



ADVISORY MEETING of the members of Yate Town Council's Finance and Governance Committee

23 March 2022

This is an **advisory** meeting of members of the **Finance and Governance Committee** of **Yate Town Council** to be held remotely via Zoom on **Tuesday 29th March** between 7.00pm – 8.30pm for the purpose of transacting the business set out in the agenda below.

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decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government.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 will serve 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. Members of the public are warmly welcome to join the meeting and raise any matters under Item 4 - Public Participation.

Join Zoom Meeting

<https://us06web.zoom.us/j/96859374994?pwd=M2dPNFU2WjQ2M2JMampVVGoxRHA2Zz09>

Meeting ID: 968 5937 4994

Passcode: 050627

One tap mobile

+441314601196,, 96859374994#,,,,*050627# United Kingdom

Hayley Townsend
Town Clerk

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. To elect Chair of the advisory meeting.
2. Apologies for Absence.
3. Declarations of Interest under the Localism Act 2011

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.

4. Public Participation Session with Respect to Items on the Agenda
5. To Receive the Notes for the Finance and Governance Advisory Meeting Held on 08 February 2022

<https://yatetowncouncil.gov.uk/finance-and-governance-meetings>

6. To Consider the Following Items on the Clerk's Report:

- 1 Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 8 March 2022**

- 2 Sealing and Signing of Town Council Documents**

- 2/1 Documents for Signing/Sealing
- 2/2 Urgent Documents for Signing/Sealing

- 3 Accounts/Finance**

- 3/1 Accounts for Payment
- 3/2 Fundraising
- 3/3 Omicron Additional Restrictions Grant

- 4 Premises**

- 4/1 Bookings



- 4/2 Leases
- 4/3 Family Food 4 Free

5 Sub-Committee Reports

- 5/1 Grants and Finance Sub-Committee
- 5/2 Staffing and Governance Sub-Committee
- 5/3 IT – Website Review Sub-Committee
- 5/4 Priorities and Strategy Scrutiny Working Group

6 Town Council Representatives on Outside Bodies which report to the Finance & Governance Committee

- 6/1 ALCA Regional Committee
- 6/2 NALC Larger Councils' Group

7 Consultations

- 7/1 Current Consultations
- 7/2 Consultation Responses
- 7/3 Urgent Consultations

8 Items for discussion

- 8/1 Accounts and Finance
 - (a) Direct Debit and Standing Orders
 - (b) Venue Hire Charge Structure
- 8/2 Repairs Delegation
- 8/3 Hybrid Meeting Equipment

9 Confidential Items

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 if a confidential session is required, any members of the press or public present be excluded, and they be instructed to withdraw.

- 9/1 Confidentiality Confirmation
- 9/2 Items to be viewed under confidential session



- (a) Bank Accounts
 - (b) Play Area Refurbishment Schedule
- 9/3 Return to Open Session

10 Consideration of Impact of Decisions on Climate and Waste



Yate Town Council **Advisory Meeting** of members of the Finance and Governance Committee 29th March 2022

Clerk's Report

Item 1. Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 8 March 2022

To **NOTE** following the Advisory Meeting of Members of the Environment and Community Committee, a funding request from Off the Record was circulated to Members of Finance and Governance on 15 March 2022. Further to that consultation with members, under delegated powers, a one-year Funding Agreement for £4,500 will be entered with Off the Record, commencing 1 April 2022.

Item 2. Sealing and Signing of Town Council Documents

2/1 Documents for Signing/Sealing

To **NOTE** that the following documents have been signed or sealed and signed:

- Provision of Internal Audit Services by South Gloucestershire Council Internal Audit Service contract with effect from 1 April 2022 to 31 March 2025;
- Localism contract with South Gloucestershire Council for the provision of services for one year commencing 1 April 2022;
- South Gloucestershire Council E-Bike Grant Terms and Conditions 2022;
- Contract renewal of Payroll Services provided by South Gloucestershire Council commencing 1 April 2022 to 31 March 2025;
- Licence between Yate Town Council and Yate and District Bowling Club for Sunnyside Bowling Green/Pavilion for 1 April 2022 to 1 October 2022;
- Variation to Learning Partnership West Agreement, extending the current youth provision until 31 March 2024;
- 36 month contract for the Hygiene bins across 7 Yate Town Council Venues commencing 28.3.22.

