### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Annual Town Council Meeting of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 11 May 2022 at 8.00pm.

PRESENT:

Councillors: Tom Aditya

John Ashe

Roger Avenin

Keith Cranney

Terri Cullen

Fabrizio Fazzino

Tony Griffiths (Chair)

Dr Ed He

Dayley Lawrence

Angela Morey

Franklin Owusu-Antwi

Ben Randles

Ed Rose

Andy Ward

Officers: Sharon Petela - Town Clerk

 Rachel Pullen – Responsible Finance Officer/Finance Manager

 Philip Francis - Deputy Town Clerk/Activity Centres Manager

 Graham Baker – Youth Development & Participation Worker

The Mayor/Chair of Council, Councillor Tom Aditya welcomed everyone and informed all present that a total of £5,007.93 had been raised for the Mayor’s Charity over the past year which will be split equally between **Dogs for Good** (£2,503.96) and **St Peter’s Hospice** (£2,503.97). The representatives from both charities accepted their ceremonial cheques and thanked everyone for their support of the charities over the past year.

The Mayor/Chair of Council, Councillor Tom Aditya then initiated the formal meeting, welcoming everyone again. He explained that he was elected part way through the Mayoral year following the sad passing of Councillor Michael Hill last autumn. Since becoming Mayor, it has been busy few months for him, packed with many engagements, events and programmes not only locally, but also in other parts of the United Kingdom. There were also many programmes through online live streaming platforms that connected people from other parts of the world. He said he would attach a list of the events/meetings/celebrations as an appendix (see Appendix A) to the minutes to save time at the meeting. He said, he is satisfied that he was able to engage with various community groups and initiate few programmes during the limited time. He thanked everyone for their help and support during the term.

## Apologies for absence

Apologies were received from Councillor Brian Hopkinson

**2 Election of Mayor/Chair of Council for 2022/23 and Signing of Declaration of Acceptance of Office**

Councillor Tom Aditya proposed that Councillor Tony Griffiths serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor John Ashe.

Councillor Fabrizio Fazzino commented that as seven of the past Mayors/Chairs were still serving councillors, he was keen to support someone who had not previously been a Mayor/Chair.

Councillor Fabrizio Fazzino proposed that Councillor Angela Morey serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor Andy Ward.

A vote was taken, Councillor Tony Griffiths – 9 votes, Councillor Angela Morey – 4 votes and 1 abstention.

Councillor Tony Griffiths was duly elected as Chair of Council/Mayor for 2022/23 and then took the Chair of the Meeting after signing his Declaration of Acceptance of Office as Chair.

The outgoing Mayor Councillor Tom Aditya handed over the Mayoral Chain of office to the newly elected Mayor Councillor Tony Griffiths.

The Chair, Councillor Tony Griffiths thanked councillors for electing him as Mayor/Chair of the Council to guide the council over the coming 12 months and made the following speech:

*“I have a long speech and a short one the short one is Thank you and the long one is Thank you very much.*

*I am a man of little words but what I have to say maybe direct but I call a spade a spade and not a shovel.*

*I hope that during my year in office, all councillors can work together in harmony, and I trust the councillors and staff will also work together in harmony.*

*I trust the Councillors and staff do not act as lone wolfs and they will obey the protocols already in place, and before an item appears in an email the Chair is informed what a member of staff has in mind as it is the Councillors that represent the constituents and not the staff. We need more dog wagging the tail not tail wagging the dog.*

*I would like to congratulate Councillor Major Franklin Owusu Antwi OStG for his civic award for is Charity, Community and Military Service on obtaining the award of Officer in the Order of St. George as indeed I was awarded the same honour for my 37yrs work in Charity 15yrs of Community Service and 11yrs Military Service. The investiture was conducted at Rochester Cathedral last Saturday.*

*Finally I would like to thank Cllr. Tom Aditya for standing in to end Cllr. Michael Hills' term in Office following the sad death of Michael.”*

Councillor Tony Griffiths announced that one of his two Mayoral Charities for 2022/23 would be the ‘Great Western Air Ambulance Charity’ and will advise of the other charity in due course.

**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 2022/23**

Councillor Tony Griffiths proposed Councillor Franklin Owusu-Antwi to act as Vice-chair of the Council for the coming year, seconded by Councillor Tom Aditya.

Councillor Andy Ward proposed Councillor Angela Morey to act as Vice-chair of the Council for the coming year, seconded by Councillor Fabrizio Fazzino.

A vote was taken, Councillor Franklin Owusu-Antwi – 10 votes, Councillor Angela Morey – 4 votes.

Councillor Franklin Owusu-Antwi was duly elected as Vice-Chair of Council/Deputy Mayor for 2022/23. Councillor Franklin Owusu-Antwi thanked councillors for electing him.

**5 Applications for Dispensations by Councillors**

An application has been received from Councillor Dayley Lawrence to allow him to take part in discussions and voting relating to 2022/23 Budget and 2022/23/24 Budget/Precept setting process. The Dispensation will run from 11th May 2022 until 17th May 2023.

Councillor Andy Ward proposed that the Dispensation relating to Budget and Precept Setting (as detailed above) be granted to Councillor Dayley Lawrence, to run from 11th May 2022 until 17th May 2023, seconded by Councillor Tom Aditya, carried unanimously.

**6 Declarations of Interest by Members**

Councillor Tony Griffiths asked for the Order of St George to be added to his register of interests.

Councillor Franklin Owusu-Antwi asked for the Order of St George to be added to his register of interests.

**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 2022**

The Town Council has 15 members and currently the breakdown of councillors is as follows: 11 – Conservative Party, 2 – Labour Party, 1 – Green Party, 1 - Independent.

This therefore equates to: Conservative Party members – 73.3%

Labour Party members – 13.3%

Green Party member – 6.67%

 Independent member – 6.67%

**Committee Allocation – May 2022**

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

Conservative Party - 5.1 members

Other members - 1.9 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 four councillors who are not in the main Conservative group have discussed amongst themselves as to which committees they would like to be on.

Councillor Tom Aditya proposed, seconded by Councillor Roger Avenin 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

7.1.4 Staffing (appointments to committee covered by separate procedure)

The Town Clerk informed the meeting that Councillor Brian Hopkinson had sent an email expressing an interest in joining the Leisure, Youth & Amenities Committee. The Chair informed the meeting that Councillor Brian Hopkinson has subsequently indicated that he would be willing to join the Planning & Environment Committee.

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**

Roger Avenin John Ashe Terri Cullen Dr Ed He

Dayley Lawrence Angela Morey Ben Randles

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

**7.1.2 Planning & Environment Committe**e

Tom Aditya Keith Cranney Brian Hopkinson Angela Morey

Ben Randles Ed Rose Andy Ward

Councillor Franklin Owusu-Antwi proposed that the councillors named above are allocated to the Planning & Environment Committee, seconded by Councillor Terri Cullen, carried unanimously.

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

Tom Aditya Roger Avenin Terri Cullen Dr Ed He

Angela Morey Ben Randles Andy Ward

Councillor Dayley Lawrence proposed that the councillors named above are allocated to the Leisure, Youth & Amenities Committee, seconded by Councillor Roger Avenin, 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 11th May 2022:

* 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 Ben Randles. 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 Ed Rose 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 Dayley Lawrence, carried unanimously.

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

Councillor Ben Randles 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 Roger Avenin, 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 Keith Cranney, carried unanimously.

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

Councillor Ben Randles proposed that Councillor Tony Griffiths be appointed as the Town Council representative on the Emergency Air Operations Base Forum, seconded by Councillor Roger Avenin, carried unanimously.

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

Councillor Tony Griffiths proposed that the Press Spokesperson role be shared jointly between Councillor Tom Aditya and Councillor Ed Rose (in conjunction with the Town Clerk), seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

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

Councillor Tony Griffiths proposed that Councillor Andy Ward be appointed as the Town Council representative on Splatts Abbey Wood Conservation Group, seconded by Councillor Keith Cranney, carried unanimously.

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

Councillor Tony Griffiths 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 Roger Avenin, carried unanimously.

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

Councillor Franklin Owusu-Antwi 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 Dayley Lawrence, carried unanimously.

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

Councillor Tony Griffiths 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 Keith Cranney, carried unanimously.

**9.11 Bradley Stoke in Bloom (1 representative)**

Councillor Tony Griffiths proposed that Councillor Terri Cullen be appointed as the Town Council representative on the Bradley Stoke in Bloom group, seconded by Councillor John Ashe, 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 Ben Randles proposed acceptance of all the above items (10.1 – 10.8 plus reference to Lloyds Banks), seconded by Councillor Andy Ward, carried unanimously.

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

The bank mandates were updated in March/April 2021 as detailed below. In view of the fact that nearly all payments are now issued from the main account via internet banking which negates the need for cheque signatures at council meetings and in view of the amount of work involved and lengthy mandate processing timescales associated with resetting bank mandates, Rachel Pullen (RFO) suggests maintaining the existing signatories which are detailed below:

**Barclays & Lloyds Bank**

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

**Cambridge & Counties Bank**

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

**United Trust Bank Ltd**

Sharon Petela & Andy Ward are the Authorised Officials and John Ashe & Franklin Owusu-Antwi are the other signatories (any 2 to sign)

**CCLA Local Authorities Property Fund**

Sharon Petela & Andy Ward are the Authorised Officials and John Ashe & Franklin Owusu-Antwi are the other 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. The appointment of external auditors form 2022/23 onwards is due to be advised later this year.

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

It was NOTED that South Gloucestershire Council (SGC) Audit Services South Gloucestershire Council (SGC) Audit Services were appointed as Internal Auditor by Bradley Stoke Town Council on a 3 year rolling contract due to the specialised work involved, as approved by Full Council on 13th March 2019 (minute 11.3). This covers the 2021/22 internal audit and on 16th March 2022 council approved an extension to this contract for another 3 years (minute 12.3) which will continue for the 2022/23 – 2024/25 audits before being reviewed again.

**13 2021/2022 Interim Year End Figures (unaudited)**

 **13.1 2021/22 Income & Expenditures Against Budgets Report**

 **FINANCIAL SUMMARY AS AT 3/5/22**

**INCOME**

Overall, total income has achieved £972,290.48, (101.02% of annual budget) which compares well with figures issued last year as at 19th April 2021 which showed a total of £958,118.38 (102.07%). This is an increase of £14,172.10 (1.5%) when compared to the same period last year and these figures exclude the Mayor’s Charity which has raised £5,007.93 during 2021/22 (£4,343.25 in 2020/21).

It should also be noted that the £44,195 external grant funding in respect of the Baileys Court Play Area project (See NC 4002) which was originally itemised within the 2021/22 budget has now been moved to 2022/23 as it will become payable upon completion of the project.

The income from the 3 Activity Centres has improved hugely through the year which has allowed council to gradually increase budgets every few months linked to performance with party and one-off bookings increasing following the government’s relaxation of the Covid rules. An up-to-date breakdown is shown below.

The Centres have achieved the following income levels:

|  |  |  |
| --- | --- | --- |
|  | **2021/22 as at 3/5/22** | **2020/21 as at 19/4/21** |
| **Activity Centre** | **Income (£)** | **Annual Budget(£)** | **Income Against Annual Budget %** | **Income (£)** | **Annual Budget (£)** | **Income Against Annual Budget %** |
| Jubilee Centre | 52,611.82 | 45,000.00 | 116.92% | 23,131.45 | 22,000.00 | 105.14% |
| Brook Way | 16,995.74 | 15,000.00 | 113.30% | 7,353.44 | 6,000.00 | 122.56% |
| Baileys Court | 63,103.28 | 60,000.00 | 105.17% | 41,036.76 | 25,000.00 | 164.15% |
| **Totals** | **132,711.34** | **120,000.00** | **110.59%** | **£71,521.65** | **£53,000.00** | **134.95%** |

Overall, £132,711.34 (110.59%) of the annual hire income budget has been achieved across the centres which is an enormous income increase when compared to £71,521.65 (134.95 %) achieved for the same period last year. It should, however, be borne in mind that there were a lot of Covid site closures, cancellations and restrictions during 2020/21 and the sites income loss was supported by external Covid grants funding in the region of £55K which was in addition to the above figures.

In brief, the current income from sites has returned closer to previous normal levels, as detailed below and the budgets for 2022/23 can be reviewed based upon these figures.

|  |  |  |
| --- | --- | --- |
| Financial Year | Date of Year End Figures | Total Hire Income |
| 2012/13 | 22/4/13 | £101,305.18 |
| 2013/14 | 1/5/14 | £123,181.84 |
| 2014/15 | 29/4/15 | £138,258.60 |
| 2015/16 | 29/4/16 | £129,469.81 |
| 2016/17 | 26/4/17 | £130,529.58 |
| 2017/18 | 11/4/18 | £131,385.49 |
| 2018/19 | 21/5/19 | £131,424.15 |
| 2019/20 | Year-end figures | £137,025.36 |
| 2020/21 | 19/4/21 | £71,521.65 |
| 2021/22 | 3/5/22 | £132,711.34 |

**INCOME SUMMARY**

The 2021/22 pre-audit year-end income figures, which include most year-end audit adjustments, speak for themselves with income outperforming budgets in most areas with hire income producing the best results.

