	Allocated/spent	O/Bal	174,611.58			
Website design estimated £4,900 plus up to £1,000 in extras as per JA 15.12.20			(4,990)			loan repayment KP toilet 2020/2021		5,450			
IT equip, Ipad 13 x laptops plus card payment readers			(8,561)			to fund armadillo 2020/2021		(49,034)			
From 2020/2021 budget		6,000				balance of youth funding 2020/2021		15,644			
Transfer from balances at YE to support major capital projects due to be undertaken in the near future						Move back to Youth provision was a loan for yard works but required to fund youth provision in 2022/2023		59,963			
						Repayment of loan		31,374			
						Transferred back from Box Club Proj CIL					30,033
Balance	407,529	-	29,957.87	-	15,809.07	Balance		238,008.58	-	-	105 30,032.64

V1 01.04.2020
Full Council 22.6.21

	Bal b/fwd	S106 KP Gym revenue exp (406)	S106 Capital S/Lane Ft Pav (450)	Bus Shelters (338)	S106 YOSC Betterment project TRACK (452)	KP (Toilets & Yard) (316)			S106 Revenue Sunnyside Lane TCrts (402)	S106 Revenue Witches Hat (401)	S106 Revenue Sunnyside Lane Football Pavilion (404)	Rodford Playing Fields (318)	
Allocated/spent	732,323	-	7,227.48	5,000.00	29,643.42	75,000.19	Allocated/spent	O/Bal	4,627.99	6,614.10	31,786.89	13,204.00	
To revenue expenditure (after checking with SGC)			(6,321)				Allocated - future years - Revenue funding yrs 3 - 15 (2,010 per annum)				(2,270)		
To be transferred from YOSC Asset transfer fund					8,431		Allocated - future years - Revenue funding yrs 5 - 15 (385.67 per annum)		(386)				
Balance of funds payable for track project 2020/2021					(37,991)		Allocated - future years - Revenue funding yrs 1 - 15 (2031) (551.18 per annum)			(551)			
CIL funding as agreed at F/C 12 May 2020 - min no 146/3 on						117	From S106 s/lane Ft Pav capital to revenue				6,321		
provision was a loan for yard works but required to fund youth provision in						(59,963)	Rev funds ftball				260		
per sac revenue S106		25,271											
Per sgc capital converted to revenue 3,636.12 - 58 vandalism costs		3,578											
Balance	732,323	28,848.74	906.05	5,000.00	83.08	15,154.09	Balance		4,242.32	6,063.10	36,098.32	13,204.00	

	Bal b/fwd	YOSC Track S106 revenue funding (405)	S106 Capital Outdoor gym KP (454)	S106 YOSC Disability Equip (352)	S106 Capital Informal Play Abbotswood (455)	YOSC - Boxing Club (345)			YOSC Astroturf Project (470)	YMCA (471)	YOSC Support (468) to fund partnership support	
Allocated/spent	841,923	-	89.09	-	5,526.32	131.79	Allocated/spent	O/Bal	9,926.00	18,870.14	38,574.00	-
Estimated balance of Boxing Club project spend = 169,940.50 loan plus 100k SE grant = £269,940.50 less 2020/2021 spent as at 31.02.21 £212,915.79 = £57,024.71						57,025	Contract balance payable 2.5% retention payable 2020 & Feeder Pillar works £6,375?		(5,326)			
S106 disability equip funds rcd - SGC = £17,304.63 less 2020/2021 spend £3,810.37				17,305			Bal of Astroturf incl feeder pillar works & signs		(1,348.31)			
S106 revenue funding for track project 15 years to 2035		65,100					Estimated toilet costs			(9,679)		
CIL funding allocated to Boxing club FC min 146/3 FC 12.05.2020						30,033	Actual 2020/2021 school income for YOSC				10,883.76	
S106 Abbotswood payments made in 2020/2021					38,095							
					(33,484)							
Carried forward	841,923	65,100	89	17,305	10,137	87,189	Bal c/fwd		3,251	9,191	49,458	-

Report to Council regarding the acquisition of Corporate Credit Cards

Recently Yate Town Council has made one-off purchases to accommodate ongoing projects, such as specialist disability equipment and defibrillators etc.

Many of the organisations that provide this type of equipment do not have accounts and expect to be paid via pro forma invoices.

It is permissible to pay on pro forma invoice; however, the issue with pro forma invoices is that you pay in advance of receiving the goods and they are not a legal document to enable the reclaiming of VAT. You also cannot rely on the supplier to issue an actual invoice with the goods at or after despatch.

It is therefore proposed that Yate Town Council applies for corporate credit cards to enable such purchases to take place. This way the goods, if over £100, would also carry the protection of purchasing via this medium.

The Corporate credit cards would be operated in the same way the debit cards are and paid for from the Imprest account adding an additional layer of security to the Yate Town Council accounts, given only limited funds are held in this account each month. The authorisation of automatic transfer from the current account is set up with a 2 member and 1 x counter signatures, so authorised correctly. These cards would be available to be used in exceptional circumstances only where the purchase is business critical, where all other options have been explored first and payment cannot be made any other way than by card, thus avoiding pro forma payments.

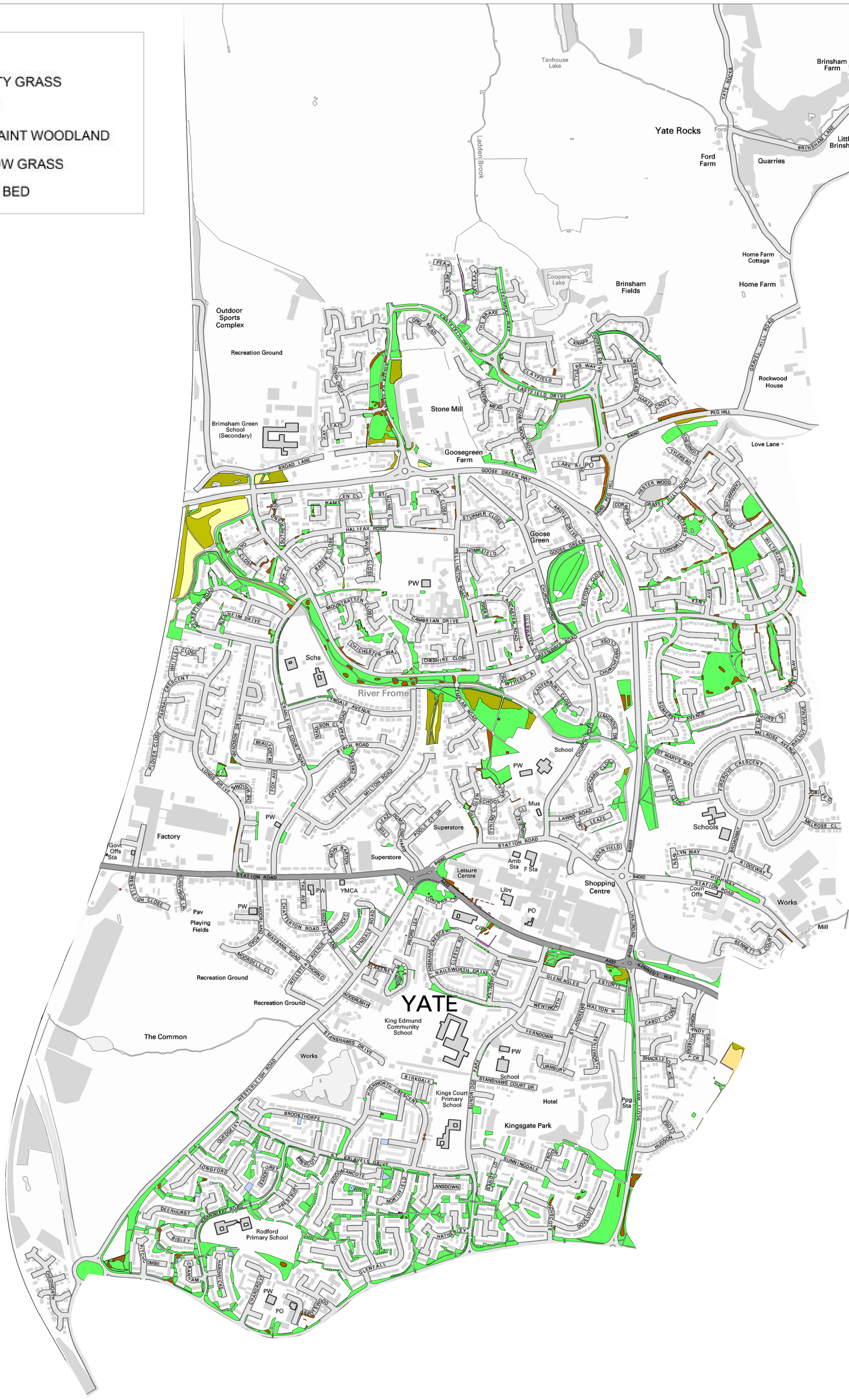
Officers **RECOMMEND** that arrangements are made for Yate Town Council to:

- Issue corporate credit cards to the Town Clerk, RFO and the Deputy RFO to be used in exceptional circumstances as detailed above.
- The monthly balance in the Imprest account be increased to £5,000 to enable staff to purchase by credit or debit card up to this amount, automatic transfers will take place to top up this account on a monthly basis, and Financial Regulations be amended accordingly.

