### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Annual Town Council Meeting of Bradley Stoke Town Council held at Brook Way Activity Centre, Brook Way, Bradley Stoke on 26 May 2021 at 7.00pm.

PRESENT:

Councillors: Tom Aditya

John Ashe

Roger Avenin

Tony Griffiths

Edward He

Michael Hill (Chair)

Brian Hopkinson

Angela Morey

Franklin Owusu-Antwi

Ben Randles

Andy Ward

Officers: Sharon Petela - Town Clerk

Rachel Pullen – Responsible Finance Officer/Finance Manager

Odile McIntosh - Deputy Town Clerk/Activity Centres Manager

Graham Baker – Youth Development & Participation Worker

The outgoing mayor, Councillor Tony Griffiths then addressed the meeting.

*Firstly, I would like to thank my fellow councillors for the honour of being elected Mayor in the year of the Pandemic. I would also like to formally welcome Edward He our newly elected Conservative Councillor and Angela Morey, an independent, who I am sure she will see the error of her ways and join our Conservative lead Council at some point in the future.*

*As we know it has been a very difficult year for us all, affecting all of us in different ways and I am sure we all know how death can affect, each and every one of us where we will all know a family member, friend or colleague who has been struck down with COVID-19.*

*The Council had some very difficult decisions to be made through the year, by cancelling most of our loved events, the Festival, the Carnival, Fireworks Display to name a few. We had made some firm decisions as a Council to cancel all major works programmes as we did not know how much the Pandemic would affect our spending and the contributions that South Gloucestershire Council would pay.*

*By this prudent move, Bradley Stoke Town Council has been able to maintain a healthy balance where we anticipate being able to move forward during this next financial year.*

*I hope that by raising awareness of certain archaic practices, I have protected the Public Purse, by not paying contractors, huge upfront payments and a better internal control of our own Council employees in stopping misuse of company vehicles, to name a few.*

*I would like to thank Officers of the council, in particular Del McIntosh for her overload of projects that she has handled with minimum help, she has not only come up with some cracking projects for the Baileys Court Play area, but she has secured a fantastic amount of funding for this project which will see the area transform for the children for many years to come. This project has yet to have final approval at council, to which I am sure it will. I hope that in the future other senior officers will take on a project to off load some of the work to which the Deputy Clerk has to handle.*

*I would like to thank Sara Messenger who continues to help beautify the Town with her Bradley Stoke in Bloom team, the support from some local businesses in supplying funding for the Scarecrow trail, another inspiration event organised in the main by our illustrious Deputy Town Clerk. This event we must continue as it provided so much joy to families going around our beautiful estate.*

*Finally, as I go to Church each week, where I am a Parish Church Councillors in the oldest church within the old city walls of Bristol, there is a prayer said each week from the 1662 Common Prayer book which reads:*

*“We beseech thee all to, with faith to defend all Christian Kings, Princes and Governors; and especially thy servant ELIZABETH our Queen; that under her we may be godly and quietly govern: And grant unto her whole Council, and to all that are put in authority under her, that they may truly an indifferently minister justice, to the punishment of wickedness and vice, and to the maintenance of thy true Religion and Virtue.”*

*Lastly, the 2020-21 Mayor’s Charities has raised £4,404 over the past year, with the money to be split equally between Great Western Air Ambulance Charity and Nextlink (a domestic abuse charity).*

*Thank you all.*

## Apologies for absence

Apologies were received from Councillors Keith Cranney, Terri Cullen, Fabrizio Fazzino and Ed Rose

**2 Election of Mayor/Chair of Council for 2021/22 and Signing of Declaration of Acceptance of Office**

Councillor Tom Aditya proposed that Councillor Michael Hill serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor John Ashe, carried unanimously.

Councillor Michael Hill was duly elected as Chair of Council/Mayor for 2021/22 and then took the Chair of the Meeting after signing his Declaration of Acceptance of Office as Chair.

The Chair, Councillor Michael Hill thanked councillors for their faith in electing him as Mayor/Chair of the Council to guide the council over the coming 12 months. He thanked Councillor Tony Griffiths for his support over the past year and commented that he was keen to hold an event similar to last year’s very successful Scarecrow Trail.

Councillor Michael Hill announced that his two Mayoral charities for 2021/22 would be ‘Dogs for Good’, which is a life-transforming national charity, creating partnerships between people living with disability and specially trained assistance dogs, and ‘St Peter’s Hospice’, which is a local charity that provides care and support to adults who are living with a progressive life-limiting illness in the West of England region.

Councillor Tom Aditya asked for a vote of thanks to be recorded to the outgoing Mayor/Chair, Councillor Tony Griffiths for all his hard work during the past pandemic year.

**3 Resolution relating to Declaration of Acceptance of Office for councillors not present at this meeting**

Not required

**4 Election of Vice-chair of Council for 2021/22**

Councillor Roger Avenin proposed Councillor Tony Griffiths to act as Vice-chair of the Council for the coming year, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**5 Applications for Dispensations by Councillors**

Applications have been received from the following councillors: Tom Aditya, John Ashe, Roger Avenin, Keith Cranney, Fabrizio Fazzino, Tony Griffiths, Edward He, Michael Hill, Brian Hopkinson, Angela Morey, Franklin Owusu-Antwi, Ben Randles, Ed Rose and Andy Ward to allow them to take part in discussions and voting relating to 2021/22 Budget and 2022/23/24 Budget/Precept setting process. The Dispensation will run from 26th May 2021 until 17th May 2023.

Councillor Franklin Owusu-Antwi proposed that the Dispensation relating to Budget and Precept Setting (as detailed above) be granted to all councillors named above, to run from 26th May 2021 until 17th May 2023, seconded by Councillor Tom Aditya, carried unanimously.

**6 Declarations of Interest by Members**

None.

**7** **Approval of Standing Committees**

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

At the Extra Full Council meeting on 26th June 2019, the following addition was made to Standing Order 42:

*Where the Town Council consists of Councillors from several different parties, then each committee and/or sub-committee shall consist of seven councillors (plus ex-officio the Chairman and Vice-Chairman) with places allocated in accordance with the number of councillors not members of the majority political group. This to take effect from May 2020.*

**May 2021**

The Town Council has 15 members and currently the breakdown of councillors (following the recent by-election) is as follows: 12 - Conservatives, 1 - Labour, 2 - Independents. This therefore equates to: Conservative members – 80%

Independent members – 13.33%

Labour members – 6.67%

**Committee Allocation – May 2021**

Each committee has 7 committee members, therefore, under the current Town Council breakdown, this equates to the following per committee:

Conservative Party - 5.6 members

Other members - 1.4 members

Therefore, it is suggested that each committee will be made up of 5 Conservative councillors with the other 2 spaces on each committee being allocated to the remaining councillors. The three councillors who are not in the main Conservative group have discussed amongst themselves which two committees they would like to be on.

Councillor Franklin Owusu-Antwi proposed, seconded by Councillor Tom Aditya and carried unanimously that the following Standing Committees be continued.

7.1.1 Finance

7.1.2 Planning & Environment

7.1.3 Leisure, Youth & Amenities

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

**7.1.1. Finance Committee**

Tom Aditya John Ashe Terri Cullen Fabrizio Fazzino Angela Morey Franklin Owusu-Antwi Ben Randles

Councillor Tom Aditya proposed that the councillors named above are allocated to the Finance Committee, seconded by Councillor Ben Randles, carried unanimously.

**7.1.2 Planning & Environment Committe**e

Tom Aditya Keith Cranney Terri Cullen Fabrizio Fazzino Ben Randles Ed Rose Andy Ward

Councillor Ben Randles proposed that the councillors named above are allocated to the Planning & Environment Committee, seconded by Councillor Edward He, carried unanimously.

7**.1.3 Leisure, Youth & Amenities Committee**

Tom Aditya Roger Avenin Edward He Brian Hopkinson

Angela Morey Ben Randles Andy Ward

Councillor Tom Aditya proposed that the councillors named above are allocated to the Leisure, Youth & Amenities Committee, seconded by Councillor Ben Randles, carried unanimously.

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

Bradley Stoke Town Council meets the following conditions to be able to award itself the General Power of Competence as of 26th May 2021:

* 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)

Councillor Tom Aditya proposed accepting the resolution (as detailed above), seconded by Councillor Michael Hill. The resolution was carried unanimously.

**9 Appointment of Council Representatives on External Bodies and to grant dispensations for representatives to vote on behalf of the Town Council**

**9.1 Almondsbury Charity**

Marion Ward appointed by Full Council on 13th March 2019 for a period of 4 years.

**9.2 Avon Local Councils Association (2 representatives)**

Councillor Tony Griffiths proposed that Councillors Tom Aditya and Tony Griffiths be appointed as the Town Council representatives on ALCA with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Michael Hill, carried unanimously.

**9.3 SG Area Avon Local Councils Association group (3 representatives)**

Councillor Roger Avenin proposed that Councillors Tony Griffiths, Franklin Owusu-Antwi and the Town Clerk be appointed as the Town Council representatives on SG Area ALCA group with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Tom Aditya, carried unanimously.

**9.4 Patchway, Filton & The Stokes Communities Against Hate Crime Group (2 representatives)**

Councillor Tony Griffiths proposed that Councillors Tom Aditya and Angela Morey be appointed as the Town Council representatives on Patchway Filton & The Stokes Communities Against Hate Crime Group with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**9.5 Emergency Air Operations Base Forum (1 representative)**

Councillor Tony Griffiths proposed that Councillor Michael Hill be appointed at the Town Council representative on the Emergency Air Operations Base Forum, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

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

Councillor Michael Hill proposed that Councillor Tom Aditya be appointed as Press Spokesperson (in conjunction with the Town Clerk), seconded by Councillor Edward He, carried unanimously.