Bank interest and investment income (N/C 4010) was the worst performer as interest rates across the board plummeted through 2020-22. The Barclays Active Saver was hugely impacted and accounted for the main underperformance within this sector and this budget will need to be reviewed for 2022/23. The £2.87K under performance was more than covered by the hire income outperformance and it is hoped that interest rates will improve for 2022/23.,

**EXPENDITURE**

|  |  |  |
| --- | --- | --- |
|  | **2021/22** | **2020/21 Actual Year End Figures** |
| **Sector** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget %** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget %** |
| Total Office & Non Activity Centres | 679,185.70 | 784,010.36 | 86.57% |  784,510.36  |  782,214.26  | 100.29% |
| Including Salaries (Employer Costs) | 424,414.15 | 434,000 | 97.79% |  415,465.00  |  445,750.00  | 93.20% |
| Including Youth Provision **\*** | 25,828.99 | 90,457.06 | 28.55% |  13,634.59  |  84037.06  | 16.22% |
| **\*Note**: Youth provision expenditure excludes the salary costs of The Youth Development and Participation Worker which is included within the main salary figures. 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. |
| Jubilee Centre |  75,522.93  |  93,536.00  | 80.74% | 74,659.93  |  90,212.00  | 82.76% |
| Brook Way | 34,849.09  | 48,002.00  | 72.60% | 34,767.43  |  45,458.00  | 76.48% |
| Baileys Court | 79,287.23  | 96,945.00  | 81.79% | 82,295.90  |  93,408.00  | 88.10% |
| New Assets | 53,464.25  | 61,195.00  | 87.37% | 7,591.08  |  17,150.00  | 44.26% |
| Planned Projects\*  | 496.99 | 0.00  | 0.00% |  -583.26  |  0.00  | 0.00% |
| **Totals** | **922,806.19**  | **1,084,188.36**  | **85.11%** |  **983,241.44** | **1,028,442.26** | **95.60%** |

Note \* The Planned Projects position relates to the Brook Way storage project which may be funded from reserves at year end.

**EXPENDITURE SUMMARY**

Expenditure continues to be in a very strong position over the year and are well below budgets across all sectors, utilising only 85.11% of the approved total budgets, some of which had already been reduced through 2021/22.

These figures include most year-end adjustments and only a few further changes are expected before the actual audit figures are finalised for 2021/22. The main outstanding adjustments will include the rolling of any unspent externally funded youth grants as these are allocated for specific projects and cannot be added to the general year end surplus and initial estimates indicate that £26.6K will be transferred into the 2022/23 youth grant budgets (Refer to NC 5504-5515). In addition, the March gas bills remain outstanding for all of the sites although these are expected within the next few days and will be included within the final audit figures.

**BUDGET CHANGES FOR 2021/22**

The following budget changes/updates since the last report in February 2022, have been incorporated within the above figures.

**Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Old Budget** | **New Budget** | **Details** |
| 4002a | Grant Income Received | £55,695 | £11,500 | £44,195 Funding for the Baileys Court Play area has been moved into the 2022/23 budget |
| 4515 | Youth - External Grant Funding  | £0.00 | £500.00 | Funding from Community Brightside Projects for ‘Covid Explored’ project for 2022/23 received in 2021/22. |
|  | **Totals** | **£55,695** | **£12,000** |  |

**Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Old Budget** | **New Budget** | **Details** |
| 5515 | Youth - External Grant Funding | £0.00 | £500 | New expenditure budget following receipt of Community Brightside Projects for ‘Covid Explored’ project (see above). This will be rolled into the 2022/23.  |
| 6041 | Jubilee Centre Repair & Maintenance  | £28,500 | £23,000 | Budget reduced by £5,500 at year end re the Woodland Suite kitchen refurbishment as this has been delayed and the 2022/23 budget will be increased instead. |
|  | **Main Budget Totals** | **£28,500** | **£23,500** | **£5,000 reduction** |
| **Provisional Reserves (pending year end surplus allocation)** |
| 3012 | All Sites Refurbishment Reserve | £128,000 | £133,000 | The budget has been increased as per the agreed Forward Plan reserve for 2022/23 so that the remaining year end surplus can be identified and reallocated |
| 3019 | Street Furniture Reserve | £17,500 | £18,000 | The budget has been increased as per the agreed Forward Plan reserve for 2022/23 so that the remaining year end surplus can be identified and reallocated |
| 3023 | Vehicle Replacement Reserve | £14,000 | £15,000 | The budget has been increased as per the agreed Forward Plan reserve for 2022/23 so that the remaining year end surplus can be identified and reallocated |
| 3070 | Jubilee Green Development | £6,300 | £8,300 | £6.3K held for leisure equipment + March 2022 Council approved £2K for pond refurbishment. |
| 3087 | Election Reserve | £14,000 | £20,000 | The budget has been increased as per the agreed Forward Plan reserve for 2022/23 so that the remaining year end surplus can be identified and reallocated |
| 3089 | Future Budget Reserve | £270,000 | £240,000 | The budget has been increased as per the agreed Forward Plan reserve for 2022/23 so that the remaining year end surplus can be identified and reallocated |
|  | **Reserve Totals** | **£449,800** | **£434,300** | **£15,500 reduction** |

Following discussion, Councillor Keith Cranney proposed acceptance of all the budget changes as detailed above, seconded by Councillor Roger Avenin, carried unanimously.

 **2021/22 Year End Surplus**

The current Sage profit and loss shows a total brought forward year end surplus of approx. £250K which exceeds the expected level of £102K as reported at February Finance. This additional £148K is provisional and will be reduced by a further estimated £26.6K in respect of the external youth grant year-end adjustments and an additional amount for the March gas invoices and other minor adjustments. The remaining balance will then be fed into the 5 Year Forward Plan for 2022/23 onwards.

The year- end surplus was always expected to exceed the 2021/22 Forward Plan projections which assumed all budgets would be utilised or spent during the year and therefore there are a number of projects and other expenditures that await funding from this expected surplus.

Council will need to consider how to allocate the additional year-end funds which will be reported as a separate item within this agenda. A list of some of the projects and/or budgets potentially requiring additional funding in 2022/23 onwards.

* **Muga** **(NC 3022)** – currently has £5K but additional funding is required to help secure external funding as discussed at the Leisure Youth & Amenities Meetings.
* **Leisure Equipment for Village Green (NC 3070)**- currently has £6,300 but additional funding is required to help secure external funding as discussed at the Leisure Youth & Amenities Meetings.
* **Woodland Suite Kitchen Refurbishment** **(NC 6041)-** £5,500 has been transferred from the 2021/22 budget into the 2022/23 budget but additional funding will be required dependent upon quotes. February 2022 Finance suggested reserving an additional £10K from the 2021/22 year- end surplus.
* **Provision of shelter/bays & development of storage room for Jubilee Centre hardcourts**

No budget is currently in place for this potential project as quotes and decisions are awaited.

* **Installation of additional litter bins (NC 3019)** following public consultation.
* **Election Reserve (NC 3087)–** Additional funds may be required in respect of the elections due in May 2023.
* **Play Area Reserve (NC3016) –** The balance after the Baileys court Play Area has been paid for will be in the region of £112k and this is insufficient to cover another replacement and additional costs.
* **All Sites Refurbishments (NC 3012)** – This reserve for all sites (excluding the skate park) currently holds £133K which is insufficient if a large repair is required such as a new roof etc.
* **Vehicle Replacement (NC 3023)** – This may need to be reviewed dependent upon council’s decision concerning the replacement vehicle and longer- term plans.
* **Play Area Reserve (3016) –** The reserve needs to be increased following the reduction due in 2022 for the Baileys court Play area.

**13.2 Review Interim 5 Year Forward Budget Plan**

**13.2.1 Review 2021/22 Year End Surplus Allocation & Review 2022/23 Budgets.**

 **FORWARD PLAN – INTERIM 2021/22 YEAR-END SUMMARY AS AT 3/5/22** (Please refer to the 5 Year Forward Plan Summary Schedule A – see Appendix B)

Based upon applying the current 2021/22 actual figures within the 5 Year Forward Plan and the current approved 2022/23 budget figures as at 3rd May 22, the provisional 2021/22 year-end surplus amounts to £250,021.58 as detailed within the Budget Forward Plan - Schedule A.

A large surplus of £102K was previously projected and as detailed previously within the Income & Expenditure Against Budgets report and further expenditures are still awaited such as the gas invoices for March 22 and a few other minor year-end adjustments which will slightly reduce this surplus.

**ROLLING OF UNSPENT EXTERNAL YOUTH GRANT FUNDING INTO 2022/23**

The 2021.22 unspent external youth grant budgets have been rolled into 2022/23 within the Forward Plan as detailed below:

|  |
| --- |
| **2021/22 Youth external grants rolled at year end into 2022/23** |
| **Nominal Code** | **Description** | **Current Budget 2022/23** | **New Budget 2022/23** | **Details** |
| 5504 | Positive Activities Expenditure 4 | £0 | £1,076.06 | Remaining balance from 2021/22 c/fwd as £0.00 was spent in 2021/22 |
| 5506 | Positive Activities Expenditure 6 | £0 | £10,459.00 | Remaining balance from 2021/22 c/fwd as £0.00 was spent in 2021/22 |
| 5512 | Sth. Glos Funding Expenditure 12 | £10,800 | £25,197.50 | Remaining balance from 2021/22 c/fwd as £7,904.50 of £22,302 was spent in 2021/22. The balance of £14,397.50 will be added to the budget of £10,800 for 2022/23 |
| 5513 | Sth Glos Endowment Fund | £0 | £172.83 | Remaining balance from 2021/22 c/fwd as £787.17 of £950 was spent in 2021/22 |
| 5514 | Sth Glos Endowment Fund | £0 | £66.53 | Remaining balance from 2021/22 c/fwd as £893.47 of £950 was spent in 2021/22 |
| 5515 | Brightside – Covid Explored | £0 | £500.00 | Awarded 9/3/22 - Remaining balance from 2021/22 c/fwd as £0.00 was spent in 2021/22 |
|  | **Totals** | **£10,800** | **£37,471.92** | **Difference = + £26,671.92** |

**REALLOCATION OF YEAR END SURPLUS WITHIN 2020/21 YEAR END RESERVES** (Please refer to the 5 Year Forward Plan Summary Schedule B – see Appendix C)

In view of the large 2021/22 year-end surplus, the following budget changes are recommended for 2021/22 and some of the basic budget changes had already been included within Schedule A but the major adjustments to the reserves are shown below to re-allocate the additional surplus.

|  |
| --- |
| **2020/21 Earmarked Reserve Adjustments** |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 3012 | All Sites Refurbishments | £133,000 | £150,000 | Following an unused quote for a potential total roof repair at Baileys Court in 2021 at over £100K, the need to increase this budget was highlighted as the buildings are aging. Suggest increasing to £150K and add additional funds over future years. |
| 3016 | Play areas | £176,000 | £186,000 | Approximately £60.6K is the balance due for the Baileys Court play area, leaving a remaining reserve of £115,400. This needs to be increased to cover the refurbishment of other play areas in the future as most were installed in 1998 - 2002. Suggest increasing by £10K in 2021/22.  |
| 3022 | Strategic Planning Projects - MUGA | £5,000 | £26,000 | £5K has been reserved for the MUGA and April 22 LY&A suggested increasing the reserve to assist in securing external funding. Suggest increasing to approx. 40% of the estimated £65K cost = £26,000 – current reserved £5,000 = £21,000 uplift to £26,000 |
| 3023 | Vehicle Replacement | £15,000 | £25,000 | Council are to decide upon the future of the vehicles following the recent loss of the Transit Van and Mitsubishi. The insurance has settled with £21K and an estimated current replacement cost is in the region of £36K if council decide not to lease. This will utilise the current reserve and an additional £10K could be added as a start to restore the reserve for the future. |
| 3070 | Jubilee Green Development – Pond refurbishment + Leisure Equipment | £8,300 | £19,500 | £2K has been reserved for the pond refurbishment and £6.3K for the leisure equipment. April 22 LY&A suggested increasing the equipment reserve to assist in securing external funding. Suggest increasing to approx. 35% of the estimated £50K cost = £17500 – current reserved £6300 = £11,200 uplift to £19,500 |
| 3087 | Election Reserve | £20,000 | £30,000 | The May elections are due in May 23 and based upon the recent Sth Glos costings, these are likely to exceed £30K which is the current reserve for 2023/24. Suggest increasing by £10K in 2021/22 to allow £13,333 per ward by 2023/24. Any unsent will be rolled for future elections. |
| 3089 | Future Budget Reserve | £240,000 | £350,000 | Adjustment to reduce year end surplus to approx. £60K and to fund future budgets or for re-allocation. |
|  | **Totals** | **£597,300** | **£786,500** | **Difference = + £189,200** |

Following discussion, Councillor Tom Aditya proposed acceptance of Earmarked Reserves changes as detailed above, seconded by Councillor Roger Avenin, carried unanimously.