AREA	STREET	OWNER	UNITNO	UNITTYPE	TOWN		Parish
45	RODFORD WAY	S	SGP90442	1	YATE	1	Yate
45	RODFORD WAY	S	SGP90443	1	YATE	1	Yate
45	RODFORD WAY	S	SGP90444	1	YATE	1	Yate
49	STATION ROAD	S	SGP90514	1	YATE	1	Yate
49	BARNWOOD ROAD	S	SGZ01510	1	YATE	1	Yate
49	BARNWOOD ROAD	S	SGZ01511	1	YATE	1	Yate
49	BARNWOOD ROAD	S	SGP90509	1	YATE	1	Yate
49	EASTFIELD DRIVE	S	SGP90494	1	YATE	1	Yate
49	GRAVEL HILL ROAD	S	SGP90468	1	YATE	1	Yate
49	GREENWAYS ROAD	S	SGP90470	1	YATE	1	Yate
49	GREENWAYS ROAD	S	SGP90471	1	YATE	1	Yate
49	GREENWAYS ROAD	S	SGP90473	1	YATE	1	Yate
49	GREENWAYS ROAD	S	SGP90475	1	YATE	1	Yate
49	ST BRIAVELS DRIVE	S	SGP90503	1	YATE	1	Yate
49	ST BRIAVELS DRIVE	S	SGP90504	1	YATE	1	Yate
49	SUNDRIDGE PARK	S	SGP90501	1	YATE	1	Yate
49	SUNDRIDGE PARK	S	SGP90500	1	YATE	1	Yate
49	SUNDRIDGE PARK	S	SGP90499	1	YATE	1	Yate
49	WESTERLEIGH ROAD	S	SGP90463	1	YATE	1	Yate
49	WELLINGTON ROAD	S	SGP90483	1	YATE	1	Yate
49	WELLINGTON ROAD	S	SGP90478	1	YATE	1	Yate
49	STATION ROAD	S	SGP90512	1	YATE	1	Yate
49	STATION ROAD	S	SGP90510	1	YATE	1	Yate
49	WESTERLEIGH ROAD	S	SGY43154	1	YATE	1	Yate
49	ST BRIAVELS DRIVE	S	SGP90505	1	YATE	1	Yate
49	WELLINGTON ROAD	S	SGP90479	1	YATE	1	Yate
49	BARNWOOD ROAD	S	SGP90507	J	YATE	1	Yate
49	EASTFIELD DRIVE	S	SGP90492	J	YATE	1	Yate
49	LINK ROAD	S	SGP90496	J	YATE	1	Yate
49	ST BRIAVELS DRIVE	S	SGP90502	J	YATE	1	Yate
49	SUNDRIDGE PARK	S	SGP90498	J	YATE	1	Yate
49	WESTERLEIGH ROAD	S	SGP90464	J	YATE	1	Yate
49	STATION ROAD	S	SGP90517	J	YATE	1	Yate
49	STATION ROAD	S	SGP90515	J	YATE	1	Yate
49	STATION ROAD	S	SGP90513	J	YATE	1	Yate
49	STATION ROAD	S	SGP90511	J	YATE	1	Yate

Legend

- AMENITY GRASS
- HEDGE
- LOW MAINT WOODLAND
- MEADOW GRASS
- SHRUB BED



Yate Special Expenses

© South Gloucestershire Council, 2020. All rights reserved.
 © Crown copyright and database rights 2020 Ordnance Survey 100023410.
 Contains Royal Mail data © Royal Mail copyright and database right 2020.
 Contains National Statistics data © Crown copyright and database right 2020.

2021/22 Special Expenses breakdown for Tate Town Council area

BILL OF QUANTITY RATES			YATE	
DESCRIPTION OF WORK	Unit	Updated Rate	UNIT QUANTITY	TOTAL £
OPEN SPACES - special expenses				
BILL OF QUANTITY RATES			YATE	
DESCRIPTION OF WORK	Unit	Value	UNIT QUANTITY	TOTAL £
Grassed Areas				
Grass Cutting - Amenity	m2	£0.30	302,117.42	£ 89,857.67
Grass Cutting - Quality Amenity	m2	£1.04		£ -
Grass Cutting - Sports	m2	£0.21		£ -
Grass Cutting - Low Maint. Verge Grass	m2	£0.02		£ -
Grass Cutting - Low Maint. Meadow Grass	m2	£0.11	6,417.84	£ 677.87
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.55		£ -
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.48		£ -
Grass Edging - Amenity	Lm	£0.13	88,559.65	£ 11,325.95
Grass Edging - Quality	Lm	£0.26		£ -
Uncut Grass Area	m2	£0.00		£ -
Ornamental Borders - Shrubs/Rose/ Herbaceous/Seasonal Bedding				
Ground Cover	m2	£0.92		£ -
Shrub Bed - Non-mulched	m2	£2.07	677.82	£ 1,402.08
Shrub Bed - Mulched	m2	£2.71	21,847.10	£ 59,260.87
Aquatic Border	m2	£1.73		£ -
Herbaceous Border	m2	£0.94		£ -
Rose Bed - Non-mulched	m2	£8.90	68.74	£ 611.72
Quality Edging - Long/short handled shears	Lm	£2.92	32.20	£ 93.90
Amenity Edging - Long/short handled shears	Lm	£0.75	6,891.79	£ 5,150.06
Floral Display - Bedding	m2	£75.09		£ -
Summer Bedding Only	m2	£40.95		£ -
Floral Graves (Plant & Maintain)	m2	£11.87		£ -
Tree Maintenance				
Mature Trees	Unit	£2.66		£ -
Staked Trees	Unit	£5.53		£ -
Whip and Seedling Trees	m2	£0.64	725.01	£ 460.85
Woodland Block (Mulch Mat)	m2	£0.47		£ -
Woodland Block (Bark Mulch)	m2	£1.39		£ -
Low Maint Woodland	m2	£0.18	20,515.72	£ 3,707.12
Hedge Cutting - Open Spaces				
Informal Hedge (All Heights) 2 sides + top	L m	£5.76	185.20	£ 1,066.41
Informal Hedge (All Heights) 1 side + top	L m	£2.88	347.57	£ 1,000.68
Informal Hedge (All Heights) 1 side only	L m	£1.44	346.40	£ 498.66
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77	236.64	£ 655.24
Formal Hedge below 1.5m High 1 side + top	L m	£1.65	240.45	£ 395.72

Formal Hedge below 1.5m High 1 side only	L m	£1.27		£	-
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99	391.12	£	3,908.67
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71	240.93	£	1,375.85
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28	61.40	£	262.97
Hedge Cutting - New Hedge	L m	£3.49	3.79	£	13.21
				£	-
				£	-
<u>Car Parks and Paths</u>					
Hard Bound Surfaces and Paved Areas	m2	£0.12	2,411.43	£	293.92
Footpath Areas	m2	£0.12		£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12	631.69	£	74.68
Stonedust Paths (Loose Surfaces)	m2	£0.10		£	-
Mud Path	Lm	£0.09		£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94		£	-
				£	-
				£	-
<u>Litter</u>					
Open Spaces Litter Clearance	m2	£0.05	354,687.04	£	18,393.87
Litter Pick Only	m2	£0.05		£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03		£	-
Litter Bins	Unit	£48.10	6.00	£	288.57
				£	-
				£	-
<u>Playgrounds</u>					
Playground Equipment Inspection	Site	£1,701.77		£	-
Safety Play Surface - Bark	m2	£0.00		£	-
Safety Play Surface - Rubber	m2	£0.00		£	-
				£	-
				£	-
<u>Streams, Ditches and Watercourses</u>					
Maintenance of Ornamental Ponds	m2	£16.59		£	-
Maintenance of Ditch	L m	£5.77		£	-
Maintenance of Grilles	Unit	£28.12		£	-
				£	-
				£	-
<u>Sports Facilities - Autumn/Winter</u>					
5-a-Side Soccer (Grass)	Unit	£315.52		£	-
Senior Football Pitch	Unit	£668.71		£	-
				£	-
				£	-
<u>Sports Facilities - Summer</u>					
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03		£	-
Cricket Squares	Unit	£5,137.86		£	-
Tennis Courts (Hard)	Unit	£25.21		£	-
Athletics Tracks 4 lane 100M	Unit	£276.89		£	-
5-a-Side Soccer (Hard)	Unit	£31.75		£	-
Basket Ball Court	Unit	£0.00		£	-
				£	-
				£	-
<u>Pavilions</u>					
Cleaning - Kingswood Pavilion	Unit	£1,032.44		£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05		£	-
				£	-
				£	-
<u>Aviary</u>					
Aviary Maintenance - Page Park	UNIT	£202.97		£	-
				£	-
				£	-
<u>Clock</u>					

Clock Maintenance - Page Park	Unit	£202.97		£	-
				£	-
Attendant Duties				£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49		£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99		£	-
		£0.00		£	-
Grimsbury Farm		£0.00		£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52		£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41		£	-
OPEN SPACES - special expenses					200776.55

Highways, Commons, Grimsbury Farm and Toghill Picnic Site are not included in Open Spaces special expenses

OPEN SPACES - ACQUIRED HOUSING LAND - special expenses

BILL OF QUANTITY RATES		YATE	
DESCRIPTION OF WORK		UNIT	TOTAL
	Unit	QUANTITY	£
Grassed Areas			£ -
Grass Cutting - Amenity	m2	29,481.48	£ 8,768.57
Grass Cutting - Quality Amenity	m2		£ -
Grass Cutting - Sports	m2		£ -
Grass Cutting - Low Maint. Verge Grass	m2		£ -
Grass Cutting - Low Maint. Meadow Grass	m2	1,939.09	£ 204.81
Grass Cutting - Cons. Cut Summer Meadow	m2		£ -
Grass Cutting - Cons. Cut Spring Meadow	m2		£ -
Grass Edging - Amenity	Lm	10,269.00	£ 1,313.31
Grass Edging - Quality	Lm		£ -
Uncut Grass Area	m2		£ -
			£ -
Ornamental Borders - Shrubs/Rose/			£ -
Herbaceous/Seasonal Bedding			£ -
Ground Cover	m2		£ -
Shrub Bed - Non-mulched	m2	5.84	£ 12.08
Shrub Bed - Mulched	m2	1,562.91	£ 4,239.44
Aquatic Border	m2		£ -
Herbaceous Border	m2		£ -
Rose Bed - Non-mulched	m2		£ -
Quality Edging - Long/short handled shears	Lm		£ -
Amenity Edging - Long/short handled shears	Lm	937.90	£ 700.87
Floral Display - Bedding	m2		£ -
Summer Bedding Only	m2		£ -
Floral Graves (Plant & Maintain)	m2		£ -
			£ -
Tree Maintenance			£ -
Mature Trees	Unit		£ -
Staked Trees	Unit		£ -
Whip and Seedling Trees	m2		£ -

Woodland Block (Mulch Mat)	m2	£0.47		£	-
Woodland Block (Bark Mulch)	m2	£1.39		£	-
Low Maint Woodland	m2	£0.18	1,226.86	£	221.69
				£	-
				£	-
<u>Hedge Cutting - Open Spaces</u>					
Informal Hedge (All Heights) 2 sides + top	L m	£5.76		£	-
Informal Hedge (All Heights) 1 side + top	L m	£2.88		£	-
Informal Hedge (All Heights) 1 side only	L m	£1.44		£	-
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77	36.00	£	99.68
Formal Hedge below 1.5m High 1 side + top	L m	£1.65		£	-
Formal Hedge below 1.5m High 1 side only	L m	£1.27		£	-
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99		£	-
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71		£	-
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28		£	-
Hedge Cutting - New Hedge	L m	£3.49		£	-
				£	-
				£	-
<u>Car Parks and Paths</u>					
Hard Bound Surfaces and Paved Areas	m2	£0.12		£	-
Footpath Areas	m2	£0.12		£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12	112.46	£	13.30
Stonedust Paths (Loose Surfaces)	m2	£0.10		£	-
Mud Path	Lm	£0.09		£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94		£	-
				£	-
				£	-
<u>Litter</u>					
Open Spaces Litter Clearance	m2	£0.05	34,328.63	£	1,780.26
Litter Pick Only	m2	£0.05		£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03		£	-
Litter Bins	Unit	£48.10	1.00	£	48.10
				£	-
				£	-
<u>Playgrounds</u>					
Playground Equipment Inspection	Site	£1,701.77		£	-
Safety Play Surface - Bark	m2	£0.00		£	-
Safety Play Surface - Rubber	m2	£0.00		£	-
				£	-
				£	-
<u>Streams, Ditches and Watercourses</u>					
Maintenance of Ornamental Ponds	m2	£16.59		£	-
Maintenance of Ditch	L m	£5.77		£	-
Maintenance of Grilles	Unit	£28.12		£	-
				£	-
				£	-
<u>Sports Facilities - Autumn/Winter</u>					
5-a-Side Soccer (Grass)	Unit	£315.52		£	-
Senior Football Pitch	Unit	£668.71		£	-
				£	-
				£	-
<u>Sports Facilities - Summer</u>					
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03		£	-
Cricket Squares	Unit	£5,137.86		£	-
Tennis Courts (Hard)	Unit	£25.21		£	-
Athletics Tracks 4 lane 100M	Unit	£276.89		£	-
5-a-Side Soccer (Hard)	Unit	£31.75		£	-