**9.7 Splatts Abbey Wood Conservation Group (1 representative)**

Councillor Roger Avenin proposed that Councillor Andy Ward be appointed as the Town Council representative on Splatts Abbey Wood Conservation Group, seconded by Councillor Ben Randles, carried unanimously.

**9.8 Town & Parish Councils Forum (2 representatives)**

Councillor Tom Aditya proposed that the Town Clerk and the Chair of Council (or their representative) be appointed as the Town Council representatives on the Town & Parish Council Forum with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Edward He, carried unanimously.

**9.9 Bradley Stoke Twinning Association (2 representatives)**

Councillor Michael Hill proposed that Councillors Angela Morey and Ed Rose be appointed as the Town Council representatives on the Bradley Stoke Twinning Association with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Tony Griffiths, carried unanimously.

**9.10 Patchway, Filton & The Stokes Volunteer Centre Steering Group (2 representatives)**

Councillor Tom Aditya proposed that Councillors Angela Morey and Ed Rose be appointed as the Town Council representatives on Patchway Filton & The Stokes Volunteer Centre Steering Group with a dispensation to vote on behalf of the Town Council if required, seconded by Councillor Michael Hill, carried unanimously.

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

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

10.2 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;

10.3 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;

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

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

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

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

10.8 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 Roger Avenin proposed acceptance of all the above items (10.1 – 10.8 plus reference to Lloyds Banks), seconded by Councillor Ben Randles, carried unanimously.

**11 To Approve Six Signatories Authorised to sign on Town Council’s behalf**

The office has recently lodged new bank mandates for all of the bank and investment accounts following Council’s decision taken in March 2021 as detailed below:

*Following discussion, Councillor Roger Avenin proposed that Elaine Hardwick and Nikki Hallur be removed from all bank/property fund accounts immediately rather than waiting for the Annual Town Council Meeting in May 2021, seconded by Councillor Michael Hill, carried unanimously.*

No further action is therefore required at this stage and the current signatories are:

**Barclays & Lloyds Bank**

Sharon Petela, John Ashe, Roger Avenin, Andy Ward, Brian Hopkinson and Ben Randles (any 2 to sign with 1 to sign on the Barclays Petty Cash Account).

**Cambridge & Counties Bank**

Sharon Petela & Andy Ward are the Authorised Officials and Franklin Owusu-Antwi is the additional signatory (any 2 to sign).

**United Trust Bank Ltd**

Sharon Petela & Andy Ward are the Authorised Officials with John Ashe & Franklin Owusu-Antwi as the additional signatories (any 2 to sign).

**CCLA Local Authorities Property Fund**

Sharon Petela & Andy Ward are the Authorised Officials with John Ashe & Franklin Owusu-Antwi as the additional signatories (any 2 to sign).

Following discussion, Councillor Roger Avenin proposed no change to the signatories (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

**12 Appointment of Auditors**

**12.1 Note Appointment of External Auditor**

It was NOTED that PKF LittleJohn LLP had been externally appointed for a 5 year contract from 2017 – 2022 following council’s decision to opt in to the SAAA procurement exercise as approved by Full Council on 9th March 2016 (minute 11.1.3). The current contract will therefore continue until completion of the 2012/22 audit. Current fees are £1600 + vat with additional charges if additional work or information is required.

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

It was NOTED that South Gloucestershire Council (SGC) Audit Services has been appointed as Internal Auditor on a 3 year rolling contract due to the specialised work involved as approved by Full Council on 13th March 2019 (minute 11.3) and this will continue for the 2019/20 – 2021/22 audits before being reviewed.

Their proposed charges for 2021/22 have just been published as historically a small annual uplift is applied to their fees based upon any awards and inflation. This year they are proposing an uplift of £10 per day in respect of the internal audit, to £265 plus VAT per day. They usually charge for 3 days of work which includes the sign off of the Annual Return in June. This appears to be a competitive price especially for a specialist service as they are fully qualified and up to date with the latest audit regulations and requirements.

**13 To receive 2020/2021 Year End Figures (unaudited) and Adjusted Forward 5 Year Budget Plan**

Rachel Pullen, RFO/Finance Manager informed the meeting that the summary of the 2020/21 year-end position as at 18th May 2021 has been incorporated within the 5 Year Forward Plan (see Appendix A).

The in depth 2020/21 financial position and 5 Year Forward Plan as at 19th April 2021, was reported at the April Finance meeting (see the extract from the minutes below). This position indicated a larger than projected 2020/21 year-end surplus of approx. £307K, due to underspends across all expenditure sectors due to the lockdowns, higher than expected hire income and the securing of Covid19 external grant funding from SGC.

This surplus was reallocated in April 2021 to support the new Baileys Court Play Area project and £100K was also reserved for a future planned extension to the Brook Way Activity Centre building which council initially approved last year, pending confirmation of the year-end financial position, before deciding how to fund the project. The remainder was allocated to the future Budget Reserve to help support the future 5 Year Forward Plan through to 31st March 2026. This reserve provides flexibility for council to adapt to economic changes to help support the precept and avoid large increases whilst also protecting and expanding services to the community.

The current 5 Year Budget Plan includes all the previously agreed budget changes and the current position now shows a 2020/21 year-end surplus of approximately £96K and no other year-end adjustments are currently expected as the Financial Statement was based upon these figures and was set on 20th May 2021 ready for the annual internal audit and council sign off in June 2021.

The forward projected year end positions within the 5 Year Forward Plan are detailed below and, based upon these up-to-date figures and projections, shows that council continues to be financially robust and well placed to maintain services through an uncertain period which may include rising inflation.

|  |  |
| --- | --- |
| Year | Year End Balance |
| 2020/21 | £96,413.64 |
| 2021/22 | £39,657.32 |
| 2022/23 | £35,985.94 |
| 2023/24 | £35,456.64 |
| 2024/25 | £27,203.99 |
| 2025/26 | £2,139.48 |

These figures are based upon projections and assume that all income budgets are achieved and expenditure budgets are fully utilised, although historically, the expenditure performance has been below allocated budgets overall and the year-end surplus therefore tends to be around the projected figure but mostly higher. Therefore, the true position cannot be confirmed until year-end figures have been processed; however this further substantiates council’s strong financial position moving forwards.

**Extract from April 2021 Finance Committee Meeting minutes**

***8.1 2020/2021 Income & Expenditure Budget Report***

*Rachel Pullen, RFO/Finance Manager presented the following report:*

***INTERIM 2020/21 YEAR-END FINANCIAL SUMMARY AS AT 19/4/21***

***INCOME***

*Overall, total income has achieved £958,118.38 (102.07%) excluding the Mayor’s Charity which has raised £4,404.00 to date.*

*The 2020/21 total income compares very well with the 2019/20 year-end income level of £962,172.22 especially as the impact of Covid19 did not impact the 2019/20 figures to a great extent. The current income has been greatly supported by SGC Covid Grant income which amounted to £50,701 and the precept income increased by £14,195 upon the prior year following a 1% increase. Both factors helped support the income for 2020/21 especially as hire income was greatly reduced, falling by £65.5K due to the lockdown closures.*

*The full hire income breakdown is shown below. Despite this drop, the fact that income has reached the annual budget following earlier changes in the year, is a very positive position.*

*The Centres have achieved the following income levels:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***2020/21 Interim Year end as at 19/4/21*** | | | ***2019/20 Actual Year End Figures*** | | |
| ***Activity Centre*** | ***Income (£)*** | ***Annual Budget(£)*** | ***Income Against Annual Budget %*** | ***Income (£)*** | ***Annual Budget (£)*** | ***Income Against Annual Budget %*** |
| *Jubilee Centre* | *23,131.45* | *22,000.00* | *105.14%* | *53,669.67* | *56,000.00* | *95.84%* |
| *Brook Way* | *7,353.44* | *6,000.00* | *122.56%* | *21,272.92* | *16,000.00* | *132.96%* |
| *Baileys Court* | *41,036.76* | *25,000.00* | *164.15%* | *62,082.77* | *62,000.00* | *100.00%* |
| ***Totals*** | ***£71,521.65*** | ***£53,000.00*** | ***134.95%*** | ***£137,025.36*** | ***£134,000.00*** | ***102.26%*** |

*The annual hire income budgets have achieved £71,521.65 (134.95%) across the centres, which is a huge income drop when compared to £137,025.36 achieved for the same period last year. As previously reported this is the first year since 2015/16 when the annual hire income has dropped when compared to the previous year. Income had been steadily increasing year upon year before this.*

*It should, however, also be noted the percentage performance against budget figures for the sites has exceeded the annual site budgets for 2020/21 as these were greatly reduced by Council in June 2020 based upon the expected impact of Covid19 and the closures at that time. The fact that sites have achieved 134.95% of expected levels, being £18.5K above the reduced budgets, is a very positive outcome and substantiates council’s aggressive action taken in June 2020 in response to the pandemic situation. This prompt response in reducing budgets across the board, then influenced the Forward Budget Plan but allowed Council to make the decision to freeze the 2021/22 precept which was made in January 2021.*

***INCOME SUMMARY***

*Overall income has outperformed expectations and this will be further enhanced slightly when the CCLA Local Authority Property Fund dividend for Jan – March 2021 is paid later this month. Figures for this are awaited but the bulk of the other year-end adjustments etc, have already been processed and taken into account within the above figures.*

*The 2020/21 hire charge budgets have been carried forward into 2021/22 and, based upon the actual 2020/21 income received, it may be worth considering an increase to the 2021/22 hire charge budgets at some point to match the 2020/21 income levels detailed above (refer to details later in the report).*