**ADDITIONAL ITEMS FOR FUTURE CONSIDERATION**

In addition to the reserve adjustments detailed on the previous page, there are a couple of potential projects which have not been costed or fully approved, as detailed below. These can be funded from the Future Budget Reserve, dependent upon cost and the future council decision.

* Provision of shelter/bays for Jubilee Centre hard courts
* Redevelopment of storage room in Jubilee centre compound
* Installation of additional litter bins – (£18K is already held within Street Furniture Reserve NC 3019).

**REVIEW OF 2022/23 BUDGETS** (Please refer to the 5 Year Forward Plan Summary Schedule C – see Appendix D)

Following the processing of the interim year-end adjustments for 2021/22 and reviewing the agreed 2022/23 budgets, the following further changes are recommended for 2022/23.

|  |
| --- |
| **2022/23 Budget Adjustments** |
| **INCOME** |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 4002 | Jubilee centre Income | £0.00 | £46,495 | The Baileys Court play area grants of £44,195 have been transferred from 2021/22 as the funding will be paid upon completion + a Jubilee Festival grant of £1800 was received against NC 5087 + a Covid Experience grant of £500 grant was paid April 22 against NC 5038.  |
| 4512 | Youth grant funding - 12 | £10,000 | £10,800 | Additional £800 grant awarded for 2022/23 |
|   | **Total** | **£10,000.00** | **£57,295** | **Difference = + £47,295** |

|  |
| --- |
| **2022/23 Budget Adjustments** |
| **EXPENDITURE** |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 5022 | Printer & Consumables | £5,600 | £6,300 | Increase budget based upon previous 2 year history and pending performance of new printer lease.  |
| 5038 | Web charges | £2,744 | £3,500 | Increase budget to allow for all agenda papers to be published + £500 Brightside funded Covid Experience project (NC 4002). |
| 5081 | Mileage | £1,500 | £1,000 | Reduction based upon historic figures |
| 5082 | Bank Charges | £1,400 | £1,000 | Reduction based upon historic figures & most hire payments are now made via bank transfer to reduce bank charges. |
|  | **SUB TOTAL** | **£11,244** | **£11,800** |  |
| **EXPENDITURE (CONTINUED)** |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 5087 | Community Festival  | £26,200 | £28,000 | Addition of £1,800 Jubilee grant awarded for 2022/23 (see NC 4002) |
| 6031 | Jubilee Centre Gas | £8,110 | £7,000 | Based upon historic figures as in fixed price contract until Sept 2024 |
| 6041 | JC – Property repair & maintenance | £23,244 | £38,744 | £5,500 moved from 2021/22 for Woodland Suite Kitchen + increase by another £10K following price increases = £15.5K for kitchen refurbishment. |
|  | **SUB TOTAL** | **£68,798** | **£85,544** | **Difference = +£16,746** |
|  |  |  |  |  |
| **2022/23 Budget Adjustments** |
| **RESERVES** |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 3089 | Future Budget Funding Reserve | £240,000 | £285,000 | Adjustment to reduce year end surplus to approx. £50K and to fund future budgets or for re-allocation. |

Following these additional budget changes, the interim 5 Year Forward Plan now produces the following year-end positions assuming the precept is increased by 0.5% p/a from 2023/24 onwards and assuming that all budgets are achieved or utilised within each financial year.

|  |  |
| --- | --- |
| **Year** | **Year End Balance** |
| 2021/22 | £60,821.58 |
| 2022/23 | £50.563.62 |
| 2023/24 | £51,792.93 |
| 2024/25 | £61,014.42 |
| 2025/26 | £56,117.98 |
| 2025/26 | -£57,402.37 |

*Note: The final year-end figures will not be available until late May/ early June 2022 although the current figures include most year-end adjustments as detailed.*

Following discussion, Councillor Keith Cranney proposed acceptance of all 2022/23 Budget Adjustments as detailed above, seconded by Councillor Tom Aditya, carried unanimously.

The Chair asked what was the cost of salaries, the RFO/Finance Manager confirmed it was £424,414.15. the Chair commented that on an approximate £1,000,000, income salaries of over £400,000 is excessive.

**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 Franklin Owusu-Antwi, seconded by Councillor Keith Cranney, carried unanimously. The Statement was then signed by The Chair of Council, Councillor Tony Griffiths and the Town Clerk as Proper Officer. (see Appendix E attached).

**15 Public Question Time**

1.1 A local resident asked whether the by-election cost had been received. It was confirmed that the cost was £12,868.42 + VAT.

1.2 A local resident commented that some people do not appear to have received their Annual Report. The Town Clerk was asked to query this with the company who delivered the reports. Councillors who live at in Bradley Stoke confirmed that they had all received theirs.

## 16 Minutes of Previous Full Council Meeting

The Minutes of the Full Council Meeting held on 16th March 2022 were proposed for acceptance by Councillor Ben Randles and seconded by Councillor Tom Aditya. A vote was taken, 11 in favour, 3 abstentions, proposal carried. The minutes were then signed by the Chair, Councillor Tony Griffiths, 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 suggested that, in the future, the Chairs of Committees could be elected at the Annual Town Council Meeting but councillors felt that the current process of the Chairs being elected at the first meeting of each committee worked well and there was no need to change.

**17.2 To agree alterations to Financial Regulations**

No changes to be made

**18 Matters arising from the Minutes of meeting held on 16th March 2022**

**18****.1 Recommendation from 2018 BSTC Strategic Planning Meeting**

**18.1.1 Skatepark development - fitting out and equipping interior of youth work containers**

Graham Baker, Youth Development & Participation Worker informed the meeting that, as the pandemic hopefully eases, we are continuing to move this forward with a mix of ‘self-help’ elements, and work carried out by contractors. We are currently costing for the installation of rack shelving in the external store and for enhancing our small kitchen, including freestanding units, Cooker, Fridge, Freezer, etc. We are also currently sourcing additional quotes for the internal partition, work tops, built in seating. However, we also planning to build additional freestanding seating and picnic benches (as before) involving young people in their assembly (potential project for the summer holidays). As previously stated, we are also exploring possibilities with awning companies to offer some protection from the elements.

The Chair commented that he was keen for the work to be completed as soon as possible and the Youth Development & Participation Worker said it should be completed by October 2022.

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

**18.2.1 Baileys Court Activity Centre Play Area - Design & install a new play area to replace existing - update**

##  Delay to Baileys Court Play Area refurbishment

Our contractor has advised us that when they were on site ready to lay out the new play area, they realised that they had unfortunately made a surveying error (which they are now investigating within their team) linked to a group of trees in the far corner of the play area and the trees did not tally up with the location on the contractors plans which had been submitted by them as part of the planning application last autumn, so the contractor has had to update the layout to ensure that all the equipment fits in the space and none of the trees will be in the free/falling space of the equipment. This means that there will be some additional rubber safety surfacing installed, but there will be no increase in cost to the town council, the contractor will cover the cost. All the equipment which was detailed in the planning permission will still be present but in slightly different location.

The Town Council have now taken advice from South Gloucestershire Council planning department who have advised us that we can submit a non-material amendment to the planning permission which was granted last year. We are working with the play area contractor and also the arboricultural company who submitted the arboricultural statement (dated 12th October 2021) which was necessary to comply with the discharge of condition 3 (tree protection plan and arboricultural method statement) attached to planning permission P21/05354/F. Once the arboricultural report has been amended this will be submitted to South Gloucestershire Council along with the revised layout plans and the non-material amendment planning application.

We have received the following explanatory statement from our contractor Kompan.

*The original site survey had an error in a measurement regarding the boundary fence and trees on site. This was discovered during the setting/marking out of the play area. Having realised this, a new site plan has been drawn up with the updated measurements. This new layout plan contains all the original play equipment proposed, nothing has been removed. When South Gloucestershire Council planning approves the new layout as acceptable, we can recommence works on site as soon as possible and have the new play area open to the public.*

**Update 5th May 2022:** Now that the non-material amendment has been agreed by South Gloucestershire Council planning department , work will be restarting, week commencing 16th May 2022. Kompan are aiming to get the work finished and the play area handed over to the Town Council as quickly as possible as they fully appreciate everyone’s disappointment as to what has happened and have once again apologised for their surveying error which caused the delay. As a gesture of goodwill, they will be installing the new bench and litter bin in the play area which the Town Council have already purchased and were going to install ourselves (at an additional cost) once the play area is completed. Kompan have also offered to help organise/provide an opening celebration event on site for council and the community and will be supplying refreshments, goodies bags for the children etc. There will be no additional costs to the town council for either the bench/bin installation or the opening celebration event.

Councillors suggested that it would make sense for the Leisure, Youth & Amenities Committee meeting in June 2022 to plan the opening event.

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

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

The Chair invited representatives from the 1st Bradley Stoke Scout Group to talk councillors through the documentation which had been circulated to the meeting.

Following discussion, Councillor Tony Griffiths proposed that this project be delegated to Leisure, Youth & Amenities Committee to progress, seconded by Councillor Tom Aditya, carried unanimously.

**18.4 Recommendations from 2021 BSTC Strategic Planning Meeting**

*Councillor Dayley Lawrence left the meeting at this point*

**18.4.1 Refurbishment of the pond area on the Jubilee Green**

We have been in contact with three local companies (all recommended by South Gloucestershire Council) and have received the following quotes:

**Bristol Avon Rivers Trust**

|  |  |  |
| --- | --- | --- |
| **Assessment and Management Plan**Visiting the site and looking the current condition of the pond and surrounding habitat including is it over shaded, dominated by certain species, are invasive plants present, is it heavily silted up, is it stagnant smelling, what aquatic species are present, what is the hydrological connectivity (if any), is it accessed by public and dogs and how they impact the pond or how they engage with the pond, if it is de-silted, how frequently this takes place, position of the pond and how much sunlight it receives and a number of other factors. | PM 1.5 day £300/day (£525)OM 1 day £375/day (£375) | £900 |
| **Construction costs (depending on requirements), possibly, deepening, widening, planting. To be confirmed following initial assessment*** Introduction
* Pond habitat
* Pond Management
* Algae
* Managing growth of aquatic plants
* Silt
* Other factors
* Pond enhancement including species list, planting plan, specific management
* Surrounding Habitats
* Programme of Management
* References & Further Information
 | PM 1 day (£300) PA 2 day £250/day (£500) Materials (£150+ TBC)Mileage 45p/mile (£100) | Estimated £1,050 (TBC following initial assessment). PM – Project ManagerOM -Operations ManagerPA – Project Assistant |

**Bristol Conservation Volunteers**

Officers have met with the representative from Bristol Conservation Volunteers on site and we are now awaiting a quote from them for the work. They have now confirmed that the do not have the capacity at the moment to carry out the plan but they may be in a position later in the year to quote for the work.

 **Wild Service, Wildlife Trust Consultancies**

|  |  |
| --- | --- |
| **Description** | **Cost** |
| biodiversity enhancement plan (including site visit, **desk study**\*, travel, expenses andelectronic plan) | £1,065.00 |
| VAT | £213.00 |
| **Total** | **£1,278.00** |

**or without records centre desk study**

|  |  |
| --- | --- |
| **Description** | **Cost** |
| biodiversity enhancement plan (including site visit, desk study, travel, expenses and electronic plan) | £880.00 |
| VAT | £176.00 |
| **Total** | **£1,056.00** |

**Assumptions**

These costs are based on the following assumptions:

* Quote is valid for a period of 3 months from date of issue;
* \*Historical ecological data to be obtained from the Local Biological Records Centre and the cost is included in the quotation ;
* All maps to be provided by the client;
* All access to be arranged by the client;
* Final survey dates may be subject to change dependant on weather conditions; and
* This quotation is subject to the Terms and Conditions outlined below.

Officers have also had the following response from South Gloucestershire Council, Environment & Community Services department: *At the moment I am afraid we are fully booked work wise for the foreseeable future – the landscape design team has quite a full programme for 2022. However, we may have the capacity for a fee bid to design your solution and project manage.*

Officers have explored external funding from the Wessex Water Foundation Environment Fund but because we have an income of over £500,000 we are ineligible for this grant funding stream.

Following discussion, Councillor Ben Randles proposed accepting the Assessment and Management Plan quote of £900.00 from Bristol Avon Rivers Trust, seconded by Councillor Keith Cranney, carried unanimously.

Once the initial plan has been completed, the Town Council will then obtain quotes to carry out the works.

