### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Annual General Meeting of Bradley Stoke Town Council held at Bradley Stoke Jubilee Centre, Savages Wood Road, Bradley Stoke, on 10 May 2017 at 8.00pm.

PRESENT:

Councillors: Tom Aditya

John Ashe

Roger Avenin

Keith Cranney

Tony Griffiths

Gurmit Gupta

Elaine Hardwick

Paul Hardwick

Brian Hopkinson

Franklin Owusu-Antwi

Ben Randles

Andy Ward (Chair)

Marion Ward

Sharon Petela (Town Clerk)

Rachel Pullen (Responsible Finance Officer)

John Rendell (Deputy Town Clerk/Premises Manager)

Graham Baker (Youth Participation & Development Worker)

Councillor Elaine Hardwick welcomed everyone to the meeting and invited the two recipients of the Mayor’s Charity for 2016/17 to receive their cheques.

A total of £7,814.40 had been raised over the past year to be split between the **Heartful Dodgers** (£3,907.20 – 50%) and **Transplant Sport UK** (£3,907.20 – 50%). Representatives from both groups accepted the cheques.

## Apologies for absence

Councillors Daniel Hardwick and Arthur Lau.

**2 Election of Chair of Council for 2017/18 and Signing of Declaration of Acceptance of Office**

Councillor Tom Aditya proposed that Councillor Andy Ward serve as Chair of the Council for the ensuing year, seconded by Councillor Franklin Owusu-Antwi.

*Councillors Andy Ward and Marion Ward declared an interest and abstained from voting.*

A vote was taken, 11 in favour, 2 abstentions, proposal carried.

Councillor Andy Ward thanked all councillors for his nomination and then took the Chair of the Meeting after signing his Declaration of Acceptance of Office as Chair.

Councillor Andy Ward announced later during the meeting that his two Mayor’s Charities (50/50% split) for 2017/18 will be Cardiomyopathy UK and Freewheelers Emergency Voluntary Service.

**3 Election of Vice-chair**

Councillor Andy Ward proposed Councillor Paul Hardwick to act as Vice-chair of the Council for the coming year, seconded by Councillor Ben Randles.

Councillor Brian Hopkinson proposed Councillor Tom Aditya to act as Vice-chair of the Council for the coming year, seconded by Councillor Roger Avenin.

*Councillors Tom Aditya, Elaine Hardwick and Paul Hardwick declared an interest and left the meeting.*

A vote was taken, 4 votes for Councillor Paul Hardwick and 6 votes for Councillor Tom Aditya. Therefore, Councillor Tom Aditya was elected as Vice-chair of Council for 2017/18.

*Councillors Tom Aditya, Elaine Hardwick and Paul Hardwick rejoined the meeting.*

**4 Applications for Dispensations by Councillors**

Applications have been received from the following councillors: Tom Aditya, John Ashe, Roger Avenin, Keith Cranney, Tony Griffiths, Gurmit Gupta, Elaine Hardwick, Paul Hardwick, Brian Hopkinson, Franklin Owusu-Antwi, Ben Randles, Andy Ward and Marion Ward to allow them to take part in discussions and voting relating to 2017/18 Budget and 2018/19 Budget/Precept setting process. The Dispensation will run from 10th May 2017 until 16th May 2018.

Councillor Franklin Owusu-Antwi proposed that the Dispensation relating to Budget and Precept Setting be granted to all councillors named above, to run from 10th May 2017 until 16th May 2018, seconded by Councillor Ben Randles. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**5 Declarations of Interest**

None

**6** **Approval of Standing Committees & Amendment to Standing Orders**

**6.1 Approval of Standing Committees and appointment of members to serve on Standing Committees**

Councillor Franklin Owusu-Antwi proposed, seconded by Councillor John Ashe, that the following Standing Committees be continued. A vote was taken, 12 in favour, 1 abstention, proposal carried

6.1.1 Finance

6.1.2 Planning & Environment

6.1.3 Leisure, Youth & Amenities

Members were allocated to the Standing Committees as follows. (The Chair and Vice-chair are *ex-officio* members with voting rights on every committee.)

**6.1.1. Finance Committee**

John Ashe Roger Avenin Paul Hardwick Brian Hopkinson Franklin Owusu-Antwi Ben Randles

**6.1.2 Planning & Environment Committe**e

Roger Avenin Keith Cranney Gurmit Gupta

Paul Hardwick Brian Hopkinson Franklin Owusu-Antwi Ben Randles Marion Ward

**6.1.3 Leisure, Youth & Amenities Committee**

Paul Hardwick Brian Hopkinson Franklin Owusu-Antwi

Ben Randles Marion Ward

Councillor Franklin Owusu-Antwi proposed that the councillors named above are allocated to the three Standing Committees, seconded by Councillor Ben Randles. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**7 To Resolve that Bradley Stoke Town council continues to meet criteria to exercise the General Power of Competence**

Councillor Ben Randles proposed that: as of 10th May 2017, Bradley Stoke Town Council meets the following conditions to be able to award itself the General Power of Competence:

* Two thirds or more of councillors have been elected, rather than co-opted or appointed; and
* The Clerk to the Town Council holds the Certificate of Higher Education/First Level of the Foundation Degree in Community Engagement & Governance awarded by the University of Gloucestershire; and
* The Clerk to the Town Council has completed the relevant training (i.e. training in the exercise of the general power of competence in accordance with the national training strategy for parish councils adopted by NALC)

The resolution was seconded by Councillor Paul Hardwick. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**8 Council Representatives**

**8.1 Almondsbury Charity**

Councillor Andy Ward appointed by Full Council on 9th March 2016 for a period of 4 years.

**8.2 Avon Local Councils Association (2: Town Clerk + 1 councillor)**

Councillor Andy Ward proposed that The Town Clerk and Councillor Tony Griffiths be appointed, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 10 in favour, 3 abstentions, proposal carried.

**8.3 SG Area Avon Local Councils Association group (3: Town Clerk + 2 councillors)**

Councillor Andy Ward proposed that the Town Clerk and Councillors Franklin Owusu-Antwi and Andy Ward be appointed, seconded by Councillor Tom Aditya. A vote was taken, 10 in favour, 3 abstentions, proposal carried.

**8.4 Friends of Bradley Stoke Library (2)**

Councillor Tom Aditya proposed that Councillors Andy Ward and Marion Ward be appointed, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 9 in favour, 3 abstentions, 1 against, proposal carried.