Basket Ball Court	Unit	£0.00		£	-
				£	-
				£	-
<u>Pavilions</u>				£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44		£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05		£	-
				£	-
				£	-
<u>Aviary</u>				£	-
Aviary Maintenance - Page Park	UNIT	£202.97		£	-
				£	-
				£	-
<u>Clock</u>				£	-
Clock Maintenance - Page Park	Unit	£202.97		£	-
		£0.00		£	-
		£0.00		£	-
<u>Attendant Duties</u>				£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49		£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99		£	-
				£	-
				£	-
<u>Grimsbury Farm</u>				£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52		£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41		£	-
OPEN SPACES - ACQUIRED HOUSING LAND - special expenses					17402.10

PLAY AREAS - special expenses

BILL OF QUANTITY RATES		YATE	
DESCRIPTION OF WORK		UNIT QUANTITY	TOTAL £
	Unit		
<u>Grassed Areas</u>			
Grass Cutting - Amenity	m2	1,239.60	£ 343.62
Grass Cutting - Quality Amenity	m2		£ -
Grass Cutting - Sports	m2		£ -
Grass Cutting - Low Maint. Verge Grass	m2		£ -
Grass Cutting - Low Maint. Meadow Grass	m2		£ -
Grass Cutting - Cons. Cut Summer Meadow	m2		£ -
Grass Cutting - Cons. Cut Spring Meadow	m2		£ -
Grass Edging - Amenity	Lm	460.30	£ 54.86
Grass Edging - Quality	Lm		£ -
Uncut Grass Area	m2		£ -
			£ -
<u>Ornamental Borders - Shrubs/Rose/Herbaceous/Seasonal Bedding</u>			
Ground Cover	m2		£ -
Shrub Bed - Non-mulched	m2		£ -
Shrub Bed - Mulched	m2		£ -
Aquatic Border	m2		£ -
Herbaceous Border	m2		£ -
Rose Bed - Non-mulched	m2		£ -
Quality Edging - Long/short handled shears	Lm		£ -
Amenity Edging - Long/short handled shears	Lm		£ -
Floral Display - Bedding	m2		£ -
Summer Bedding Only	m2		£ -

Floral Graves (Plant & Maintain)	m2	£11.87		£	-
				£	-
				£	-
<u>Tree Maintenance</u>				£	-
Mature Trees	Unit	£2.66		£	-
Staked Trees	Unit	£5.53		£	-
Whip and Seedling Trees	m2	£0.64		£	-
Woodland Block (Mulch Mat)	m2	£0.47		£	-
Woodland Block (Bark Mulch)	m2	£1.39		£	-
Low Maint Woodland	m2	£0.18		£	-
				£	-
				£	-
<u>Hedge Cutting - Open Spaces</u>				£	-
Informal Hedge (All Heights) 2 sides + top	L m	£5.76		£	-
Informal Hedge (All Heights) 1 side + top	L m	£2.88		£	-
Informal Hedge (All Heights) 1 side only	L m	£1.44		£	-
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77		£	-
Formal Hedge below 1.5m High 1 side + top	L m	£1.65		£	-
Formal Hedge below 1.5m High 1 side only	L m	£1.27		£	-
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99		£	-
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71		£	-
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28		£	-
Hedge Cutting - New Hedge	L m	£3.49		£	-
				£	-
				£	-
<u>Car Parks and Paths</u>				£	-
Hard Bound Surfaces and Paved Areas	m2	£0.12	170.26	£	19.34
Footpath Areas	m2	£0.12		£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12		£	-
Stonedust Paths (Loose Surfaces)	m2	£0.10		£	-
Mud Path	Lm	£0.09		£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94		£	-
				£	-
				£	-
<u>Litter</u>				£	-
Open Spaces Litter Clearance	m2	£0.05	1,409.86	£	68.14
Litter Pick Only	m2	£0.05		£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03		£	-
Litter Bins	Unit	£48.10	3.00	£	134.47
				£	-
				£	-
<u>Playgrounds</u>				£	-
Playground Equipment Inspection	Site	£1,701.77		£	-
Safety Play Surface - Bark	m2	£0.00		£	-
Safety Play Surface - Rubber	m2	£0.00	78.58	£	-
				£	-
				£	-
<u>Streams, Ditches and Watercourses</u>				£	-
Maintenance of Ornamental Ponds	m2	£16.59		£	-
Maintenance of Ditch	L m	£5.77		£	-
Maintenance of Grilles	Unit	£28.12		£	-
				£	-
				£	-
<u>Sports Facilities - Autumn/Winter</u>				£	-
5-a-Side Soccer (Grass)	Unit	£315.52		£	-
Senior Football Pitch	Unit	£668.71		£	-
				£	-

<u>Sports Facilities - Summer</u>				£	-
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03		£	-
Cricket Squares	Unit	£5,137.86		£	-
Tennis Courts (Hard)	Unit	£25.21		£	-
Athletics Tracks 4 lane 100M	Unit	£276.89		£	-
5-a-Side Soccer (Hard)	Unit	£31.75		£	-
Basket Ball Court	Unit	£0.00		£	-
				£	-
				£	-
<u>Pavilions</u>				£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44		£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05		£	-
				£	-
				£	-
<u>Aviary</u>				£	-
Aviary Maintenance - Page Park	UNIT	£202.97		£	-
				£	-
				£	-
<u>Clock</u>				£	-
Clock Maintenance - Page Park	Unit	£202.97		£	-
				£	-
				£	-
<u>Attendant Duties</u>				£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49		£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99		£	-
				£	-
				£	-
<u>Grimsbury Farm</u>				£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52		£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41		£	-
PLAY AREAS - special expenses					620.44
Page and Kingswood Parks play areas are included in the Play Area special expenses					
ENCLOSED CHURCH YARDS - special expenses					
BILL OF QUANTITY RATES				YATE	
DESCRIPTION OF WORK				UNIT	TOTAL
	Unit			QUANTITY	£
<u>Grassed Areas</u>				£	-
Grass Cutting - Amenity	m2	£0.92		£	-
Grass Cutting - Quality Amenity	m2	£1.04		£	-
Grass Cutting - Sports	m2	£0.21		£	-
Grass Cutting - Low Maint. Verge Grass	m2	£0.02		£	-
Grass Cutting - Low Maint. Meadow Grass	m2	£0.11		£	-
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.55		£	-
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.48		£	-
Grass Edging - Amenity	Lm	£0.13		£	-
Grass Edging - Quality	Lm	£0.26		£	-
Uncut Grass Area	m2	£0.00		£	-
				£	-
<u>Ornamental Borders - Shrubs/Rose/</u>				£	-
<u>Herbaceous/Seasonal Bedding</u>				£	-
Ground Cover	m2	£0.92		£	-
Shrub Bed - Non-mulched	m2	£2.07		£	-

Shrub Bed - Mulched	m2	£2.71	£	-
Aquatic Border	m2	£1.73	£	-
Herbaceous Border	m2	£0.94	£	-
Rose Bed - Non-mulched	m2	£8.90	£	-
Quality Edging - Long/short handled shears	Lm	£2.92	£	-
Amenity Edging - Long/short handled shears	Lm	£0.75	£	-
Floral Display - Bedding	m2	£75.09	£	-
Summer Bedding Only	m2	£40.95	£	-
Floral Graves (Plant & Maintain)	m2	£11.87	£	-
			£	-
			£	-
<u>Tree Maintenance</u>			£	-
Mature Trees	Unit	£2.66	£	-
Staked Trees	Unit	£5.53	£	-
Whip and Seedling Trees	m2	£0.64	£	-
Woodland Block (Mulch Mat)	m2	£0.47	£	-
Woodland Block (Bark Mulch)	m2	£1.39	£	-
Low Maint Woodland	m2	£0.18	£	-
			£	-
			£	-
<u>Hedge Cutting - Open Spaces</u>			£	-
Informal Hedge (All Heights) 2 sides + top	L m	£5.76	£	-
Informal Hedge (All Heights) 1 side + top	L m	£2.88	£	-
Informal Hedge (All Heights) 1 side only	L m	£1.44	£	-
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77	£	-
Formal Hedge below 1.5m High 1 side + top	L m	£1.65	£	-
Formal Hedge below 1.5m High 1 side only	L m	£1.27	£	-
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99	£	-
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71	£	-
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28	£	-
Hedge Cutting - New Hedge	L m	£3.49	£	-
			£	-
			£	-
<u>Car Parks and Paths</u>			£	-
Hard Bound Surfaces and Paved Areas	m2	£0.12	£	-
Footpath Areas	m2	£0.12	£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12	£	-
Stonedust Paths (Loose Surfaces)	m2	£0.10	£	-
Mud Path	Lm	£0.09	£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94	£	-
			£	-
			£	-
<u>Litter</u>			£	-
Open Spaces Litter Clearance	m2	£0.05	£	-
Litter Pick Only	m2	£0.05	£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03	£	-
Litter Bins	Unit	£48.10	£	-
			£	-
			£	-
<u>Playgrounds</u>			£	-
Playground Equipment Inspection	Site	£1,701.77	£	-
Safety Play Surface - Bark	m2	£0.00	£	-
Safety Play Surface - Rubber	m2	£0.00	£	-
			£	-
			£	-
<u>Streams, Ditches and Watercourses</u>			£	-

