### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the extra Full Council meeting of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 15th November 2023 at 7.00pm.

**PRESENT:** Councillors: John Bradbury

Frederic Contenot

Jenny James

Dayley Lawrence (Chair)

James Nelson

Ben Randles

Kulwinder Singh Sappal

Officers: Sharon Petela - Town Clerk

Philip Francis - Deputy Town Clerk/Activity Centres Manager

SGC Ward Councillor: Franklin Owusu-Antwi

**1 Submissions from the Public and Councillors**

* 1. A local resident raised concerns regarding the small strips of land which have recently been put up for sale in the town and asked whether the Town Council had insight into who is selling and reasons for it and whether the Town Council are keeping a register of these pieces of land for sale. He commented that it was good to see it was on the agenda for discussion later in the meeting.

Councillor Ben Randles explained that he has been working with the South Gloucestershire Council (SGC) Tree Team to try to ensure that mature trees on these areas of land have Tree Preservation Orders granted, to prevent a new owner of the land immediately felling trees on purchase. Councillors commented that these areas may have been identified as an asset in the past, but may now have become a liability and cost significant money to maintain, hence why they may be offered for sale.

**2 Apologies for absence**

Apologies were received from Councillors Dave Addison, Aleena Aditya, Tom Aditya, Roger Avenin, Terri Cullen, Natalie Field, Brian Mead and Jon Williams and Graham Baker – Youth Development & Participation Worker

**3 Applications for Dispensations by Councillors**

None

**4 Declarations of Interest**

None

**5 Announcements by the Chair**

The Chair explained that he had attended the Bradley Stoke Youth Football Club 25th anniversary dinner and was fortunate to be seated on a table with some of the founders of the club who were aware of the historical origins of the club which was very interesting.

The Chair thanked the 1st Bradley Stoke Scout Group for their very well organised Remembrance Day event at the Willow Brook Centre and also thanked Bradley Stoke Journal for the photos they took of him laying the Town Council wreath.

The Chair thanked all staff and councillors for the organisation of a brilliant fireworks display with much positive feedback from those attending.

The Chair also thanked everyone involved in the organisation of the successful Scarecrow Trail. He also commented that he has been into the final primary school to present their Hedgehog Heroes sign.

**6 Minutes of Previous Meetings**

Minutes of meeting held on 11th October 2023 were proposed for acceptance by Councillor Kulwinder Singh Sappal, seconded by Councillor Ben Randles and carried unanimously with the following minor amendment before agenda item 12.4.

*As there was a member of the public present, Councillor Tom Aditya proposed that agenda item 12.4 be discussed next on the agenda, seconded by Councillor ~~Tom Aditya~~ Natalie Field, carried unanimously.*

The minutes were then signed by the Chair as a correct record.

**7 Matters arising from the Minutes of 11th October 2023**

**7.1 Update on possible Parkrun on Three Brooks Nature Reserve**

The thematic analysis has been fully completed by Councillor Natalie Field. The narrative and graphs have been compiled and report circulated (which includes lessons learned). The report and raw data has been added to the relevant public consultation section on the Town Council website.

A local resident observed that there was no analysis of those who use the reserve on a Saturday morning and whether there were any accessibility needs – BSTC officers noted this observation.

Following much discussion, Councillor James Nelson proposed, seconded by Councillor John Bradbury and carried unanimously, that the following response be sent to SGC regarding the use of the Three Brooks Nature Reserve by parkrun:

*Bradley Stoke Town Council recommends approval of the parkrun use of the triangle of land adjacent to the lake for bag storage etc. and has no objection to the use of the Three Brooks Nature Reserve for parkrun, providing that a video record of the route is carried out by parkrun before commencement of the first run (with a copy being sent to BSTC and SGC), promotion by parkrun of appropriate and considerate parking (with additional marshalls provided by them if required) and parkrun also promoting/encouraging car-sharing. The Town Council are sending SGC their detailed public consultation analysis and raw data for their information. The Town Council will also review the parkrun event after three months of operation.*

**7.2 Update on Provision of Leisure Equipment on The Jubilee Green**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that he has written up the draft advert to go onto the Contracts Finder website with a top budget of £85,000 based on the preliminary quotes we received. He will be drafting the scoring matrix to be taken to Finance committee meeting on 22/11/2023.

**7.3 Update on Provision of basketball hoops at the Jubilee Centre**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that eventually a decision will need to be made on where the location of this is going to be. Current quotes for the separate areas do differ in price. He has also contacted the following organisations to see if we could receive additional funding.

* Sports England (small grants up to £15,000)
* WCTD Ltd, details given to me by another funder who has closed applications.
* Quartet

**7.4 Update on storage building at Brook Way Activity Centre**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that he is in the process of getting quotes to have the internal fence moved to allow for the third container to be installed and have had a quote of £159 to remove the second container due to its damage and wear and tear. Once we have quotes to move the fence and this is done, we can then proceed with insulating the first container and having the 2 new ones delivered and installed. We will also be applying for planning permission for the 3 containers as we are not certain if we need it or not, but best to be safe.

**7.5 Ongoing projects**

**7.5.1 Graffiti around Bradley Stoke**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that officers are working tirelessly on removing graffiti in Bradley Stoke and have put adverts out in the Matters Magazine and in our own newsletter. One of the biggest hurdles we face is the large number of rented properties and tracking down the owner to sign the physical forms.

We have also been in contact with SGC to see if they would consider fencing the bridge supports off and they replied: *“it’s frustrating the amount of graffiti this particular bridge gets. We have passed the email to our structures team as they would need to authorise any changes or adaptations to the bridge, hopefully they may have some ideas about this”*

Councillors commented that it may be good to establish a link with the SGC Community Payback team – details to be forwarded to BSTC officers.

**7.5.2 Refurbishment/Redevelopment of Baileys Court Activity Centre**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that he had intended to have a meeting of the working on 01/11/2023 but he was out ill and had a lot to catch up on and must admit this did get pushed to the back of the to do list. The working group meeting is being arranged for Wednesday 6th December in the Apple Room at Baileys Court at 19:00. Councillors on the working group are as follows: Cllr Jon Williams, Cllr John Bradbury, Cllr Kulwinder Singh Sappal, Cllr Natalie Field, Cllr Jenny James, Cllr Dayley Lawrence, Cllr Ben Randles.

**7.5.3 Speeding/use as a cut-through on Hawkins Crescent/Three Brooks Lane**

Ongoing project – Councillor Ben Randles offered to assist officers with the consultation process.