*Councillor Dayley Lawrence rejoined the meeting at this point*

**18.4.2 Installation of more litter bins around the Town/Nature Reserve**

Public consultation currently being carried out to get an idea of possible location for more litter bins around the town. The link is live on BSTC website and we have added it to the Town Council Facebook page and our noticeboards around the town. Bradley Stoke Zero Carbon Community Group, Three Brooks Nature Conservation Group and Bradley Stoke in Bloom have been sent the consultation and it has been added to the forthcoming Bradley Stoke Journal publication. Consultation will be closing on 31st May 2022

**18.4.3 Introduction of the Good Neighbours Scheme**

 The Town Clerk to contact CVS South Gloucestershire with a view to setting up a meeting to discuss this further.

**18.4.4 Provision of Shelter/bays for JC hardcourts and/or redevelopment of the storage room at rear of Jubilee building to become a space for hardcourt hirers**

Graham Baker, Youth Development & Participation Worker informed the meeting thatprevious reports have been submitted to Council and it was agreed to continue to explore options and source additional costings to inform the process and debate. The idea originally emerged from a hirer request for a possible ‘dugout’ to provide some shelter and a place to store bags. The idea was discussed at strategic planning, and it was felt that an alternative option, of providing a shelter between the Jubilee Centre and the hardcourts, could be explored that would offer better protection from the elements and accommodate more people than a ‘dugout’ style shelter. It could also provide a viewing and social space for hirers and be useful for some of our youth work sessions when we use the hardcourts. Informal discussion has been had with some of our hirers, including Netball, and Pickleball and the idea was welcomed.

**NB** the idea ofconverting the external store was also discussed at November Council with two quotes at **circa £5K.** The idea being able to offer ‘access to a small kitchen and social area to make drinks, hang/store sports bags and provide a sheltered area. These facilities would be adjacent to our existing externally accessible disabled toilet’.

It was also suggested by Council to compare costs of a retractable awning/ roof with the original ‘dugout’ idea (see illustration below).

The following provides a range of options and includes estimates from three awning companies and an indicative cost of a ‘dugout’.

* 5m x 2.5-meter retractable awning ranges from **£3,281 to £4,889 + VAT**
* 3.5m x 2.5m - an additional smaller retractable awning, to cover the space outside, the disabled toilet, ranges from **£2,878 to £4,215 + VAT**
* In addition, another company suggested a ‘retractable roof’ rather than an awning as a solution. They estimated for the whole space, including LED lighting, at **circa £9K**
* The cost for a 5m Premier Curved Freestanding Team Shelter with 10 seats is **£4,575 + VAT**. Plus costs to install including base and changing exterior fence of hardcourt to accommodate.

  

Following discussion, Councillor Ben Randles proposed that this project be delegated to Leisure, Youth & Amenities Committee to progress, seconded by Councillor Tom Aditya, carried unanimously.

**18.4.5 Year of Anniversary Celebrations - 2022**

Councillors thanked everyone who organised and participated in the very successful community walk that took place on April 1st, marking the 30th anniversary of the Town Council. It was wonderful to hear Alderman Jon Williams talk of the origins of the council and was great to finish the walk with drinks and sharing stories together as a community. This was a low-key event to launch the Town Council’s year of 30th anniversary celebrations.

The next event planned will be the Scarecrow trail for the last 2 weeks of August. Planning for this will begin after the Platinum Jubilee celebrations.

The collaborative art project will be ready to launch from September.

Councillors are keen to hear any other ideas and for people to get involved.

**18.4.6 Replacement of Town Council work vehicles**

**18.4.6.1 Update on vehicles arson attack**

Phil Francis, Activity Centres Manager/Deputy Town Clerk presented the following update:

The incident

On 03 April 2022 at 02:20am 2 individuals made their way into the car park at the Jubilee Centre on Savages Wood Road. They then set both the town councils’ vehicles alight consisting of a Ford Transit flatbed van and a Mitsubishi L200 Barbarian. Both vehicles were destroyed meaning Bradley Stoke Town Council had no way to service the town or empty the bins located around the town. At 09:00 on 03 April 2022 the leisure assistant contacted the police and town council officers to inform them of the incident and assisted police in obtaining CCTV evidence of the incident. Our town clerk Sharon Petela contacted our insurers on the day to inform of the attack.

I would like to take this moment to commend Sara Young – Leisure assistant for her actions on the day following all the correct procedures and co-operating with the large police presence on the day. Sara acted with professionalism and remained calm despite the very clear irregularity to the working day. I would also like to commend the actions of Bill Walton, Senior Leisure Assistant who attended the site and also checked on the other town council sites accompanied by Councillor Tony Griffiths to make sure no other damage had been sustained.

Press coverage

The incident reached the national press being a top story on most news outlets due to number of vehicles destroyed throughout the South Gloucestershire area. ITV West came out the following day and took a statement from our Mayor/ Press spokesperson Tom Aditya.

Insurance claim update

On the 04 April 2022 we continued to contact our insurance brokers to start the proceedings with the insurance and the forms had been completed by 06 April 2022 and submitted back to the insurance company. During this time police continued their investigation speaking to residents by door to door and asked the public for any CCTV footage they may have. During the weeks following the attacks council officers remained in constant contact with insurance brokers to have the issue resolved as soon as possible. The destroyed vehicles were collected on 21 April 2022 and taken away to be assessed and valued. On 28 April 2022 we had a settlement offer for both vehicles which with the permission of the chairs we accepted after research into similar models and age online. On the same day we were also given the final figure for the repair to the tarmac however we had an excess of £2500 which took the large chunk of the cost.

Police investigation

On Friday 08 April 2022 a 15-year-old boy was arrested on suspicion and a further arrest of a 14-year-old boy on Saturday 09 April 2022. Both boys were released on conditional bail but have now been cleared and are no longer under investigation for this incident. On the 27 April 2022 Avon and Somerset Constabulary announced they had arrested a 26-year-old male from the Filton area called Daniel Cron. Mr Cron was released on conditional bail ahead of a hearing at Bristol Crown Court on 25 May 2022. Daniel was charged with 24 counts of Arson and the police are collecting all final figures ready for this hearing. We have submitted a claim for the £2500 for the repair to the tarmac, the £30 a day for the vehicle hire and the staff hours totalling £511.

Final update and costs

The repair to the tarmac will take place on Thursday 12 May 2022 and Friday 13 May 2022 which will take up the current damaged tarmac and replace it with new tarmac and lines marking out BSTC staff on the 2 parking’s bays. This is a total cost of £3438.45 which insurance will cover £938.45 with the other £2500 looking to be claimed back through the courts. An additional £450 will be paid to do the line painting. The offer for the Mitsubishi L200 was £15,000 and we bought the vehicle on 20 March 2019 for £13,167 but made further payments of £750 and £160 to bring it in line with Chapter 8 lighting and signage. The offer made for the Ford Transit we had an offer of £6,000 and we bought the vehicle on 09 September 2014 for £12,300. After researching similar vehicles, we found the average value of a Mitsubishi L200 with similar mileage would be around £11,500 and the ford transit of similar age and mileage would be around £4,500. With this information passed to the chairs the decision was made to accept the offer made by our insurance provider.

**18.4.6.2 Quotes for replacement of town council work vehicles**

Following discussion, Councillor Ed Rose proposed that this matter be delegated to Finance Committee to progress, seconded by Councillor Keith Cranney, carried unanimously.

The Chair of Council said that he would work with the Activity Centres Manager on this matter.

**18.5 Pipeworks at Skatepark containers**

Graham Baker, Youth Development & Participation Worker presented the following update:

Following March Council, the following actions have taken place:

* A site survey had previously been discussed with Bristol Water and finally took place on the 21/04/22 and the survey report (received on the 29/04/22).
* A subsequent lengthy discussion, of the initial survey recommendations, took place with the Water Regulations Manager (02/05/22) and a course of action agreed, including changes to the initial survey recommendations and timescale.
* Although we had initially been informed by Bristol Water that a product called SHalloduct could be an acceptable ‘relaxation’ of Water Supply Regulations, it was felt that in this case the ‘point/s of entry’ to the container could come from a depth of 750mm.
* Bristol Water have therefore conditionally (subject to drawings) agreed to the following:
* That the existing supply pipe run along the side of the container be replaced by an internal supply pipe run, to the kitchen unit, from the rear point of entry to the container. This will eliminate the need for any external trenching to accommodate the external pipe run or additional point of entry works at the kitchen end of the container, i.e., there will be only one point of entry to the container not the current two. (Agreed action timescale 2/3 months).
* The point of entry at the rear of the container will need to be remodelled so the supply rises from 750mm and is adequately ducted. This work will be subject to a drawing being approved. (Agreed action timescale 2/3 months).
* In addition, to maintain the external tap, they have required a drawing to illustrate how we can ensure protection from environmental factors. A ‘bottle filler’ type tap was suggested as a possibility.
* The survey also raised 3 minor internal issues including the installation of ‘approved double check values’ and checking that three flexible hoses were WRAS approved. (Agreed action timescale 28 days).

**Action:** to follow the recommendations of Bristol Water within the allotted timescales

The Chair commented that the Town Council should seek compensation for the bodged work not being in accordance with Waterboard Standards.

*In light of the fact it was 10.00pm, Councillor Ben Randles proposed that agenda item 22.4 is discussed next and all other agenda items are deferred to the extra Full Council meeting on 22nd June 2022, seconded by Councillor Dayley Lawrence. A vote was taken, 9 in favour, 5 against, proposal carried.*

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

**22.4 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 John Ashe and carried unanimously.

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL** |
| **MONTHLY EXPENDITURE - 11th May 2022** |
|  |  |  |  |  |  |  |  |  |
| **Customer Refund** |  |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 12/05/2022 | Bradley Stoke Senior Friends - Hire charge Refund | 144.60 | 28.92 | 173.52 |
|  |  |  |  |  |  |  |  |  |
| **SUPPLIER PAYMENTS** |  |  |  |  |  |  |  |
|  | A1 Maintenance Ltd |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 29/04/2022 | 1233 | BC - Install PIR Light on Elm Room entrance | 280.00 | 56.00 | 336.00 |
| 29/04/2022 | 1234 | BC - Install 2 Control Gears to 2 external Lights | 360.00 | 72.00 | 432.00 |
| 29/04/2022 | 1235 | BC - Cherry Picker hire for Carpark Light Repair | 360.00 | 72.00 | 432.00 |
| 29/04/2022 | 1236 | JC - Replace Fill Valve & U-Bend in Toilets | 180.00 | 36.00 | 216.00 |
|  | **Account Totals:** | 1180.00 | 236.00 | 1416.00 |
|  | ALTODIGITAL NETWORKS LTD |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 24/04/2022 | 709169ALTO | Office M725Z Printer Final lease Cost | 200.00 | 40.00 | 240.00 |
|  | **Account Totals:** | 200.00 | 40.00 | 240.00 |
|  | AVON SPORTSGROUND MAINTENANCE CO |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 30/04/2022 | SI-821536 | BC - Bowls Maintenance & Materials April 22 | 460.50 | 92.10 | 552.60 |
|  | **Account Totals:** | 460.50 | 92.10 | 552.60 |
|  | Bradley Stoke Youth Football Club |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 25/04/2022 | YGA49 | BSYFC - Grant Aid 2022/23 | 500.00 | 0.00 | 500.00 |
|  | **Account Totals:** | 500.00 | 0.00 | 500.00 |
|  | BS1 FIRE & SECURITY |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 08/04/2022 | SI13454 | Skatepark - Intruder, Fire Alarms April 22 | 55.92 | 11.18 | 67.10 |
| 28/04/2022 | SI13579 | BC - Call Out 28/04/22 RE: Alarm Fault | 55.00 | 11.00 | 66.00 |
|  | **Account Totals:** | 110.92 | 22.18 | 133.10 |
|  | GREENHAM TRADING LTD |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 14/04/2022 | 18/790052 | H&S - PPE For All Sites (General Stock) | 61.39 | 12.28 | 73.67 |
| 14/04/2022 | 18/790720 | P. Francis - Safety Boots | 17.53 | 3.51 | 21.04 |
|  | **Account Totals:** | 78.92 | 15.79 | 94.71 |
|  | IONET SYSTEMS LTD |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/05/2022 | 30958 | IT Contract 22/05/22-21/06/22 | 150.00 | 30.00 | 180.00 |
|  | **Account Totals:** | 150.00 | 30.00 | 180.00 |
|  | Magic Cleaning Solutions Ltd |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 21/04/2022 | I10806 | BC - Toilet Rolls, Hand Towels & Black bags | 52.73 | 10.55 | 63.28 |
|  | **Account Totals:** | 52.73 | 10.55 | 63.28 |
|  | MONELLES |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/05/2022 | APRIL | Skate Park - April Cleaning | 81.00 | 0.00 | 81.00 |
|  | **Account Totals:** | 81.00 | 0.00 | 81.00 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 25/04/2022 | GA487 | Avon Pickleball 2022/23 Grant Aid | 500.00 | 0.00 | 500.00 |
|  |  |  |  |  |  |  |  |  |
| 25/04/2022 | GA489 | BS Zero Carbon Community - 2022/23 Grant Aid | 480.00 | 0.00 | 480.00 |
|  |  |  |  |  |  |  |  |  |
| 25/04/2022 | GA488 | Brightwell (MS Centre) - 2022/23 Grant Aid | 500.00 | 0.00 | 500.00 |
|  |  |  |  |  |  |  |  |  |
| 13/04/2022 | 67014 | HS Polythene- Heavy Duty Black Bin Liners (20 boxes of 500) | 450.80 | 90.16 | 540.96 |
|  |  |  |  |  |  |  |  |  |
| 03/05/2022 | INV-5269 | Pentagon - BC Play Area 2 Replacement Domes (vandalism) | 187.00 | 37.40 | 224.40 |
|  |  |  |  |  |  |  |  |  |
| 27/04/2022 | 558 | Rydow Welding - Repair Beacon Play Area Slide (W&T) | 275.00 | 55.00 | 330.00 |
|  |  |  |  |  |  |  |  |  |
| 28/04/2022 | Re-Imburse | P. Francis - Reimburse 8 Mobile Phone Covers | 53.28 | 10.64 | 63.92 |
|  |  |  |  |  |  |  |  |  |
| 25/04/2022 | Mayors Charity | Dogs for Good - 2021/22 Mayors Charity Donation | 2503.96 | 0.00 | 2503.96 |
|  |  |  |  |  |  |  |  |  |
| 26/04/2022 | Mayors Charity | St Peters Hospice 2021/22 Mayors Charity Donation | 2503.97 | 0.00 | 2503.97 |
|  |  |  |  |  |
|  | RE- ENERGIZE |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 27/04/2022 | 3908 | 2022 Community Festival & Management Fee - April'22 | 1680.00 | 0.00 | 1680.00 |
| 28/04/2022 | 3909 | 2022 Community Festival - Supplier Advance Payments | 2796.00 | 0.00 | 2796.00 |
|  | **Account Totals:** | 4476.00 | 0.00 | 4476.00 |
|  | RelyOn Guarding & Security Services Ltd |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 30/04/2022 | 632987 | JC - Call Out 18.04.22 (Alarm Activation on BH) | 70.00 | 14.00 | 84.00 |
|  | **Account Totals:** | 70.00 | 14.00 | 84.00 |
|  | South Gloucestershire Council  |  |   |  |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 27/04/2022 | 002891 | 3 March 22 - By- Election Cost | 12868.42 | 2573.68 | 15442.10 |
|  | **Account Totals:** | 12868.42 | 2573.68 | 15442.10 |
|  | TAILOR MADE OFFICE SUPPLIES LTD |  |
| **Date** | **Ref** | **Details** |  |  | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 29/04/2022 | IN00205051 | Office - Stationary | 23.40 | 4.68 | 28.08 |
| 29/04/2022 | IN00205051 | H&S - Sharps Box | 10.18 | 2.04 | 12.22 |
| 29/04/2022 | IN00205051 | All Sites - Graffiti Wipes | 13.68 | 2.74 | 16.42 |
| 29/04/2022 | IN00205049 | Office - Stationary | 49.59 | 9.92 | 59.51 |
| 29/04/2022 | IN00205049 | H&S - Mouse Mat & Wrist Support | 37.16 | 7.43 | 44.59 |
| 29/04/2022 | IN00205050 | Youth - Vending Cups | 67.00 | 13.40 | 80.40 |
|  | **Account Totals:** | 201.01 | 40.21 | 241.22 |
|  | **Supplier Totals:** | **27883.51** | **3267.71** | **31151.22** |