Maintenance of Ornamental Ponds	m2	£16.59	£	-
Maintenance of Ditch	L m	£5.77	£	-
Maintenance of Grilles	Unit	£28.12	£	-
			£	-
<u>Sports Facilities - Autumn/Winter</u>			£	-
5-a-Side Soccer (Grass)	Unit	£315.52	£	-
Senior Football Pitch	Unit	£668.71	£	-
			£	-
<u>Sports Facilities - Summer</u>			£	-
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03	£	-
Cricket Squares	Unit	£5,137.86	£	-
Tennis Courts (Hard)	Unit	£25.21	£	-
Athletics Tracks 4 lane 100M	Unit	£276.89	£	-
5-a-Side Soccer (Hard)	Unit	£31.75	£	-
Basket Ball Court	Unit	£0.00	£	-
			£	-
<u>Pavilions</u>			£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44	£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05	£	-
			£	-
<u>Aviary</u>			£	-
Aviary Maintenance - Page Park	UNIT	£202.97	£	-
			£	-
<u>Clock</u>			£	-
Clock Maintenance - Page Park	Unit	£202.97	£	-
			£	-
<u>Attendant Duties</u>			£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49	£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99	£	-
			£	-
<u>Grimsbury Farm</u>			£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52	£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41	£	-
ENCLOSED CHURCH YARDS - special expenses			0.00	0.00
Mangotsfield, Filton and Mayshill Cemeteries are not included in the special expenses				
PARKS - special expenses				
BILL OF QUANTITY RATES			YATE	
DESCRIPTION OF WORK			UNIT	TOTAL
	Unit		QUANTITY	£
<u>Grassed Areas</u>				
Grass Cutting - Amenity	m2	£0.30	£	-
Grass Cutting - Quality Amenity	m2	£1.04	£	-
Grass Cutting - Sports	m2	£0.21	£	-
Grass Cutting - Low Maint. Verge Grass	m2	£0.02	£	-
Grass Cutting - Low Maint. Meadow Grass	m2	£0.11	£	-
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.55	£	-
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.48	£	-

Grass Edging - Amenity	Lm	£0.13	£	-
Grass Edging - Quality	Lm	£0.26	£	-
Uncut Grass Area	m2	£0.00	£	-
			£	-
<u>Ornamental Borders - Shrubs/Rose/</u>			£	-
<u>Herbaceous/Seasonal Bedding</u>			£	-
Ground Cover	m2	£0.92	£	-
Shrub Bed - Non-mulched	m2	£2.07	£	-
Shrub Bed - Mulched	m2	£2.71	£	-
Aquatic Border	m2	£1.73	£	-
Herbaceous Border	m2	£0.94	£	-
Rose Bed - Non-mulched	m2	£8.90	£	-
Quality Edging - Long/short handled shears	Lm	£2.92	£	-
Amenity Edging - Long/short handled shears	Lm	£0.75	£	-
Floral Display - Bedding	m2	£75.09	£	-
Summer Bedding Only	m2	£40.95	£	-
Floral Graves (Plant & Maintain)	m2	£11.87	£	-
			£	-
<u>Tree Maintenance</u>			£	-
Mature Trees	Unit	£2.66	£	-
Staked Trees	Unit	£5.53	£	-
Whip and Seedling Trees	m2	£0.64	£	-
Woodland Block (Mulch Mat)	m2	£0.47	£	-
Woodland Block (Bark Mulch)	m2	£1.39	£	-
Low Maint Woodland	m2	£0.18	£	-
			£	-
<u>Hedge Cutting - Open Spaces</u>			£	-
Informal Hedge (All Heights) 2 sides + top	L m	£5.76	£	-
Informal Hedge (All Heights) 1 side + top	L m	£2.88	£	-
Informal Hedge (All Heights) 1 side only	L m	£1.44	£	-
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77	£	-
Formal Hedge below 1.5m High 1 side + top	L m	£1.65	£	-
Formal Hedge below 1.5m High 1 side only	L m	£1.27	£	-
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99	£	-
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71	£	-
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28	£	-
Hedge Cutting - New Hedge	L m	£3.49	£	-
			£	-
<u>Car Parks and Paths</u>			£	-
Hard Bound Surfaces and Paved Areas	m2	£0.12	£	-
Footpath Areas	m2	£0.12	£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12	£	-
Stonedust Paths (Loose Surfaces)	m2	£0.10	£	-
Mud Path	Lm	£0.09	£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94	£	-
			£	-
<u>Litter</u>			£	-
Open Spaces Litter Clearance	m2	£0.05	£	-
Litter Pick Only	m2	£0.05	£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03	£	-

Litter Bins	Unit	£48.10	£	-
			£	-
			£	-
<u>Playgrounds</u>			£	-
Playground Equipment Inspection	Site	£1,701.77	£	-
Safety Play Surface - Bark	m2	£0.00	£	-
Safety Play Surface - Rubber	m2	£0.00	£	-
			£	-
<u>Streams, Ditches and Watercourses</u>			£	-
Maintenance of Ornamental Ponds	m2	£16.59	£	-
Maintenance of Ditch	L m	£5.77	£	-
Maintenance of Grilles	Unit	£28.12	£	-
			£	-
<u>Sports Facilities - Autumn/Winter</u>			£	-
5-a-Side Soccer (Grass)	Unit	£315.52	£	-
Senior Football Pitch	Unit	£668.71	£	-
			£	-
<u>Sports Facilities - Summer</u>			£	-
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03	£	-
Cricket Squares	Unit	£5,137.86	£	-
Tennis Courts (Hard)	Unit	£25.21	£	-
Athletics Tracks 4 lane 100M	Unit	£276.89	£	-
5-a-Side Soccer (Hard)	Unit	£31.75	£	-
Basket Ball Court	Unit	£0.00	£	-
			£	-
<u>Pavilions</u>			£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44	£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05	£	-
			£	-
<u>Aviary</u>			£	-
Aviary Maintenance - Page Park	UNIT	£202.97	£	-
			£	-
<u>Clock</u>			£	-
Clock Maintenance - Page Park	Unit	£202.97	£	-
			£	-
<u>Attendant Duties</u>			£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49	£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99	£	-
			£	-
<u>Grimsbury Farm</u>			£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52	£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41	£	-
<u>PARKS - special expenses</u>			0.00	0.00
OPEN SPACES PLUS PARKS			£	200,776.55
Page and Kingswood Parks play areas are not included in the Parks special expenses				
<u>ALLOTMENTS - special expenses</u>				
BILL OF QUANTITY RATES			YATE	
DESCRIPTION OF WORK			UNIT	TOTAL

	Unit		QUANTITY	£
<u>Grassed Areas</u>				
Grass Cutting - Amenity	m2	£0.92		£ -
Grass Cutting - Quality Amenity	m2	£1.04		£ -
Grass Cutting - Sports	m2	£0.21		£ -
Grass Cutting - Low Maint. Verge Grass	m2	£0.02		£ -
Grass Cutting - Low Maint. Meadow Grass	m2	£0.11		£ -
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.55		£ -
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.48		£ -
Grass Edging - Amenity	Lm	£0.13		£ -
Grass Edging - Quality	Lm	£0.26		£ -
Uncut Grass Area	m2	£0.00		£ -
				£ -
<u>Ornamental Borders - Shrubs/Rose/</u>				
<u>Herbaceous/Seasonal Bedding</u>				
Ground Cover	m2	£0.92		£ -
Shrub Bed - Non-mulched	m2	£2.07		£ -
Shrub Bed - Mulched	m2	£2.71		£ -
Aquatic Border	m2	£1.73		£ -
Herbaceous Border	m2	£0.94		£ -
Rose Bed - Non-mulched	m2	£8.90		£ -
Quality Edging - Long/short handled shears	Lm	£2.92		£ -
Amenity Edging - Long/short handled shears	Lm	£0.75		£ -
Floral Display - Bedding	m2	£75.09		£ -
Summer Bedding Only	m2	£40.95		£ -
Floral Graves (Plant & Maintain)	m2	£11.87		£ -
				£ -
<u>Tree Maintenance</u>				
Mature Trees	Unit	£2.66		£ -
Staked Trees	Unit	£5.53		£ -
Whip and Seedling Trees	m2	£0.64		£ -
Woodland Block (Mulch Mat)	m2	£0.47		£ -
Woodland Block (Bark Mulch)	m2	£1.39		£ -
Low Maint Woodland	m2	£0.18		£ -
				£ -
<u>Hedge Cutting - Open Spaces</u>				
Informal Hedge (All Heights) 2 sides + top	L m	£5.76		£ -
Informal Hedge (All Heights) 1 side + top	L m	£2.88		£ -
Informal Hedge (All Heights) 1 side only	L m	£1.44		£ -
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77		£ -
Formal Hedge below 1.5m High 1 side + top	L m	£1.65		£ -
Formal Hedge below 1.5m High 1 side only	L m	£1.27		£ -
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99		£ -
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71		£ -
Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28		£ -
Hedge Cutting - New Hedge	L m	£3.49		£ -
				£ -
<u>Car Parks and Paths</u>				
Hard Bound Surfaces and Paved Areas	m2	£0.12		£ -
Footpath Areas	m2	£0.12		£ -

Loose Surfaces (Bark, Gravel etc)	m2	£0.12	£	-
Stonedust Paths (Loose Surfaces)	m2	£0.10	£	-
Mud Path	Lm	£0.09	£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94	£	-
			£	-
			£	-
<u>Litter</u>			£	-
Open Spaces Litter Clearance	m2	£0.05	£	-
Litter Pick Only	m2	£0.05	£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03	£	-
Litter Bins	Unit	£48.10	£	-
			£	-
			£	-
<u>Playgrounds</u>			£	-
Playground Equipment Inspection	Site	£1,701.77	£	-
Safety Play Surface - Bark	m2	£0.00	£	-
Safety Play Surface - Rubber	m2	£0.00	£	-
			£	-
			£	-
<u>Streams, Ditches and Watercourses</u>			£	-
Maintenance of Ornamental Ponds	m2	£16.59	£	-
Maintenance of Ditch	L m	£5.77	£	-
Maintenance of Grilles	Unit	£28.12	£	-
			£	-
			£	-
<u>Sports Facilities - Autumn/Winter</u>			£	-
5-a-Side Soccer (Grass)	Unit	£315.52	£	-
Senior Football Pitch	Unit	£668.71	£	-
			£	-
			£	-
<u>Sports Facilities - Summer</u>			£	-
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03	£	-
Cricket Squares	Unit	£5,137.86	£	-
Tennis Courts (Hard)	Unit	£25.21	£	-
Athletics Tracks 4 lane 100M	Unit	£276.89	£	-
5-a-Side Soccer (Hard)	Unit	£31.75	£	-
Basket Ball Court	Unit	£0.00	£	-
			£	-
			£	-
<u>Pavilions</u>			£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44	£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05	£	-
			£	-
			£	-
<u>Aviary</u>			£	-
Aviary Maintenance - Page Park	UNIT	£202.97	£	-
			£	-
			£	-
<u>Clock</u>			£	-
Clock Maintenance - Page Park	Unit	£202.97	£	-
			£	-
			£	-
<u>Attendant Duties</u>			£	-
Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49	£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99	£	-
			£	-
			£	-
<u>Grimsbury Farm</u>			£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52	£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41	£	-