**7.5.4 Creation of multi-media room which can be hired out and used for council/committee meetings**

Ongoing project

**7.5.4.1 Meeting Room**

Extract from Full Council meeting – 11th October 2023

***7.7.5.1 Meeting Room***

*The current meeting room in the town council office doubles as a youth work room. Councillors are keen to return the meeting room to its original purpose and create a space for confidential meetings, combined with media equipment to enable small council committee meetings to be live-streamed.*

*The Town Clerk informed the meeting that the youth work team do need a confidential space where they can meet with young people. Graham Baker, Youth Development & Participation Worker also explained that there is no dedicated, confidential youth space available and the team also struggles with storage space for their equipment and resources. Councillors acknowledged that there is a need for dedicated youth space and suggested that the Apple Room at Baileys Court Activity Centre may be suitable.*

*Following discussion, Councillor Kulwinder Singh Sappal proposed that the meeting room at the Town Council office becomes the multi-media room for council committee meetings and a separate youth space is also identified, seconded by Councillor John Bradbury, carried unanimously.*

Update

Officers have met and discussed the pros and cons for the location of a dedicated youth space. It is acknowledged that since our youth provision was initiated many years ago, there has never been a dedicated youth work office space identified for the youth team to operate from which does need to be addressed. Whilst the containers at the skatepark provide a good youth space for that venue, it would not be a suitable space for a dedicated youth work office as the current space is currently fully utilised.

Apple Room at Baileys Court Activity Centre

It is felt that the Apple Room at Baileys Court Activity Centre would not be a suitable location as most of the youth work is based in or around the Jubilee Centre (girls project and detached youth sessions) and being close to the skatepark, the site is perceived/identified as the youth hub for the town. With the youth work team hopefully due to expand and our current senior youth worker likely not to be present at all sessions, the youth work provision at the Jubilee Centre would need access to resources and equipment Also, if the youth space was based at Baileys Court, during the summer months, it would be likely to unfortunately attract confrontation between the cricket and bowls clubs and young people.

Officers think that the Apple Room would be a good-sized room to be used as a council meeting room in which we could install streaming equipment.

Cedar Room at the Jubilee Centre

Officers have then also looked at the idea of potentially using the Cedar Room as a dedicated youth space. The Cedar Room has generated £4,946.90 income from 01.10.22 – 30.09.23. This income would be lost if it becomes a dedicated youth space. Also the room was used for 16 days as a warm space during the winter of 2022/23 and is booked for 49 days for this winter.

Officers have measured the Cedar Room against the main office meeting room and the room is actually slightly bigger than the current office meeting room, so it is suggested that the Cedar Room could be used as a dedicated space for councillors/officers to use for meetings etc. which would need to be booked with the office. The room could then remain hireable to other users, mainly during the day, to protect the income and any built-in projector equipment etc. could also provide additional income as the room may then become more attractive to businesses.

Meeting Room in main Town Council office

Officers are keen to overhaul the small meeting room in the main council office, which will include clearing it and installing some cupboards. This would enable the meeting room to double as a dedicated youth work team space as well as a meeting room which could be used by councillors and officers. This will necessitate us looking at some additional storage capacity for youth work equipment and it is hoped that a secure storage container could potentially be installed somewhere on the Jubilee Centre site. Keeping the youth work team based in the office would enable part-time youth workers to easily open the office and access facilities rather than having to open the entire Jubilee Centre.

Councillors commented that they were keen to establish a timeline of when the meeting room will be returned to a useable meeting space.

Following discussion, Councillor John Bradbury proposed that the meeting room in the Town Council office be cleared and ready to be used for meetings by the last working day of February 2024, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

Following further discussion, Councillor Ben Randles proposed that the Leisure, Youth & Amenities Committee be tasked to identify a suitable room space which could be used as a dedicated youth space (with officers generating a briefing report), seconded by Councillor John Bradbury, carried unanimously.

**7.5.5 Provision of small kitchen area adjacent to compound at Jubilee Centre**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that in order to proceed with this, staff must first sort out the cupboard by removing all items from it and disposing of the unused or unwanted items. Once this is done, we will be aware of what storage requirements we have for the items that will be kept. It is worth noting that we currently have 2 gas cylinders stored in this space that will need to be housed in a dry secure area going forwards that is accessible to the youth provision.

Councillors asked officers to price up a storage container and identify a suitable location for the container to be situated.

**8 To receive the Minutes of the Leisure, Youth & Amenities Committee held on 16th October 2023, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Leisure, Youth & Amenities Committee meeting held on 16th October 2023 were received.

**9 To receive the Minutes of the Finance Committee held on 25th October 2023, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Finance Committee meeting held on 25th October 2023 were received.

**10 To receive the Minutes of the Planning & Environment Committee held on 25th October 2023 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Planning & Environment Committee meeting held on 25th October 2023 were received.

**11 To receive the Minutes of the Staffing Committee held on 30th October 2023 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Staffing Committee meeting held on 30th October 2023 were received.

**11.1 Recommendation to adopt updated Safeguarding Children, Young People and Adults at Risk Policy**

Draft policy has been circulated. Thanks to Yate Town Council for sight of their new policy which BSTC has used to formulate this policy.

Councillor Ben Randles proposed adoption of the Safeguarding Children, Young People and Adults at Risk policy as circulated, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

**12 Updates from South Gloucestershire Council (SGC) Ward Members relevant to Bradley Stoke and Bradley Stoke Town Council Press Spokesperson**

* SG Ward Councillor Franklin Owusu-Antwi – Supported the comments about the Remembrance Day event at the Willow Brook Centre and paid tribute to services personnel who live in Bradley Stoke.
* Councillor John Bradbury – Lots of SGC consultations in progress at the moment. SGC are keen to improve their communication with all members of the community
* Councillor Ben Randles – Has tried to highlight the various SGC consultations through social media with mixed responses

**13 Financial Matters**

**13.1 Scope of 2023/24 Internal Audit and Appointment of Councillors for Internal Governance**

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

Regulations require Councils to carry out an annual review of the effectiveness of their system of internal audit as stated in ‘A Practitioners Guide (England).

The Review must be balanced to the Council’s internal audit needs and should be designed to provide sufficient assurance for the council that accounting and procedural standards are being met and that the internal controls and internal audits are effective.

Councillors must judge the extent and scope of the review by reference to their own individual circumstances and knowledge of the workings of their own council. **This review is the responsibility of the council as a part of it’s Governance responsibilities and cannot be carried out by the internal or external auditor or delegated to the Clerk or RFO**.

Council implemented a firm scope for the internal audit years ago following changes to the annual audit which had become more focussed on accountability particularly against fraudulent activity. This scope covered all of the areas highlighted within the regulations with particular attention being paid to risk management.

In March 2016 and March 2019 Council decided to continue to employ South Gloucestershire Council as internal auditors on 3 year rolling contracts, providing a specialist service. The contract can be reviewed in the future subsequent to any major changes in either charges or BSTC audit requirements. The current contract was renewed in March 2022 for an additional 3 years on a rolling contract for the 2022/23 – 2024/25 internal audits for review in readiness for the 2025/26 audit.