**8.5 Patchway, Filton & The Stokes Communities Against Hate Crime Group (2: Town Clerk + 1 councillor)**

Councillor Tom Aditya proposed that Councillor Tony Griffiths and the Town Clerk be appointed, seconded by Councillor Roger Avenin. A vote was taken, 10 in favour, 3 abstentions, proposal carried.

**8.6 Friends of Jubilee Green**

Councillor Roger Avenin proposed that Councillor Brian Hopkinson be appointed, seconded by Councillor Marion Ward. A vote was taken, 10 in favour, 2 abstentions, 1 against, proposal carried.

**8.7 Press Spokesperson (in conjunction with the Town Clerk)**

Councillor Andy Ward proposed that Councillor Ben Randles be appointed as Press Spokesperson, seconded by Councillor Elaine Hardwick. A vote was taken, 9 in favour, 4 abstentions, proposal carried.

**8.8 Responsible Finance Officer**

Councillor Andy Ward proposed that the Rachel Pullen continue in this role, seconded by Councillor Marion Ward, carried unanimously.

**8.9 Splatts Abbey Wood Conservation Group**

Councillor Roger Avenin proposed that Councillor Andy Ward be appointed, seconded by Councillor Elaine Hardwick, carried unanimously.

**8.10 Town & Parish Councils Forum**

Councillor Brian Hopkinson proposed that the Town Clerk and Chair of Council (or his representative) be appointed, seconded by Councillor Gurmit Gupta, carried unanimously.

**8.11 Twinning Association (2)**

Councillor Tom Aditya proposed that Councillors Andy Ward and Marion Ward be appointed, seconded by Councillor Tony Griffiths, carried unanimously.

**8.12 Patchway, Filton & The Stokes Volunteer Centre Steering Group (2: Town Clerk + 1 councillor)**

Councillor Andy Ward proposed that The Town Clerk and Councillor Franklin Owusu-Antwi be appointed, seconded by Councillor Roger Avenin. A vote was taken, 11 in favour, 1 abstention, 1 against, proposal carried.

**8.13 “Friends of Skatepark” group**

Councillor Andy Ward proposed that this group is not required at this moment in time, seconded by Councillor Ben Randles. A vote was taken, 10 in favour, 2 abstentions, 1 against, proposal carried.

**9 To approve the following Resolution in respect of the main account and the petty cash account of Bradley Stoke Town Council; that**

9.1 The Barclays Bank plc ("the Bank") shall continue as our primary bankers;

9.2 The Bank shall be authorised to honour all cheques, debit card and internet transactions or other orders for payment drawn, made or accepted on our behalf including bills of exchange and promissory notes, even if any such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed by any two (and any one in respect of the petty cash account) in accordance with the specimen signatures;

9.3 The Bank shall act on all specimen signatures in accordance with any instructions, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property;

9.4 The Bank shall be sent a copy of any future resolutions that affect the terms of the above resolutions;

9.5 The Bank shall be sent a copy of any changes in Rules and Regulations or Byelaws;

9.6 The Bank shall be notified of any change of Committee Members;

9.7 The Bank shall be notified in writing of any change of officials authorised to sign on our behalf;

9.8 The Bank shall otherwise continue to operate our accounts in accordance with the mandate.

The above resolution will also apply to the Lloyds Bank account should the financial situation change and/or Council approve changing the primary banker in line with The Financial Regulations.

Councillor Andy Ward proposed acceptance of all the above items (9.1 – 9.8 plus reference to Lloyds Banks), seconded by Councillor John Ashe. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**10 Authorised Signatories**

Rachel Pullen, RFO informed the meeting that, in view of the fact that nearly all payments are now issued from the main account via internet banking which negates the need for cheque signatures at council meetings and in view of the amount of work involved and lengthy mandate processing timescales associated with resetting bank mandates, she suggests maintaining the existing signatories, as detailed below:

**Barclays & Lloyds Bank**

Sharon Petela, John Ashe, Roger Avenin, Paul Hardwick, Andy Ward & Brian Hopkinson and Ben Randles

**Nationwide 1 Year Bond + Instant Access - UK**

Sharon Petela & John Ashe are the Business Officials. Roger Avenin, Paul Hardwick, & Andy Ward are signatories with ID checked.

**Cambridge & Counties Bank**

Sharon Petela & Andy Ward are the Authorised Officials with Marion Ward + Franklin Owusu-Antwi as other signatories.

It should also be noted that as all current account expenditures are pre-approved by council, Sharon Petela (The Town Clerk) will always be readily available to be a second signatory should a cheque payment be required in situations when only one other authorised councillor is available.

Following discussion Councillor Franklin Owusu-Antwi proposed that existing bank account signatures be maintained as detailed above, seconded by Councillor Gurmit Gupta. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**11 Appointment of Auditors**

**11.1 Note Appointment of External Auditor**

PKF LittleJohn LLP had been appointed for the next 5 years 2017 – 2022 following council’s decision to opt in to the SAAA procurement exercise for as 5-year period as approved by Full Council on 9th March 2016 (minute 11.1.3).

*Councillor Tom Aditya left the meeting at this point*

**11.2 Note Appointment of Internal Auditor to the Town Council**

It was NOTED that South Gloucestershire Council had been appointed as Internal Auditors in 2016/17 on a rolling contract due to the specialised work involved as approved by Full Council on 9th March 2016 (minute 11.1.2) and this will continue for 2017/18.

*Councillor Tom Aditya rejoined the meeting at this point*

**12 2016/2017 Year End Figures (unaudited) and Adjusted Forward 5 Year Budget Plan**

Rachel Pullen (RFO) informed the meeting that The Summary of the 2016/17 year-end position as at 26th April 2017 has been incorporated within the 5 Year Forward Plan (see Appendix A) and is only very slightly different to that reported at April Finance.

The current position shows a 2016/17 year-end surplus of approximately £57.5K, with only one bill currently identified as being outstanding in respect of water for the Baileys Court Activity Centre. This is due any day now and as all other year-end adjustments have been made, no further changes are therefore envisaged although a final review will be completed over the next few weeks and The Financial Statement will be set on Monday 23rd May 2016 ready for audit.

The 5 Year Forward Plan was duly adjusted and reported at April Finance to encompass the larger than expected 2016/17 year-end surplus with the larger underspends being identified. Based upon these up to date figures, the Forward Plan clearly shows that council is currently financially well placed to maintain services through a period of possible rising inflation and economic uncertainty, looking forward.