***EXPENDITURE***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***2020/21 Interim Year end as at 19/4/21*** | | | ***2019/20 Actual Year End Figures*** | | |
| ***Sector*** | ***Expenditure (£)*** | ***Annual Budget (£)*** | ***Expenditure Against Annual Budget %*** | ***Expenditure (£)*** | ***Annual Budget (£)*** | ***Expenditure Against Annual Budget %*** |
| *Total Office & Non Activity Centres* | *643628.12* | *784,619.26* | *82.03%* | *718,470.36* | *806,462.29* | *89.09%* |
| *Including Salaries (Employer Costs)* | *411,430.38* | *445,750* | *92.30%* | *436,567.73* | *448,800.00* | *97.27%* |
| *Including Youth Provision* ***\**** | *20,631.07* | *84,037.06* | *24.55%* | *26,997.86* | *79,847.70* | *33.81%* |
| ***\*Note****: Youth provision expenditure excludes the salary costs of The Youth Development and Participation Worker which is included within the main salary figures and may be part funded with Positive Activities grant funding. Any unspent external youth grant funding is rolled into the next years’ budget whilst all other unspent youth budgets will be added to the year-end surplus for re-allocation by Council. A detailed breakdown of the youth income/expenditures against budgets has been circulated* | | | | | | | |
| *Jubilee Centre* | *73,717.81* | *90,212.00* | *81.72%* | *77,122.70* | *98,706.67* | *78.13%* |
| *Brook Way* | *34,901.16* | *45,458.00* | *76.78%* | *42,571.71* | *43,189.50* | *98.57%* |
| *Baileys Court* | *82,437.00* | *93,408.00* | *88.25%* | *82,780.89* | *95,440.70* | *86.74%* |
| *New Assets* | *7,609.33* | *17,150.00* | *44.37%* | *13,775.38* | *23,039.00* | *59.79%* |
| *Planned Assets* | *-583.26* | *-* | *0.00%* | *54,849.00* | *47,318.09* | *115.92%* |
| ***Totals*** | ***£841,710.16*** | ***£1,030,847.26*** | ***81.65%*** | ***£989,570.04*** | ***£1,114,156.25*** | ***88.82%*** |

***EXPENDITURE SUMMARY***

*Expenditure is in a very strong position for the period with expenditures across all sectors being well below annual budget levels, although there are a few year-end adjustments to be processed and a few 2020/21 expenditures are still awaited, but these should not majorly impact the figures detailed above. These performance figures are particularly impressive bearing in mind the budgets were greatly reduced through last year and the actual expenditure for 2020/21 as at 19th April 2021 amounted to £841,710.16 which is £189,137.10 under budget.*

***2020/21 YEAR END SURPLUS*** *(5 Year Forward Plan Summary Schedule/Appendix B)*

*Based upon the current 2020/21 actual figures and the current approved 2021/22 budget figures as at 19th April 2021, the current year-end surplus to carry forward to 2021/22 amounts to £307.5K, as detailed within the Budget Forward Plan - Schedule B.*

*A large surplus was predicted and is due to the strong income overperformance and the large expenditure budget underspend for 2020/21 as detailed previously within this report. A more detailed breakdown of individual budget underspends for 2020/21 is detailed within the Income Against Expenditure Schedule which accompanies this report.*

*In addition to this, the previous year’s 2019/20 year-end surplus amounted to £189.3K which was carried forward into 2020/21 rather than being reallocated to any reserves or mid-year budgets which would be the normal practice.*

***REALLOCATION OF YEAR END SURPLUS WITHIN 2020/21 RESERVES AND 2021/22 BUDGET*** *(5 Year Forward Plan Summary Schedule/Appendix C)*

*In view of the large 2020/21 year-end surplus, the following budget changes are recommended for 2021/22. Some of the basic budget changes had already been included within Schedule B but the major adjustments to the reserves is the main re-allocation of the current predicted surplus.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Nominal Code*** | ***Description*** | ***Current Budget*** | ***New Budget*** | ***Details*** |
| ***2020/21 Earmarked Reserve Adjustments*** | | | | |
| *3014* | *BW Development* | *0.00* | *100,000.00* | *BW Extension as per November 2020 council decision.* |
| *3016* | *Play areas* | *165,000.00* | *176,000.00* | *Adjustment to allow £71K towards BC Play Area N/C 9020 and leaving £105K in reserves for future projects* |
| *3089* | *Future Budget* | *285,000.00* | *385,000.00* | *Increase to support the future 5 Year Forward Plan. This budget can be re-allocated if other urgent projects arise.* |
| ***2021/22 Budget Adjustments*** | | | | |
| *4002* | *Grant Income* | *0.00* | *44,195.00* | *Confirmed grant for BC play area - see also N/C 9020.* |
| *5011* | *Office rates* | *13,493.00* | *13,100.00* | *Actual billed figure.* |
| *5066* | *Professional Fees* | *2,000.00* | *3,701.00* | *Increase to cover Temp covering Finance work in office April - June - 31.5 hours p/m - approved by Staffing Committee.* |
| *5086* | *Election costs* | *3,000.00* | *12,000.00* | *Estimate for May bi-election.* |
| *5504* | *Youth Grant Aid* | *0.00* | *1,076.06* | *Unspent external grant funding rolled from 2020/21.* |
| *5506* | *Youth Grant Aid* | *0.00* | *10,459.00* |
| *5512* | *Youth Grant Aid* | *0.00* | *22,302.00* | *£12,302.36 rolled from 2020/21 and £10K awarded for 2021/22.* |
| *5513* | *Youth Grant Aid* | *0.00* | *960.00* | *Awarded in March 2021 for 2021/22 projects.* |
| *5514* | *Youth Grant Aid* | *0.00* | *960.00* |
| *6011* | *JC Rates* | *10,021.90* | *9,731.00* | *Actual billed figure.* |
| *7011* | *BW rates* | *4,530.97* | *4,342.00* | *Actual billed figure.* |
| *8011* | *BC rates* | *10,536.90* | *10,320.00* | *Actual billed figure.* |
| *9020* | *Planned Project - BC Play Area* | *0.00* | *44,195.00* | *Expenditure of grant funding see N/C 4002 + reserve NC 3016* |
|  | ***TOTALS*** | ***£493,582.77*** | ***£838,341.06*** | ***Difference = £344,758.29*** |

*Following discussion, Councillor Ben Randles proposed the nominal code budget amendments for 2021 and 2022 as detailed in table above, seconded by Councillor Michael Hill, carried unanimously.*

*Following these recommended budget changes, the 5 Year Forward Plan produces the following year-end positions assuming the precept is increased by 0.5% p/a from 2022/23 onwards and assuming the current hire charge income budgets are not increased for 2021/22.*

|  |  |
| --- | --- |
| ***Year*** | ***Year End Balance*** |
| *2020/21* | *£91,526.70* |
| *2021/22* | *£34,910.38* |
| *2022/23* | *£37,679.00* |
| *2023/24* | *£32,932.50* |
| *2024/25* | *£23,785.94* |
| *2025/26* | ***-£1,169.30*** |

***ADDITIONAL OPTION OF INCREASING 2021/22 HIRE CHARGE INCOME BUDGETS AND INCREASING ALL SITES REFURBISHMENT RESERVE*** *(5 Year Forward Plan Summary Schedule/Appendix D)*

*As previously mentioned within the Income Summary within this report, the hire charge income from the sites has been a lot higher than initially expected, as the pre-schools were able to open early and the lease payments continued. Based upon this, it may be prudent to consider increasing the 2021/22 budgets to match the actual income received in 2020/21. This will increase the budgets by £18K, as detailed below and this increase can then be re-allocated to increase the All Sites Refurbishment Reserve by £18K as this reserve appears to be on the low side moving forwards.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Nominal Code*** | ***Description*** | ***Current Budget*** | ***New Budget*** | ***Details*** |
| ***2020/21 Income Budget Adjustments*** | | | | | |
| *4006* | *Jubilee Centre Income* | *22,000.00* | *23,000.00* | *Increase based upon 2020/21 actual figures = £23,131.45.* |
| *4007* | *Brook Way Activity Centre Income* | *6,000.00* | *7,300.00* | *Increase based upon 2020/21 actual figures = £7,353.44.* |
| *4008* | *Baileys court Activity Centre Income* | *25,000.00* | *41,000.00* | *Increase based upon 2020/21 actual figures = £41,036.76.* |
|  | ***Total*** | ***£53,000.00*** | ***£71,300.00*** | ***Difference = £18,300*** |
|  |  |  |  |  |
| ***2021/22 Earmarked Reserve Adjustments*** | | | | | |
| *3012* | *All Sites Refurbishment Reserve* | *110,000.00* | *128,000.00* | *Increase by £18K following the increase in the hire income budgets. This reserve is on the low side which was highlighted last year when a quote for a new BC roof amounted to £100K which fortunately was not then required after other repairs were carried out.* |
|  | ***Total*** | ***£110,000.00*** | ***£128,000.00*** | ***Difference = £18,000*** |

*Following discussion, Councillor John Ashe proposed the nominal code budgets for 2021 and 2022, linked to Income Budget and Earmarked Reserve adjustments as detailed in table above, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.*

*Following these additional budget changes, the 5 Year Forward Plan produces the following year-end positions assuming the precept is increased by 0.5% p/a from 2022/23 onwards and assuming the current hire charge income budgets are increased for 2021/22.*

|  |  |
| --- | --- |
| ***Year*** | ***Year End Balance*** |
| *2020/21* | *£91,526.70* |
| *2021/22* | *£35,210.38* |
| *2022/23* | *£37,979.00* |
| *2023/24* | *£33,232.50* |
| *2024/25* | *£24,085.94* |
| *2025/26* | ***-£869.30*** |

*Note: The final year-end figures will not be available until late May 2021 although the current figures include most year-end adjustments already.*

Following receipt of the above information, Councillor Ben Randles proposed a vote of thanks to Rachel Pullen for all her hard work over the past year, seconded by Councillor Michael Hill, carried unanimously.

**14 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 Roger Avenin, carried unanimously. The Statement was then signed by The Chair of Council, Councillor Michael Hill and the Town Clerk as Proper Officer. (see Appendix B attached).