The attached scope (Appendix A) has been supplied by the internal auditors and is in line with current legal requirements and forms the framework upon which the 2023/24 internal audit work and report will be based. The scope is based upon the main Control Objectives as stated on the Annual Return. As such, council must formally approve or alter the format of this scope to ensure that the internal audit is effective and constructive. Council approval is required in readiness for the forthcoming internal audit which is due to take place 6th and 7th February 2024.

Following the external auditor’s remarks concerning the 2022/23 internal audit, there will be a noted change to some of the control environment which notes the key control objectives. This will cover the required publication of specified information on the council’s website which should be verified as part of the 2024/25 internal audit. Guidance on these requirements is currently awaited from NALC and external auditor.

**Such approval must also be substantiated by the appointment of two councillors who will be required to visit the office to review our procedures and internal controls first hand in order to then review the internal audit report**.

This usually takes place just after the internal audit and is a fairly straight forward exercise following the introduction of the financial risk management schedule some time ago. This schedule provides clear details of the internal financial procedures and controls and will be issued to the visiting councillors ahead of the visit. The nominated councillors will also be responsible for recommending the sign-off of the Internal Audit Review and Effectiveness which is a crucial part of Council’s Governance Statement which is contained within the Annual Return and will form a part of the annual audit in June 2024.

**Note**:

Ben Randles & Tony Griffiths completed the 2020/21 inspection.

Ben Randles & Angela Morey completed the 2021/22 inspection.

Ben Randles, Terri Cullen & Tony Griffiths completed the 2022/23 inspection

Following discussion, Councillor Dayley Lawrence proposed adoption of the Scope for 2023/24 Internal Audit as detailed above and in Appendix A, seconded by Councillor Ben Randles, carried unanimously.

Following discussion, Councillor Dayley Lawrence proposed that Councillors John Bradbury and Ben Randles be appointed to carry out the Internal Governance Inspection for 2023/24, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

**13.2 1st Budget Draft for 2024/25**

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

In readiness for the 1st Budget Draft, the following budget considerations were presented at the October Finance meeting, as per the minutes circulated:

1. Tax Base
2. Inflation
3. Electricity & Gas Contract renewed early
4. Ongoing Projects- which included budget position.

**Updated Considerations**

In addition to the above, the National Joint Council (NJC) pay rates have been confirmed and increased by a flat rate of £1,925 p/a for all employees as from 1st April 2023 (pro rata for part time and zero contract staff) which will impact the salary and employers cost budgets as detailed below.

**5 YEAR FORWARD PLAN & BUDGET CHANGES (see Appendix B)**

The current Forward Plan, as attached, incorporates all recently approved budgets which are highlighted in pink and the latest changes, awaiting approval, are highlighted in blue and are detailed below.

**2023/24 – Recommended Budget Changes**

Income

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Old 2022/23 Budget** | **New 2022/23 Budget** | **Details** |
| 4002 | Grant Income Received | £0 | £7,500 | £1,000 – Travel Grant awarded towards the secure cycle container installed at JC (budget allocated against N/C 9022/3019) + £6,500 Warm Space Grant Aid (Budget allocated against N/C 5080) |
|  | **Totals** | **£0** | **£7,500** | **Increase = £7,500** |

Expenditure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Old 2022/23 Budget** | **New 2022/23 Budget** | **Details** |
| 5080 | Warm Spaces | £0 | £6,500 | New budget linked to grant funding detailed above |
| 5082 | Bank Charges & Interest | £1,400 | £1,000 | Decrease budget following cancellation of Barclaycard and implementation of Sum Up. |
|  | **Totals** | **£1,400** | **£7,500** | **Increase = £6,100** |

Following discussion, Councillor Ben Randles proposed acceptance of the 2023/24 income and expenditure budget changes as detailed above, seconded by Councillor Dayley Lawrence, carried unanimously.

**2024/25 – Recommended Budget Changes**

The budget changes are detailed below and are also highlighted in blue within the 5 Year Forward Plan Schedule. These budget changes include the new approved phone/broadband contract, the extension to the gas & electricity contracts to Sept 2027 and the increase in NJC pay scales.

Income

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Previous**  **Projected 2024/25 Budget** | **New**  **2024/25 Budget** | **Details** |
| 4109 | Projector/ flipchart & screen hire | £1,000 | £2,000 | Estimated increase based upon current performance |
|  | **Totals** | **£1,000** | **£2,000** | **Increase = £1,000** |

Expenditure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Previous**  **Projected 2024/25 Budget** | **New**  **2024/25 Budget** | **Details** |
| 5032 | Office, phone/ broadband | £4,200 | £2,000 | Reduction based upon recently agreed new contract from mid- November on 3-year deal with 1 year exit clause. |
| 5035 | Office General Waste (Exc. Street bins | £360.50 | £350 | Budget reduced based upon new 3-year contract approved September 23 |
| 5037 | Email/ Internet | £2,583 | £2,400 | Based upon INTY contract including councillor emails @ £170 p/m |
| 5038 | Web Charges | £3,366 | £3,642 | Based upon advised hourly increase and increase 1/4ly hours from 9 to 18 hours. |
| 5046 | Playground vandalism | £1000 | £500 | Reduction based upon 22/23 & 23/24 performance |
| 5060 | Salaries | £407,677.09 | £411,000 | Increase based upon latest pay award calculations. A 23/24 budget increase had already been approved June 23 which reduced the impact of the latest pay awards |
| 5061 | Employers NI | £37,080 | £38,000 | Increase linked to the pay awards |
| 5062 | Employers Pension | £65,920 | £62,000 | Decrease based upon advised employers contributions and actuarial calculated deficit refund of £6.9K for 24/25 |
| 5082 | Bank Charges & Interest | £1,400 | £1,000 | Decrease budget following cancellation of Barclaycard and implementation of Sum Up. |
| 5085 | Firework Display | £12,030.40 | £11,680 | Maintain 23/24 budget for 24/25- agreed with S. Petela & V. Davies. |
| 6030 | JC – Electricity | £8,151 | £10,000 | Increase based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| 6031 | JC – Gas | £9,100 | £10,000 | Increase based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| 7030 | BW – Electricity | £4,290 | £3,800 | Reduction based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| 7031 | BW – Gas | £2,574 | £3,500 | Reduction based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| 8030 | BC – Electricity | £7,007 | £6,500 | Reduction budget based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| 8031 | BC – Gas | £6,149 | £5,500 | Reduction budget based upon current contract to 30/9/24 & new approved contract to 30/9/27 figures provided by broker. |
| **Totals** | | **£572,887.99** | **£571,872** | **Decrease = £1,015.99** |

Following discussion, Councillor Dayley Lawrence proposed acceptance of the 2024/25 income and expenditure budget changes as detailed above, seconded by Councillor Ben Randles, carried unanimously.