ALLOTMENTS - special expenses			0.00	0.00
PLAYING FIELDS - special expenses				
School Grounds and Public Playing Fields			YATE	
Description of Work			UNIT	TOTAL
	Unit		QUANTITY	£
<u>Grassed Areas</u>				
Grass Cutting - Amenity	m2	£0.30		£ -
Grass Cutting - Quality Amenity	m2	£1.04		£ -
Grass Cutting - Sports	m2	£0.21		£ -
Grass Cutting - Low Maint. Verge Grass	m2	£0.02		£ -
Grass Cutting - Low Maint. Meadow Grass	m2	£0.11		£ -
Grass Cutting - Cons. Cut Summer Meadow	m2	£0.55		£ -
Grass Cutting - Cons. Cut Spring Meadow	m2	£0.48		£ -
Grass Edging - Amenity	Lm	£0.13		£ -
Grass Edging - Quality	Lm	£0.26		£ -
Uncut Grass Area	m2	£0.00		£ -
<u>Ornamental Borders - Shrubs/Rose/</u>				
<u>Herbaceous/Seasonal Bedding</u>				
Ground Cover	m2	£0.92		£ -
Shrub Bed - Non-mulched	m2	£2.07		£ -
Shrub Bed - Mulched	m2	£2.71		£ -
Aquatic Border	m2	£1.73		£ -
Herbaceous Border	m2	£0.94		£ -
Rose Bed - Non-mulched	m2	£8.90		£ -
Quality Edging - Long/short handled shears	Lm	£2.92		£ -
Amenity Edging - Long/short handled shears	Lm	£0.75		£ -
Floral Display - Bedding	m2	£75.09		£ -
Summer Bedding Only	m2	£40.95		£ -
Floral Graves (Plant & Maintain)	m2	£11.87		£ -
<u>Tree Maintenance</u>				
Mature Trees	Unit	£2.66		£ -
Staked Trees	Unit	£5.53		£ -
Whip and Seedling Trees	m2	£0.64		£ -
Woodland Block (Mulch Mat)	m2	£0.47		£ -
Woodland Block (Bark Mulch)	m2	£1.39		£ -
Low Maint Woodland	m2	£0.18		£ -
<u>Hedge Cutting - Open Spaces</u>				
Informal Hedge (All Heights) 2 sides + top	L m	£5.76		£ -
Informal Hedge (All Heights) 1 side + top	L m	£2.88		£ -
Informal Hedge (All Heights) 1 side only	L m	£1.44		£ -
Formal Hedge below 1.5m High 2 sides + top	L m	£2.77		£ -
Formal Hedge below 1.5m High 1 side + top	L m	£1.65		£ -
Formal Hedge below 1.5m High 1 side only	L m	£1.27		£ -
Formal Hedge 1.5m - 3.0m High 2 sides + top	L m	£9.99		£ -
Formal Hedge 1.5m - 3.0m High 1 side + top	L m	£5.71		£ -

Formal Hedge 1.5m - 3.0m High 1 side only	L m	£4.28	£	-
Hedge Cutting - New Hedge	L m	£3.49	£	-
			£	-
			£	-
<u>Car Parks and Paths</u>			£	-
Hard Bound Surfaces and Paved Areas	m2	£0.12	£	-
Footpath Areas	m2	£0.12	£	-
Loose Surfaces (Bark, Gravel etc)	m2	£0.12	£	-
Stonedust Paths (Loose Surfaces)	m2	£0.10	£	-
Mud Path	Lm	£0.09	£	-
Footpaths - Cutting Back Vegetation	Lm	£8.94	£	-
			£	-
			£	-
<u>Litter</u>			£	-
Open Spaces Litter Clearance	m2	£0.05	£	-
Litter Pick Only	m2	£0.05	£	-
Annual Leaf Clearance - Page & Kingswood Parks	m2	£0.03	£	-
Litter Bins	Unit	£48.10	£	-
			£	-
			£	-
<u>Playgrounds</u>			£	-
Playground Equipment Inspection	Site	£1,701.77	£	-
Safety Play Surface - Bark	m2	£0.00	£	-
Safety Play Surface - Rubber	m2	£0.00	£	-
			£	-
			£	-
<u>Streams, Ditches and Watercourses</u>			£	-
Maintenance of Ornamental Ponds	m2	£16.59	£	-
Maintenance of Ditch	L m	£5.77	£	-
Maintenance of Grilles	Unit	£28.12	£	-
			£	-
			£	-
<u>Sports Facilities - Autumn/Winter</u>			£	-
5-a-Side Soccer (Grass)	Unit	£315.52	£	-
Senior Football Pitch	Unit	£668.71	£	-
			£	-
			£	-
<u>Sports Facilities - Summer</u>			£	-
Bowling Greens (Quality Edge ref 2.8)	Unit	£6,237.03	£	-
Cricket Squares	Unit	£5,137.86	£	-
Tennis Courts (Hard)	Unit	£25.21	£	-
Athletics Tracks 4 lane 100M	Unit	£276.89	£	-
5-a-Side Soccer (Hard)	Unit	£31.75	£	-
Basket Ball Court	Unit	£0.00	£	-
			£	-
			£	-
<u>Pavilions</u>			£	-
Cleaning - Kingswood Pavilion	Unit	£1,032.44	£	-
Cleaning - Page Park Pavilion	Unit	£1,723.05	£	-
			£	-
			£	-
<u>Aviary</u>			£	-
Aviary Maintenance - Page Park	UNIT	£202.97	£	-
			£	-
			£	-
<u>Clock</u>			£	-
Clock Maintenance - Page Park	Unit	£202.97	£	-
			£	-
			£	-
<u>Attendant Duties</u>			£	-

Sat/Sun/Mid-week/Eve Football and Hockey	Unit	£31.49	£	-
Sat/Sun/Mid-week/Eve Cricket	Unit	£20.99	£	-
			£	-
Grimsbury Farm			£	-
Cleaning of Toilets including Supplies	Unit	£5,431.52	£	-
Maintenance of Livestock - Animals and Birds	Unit	£13,433.41	£	-
			£	-
Grass Cutting			£	-
Grass cutting - Amenity and Sports areas	M2	£0.12	£	-
Grass cutting - Conservation Areas (Schools)	M2	£0.51	£	-
Grass cutting - Conservation Cut - Summer Meadow	M2	£0.51	£	-
Amenity - Grass Cutting	M2	£0.24	£	-
Grass cutting - Meadow Grass	M2	£0.10	£	-
Uncut Grass Area	M2	£0.00	£	-
Grass Edging - half mooning	Lm	£0.13	£	-
			£	-
Shrub Maintenance			£	-
Border Area - Mulched	M2	£2.40	£	-
Border Area - Non Mulched	M2	£1.30	£	-
Border Edging	Lm	£0.76	£	-
			£	-
Hedges			£	-
Formal Hedge 1.5 - 3.0m high 1 side and top	Lm	£2.71	£	-
Formal Hedge 1.5 - 3.0m high 1 side	Lm	£2.36	£	-
Formal Hedge 1.5 - 3.0m high 2 sides and top	Lm	£5.07	£	-
Formal Hedge below 1.5m high 1 side and top	Lm	£1.65	£	-
Formal Hedge below 1.5m high 2 sides and top	Lm	£2.95	£	-
Informal Hedge 1 side	Lm	£0.14	£	-
Informal Hedge 1.5 - 3.0m high (2 Cuts) 1 side and top	Lm	£0.66	£	-
Informal Hedge 1.5 - 3.0m high (2 Cuts) 2 sides and top	Lm	£1.23	£	-
Informal Hedge 1.5 - 3.0m high (3 Cuts) 2 sides and top	Lm	£1.84	£	-
Informal Hedge 1.5 - 3.0m high 1 side and top	Lm	£0.33	£	-
Informal Hedge 1.5 - 3.0m high 1 side only	Lm	£0.28	£	-
Informal Hedge 1.5 - 3.0m high 2 sides and top	Lm	£0.61	£	-
			£	-
Trees			£	-
Mature Trees - Remove suckers, Herbicide	Unit	£0.09	£	-
Staked Trees - Maintenance, herbicide	Unit	£5.30	£	-
Whip and seedling trees	Unit	£0.60	£	-
Woodland Area	M2	£0.00	£	-
			£	-
			£	-
Drainage			£	-
Land Drainage - Ditches	Lm	£3.99	£	-
			£	-
Paths			£	-
Hard Bound Surfaces - Cleaning/Maintenance	M2	£0.11	£	-
Loose Bound Surfaces - Cleaning/Maintenance	M2	£0.11	£	-
Weedkill - Hard Paved Areas	M2	£0.12	£	-
Weedkill - Linear Areas	Lm	£0.01	£	-

Hard Surface Area - Pathway	M2	£0.00	£	-
Hard Surface Area - Playground	M2	£0.00	£	-
Carpark/Road	M2	£0.00	£	-
Loose Bound Surface - Schools	M2	£0.00	£	-
Loose Bound Surface - Play	M2	£0.00	£	-
Stonedust Paths (Loose Surfaces)	M2	£0.10	£	-
Sand Pit	M2	£0.00	£	-
			£	-
Sports Facilities			£	-
Senior Football Pitch	Unit	£668.71	£	-
Junior Football Pitch	Unit	£506.03	£	-
Under Tens Soccer Pitch	Unit	£456.05	£	-
5 A Side Soccer (Grass)	Unit	£279.85	£	-
5 A Side Soccer (Hard)	Unit	£31.97	£	-
Cricket Square	Unit	£2,910.79	£	-
Cricket Wicket	Unit	£134.51	£	-
Scratch Wickets	Unit	£185.60	£	-
Basket Ball (Hard)	Unit	£39.23	£	-
Netball (Hard)	Unit	£27.93	£	-
Rounders (Grass)	Unit	£50.68	£	-
Softball (Grass)	Unit	£95.88	£	-
Tennis (Hard)	Unit	£25.29	£	-
Training Grids	Unit	£225.86	£	-
			£	-
Cleaning			£	-
Miscellaneous Activities - Leaf Clearance	M2	£0.02	£	-
Miscellaneous Activities - Litter Bin Emptying	Unit	£188.77	£	-
Miscellaneous Activities - Litter Clearance	M2	£0.02	£	-
Miscellaneous Activities - Litter Pick Only	M2	£0.02	£	-
Cleaning A Pavilion	Unit	£2,787.14	£	-
Cleaning Coronation Park Pavilion	Unit	£6,944.16	£	-
			£	-
Athletic Facilities			£	-
Athletic Track Oval up to 200m 8 lanes (Junior)	Unit	£759.92	£	-
Athletic Track Oval up to 200m 8 lanes (Senior)	Unit	£0.00	£	-
Athletic Track Oval up to 300m 4 lanes (Senior)	Unit	£1,095.43	£	-
Athletic Track Oval up to 300m 4 lanes (Junior)	Unit	£633.27	£	-
Athletic Track Straight up to 100m 10 lanes (Junior)	Unit	£300.60	£	-
Athletic Track Straight up to 100m 20 lanes (Junior)	Unit	£480.94	£	-
Athletic Track Straight up to 100m 6 lanes (Junior)	Unit	£180.36	£	-
Athletic Track Straight up to 100m 8 lanes (Junior)	Unit	£240.46	£	-
Athletic Track Straight up to 100m 9 lanes Training C	Unit	£270.53	£	-
Athletic Track Straight up to 60m 8 lanes (Junior)	Unit	£144.68	£	-
Athletic Track Straight up to 60m 9 lanes (Junior)	Unit	£162.76	£	-
Javelin	Unit	£159.24	£	-
			£	-
YOSC			£	-
All Weather Pitch	Unit	£2,562.14	£	-
Additional Sweeper Rate - (Due to change of spec)	Unit	£1,853.97	£	-
Athletics Facilities	Unit	£2,178.75	£	-