2/2 Urgent Documents for Signing/Sealing

To **RECEIVE** any urgent documents for signature/sealing.



Item 3. Accounts/Finance

3/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 1)

3/2 Fundraising

To receive and **NOTE** the annual fundraising report. (Appendix 2)

3/3 Omicron Additional Restrictions Grant

To **NOTE** following an application to South Gloucestershire Council for the Omicron Additional Restrictions Grant, Yate Town Council has been awarded £5,000.

Item 4. Premises

4/1 Bookings

To **NOTE** the following update:

- Bookings and booking enquiries across all venues are increasing with the easing of Covid restrictions. We have acquired a number of new regular community group hires offering a range of diverse activities such as Kurling, Scrabble and tap dance to name a few. The Parish Hall remains a popular venue for children's party bookings at the weekend.
- Off the Record have returned their signed booking form indicated they would like to hire the small meeting room at the Armadillo on a 3 day a week block booking basis once their lease ends. Officers have provided the paperwork and are awaiting the signed booking forms.

4/2 Leases

To **NOTE** the following update for the Poole Court leases:

- The draft lease for South Gloucestershire Parents and Carers, who are moving to the Celestine Room, was circulated to members on 15 March 2022 for comments. The draft lease was agreed via delegated powers and officers have advised our solicitors to proceed.
- CVS South Gloucestershire previously advised they envisaged that they would not be renewing their lease; this has now been confirmed and will be leaving Poole Court as of March 2022.



4/3 Family Food 4 Free

To **NOTE** Yate Town Council currently provides storage to the group via use of the Parnell Room at Poole Court. The group is now looking for permanent premises to continue its offering of a community fridge for the local area. Officers are meeting with FF4F to discuss their requirements and to view potential venues for a permanent base. To receive any further information.

Item 5. Sub Committees and Working Groups

5/1 Grants and Finance Sub-Committee

To **NOTE** Covid-19 Battle Fund Grants have been awarded to the following organisations since the last advisory meeting of members of the Finance and Governance Committee:

- The Willow Tree Centre: £250 to assist with the costs of advertising and Associations/Memberships for the volunteers;
- Shopmobility South Gloucestershire: £250 to assist with the purchase of a laptop.
- the 2022 general grants round and the availability of Covid-19 Battle grant funding have now been advertised on the Yate Town Council website and announced via social media;
- the general grant funding application closing date is Friday 24th June 2022.

5/2 Staffing and Governance Sub-Committee

To **NOTE** that the Local Government Services Pay Agreement 2021-2022 has been reached on rates of pay applicable from 1 April 2021; circular details were circulated to members 1 March 2022. This has been implemented for all applicable staff of Yate Town Council.

5/3 IT - Website Review Sub-Committee

Further to Minute number 5/3 Finance and Governance 7 December 2021:

*It was **NOTED** that a new area for access by Councillors and staff has been created on the website to allow the sharing of documents. (Dummy documents have been uploaded and members of the IT/Website Review Sub-Committee have been asked to test prior to rolling out further).*

Following this, feedback was received from two Councillors regarding the current state of the secure area, as follows:

- The search tool;
 - Does not identify specific searches or identify any search results within documents.



- Opening multiple documents;
 - Unable to open multiple documents, especially when using a tablet or phone, which does not make the area user friendly.
- There is no login or out button with Councillors accessing the area through a link.

Feedback was sent to the website developer and a response is awaited.

5/4 Priorities and Strategy Scrutiny Working Group

To **NOTE** that the Chair and Vice-Chair of Council will advise the clerk when to convene the Working Group meeting.