**Projected Year End Surplus to Carry Forward from 23/24**

Based upon the current Forward Plan which has incorporated the above changes, a year-end surplus is currently predicted to be in the region of approx. £79,568 which assumes all budgets are achieved and/or utilised. At this stage, and based upon previous years, the year-end surplus will most likely exceed this projection which is substantiated by the October 2023 Income Against Expenditure Report.

It should, however, be noted this position may be impacted by inflation as the following large contracts are due to end in early to mid 2024 and a 5% increase has therefore been applied for 2024/25 within the Forward Plan.

All Sites Maintenance (NC 5041, 6041, 7041, 8041) – Due to end 31/5/24.

All Sites Shutter Maintenance (NC 5041, 6041, 7041, 8041) – Due to end 7/6/24.

All Sites Alarms & CCTV Maintenance (NC 5048, 6048, 7048, 8048) - Due to end 7/6/24.

All Sites Waste Management (NC 6035, 7035, 8035) – Due to end 31/3/24.

**REVIEW OF RESERVES**

Council will need to review the Earmarked Reserves (see page 21 – 23 of the circulated Forward Plan)

The following reserve budget changes are recommended – to be reviewed at December 2023 Finance Committee meeting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Old 2023/24 Budget** | **New 2023/24 Budget** | **Details** |
| 3010 | Projector/ flipchart & screen Replacement Reserve | £2,039 | £1,000 | Reduction as historic expenditure is below this level and the sites equipment budgets can be used subject to other expenditures. This reserve is back up as income clearly exceeds the expenditures on this equipment. |
| 3016 | Play Area Replacement - (excludes Skate Park) | £128,000 | £125,000 | Reduction based upon BC Play area replacement cost of £103K in July 2022 as this is the largest of the council play areas and as some external funding sources may be available. Maintain this level for next 5 years. |
| 3087 | Election Reserve | £50,000 | £46,000 | Reduction based upon projection of £35K costs in 2027 - May 23 election = £29K leaves £11K c/fwd - est May 27 elections in 26/27 @ £35K- Reserve £24K over 4 years = £6K p/a |
| **Totals** | | **£752,926.99** | **£743,872** | **Decrease = £9,055** |

**ADDITIONAL ITEMS FOR CONSIDERATION**

1. As highlighted within the October 23 Report, the following potential projects have no budgets currently allocated. More detailed figures should be available for the 2nd budget draft.

* Development of Baileys Court Activity Centre

A working group has recently been established but no budget has been allocated or idea of cost is known at this early stage.

* Contract To Remove Weeds in Gutters

Due to be discussed but no budget has been allocated.

1. Youth funding may need to be reviewed moving forwards as projected expenditures are currently awaited in respect of the core funding (N/C 5500) especially when recruitment plans are implemented in line with the previous 5-year youth plan.

In addition, the unallocated youth reserves (N/C 3079) are reducing as the Skate Park has developed.

*In light of the fact that it was 9.00pm, in line with Standing Order 1.8, Councillor Ben Randles proposed extending the end of the meeting until 9.30pm, seconded by Councillor James Nelson, carried unanimously.*

**COUNCIL DIRECTION FOR THE 2ND BUDGET DRAFT**

In line with previous years, it would be useful to have some direction from Council in respect of the range of percentage increases which council would like to see applied to the current precept which is £116.94 per Band D property. These increases will be applied to the Forward Plan to show the longer-term impact of each increase.

Following discussion, Councillor Ben Randles proposed that the following range of Precept percentage increases are prepared: 0, 0.5, 1, 2.5, 5, 7.5, 10%, seconded by Councillor John Bradbury, carried unanimously.