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

 24.1 13 June Leisure, Youth & Amenities Committee

 24.2 15 June Finance Committee

 24.3 22 June Extra Full Council

 24.4 22 June Planning and Environment Committee

The Meeting closed at 10.05pm

**APPENDIX A**

**Mayoral engagements by Cllr Tom Aditya**

Here is the incomplete list of events, programmes and community engagements which Mayor, Councillor Tom Aditya attended or engaged in between 19th January 2022 and 11th May 2022.

January 19th: Chaired the Full Council meeting.

January 20th: Attended a meeting at the Avon and Somerset Police Headquarters as a panel member (along with two Police and Crime Commissioners) for the selection of the Avon and Somerset Police’s new Deputy Police and Crime Commissioner.

January 20th: Drew the attention of the Police and the Crime Stoppers regarding the increasing theft of catalytic converters from vehicles in the region.

January 20th: Planned to attend the Parkway Train Station Masterplan Workshop, but it got cancelled.

January 20th: Media Interview with British Pathram, a Malayalam Newspaper in the UK.

January 21st: Liaison meeting with North Bristol NHS Trust regarding the repatriation of an Indian lady, who passed away near Bristol.

January 21st: Meeting with Rt Honourable Jacob Rees Mogg MP, the Leader of the House of Commons and the Lord President of the Privy Council.

January 22nd: Media interview with Malayala Manorama Newspaper, which has a readership of more than 20 million.

January 23rd: Liaison meeting with NHS Test and Trace Services, regarding community complaints regarding test and trace.

January 23rd: Media Interview with AsianLite Newspaper

January 23rd: Attended as Chief Guest for a Question-and-Answer session, organised by UK Malayalam journalists through Zoom.

January 24th: Liaison meeting with Bristol City Council’s School Admissions Division regarding admission of international students coming intermittently during term time.

January 24th: Attended the Holocaust Memorial Week commemorations

January 25th: Attended a programme by the Europe India Centre for Business and Industry, regarding 60 years anniversary of mutual diplomatic relations.

January 25th: Discussions with ‘Changes Bristol’ regarding promotion of mental health groups to communities.

January 25th: Participated in the South Glos Council’s Community Engagement consultation and requested to switch over CEF meetings to a face-to-face meeting format or hybrid meeting format, rather than the online MS Teams meeting.

January 25th: Attended a meeting through zoom along with the Bradley Stoke Scouts Leaders and the Town clerk regarding Brookway Activity Centre Storage Project.

January 26th: Hoisted the Indian National Flag at the Bristol City Hall, College Green along with the Bristol Lord Mayor and the Indian community, in connection with the Indian Republic Day celebrations, and addressed the gathering.

January 26th: Attended as Guest of Honour for the Republic Day celebrations organised by the Indian Inter-cultural centre, Delhi through zoom and delivered a speech.

January 26th: Participated in the South Glos Council’s Teams meeting regarding Thornbury, A38 and Bradley Stoke Corridor Improvements.

January 26th: Attended the Planning & Environment Committee meeting

January 27th: Discussed with the Town Clerk regarding the vacancy of the Activity Centres Manager and made suitable provisions for the appointment of a suitable candidate selected earlier through the interview process.

January 27th: Attended the South Glos Police IAG meeting

January 27th: Attended the National Policy Forum session for ‘Strengthening Families & Communities’

January 28th: Attended the Christ the King Church’s Coffee Morning and engaged with various community groups in Bradley Stoke.

January 28th: Discussed with the First Bus management regarding the changes to the timetable and route that affect Bradley Stoke residents and reiterated the request made earlier to the Metro Mayor, regarding the provision of M1 Express services during busy hours (morning and evening) connecting Bradley Stoke and Bristol City Centre.

January 28th: Liaised with the South Glos Council’s Council Tax division regarding a resident’s council tax duplication issue, and resolved it.

January 28th: Attended the Jubilee Green Play Area to find out about the mischief and anti-social behaviour there.

January 29th: Attended the Councillors Advisory Surgery at the Bradley Stoke Willowbrook Shopping Centre, in order to reach out to the community.

January 29th: Attended as a Guest of Honour along with Ambassador Venu Rajamony for the international conference organised as part of the Indian Republic Day by the Global Malayalee Press Club through zoom on the topic ‘Challenges of the Indian Republic’.

January 30th: Paid respects at the Sikh Soldiers Memorial in Bristol Castle Park as part of the Martyrs Day.

January 30th: Participated in the Avon Fire and Rescue Services Consultation regarding Plan proposals 2022-25.

January 31st: Liaised with South Glos Council’s Schools Division regarding further developments at Baileys Court Primary School and its funding, as well as parking issues around schools.

January 31st: Attended the meeting on Housing Crisis in the region organised by the Bristol City Council.

January 31st: Liaised with the UK Home Office Passport Division regarding delays in getting a passport for a resident and resolved it.

January 31st: BSTC Staffing Committee meeting

**February**

February 1st: Attended as Chief Guest for the World Harmony Week celebrations organised by the Chavara Cultural Centre, Delhi through Zoom and attended by many community leaders and people.

February 1st: Attended the South Glos Council’s consultation on preparing the new Local Plan Phase 2 – Urban, Rural and Key Issues.

February 2nd: Attended an international webinar on the role of Hinduism in promoting peace and harmony in the world.

February 2nd: Participated in a discussion with Senior Police Officers of the Avon and Somerset Constabulary regarding the Officer conduct, in light of the alleged conduct of police officers in Hertfordshire and Met Police upon individuals under their care. Cllr Aditya highlighted the need for the police to regain community trust.

February 3rd: Attended an international webinar on the role of Judaism in promoting peace and harmony in the world.

**APPENDIX A**

February 3rd: Responded to the UK Government’s briefing on new plans to level up opportunities for every child and to create a new register of children not in school, and on the £9.1 billion support package to help families with increasing energy prices.

February 4th: Attended an international webinar on the role of Sikhism and Islam in promoting peace and harmony in the world.

February 4th: Liaised with the Indian High Commission in London regarding the emergency renewal of a child’s passport for a resident, and resolved it.

February 4th: Attended the World Cancer Day awareness programme organised by the NHS and attended the online launch of the project (10-year national war on cancer).

February 5th: Attended as Chief Guest for the Chinese New Year celebrations organised by the South Glos Chinese Association at the Bristol Museum.

February 5th: Attended an international webinar on the role of Zoroastrianism and Jainism in promoting peace and harmony in the world.

February 6th: Attended an international webinar on the role of the Bahai faith and Buddhism in promoting peace and harmony in the world.

February 6th: Attended as a Guest at the Kung Fu Display and Tai Chi organised by the Chinese Community Group.

February 6th: Attended the special service at the Bristol Christ Church along with the HM Lord Lieutenant, High Sheriff and Deputy Mayor to celebrate the platinum anniversary of the ascension of Queen Elizabeth II to the throne.

February 6th: Participated in the Indian TV Channel (24 News) discussion regarding the Ukrainian frictions

February 7th: Hoisted a new Union Jack at the Jubilee Centre flagpole to commemorate the Queen’s ascension, attended by the Town Clerk.

February 7th: Attended an international webinar on the role of Christianity in promoting peace and harmony in the world.

February 7th: Attended the follow-up meeting on North Fringe Strategic Infrastructure Master Plan.

February 7th: Attended the Kidney Care UK’s meeting on Vaccinations and Treatments

February 8th: West of England Sector Leaders Network meeting on ‘Cost of Living and Inflation effects’ and planned for Leaders’ Summit and Big Tent Ideas Festival on 11th June 2022.

February 8th: Media Interview with Europe Pravasi Reshmi, an Indian newspaper based in Germany.

February 9th: Meeting with the Former Postmaster General of India Dr John Samuel, who visited Bradley Stoke.

February 9th: Liaised with Changes Bristol regarding the International Women’s Day programme in Bradley Stoke on the 8th of March.

February 9th: Liaised with the Police Diverse Workforce Outreach Team to arrange a community engagement meeting on the 2nd of March, with Police Commander Mark Runacres to encourage people of diverse backgrounds to join the police force.

February 9th: Liaised with Rt Honourable Sir Robert Buckland MP regarding visa delays for an Indian doctor based in Germany to visit her family in the UK.

February 9th: Chaired the BSTC Finance Committee meeting, and raised concerns regarding the removal of a section of the 73-bus route and issues with M1 services, and the inadequacies in desilting work at the Three Brooks Lake.

February 10th: Attended the BSTC Staff Appraisals Meeting.

February 10th: Attended the Councillors training session on Planning Enforcement Process, Practices and Training.

February 10th: Participated in the UK Atomic Energy Authority’s Public Engagement Webinar on Spherical Tokamak for Energy Production (STEP) programme on Oldbury & Berkeley (Severn Edge) prototype fusion energy plant.

February 11th: Attended as a celebrity guest for a reverse quiz TV programme in London organised by Indian Kairali TV, Radio Lime and Grand Master GS Pradeep; and won the prize

February 12th: Responded to the Government briefing on the removal of all testing requirements for all eligible fully vaccinated arrivals and making international journeys cheaper and the £174 million funding to provide homes for 2900 rough sleepers and help people rebuild their lives.

February 12th: Attended as a Guest of Honour at the International Malayali Business Network meeting.

February 13th: Participated in the TV channel discussion organised by Pravasi TV (Germany) on the topic of the Ukrainian Russian conflict and its counteractions.

February 13th: Attended as a Guest of Honour for a community reception in Swindon.

February 14th: Attended the Positive Mental Health Pop Up session organised by the South Glos Council’s Public Health in partnership with the Community Engagement Team.