**15 Public Question Time**

None

## 16 Minutes of Previous Full Council Meeting

The Minutes of the Full Council Meeting held on 10 March 2021 were proposed for acceptance by Councillor Ben Randles and seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 6 in favour, 5 abstentions, proposal carried. The minutes were then signed by the Chair, Councillor Michael Hill, as a correct record.

**17 Review of Standing Orders and Financial Regulations**

**17.1 To recommend any amendments to Standing Orders to stand adjourned without discussion to the next ordinary meeting of the council**

Councillor Tom Aditya proposed that Standing Orders be amended to include the Staffing Committee as a Standing Committee, seconded by Councillor Michael Hill and adjourned to next Full Council meeting

**17.2 To agree alterations to Financial Regulations**

No changes to be made

**18 Matters arising from the Minutes of meeting held on 10th March 2021**

**18.1 2018 Strategic Planning Recommendations**

**18.1.1 Next stage skatepark development: including equipping interior of containers; completion of landscaping; project tools and equipment**

Graham Baker, Youth Development & Participation Worker informed the meeting that with the permeable block paving being installed, the container now has wheelchair access and there is no flooding in the area. Internal plans are now being worked up with the young people and it is hoped that most of the work (bar specialised fittings etc.) can be carried out by staff and volunteers which will help to create ownership of the project.

**18.2     Recommendations from 2019 BSTC Strategic Planning Meeting**

Odile McIntosh, Deputy Town Clerk/Activity Centres Manager gave the following updates on agenda items 18.2 – 18.5

**18.2.1 Baileys Court Activity Centre - Replace damaged grass/ground in pre-school play area with artificial grass to allow outdoor play all year round**

Two quotes have been received; four companies were invited to submit quotations however only two responded. Due to the vast difference in quotes received companies will be invited to submit fresh quotations, due to the variance the contractors might not have achieved the same expectation of what was required. BSTC requests all quotations are like for like, to ensure value for money.

**18.2.2 Baileys Court Play Area Redevelopment 2021**

Council Officers received various quotations/designs for the new development at Baileys Court within the required timescale sited in the Tender Invitation Document which was advertised on HM Government Contracts Finder and Find a Trader websites.

Following on from this, on Tuesday 18th May 2021 at 1.00 pm, the Town Clerk, Deputy Town Clerk and the following Councillors (Tom Aditya, Edward He, Brian Hopkinson, Angela Morey and Andy Ward) were in attendance to open the tenders. All tenders/designs were assessed and awarded points against the quotations and designs using the criteria matrix previously agreed at Finance Committee.

The table below outlines the results of this meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quotes opened** | **Company** | **Net cost** | **Matrix Score (Percentage)** |
| 1 | Kompan | £104,715.32 | 91 % |
| 2 | Sutcliffe | £103,514.00 | 77 % |
| 3 | Caloo | £105,000.00 | 38 % |
| 4 | Hags | £105,000.00 | 89 % |
| 5 | Mant Leisure | £104,960.00 | 41 % |
| 6 | Red Lynch | £104,350.00 | 31 % |
| 7 | Sovereign | £95,579.06 | 35 % |
| 8 | G.B Sports and Leisure | £105,000.00 | 40 % |
| 9 | ESP Play Park | £105,000.00  (late submission) | 33 % |

BSTC were overwhelmed with designs and quotations from nine companies, all of whom we would like to thank for submitting these for consideration.

The budget ceiling for this project was set at £105,000 and all those tendering were aware of the budget.

As can be seen from the table above, two companies were remarkably close in the awarding process and after much discussion it was agreed to recommend that the contract for this work be awarded to Kompan.

Contact has been made with the requested references provided and orally the feedback has been incredibly positive with the whole process, from construction phase to aftercare sales and communication, which is especially important with these developments.

Baileys Court play area is situated on a small space of land, right outside Baileys Court Primary school so design specification was to accommodate as many children as possible, to consider inclusive and accessible pieces of play equipment and as a result the agreed proposal caters for up to 95 children with 40 play activities.

The design has provided a wide assortment of different play experiences for a wider range of abilities and ages, children have the option of playing alone or with friends on the seesaw and multi play units. Kompan have catered for the needs of children/young people with disabilities plus the inclusion of adults and carers with disabilities.

Lead time on this project would be 8 weeks from the date or placing purchase order/ programme of works, contract as terms and conditions. To ensure the play area is installed in this time scale, the order would need to be placed 29th May 2021.

The equipment is made from the most robust materials which come with:

**Kompan’s 30 year/ lifetime warranty is in effect for the lifetime of the product until the product is uninstalled and/ or taken out of use or 30 years, whichever is longer.**

* Hot dip galvanised structural parts.
  + Steel poles
  + Cross beams
  + Floor frames
  + Top brackets
* Stainless steel hardware
* EcoCare and other high-density polythene (HDPE) panels.

**10 years warranty**

* Painted top layer of galvanised or aluminium metal posts & parts.
* Pre-galvanised metal parts with painted top layer
* Solid plastic parts
* Transparent PC Panels e.g., Giants
* Wood-plastic composite (WPC)
* Siberian larch, pine and other wood types
* Stainless steel slides
* Hollow plastic parts
* Rope and net constructions
* Corocord “S” clamps

**5 years warranty**

* Resin – coated plywood parts
* Springs and ball bearing assemblies
* Graphic print on transparent PC panels e.g., Giants
* Concrete elements
* Galaxy connection balls

**2 years warranty**

* Movable plastic and metal parts
* Rubber membranes
* Screens and electronic parts
* Sunshades and sail solutions.

**Surfacing 5 years warranty**

A wet pour safety surface is a blended mix of rubber granules bound together, having been manufactured on site and laid on existing suitable or specially prepared base to provide a continuous surfacing free of seems or joints.

The surfacing under the outdoor play equipment is both an integral part of the play value and safety of the project, so Kompan works with approved suppliers to ensure compliance, durability and aesthetic appeal.

**Kompan Team**

* Approved installers
* Aftercare support
* 24/7/ 52 weeks consultants advise and access to product information, including maintenance guides, installation and component codes.
* Contract Manager

Officers appreciate that a wheelchair accessible swing or roundabout was hoped for, a wheelchair swing is too large for this site, some designs did propose a wheelchair accessible roundabout however due to the large safety surface area required to install this piece would affect the maximum play value for the regular users of this play area, Councillors did discuss the possibility in future of placing such equipment within the Beacon Play area where there is potentially more space.

The Deputy Town Clerk has secured grant funding with Enovert Community Trust (£30,000.00) as per the grant funding agreement the council have been invoiced £3,000.00 which is for the 10%, 3rd party contribution payable to “Enovert Community Trust”, this is now due for payment before work can commence. Part of this agreement is to make sure the work is carried out within the timescale proposed on the Tender Invitation Document. Start date 23rd July, Completion 26th August. This is to make sure that the least amount of disruption is caused in the local area with traffic, parking and parents dropping of children.

The Deputy Town Clerk has also secured additional £14,195 grant funding through the Ibstock Enovert Trust, making a total of £44,195 external funding for the project .

With an overall budget for quotes set at £105K, the quote of £104,715.32 from Kompan will be part funded from external grants (£44,195) and Bradley Stoke Town Council will fund the difference of £60,520.32 + the 10% contribution of £3K = £63,520.32. This funding has already been applied within the current 2021/22 budget (New Assets – Play Area equipment N/C9020) and reserves (Play Area Replacement Reserve budget N/C3016)

**Recommendation**

The recommendation is to resolve to go ahead with the installation of this play area and contract Kompan to carry out this work during the school summer holidays as per the attached terms and conditions set out with Kompan.

Following discussion, Councillor Tom Aditya proposed accepting the quote from Kompan (as detailed above), seconded by Councillor Andy Ward, carried unanimously.

Councillor Michael Hill then proposed a vote of thanks to Del McIntosh for all her hard work in this project, seconded by Councillor Tony Griffiths, carried unanimously.

**18.3 Recommendations from 2020 BSTC Strategic Planning Meeting**

**18.3.1 Redevelopment of the Brook Way Activity Centre main building**

The pre application for Brook Way development was submitted in March, after a few adjustments to the site location plan the application was processed and now going through the pre-planning application process at South Glos. The pre-planning application reference is PRE21/0384 Erection of 1no storage building. Once South Gloucestershire Council has decided the council will be advised if the building will be able to move forwards. The pre-application fee fell on 2021/22 financial year and cost £483.00.

**18.4 Installation of tracker devices in BSTC vehicles**

Contact was made with BSTC insurers to establish if any reduction on the vehicle insurance would be made with the installation of such devices; the special scheme rates that BSTC currently has with the insurer will not offer any discounting facility because overall there isn’t a high incidence of theft claims in the sector, so theft is not seen as too much of an issue by insurers.

What it would show is good risk management & if BSTC were to get tracking devices installed at some stage in the future, we are future proofing our fleet insurance, which means there is less chance of premiums increasing due to poor claims experience. Therefore this would not be an immediate return, more of an investment in the future.

Following discussion, Councillor Roger Avenin proposed not installing tracker devices on current vehicles, but to consider it when purchasing or leasing replacement vehicles in the future, seconded by Councillor Ben Randles, carried unanimously.

**18.5 Quotes for two main roundabouts planting/maintenance of flower beds**

Officers managed to only get one quotation for the replanting of flower beds on the two main roundabouts, most landscape service providers do not have the relevant training allowing them to work on roundabouts. The quotation received was approximately £13,000.00. No other companies have been identified that would be able to quote at this time. South Gloucestershire Council were not able to quote at that point, due to Covid-19 and contractors working from home, as we come out of restrictions in June this might change.

Looking at the roundabouts this year, it seems nature has allowed the flowers to become established and they look bright and cheerful.

Following discussion, Councillor Tom Aditya proposed sourcing further quotes for the work, seconded by Councillor Ben Randles, carried unanimously.

**19 To receive the Minutes of the Finance Committee held on 28th April 2021 and to deal with any matters referred to Council not covered elsewhere on the Agenda.**

The Minutes of the Finance Committee held on 28th April 2021 were received.