**13.3 To approve Bills for payment**

The following Bills were approved for payment (and include VAT where appropriate) by Councillor James Nelson, seconded by Councillor Jenny James, carried unanimously.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | |
| **MONTHLY EXPENDITURE - 15th November 2023 - Council** | | | | | | | |
|  | | | | | | | |
| **Bank Payments** | | | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 07/11/2023 | K. Beasemore - Refund Hire Charge | | 112.29 | 22.46 | | 134.75 |
| 09/11/2023 | Tfr Nominal Amount to Maintain Activity on dormant Lloyds Account | | 10.00 | 0.00 | | 10.00 |
|  | | | | | | | |
| **SUPPLIERS** | | | | | | | |
|  | A1 Maintenance Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 01/04/2023 | 1370 | BC - Building Maintenance - paid monthly | 683.34 | 136.66 | | 819.99 |
| 01/04/2023 | 1370 | BW - Building Maintenance - paid monthly | 370.83 | 74.16 | | 444.99 |
| 01/04/2023 | 1370 | JC - Building Maintenance - paid monthly | 333.33 | 66.67 | | 400.00 |
| 01/04/2023 | 1370 | Office - Building Maintenance - paid monthly | 125.00 | 25.00 | | 150.00 |
| 01/04/2023 | 1370 | JC CR - Building Maintenance - paid monthly | 320.83 | 64.17 | | 385.00 |
| 01/04/2023 | 1370 | Skate Park - Building Maintenance - paid monthly | 79.16 | 15.83 | | 94.99 |
|  | | **Account Totals:** | 1912.49 | 382.49 | | 2294.97 |
|  | AMBIENCE LANDSCAPES LTD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/10/2023 | 20263 | Street Maintenance - Oct 2023 | 1272.87 | 254.57 | | 1527.44 |
|  | | **Account Totals:** | 1272.87 | 254.57 | | 1527.44 |
|  | AVON SPORTSGROUND MAINTENANCE CO | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/10/2023 | SI822309 | BC - Bowls Green Maintenance - Oct 2023 | 946.21 | 189.25 | | 1135.46 |
| 31/10/2023 | SI822309 | BC - Bowls Green Maintenance - Oct 2023 | 280.00 | 0.00 | | 280.00 |
|  | | **Account Totals:** | 1226.21 | 189.25 | | 1415.46 |
|  | MATTERS MAGAZINES | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 14/03/2023 | 22/2992 | 2023/24 - Annual advertising - Paid Monthly | 62.29 | 12.46 | | 74.75 |
|  | | **Account Totals:** | 62.29 | 12.46 | | 74.75 |
|  | Water2Business | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 27/10/2023 | 11676557 | BC - Water 10/5 - 26/10/23 (leak detected in bowls irrigation system) | 2503.01 | 0.00 | | 2503.01 |
|  | | **Account Totals:** | 2503.01 | 0.00 | | 2503.01 |
|  | BS1 FIRE & SECURITY | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 01/11/2023 | SI19495 | Office - Intruder, firealarms + CCTV - Nov 23 | 56.45 | 11.29 | | 67.74 |
| 01/11/2023 | SI19495 | JC - Intruder, fire alarms + CCTV - Nov 23 | 78.80 | 15.76 | | 94.56 |
| 01/11/2023 | SI19495 | BW - Intruder, fire alarms + CCTV - Nov 23 | 87.54 | 17.51 | | 105.05 |
| 01/11/2023 | SI19495 | BC - Intruder, fire alarms + CCTV - Nov 23 | 95.10 | 19.02 | | 114.12 |
| 01/11/2023 | SI19496 | Skate Park - Intruder, fire alarms + CCTV - Nov 23 | 55.92 | 11.18 | | 67.10 |
|  | | **Account Totals:** | 373.81 | 74.76 | | 448.57 |
|  | Bradley Stoke Cricket Club | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 08/11/2023 | BC102023 | BC - Cricket wicket maintenance - Oct 23 | 745.83 | 0.00 | | 745.83 |
|  | | **Account Totals:** | 745.83 | 0.00 | | 745.83 |
|  | Fire Service International | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 20/10/2023 | A100033 | All Staff - Fire training & sites inspections | 765.00 | 153.00 | | 918.00 |
|  | | **Account Totals:** | 765.00 | 153.00 | | 918.00 |
|  | GREENHAM TRADING LTD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 24/10/2023 | 18/056420 | Firework Event - Barrier fencing, cones etc | 880.06 | 176.01 | | 1056.07 |
|  | | **Account Totals:** | 880.06 | 176.01 | | 1056.07 |
|  | KN Office Supplies Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 23/10/2023 | I25566 | Firework Event - Batteries | 20.05 | 4.01 | | 24.06 |
| 23/10/2023 | I25567 | Warm Spaces - Coffee | 137.10 | 0.00 | | 137.10 |
| 23/10/2023 | I25567 | Office - Printer cartridges | 133.14 | 26.62 | | 159.76 |
| 23/10/2023 | I25568 | Warm Spaces - Milk pots | 61.56 | 0.00 | | 61.56 |
| 23/10/2023 | I25568 | Office - Printer cartridges | 83.00 | 16.60 | | 99.60 |
| 31/10/2023 | I126153 | BC - Wet Floor sign (H&S) | 34.74 | 6.94 | | 41.68 |
| 06/11/2023 | I126874 | Office - Printer cartridges | 66.13 | 13.22 | | 79.35 |
|  | | **Account Totals:** | 535.72 | 67.39 | | 603.11 |
| **Name :** | LOCK STUCK & BARRELS | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 07/11/2023 | 352139 | Office - Repair main entrance lock system | 65.00 | 13.00 | | 78.00 |
|  | | **Account Totals:** | 65.00 | 13.00 | | 78.00 |
|  | Magic Cleaning Solutions Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/10/2023 | I16487 | BW - Refuse sacks + antibacterial soap | 20.24 | 4.05 | | 24.29 |
| 31/10/2023 | I16488 | BC - Toilet rolls | 17.72 | 3.54 | | 21.26 |
| 31/10/2023 | I16489 | JC - Toilet rolls, hand towels + refuse sacks | 72.82 | 14.56 | | 87.38 |
|  | | **Account Totals:** | 110.78 | 22.15 | | 132.93 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 05/11/2023 | BRA/011 | **Armasec** - Firework Event security | 936.00 | 187.20 | | 1123.20 |
|  | | | | | | | |
| 25/10/2023 | 21055 | **Festivelighting** - Purchase various Xmas street lights | 4157.60 | 831.52 | | 4989.12 |
|  | | | | | | | |
| 06/11/2023 | BSTC9554 | **Kitchen Den** - BC Elm Room Kitchen - Final payment | 3066.01 | 613.21 | | 3679.22 |
| 06/11/2023 | BSTC9555 | **Kitchen Den** - BC Cherry Room Kitchen - Final payment | 2749.42 | 549.89 | | 3299.31 |
|  | | **Account Totals:** | 5815.43 | 1163.10 | | 6978.53 |
|  | | | | | | | |
| 02/11/2023 | INV035941 | **Cyclehoop** - JC Bikehangar & installation | 5150.00 | 1030.00 | | 6180.00 |
|  | | | | | | | |
| 03/11/2023 | INV-0019 | **Redroofline** - BC - Dry fit 2 kitchens in Elm & Cherry Rooms | 4400.00 | 880.00 | | 5280.00 |
|  | | | | | | | |
| 19/10/2023 | 1070 | **S Newman Plumbing** - BC - Replace boiler (W&T) | 4650.00 | 0.00 | | 4650.00 |
|  | | | | | | | |
| 23/10/2023 | B69618 | **West Country Forestry** - Cut back trees in BC Play Area | 280.00 | 56.00 | | 336.00 |
| 23/10/2023 | B69730 | **West Country Forestry** - BC - trim trees near flats | 320.00 | 64.00 | | 384.00 |
|  | | **Account Totals:** | 600.00 | 120.00 | | 720.00 |
|  | | | | | | | |
| 08/10/2023 | 2023/24 | **S Rendall** - Glebe Rd Allotment funding 2023/24 | 40.00 | 0.00 | | 40.00 |
|  | | | | | | | |
| 08/10/2023 | 2023/24 | **A Fulham** - Glebe Rd Allotment funding 2023/24 | 40.00 | 0.00 | | 40.00 |
|  | | | | | | | |
|  | RE- ENERGIZE | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 28/10/2023 | 3934 | 2024 Community Festival - Management fee - Oct 23 | 1148.00 | 0.00 | | 1148.00 |
|  | | **Account Totals:** | 1148.00 | 0.00 | | 1148.00 |
|  | RelyOn Guarding & Security Services Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 30/10/2023 | 639214 | BC - Alarm call out 21/10/23 | 35.00 | 7.00 | | 42.00 |
|  | | **Account Totals:** | 35.00 | 7.00 | | 42.00 |
|  | SHRED-IT | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 25/10/2023 | 9506091028 | Office - Paper shredding & recycling | 83.70 | 16.74 | | 100.44 |
|  | | **Account Totals:** | 83.70 | 16.74 | | 100.44 |
|  | SOLTECH IT LTD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 08/11/2023 | 25551 | IT contract 22/11 - 21/12/23 | 150.00 | 30.00 | | 180.00 |
|  | | **Account Totals:** | 150.00 | 30.00 | | 180.00 |
|  | Sprint Print & Design | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 28/10/2023 | 27593 | Newsletter artwork - Oct 23 | 200.00 | 40.00 | | 240.00 |
|  | | **Account Totals:** | 200.00 | 40.00 | | 240.00 |
|  | SOUTH GLOUCESTERSHIRE COUNCIL | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 20/10/2023 | 3805400676 | HR Support - Casework meeting 4/8/23 | 71.50 | 14.30 | | 85.80 |
| 26/10/2023 | 3805402030 | Election Fees - May 2023 | 28823.79 | 0.00 | | 28823.79 |
| 07/11/2023 | 3805418477 | Empty 33 Dog bins + 10 additionals - Oct - Dec 23 | 2008.65 | 401.73 | | 2410.38 |
|  | | **Account Totals:** | 30903.94 | 416.03 | | 31319.97 |
|  | | **Supplier Totals:** | **68762.74** | **6066.67** | | **74829.40** |