February 14th: Attended the BSTC Leisure, Youth and Amenities Committee meeting, and supported Youth Service Level Agreement submitted by Christ the King Youth Group, and other relevant funding requests from the Council.

February 15th: Liaised with the Bristol University Governance Team to select a member of the University Court for the Bristol University Nominations Board.

February 15th: Responded to the Government briefing on the £125 million extra funding for councils to provide shelters, refuge and support services to help victims of domestic abuse and their children, as well as the new building safety laws that require house builders to pay their fair share and shoulder the burden to fix historical problems and to protect leaseholders.

February 16th: Attended the farewell party in honour of the High Sheriff organised by the Punjabi Forum.

February 16th: Attended the South Glos Council meeting to undertake the new budget provisions.

February 17th: Attended the Local Plan Phase 2 MS Teams meeting on Future homes, Solar & wind energy, Rural communities’ growth & change, Land for jobs, Urban development and Green networks.

February 17th: Attended the consultation of the South Glos Council’s All Age Learning Disability Strategy.

February 17th: Preparations for the Red weather warning on the 18th of February across the West of England region, and closure of council sites.

February 19th: Shivaji Jayanti celebrations with the Indian community.

February 20th: Attended a programme organised by a Human Rights group in London as part of the World Day of Social Justice.

February 20th: Attended as Chief Guest for the Maidstone Smashers UK Badminton Tournament in Kent and gave away prizes.

February 21st: Sent a special card and greetings letter on behalf of the Council to HM the Queen

February 22nd: Attended the South Glos Council’s Community Cohesion Steering Group meeting.

February 23rd: Attended the Bristol Careers Fair and invited them to Bradley Stoke.

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February 24th: Liaised with UWE Bristol and Natwest on a project (Green Skills enterprise support) aimed at helping young people from ethnic minority communities into green jobs by providing them with unique skills, employment and start-up opportunities. Training sessions at Coach House, St Paul’s, Bristol.

February 25th: Attended Town Council’s 30th Anniversary celebrations initial working group community meeting, and entrusted another councillor to publish news of the initial programme on the 1st of April.

February 25th: Attended as VIP Guest of the Musical Evening in Leicester led by famous Indian singers Sitara, Harish and Mithun organised by UK Event Life.

February 26th: Attended part of the Councillors Advisory Surgery at the Bradley Stoke Willowbrook Shopping Centre.

February 28th: Attended a meeting with Rt Hon Robert Halfon MP (Chair of Education Select Committee) and Miriam Cates MP, thru zoom regarding the Private Members Bill on Schools and Education settings.

**March**

March 1st: Attended a pre-work commencement meeting at the Baileys Court Play area with the contractor, along with the Town Clerk and Sr Leisure Assistant.

March 1st: Attended the Local Plan Phase 2 Pop Up meeting

March 1st: Attended the Florence Nightingale Foundation Webinar, on Healthcare research to improve patient care.

March 2nd: Participated in the Reporter TV channel discussion connected with Ukrainian War and its difficulties.

March 2nd: The Police Diverse Workforce event

March 2nd: Attended the BSTC Planning Committee meeting.

March 4th: Delivered a video message through the online platform, for the centenary celebrations of a school in Kerala, India, along with the Minister, MP, and MLA.

March 5th: Attended the International Women’s Day event at Bristol City Hall, and supported the theme ‘Break the Bias’

March 5th: Greeted the runners of the Ultra Running Ltd who hold a running event around Bristol that passed through Bradley Stoke and South Glos.

March 5th: Given blood for the NHS Blood and Organ Donation campaign and gave a message to motivate voluntary blood donors.

March 7th: Attended webinar on Bristol Clean Air Zone and Green Community Travel.

March 8th: Greeted the Women’s Group in Bradley Stoke as part of the International Day and mentioned that nearly 40 per cent of FTSE 100 board positions in the UK are now held by women. The UK women are strong and hold the world’s second position for women’s representation at the board level. Let’s build back a fairer society.

March 9th: Draft works for the BSTC Annual Report 2022.

March 10th: Preparations for the Spring Clean Litter pick

March 11th: West of England Sector Leaders Network meeting.

March 11th: Attended as a Guest of Honour for the Friday Open House online global gathering, organised by the world-famous public-health expert and WHO official Dr SS Lal.

March 12th: Led the British Science Association’s Fun Science Workshop for primary school-going children. The programme was inaugurated by Avon and Somerset Police and Crime Commissioner Mark Shelford. There was good participation and feedback from the children.

March 13th: Led the Bradley Stoke Big Spring Clean Litter pick campaign, supported by the Conservatives and other community members.

March 14th: Attended the Commonwealth Day Service at the Bristol, along with the HRH Duke of Kent, HM Lord-Lieutenant, Bristol Lord Mayor, Force Commanders and other civic dignitaries.

March 14th: Led the Ground-breaking ceremony at the Baileys Court Play Area to start redevelopment works.

March 14th: Congratulated the new BSTC Activity Centre Manager who joined for work and wished him the very best in his duties.

March 15th: Attended a programme as part of World Consumer Rights Day.

March 16th: Delivered a message in connection with ‘Holi’, the Indian Festival of colours, love and the arrival of spring.

March 16th: Chaired the Bradley Stoke Town Council meeting. Coordinated a group picture of the Council.

March 17th: Liaised with West of England Rural Network regarding a project on Tackling Loneliness with Transport.

March 18th: Met UK Secretary of State for Health and Social Care Rt Honourable Sajid Javid.

March 18th: Liaised with the UK Home Office regarding visa application for a resident’s family member, and resolved it.

March 18th: Met the UK Secretary of State for Home Rt Hon Priti Patel MP.

March 18th: Met the UK Secretary of State for Environment Rt Hon George Eustice MP, and received a book ‘Green Albion’, restoring our green and pleasant land.

March 19th: Met Prime Minister Boris Johnson MP and updated him on the difficulties faced by the NHS workers and their families.

March 20th: Attended the Litter picking session organised by Bradley Stoke Zero Carbon Group.

March 20th: Liaison with the Indian High Commission, London regarding the repatriation of a body of a previous resident.

March 21st: Attended the Civic Workshop on Everyday Integration research by Bristol University.

March 21st: Signed congratulations card for a council staff member to congratulate passing of the qualifying exam.

March 21st: Helped a resident who lost their BRP card, and supported them to get a replacement from the UK Home Office.

March 22nd: Attended as a Guest for the International Food and Drinks Exhibition at Excel, London.

March 23rd: Supported the Dementia Friends initiative to reduce the risk of Alzheimer’s and Dementia.

March 23rd: Supported the Report Launch on Identifying Disproportionality in Avon and Somerset Constabulary.

March 24th: Engaged with residents and motivated them to report to the South Glos Council, regarding faded road markings in a few streets in Bradley Stoke.

March 24th: Liaised with the BSTC office regarding the damage to the cricket outfield in Baileys Court.

March 25th: Liaised with Southern Brooks with regards to conducting programmes for women and mothers as part of the International Mother’s Day.

March 25th: Liaised with South Glos Council regarding the South Gloucestershire Climate and Food Communications Toolkit, that can tackle the Climate and Nature Emergency in South Gloucestershire.

March 26th: opened an international store in Basildon, along with the Mayor of Basildon.

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March 26th: attended as a guest at the Healthcare Jobs Fair in London

March 26th: opened the UK Indian Classical Dance Festival at Croydon, London, supported by the Ex-Mayor of Croydon and a Council Cabinet member.

March 27th: Litter picking sessions in Bradley Stoke.

March 28th: Participated in the online launch of the NHS Blood and Transplant Strategy

March 28th: Attended an online meeting with the Bristol Mayor, regarding the Cost-of-Living Crisis.

March 29th: Liaised with the Leisure Centre Manager (Circadian Trust) regarding the provision of swimming lanes for Bradley Stoke residents.

March 29th: Met the Spice Trading Community in the region and heard their concerns.

March 29th: attended the ‘Voscur’ voluntary sector community event in Bristol.

March 30th: Sent an invitation letter on behalf of the Council to the Mayor of Champs Sur Marne (twinned town)

March 30th: Attended part of the South Gloucestershire Heritage Partnership Meeting through MS Teams.

March 30th: Attended the Avon and Somerset Police Panel meeting regarding the Bedminster Bus incident.

March 30th: Received the NALC Quality Gold Certificate for the Bradley Stoke Council

March 30th: Attended the BSTC Planning and Environment Committee meeting

March 31st: attended a meeting organised by the Avon and Wilshire Mental Health Partnership NHS Trust.

March 31st: Participated in the Bristol Energy Network consultation at the Galleries Shopping Centre, Bristol.

**April**

April 1st: Inaugurated the 30th-anniversary celebrations of the Bradley Stoke Council and led a circular community walk from Jubilee Centre to Holy Trinity Church Hall. Invited Alderman Jon Williams to the programme as a speaker. Arranged refreshments.

April 1st: Greeted the Autistic support groups as part of the World Autism Awareness Week.

April 2nd: Attended as a guest of the Easter Hunt programme organised by City Church at Jubilee Green, and distributed cakes and refreshments.

April 3rd and 4th: attended various calls and press briefings related to the arson attack.

April 4th: Liaised with Age UK regarding the Older People’s Tea party and discussed measures to reduce social isolation and loneliness among older people and help them live fulfilling lives.

April 5th: attended the South Gloucestershire Council Town and Parish Council Forum meeting through zoom.

April 6th: Chief guest at the European Malayalam community talk show.

April 7th: attended the South Glos Council’s Community Network meeting.

April 7th: World Health Day, and attended a programme organised by the World Homeopaths Federation.

April 8th: Responded to the West of England Combined Authority’s Mobility Project

April 8th: Liaised with the ‘Active in Life’ healthcare project in South Gloucestershire to help inactive people get active.

April 9th: attended the Queen’s Green canopy event organised by the Woodlands Trust.

April 9th: Liaised with the Police Commissioner and the Police Chief in connection with the arson attack upon vehicles in the neighbourhood.

April 10th: attended the Ramnavami celebrations at the Hindu Temple.

April 10th: Delivered message in connection with Dr Ambedkar’s 131st birthday celebrations at the Indian High Commission in London.

April 13th: Liaised with the Police and the DVLA to support a resident regarding a car number plate fraud against his vehicle.

April 13th: Discussed with a Website Development Team, ways to improve easy browsing and people’s friendly designs on websites.

April 14th: attended the Thanksgiving party arranged by the Police Commissioner at the Police Headquarters in Portishead and attended the Channel 4 TV discussion.

April 14th: Planning meeting for the Big Jubilee Lunch on 5th June at the Bristol College Green.

April 14th: Liaised with the Police to help support social harmony events and the need to closely monitor extremist and fundamentalist propaganda groups through online platforms and their sleeper groups in the UK.

April 14th: Delivered a video message in support of the Vishu celebrations organised by the London Hindu Association.

April 15th: attended the Jewish Passover in the Synagogue.

April 15th: Liaised with the South Gloucestershire Community Learning and Skills Service regarding the promotion of community learning courses available for adults during Spring and Summer 2022.

April 16th: Greetings message was given to Bristol Kerala Association for their anniversary souvenir.

April 16th: Addressed gathering at the Hindu Temple for Hanuman Jayanti celebrations.

April 17th: Attended the Vaishakhi celebrations at the Sikh Gurdwara.

April 18th: inaugurated the Easter celebrations for the Indian community in Dorset, and inaugurated their jubilee celebrations.

April 19th: attended the Great Western Air Ambulance Air Base Forum meeting.

April 19th: Delivered Eid and Ramadan messages to the Muslim community through Mast Magazine.

April 20th: Chaired the BSTC Finance Committee meeting

April 21st: Attended the South Glos Community Cohesion Group online meeting arranged to support the Ukrainian families.

April 22nd: Earth Day, attended the children’s activities ‘Happy Spring Fun’ at the Bradley Stoke Library.

April 22nd: Liaised with HM Lord-Lieutenant in support of employability to ex-prisoners and to help the corrective measures of the justice system.

April 22nd: Liaised with DVLA and the Police in support of a resident, whose vehicle’s V5C paper was not handed over by the previous owner.

April 22nd: Attended Coffee morning at the Christ the King Church, Bradley Stoke.

April 23rd: Hoisted St George’s Flag at the Jubilee Centre in recognition of St George’s Day, which is also the English National Day, attended by the BSTC Deputy Mayor and Activity Centres Manager.

April 23rd: Attended as a guest of St George’s day in Salisbury and inaugurated the Indian community celebrations in Wiltshire.

April 24th: Attended as a guest of the Greek Orthodox Easter celebration in Bristol.

**APPENDIX A**

April 25th: Guest of Honour for the World Malayalee Council’s Europe Regional Conference thru zoom along with the Kerala State Minister and the Opposition Leader.

April 25th: Attended the BSTC Leisure, Youth and Amenities Committee meeting.

April 27th: Attended the South Glos Council’s Community Cohesion Steering Group Meeting.