The final position will be presented at June Finance with the formal adoption of the pre-audit figures and completion of The Annual Return taking place at Full Council on 28th June 2017.

**13 Statutory Instruments**

The Health and Safety General Statement of Policy (including Health & Safety, Fire, Manual Handling, Lone Working, Play Area Inspection, Smoke Free and Stress Policies) was approved for acceptance by Councillor Ben Randles, seconded by Councillor Gurmit Gupta. A vote was taken, 12 in favour, 1 abstention, proposal carried. The Statement was then signed by Councillor Andy Ward and the Town Clerk as Proper Officer. (see Appendix B attached)

*The meeting was adjourned for the next agenda item*

**14 Public Question Time**

None

*The meeting was then reconvened*

## 15 Minutes of Previous Full Council Meeting

The Minutes of the Full Council Meeting held on 8 March 2017 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Elaine Hardwick. A vote was taken, 10 in favour, 3 abstentions, proposal carried. The minutes were then signed as a correct record.

**16 Amendments to Financial Regulations**

No amendments required to Financial Regulations – last amended 8th March 2017.

**17 Matters arising from the Minutes of meeting held on 9th March 2017**

**17.1 Brook Way Activity Centre site grounds redevelopment**

The Town Clerk informed the planning application is currently out for consultation.

**17.2 New Booking System for all Site Bookings**

Ongoing – no update currently.

**17.3 Community Resilience Emergency Plan**

The Town Clerk informed the meeting that responses have now been received from both the Willow Brook Centre and the Churches group and both are interested in being involved in some capacity. The next step is to arrange a meeting between all stakeholder to discuss the way forward.

**17.4 Amendment to Standing Order 78.4 and subsequent renumber of 78.5 – 78.7**

The Town Clerk informed the meeting that the following was raised at the recent Full Council meeting:

***Extract from Full Council meeting – 8th March 2017***

***11.2.2 Amendment to Standing Order 78.4 and subsequent renumbering of 78.5 – 78.7***

*In light of the above recommendation from the recent Internal Audit Inspection, there is a need to amend Standing Order 78.4 and then renumber 78.5 – 78.7*

*78.4 The Council or a committee is not bound to accept the lowest tender, estimate or quote, however, substantive minutes will be provided detailing the reasoning for any council decision accepting a higher quote which may include specialist quotes which are not on a like for like basis.*

*78.5 Any tender notice shall contain a reference to the Standing Orders 60 & 62 regarding improper activity.*

*78.6 The Financial Regulations of the Council shall be subject to regular review*

*78.7 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015, including Regulation 110, articles 109-114 in respect of the use of the Contract Finder website and other light touch rules, and the Utilities Contracts Regulations 2015 and any subsequent amendment including thresholds shall be followed.*

*In line with Standing Order 81:*

*“A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

*Councillor Ben Randles proposed the amendments as detailed above, seconded by Councillor Franklin Owusu-Antwi. In line with Standing Order 81, the proposed amendment to Standing Orders is now adjourned without further discussion to the next Full Council meeting on 10th May 2017.*

Following discussion, Councillor Ben Randles proposed the amendments as detailed above, seconded by Councillor Tom Aditya. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**18 Finance and Leisure Committee**

The Minutes of the Finance and Leisure Committee held on 19th April 2017 were received.

**18.1 Staffing Requirements for Girls/Young Women’s evening sessions**

Graham Baker, Youth Development & Participation Worker informed the meeting that this matter was reported at Leisure, Youth & Amenities Committee (10th April 2017) and subsequently an update report was discussed at Finance Committee (19th April 2017) and the following actions agreed:

***“Action:*** *It was agreed that the best way to proceed was for additional information on existing staffing arrangements to be forwarded from MiM and for individual meetings to be set up between SG HR & the MiM staff to clearly establish an agreed way forward.*

***Action:*** *It was also agreed to then submit for approval a further report to BSTC Full Council on 10th May 2017”.*

Following Finance Committee, additional information has been sought and received and meetings have been held with all three current Girl’s and Young Women’s Project staff. The meetings were informal and held with existing staff individually and with our SG HR advisor and the BSTC YD&PW.

The meetings provided the opportunity to discuss the situation and all staff were informed that it was most likely that TUPE arrangements would apply. The broad details of any transfer were discussed and the staff were informed that they had the right to choose if they wished to proceed.

The main benefit of the transfer would be that the staff would be placed on a Limited Term contract for the period of current PAS (Positive Activity Subsidy) funding. The PAS funding covers most of the Projects costs and currently runs to March 31st 2019.

It was also suggested that the Limited Term contracts could be for term time only and that additional school holiday activities could be separately funded and paid on a zero-hour contract as additional work.

Following discussion, Councillor Brian Hopkinson proposed that BSTC proceed with the transfer of Girls and Young Women’s project staff as highlighted in the above update report, seconded by Councillor Tony Griffiths. A vote was taken, 11 in favour, 2 abstentions, proposal carried.

**19 Planning and Environment Committee**

The Minutes of the Planning and Environment Committee meetings on 22nd March and 26th April 2017 were received.

**20 Leisure, Youth and Amenities Committee**

The Minutes of the Leisure, Youth and Amenities Committee meeting on 10th April 2017 were received.