**14 To deal with Miscellaneous Matters**

**14.1 Scarecrow Trail 2023 final report**

This year's charity Scarecrow Trail ran from 21st to 29th October 2023, with an international theme which was chosen to celebrate all the people of the world and the diverse cultures which we live in and embrace within the community of Bradley Stoke. There was no charge to enter a scarecrow with a suggested donation of £2 for a trail map. For the first time this year we used QR codes (through Sum-Up) for people to donate through phones.

This year's Scarecrow Trail was very successful with some amazing scarecrows being created. We have raised a total of £706.57 for the three Mayor's Charities. This total was raised through £306.57 in trail map sales plus a generous, sponsorship donation of £400 from the Willow Brook Centre. Thanks also to the venues who hosted maps and collection buckets: Willow Brook Centre, Blacksheep Kitchen, The Brightwell and Mamas Bristol.

|  |  |  |
| --- | --- | --- |
|  | **Entrant** | **Country** |
| 1 | Blacksheep Kitchen | France |
| 2 | ARV Solutions | Japan |
| 3 | Mamas Bristol | All around the World |
| 4 | The Edmonds Family | England |
| 5 | Ivan Bros | Romania |
| 6 | Holy Trinity Primary School | India |
| 7 | Bradley Stoke in Bloom | Colombia |
| 8 | 1st Bradley Stoke Guides | Switzerland |
| 9 | Bradley Stoke Radio 103.4fm-DAB-Online | Scotland |
| 10 | Field Household | Ukraine |
| 11 | The Brightwell | Spain |
| 12 | Girlguiding Frome Valley Division (Brownies) | Mexico |
| 13 | Little Acorns Pre-school | Egypt |
| 14 | Bradley Stoke Green Gym | Russia |
| 15 | Bradley Stoke Community School | Kenya |
| 16 | Willow Brook Centre | Brazil |
| 17 | Willow Brook Centre | Australia |
| 18 | 1st Bradley Stoke/1st Stokeway Rainbows | China - Hong Kong |
| 19 | Wildhearts Childcare | Jamaica |
| 20 | St Mary's Catholic Primary School | Poland |
| 21 | Field Household | Wales |

The two winning scarecrow makers were presented with their prizes at the Town Council Fireworks Display: Favourite Scarecrow - The Edmonds Family

Mayor's Favourite Scarecrow - Ivan Bros

The prize draw has been organised by The Brightwell with prizes donated from:

Epic Martial Arts (Bradley Stoke) - Winner – Grace

Pauline Quirk Academy Bristol - Winners - Thomas & Rebecca

Riverside Leisure Club - Winner D Clarke

The Chair thanked everyone involved in organising this very successful event.

**14.2 Firework Display 2023 final report and to set budget for 2024 display**

This year's Firework Display was an amazing event with the rain holding off until the event had finished. The setting of the fireworks to music (with a movie theme) was the finishing touch. So much positive feedback has been received with many people saying it is the best fireworks display they have attended. It was lovely to see so many residents of the town gathering to enjoy the free event.

The event could not run without the outstanding support from the volunteer marshal and bucket collectors from a range of local groups including Little Stoke Social Club, volunteers from two of the three Mayor's Charity groups (The Brightwell and Mamas Bristol), Bradley Stoke in Bloom, Green Gym, Three Brooks Nature Conservation Group, the young people of Bradley Stoke, and BSTC councillors and staff. Once again, Bradley Stoke Radio supported the event keeping the crowds entertained before the start of the display and Bradley Stoke Rotary Club ran their BBQ (which has raised over £1,300 for their charitable causes). The Town Council would like to thank all those who assisted at this year's event.

The bucket collection on the night has now been counted and the final bucket collection total was **£2,438.74**

This year, for the first time, we used Sum-up for people to donate through their phones, to-date we have received **£579.89** through this avenue.

Total raised to date = **£3,018.63**

This amount does not include donations from the commercial food vans which are:

* Catering vehicles donation = **£320.00**
* Doughnut and coffee van donation = **£140.00**
* Glow Stick Provider = **£30.00**

Adding this to the bucket collection and online Sum-Up donations, it makes a grand total of **£3,508.63** to be added to the Mayor's Charity.

**This year’s event costing against the budget set can be seen below:**

|  |  |  |
| --- | --- | --- |
| **BUDGET 2023 - £11,680** | **COST 2022** | **COST 2023** |
| Fireworks Company | £4,195.00 | £5,500.00 |
| Severn Ambulance - First Aid | £360.00 | £560.00 |
| Armasec Security | £936.00 | £936.00 |
| Bristol Sound Systems | £397.00 | £1,255.00 |
| Batteries | £19.19 | £20.05 |
| Traffic cones, tape etc, snow fencing, heavy duty fencing pins | £145.42 | £880.06 |
| Torches | £68.24 | none |
| Hi Vis jackets (Larger Sizes) & torches | £116.60 | none |
| Barrier Hire (Safe Site) includes extra heras fencing for Beacon | £1,019.80 | £1,077.00 |
| Road Closure SGC | £203.00 | £221.00 |
| Coffee & snacks etc for volunteers | £82.45 | £73.31 |
| Skip Hire | £275.00 | £295.00 |
| Update Road Closure Sign (& 2023) | £22.95 | none |
| Marshalls from Re-Energize events company | £400.00 | none |
| 30 two way radios and 2 multi-chargers | £348.00 | none |
| **TOTAL** | **£8,588.65** | **£10,817.42** |

The 2024 Fireworks Display date has been set for 3rd November 2024

**For Council Discussion/Decision**

* Council will need to decide whether to run a fireworks to music event in 2024. If so, it is suggested that the budget for 2024 is the same as 2023 (£11,680).

Following discussion, Councillor Dayley Lawrence proposed a budget of £11,680 be allocated for the 2024 Fireworks Display to music, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

The Chair thanked everyone involved in organising this very successful event.

**14.3 SGC – Waste Less, Recycle More - public consultation**

This consultation to be delegated to Planning & Environment Committee to respond

**14.4 SGC – Proposed Library Service changes - public consultation**

This consultation to be delegated to Leisure, Youth & Amenities Committee to respond.