April 27th: Attended the BSTC Planning and Environment Committee meeting.

April 28th: Liaised with the BSTC Activity Centres Manager, along with other committee Chairs, regarding insurance settlement for the two vehicles lost due to an arson attack.

April 28th: Attended as a guest of honour for the Grand Iftar Eid Celebrations in Bristol along with the HM Lord Lieutenant, Bristol Lord Mayor, Police Commissioner, Police Chief, and other civic dignitaries.

April 29th: Guest of honour for the Grand Iftar celebrations at Waverley School, Bordesley Green in Birmingham.

April 30th: Addressed the Bahai South West Conference in Bristol.

April 30th: Invited as a guest of honour to the UK Syrian Jacobite Church Arts Festival.

April 30th: Guest of honour at the Bristol Blasters UK Badminton Tournament and gave away prizes to the winners.

**May**

May 1st: Greetings were given as part of the International Labour Day.

May 1st: Met Former Indian Tourism Minister Alphons Kannamthanam MP and family who visited England.

May 2nd: Liaised with the Avon Pickleball Club in support of their game sessions at the Jubilee Centre.

May 2nd: Attended the Bahai South-West Conference.

May 2nd: Delivered a commemorative speech in honour of a UK based Indian social campaigner T Haridas, as part of an award instituted in his memory, organised by the Overseas Indian Cultural Congress.

May 3rd: Guest at the Ramadan Id celebrations in Bristol

May 3rd: Liaised with the South Glos Council regarding organising the Ukrainian Welcome event on the 20th of May.

May 3rd: Liaised with the Police Commissioner and the Police Chief regarding the increasing number of burglaries in the region and community frustration. A meeting will be arranged by the Police Chief to address the issue.

May 4th: Deaf Awareness Week, attended as a guest speaker for a careers fair in Bristol.

May 4th: Liaised with the NCVO, the small charities coalition regarding various charity projects in the town.

May 5: Visited the Great Western Air Ambulance Airbase and explored their operations.

May 5th: Meeting with the Bradley Stoke Asian Women’s Group regarding organising the International Food Festival Summer Fun on the 23rd of July.

May 6th: Planted Two Oak trees at Brookway Activity Centre premises as part of the Queen’s Green Canopy project, to celebrate the Queen’s platinum jubilee.

May 6th: Liaised with the South Glos Council’s Regeneration Team regarding the North Bristol Master Plan’s community engagement programme on 19th May.

May 6th: Attended the Freedom and Harmony event led by David Burrowes MP, Prime Minister’s Deputy Special Envoy and Julie Jones, Associate Director of the All-Party Parliamentary Group on FoRB.

May 7th: Attended as a Guest of honour for an online global gathering to discuss the need to strengthen families and communities.

May 7th: Guest of honour at an Indian community celebration in Tewkesbury, Gloucestershire.

May 8th: Led the Bristol Diverse Doors Multi-Faith Trail as diversity and community cohesion initiative, and visited a Buddhist monastery, a Greek Orthodox Church, an Evangelical Christian Church, a Muslim Mosque, a Sikh Gurudwara, a Jewish Synagogue, a Hindu Temple, and a Bahai Centre.

May 9th: Supported the South West Veterans Advisory Support Hub in Bradley Stoke.

May 9th: Led the Older Persons Tea party organised by the Bradley Stoke Town Council

May 9th: Mental Health Awareness Week programme, and delivered a video message for the film production team that created the Malayalam movie ‘Sometimes God’, which support the medical doctors in relation to their variations in mental health and depict their support needs.

May 10th: Liaised with Young at Heart Club in Bradley Stoke regarding their future events

May 10th: Delivered a felicitations message for the 7Beats Indian Musical Festival at Bedford.

May 10th: Liaised with the UK Home Office Passport Division regarding a new passport for a resident.

May 10th: Attended a felicitation gathering to congratulate the Bradley Stoke Ladies Football Club which won the County Women’s Champion League.

May 10th: Chaired the Bradley Stoke Community Engagement Forum virtual meeting.

May 11th: Liaised with the UKVI regarding ILR visa application for a resident.

May 11th: Officially opened Prime Health UK Ltd’s pharmaceutical manufacturing facility in Blaenavon, Wales.

May 11th: Attended the West of England Voluntary Sector Leaders Network meeting.

May 11th: Handed over prizes and certificates to children who won academic awards, and sports and art competitions.

May 11th: Chaired the Annual Town Meeting.

May 11th: Handed over cheques to charities: St Peter’s Hospice and Dogs for Good.

May 11th: Handed over the Mayoral Chain to the successor.