Item 6. Town Council Outside Bodies Which Report to the Finance and Governance Committee

6/1 ALCA Regional Committee

To **NOTE** the date and time of the next meeting is to be confirmed.

6/2 NALC Larger Councils' Group

To **NOTE** the draft minutes of the NALC Larger Councils Committee held on 22nd February 2022 were circulated on 18th March 2022

The date and time of the next meeting is set for 10th May 2022 at 10.00am.

Item 7. Consultations

7/1 Current Consultations

To **NOTE** no consultations have been received.

7/2 Consultation Responses

To **NOTE** consultation responses;

Consultation Name	Link	Date Circulated	Closing Date	Notes
Government Business Rates Review: Technical Consultation. (Appendix 4)	Business Rates Review: technical	15.12.21	22.02.22	No comments submitted.



	consultation - GOV.UK (www.gov.uk)			
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7/3 Urgent Consultations

To receive any urgent consultations.

Item 8. Items for Discussion

To **NOTE** to enable focus of the meeting, items for discussion within the Clerk's Report have been collated under item 8 for consideration.

8/1 Accounts and Finance

a) Direct Debit and Standing Orders

In line with items 5/7, 5/8 and 6/6 of Yate Town Council's Financial Regulations:

- 1) to annually approve the use of Direct Debits, Standing Orders and BACS payments;
- 2) to receive an up-to-date listing of Direct Debit and Standing Order payments made by Yate Town Council on a regular basis for consideration and approval (Appendix 3).

b) Venue Hire Charge Structure

We have received feedback from hirers and members regarding our current charging structure and the minimum booking time of 3 hours for certain rates for bookings at Poole Court, Parish Hall, YMCA, Pop Inn Café and Heritage Centre.

Officers have reviewed this, and the minimum booking period is a historic restriction that has been carried forward year-on-year. After checking with the Bookings and Estates team, this condition is no longer needed for the majority of bookings.

Furthermore, other venues of YTC do not have a minimum booking period so if this was removed it would bring the charging structure in line with all venues at YTC making it easier for hirers to understand and whilst also making our prices more competitive in the current environment.

It is **RECOMMENDED** that:

- the 3-hour minimum booking period be removed from the charging structure for Poole Court, Parish Hall, YMCA, Pop Inn Café and Heritage Centre;



- Party bookings remain with a 3-hour minimum period as this is suitable timeframe for this type of activity for the unmanned venues, and is consistent with our other venues;
- When hire enquiries are received, these are managed to ensure the appropriate length of hire and time between bookings is applicable to allow for setting up / clearing away.

This will make our charging structure clearer and fairer across all venues and booking types, whilst ensuring our pricing remains competitive in the current market.

8/2 Repairs Delegation

Further to minute number 57/1 of the Full Council meeting held 26 October 2021 it was resolved that the following delegation be provided to the Town Clerk:

***Repairs Delegation** - to enable the swiftest mechanism for routine repairs and maintenance to be undertaken, expenditure connected to capital repairs and maintenance to Town Council assets (eg, play areas, building, sports equipment, sculptures etc) be committed without the need for specific council approval, providing they can be met within budget (including reserves). A trial period of six months to be implemented from 26th October 2021.*

Please could members consider if they wish to recommend to Full Council that this delegation remains permanently following the trial period of six months.

8/3 Hybrid Meeting Equipment

Further to previous discussions that hybrid meetings will be required, in order to accommodate online attendees to participate at meetings that are taking place face to face and to form part of the suite of options available for Poole Court bookings, additional equipment is required to enable the hybrid option. Please find attached officer report detailing two options for the additional equipment required, with costs and listed positives and negatives for consideration. (Appendix 4)

If members wish to proceed with either option, it is **RECOMMENDED** that the equipment is purchased from the IT Earmarked reserve held by the council to procure IT equipment as and when identified. The current balance of the Earmarked reserve is £25,758.

Item 9. Confidential Items

9/1 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.



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.