**21 Miscellaneous Matters**

**21.1 To Approve Bills & Direct Debits for Payment**

The following Bills and Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Tom Aditya, seconded by Councillor Gurmit Gupta, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | |  |
| **MONTHLY EXPENDITURE - 10th May 2017** | | | | | | | | | |  |
| All Bank Faster Payments Are Highlighted In Blue In The Gross Column | | | | | | | | | |  |
| **SALARIES & BANK CHARGES** | | | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 10/05/2017 | | Bank charges | | Bank charges 13/3/17 - 12/4/17 (Excludes 30% loyalty discount) | | 63.87 | | 0.00 | 63.87 | |
|  |  | | |  |  |  |  | |  | |
| **May Supplier Expenditures** | | | | | | | | | |  |
|  | | Avon Local Councils Association. | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 08/05/2017 | | Tinv 02-04/17-18 | | Social Media - training 12/4/17 | | 20.00 | | 0.00 | 20.00 | |
|  | | | | | **Account Totals:** | 20.00 | | 0.00 | 20.00 | |
|  | | ALL SIGNS VISUAL COMMUNICATIONS LTD | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 24/04/2017 | | 70146 | | BC - H&S signs | | 69.60 | | 13.92 | 83.52 | |
| 24/04/2017 | | 70146\* | | BC - Fire alarm & exit signs | | 40.80 | | 8.16 | 48.96 | |
|  | | | | | **Account Totals:** | 110.40 | | 22.08 | 132.48 | |
|  | | ALTODIGITAL NETWORKS LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 01/04/2017 | | 1/IG5386 | | Office - Printer cartridges | | 546.93 | | 109.38 | 656.31 | |
| 19/04/2017 | | Faster Payment | | Purchase Payment | | -656.32 | | 0.00 | -656.32 | |
| 24/04/2017 | | 1/IG6280 | | Office - Printer cartridges & refills | | 48.99 | | 9.79 | 58.78 | |
| 25/04/2017 | | 3200292 | | Office - 1/4ly printer cartridge contract (197163 sheets to date) | | 135.84 | | 27.17 | 163.01 | |
|  | | | | | **Account Totals:** | 75.44 | | 146.34 | 221.78 | |
|  | | AMBIENCE LANDSCAPES LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2017 | | 5484 | | JC - April ground maintenance | | 1193.36 | | 238.67 | 1432.03 | |
| 30/04/2017 | | 5484\* | | BW - April ground maintenance | | 153.99 | | 30.80 | 184.79 | |
| 30/04/2017 | | 5484\*\* | | BC - April ground maintenance | | 729.53 | | 145.91 | 875.44 | |
| 25/04/2017 | | 5616 | | BC - Cricket outfield maintenance materials | | 170.00 | | 34.00 | 204.00 | |
|  | | | | | **Account Totals:** | 2246.88 | | 449.38 | 2696.26 | |
|  | | AVON SPORTSGROUND MAINTENANCE CO | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2017 | | 817888 | | April - Bowls maintenance + materials | | 471.93 | | 94.39 | 566.32 | |
|  | | | | | **Account Totals:** | 471.93 | | 94.39 | 566.32 | |
|  | | BWBSL - WESSEX WATER | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 25/04/2017 | | 11676557 | | BC Water 27/10/16 - 24/4/17 | | 1002.09 | | 0.00 | 1002.09 | |
|  | | | | | **Account Totals:** | 1002.09 | | 0.00 | 1002.09 | |
|  | | CREATION ADVERTISING LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 25/04/2017 | | INV 17998 | | 2017 Design & print 4500 Festival flyers | | 250.00 | | 50.00 | 300.00 | |
|  | | | | | **Account Totals:** | 250.00 | | 50.00 | 300.00 | |
|  | | DOUG HILLARD SPORTS SHOP | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 27/04/2017 | | INV182 | | Office - Staff uniform | | 52.00 | | 10.40 | 62.40 | |
|  | | | | | **Account Totals:** | 52.00 | | 10.40 | 62.40 | |
|  | | GREENHAM TRADING LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 25/04/2017 | | 18/495307 | | MCO - Street maintenance materials | | 149.58 | | 29.91 | 179.49 | |
|  | | | | | **Account Totals:** | 149.58 | | 29.91 | 179.49 | |
|  | | NEWS DIRECT (Local World) | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2017 | | 61456105 | | Local World' - 2017 Town Assembly public notice | | 144.90 | | 28.98 | 173.88 | |
|  | | | | | **Account Totals:** | 144.90 | | 28.98 | 173.88 | |
|  | | **ONE OFF SUPPLIERS** | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 02/05/2017 | | 00301 | | Lewis' - Repair panel on bowls rear gate | | 102.98 | | 0.00 | 102.98 | |
|  |  |  |  |  |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 01/04/2017 | | 2016/17 | | Transplant Sport' - 2016/17 Mayors donation | | 3907.20 | | 0.00 | 3907.20 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 01/04/2017 | | 2016/17\* | | Heartful Dodgers' - 2016/17 Mayors donation | | 3907.20 | | 0.00 | 3907.20 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 21/04/2017 | | 77 | | Christeeny's Cakes' - Town Assembly celebration cake | | 118.00 | | 0.00 | 118.00 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 05/05/2017 | | 100 | | AMG Flooring' - Replace vinyl flooring to corridor | | 530.00 | | 106.00 | 636.00 | |
| 05/05/2017 | | 101 | | AMG Flooring' - Replace vinyl flooring to Orchard Room | | 291.70 | | 58.34 | 350.04 | |
|  |  |  |  |  | **Account Totals:** | 821.70 | | 164.34 | 986.04 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 03/05/2017 | | 2017/18 | | P Blick' - H. Farm allotment funding | | 40.00 | | 0.00 | 40.00 | |
|  | | | | |  |  | |  |  | |
|  | | PERFORMING RIGHT SOCIETY LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 04/05/2017 | | 5165201 | | BW Annual PRS licence 1/6/16 - 31/5/18 | | 312.10 | | 62.42 | 374.52 | |
| 04/05/2017 | | 5165218 | | BC- Annual PRS licence 1/6/16 - 31/5/18 | | 372.62 | | 74.52 | 447.14 | |
| 04/05/2017 | | 5165237 | | JC- Annual PRS licence 1/6/16 - 31/5/18 | | 399.07 | | 79.81 | 478.88 | |
|  | | | | | **Account Totals:** | 1083.79 | | 216.75 | 1300.54 | |
|  | | Police & Crime Commissioner For Avon & Somerset | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2017 | | 60630157 | | April - Dedicated police officer funding | | 1207.08 | | 241.42 | 1448.50 | |
|  | | | | | **Account Totals:** | 1207.08 | | 241.42 | 1448.50 | |
|  | | RE- ENERGIZE | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 10/05/2017 | | 4029 | | 2017 Community Festival Management + events fee | | 2100.00 | | 420.00 | 2520.00 | |
|  | | | | | **Account Totals:** | 2100.00 | | 420.00 | 2520.00 | |
|  | | Society of Local Council Clerks | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 08/05/2017 | | BSTC 7125 | | SLCC - Branch meeting and workshop 25/5/17 | | 12.50 | | 0.00 | 12.50 | |
|  | | | | | **Account Totals:** | 12.50 | | 0.00 | 12.50 | |
|  | | TAILOR MADE OFFICE SUPPLIES LTD | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 28/04/2017 | | IN00154616 | | Youth - Insulated cups from externally funded project | | 48.25 | | 9.65 | 57.90 | |
| 28/04/2017 | | IN00154617 | | Office - Frame for council certificate | | 12.07 | | 2.41 | 14.48 | |
| 28/04/2017 | | IN00154618 | | H&S - Skate park 1st aid book | | 12.15 | | 2.43 | 14.58 | |
|  | | | | | **Account Totals:** | 72.47 | | 14.49 | 86.96 | |
|  | | | |  | | |  |  |  |  |
| **DIRECT DEBITS TO 10th MAY 2017** | | | | | | | | | | |
| **Date** | | **Supplier** | | **Details** | | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 01/04/2017 | | Aviva | | Insurance policy (non motor) - Monthly instalment | |  | 874.02 | 0.00 |  | 874.02 |
| 01/05/2017 | | Aviva | | Insurance policy (non motor) - Monthly instalment | |  | 874.03 | 0.00 |  | 874.03 |
| 10/05/2017 | | Barclaycard | | Monthly terminal lease, merchant a/c & data compliance fees | |  | 32.46 | 4.48 |  | 36.94 |
| 12/04/2017 | | Fuel Genie | | March - Transit & Astra vans fuel | |  | 172.97 | 34.59 |  | 207.56 |
| 05/04/2017 | | Inty Ltd | | April - Office 365 monthly licence & Cloud protection | |  | 107.90 | 21.58 |  | 129.48 |
| 06/05/2017 | | Inty Ltd | | May - Office 365 monthly licence & Cloud protection | |  | 107.90 | 21.58 |  | 129.48 |
| **Date** | | **Supplier** | | **Details** | | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 14/04/2017 | | Mainstream | | JC - March Calls | |  | 0.67 | 0.13 |  | 0.80 |
| 14/04/2017 | | Mainstream | | BC - March Calls | |  | 1.22 | 0.24 |  | 1.46 |
| 14/04/2017 | | Mainstream | | BW - March Calls | |  | 1.05 | 0.21 |  | 1.26 |
| 14/04/2017 | | Mainstream | | Office - March Calls | |  | 4.42 | 0.88 |  | 5.30 |
| 13/04/2017 | | O2 | | Mobile network to 3/4/17 | |  | 174.37 | 34.87 |  | 209.24 |
| 01/05/2017 | | Public Works Loan Board | | 1/2 yearly interest & capital instalment on office build loan | | 13055.40 | | 0.00 | 13055.40 | |
| 18/04/2017 | | Sage | | Accounts System - monthly charge | |  | 92.63 | 18.53 |  | 111.16 |
| 23/04/2017 | | SSE | | Office Electricity to 30/3/17 + JC elec to 6/4/17 | |  | 426.09 | 85.21 |  | 511.30 |
| 08/04/2017 | | SGC | | Rates for All sites Monthly Instalment | | | 3567.70 | 0.00 | 3,567.70 | |
| 08/05/2017 | | SGC | | Rates for All sites Monthly Instalment | | | 3518.60 | 0.00 | 3,518.60 | |
| 02/05/2017 | | TV Licence | | JC TV Licence 1/5/17 - 30/4/18 | |  | 147.00 | 0.00 |  | 147.00 |
| 28/04/2017 | | VIRIDOR | | All sites -Feb refuse collections | |  | 487.50 | 97.50 |  | 585.00 |