**APPENDIX B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2022/23 - APPROVED BUDGET @ 3/5/22 - Schedule A** |  |  |  |  |  |
|  |  **2019/20 - Audited Figures** | **% change** | **2020/21 Audited Figures** | **% change** | **2021/22 Provisional pre audit figures @ 3/5/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** |  **2024/25 - Projected Budget** | **% change** |  **2025/26 - Projected Budget** | **% change** |  **2026/27 - Projected Budget** | **% change** |  |  |  |
| **INCOME** |  |  |  |
| Bank Interest /Investment/ Grant Income | **£21,031** | -5% | £76,319 | 263% | £24,427 | -68% | £62,295 | 155% | £15,075 | -76% | £5,500 | -64% | £6,000 | 9% | £6,500 | 8% |  |  |  |
| Public Works Loan | **£0** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| Activity Centres Income | **£137,025** | -4% | £71,522 | -48% | £132,711 | 86% | £133,000 | 0% | £135,660 | 2% | £138,373 | 2% | £141,141 | 2% | £143,963 | 2% |  |  |  |
| Training & Other Income | **£2,771** | 12% | £446 | -84% | £3,471 | 679% | £670 | -81% | £1,020 | 52% | £1,020 | 0% | £1,020 | 0% | £1,020 | 0% |  |  |  |
| **Total Income (exc. precept etc)** | **£160,827** | **-4%** | **£148,286** | **-8%** | **£160,609** | **8%** | **£195,965** | **22%** | **£151,755** | **-23%** | **£144,893** | **-5%** | **£148,161** | **2%** | **£151,483** | **2%** |  |  |  |
| **EXPENDITURE** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Non Activity Centre Costs  | £655,481 | 12% | £607,673 | -7% | £641,959 | 6% | £718,378 | 12% | £708,301 | -1% | £716,478 | 1% | £735,022 | 3% | £753,848 | 3% |  |  |  |
| Community/ Firework Events | £32,270 | 2% | £11,859 | -63% | £16,119 | 36% | £37,300 | 131% | £38,419 | 3% | £38,706 | 1% | £39,002 | 1% | £39,307 | 1% |  |  |  |
| Grants and Other Funding | £30,719 | -13% | £23,599 | -23% | £21,108 | -11% | £43,677 | 107% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% |  |  |  |
| **Office Expenditure** | **£718,470** |   | **£643,131** |   | **£679,186** |   | **£799,355** |   | **£790,397** |   | **£798,861** |   | **£817,702** |   | **£836,832** |   |  |  |  |
| Bradley Stoke Jubilee Centre  | £77,123 | -1% | £74,660 | -3% | £75,523 | 1% | £103,535 | 37% | £101,399 | -2% | £105,514 | 4% | £108,276 | 3% | £111,129 | 3% |  |  |  |
| Brook Way Activity Centre  | £42,572 | 9% | £34,767 | -18% | £34,849 | 0% | £51,927 | 49% | £52,399 | 1% | £54,065 | 3% | £55,592 | 3% | £57,172 | 3% |  |  |  |
| Baileys Court Activity Centre  | £82,781 | 1% | £82,296 | -1% | £79,287 | -4% | £101,678 | 28% | £104,993 | 3% | £109,010 | 4% | £112,576 | 3% | £116,282 | 3% |  |  |  |
| **Activity Centres Running Costs** | **£202,475** |   | **£191,723** |   | **£189,659** |   | **£257,140** |   | **£258,791** |   | **£268,589** |   | **£276,445** |   | **£284,583** |   |  |  |  |
| New Assets  | £13,775 | -69% | £7,591 | -45% | £53,464 | 604% | £16,400 | -69% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% |  |  |  |
| Planned Projects | £54,849 | 0% | -£583 | 0% | £497 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| **Total Expenditure as per budget**  | **£989,570** | **3%** | **£841,863** | **-15%** | **£922,806** | **10%** | **£1,072,895** | **16%** | **£1,065,588** | **-1%** | **£1,083,850** | **2%** | **£1,110,546** | **2%** | **£1,137,816** | **2%** |  |  |  |
| Adjustments to/from Reserves at Year End | -£133,795 |  | £214,006 |  | -£103,290 |   | £0 |   | -£87,000 |   | -£74,000 |   | -£37,000 |   | £13,000 |   |  |  |  |
| **Total budget + reserve adjustment** | **£855,775** | **-10%** | **£1,055,869** | **23%** | **£819,516** | **-22%** | **£1,072,895** | **31%** | **£978,588** | **-9%** | **£1,009,850** | **3%** | **£1,073,546** | **6%** | **£1,150,816** | **7%** |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **SHORTFALL** |  2019/20 - Audited Figures | % change | 2020/21 Audited Figures | % change | 2021/22 Provisional pre audit figures @ 3/5/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change |  2024/25 - Projected Budget | % change |  2025/26 - Projected Budget | % change |  2026/27 - Projected Budget | % change |  |  |  |
| Difference Between Income and Expenditure | £694,948 | -11% | £907,583 | 31% | £658,907 | -27% | £876,930 | 33% | £826,833 | -6% | £864,957 | 5% | £925,386 | 7% | £999,332 | 8% |  |  |  |
| **LESS/PLUS:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Confirmed/Estimated Previous Year End Balance C/FWD  | **£82,892.92** |  | **£189,290.01** |  | **£97,247.29** |  | **£250,021.58** |  | **£183,953.62** |  | **£188,607.93** |   | **£176,186.17** |   | **£124,691.18** |   |  |  |  |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£718,292.71** |  | **£561,659.42** |  | **£626,908.34** |  | **£642,879.33** |  | **£676,348.58** |  | **£749,199.46** |  | **£874,641.04** |  |  |  |  |
| **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%** | **£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** |  | **6934** |  | **7075** |  | **7218** |  | **7362** |  | **7362** |  | SGC indicative Tax Base figures applied to 2022/23 onwards as published November 2020 & agreed December 2020 |
| **Approved/Estimated Total Precept Income** | **£798,998.00** |   | **£815,540.00** |   | **£811,680.54** |   | **£810,861.96** |   | **£831,487.25** |   | **£852,534.75** |   | **£873,890.64** |   | **£878,260.09** |   |  |  |  |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,345.00 |   | £815,540.00 |   | £811,681.00 |   | £810,861.96 |   | £831,487.25 |   | £852,534.75 |   | £873,890.64 |   | £878,260.09 |   |  |  |  |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£189,290.01** |   | **£97,247.29** |   | **£250,021.58** |   | **£183,953.62** |   | **£188,607.93** |   | **£176,186.17** |   | **£124,691.18** |   | **£3,619.06** |   |  |  |  |
|  | 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 approved tax base of 6934 for 2022/23 as issued in December 2021 - The final precept was approved by Council in January 2022 with a 0% increase. | This projection has applied the Sth Glos projected tax base of 7190 as issued in December 2021 - 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 2021 - 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 2021- These assumptions will be considered by Council in January 2025 when finalised figures are available | This projection has applied the 2024/25 Sth Glos projected tax base of 7334 as issued in December 2021 - These assumptions will be considered by Council in January 2026 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 C**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2022/23 - APPROVED BUDGET @ 3/5/22 - Schedule B** |  |  |  |  |  |
|  |  **2019/20 - Audited Figures** | **% change** | **2020/21 Audited Figures** | **% change** | **2021/22 Provisional pre audit figures @ 3/5/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** |  **2024/25 - Projected Budget** | **% change** |  **2025/26 - Projected Budget** | **% change** |  **2026/27 - Projected Budget** | **% change** |  |  |  |
| **INCOME** |  |  |  |
| Bank Interest /Investment/Grant Income | **£21,031** | -5% | £76,319 | 263% | £23,927 | -69% | £62,295 | 160% | £15,075 | -76% | £5,500 | -64% | £6,000 | 9% | £6,500 | 8% |  |  |  |
| Public Works Loan | **£0** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| Activity Centres Income | **£137,025** | -4% | £71,522 | -48% | £132,711 | 86% | £133,000 | 0% | £135,660 | 2% | £138,373 | 2% | £141,141 | 2% | £143,963 | 2% |  |  |  |
| Training & Other Income | **£2,771** | 12% | £446 | -84% | £3,471 | 679% | £670 | -81% | £1,020 | 52% | £1,020 | 0% | £1,020 | 0% | £1,020 | 0% |  |  |  |
| **Total Income (exc. precept etc)** | **£160,827** | **-4%** | **£148,286** | **-8%** | **£160,109** | **8%** | **£195,965** | **22%** | **£151,755** | **-23%** | **£144,893** | **-5%** | **£148,161** | **2%** | **£151,483** | **2%** |  |  |  |
| **EXPENDITURE** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Non Activity Centre Costs  | £655,481 | 12% | £607,673 | -7% | £641,959 | 6% | £718,378 | 12% | £708,301 | -1% | £716,478 | 1% | £735,022 | 3% | £753,848 | 3% |  |  |  |
| Community/ Firework Events | £32,270 | 2% | £11,859 | -63% | £16,119 | 36% | £37,300 | 131% | £38,419 | 3% | £38,706 | 1% | £39,002 | 1% | £39,307 | 1% |  |  |  |
| Grants and Other Funding | £30,719 | -13% | £23,599 | -23% | £21,108 | -11% | £43,677 | 107% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% |  |  |  |
| **Office Expenditure** | **£718,470** |   | **£643,131** |   | **£679,186** |   | **£799,355** |   | **£790,397** |   | **£798,861** |   | **£817,702** |   | **£836,832** |   |  |  |  |
| Bradley Stoke Jubilee Centre  | £77,123 | -1% | £74,660 | -3% | £75,523 | 1% | £103,535 | 37% | £101,399 | -2% | £105,514 | 4% | £108,276 | 3% | £111,129 | 3% |  |  |  |
| Brook Way Activity Centre  | £42,572 | 9% | £34,767 | -18% | £34,849 | 0% | £51,927 | 49% | £52,399 | 1% | £54,065 | 3% | £55,592 | 3% | £57,172 | 3% |  |  |  |
| Baileys Court Activity Centre  | £82,781 | 1% | £82,296 | -1% | £79,287 | -4% | £101,678 | 28% | £104,993 | 3% | £109,010 | 4% | £112,576 | 3% | £116,282 | 3% |  |  |  |
| **Activity Centres Running Costs** | **£202,475** |   | **£191,723** |   | **£189,659** |   | **£257,140** |   | **£258,791** |   | **£268,589** |   | **£276,445** |   | **£284,583** |   |  |  |  |
| New Assets  | £13,775 | -69% | £7,591 | -45% | £53,464 | 604% | £16,400 | -69% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% |  |  |  |
| Planned Projects | £54,849 | 0% | -£583 | 0% | £497 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| **Total Expenditure as per budget**  | **£989,570** | **3%** | **£841,863** | **-15%** | **£922,806** | **10%** | **£1,072,895** | **16%** | **£1,065,588** | **-1%** | **£1,083,850** | **2%** | **£1,110,546** | **2%** | **£1,137,816** | **2%** |  |  |  |
| Adjustments to/from Reserves at Year End | -£133,795 |  | £214,006 |  | £85,910 |   | -£65,000 |   | -£83,000 |   | -£95,000 |   | -£83,000 |   | £6,000 |   |  |  |  |
| **Total budget + reserve adjustment** | **£855,775** | **-10%** | **£1,055,869** | **23%** | **£1,008,716** | **-4%** | **£1,007,895** | **0%** | **£982,588** | **-3%** | **£988,850** | **1%** | **£1,027,546** | **4%** | **£1,143,816** | **11%** |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **SHORTFALL** |  2019/20 - Audited Figures | % change | 2020/21 Audited Figures | % change | 2021/22 Provisional pre audit figures @ 3/5/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change |  2024/25 - Projected Budget | % change |  2025/26 - Projected Budget | % change |  2026/27 - Projected Budget | % change |  |  |  |
| Difference Between Income and Expenditure | £694,948 | -11% | £907,583 | 31% | £848,607 | -6% | £811,930 | -4% | £830,833 | 2% | £843,957 | 2% | £879,386 | 4% | £992,332 | 13% |  |  |  |
| **LESS/PLUS:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Confirmed/Estimated Previous Year End Balance C/FWD  | **£82,892.92** |  | **£189,290.01** |  | **£97,247.29** |  | **£60,321.58** |  | **£59,253.62** |  | **£59,907.93** |   | **£68,486.17** |   | **£62,991.18** |   |  |  |  |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£718,292.71** |  | **£751,359.42** |  | **£751,608.34** |  | **£771,579.33** |  | **£784,048.58** |  | **£810,899.46** |  | **£929,341.04** |  |  |  |  |
| **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%** | **£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** |  | **6934** |  | **7075** |  | **7218** |  | **7362** |  | **7362** |  | SGC indicative Tax Base figures applied to 2022/23 onwards as published November 2020 & agreed December 2020 |
| **Approved/Estimated Total Precept Income** | **£798,998.00** |   | **£815,540.00** |   | **£811,680.54** |   | **£810,861.96** |   | **£831,487.25** |   | **£852,534.75** |   | **£873,890.64** |   | **£878,260.09** |   |  |  |  |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,345.00 |   | £815,540.00 |   | £811,681.00 |   | £810,861.96 |   | £831,487.25 |   | £852,534.75 |   | £873,890.64 |   | £878,260.09 |   |  |  |  |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£189,290.01** |   | **£97,247.29** |   | **£60,321.58** |   | **£59,253.62** |   | **£59,907.93** |   | **£68,486.17** |   | **£62,991.18** |   | **-£51,080.94** |   |  |  |  |
|  | 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 approved tax base of 6934 for 2022/23 as issued in December 2021 - The final precept was approved by Council in January 2022 with a 0% increase. | This projection has applied the Sth Glos projected tax base of 7190 as issued in December 2021 - 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 2021 - 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 2021- These assumptions will be considered by Council in January 2025 when finalised figures are available | This projection has applied the 2024/25 Sth Glos projected tax base of 7334 as issued in December 2021 - These assumptions will be considered by Council in January 2026 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 D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2022/23 - APPROVED BUDGET @ 3/5/22 - Schedule C** |  |  |  |  |  |
|  |  **2019/20 - Audited Figures** | **% change** | **2020/21 Audited Figures** | **% change** | **2021/22 Provisional pre audit figures @ 3/5/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** |  **2024/25 - Projected Budget** | **% change** |  **2025/26 - Projected Budget** | **% change** |  **2026/27 - Projected Budget** | **% change** |  |  |  |
| **INCOME** |  |  |  |
| Bank Interest/ Investment/Grant Income | **£21,031** | -5% | £76,319 | 263% | £24,427 | -68% | £62,295 | 155% | £15,075 | -76% | £5,500 | -64% | £6,000 | 9% | £6,500 | 8% |  |  |  |
| Public Works Loan | **£0** | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| Activity Centres Income | **£137,025** | -4% | £71,522 | -48% | £132,711 | 86% | £133,000 | 0% | £135,660 | 2% | £138,373 | 2% | £141,141 | 2% | £143,963 | 2% |  |  |  |
| Training & Other Income | **£2,771** | 12% | £446 | -84% | £3,471 | 679% | £670 | -81% | £1,020 | 52% | £1,020 | 0% | £1,020 | 0% | £1,020 | 0% |  |  |  |
| **Total Income (exc. precept etc)** | **£160,827** | **-4%** | **£148,286** | **-8%** | **£160,609** | **8%** | **£195,965** | **22%** | **£151,755** | **-23%** | **£144,893** | **-5%** | **£148,161** | **2%** | **£151,483** | **2%** |  |  |  |
| **EXPENDITURE** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Non Activity Centre Costs  | £655,481 | 12% | £607,673 | -7% | £641,959 | 6% | £718,934 | 12% | £708,836 | -1% | £717,056 | 1% | £735,645 | 3% | £754,517 | 3% |  |  |  |
| Community/ Firework Events | £32,270 | 2% | £11,859 | -63% | £16,119 | 36% | £37,300 | 131% | £38,419 | 3% | £38,706 | 1% | £39,002 | 1% | £39,307 | 1% |  |  |  |
| Grants and Other Funding | £30,719 | -13% | £23,599 | -23% | £21,108 | -11% | £43,677 | 107% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% |  |  |  |
| **Office Expenditure** | **£718,470** |   | **£643,131** |   | **£679,186** |   | **£799,911** |   | **£790,932** |   | **£799,439** |   | **£818,324** |   | **£837,502** |   |  |  |  |
| Bradley Stoke Jubilee Centre  | £77,123 | -1% | £74,660 | -3% | £75,523 | 1% | £112,169 | 49% | £100,289 | -11% | £104,293 | 4% | £107,055 | 3% | £109,908 | 3% |  |  |  |
| Brook Way Activity Centre  | £42,572 | 9% | £34,767 | -18% | £34,849 | 0% | £51,927 | 49% | £52,399 | 1% | £54,065 | 3% | £55,592 | 3% | £57,172 | 3% |  |  |  |
| Baileys Court Activity Centre  | £82,781 | 1% | £82,296 | -1% | £79,287 | -4% | £101,678 | 28% | £104,993 | 3% | £109,010 | 4% | £112,576 | 3% | £116,282 | 3% |  |  |  |
| **Activity Centres Running Costs** | **£202,475** |   | **£191,723** |   | **£189,659** |   | **£265,774** |   | **£257,681** |   | **£267,368** |   | **£275,224** |   | **£283,362** |   |  |  |  |
| New Assets  | £13,775 | -69% | £7,591 | -45% | £53,464 | 604% | £16,400 | -69% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% | £16,400 | 0% |  |  |  |
| Planned Projects | £54,849 | 0% | -£583 | 0% | £497 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| **Total Expenditure as per budget**  | **£989,570** | **3%** | **£841,863** | **-15%** | **£922,806** | **10%** | **£1,082,085** | **17%** | **£1,065,013** | **-2%** | **£1,083,206** | **2%** | **£1,109,948** | **2%** | **£1,137,264** | **2%** |  |  |  |
| Adjustments to/from Reserves at Year End | -£133,795 |  | £214,006 |  | £85,910 |   | -£65,000 |   | -£83,000 |   | -£95,000 |   | -£83,000 |   | £6,000 |   |  |  |  |
| **Total budget + reserve adjustment** | **£855,775** | **-10%** | **£1,055,869** | **23%** | **£1,008,716** | **-4%** | **£1,017,085** | **1%** | **£982,013** | **-3%** | **£988,206** | **1%** | **£1,026,948** | **4%** | **£1,143,264** | **11%** |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **SHORTFALL** |  2019/20 - Audited Figures | % change | 2020/21 Audited Figures | % change | 2021/22 Provisional pre audit figures @ 3/5/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change |  2024/25 - Projected Budget | % change |  2025/26 - Projected Budget | % change |  2026/27 - Projected Budget | % change |  |  |  |
| Difference Between Income and Expenditure | £694,948 | -11% | £907,583 | 31% | £848,107 | -7% | £821,120 | -3% | £830,258 | 1% | £843,313 | 2% | £878,787 | 4% | £991,780 | 13% |  |  |  |
| **LESS/PLUS:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Confirmed/Estimated Previous Year End Balance C/FWD  | **£82,892.92** |  | **£189,290.01** |  | **£97,247.29** |  | **£60,821.58** |  | **£50,563.62** |  | **£51,792.93** |   | **£61,014.42** |   | **£56,117.98** |   |  |  |  |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£718,292.71** |  | **£750,859.42** |  | **£760,298.34** |  | **£779,694.33** |  | **£791,520.33** |  | **£817,772.66** |  | **£935,662.46** |  |  |  |  |
| **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%** | **£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** |  | **6934** |  | **7075** |  | **7218** |  | **7362** |  | **7362** |  | SGC indicative Tax Base figures applied to 2022/23 onwards as published November 2020 & agreed December 2020 |
| **Approved/Estimated Total Precept Income** | **£798,998.00** |   | **£815,540.00** |   | **£811,680.54** |   | **£810,861.96** |   | **£831,487.25** |   | **£852,534.75** |   | **£873,890.64** |   | **£878,260.09** |   |  |  |  |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,345.00 |   | £815,540.00 |   | £811,681.00 |   | £810,861.96 |   | £831,487.25 |   | £852,534.75 |   | £873,890.64 |   | £878,260.09 |   |  |  |  |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£189,290.01** |   | **£97,247.29** |   | **£60,821.58** |   | **£50,563.62** |   | **£51,792.93** |   | **£61,014.42** |   | **£56,117.98** |   | **-£57,402.37** |   |  |  |  |
|  | 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 approved tax base of 6934 for 2022/23 as issued in December 2021 - The final precept was approved by Council in January 2022 with a 0% increase. | This projection has applied the Sth Glos projected tax base of 7190 as issued in December 2021 - 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 2021 - 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 2021- These assumptions will be considered by Council in January 2025 when finalised figures are available | This projection has applied the 2024/25 Sth Glos projected tax base of 7334 as issued in December 2021 - These assumptions will be considered by Council in January 2026 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 E**



**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**: 11 May 2022

**APPENDIX E**

**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.

# 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.

# APPENDIX E

# 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, full description of the accident procedure is set out in Annex C.

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

# DUTY OF CARE

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

**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.

**APPENDIX E**

**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.

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 19 April 2022**