9/2 Items to be viewed under confidential session

a) Bank Accounts

To receive and consider an up-to-date list of financial organisations used by Yate Town Council along with authority settings. (Confidential Appendix 5)

b) Play Area Refurbishment Schedule

To receive confidential appendix 6.

9/3 Return to Open Session

To **RESOLVE** to return to open session.

Item 10. 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 committee during the meeting.

Appendix 1

Payments made between 1st and 28th February 2022			
Date Paid	Payee Name	Transaction Detail	Total
01/02/2022	Alexandra	Estates Staff PPE	£ 92.88
01/02/2022	Bank Current Account	Bank Transfer	£ 7,318.57
01/02/2022	Brake Bros Ltd	Kitchen Stock for Resale	£ 125.99
01/02/2022	Brake Bros Ltd	Kitchen Stock for Resale	£ 0.80
01/02/2022	BS1 Fire & Security Ltd	Building Security YOSC	£ 1,314.17
01/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 257.83
01/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 13.18
01/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 5.10
01/02/2022	Murray Hire Ltd	Hire of estates equipment	£ 51.00
01/02/2022	South Gloucestershire Council	Cleaning Town Council Properties	£ 1,836.84
01/02/2022	STANNAH LIFT SERVICES	Lift Servicing Armadillo	£ 284.70
01/02/2022	Trade UK	Estates maintenance equipment/materials	£ 10.00
01/02/2022	Trade UK	Estates maintenance equipment/materials	£ 2.14
01/02/2022	Trade UK	Estates maintenance equipment/materials	£ 6.49
01/02/2022	Water2Business	Water and Sewerage Charge	£ 59.09
01/02/2022	West Mercia Energy	Gas/Electric Town Council Properties	£ 3,258.36
02/02/2022	ProfitReach	Website Support	£ 98.40
04/02/2022	Barclays	Bank Charges	£ 8.50
07/02/2022	Petty Cash	Petty Cash Top Up	£ 99.59
07/02/2022	Petty Cash	Petty Cash Top Up	£ 248.72
07/02/2022	World of Sweets (Hancocks) Ltd	Kitchen Stock for Resale	£ 309.10
08/02/2022	British Telecom Payment Service	Telephone Charges	£ 15.16
08/02/2022	Disclosure and Barring Service	Staff DBS Check	£ 13.00
08/02/2022	Phoenix Coffee & Equipment Ltd	Kitchen Stock for Resale	£ 209.97
08/02/2022	South Glos Council	Business Rates	£ 337.00
09/02/2022	Amazon	DVD for Armadillo Cinema	£ 9.99
09/02/2022	Amazon	DVD for Armadillo Cinema	£ 9.99
09/02/2022	Bank Current Account	Bank Transfer	£ 65.96
09/02/2022	Victoria Westlake Flowers	Chairs Expense of Office Costs	£ 30.00
10/02/2022	Amazon	H&S Signage	£ 6.81
10/02/2022	Amazon	H&S Signage	£ 4.99
10/02/2022	Amazon	Sweet Bags Armadillo	£ 16.90
10/02/2022	Myhrtoolkit Limited	IT Software Subscription	£ 118.80
10/02/2022	ProfitReach	Website Support	£ 64.62
11/02/2022	Imprest Account	Bank Transfer	£ 1,447.18
11/02/2022	Lex Autolease Ltd	Estates Vehicle Lease Payment	£ 249.74
11/02/2022	Society of Local Council Clerk	Training Conference Fees	£ 90.00
15/02/2022	Avon Sports Ground Maint Co.	Bowling Green Maintenance Materials	£ 244.99
15/02/2022	Bank Current Account	Bank Transfer	£ 9,286.01
15/02/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 57.60
15/02/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 369.79
15/02/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 175.68
15/02/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 238.22
15/02/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£ 213.94
15/02/2022	Brake Bros Ltd	Kitchen Stock for Resale	£ 70.08
15/02/2022	Brake Bros Ltd	Kitchen Stock for Resale	£ 94.04
15/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 167.87
15/02/2022	Complete Business Solutions Gr	Stationery	£ 48.60
15/02/2022	H2O Window Cleaning Services	Cleaning Town Council Properties	£ 80.00