Hard Bound Surfaces at YOSC - (Weedkill and Sweep)	Unit	£962.94		£	-
Hard Bound Surfaces at YOSC	M2	£0.00		£	-
Loose Bound Surface - YOSC	M2	£0.00		£	-
Junior Pitch - Football at YOSC - (2 No part season o	Unit	£328.22		£	-
Redgra Maintenance	Unit	£113.47		£	-
Redgra Maintenance Area	M2	£0.00		£	-
				£	-
Golf Course				£	-
Golf Course - Grass Cutting - Green	Unit	£543.69		£	-
Golf Course - Maintenance	Unit	£12,302.35		£	-
				£	-
Attendances				£	-
Cricket Attendance Duties	Unit	£45.40		£	-
Soundwell / Windsor - Cricket	Unit	£22.70		£	-
Football Attendance Duties	Unit	£68.11		£	-
Soundwell / Windsor - Football	Unit	£22.70		£	-
PLAYING FIELDS - special expenses			0.00		0.00
2020~21 SPECIAL EXPENCES					
BILL OF QUANTITY RATES				YATE	
DESCRIPTION OF WORK	Unit			UNIT QUANTITY	TOTAL £
Special Expenses Totals 2021/22					218,799.08

Appendix 9

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
19.4.21	To pay LPW invoice for Q4 of the 2020/21 year to the sum of £14,252.00	No objections	E&C	E&C 18.5.21
7.4.21	To proceed with raising an order with Proludic for £23,290.17 covering the supply and install of a multi hoop funnel ball unit and a new boat and sand multi play unit (as identified by the Millside working group under the priorities agreed by the wider Play areas an properties steering group). Order raised 22.4.21	Millside working group reps 3 members	Full Council	FC 22.06.21
13.05.20 21	To offer Pathways Learning booking a 50% reduction to reflect Covid recovery and block booking as a one off event.	7 Members	F&G	Reported to F&G 08.06.21
17.5.21	Create additional feature on website to allow for sharing of documents and papers in secure area. At approx. cost of £245	Website Sub committee X 3 members agreed	F&G	Reported to F&G 08.06.21
18.05.20 21	MILLSIDE S106 Equipment and services required creates potential overspend of £1,684.34. £9,355 is available under the “Play area projects” Earmarked Reserves.	3 members	PAPSG	FC 22.06.21

	Members agree to allocate £1684.43 from “Play area projects” earmarked reserves to Millside S106 project, to balance income and expenditure.			
21.02.20 21	MILLSIDE S106 Order placed with Wild Wood Carvings <i>To Carve, sand, oil, haul and install 8 sculptures, depicting local wildlife, for the Millside Sculpture Trail. Sculpture subject matter to consist of: Badgers, Foxes, owls and owlets, Hedgehogs, Bees and Butterflies, Snail, Acorns and conkers, Buzzard in flight. Total cost inc all labour and materials.....£15,500 (minus vat)</i>	PAPSG	PAPSG	FC 22.06.21

The following items are actions to be undertaken by the Clerk using delegated powers following advisory meeting Members of Environment & Community on 18th May 2021:

Item Number				
7.1	<p>Estates Manager’s Report</p> <ul style="list-style-type: none"> • Install a bench at Templars Field towards the end of the bridge, behind the natural screening, at a cost of approx. £300 to be met from the open space budget. • Dodington Brass Band to be given permission to perform in Kingsgate Park; • Request to busk in Kingsgate Park will be declined; • The pedestrian bridge at the nature reserve at Kingsgate Park to be replaced with a bridge constructed from recycled plastic at a cost of £5,800; Estates Manager and Finance Manager to determine budget head. 			FC

	<ul style="list-style-type: none"> • Response will be sent to the enquiry relating to expanding the car park at Kingsgate Park repeating the previous resolution that an extension of the car park at Kingsgate Park is not under consideration by the Town Council; • Correspondence will be sent to South Gloucestershire Council requesting that they take action following the use of their land at Randolph Avenue as an unauthorised encampment; requesting that a soil bund is erected. If they decline, to contact Barratt Homes. • Enquiries & purchase of a “2 Minute litter pick station” to be pursued. Cost to be covered from Open Space budget. The station to be promoted and advertised on a rota basis at various sites. 			
7.3	<p>Defibrillators</p> <p>An approach will be made to South Gloucestershire Councillors to ask if they would consider providing MAF funding for additional defibrillators and if so, the preferred location. (NB: A defibrillator will be needed outside the New North Yate Community Building and the budget underspend will be earmarked for that purchase.)</p>			FC
7.4	<p>Brinsham Ice Cream Tender</p> <p>Further to promoting and readvertising for a second time, the Ice Cream tender opportunity in Brinsham Park yielded no completed applications and therefore will be revisited in early 2022.</p>			FC

12	Town Twinning Twinning Protocol to be revised as per Appendix 7.			FC

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
25.5.21	Planning & Transportation Committee Due to cancellation of Advisory meeting on 25.5.21 planning comments were submitted under delegated powers of the Town Clerk.	CW KT CK	ALL PT committee	15.6.21 (Check with JA if FC 22.6)

The following items are actions to be undertaken by the Clerk using delegated powers following advisory meeting Members of Finance and Governance on 8th June 2021:

Item Number				
14.1.a	Community Infrastructure Levy (CIL) Following the receipt of CIL funding for the 2020-2021 financial year in the sum of £8,273.67, Members advise the Clerk that these funds be allocated to pay for the pedestrian bridge at the nature reserve at Kingsgate Park. Which needs to be replaced with a bridge constructed from recycled plastic at a cost of £5,800; as identified in item 7.1 of the			FC

	Environment and Community Committee Advisory meeting 18 May 2021. The remaining funds be allocated to pay for new notice board for Ladden Gardens, identified in item 14.1 g) of the Finance and Governance Committee Advisory meeting 8 June 2021.			
14.1.b	<p>Corporate Credit Cards</p> <p>Members advise the Clerk that Corporate Credit Cards be put in place and operated by the Clerk, the RFO, the deputy RFO up to a value of £5,000 per calendar month.</p>			FC
14.1.c	<p>Direct Debits and Standing Orders</p> <p>To refer Direct Debit and Standing Order payments made by Yate Town Council in line with (Appendix 4) to Full Council for consideration.</p>			FC
14.1.d	<p>Income and Expenditure Report to 31 March 2021</p> <p>To refer Income and Expenditure report to 31 March 2021 in line with (Appendix 5) to Full Council for consideration.</p>			FC
14.1.e	<p>Special Expenses</p> <p>Further to minute number 14/1 (c) of the Finance & Governance Committee meeting held on 30 March 2021, the following information was received:</p> <ul style="list-style-type: none"> • a copy of the bus shelter data used for the calculation of the 2021/22 Special Expenses for Yate. (Appendix 6) • a map detailing the open spaces maintenance. (Appendix 7) • a spreadsheet detailing the maintenance type carried out, the area and the cost. (Appendix 8) 			FC

	<p>Councillor Chris Wilmore to mark the map (Appendix 7) and provide to officers to go back to South Gloucestershire council and query several areas that are indicated as Amenity Grass that members feel are Highway Verge and therefore should not be charged for. Also to request a map detailing the location of the bus shelters (Appendix 6) as queries raised about this data. Officers to provide update at next F&G meeting in July.</p>			
14.1.f	<p>f) Banking Arrangements</p> <p>It was NOTED that:</p> <ul style="list-style-type: none"> • Ladden Garden Village informal community group has reached the stage where it needs a bank account facility but is not yet in a position to open one. • This group are currently writing a constitution. • The group has asked whether the town council would be willing to act as bankers, in the same way as we do for the Friends of Brimsham Fields. Income could be held and authorisation for any spend would be required, the group would notify us of signatories. • It is not expected to have much in the way of transactions but will enable it to apply for grants as it begins to grow. <p>Members advise the Clerk that the Town Council to act as bankers for 12 months for Ladden garden Village community group. With the view to providing support to enable the group to open their own bank facilities.</p>			FC
14.1.g	<p>g) Budget - Noticeboard</p> <p>It was NOTED that:</p> <ul style="list-style-type: none"> • there is no noticeboard in Ladden Gardens. 			FC

	<ul style="list-style-type: none"> • There is now enough of a community for Yate Town Council to put in one of its community notice boards. • Residents have suggested a site at the northern end of Leechpool not far from the play area going in by the park. • As this is already a well-used route, it is suggested one be placed in this location in consultation with a nominated member of the residents group. <p>Members advise the Clerk that funds from the remaining CIL funding received for the 2020 -2021 financial year after £5,800 has be earmarked for replacing a pedestrian bridge at Kingsgate Park be allocated to fund the cost of the notice board in the location as agreed.</p>			
14.1.h	<p>Earmarked Reserves</p> <p>Members received and NOTED the Earmarked Reserves as at 1 April 2021 and advised the Clerk on allocation of funds. Appendix B reflecting the final reserves following allocations.</p>			FC
14.2	<p>Discretionary Pension Policies</p> <p>It was NOTED that the Discretionary Pension Policies were due for review and a new tool (currently under trial) had been created by Avon Pension Fund to assist with this process.</p> <p>Councillors Mike Drew and Cheryl Kirby and Mike Drew nominated to work with RFO to explore pension policy choices ready to take to the next Staffing & Governance Committee meeting for consideration.</p> <p>Investigations be made into any cover which may be provided if the new tool under trial advised incorrectly resulting in incorrect policies being created.</p>			FC

14.3	<p>Event Management Payment/Cancellation Plan for Yate Rocks! 2022</p> <p>It was NOTED that Re Energise, were appointed in 2020 as the Event Management Company for Yate Rocks until 2023.</p> <p>In consultation with the Events Sub-Committee via email, regarding Yate Rocks 2022, it is RECOMMENDED that the payment plan approved by members for Yate Rocks 2021, be agreed for Yate Rocks 2022 and monthly invoices be settled and the amount of £8,250 be placed in the 2022/2023 budget for Event Management Fees. (Payments would need to commence in October 2021 before the budget is set and would effectively be prepayments and allocated to the 2022/2023 expenditure reflecting the year the event actually takes place.</p> <p><i>Re-energise has asked that each payment would be applied for the month, e.g. if the Festival is cancelled mid-March the £1,409 would be payable for the month.</i></p> <p>*Shows total fee paid by that point</p>			FC

Suggested payment/cancellation plan from 2021		
Payment Date	Amount per month Year 1 (2020/2021)	Percentage of total paid
October	£760 £760*	9%
November	£760 £1,520*	18%
December	£760 £ 2,280*	27%
January	£1409 £3,689*	45%
February	£1409 £5,098*	61%
March	£1409 £6,507*	79%
April	£581 £7,088*	86%
May	£581 £7,669*	93%
June	£581 £8250	100%
Total Fee	£8250	

Members advise Clerk to agree the above payment for Yate Rocks 2022 and monthly invoices be settled. The amount of £8,250 be placed in the 2022/2023 budget for Event Management Fees.