**20 To receive the Minutes of the Planning and Environment Committee held on 24th March 2021 and 28th April 2021 and to deal with any matters referred to Council not covered elsewhere on the Agenda.**

The Minutes of the Planning and Environment Committee meetings on 24th March 2021 and 28th April 2021 were received.

**21 To receive the Minutes of the Leisure, Youth & Amenities Committee held on 26th April 2021 and to deal with any matters referred to Council not covered elsewhere on the Agenda.**

The Minutes of the Leisure, Youth & Amenities Committee meeting on 26th April 2021 were received.

**22 To deal with the following Financial Matters**

**22.1 Insurance Review for 2021/22**

Rachel Pullen, RFO/Finance Manager gave the following update:

**Main Insurance**

Our current insurance is with RSA which was due to run for another year under a 3 year agreement with our current policy due to end on 31st May 2021. Towards the end of last year, information was released about a possible takeover of the company and since then, RSA has confirmed that its deal with Canadian insurer Intact Financial Group and Danish insurer Tryg will be complete by the end of May 2021.

The takeover has impacted the future direction of the company and therefore some insurance cover and costs have been affected and council’s insurance broker, WPS Insurance, has therefore re-evaluated the cover and cost against the market and has provided the following report and recommendations.

*When rumours started to emerge of RSA being up for sale & with the end of their initial 3 year scheme agreement in sight we didn’t want to be left in a difficult position if they decided they no longer had the appetite for your sector so we started a full market tender exercise this time last year. Several insurers showed initial interest but looking at the claims details they felt the sector was under-priced & would have been looking for rating increases in the region of 20% as an average. There was also a reluctance to offer long term agreements as many insurers are forecasting claims inflation to run at around 5% for the next few years so would have been looking at increases year on year. As it turned out the sale of RSA has indeed resulted in a change of appetite and whilst they are happy to honour long term agreements as your loss ratio falls outside their acceptance criteria they are after a 10% premium loading, this would give a renewal figure of £13,311.50 including IPT/Fees for the main commercial combined on the figures supplied.*

*The Military Mutual (TMM) as new scheme provider are currently working on figures and on cases transferred over thus far the savings work out at around 5% on average due to the unique way they operate as they are a true discretionary mutual without shareholders or the corporate need to increase profits; as such each council we place with them becomes a member of the mutual and premiums, or contributions as they call them, are collected to fund future claims & whilst you can expect that any valid claim will be paid the board of the mutual does have the final decision, this does mean that they can also agree to pay claims that may fall outside the coverage of a more traditional insurance policy. It is also worth pointing out that in addition to the cover provided by TMM there is in place a group insurance policy with Builders Direct S.A. which effectively acts as a top up reinsurance cover & gives the members access to the Financial Ombudsman Service & Financial Services Compensation Scheme. In addition to the excellent coverage as a true discretionary mutual they do not have to charge their members insurance premium tax, TMM do pay IPT where applicable to the insurers such as Builders S.A. who cover TMM but Bradley Stoke Town Council are saved this cost on their premium/contribution. The only IPT that you have to pay is £10.20 as the Legal Expenses is a more traditional insurance based product, and in respect of the terrorism cover for which I’m awaiting the figures too.*

*Travel Cover is not provided by TMM but we can either source a separate policy if you feel that you particularly need that cover (this is travel insurance like you would take out if you go on holiday and is for nights away or foreign travel etc) or alternatively offer you the premium saving. It is recommended that travel is not needed unless councillors or staff are involved in foreign travel linked directly with council business. The public liability insurance and medical/injury cover etc will apply for other business travel within the United Kingdom.*

*Our best advice is to move over to TMM as you will make a premium saving, get a new three year rate stability agreement, potential profit share rebate and be saved whatever increases are round the corner.*

*For your information we are currently in what is called a “hard market” with insurers looking for double digit increases across many classes of business, reducing limits of indemnity, increasing excesses, refusing to insure some high risk classes etc. Indeed, we have become aware of one of the major providers in your sector offering renewal terms with 20/30% increases.*

**MAIN INSURANCE – new update**

Our insurance broker WPS has now agreed special terms with The Military Mutual (TMM). The total quote for the main cover with the required additional items such as legal expenses and terrorism cover etc and a comparison with the existing insurer renewal quote is detailed below.

* RSA (existing provider) = **£13,311.50** (inc. Insurance Premium Tax (IPT))
* The Military Mutual = £9,912.69 + £749 for legal, terrorism cover =

**£10,662.18** (inc. IPT where appropriate)

The covers match other than foreign travel insurance which is not covered by TMM however this is not required for council business.

This equates to a saving of £2,649.32 or 20% for the period 1/6/21 – 31/5/22 and the broker strongly recommends the switch under a 3 year rate stability agreement. These policies exclude the community festival cover which has been cancelled for June 2021.

We have paid for this cover annually at the start of the policy for the last 2 years to get a premium reduction however we have now requested whether payment can be made by monthly direct debit if we switch to TMM. Our broker is looking into this and will verify whether the premium would be impacted as a result.

**Options**

1. Remain with the current provider RSA @ £13,311.50 paid annually up front.
2. Switch to TMM @ £10,662.18 on a 3 year rate stability agreement which will

run until 31/5/24 paying 1 year upfront in June 2021 unless a monthly direct debit option is available which does not impact the premium.

**CYBER COVER**

Following the earlier report, the broker has also agreed preferential terms for the cyber cover with our current provider, Travelers, to reduce the previous renewal of £953.76 (inc IPT) which also has a huge £15K+ excess.

WPS Insurance has secured a revised preferential deal for £691.00 (inc. IPT) which will offer an overall increase in the cyber cover to £250K (increased from £100K) with a £2,500 excess which will be waived if any event is notified within 72 hours.

The only area reduced within this new proposed cover will be fraudulent fund transfers (financials) which will be reduced from £100K to £25K. This has been risk assessed as negligible due to strong office internal controls so that no one person can implement such a payment including multi-layered internet banking and all debit and other cards have limits in place. The main risk would therefore be via cyber attacks which could lead to loss of income through corruption, ransomware or other malware activities.

**Options**

1. Remain with the current £100K cover with £15k+ excess @ **£953.76.**
2. Switch to the recommended cover with increased cyber cover of £250K but reduced financial fraud cover of £25K with a £2.5K excess @ **£691**.

Following discussion, Councillor Tony Griffiths proposed accepting Option 2 for the main insurance and Option 2 for the cyber cover as detailed above, seconded by Councillor Roger Avenin, carried unanimously.