15/02/2022	MD Group	Building Maintenance/Repair - Pop Inn Café	£ 120.00
15/02/2022	MELCOURT INDUSTRIES LTD	Playbark - Play areas	£ 4,104.00
15/02/2022	National Security Group	Building Security	£ 156.02
15/02/2022	National Security Group	Building Security	£ 42.00
15/02/2022	Re-Energize	Event Management Fee	£ 1,409.00
15/02/2022	SHB Hire Ltd	Estates Vehicle Lease Payment	£ 437.10
15/02/2022	South Gloucestershire Council	IT Support	£ 580.48
15/02/2022	The Purple Guide	Events Industry Forum Subscription	£ 30.00
15/02/2022	Trade UK	Estates maintenance equipment/materials	£ 24.00
15/02/2022	Trade UK	Estates maintenance equipment/materials	£ 17.00
15/02/2022	Trade UK	Estates maintenance equipment/materials	£ 4.80
15/02/2022	Trade UK	Estates maintenance equipment/materials	£ 43.98
15/02/2022	Verde Recreo Ltd	All weather pitch maintenance	£ 446.26
15/02/2022	Virgin Media Payments Ltd	Wifi charge	£ 48.00
15/02/2022	Yate Supplies	Cleaning Materials	£ 148.90
18/02/2022	Avon Pension Fund	Monthly Pension Contributions	£ 13,886.07
18/02/2022	Bank Current Account	Bank Transfer	£ 13,345.27
22/02/2022	Avon Sports Ground Maint Co.	Bowling Green Maintenance Materials	£ 630.00
22/02/2022	Bank Current Account	Bank Transfer	£ 45,363.33
22/02/2022	Brake Bros Ltd	Kitchen Stock for Resale	£ 57.57
22/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 2.70
22/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 4.50
22/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 21.88
22/02/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for Resale	£ 120.99
22/02/2022	Ford Fuel Oils	Fuel Estates Vehicles	£ 491.09
22/02/2022	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 330.84
22/02/2022	HMRC	Monthly Tax/NI Contributions	£ 13,674.70
22/02/2022	Horders	Electrical Works YOSC	£ 2,643.83
22/02/2022	Horders	Electrical Works Heritage Centre	£ 283.66
22/02/2022	Lawrence Tree Services	Tree Works Parks/Play Areas/Open Spaces	£ 12,397.44
22/02/2022	Quest 88 Ltd	Specialist Sports Equipment	£ 5,556.00
22/02/2022	RBS Software Solutions	IT Software Subscription	£ 198.00
22/02/2022	Returnable Deposit	Hirer Refund Returnable Deposit	£ 50.00
22/02/2022	Shopmobility South Gloucesters	Grant Funding	£ 250.00
22/02/2022	South Gloucestershire Council	Quarterly localism charge	£ 8,580.96
22/02/2022	Telefonica 02 UK Limited	Mobile Phone Charges	£ 195.00
22/02/2022	Trade UK	Estates maintenance equipment/materials	£ 17.00
22/02/2022	Trade UK	Estates maintenance equipment/materials	£ 9.70
22/02/2022	Trade UK	Estates maintenance equipment/materials	£ 1.64
22/02/2022	Ultion Locks	Lock/Keys for Town Council Building	£ 114.50
22/02/2022	Virgin Media Payments Ltd	Telephone Charges	£ 40.51
22/02/2022	World Snooker Services	Youth Equipment Armadillo	£ 31.97
22/02/2022	World Snooker Services	Youth Equipment Armadillo	£ 234.00
23/02/2022	Petty Cash	Petty Cash Top Up	£ 245.61
23/02/2022	Petty Cash	Petty Cash Top Up	£ 116.19
24/02/2022	ProfitReach	Website Support	£ 178.80
25/02/2022	Amazon	Chairs Expense of Office Books	£ 8.33
25/02/2022	Amazon	Chairs Expense of Office Books	£ 41.65
25/02/2022	Amazon	Staff Lanyard	£ 2.00
25/02/2022	Amazon	Youth Equipment Armadillo	£ 31.74
28/02/2022	Bank Current Account	Bank Transfer	£ 47,343.93
28/02/2022	Staff Salaries Feb 22	Staff Salaries	£ 47,940.78