14.4	<p>Yate & District Bowls Club</p> <p>It was NOTED that</p> <ul style="list-style-type: none"> • Yate & District Bowling Club have requested the use of the bowling club facilities 2 days beyond their licence which covers the period of 2 April to 30 September 2021. This is to enable their annual end of season game followed by a fish and chip supper which is very popular and they are looking to secure the facilities at no extra charge. • the Bowls Club only started back at the facilities after meeting with our estates manager on 23rd April confirming all necessary arrangements had been completed for their return on 24th April. <p>Members advise clerk to agree the extension to the licence by 2 days subject to no planned works or booking at the facility on the dates required and checking there are no insurance implications.</p>			FC
11.06.2021	<p>S106 Millside Play Area</p> <p>In consultation with representatives of the Play Areas and Properties Project Steering group, using delegated powers, cancellation of the Proludic play area equipment order for £23,290.17 was actioned, omitting a sand play unit and associated safety surfacing works to bring the project back within budget set of £13,000 for <i>additional play equipment</i>, as outlined in the s106 Project Management Plan.</p> <p>A new order for equipment to the value of £12,134.62 was placed with Proludic on 11.06.21 for multihoop funnel, play boat, safety surfacing and post-installation inspection.</p>	<p>PAPSG & Millside Working Group representative</p> <p><i>Decision taken using delegated powers to the Town Clerk.</i></p>		<p>FC 22.06.21</p>

Payments made between 1st and 31st May 2021

Date Paid	Payee Name	Transaction Detail	Total
04/05/2021	ProfitReach	Website support	£ 98.40
06/05/2021	Barclays	Bank charges	£ 15.16
06/05/2021	Barclays	Bank charges	£ 0.34
06/05/2021	Barclays	Bank charges	£ 10.68
07/05/2021	Amazon	Face shields	£ 47.96
08/05/2021	South Glos Council	Armadillo Business Rates	£ 1,859.00
08/05/2021	South Glos Council	Business Rates Heritage	£ 66.00
08/05/2021	South Glos Council	Business Rates Poole Court	£ 2,345.00
08/05/2021	South Glos Council	Business Rates YMCA	£ 124.00
10/05/2021	British Telecom Payment Service	Phone Charges	£ 15.16
10/05/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
10/05/2021	Bank Current Account	Bank Transfer	£ 4,629.71
12/05/2021	PEAC (UK) Ltd	Photocopier lease payment	£ 643.20
12/05/2021	ProfitReach	Website support	£ 64.62
12/05/2021	Imprest Account	Bank Transfer	£ 2,161.44
12/05/2021	Bank Current Account	Bank Transfer	£ 2,869.26
13/05/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£ 60.00
13/05/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£ 60.00
13/05/2021	Athletics Direct	Athletic Equipment - YOSC	£ 417.74
13/05/2021	One Stop Cleaning Shop	Estates Cleaning Materials	£ 228.80
13/05/2021	One Stop Cleaning Shop	Estates Cleaning Materials	£ 346.60
13/05/2021	BS1 Fire & Security Ltd	Building Security Maintenance	£ 66.50
13/05/2021	BWS Security	Building Security Maintenance	£ 115.20
13/05/2021	BWS Security	Building Security Maintenance	£ 19.20
13/05/2021	EDF Energy Customers Plc	Electricity - Lighting YOSC	£ 33.60
13/05/2021	Ford Fuel Oils	Fuel Estates Vehicles	£ 352.49
13/05/2021	Groundsman Tools and Supplies	Estates Maintenance Equipment/materials	£ 474.82
13/05/2021	London Hearts	Defibrillators	£ 6,491.00
13/05/2021	Motivation Direct Ltd	Athletic Equipment - YOSC	£ 9,659.40
13/05/2021	Murray Hire Ltd	Estates Maintenance Equipment/materials	£ 681.14
13/05/2021	Murray Hire Ltd	Hire of equipment	£ 10.80
13/05/2021	Neuff Athletic Equipment	Athletic Equipment - YOSC	£ 1,551.90
13/05/2021	National Security Group	Building Security	£ 1,560.00
13/05/2021	South Gloucestershire Council	Urbie Maintenance SLA	£ 60.36
13/05/2021	South Gloucestershire Council	HR Support	£ 622.20
13/05/2021	South Gloucestershire Council	Occupational Health Staffing	£ 21.60
13/05/2021	TRAVIS PERKINS TRADING COMPANY	Estates Maintenance Equipment/materials	£ 80.57
13/05/2021	TRAVIS PERKINS TRADING COMPANY	Estates PPE	£ 349.93
13/05/2021	Yate Supplies	Cleaning Materials	£ 174.37
13/05/2021	Yate Supplies	Cleaning Materials	£ 385.18
13/05/2021	Yate Supplies	First Aid Supplies/Cleaning Materials	£ 130.06
13/05/2021	Yate Supplies	Cleaning Materials/Equipment	£ 104.99
13/05/2021	BARENBRUG UK LTD	Grass Seed	£ 991.00
13/05/2021	Nationwide investment	Bank Transfer	£ 100,000.00
13/05/2021	The Poppy Appeal	Wreaths for parnall memorial	£ 35.00
13/05/2021	The Poppy Appeal	Wreaths Remembrance	£ 18.50
13/05/2021	Bank Current Account	Bank Transfer	£ 100,000.00
13/05/2021	Bank Current Account	Bank Transfer	£ 3,000.00
13/05/2021	Bank Current Account	Bank Transfer	£ 122,049.45
14/05/2021	Amazon	Amazon Ronseal Paint	£ 22.87
14/05/2021	Amazon	Amazon Ronseal Paint	£ 22.95
14/05/2021	Phoenix Coffee & Equipment Ltd	Kitchen stock for resale	£ 139.98
14/05/2021	Victoria Westlake Flowers	Flowers from the Mayor	£ 30.00
17/05/2021	Amazon	Kitchen stock for resale	£ 48.00
18/05/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 605.80
18/05/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 82.80
18/05/2021	Avon Fencing 2000	Fencing Works - Brimsham	£ 780.00
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£ 19.00
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£ 5.85
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£ 24.00

18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	23.20
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	18.36
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	12.97
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	4.00
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	34.00
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	40.76
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	15.70
18/05/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	230.40
18/05/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	234.60
18/05/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	306.65
18/05/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	1,410.48
18/05/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	1,533.24
18/05/2021	Bristol Gas & Heating Ltd	Boiler/Heating Work	£	1,472.30
18/05/2021	Bristol Gas & Heating Ltd	Boiler/Heating Work	£	241.20
18/05/2021	BS1 Fire & Security Ltd	Building security works	£	219.60
18/05/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£	529.14
18/05/2021	Draft Wheelchairs Ltd	Athletic Equipment - YOSC	£	4,152.00
18/05/2021	SHB Hire Ltd	Estates vehicle lease payments	£	437.10
18/05/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£	503.85
18/05/2021	Guardian Security GB Limited	Padlocks	£	214.66
18/05/2021	Guardian Security GB Limited	Building security equipment	£	1,609.62
18/05/2021	Guardian Security GB Limited	Building security equipment	£	311.30
18/05/2021	The Helping Hand Company	Litter picking equipment	£	311.77
18/05/2021	High Speed Training Limited	Staff Training	£	302.40
18/05/2021	MD Group	Building repairs/maintenance	£	1,728.00
18/05/2021	Merediths	Key cutting	£	157.00
18/05/2021	National Security Group	Building Security	£	42.00
18/05/2021	Phoenix Software Ltd	IT Software Subscription	£	110.26
18/05/2021	RAM Group UK	Key cutting	£	50.40
18/05/2021	Reflex Medical	Sports Equipment - YOSC	£	216.00
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	7.48
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	14.98
18/05/2021	Trade UK	Estates Maintenance Equipment/materials	£	47.98
18/05/2021	Society of Local Council Clerk	Staff Training	£	42.00
18/05/2021	South Gloucestershire Council	Member Training	£	50.00
18/05/2021	South Gloucestershire Council	Member Training	£	50.00
18/05/2021	STANNAH LIFT SERVICES	Lift Servicing	£	284.70
18/05/2021	Verde Recreo Ltd	Maintenance of All Weather Pitch	£	446.26
18/05/2021	Virgin Media Payments Ltd	Poole Court Wifi	£	48.00
18/05/2021	Wotton Tree Consultancy	Tree Condition Survey	£	2,250.00
18/05/2021	Nationwide investment	Bank Transfer	£	100,000.00
18/05/2021	Petty Cash	Petty Cash Top up	£	132.84
18/05/2021	Petty Cash	Petty Cash Top up	£	247.76
18/05/2021	Bank Current Account	Bank Transfer	£	3,000.00
18/05/2021	Bank Current Account	Bank Transfer	£	118,231.81
19/05/2021	Avon Pension Fund	Pension Contributions April 21	£	13,952.90
19/05/2021	Amazon	No Ball Games Signs	£	16.08
19/05/2021	Bank Current Account	Bank Transfer	£	13,952.90
20/05/2021	South Glos Council	Business Rates Parish Hall	£	309.00
20/05/2021	South Glos Council	Business Rates Pop Inn Cafe	£	494.00
20/05/2021	South Glos Council	Business Rates Sunnyside	£	245.00
20/05/2021	Telefonica 02 UK Limited	Mobile phone charges	£	78.73
20/05/2021	Amazon	Disposable face masks	£	26.97
20/05/2021	Amazon	Disposable face masks	£	26.97
21/05/2021	HMRC	Tax/NI Contributions Apr 21	£	13,314.73
21/05/2021	Bank Current Account	Bank Transfer	£	14,441.46
24/05/2021	TV Licensing	TV Licence Armadillo	£	159.00
25/05/2021	29 Design	Signage design/print	£	295.00
25/05/2021	Brigstowe Media	Advertising	£	432.00
25/05/2021	FLEET LINE MARKERS LTD	Football Pitch Marking materials	£	482.64
25/05/2021	Ground Management Association	Consultancy fees - YOSC Drainage	£	1,629.60
25/05/2021	H2O Window Cleaning Services	Window cleaning	£	35.00
25/05/2021	J Hollister Hardware	Estates Maintenance Equipment/materials	£	39.94