**21.2 Adoption of Official Social Media Engagement policy**

Following discussion, Councillor Andy Ward proposed that discussion/decision on this item be deferred until Full Council meeting in June, seconded by Councillor Tom Aditya. A vote was taken, 11 in favour, 2 abstentions, proposal carried.

**21.3 SGC – Electoral Review of South Gloucestershire Warding Arrangements consultation**

Consultation documents circulated.

Following discussion, Councillor Andy Ward proposed that town councillors respond individually to the consultation, seconded by Councillor John Ashe. A vote was taken, 12 in favour, 1 abstention, proposal carried.

*In line with Standing Order 69, it was proposed by Councillor Andy Ward and seconded by Councillor Franklin Owusu-Antwi, that because of the sensitive and confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were advised to withdraw. A vote was taken, 11 in favour, 2 abstentions, proposal carried.*

**21.4 BSTC Staffing**

John Rendell, Premises Manager informed the meeting that one of the full-time Leisure Assistants has handed in their notice and will be leaving at the end of May. The Leisure Assistant covers duties at all the Activity centres, and around the scheduled bookings and also undertakes the maintenance role at all sites, as well as all BSTC owned property/equipment in the town.

Rachel Pullen, RFO explained that the Agency Services Budget (N/C 5067) was historically used to pay for additional outsourced staff from The Corps for 15 hours p/w which was needed to cover some Leisure Assistant rotas especially during sickness & holiday periods or during high booking periods. This has proved invaluable over previous years when we had access to the same two workers who became very familiar with our sites, procedures and hirers. Sadly, one of the workers changed jobs in 2015 and the other retired at the end of last year and it has since proved very difficult in securing replacement agency staff on the same basis and using different staff each time they are required is not workable.

Based upon this change and bearing in mind the recent resignation of one of the full-time Leisure Assistants, it appeared to be opportune to restructure the existing council workforce to re-allocate this budget.

Following discussion, Councillor Andy Ward proposed, seconded by Councillor Tony Griffiths that, subject to South Gloucestershire Council HR advice, the part-time post (26 hours) be increased to full-time (37 hours) and a part-time vacancy (30 hours) then be advertised, with the extra funding coming from the Agency Services Budget (N/C 5067). A vote was taken, 12 in favour, 1 abstention, proposal carried.