**22.2 To Approve Bills and Direct Debits for Payment**

The following Bills and Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Ben Randles, seconded by Councillor Edward He and carried unanimously.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL (2021/22)** | | | |  |  |
| **MONTHLY EXPENDITURE - May 26th 2021** | | | |  |  |
|  |  |  |  |  |  |
|  |  | **May Salaries** |  |  | **22710.03** |
|  |  |  |  |  |  |
|  | A1 Maintenance Ltd | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 21/04/2021 | 1068 | BC - UNBLOCK TOILETS | 270.00 | 54.00 | 324.00 |
| 28/04/2021 | 1072 | JC - EMERGENCY LIGHT REPLACEMENT | 90.00 | 18.00 | 108.00 |
| 14/05/2021 | 1079 | BC Supply & Fit Solenoid Sensor Tap | 175.00 | 35.00 | 210.00 |
| 14/05/2021 | 1078 | BC Rectify Leak in Elm Room Valve in Basin | 185.00 | 37.00 | 222.00 |
| 14/05/2021 | 1080 | JC Secure Cable & Tidy Up Shutter Woodlands Entrance | 50.00 | 10.00 | 60.00 |
| 14/05/2021 | 1080 | Office - Disconnect Faulty PR for archive room | 50.00 | 10.00 | 60.00 |
|  |  |  | 820.00 | 164.00 | **984.00** |
|  | AMBIENCE LANDSCAPES LTD | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 30/04/2021 | 15347 | SKATE PARK - GROUND MAINTENANCE APRIL | 81.00 | 16.20 | 97.20 |
| 30/04/2021 | 15346 | MAY STREET MAINTENANCE | 1018.30 | 203.66 | 1221.96 |
| 30/04/2021 | 15345 | JC - GROUND MAINTENANCE MAY | 1193.36 | 238.67 | 1432.03 |
| 30/04/2021 | 15345 | BW - GROUND MAINTENACE | 153.99 | 30.80 | 184.79 |
| 30/04/2021 | 15345 | BC - GROUND MAINTENANCE MAY | 729.53 | 145.91 | 875.44 |
|  |  |  | 3176.18 | 635.24 | **3811.42** |
|  | AVON SPORTSGROUND MAINTENANCE CO | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 30/04/2021 | SI-820865 | BC APRIL BOWLS MAINTENANCE & MATERIALS | 493.00 | 98.60 | 591.60 |
|  |  |  | 493.00 | 98.60 | **591.60** |
|  | Bath & North East Somerset Council | |  |  |  |
| 23/05/2021 |  | Pensions for May 21 | 5626.65 | 0.00 | 5626.65 |
|  |  |  | 5626.65 | 0.00 | **5626.65** |
|  | BWBSL |  |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 05/05/2021 | 11676557 | BC - Water Usage 16/10/21-04/05/21 | 580.90 | 116.18 | 697.08 |
|  |  |  | 580.90 | 116.18 | **697.08** |
|  | Enovert Management Limited | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 18/05/2021 | 483 | Bailey Court Play Area external funding - Third Party Contribution | 3000.00 | 0.00 | 3000.00 |
|  |  |  | 3000.00 | 0.00 | **3000.00** |
|  | GB Sport & Leisure | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 20/05/2021 | 7389 | Paint the Play Area - Brook Way | 750.00 | 150.00 | 900.00 |
| 13/05/2021 | 7390 | Paint the Play Area - Foxborough Garden | 750.00 | 150.00 | 900.00 |
|  |  |  | 1500.00 | 300.00 | **1800.00** |
|  | HMRC Cumbernauld | |  |  |  |
| 23/05/2021 |  | HMRC Payee May 21 | 6243.14 | 0.00 | 6243.14 |
|  |  |  | 6243.14 | 0.00 | **6243.14** |
|  |  |  |  |  |  |
|  | IONET SYSTEMS LTD | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 19/05/2021 | 30179 | 1 Year Care Package - HP Laptop S Petela | 56.00 | 11.20 | 67.20 |
|  |  |  | 56.00 | 11.20 | **67.20** |
|  | Magic Cleaning Solutions Ltd | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 21/04/2021 | I7251 | ALL SITES - TOILET ROLL & BLACK BAGS | 40.00 | 8.00 | 48.00 |
| 06/05/2021 | I7352 | ALL SITES - CLEANING SUPPLIES | 42.00 | 8.40 | 50.40 |
|  |  |  | 82.00 | 16.40 | **98.40** |
|  | MONELLES |  |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/05/2021 | MONELLES | JC - CLEANING MAY '21 | 737.24 | 0.00 | 737.24 |
| 01/05/2021 | MONELLES\* | BW - CLEANING MAY 21 | 650.00 | 0.00 | 650.00 |
| 01/05/2021 | MONELLES\*\* | BC - CLEANING MAY 21 | 758.29 | 0.00 | 758.29 |
| 01/05/2021 | MONELLES\*\*\* | SKATE PARK - CLEANING MAY 21 | 87.75 | 0.00 | 87.75 |
| 01/05/2021 | MONELLES\*\*\*\* | OFFICE - CLEANING MAY 21 | 291.67 | 0.00 | 291.67 |
|  |  |  | 2524.95 | 0.00 | **2524.95** |
|  | ONE OFF SUPPLIERS - BY INTERNET PAYMENT | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 28/04/2021 | GA479 | GRANT AID - PICKLEBALL | 500.00 | 0.00 | 500.00 |
| 19/04/2021 | 04325 | Arbee Signs - 200 SIGNS FOR BINS (IF FULL TAKE HOME) | 158.33 | 31.67 | 190.00 |
| 22/04/2021 | 44297 | Geeves - DRY CLEANING CURTAINS - BC | 148.06 | 29.61 | 177.67 |
| 27/04/2021 | 70 | Bobs Leaflet Distribution - Delivery of 9000 Annual Reports | 810.00 | 0.00 | 810.00 |
| 10/04/2021 |  | Smith - Allotment Funding | 40.00 | 0.00 | 40.00 |
| 20/05/2021 |  | Office finance Support - T Hucker | 684.00 | 0.00 | 684.00 |
|  |  |  | 2340.39 | 61.28 | **2401.67** |
|  | Police & Crime Commissioner For Avon & Somerset | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 30/04/2021 | 9002427 | POLICE OFFICER FUNDING - APRIL 21 | 1346.33 | 269.27 | 1615.60 |
|  |  |  | 1346.33 | 269.27 | **1615.60** |
|  | SHRED-IT |  |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 07/05/2021 | 9504776932 | Shred It - Removal of Confidential Papers | 69.93 | 13.99 | 83.92 |
|  |  |  |  |  | **83.92** |
|  | South Gloucestershire Council | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 21/04/2021 | 3.805E+09 | HR Support | 183.00 | 36.60 | 219.60 |
| 19/05/2021 | 1.402E+09 | Annual Premises Fee for JC | 180.00 | 0.00 | 180.00 |
|  |  |  |  |  | **399.60** |
|  | Snowberry Media Ltd | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 03/05/2021 | 7438 | A5 ADVERT MAY'21 | 84.75 | 0.00 | 84.75 |
|  |  |  | 84.75 | 0.00 | **84.75** |
|  | TAILOR MADE OFFICE SUPPLIES LTD | |  |  |  |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 26/04/2021 | IN00196858 | BC NEW WALL CLOCK | 7.99 | 1.60 | 9.59 |
| 26/04/2021 | IN00196861 | MICROWAVE OVEN FOR BOWLS KITCHEN - BC | 99.00 | 19.80 | 118.80 |
| 26/04/2021 | IN00196859 | BATTERIES & STATIONERY | 34.32 | 6.86 | 41.18 |
| 26/04/2021 | IN00196859 | ALCOHOL WIPES & HAND GEL | 47.02 | 9.40 | 56.42 |
| 26/04/2021 | IN00796859 | INK CARTRIDGES | 94.96 | 18.99 | 113.95 |
| 26/04/2021 | IN00196860 | 2 X Hand Gel Dispensers | 48.00 | 9.60 | 57.60 |
| 30/04/2021 | IN00197066 | BATTERIES | 88.29 | 17.65 | 105.94 |
| 30/04/2021 | IN00197066 | INK CARTRIDGES | 225.00 | 45.00 | 270.00 |
| 30/04/2021 | IN00197066 | VINYL NON POWDERED GLOVES | 70.76 | 14.15 | 84.91 |
| 31/03/2021 | IN00196410 | HAND GEL | 31.79 | 6.36 | 38.15 |
| 30/04/2021 | IN00197067 | USB DRIVE | 41.94 | 8.39 | 50.33 |
| 30/04/2021 | IN00197067 | JC - DUSTBUSTER | 29.89 | 5.98 | 35.87 |
| 17/05/2021 | 197313 | Duracell Plus Batteries & Paper | 56.05 | 11.22 | 67.27 |
|  |  |  | 875.01 | 175.00 | **1050.01** |
|  | WPS Insurance Brokers & Risk Services Ltd | | | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 12/05/2021 | 506934969 | Annual Fleet Insurance 01/06/21-31/05/22 | 1033.00 | 0.00 | 1033.00 |
|  | | | 1033.00 | 0.00 | **1033.00** |
|  |  |  |  |  |  |
|  |  |  | **Total** |  | **32112.99** |
|  |  |  |  |  |  |
| **DIRECT DEBITS** | |  |  |  |  |
| 20/04/2021 |  | BG BUSINESS - BW - Gas 08/04 - 01/05 |  |  | 282.76 |
| 20/04/2021 |  | BG BUSINESS JC Electric 01/03 - 31/03 |  |  | 891.55 |
| 20/04/2021 |  | BG BUSINESS Office Electric 01/03 - 31/03 |  |  | 455.55 |
| 21/04/2021 |  | BG BUSINESS BC - Gas - to 31/03 |  |  | 169.78 |
| 21/04/2021 |  | BG BUSINESS JC Gas to 31/03 |  |  | 19.73 |
| 21/04/2021 |  | BG BUSINESS BW Electric 07/02 - 07/04 - ADJ |  |  | 30.39 |
| 23/04/2021 |  | BG BUSINESS BC Gas 04/03 - 03/04 |  |  | 598.99 |
| 30/04/2021 |  | VIRIDOR Waste Collection all Sites |  |  | 927.57 |
| 04/05/2021 |  | TV LICENCE - Jubilee Centre |  |  | 159.00 |
| 04/05/2021 |  | PUBLIC WORKS LOANS |  |  | 13055.40 |
| 06/05/2021 |  | CHARGES For April 21 |  |  | 10.00 |
| 10/05/2021 |  | INTY LTD Email & Internet |  |  | 196.26 |
| 10/05/2021 |  | SGC JC Office Rates |  |  | 1310.00 |
| 10/05/2021 |  | SGC BC General Rates |  |  | 1023.00 |
| 10/05/2021 |  | SGC BW General Rates |  |  | 434.00 |
| 10/05/2021 |  | SGC JC General Rates |  |  | 973.00 |
| 12/05/2021 |  | BG BUSINESS BC Electric 27/02 - 21/04 |  |  | 603.30 |
| 13/05/2021 |  | ATOS RE FUELGENIE |  |  | 92.91 |
| 13/05/2021 |  | BG BUSINESS BW electric |  |  | 111.31 |
| 13/05/2021 |  | PLAN.COM - Mobile phones |  |  | 198.29 |
| 14/05/2021 |  | MAINSTREAM DIGITAL - telephone system |  |  | 485.04 |
| 17/05/2021 |  | SAGE SOFTWARE LTD |  |  | 345.60 |
| 18/05/2021 |  | BG BUSINESS BW Gas 08/04-01/05 |  |  | 137.42 |
| 18/05/2021 |  | BG BUSINESS JC 08/04/- 01/05 |  |  | 647.65 |
| 18/05/2021 |  | BG BUSINESS Office Gas 08/04/- 01/05 |  |  | 13.05 |
| 18/05/2021 |  | BG BUSINESS BG Gas 08/04 - 01/05 |  |  | 479.65 |
| 18/05/2021 |  | BG BUSINESS Office Electric 01/04- 30/04 |  |  | 420.31 |
| 19/05/2021 |  | PITNEY BOWES - Postage |  |  | 200.00 |
| 20/05/2021 |  | BG BUSINESS BW Electric - 08/04 - 01/05 |  |  | 333.66 |

**23 Miscellaneous matters**

*Councillor Brian Hopkinson declared an interest in agenda item 23.1 as he is on SGC development Control Committee and abstained during the voting..*

**23.1 SGC - Planning Applications to be discussed**

**23.1.1 P21/02936/F Erection of single storey rear extension to form additional**

**living accommodation**

141 The Bluebells

No objection proposed by Councillor Roger Avenin, seconded by Councillor Tom Aditya. A vote was taken, 10 in favour, 1 abstention, proposal carried.

**23.1.2 P21/02900/PDR Erection of single storey rear extension to form**

**additional living accommodation**

107 Palmers Leaze

No objection proposed by Councillor Roger Avenin, seconded by Councillor Edward He. A vote was taken, 10 in favour, 1 abstention, proposal carried.