Fundraising Report to 31 March 2022			
Listed below is a summary individuals/organisations who have been approached or have donated funding to Yate Town Council projects in the 2021/2022 financial year:			
Name of Organisation	Project Identified	Status of Application	Amount Awarded
SGC - Area Wide Grant	Coir Rolls and Aerator for Kingsgate and Brinsham Parks	Unsuccessful, but awarded under MAF	0.00
SGC - Area Wide Grant	YMCA Accessibility Improvements	received	2700.00
SGC - Business Restart Grant	Support towards the Armadillo restarting after lockdown	Unsuccessful	0.00
SGC - Business Restart Grant	Support towards the Heritage Centre restarting after lockdown	Unsuccessful	0.00
SGC - Business Restart Grant	Support towards Poole Court restarting after lockdown	Unsuccessful	0.00
SGC - Business Restart Grant	Support towards the Pop Inn Café restarting after lockdown	Unsuccessful	0.00
SGC - Business Support Grant	funding for Sunnyside Pavillion to support the effects of Covid-19	received	238.21
SGC - Business Support Grant	funding for Parish Hall to support the effects of Covid-19	received	238.21
SGC - Business Support Grant	funding for Armadillo to support the effects of Covid-19	received	357.14
SGC - CIL	Recycled Pedestrian bridge and noticeboard	received	8273.67
SGC - Community Brightside	YMCA Garden	received	500.00
SGC - Community Brightside	Armadillo Garden	received	500.00
SGC - Community Brightside	Armadillo Healthy Cooking Workshops	Successful	500.00
SGC - Community Brightside	PPE Bins - £500 requested	Unsuccessful	0.00
SGC - Discretionary Business Restart Grant	Support towards YTC restarting after lockdown	received	1500.00
SGC - Discretionary Business Restart Grant	Support towards YTC restarting after lockdown	received	750.00
SGC - Omicron Hospitality & Leisure Grant	Support towards the Armadillo effected by Omicron variant	Unsuccessful	0.00
SGC - Omicron Hospitality & Leisure Grant	Support towards the Heritage Centre effected by Omicron variant	Unsuccessful	0.00
SGC - Omicron Hospitality & Leisure Grant	Support towards Poole Court effected by Omicron variant	Unsuccessful	0.00
SGC - Omicron Hospitality & Leisure Grant	Support towards the Pop Inn Café effected by Omicron variant	Unsuccessful	0.00
SGC - Omicron Additional Restrictions Grant	Support towards YTC effected by Omicron variant	Successful	5000.00
SGC - MAF	MAF - MAB Accessibility	received	2043.00
SGC - MAF	MAF - Coir Rolls and Aerator for Kingsgate and Brinsham Parks	Original application under AWG but received under MAF	3000.00