**22 Dates of forthcoming meetings**

22.1 24 May Planning & Environment Committee

22.2 19 June Leisure, Youth & Amenities Committee

22.3 21 June Finance Committee

22.4 28 June Extra Full Council Meeting

22.5 28 June Planning & Environment Committee

The Meeting closed at 9.40 pm

**APPENDIX A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2017/18 APPROVED BUDGET @ 26/4/17 FORWARD PLAN** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
|  |  |  | **Approved Budget 2015/16** | **% change** | **Projected Budget 2016/17** | | **% change** | **Projected Budget 2017/18** | | **% change** | **Projected Budget 2018/19** | | **% change** | **Projected Budget 2019/20** | | **% change** | **Projected Budget 2020/21** | | **% change** | **Projected**  **Budget 2021/22** | | **% change** |  | |
| **INCOME** |  | |
| Bank Interest/Investment/Grant Income |  |  | £249,578 | 428% | £18,999 | | -92% | £11,760 | | -38% | £9,760 | | -17% | £3,800 | | -61% | £3,850 | | 1% | £3,900 | | 1% |  | |
| Public Works Loan |  |  | £0 | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% |  | |
| Activity Centres Income |  |  | £129,470 | -6% | £130,530 | | 1% | £130,000 | | 0% | £130,500 | | 0% | £131,885 | | 1% | £134,093 | | 2% | £136,327 | | 2% |  | |
| Training & Other Income |  |  | £1,716 | -85% | £1,207 | | -30% | £270 | | -78% | £270 | | 0% | £270 | | 0% | £270 | | 0% | £270 | | 0% |  | |
| **Total Income (exc. precept etc)** |  |  | **£380,764** | **93%** | **£150,735** | | **-60%** | **£142,030** | | **-6%** | **£140,530** | | **-1%** | **£135,955** | | **-3%** | **£138,213** | | **2%** | **£140,497** | | **2%** |  | |
| **EXPENDITURE** |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| Non Activity Centre Costs |  |  | £550,049 | 3% | £545,356 | | -1% | £657,424 | | 21% | £653,571 | | -1% | £661,621 | | 1% | £672,881 | | 2% | £691,649 | | 3% |  | |
| Community/ Firework Events |  |  | £28,979 | 2% | £28,756 | | -1% | £32,700 | | 14% | £34,700 | | 6% | £31,100 | | -10% | £31,100 | | 0% | £31,100 | | 0% |  | |
| Grants and Other Funding |  |  | £41,597 | 10% | £40,406 | | -3% | £66,627 | | 65% | £62,627 | | -6% | £66,627 | | 6% | £66,627 | | 0% | £66,627 | | 0% |  | |
| **Office Expenditure** |  |  | **£620,625** |  | **£614,518** | |  | **£756,751** | |  | **£750,898** | |  | **£759,348** | |  | **£770,608** | |  | **£789,376** | |  |  | |
| Bradley Stoke Jubilee Centre |  |  | £90,765 | 15% | £72,725 | | -20% | £92,487 | | 27% | £95,594 | | 3% | £96,617 | | 1% | £99,657 | | 3% | £103,263 | | 4% |  | |
| Brook Way Activity Centre |  |  | £34,079 | 6% | £34,854 | | 2% | £44,109 | | 27% | £45,524 | | 3% | £45,966 | | 1% | £47,439 | | 3% | £49,292 | | 4% |  | |
| Baileys Court Activity Centre |  |  | £79,078 | 2% | £73,794 | | -7% | £92,053 | | 25% | £92,384 | | 0% | £94,062 | | 2% | £97,155 | | 3% | £100,770 | | 4% |  | |
| **Activity Centres Running Costs** |  |  | **£203,922** |  | **£181,373** | |  | **£228,649** | |  | **£233,501** | |  | **£236,644** | |  | **£244,251** | |  | **£253,325** | |  |  | |
| New Assets |  |  | £12,802 | -62% | £14,634 | | 14% | £20,040 | | 37% | £18,900 | | -6% | £18,900 | | 0% | £18,900 | | 0% | £18,900 | | 0% |  | |
| Planned Projects |  |  | £278,880 | 0% | £45,992 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% |  | |
| **Total Expenditure as per budget overleaf** |  |  | **£1,116,228** | **31%** | **£856,517** | | **-23%** | **£1,005,440** | | **17%** | **£1,003,300** | | **0%** | **£1,014,892** | | **1%** | **£1,033,759** | | **2%** | **£1,061,601** | | **3%** |  | |
| Adjustments to/from Reserves at Year End |  |  | £68,506 |  | £104,270 | |  | -£54,251 | |  | -£35,500 | |  | -£37,000 | |  | -£47,500 | |  | -£76,000 | |  |  | |
| **Total budget + reserve adjustment** |  |  | **£1,184,735** | **15%** | **£960,787** | | **-19%** | **£951,189** | | **-1%** | **£967,800** | | **2%** | **£977,892** | | **1%** | **£986,259** | | **1%** | **£985,601** | | **0%** |  | |
|  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **SHORTFALL** |  |  | Projected Budget 2015/16 | % change | Projected Budget 2016/17 | | % change | Projected Budget 2017/18 | | % change | Projected Budget 2018/19 | | % change | Projected Budget 2019/20 | | % change | Projected Budget 2019/20 | | % change | Projected Budget 2020/21 | | % change |  | |
| Difference Between Income and Expenditure |  |  | £803,971 | -3% | £810,052 | | 1% | £809,159 | | 0% | £827,270 | | 2% | £841,937 | | 2% | £848,046 | | 1% | £845,104 | | 0% |  | |
| **LESS/PLUS:** |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Previous confirmed year end C/fwd** |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Confirmed/Estimated Previous Year End Balance C/FWD** |  |  | **£43,845.34** |  | **£53,557.35** | |  | **£57,574.19** | |  | **£55,533.35** | |  | **£56,670.74** | |  | **£51,679.75** | |  | **£53,806.09** | |  |  | |
| Full Budget Funding Shortfall |  |  | **£760,125.65** |  | **£756,494.81** | |  | **£751,584.65** | |  | **£771,736.36** | |  | **£785,266.15** | |  | **£796,366.45** | |  | **£791,298.04** | |  |  | |
| **Less Local Council Tax Scheme Grant Funding confirmed/projected by Sth Glos reduced to 0% p/a wef 2016/17** |  |  | **£40,294.00** |  | **£19,073.00** | | -52.67% | **£11,130.00** | | -41.65% | **£6,948.00** | | 0.00% | **£2,751.00** | | 0.00% | **£0.00** | | 0.00% | **£0.00** | | **2017.18 LCTR Confirmed by SGC. Provisional figures are £6,948 for 2018/19, £2751 for 2019/20 + £0 thereafter.** | | |
| **Approved/Estimated Precept per Band D property** |  |  | **£113.50** | 0.00% | **£115.20** | | **1.50%** | **£115.78** | | **0.50%** | **£115.78** | | **0.00%** | **£115.78** | | **0.00%** | **£115.78** | | **0.00%** | **£115.78** | | 0.00% | **Precept forecast @ 0% wef 2018/19** | |
| **Approved/Estimated Sth Glos Tax Base** |  |  | **6814** |  | **6901** | |  | **6875** | |  | **7095** | |  | **7205** | |  | **7343** | |  | **7343** | | **2017/18 Confirmed tax base + SGC indicative figures to 2020/21 as published 12/12/16** | | |
| **Approved/Estimated Total Precept Income** |  |  | **£773,389.00** |  | **£794,996.00** | |  | **£795,988.00** | |  | **£821,459.10** | |  | **£834,194.90** | |  | **£850,172.54** | |  | **£850,172.54** | |  |  | |
| Approved/Projected Total Precept and Local Tax Grant Funding |  |  | £813,683.00 |  | £814,069.00 | |  | £807,118.00 | |  | £828,407.10 | |  | £836,945.90 | |  | £850,172.54 | |  | £850,172.54 | |  |  | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** |  |  | **£53,557.35** |  | **£57,574.19** | |  | **£55,533.35** | |  | **£56,670.74** | |  | **£51,679.75** | |  | **£53,806.09** | |  | **£58,874.50** | |  |  | |
|  |  | | The Precept & LCTR figures are based upon approved figures provided by Sth Glos 13/1/15. The Precept was approved by Council in January 2015 | | | The Precept and LCTR figures are based upon approved figures provided by Sth Glos in January 2016. The precept was approved by Council in November 2015 with final approval in January 2016. | | | The Precept and LCTR figures are based upon approved figures provided by Sth Glos in Dec 16. The final precept was approved by Council January 2017 with a 0.5% increase (equivalent to 58p per band D property p/a). | | | This projection assumes a 0% precept increase for 2018/19 and a Sth Glos projected tax base and projected reduced LCTR for 2018/19. - These assumptions will be considered by SGC & BSTC in January 2018 when finalised figures are available | | | This projection assumes a 0% precept increase for 2019/20 and + a Sth Glos projected tax base and projected reduced LCTR for 2019/20- These assumptions will be considered by SGC & BSTC in January 2019 when finalised figures are available | | | This projection assumes a 0% precept increase for 2020/21 and + Sth Glos projected tax base for 2020/21 + SGC projection of a £0 LCTR - These assumptions will be considered by Council in January 2020 when finalised figures are available | | | This projection assumes a 0% precept increase for 2021/22 and + Sth Glos projected tax base for 2020/21 c/fwd + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2021 when finalised figures are available | | |  | |
| **NOTE** |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| This projection is partly based upon estimated annual percentage increases and as a living document does not represent a firm future position or intention. Council carefully consider the full budget position on an annual basis prior to approval and use this document as a guideline only to ensure that Council's aims and objectives are included within acceptable margins which would not produce large year end shortfalls. Any surplus funds remaining at year end are placed within the unallocated earmarked reserves in order to fund future projects or to subsidise future precept levels. It should also be noted that council are making the assumption, for this projection, that the Local Council Tax Grant will be withdrawn totally after 2019/20 in line with SGCs projected position. | | | | | | | | | | | | | | | | | | | | | | | | | |