**23.1.3 P21/03064/F External alterations including alteration to roof line**

**to facilitate garage conversion to form incidental room**

40 Hawkins Crescent

No objection, on condition that it is not converted to a separate dwelling or used as a residential unit, proposed by Councillor Michael Hill, seconded by Councillor Andy Ward. A vote was taken, 9 in favour, 1 abstention, 1 against, proposal carried.

**23.1.4 P21/03060/F Erection of a first floor side extension to form**

**additional living accommodation**

112A Apseleys Mead

Councillor Michael Hill proposed OBJECTION on grounds that the application has insufficient parking provision, seconded by Councillor Tom Aditya. A vote was taken, 6 in favour, 4 against, 1 abstention, proposal carried.

**23.1.5 P21/03189/PDR Erection of replacement rear conservatory**

90 Ellicks Close

No objection proposed by Councillor Roger Avenin, seconded by Councillor Tom Aditya. A vote was taken, 10 in favour, 1 abstention, proposal carried.

**23.1.6 P21/03241/F Erection of single storey rear/side extension to**

**provide additional living accommodation and garage. Installation of hardstanding to form new vehicular parking area**

80 Campion Drive

No objection proposed by Councillor Andy Ward, seconded by Councillor Michael Hill. A vote was taken, 9 in favour, 2 abstentions, proposal carried.

**23.1.7 P21/03224/TRE Works to crown reduce 1 Oak tree to leave a finished**

**height of 8m and radial spread of 17m. Covered by SGTPO 22/20 dated 13 April 2021**

127 Cooks Close

No objection proposed by Councillor Tom Aditya, seconded by Councillor Angela Morey. A vote was taken, 10 in favour, 1 abstention, proposal carried.

*Councillor John Ashe left the meeting at this point*

**23.1.8 P21/02007/F Erection of a first floor side extension to form**

**additional living accommodation**

126 Wheatfield Drive

No objection to this amended planning application proposed by Councillor Andy Ward, seconded by Councillor Tony Griffiths. A vote was taken, 9 in favour, 1 abstention, proposal carried.

*Councillor John Ashe rejoined the meeting at this point*

**23.1.9 P21/02958/F Erection of 21 dwellings with associated landscaping**

**and works**

Land at Hornbeam Close

Councillor Michael Hill proposed OBJECTION on grounds that the application is overdevelopment of the site and has insufficient parking provision, seconded by Councillor Tom Aditya. A vote was taken, 10 in favour, 1 abstention, proposal carried. Councillors asked the SGC Ward councillors to call the application in when it appears on the Circulated Schedule.

**23.2 SGC – Potential S106 contributions linked to proposed development of 21 affordable dwellings at land at Hornbeam Close, Bradley Stoke (P21/02958/F)**

The Town Clerk informed the meeting that the following communication has been received from SGC:

*The Community Spaces Team would like to consult you on potential S106 contributions arising from public open space (POS) requirements in respect of a planning application that the Council has received for a development of 21 affordable dwellings at Land at Hornbeam Close, Bradley Stoke (P21/02958/F).*

*We are obliged (under Community Infrastructure Levy regulation 122) to provide a list of projects for the provision and/or enhancement of POS on which contributions would be spent if the development goes ahead, and we are required to do this as part of the planning application process. This does not mean that the planning application is in any way pre-determined and the sole purpose of the consultation is to assist in preparing a response to the Local Planning Authority on what provisions would be required to meet the needs of the increased population if the permission is granted. This is not binding, and is undertaken without prejudice to the final decision taken by the Local Planning Authority*

*Unfortunately there is a tight timescale for providing advice to our New Communities Team in Planning and this has to be done by  28th May 2021 to ensure consideration as part of the planning application process. I will therefore need your response by  27th May 2021 at the latest.*

*Our New Communities team has carried out an audit of open space as part of the planning assessment process and we would like to consult with you to find out what your parish council feel the priorities are for public open space provision and/or enhancement that may arise from the increased population if the planning application is approved.*

*The potential financial contributions for the categories of open space that the Council would require (subject to there being no on-site open space) are presented in table 1 below. Please note these are initial estimates of potential contributions for capital and revenue (maintenance) contributions. Please also find attached a plan showing the location of the development and POS in the vicinity of the development site. The plan shows four circles (or buffers) set at 480m, 600m, 720m and 1,000m and these correspond with the accessibility standards for the categories of open space shown in the table. Please see the attached Appendix 5 from the Core Strategy which provides a definition of the different categories of open space and the relevant accessibility standards. For example, where we are looking for projects to enhance allotments and these should be at sites within the 720m buffer of the development.*

Table 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category of open space | Distance from  development | Minimum spatial requirement to comply with policy CS24 (sq.m.) | Spatial amount proposed on site (sq.m.) | Shortfall in provision (sq.m.) | Contributions towards off-site provision and/or enhancement | Maintenance contribution |
| Informal Recreational Open Space (IROS) | 600m | 496.65 | 0 | 496.65 | £14,122.54 | £24,893.54 |
| Natural and Semi-natural Open Space (NSN) | The audit shows an adequate existing supply of Natural & Semi-natural Open Space accessible from the proposed development. | | | | | |
| Outdoor Sports Facilities (OSF) | 1,000m | 633.60 | 0 | 633.60 | £35,830.21 | £10,844.57 |
| Provision for Children and Young People (PCYP) | 480m – Children’s  Play Space  720m – Young people’s provision | 57.75 | 0 | 57.75 | £10,942.86 | £11,506.50 |
| Allotments | 720m | 79.20 | 0 | 79.20 | £821.32 | £1,047.24 |

*An initial assessment has demonstrated a shortfall of Informal Recreational Open Space, Outdoor Sports Facilities, Provision for Children and Young People and Allotments.*

*Please let me have your thoughts on what the priorities should be for the potential S106 contributions by the deadline (****27th May 2021****). If you need to discuss this further please get in contact.*

*Many thanks,*

***Section 106 Project Implementation Officer***

South Gloucestershire Council have since clarified that they are looking for *“locations for improvements, not specific projects”*

Following discussion, Councillor Andy Ward proposed the following response:

“Whilst the town council has objected to the planning application in question on the following grounds “*overdevelopment of the site and insufficient parking provision”,* were South Gloucestershire Council, as the Planning Authority, to grant permission for the development, the Town Council would ask that the S106 contribution is used to invest in external leisure equipment and disability accessible equipment for the whole community to use, to be installed at one or more of our sites (including the Jubilee Green) in Bradley Stoke. The proposal was seconded by Councillor Tom Aditya. A vote was taken, 9 in favour, 2 against, proposal carried.

**23.3 Local Council Award Scheme - Resolution to confirm that Bradley Stoke Town Council meets the criteria for Quality Gold Status application**

The Town Clerk informed the meeting that Bradley Stoke Town Council achieved quality status under the Local Council Award Scheme in April 2017. This award lasts for four years so it is now time to look at renewing. It is recommended that, this time the Town Council applies for Quality Gold Status as per details for all three awards below as it is felt that the Town Council has met all the identified criteria:

****

The council confirms by resolution at a full council meeting that it publishes online:

|  |
| --- |
| **The Council confirms by resolution that it recognises its duties in relation to bio-diversity and crime and disorder and that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. Its standing orders |
| 1. Its financial regulations |
| 1. Its Code of Conduct and a link to councillors’ registers of interests |
| 1. Its publication scheme |
| 1. Its last annual return |
| 1. Transparent information about council payments |
| 1. A calendar of all meetings including the annual meeting of electors |
| 1. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings |
| 1. Current agendas |
| 1. The budget and precept information for the current or next financial year |
| 1. Its complaints procedure |
| 1. Its accessibility statement |
| 1. Its privacy notice |
| 1. Council contact details and councillor information in line with the Transparency Code |
| 1. Its action plan for the current year |
| 1. Evidence of consulting the community |
| 1. Publicity advertising council activities |
| 1. Evidence of participating in town and country planning |

The council also confirms by resolution at a full council meeting that it has:

|  |
| --- |
| **The Council confirms by resolution that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. A risk management scheme |
| 1. A register of assets |
| 1. Contracts for all members of staff |
| 1. up-to-date insurance policies that mitigate risks to public money |
| 1. Disciplinary and grievance procedures |
| 1. A policy for training and training and development of staff and councillors |
| 1. A record of all training undertaken by staff and councillors in the last year |
| 1. A clerk who has achieved 12 CPD points in the last year |

The council confirms by resolution at a full council meeting that it publishes online:

|  |
| --- |
| **The Council confirms by resolution that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. Draft minutes of all council and committee meetings within four weeks of the last meeting |
| 1. A Health and Safety policy |
| 1. Its policy on equality |
| 1. Councillor profiles |
| 1. A community engagement policy involving two-way communication between council and community |
| 1. A grant awarding policy |
| 1. Evidence showing how electors contribute to the Annual Parish or Town Meeting |
| 1. An action plan and related budget responding to community engagement and setting out a timetable for action and review |
| 1. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins |
| 1. Evidence of helping the community plan for its future |

The council also confirms by resolution at a full council meeting that it has:

|  |
| --- |
| **The Council confirms by resolution that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. a scheme of delegation (where relevant) |
| 1. at least two-thirds of its councillors who stood for election |
| 1. an annual report that is actively shared with the community |
| 1. Evidence of a customer service in how the council handles correspondence with the public |
| 1. a qualified clerk |
| 1. a formal appraisal process for all staff |
| 1. a training policy and record for all staff and councillors |

The council confirms by resolution at a full council meeting that it publishes online:

|  |
| --- |
| **The Council confirms by resolution that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community |
| 1. An annual report, online material, news bulletins and other council communications with evidence of |
| * 1. engaging with diverse groups in the community using a variety of methods |
| * 1. community engagement influencing council activity and priorities |
| * 1. A wide range of council activities, including innovative projects, that produce positive outcomes for the community |
| * 1. co-operating constructively with other organisations |

The council also confirms by resolution at a full council meeting that it has:

|  |
| --- |
| **The Council confirms by resolution that all documentation and information is in place for a specified award** |
| **Criteria** |
| 1. Ensures that the council delivers value for money |
| 1. Provides leadership in planning for the future of the community |
| 1. Engages with the community on issues related to the environment and climate change |
| 1. Manages the performance of the council as a corporate body |
| 1. Manages the performance of each individual staff member to achieve its business plan |

Following discussion, Councillor Tom Aditya proposed a resolution that Bradley Stoke Town Council meets all the criteria as detailed above to apply for Foundation, Quality and Quality Gold Status, seconded by Councillor Michael Hill. A vote was taken, 10 in favour, 1 abstention, proposal carried.