**14.5 SGC – Bradley Stoke Way Active Travel Improvements – public consultation**

This consultation to be delegated to Planning & Environment Committee to respond

Following discussion, Councillor Ben Randles proposed that the committees detailed in 14.3 – 14.5 above be delegated to respond to the various consultations, seconded by Councillor James Nelson, carried unanimously.

**14.6 Sale of amenity land areas in Bradley Stoke**

This item has already been discussed during the Submissions from the Public session. Councillors agreed that there it is not necessary to compile a register of parcels of land for sale in the town.

**14.7 Review of Bradley Stoke Town Councillor Surgeries**

Town Councillors Surgeries have been taking place since 8th July 2023 on the 2nd and 4th Saturdays of every month between 10.00am and 12 noon at a variety of venues. On average, there have been between two and four councillors on duty at each of the surgeries. The table below shows the locations and numbers/types of enquiries as of 12th November 2023.

|  |  |  |
| --- | --- | --- |
| **Date** | **Venue** | **Enquiry Type/Signposted** |
| Saturday 8th July 2023 | Jubilee Centre | SGC x 1 |
| Saturday 29th July 2023 | Willow Brook Centre | BSTC x 1  Miscellaneous x 1  SGC x 2 |
| Saturday 12th August 2023 | Brook Way Activity Centre | First Bus x 1  SGC x 1 |
| Saturday 26th August 2023 | Willow Brook Centre | First Bus x 1  SGC x 2 |
| Saturday 9th September 2023 | Baileys Court Activity Centre | BSTC x 1  SGC x 3 |
| Saturday 23rd September 2023 | Willow Brook Centre | Adjoining parishes x 2  Police x 1  SGC x 4 |
| Saturday 14th October 2023 | Jubilee Centre | 0 |
| Saturday 28th October 2023 | Willow Brook Centre | First Bus x 1  Willow Brook Centre x 1 |
| Saturday 11th November 2023 | Baileys Court Activity Centre | SGC x 1 |

Generally, numbers visiting the surgeries remain low with attendance at Willow Brook Centre slightly better than our three activity centres (probably due to the locations). Councillors will need to decide whether to continue the surgeries in 2024 and, if so, frequency and locations need to be agreed.

Following discussion, Councillor John Bradbury proposed that the councillors surgeries continue on the last Saturday every month at the Willow Brook Centre as this is the area which has the highest footfall and interaction with the local community, seconded by Councillor James Nelson, carried unanimously.

*It was proposed by Councillor Dayley Lawrence, seconded by Councillor Ben Randles, carried unanimously, that, in line with Standing Orders 69 and 70, in view of the confidential nature (staffing matters) of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.*

**14.8 Staffing Matters**

**14.8.1 Review of one Job Description role**

One BSTC job role has now been re-evaluated in light of the additional role responsibilities which have been taken on and the subsequent need for the job role to be regraded. The re-evaluation and regrading was carried out by an independent external HR company working with senior BSTC officers.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the reviewed job description and final re-evaluation and regrading of the role, seconded by Councillor Ben Randles, carried unanimously.

Following further discussion, Councillor Ben Randles proposed that, due to the fact that the member of staff has been carrying out the additional responsibilities for a number of months, the uplift in pay should be backdated to 1st April 2023, seconded by Councillor Dayley Lawrence, carried unanimously.

### 15 To confirm the dates of forthcoming meetings

15.1 22 November Finance

15.2 22 November Planning & Environment

15.3 18 December Leisure, Youth & Amenities

15.4 20 December Finance

15.5 20 December Planning & Environment

15.6 17 January 2024 Full Council

15.7 22 January 2024 Staffing

The Meeting closed at 9.30pm

**APPENDIX A**

**2022/23 SCOPE OF INTERNAL AUDIT**

South Gloucestershire Internal Audit Services - Checklist of financial arrangements to be examined during the Internal Audit visit, together with details of documents that may be inspected.

(Unless stated otherwise, attention will be focussed on the records for the last twelve months)

|  |  |  |
| --- | --- | --- |
| **1** | **Accounting Records** | |
| 1.1 | A copy of accounts – Electronic | |
| 1.2 | Bank statements – Electronic | |
| 1.3 | Manual cash books – Where appropriate | |
| 1.4 | Last 3 bank reconciliations | |
| 1.5 | Investment Strategy – Where appropriate | |
| 1.6 | Last 3 full Council minutes – Where not available online | |
| **2** | **Financial Regulations** | |
| 2.1 | Latest Standing Orders | |
| 2.2 | Latest Financial Regulations | |
| 2.3 | Details of any high value purchases | |
| 2.4 | Cheque book declaration – Provided by Internal Audit for completion | |
| 2.5 | Debit/Credit Card monthly and individual transaction limits | |
| **3** | **Council Assessed Risks** | |
| 3.1 | Details of current insurance provider and renewal date | |
| 3.2 | Risk register | |
| 3.3 | Risk assessments | |
| 3.4 | Covid-19 risk assessments – Where appropriate | |
| 3.5 | Risk assessments – Play areas, open spaces and sports pitches | |
| 3.6 | Grants of loans | |
| **4** | **Budget Monitoring** | |
| 4.1 | Approved Budget | |
| 4.2 | Precept submission form | |
| 4.3 | Grant funding documentation – Where appropriate | |
| 4.4 | Latest budget report | |
| 4.5 | Reserves – Current value and earmarked reserves | |
| **5** | **Income** | |
| 5.1 | Income sources | |
| 5.2 | Lettings income from previous 12 months – Hall hire /Lettings/Lease/Allotments/Cemetery | |
| 5.3 | Current fee scale for lettings | |
| 5.4 | Debt recovery – Policy, aged debtors report and write-offs | |
| 5.5 | Income received on the same date each year | |
| **6** | **Petty Cash** | |
| 6.1 | Last 3 petty cash claims – Details of each transaction | |
| **7** | | **Payroll** |
| 7.1 | | List of all Council employees and job title |
| 7.2 | | Contract and letters for change in contract for all Council employees |
| **8** | | **Assets and Investments** |
| 8.1 | | A copy of the asset register |
| **9** | | **Exercise of Public Rights** |
| 9.1 | | A copy of the Notice of Public Rights and Publication form |
| 9.2 | | Website screenshots at start and end of notice period or link to webpage history URL |
| 9.3 | | Meeting minutes referencing dates and location of display |
| **10** | | **AGAR** |
| 10.1 | | Website screenshots at start and end of notice period or link to webpage history URL |
| 10.2 | | Meeting minutes referencing dates and location of display |