**APPENDIX B**



**BRADLEY STOKE TOWN COUNCIL**

**HEALTH & SAFETY**

**General Statement of Policy**

It is the policy of Bradley Stoke Town Council to comply with the terms of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Bradley Stoke Town Council’s health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational Accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Bradley Stoke Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Bradley Stoke Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people’s welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Bradley Stoke Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to their supervisor or to the Town Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee’s responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

**APPENDIX B**

ALL injuries, however small, sustained by a Bradley Stoke Town Council employee at work or any person on Bradley Stoke Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Bradley Stoke Town Council’s health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council’s operations occur.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the new Chair of Bradley Stoke Town Council should sign this statement annually on the occasion of the Council’s AGM, together with the Town Clerk.

Signed: ……………………………………………………………..

**TOWN CLERK**

Signed: ……………………………………………………………..

**CHAIR Bradley Stoke Town Council**

**DATE**: 10 May 2017

Council Office

Jubilee Centre

Savages Wood road

Bradley Stoke

BS32 8HL

**BRADLEY STOKE TOWN COUNCIL**

**APPENDIX B**

**BRADLEY STOKE TOWN COUNCIL**

**HEALTH & SAFETY**

**GENERAL STATEMENT OF POLICY**

# SAFETY PERSONNEL

Personnel with individual responsibilities for health and safety within Bradley Stoke Town Council are as shown in Annex A.

# CONSULTATION

Bradley Stoke Town Council is aware that communication between all employees is an essential part of effective health and safety management. Consultation will be facilitated by means of the Planning and Environment Committee, which meets every month. A Health & Safety report is submitted quarterly to this committee and any urgent concerns will be reported separately as necessary. The health & safety responsibilities of the Planning and Environment Committee are outlined in Annex B.

The purpose of the Committee is to provide a forum in which information may be transmitted and employee questions on health and safety issues may be satisfied. These meetings are also an effective way of assessing, reviewing and updating the continuing effectiveness of the health and safety policy.

# COMMUNICATION

Bradley Stoke Town Council will endeavour to communicate effectively to employees their commitment to safety and to ensure that all employees are familiar with the Council health and safety policy. Bradley Stoke Town Council’s normal channels of communication with employees are:

* orally, in the form of directions and statements
* in writing, in the form of contracts, working directives and this policy statement

and

* by training and example.

**APPENDIX B**

# CO-OPERATION AND CARE

Co-operation between employees is fundamental to a successful health and safety policy leading to a healthy and safe working environment.

All employees are expected to co-operate with the safety officer, and to accept their individual duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

There is a Policies & Procedures Folder and a Risk Assessment Folder on each site which all employees are expected to be familiar with. These contain Policies, Procedures and Risk Assessments. Employees have a duty to report any health and safety concerns, or information they consider to be incorrect or missing to Bradley Stoke Town Council.

# SAFETY TRAINING

Bradley Stoke Town Council regards safety training as an indispensable ingredient of an effective health & safety programme. It is essential that employees in the organisation be trained to perform their job effectively and safely. Bradley Stoke Town Council will endeavour to train all employees in safe working practices and procedures, prior to being allocated any new role.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any concerns they might have regarding their jobs. The Premises Manager is responsible for effective on-going safety training on a day-to-day basis. If any employee is aware of any area of training that is required that is not being implemented it is their duty to take this to the Premises Manager as a matter of urgency.