Councillors thanked the Town Clerk for her work in compiling this documentation.

**24 To confirm the dates of forthcoming meetings.**

24.1 14 June Leisure, Youth & Amenities Committee

24.2 16 June Finance Committee

24.3 23 June Extra Full Council

24.4 23 June Planning and Environment Committee

The Meeting closed at 9.35pm

**APPENDIX A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2020/21 - PRE-AUDIT FORWARD PLAN as at 18/5/21 & 2021/22 BUDGET LAST APPROVED 28/4/21 (Schedule A)** | | | | | | | | | | | | | | | |  | |  | |  | | |
|  | **2019/20 - Actuals as at 10.6.20** | **% change** | **2020/21 Actuals as at 18/5/21** | **% change** | **Projected Budget 2021/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** | **2024/25 - Projected Budget** | **% change** | **2025/26 - Projected Budget** | **% change** |  | |  | |  | | |
| **INCOME** |  | |  | |  | | |
| Bank Interest/Investment/Grant Income | **£21,031** | -5% | £76,319 | 263% | £59,495 | -22% | £6,000 | -90% | £6,500 | 8% | £7,000 | 8% | £7,000 | 0% |  | |  | |  | | |
| Public Works Loan | **£0** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | | |
| Activity Centres Income | **£137,025** | -4% | £71,522 | -48% | £71,300 | 0% | £134,000 | 88% | £136,680 | 2% | £139,414 | 2% | £142,202 | 2% |  | |  | |  | | |
| Training & Other Income | **£2,771** | 12% | £446 | -84% | £220 | -51% | £220 | 0% | £220 | 0% | £220 | 0% | £220 | 0% |  | |  | |  | | |
| **Total Income (exc. precept etc)** | **£160,827** | **-4%** | **£148,286** | **-8%** | **£131,015** | **-12%** | **£140,220** | **7%** | **£143,400** | **2%** | **£146,634** | **2%** | **£149,422** | **2%** |  | |  | |  | | |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |
| Non Activity Centre Costs | £655,481 | 12% | £608,507 | -7% | £739,182 | 21% | £681,385 | -8% | £699,373 | 3% | £718,692 | 3% | £723,691 | 1% |  | |  | |  | | |
| Community/ Firework Events | £32,270 | 2% | £11,859 | -63% | £34,300 | 189% | £34,543 | 1% | £35,317 | 2% | £35,575 | 1% | £35,841 | 1% |  | |  | |  | | |
| Grants and Other Funding | £30,719 | -13% | £23,599 | -23% | £43,677 | 85% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% |  | |  | |  | | |
| **Office Expenditure** | **£718,470** |  | **£643,965** |  | **£817,159** |  | **£759,605** |  | **£778,367** |  | **£797,944** |  | **£803,208** |  |  | |  | |  | | |
| Bradley Stoke Jubilee Centre | £77,123 | -1% | £74,660 | -3% | £94,726 | 27% | £97,377 | 3% | £99,927 | 3% | £103,997 | 4% | £106,714 | 3% |  | |  | |  | | |
| Brook Way Activity Centre | £42,572 | 9% | £34,767 | -18% | £48,002 | 38% | £49,506 | 3% | £50,905 | 3% | £52,526 | 3% | £54,007 | 3% |  | |  | |  | | |
| Baileys Court Activity Centre | £82,781 | 1% | £82,296 | -1% | £95,870 | 16% | £99,217 | 3% | £102,458 | 3% | £106,486 | 4% | £109,976 | 3% |  | |  | |  | | |
| **Activity Centres Running Costs** | **£202,475** |  | **£191,723** |  | **£238,598** |  | **£246,100** |  | **£253,290** |  | **£263,009** |  | **£270,698** |  |  | |  | |  | | |
| New Assets | £13,775 | -69% | £7,591 | -45% | £60,695 | 700% | £16,500 | -73% | £16,500 | 0% | £16,500 | 0% | £16,500 | 0% |  | |  | |  | | |
| Planned Projects | £54,849 | 0% | -£583 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | | |
| **Total Expenditure as per budget** | **£989,570** | **3%** | **£842,696** | **-15%** | **£1,116,452** | **32%** | **£1,022,205** | **-8%** | **£1,048,157** | **3%** | **£1,077,453** | **3%** | **£1,090,406** | **1%** |  | |  | |  | | |
| Adjustments to/from Reserves at Year End | -£133,795 |  | £214,006 |  | -£117,000 |  | -£50,000 |  | -£55,000 |  | -£52,000 |  | -£41,000 |  |  | |  | |  | | |
| **Total budget + reserve adjustment** | **£855,775** | **-10%** | **£1,056,703** | **23%** | **£999,452** | **-5%** | **£972,205** | **-3%** | **£993,157** | **2%** | **£1,025,453** | **3%** | **£1,049,406** | **2%** |  | |  | |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |
| **SHORTFALL** | 2019/20 - Actuals as at 10.6.20 | % change | 2020/21 Actuals as at 18/5/21 | % change | Projected Budget 2021/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change | 2024/25 - Projected Budget | % change | 2025/26 - Projected Budget | % change |  | |  | |  | | |
| Difference Between Income and Expenditure | £694,948 | -11% | £908,416 | 31% | £868,437 | -4% | £831,985 | -4% | £849,757 | 2% | £878,820 | 3% | £899,984 | 2% |  | |  | |  | | |
| **LESS/PLUS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |
| Confirmed/Estimated Previous Year End Balance C/FWD | **£82,892.92** |  | **£189,290.01** |  | **£96,413.64** |  | **£39,657.32** |  | **£35,985.94** |  | **£35,456.64** |  | **£27,203.99** |  |  | |  | |  | | |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£719,126.36** |  | **£772,023.22** |  | **£792,328.15** |  | **£813,770.97** |  | **£843,362.97** |  | **£872,780.32** |  |  | |  | |  | | |
| **Less Local Council Tax Scheme Grant Funding** confirmed/projected by Sth Glos | **£2,347.00** |  | **£0.00** |  | **£0.00** |  | **£0.00** |  | **£0.00** |  | **£0.00** |  | **£0.00** | LCTR Funding was withdrawn from 2020/21 onwards | | | | | | |
| Approved/Estimated Precept per Band D property | **£115.78** | **0.00%** | **£116.94** | **1.00%** | **£116.94** | **0.00%** | **£117.52** | 0.50% | **£118.11** | 0.50% | **£118.70** | 0.50% | **£119.30** | 0.50% | Precept forecast @ 0.5% for 2022/23 & thereafter | | | | | |
| Approved/Estimated Sth Glos Tax Base | **6901** |  | **6974** |  | **6941** |  | **7048** |  | **7190** |  | **7334** |  | **7334** |  | SGC indicative Tax Base figures applied to 202/23 onwards as published November 2020 & agreed December 2020 | | | | | |
| **Approved/Estimated Total Precept Income** | **£798,998.00** |  | **£815,540.00** |  | **£811,680.54** |  | **£828,314.09** |  | **£849,227.61** |  | **£870,566.96** |  | **£874,919.79** |  |  | |  | |  | | |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,345.00 |  | £815,540.00 |  | £811,680.54 |  | £828,314.09 |  | £849,227.61 |  | £870,566.96 |  | £874,919.79 |  |  | |  | |  | | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£189,290.01** |  | **£96,413.64** |  | **£39,657.32** |  | **£35,985.94** |  | **£35,456.64** |  | **£27,203.99** |  | **£2,139.48** |  |  | |  | |  | | |
|  | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2018. The final precept was approved by Council in January 2019 with a 0% increase. | | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2019. The final precept was approved by Council in January 2020 with a 1% increase. | | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2020. The final precept was approved by Council in January 2021 with a 0% increase. | | This projection has applied the Sth Glos projected tax base of 7048 for 2022/23 as issued in December 2020 - These assumptions will be considered by Council in January 2022 when finalised figures are available | | This projection has applied the Sth Glos projected tax base of 7190 as issued in December 2020 - These assumptions will be considered by Council in January 2023 when finalised figures are available | | This projection has applied the Sth Glos projected tax base of 7334 as issued in December 2020 - These assumptions will be considered by Council in January 2024 when finalised figures are available | | This projection has applied the 2024/25 Sth Glos projected tax base of 7334 as issued in December 2020 - These assumptions will be considered by Council in January 2025 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 unmanageable year end shortfalls. Any unallocated surplus funds remaining at year end are placed within the unallocated earmarked reserves in order to fund future projects or within the Future Budget Reserve to manage future deficits and therefore manage and subsidise future precept levels. | | | | | | | | | | | | | | | |  | |  | |  | | |

**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.

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**: 26 May 2021

**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.

# 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, amended 2002. 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).

# 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.

**APPENDIX B**

# 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.

**ANNEX A**

## Overall Responsibility for Health and Safety Implementation

The Chair and the Town Clerk

## Delegated Overview, Daily Implementation Overview and Recording

Premises Manager

Health & Safety Officer

**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

Health & Safety Officer

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.

**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.

**APPENDIX B**

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

Baileys Court Activity Centre Office

Changing Rooms

Bowler’s Store

Town Council Office Filing Cabinet

BSTC Vehicles BSTC Flat Bed Van

BSTC Mitsubishi 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 29 April 2021**