SGC - MAF	MAF - Armadillo Garden Project	Successful	900.00
SGC - MAF	MAF - Climate & Planet	Successful	1058.00
SGC - MAF	MAF - YHC Accessibility	Successful	400.00
SGC - S106	Abbotswood Informal play - Revenue award	received	8140.28
SGC - S106	Millside Play Enhancement - Capital award	received	40500.00
Bristol City Council	Small grant award to support Yate Heritage Centre	received	195.00
Workplace Charging Scheme Voucher	Replacement dual electric charging point at Poole Court - Voucher enabling discount from supplier.	accepted	700.00
SGC - E-Bike Grant	Grant to provide 4 E-Bikes	accepted	0.00
Age UK - Connecting Communities Small Grants Fund	Yate Ageing Better - £2,000 requested	awaiting outcome March 22	0.00
Enovert Community Trust	Armadillo Youth Café modernisation project - £40,000 requested	Unsuccessful	0.00
SGC - Queens Platinum Jubilee Award 2022	Queens Platinum Jubilee Beacon Event	accepted	1500.00
Arts Council England	Local Nature Community Creation - £7,500 requested	awaiting outcome March 22	0.00
SGC - SLA Welcome Back Fund	Love Your High Streets - Old Yate	received	10000.00
England Athletics	Facility Improvements Fund	Unsuccessful	0.00
Wards	Easter Egg Event	received	50.00
Dodington	Easter Egg Event	received	100.00
			89143.51

Yate and District Heritage Centre Trust Charity Commission Register No: 1110300 Fundraising Report to 31 March 2022

'funds listed below are raised and administered by the Yate Heritage Centre Trust in line with the Trust's Governing Document dated 20th May 2003

Application of Income. This is reported to Yate Town Council by way of transparency, the funds are not passed to the council'

Name of Organisation	Project Identified	Status of Application	Amount Awarded
South Glos Council	SLA	Received	£2,800
Community Brightside	Online Streaming	Awarded	£500
SGC MAF Funding	Laptop	Awarded	£499
Yate Town Council	Revenue	Received	£2,500
Friends of Yate Heritage	Lecture series	Received	£500
Westerleigh Parish Council	Workshops	Received	£300
Dodington Parish Council	Workshops	Received	£300
Wickwar Parish Council	Printing WWI Book	Received	£500
Yate Town Council	St George's Day 2022	Received	£500
SGC AWG Funding	International Festival 2022	Received	£700
Society of Merchant Venturers	International Festival 2022	Received	£900
			£9,999

Direct Debits/Standing Orders/BACS Payments - 2021-2022				
Payee Name	Transaction Detail	Amount	DD/SO/Bacs	Frequency
Avon Pension fund	Monthly pension contributions	Variable/£15k approx	BACS	monthly
Avon Sports Ground Maintenance	Bowling Green Maintenance	£630.00	SO	monthly
Barclay Card	Monthly payment to clear balance of YTC Barclay Card	Variable dependent on monthly spend	DD	monthly
Barclays Bank	Bank Charges	Variable across multiple accounts approx £100	DD	monthly
British Telecom Payment Service	Building Security Armadillo	£15.16	DD	monthly
British Telecom Payment Service	Building Security Heritage	Variable/£73 approx	DD	quarterly
British Telecom Payment Service	Building Security Poole Court	Variable/£92 approx	DD	quarterly
British Telecom Payment Service	Pop Café Landline and broadband	Variable/£134 approx	DD	quarterly
Dell Finance	Laptops x 2 lease	£94.03	DD	quarterly
Dell Finance	Laptops x 3 lease	£121.03	DD	quarterly
HMRC	Monthly Tax/NI payment	Variable/£14k approx	BACS	monthly
ICO	GDPR/Data Protection subscription	£55.00	DD	annually
Lex Autolease	FA16 YMR estates van lease	£249.74	DD	monthly
Lex Autolease	BT18 DZL electric vehicle lease + EF18 XBM estates pick-up lease	£8,647.20	DD	annually
Lex Autolease	Road fund licences-DD for the annual increase only for all vehicles on lease (3)	Variable/£20-£30 approx per vehicle	DD	annually
Myhrtoolkit Limited	HR IT Software subscription	£118.80	DD	monthly
Profit Reach (Go Cardless)	third-party subscriptions for YTC website	£98.40	DD	monthly
Profit Reach (Go Cardless)	web care plan	£178.80	DD	monthly
Profit Reach (Go Cardless)	hosting of old YTC website	£64.62	DD	quarterly
Public Works Loan Board	Armadillo Loan repayments	£18,908.70	DD	twice yearly
Public Works Loan Board	Heritage Centre loan repayments	£9,062.06	DD	twice yearly
Public Works Loan Board	Multi Activity Building loan repayments	£8,957.90	DD	twice yearly
South Gloucestershire Council	Rates - Bowling Pavilion and Football Pavilion	1x£240.10 9x£245	DD	monthly
South Gloucestershire Council	Rates - Heritage Centre	1x£67.18 9x£66	DD	monthly
South Gloucestershire Council	Rates - Parish Hall	1x£312.80 9x£309	DD	monthly
South Gloucestershire Council	Rates - Poole Court	1x£2348 9x£2345	DD	monthly
South Gloucestershire Council	Rates - Armadillo	1x£1856.75 9x£1859	DD	monthly
South Gloucestershire Council	Rates - Pop Inn Café	1x£494.10 9x£494	DD	monthly
South Gloucestershire Council	Rates - YMCA	1x£119.03 9x£124	DD	monthly
South Gloucestershire Council	Rates - Celestine Room Poole Court	1x£184.80 11x£188	DD	monthly
Staff Salaries	Monthly staff salaries	Variable/£52k approx	BACS	monthly