# ACTIVITY CENTRE INSPECTIONS

The Premises Manager will conduct regular inspections of all Bradley Stoke Town Council workplaces; in addition, risk assessments and subsequent inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

**APPENDIX B**

# WORK EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

With regard to work equipment and personal protective equipment it is the policy of Bradley Stoke Town Council to comply with all relevant legislation and to comply with the law as laid out in the Provision and Use of Work Equipment Regulations 1998. The Town Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is being used and will be maintained in good working order and repair. All workers will be provided with adequate information and training to enable them to use work equipment safely and to be protected where relevant.

# MANUAL HANDLING OPERATIONS

Bradley Stoke Town Council’s policy is to comply with relevant legislation as laid down in the Manual Handling Operations Regulations 1992. All possible steps will be taken to assess any Risk (taking into account the task, the load, the working environment and the capability of the individual involved) to ensure that the risk of personal injury is reduced to the lowest possible level.

# CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of Bradley Stoke Town Council to comply with the law as laid down in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). A Risk Assessment will be conducted of work involving exposure to substances considered hazardous to ensure that the exposure of ALL employees to hazardous substances is minimised and adequately controlled. All employees likely to come into contact with such substances will receive all necessary training and information on the relevant health and safety issues.

# ELECTRICITY AT WORK REGULATIONS

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Electricity at Work Regulations 1989 in order to ensure that all employees’ exposure to the risk of electricity is minimised and adequately controlled in all cases. The electrical installation and all portable electrical appliances will be tested on an annual basis. An independent electrical contractor or ‘competent person’ as defined in the 1989 Regulations is to person to carry out the tests, although some equipment may be tested in house on an ongoing basis or plugged into a residual-current device (RCD) (eg sounds systems brought in by hirers, etc).

**APPENDIX B**

# FIRE SAFETY

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Regulatory Reform (Fire Safety Order) 2005.

A separate Fire Safety policy has been drawn up and implemented. A Fire Safety Officer/Leisure Assistants assist in establishing good routines, housekeeping and any special hazards on each site.

The Fire Safety Officer and all staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing practices and procedures, and for advising on safe practices and procedures. A policy has been established and implemented. Personnel with specific responsibilities for the maintenance and testing of fire alarms, firefighting equipment and emergency fire procedures will be identified and shown on Annex A.

The Town Clerk and the Chair are responsible for ensuring the safe provision and maintenance of fire prevention and detection equipment, and their efficient use, on all sites.

A Fire Log Book is located on each site which all employees are expected to be familiar with. This contains information and statutory testing records.

# ACCIDENT REPORTING AND FIRST AID

Bradley Stoke Town Council will make all efforts to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Council have a duty to ensure that in the case of death, injury or accident to any person involved in the premises a full report must be completed in line with the statutory regulations and within the prescribed time scale. Because of the seriousness of this, a full description of the accident procedure is set out in Annex C.

Basic details of First Aid are also detailed in Annex C and it is the responsibility of all staff to ensure that they are aware of the location of both the accident book and the first aid kit on all sites. Emergency procedures for each site are located at each site and should be followed.

# DUTY OF CARE

Bradley Stoke Town Council is aware that its duty of care extends to all hirers of its facilities, members of the public and all other people. Risk assessments and inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

**APPENDIX B**

ANNEX A

## Overall Responsibility for Health and Safety Implementation

The Chair and the Town Clerk

## Delegated Overview, Daily Implementation Overview and Recording

Premises Manager

Administrator (Health & Safety)

**Actioning, recording and reporting on a daily basis**

All Employees, either as directed, or in the course of their normal daily duties.

EMPLOYEES WITH SPECIFIC RESPONSIBILITIES AS SHOWN BELOW

## FIRE SAFETY

Premises Manager

Administrator (Health & Safety)

All Employees, either as directed, or in the course of their normal daily duties.

ANNEX B

# Bradley Stoke Town Council

**BRADLEY STOKE TOWN COUNCIL**

**THE AREA OF COMPETENCE OF COMMITTEES**

All committees have delegated power to act on behalf of the Council within their Terms of Reference, subject to Council’s Standing Orders.

**PLANNING AND ENVIRONMENT COMMITTEE**

**The Area of Competence of the Planning and Environment Committee includes:**

To consider, report and ensure implementation of all Health & Safety Issues and matters for which Council is responsible. The Committee acts as a vehicle to consider, discuss, and recommend solutions to Health & Safety Issues affecting Bradley Stoke Town Council.

**APPENDIX B**

ANNEX C

### Accident Investigation & Reporting and First Aid

It is the policy of Bradley Stoke Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

ALL accidents must be logged in the accident book on each individual site and countersigned by the Premises Manager, or the Town Clerk in his absence, as soon as possible after the accident has been reported. Once the accident form has been completed it is to be forwarded to the office as soon as is possible.

Bradley Stoke Town Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident which is considered serious a report will be drawn up by the Town Clerk, or a person appointed by the Town Clerk, to the Council detailing:

* The circumstances of the accident including photographs and diagrams wherever possible
* The nature and severity of the injury sustained
* The identity of any eyewitnesses
* The time, date and location of the incident
* The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable and anyone required to give an official statement has the right to have an appropriate representative present for support.

Details of all accidents and following action will be reported the Planning and Environment Committee as part of the quarterly Health & Safety report. Any significant accidents or incidents will be reported separately as required.

**First Aid Boxes**

First aid boxes are located at:

Brook Way Activity Centre Office

Bradley Stoke Jubilee Centre Office

Changing Rooms

**APPENDIX B**

Baileys Court Activity Centre Office

Changing Rooms

Bowler’s Store

Town Council Office Kitchen (under sink)

BSTC Vehicles BSTC Flat Bed Van

BSTC Astra Van

Detached Youth Worker Mobile

Youth Cabin at the Skate Park

All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.

All Leisure Assistants and at least one of the office staff are trained in First Aid

The Premises Manager is responsible for reporting all cases of accident and disease to the Town Clerk, who is responsible for onward notification to the Chair. Accident records are compiled and stored by the Administrator (Health & Safety) in the Bradley Stoke Town Council Office. All sites have an Accident Report Book, which is kept with the First Aid Kit. All staff should be aware of the location of this book on each site. The Town Clerk is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

*Reviewed 18 April 2017*