25/05/2021	Hunts Foodservice Ltd	Kitchen stock for resale	£	88.31
25/05/2021	Murray Hire Ltd	Estates Staff PPE	£	71.99
25/05/2021	Murray Hire Ltd	Repair to estates equipment	£	15.90
25/05/2021	Raycox Turf Ltd	Topsoil	£	1,014.00
25/05/2021	RBS Software Solutions	IT Software Subscription	£	979.20
25/05/2021	Society of Local Council Clerk	Staff Training	£	42.00
25/05/2021	Society of Local Council Clerk	Staff Training	£	84.00
25/05/2021	South Gloucestershire Council	Payroll Bureau Charges	£	526.14
25/05/2021	South Gloucestershire Council	IT Support/Provision	£	580.51
25/05/2021	South Gloucestershire Council	IT Support/Provision	£	3,715.20
25/05/2021	South Gloucestershire Council	Localism Service Charge	£	8,580.96
25/05/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling services	£	161.32
25/05/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling services	£	1.82
25/05/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling services	£	1.82
25/05/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling services	£	107.48
25/05/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling services	£	83.10
25/05/2021	Virgin Media Payments Ltd	Telephone charges	£	37.67
25/05/2021	Yate Supplies	First Aid Supplies/Cleaning Materials	£	242.48
25/05/2021	West Mercia Energy	Gas/Electric Town Council Properties	£	3,112.65
25/05/2021	ProfitReach	Website support	£	178.80
25/05/2021	Bank Current Account	Bank Transfer	£	22,539.53
26/05/2021	INITIAL Washroom Solutions	Hygiene Bin Service	£	3.38
26/05/2021	Amazon	IT Equipment	£	21.88
26/05/2021	Phoenix Coffee & Equipment Ltd	Kitchen stock for resale	£	69.99
28/05/2021	Staff salaries May 21	Staff salaries May 21	£	48,632.85
28/05/2021	Amazon	IT Equipment	£	24.90
28/05/2021	Bank Current Account	Bank Transfer	£	48,632.85

135. MHCLG: Amendments to the Local Audit (Appointing Person) Regulations 2015

[Amendments to the Local Audit \(Appointing Person\) Regulations 2015 - Ministry of Housing, Communities and Local Government Citizen Space - Citizen Space](#)

Consultation response submitted on 10 May 2021

5. Do you agree with the above proposal to extend the regulatory deadline by which the scale fees need to be set to enable the appointing person (PSAA Ltd) to take into account more up-to-date information?

- I agree.

Extending this date would still allow us to be able to build this figure into our budgeting with the hope that changes to these agreed figures are reduced as any changes are built into this figure rather than being added on which is the case now.

6. Do you agree with the above proposals to enable the appointing person to consult on and agree standardised fee variations to be applied to all or certain groups of principal bodies?

- Unsure

This depends on the criteria it proposes for selecting the certain groups of principal bodies and what consultation process would be offered to those effected to put across their evidence of not to be selected for potential fee increase.

7. National fee variations could only be implemented in prescribed circumstances, which would be defined in the regulations. Do you have any comments on the example circumstances outlined in paragraph 3, or any additional circumstances that should be considered?

With regards to 3.a. If it can be proven that a change in policy/audit requirements/financial codes is applicable to the business in question and a consultation process is in place then I agree with the national approach rather than local negotiations.

8. Do you have any comments about the above proposals to enable some fee variations for additional elements of work to be approved during the audit, noting that the appointing person's scrutiny processes to review the proposed additional fees would operate in all cases in the usual way?

I agree to the proposal of approving some fee variations for additional elements of work during the audit, however clear line of sight would need to be given with a set timescale. So when an additional element of work is required then the cost, timescale, proof of completion and payment timescale need to be discussed and have clear policy on how this is implemented.

9. Do you agree with the above proposal that the appointing person is able to appoint auditors for the period that it considers to be the most appropriate, up to the maximum length of the appointing period subject to consultation with the relevant bodies?

- I agree

Having the flexibility to appoint auditors for an appropriate period should drive forward better performance from auditors and promote best practice. However a constant change in auditors year on year could provide instability and inconsistencies so this needs to be fully explored through consultation.

10. We would also welcome any more general comments on the proposals and any unintended consequences that might arise from their implementation.

In general the proposals seem valid and for the benefit of the wider group. But whenever standardised approaches are taken then there will be a group that will be adversely affected by changes made on a national level.

11. Finally, any comments relating to the equalities impact of the above proposals would be welcomed.

No comments relating to the equalities impact of the proposals

Submitted to **Technical consultation: changes to permitted development rights for electronic communications infrastructure**
Submitted on **2021-06-12 16:30:07**

About You

Full Name:

Please enter your full name:

Chris Willmore

Please enter your email address:

chriswillmore@blueyonder.co.uk

What type of organisation are you representing?

Community Group / Parish Council / Neighbourhood Forum

If you answered "other" please provide further details:

Name of your Organisation:

Yate town council

Radio Equipment Housing

Question 1 The Government has committed to make it easier to deploy radio equipment housing without the need for prior approval. This is to support the deployment of 5G and incentivise the use of existing sites for site sharing.

Comments:

We have found by experience that very small changes are often crucial to the acceptability of plans, sometimes just moving them a few feet can make a crucial difference. We are therefore opposed to removing proposals from the need for approval, because that removes a process that has produced wins for the providers and adjoining residents.

Comments:

We are content with changes which do not alter the existing footprint / elevation height/impact. We are not happy with saying any works are permitted subject to measures to mitigate visual impact, for the simple reason that whilst measures can be taken to mitigate impact up to about 7m, beyond that it is pretty much impossible to mitigate the visual impact. As worded this would give permission to do major changes above 7m without control, as you cannot mitigate visual impact at that height. That is not acceptable. It needs to be worded that IF there can be SIGNIFICANT measures to address visual impact it is okay, but that this will be limited to works at a height that can be mitigated.

Strengthening existing ground-based masts

Question 2 The Government has committed to make it easier to strengthen existing masts without the need for prior approval to be given by the local planning authority. This is to encourage use and sharing of existing masts and so limit the need for new ones.

Comments:

Increase in width where it can be mitigated by additional screening ie below c 7m is fine, but if it cannot be mitigated then this needs prior approval as increasing the width can significantly affect the visual impact.

Option B

Question 3 The Government has committed to make it easier to strengthen existing masts without the need for prior approval to be given by the local planning authority. This is to encourage use and sharing of existing masts and so limit the need for new ones.

Comments:

We would welcome plans to share masts, to decrease the total number, but we are worried that this proposal as written is NOT limited to mast sharing, but proposals a single mast could be erected as new up to 25m without prior approval, and to allow up to 30 m in some cases. We consider this unacceptable, because it removes any need for the companies to even think about visual impact.

We need a process in which the companies identify the locality that gives best coverage and then have a little flexibility to work with locals to identify the exact location to minimise impact. This proposal gives companies carte Blanche. We all want excellent coverage, but need a process that requires developers to take into account the impact on households/ biodiversity/historic environments.

Building-based masts

Question 4 The Government has committed make it easier to deploy building-based masts nearer to highways, subject to prior approval. This is to support deployment of 5G and extend mobile coverage encourage using existing structures.

Comments:

The exception to this proposals needs to extend beyond article 2(3) land / SSSI land and cover all heritage or biodiversity locations

Question 5 The Government wishes to go further to enable the deployment of building-based masts nearer to highways. This is to support deployment of 5G and extend mobile coverage encourage using existing structures.

Yes

Comments:

The problem is how you mitigate visual impact at that height. So IF visual impact can be mitigated sufficiently, taking into account the nature of the area. This right should be excluded in all areas of heritage or biodiversity conservation not just SSIs, eg areas where the mast will affect biodiversity or heritage of local significance.

New ground-based masts

Question 6 The Government has committed to enable higher masts, subject to prior approval. This is to support deployment of 5G, extend mobile coverage and to support the sharing of masts.

Comments:

The question talks about mast sharing, which we support, but the proposal is not in any way tied to mast sharing. As long as the prior approval process is able to say no, and the final wording builds in ' in order to facilitate mast sharing' and includes a requirement to mitigate visual impact then fine.

Question 7 The Government has considered whether further measures are needed to support deployment of 5G and extend mobile coverage.

Comments:

Again, we are concerned that the provision should always be subject to acceptable measures to mitigate visual impact. And we do not see how this can be achieved above 7m. We think that even if you could relax the provision to say subject to acceptable measures to mitigate visual impact, any activity in the proximity of residential dwellings, schools, locally significant biodiversity or heritage areas should be subject to prior approval

Safeguarding

Question 8 The Government wishes to ensure that appropriate measures are in place to mitigate the impact of development from the proposals on safeguarded areas. To achieve this, we are proposing to amend the General Permitted Development Order for all developments relating to masts within official safeguarded areas related to Aerodromes, Technical Sites and Military Explosives Storage Areas.

Yes

Comments:

Small Cell Systems

Question 9 The Government wishes to update the definition of small cell systems in the General Permitted Development Order. This is to ensure that there is no uncertainty about the types of technology that fall within the definition.

Not Answered

Comments:

Implementation

Question 10 We welcome comments on what more, if anything, the Government should do to ensure successful implementation of the proposed planning reforms to support the deployment of 5G and extend mobile coverage .

Comments:

The crucial thing is to understand that we get better mast deployment, and less controversy if there IS a process that requires developers to work with locals, and whilst the prior approval process as currently formulated could improved, it serves the purpose of forcing discussion. We are concerned that without it sites will be imposed which are locally problematic, whereas an equally good site a few yards away would be less problematic.

Public Sector Equality Duty

Question 11 The proposals outlined in this technical consultation build upon the principles that the Government has established to enable the deployment of 5G and extending mobile coverage, and have been considered under Section 149 of the Equality Act 2010.

Comments:

We are concerned to ensure that accessibility to mobile comms is equally shared to diverse communities including a full levelling up strategy, but that removal of the requirements to work with communities might impact most adversely on the poorest communities. We need to ensure there is local discussion to ensure appropriate location, not only the most profitable.

Assessment of Impact

Question 12 We welcome any further evidence specifically on the regulatory impacts of the proposed changes to planning regulations set out in this technical consultation

Comments:

There is a difference between having a regulatory stage, which we think forces developers to think about social and local impacts, and the process of that stage. We would welcome proposals to make that regulatory stage less bureaucratic, but this should not be confused with having the stage. We are worried that by removing so much from the regulatory stage completely, we are removing that pressure to internalise what the telecoms providers may otherwise regard as externalities.

Supporting Evidence & Confidentiality

Confidentiality

I would like my response to be treated as confidential:

No

Any additional evidence to support your consultation responses should be added here.

Supporting evidence:

No file uploaded