Yate Town Council Hybrid Meeting Equipment

Option 1

Microphone

<p>Blue Yeti USB Microphone</p>  The image shows a blue Yeti USB microphone on its stand to the left. To the right is the product's retail box, which features the 'yeti' logo in white and a blue badge that reads 'WORLD'S #1 PREMIUM USB MIC'. The box also includes the text 'Ultimate USB microphone for professional recording' and '32-bit/192 kHz per microphone professional'.	<p>Supplier: Argos</p>
	<p>Cost: £119.99</p>

Camera

<p>ToLuLu Webcam</p>  The image displays a black ToLuLu webcam on a large, adjustable stand. To the right of the main unit are two smaller tripods and a small black ring, likely for mounting the webcam on a laptop or other device.	<p>Supplier: Amazon</p>
	<p>Cost: £21.99</p>

Speakers

<p>Honkyob USB Computer Speaker</p> 	<p>Supplier: Amazon</p>
<p>Cost: £15.99</p>	

Additional Items

<p>Atolla USB Hub</p> 	<p>Supplier: Amazon</p>
<p>Cost: £9.99</p>	

Total	£167.96
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Positives	Negatives
<ul style="list-style-type: none"> • Set up would allow hybrid meetings to take place • Small devices which would easily be stored 	<ul style="list-style-type: none"> • Clerks would have to set up individual items before meeting and put away after meeting (including screen and projector) • Requires secondary computer • Requires additional USB ports

<ul style="list-style-type: none"> • Can already be incorporated into current set up (with projector and screen) 	<ul style="list-style-type: none"> • Would need to be set up in close proximity to one another due to length of connection cables
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Option 2

Rally Bar Mini

<p data-bbox="387 678 719 712">Logitech Rally Bar Mini</p> 	<p data-bbox="1070 730 1326 763">Supplier: Logitech</p>
	<p data-bbox="1107 990 1289 1023">Cost: £2,699</p>

Additional Items

<p data-bbox="349 1288 756 1321">FITUEYES Mobile TV Stand</p> 	<p data-bbox="1070 1373 1326 1406">Supplier: Amazon</p>
	<p data-bbox="1107 1722 1289 1756">Cost: £65.99</p>

Sharp 1T-C32BC5KH2FB 32" Smart HD



Supplier: Currys (business)

Cost: £149.99 (exc. VAT)

Total £2,914.98

Positives

- All-in-one system (will allow everything to be controlled through one piece of equipment)
- Reduce the need for projector and pull-down screen – more professional set up
- Modern set up – more adaptable to modern computers / laptops
- No need to set up individual pieces of equipment
- The set up will allow this to move into different rooms
- Could open up a “conference room” set up for bookings

Negatives

- More expensive
- Expensive to replace
- If one feature stops working, would need to find alternative (such as purchasing separate microphone)
- Would need to purchase additional items such as TV screen and stand