**APPENDIX B**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2019/20 - Audited Figures** | **% change** | **2020/21 Audited Figures** | | **% change** | **2021/22 Audited Figures** | | **% change** | **Audited Figures 2022/23** | | **% change** | **Projected Budget 2023/24** | | **% change** | **2024/25 - 1st Budget Draft** | | **% change** | **2025/26 - Projected Budget** | | **% change** | **2026/27 - Projected Budget** | | **% change** | **2027/28 - Projected Budget** | | **% change** |  | |  | |  | |
| **INCOME** |  | |  | |  | |
| Bank Interest /Investment/Grant Income | **£11,697** | -5% | £76,319 | | 552% | £24,427 | | -68% | £72,359 | | 9% | £42,400 | | -41% | £15,200 | | -64% | £15,500 | | 2% | £15,500 | | 0% | £15,500 | | 0% |  | |  | |  | |
| Public Works Loan | **£0** | 0% | £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% | £147,535 | | 11% | £149,500 | | 1% | £152,490 | | 2% | £155,540 | | 2% | £158,651 | | 2% | £161,824 | | 2% |  | |  | |  | |
| Training & Other Income | **£2,771** | 12% | £446 | | -84% | £3,471 | | 679% | £45,429 | | 1209% | £3,220 | | -93% | £2,220 | | -31% | £2,220 | | 0% | £2,220 | | 0% | £2,220 | | 0% |  | |  | |  | |
| **Total Income (exc. precept etc)** | **£151,494** | **-4%** | **£148,286** | | **-2%** | **£160,609** | | **8%** | **£265,322** | | **65%** | **£195,120** | | **-26%** | **£169,910** | | **-13%** | **£173,260** | | **2%** | **£176,371** | | **2%** | **£179,544** | | **2%** |  | |  | |  | |
| **EXPENDITURE** |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  | |  | |
| Non Activity Centre Costs | £655,481 | 13% | £607,655 | | -7% | £641,320 | | 6% | £648,645 | | 1% | £758,261 | | 17% | £736,087 | | -3% | £756,899 | | 3% | £778,321 | | 3% | £800,446 | | 3% |  | |  | |  | |
| Community/ Firework Events | £32,270 | 2% | £11,859 | | -63% | £16,119 | | 36% | £34,440 | | 114% | £28,460 | | -17% | £37,680 | | 32% | £38,810 | | 3% | £39,975 | | 3% | £41,174 | | 3% |  | |  | |  | |
| Grants and Other Funding | £30,719 | -13% | £23,599 | | -23% | £21,108 | | -11% | £28,301 | | 34% | £41,677 | | 47% | £41,677 | | 0% | £41,677 | | 0% | £41,677 | | 0% | £41,677 | | 0% |  | |  | |  | |
| **Office Expenditure** | **£718,470** |  | **£643,113** | |  | **£678,547** | |  | **£711,386** | |  | **£828,398** | |  | **£815,444** | |  | **£837,386** | |  | **£859,972** | |  | **£883,297** | |  |  | |  | |  | |
| Bradley Stoke Jubilee Centre | £77,123 | -1% | £74,660 | | -3% | £76,235 | | 2% | £93,199 | | 22% | £103,621 | | 11% | £113,081 | | 9% | £122,690 | | 8% | £125,653 | | 2% | £134,113 | | 7% |  | |  | |  | |
| Brook Way Activity Centre | £42,572 | 9% | £34,767 | | -18% | £35,042 | | 1% | £34,671 | | -1% | £46,504 | | 34% | £49,833 | | 7% | £54,731 | | 10% | £56,144 | | 3% | £59,807 | | 7% |  | |  | |  | |
| Baileys Court Activity Centre | £82,781 | 1% | £82,296 | | -1% | £79,750 | | -3% | £83,269 | | 4% | £101,904 | | 22% | £106,879 | | 5% | £114,669 | | 7% | £118,263 | | 3% | £124,246 | | 5% |  | |  | |  | |
| **Activity Centres Running Costs** | **£202,475** |  | **£191,723** | |  | **£191,027** | |  | **£211,139** | |  | **£252,029** | |  | **£269,793** | |  | **£292,091** | |  | **£300,061** | |  | **£318,166** | |  |  | |  | |  | |
| New Assets | £13,775 | -69% | £7,591 | | -45% | £53,464 | | 604% | £80,298 | | 50% | £25,400 | | -68% | £18,050 | | -29% | £18,050 | | 0% | £18,050 | | 0% | £18,050 | | 0% |  | |  | |  | |
| Planned Projects | £54,849 | 0% | -£583 | | 0% | £497 | | 0% | £88,266 | | 0% | £20,085 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% | £0 | | 0% |  | |  | |  | |
| **Total Expenditure as per budget** | **£989,570** | **3%** | **£841,844** | | **-15%** | **£923,535** | | **10%** | **£1,091,089** | | **18%** | **£1,125,913** | | **3%** | **£1,103,288** | | **-2%** | **£1,147,527** | | **4%** | **£1,178,083** | | **3%** | **£1,219,512** | | **4%** |  | |  | |  | |
| Adjustments to/from Reserves at Year End | -£182,953 |  | £214,006 | |  | £85,910 | |  | -£50,025 | |  | -£99,005 | |  | -£91,619 | |  | -£134,000 | |  | £6,000 | |  | £7,000 | |  |  | |  | |  | |
| **Total budget + reserve adjustment** | **£806,616** | **-10%** | **£1,055,851** | | **31%** | **£1,009,445** | | **-4%** | **£1,041,064** | | **3%** | **£1,026,907** | | **-1%** | **£1,011,669** | | **-1%** | **£1,013,527** | | **0%** | **£1,184,083** | | **17%** | **£1,226,512** | | **4%** |  | |  | |  | |
|  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  | |  | |
| **SHORTFALL** | 2019/20 - Audited Figures | % change | 2020/21 Audited Figures | | % change | 2021/22 Audited Figures | | % change | Audited Figures 2022/23 | | % change | Projected Budget 2023/24 | | % change | 2024/25 - 1st Budget Draft | | % change | 2025/26 - Projected Budget | | % change | 2026/27 - Projected Budget | | % change | 2027/28 - Projected Budget | | % change |  | |  | |  | |
| Difference Between Income and Expenditure | £694,948 | -11% | £907,565 | | 31% | £848,836 | | -6% | £775,742 | | -9% | £831,787 | | 7% | £841,759 | | 1% | £840,267 | | 0% | £1,007,713 | | 20% | £1,046,969 | | 4% |  | |  | |  | |
| **LESS/PLUS:** |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  | |  | |
| Confirmed/Estimated Previous Year End Balance C/FWD | **£82,892.92** |  | **£189,290.01** | |  | **£97,265.45** | |  | **£60,110.84** | |  | **£95,230.76** | |  | **£79,568.46** | |  | **£76,113.41** | |  | **£95,940.11** | |  | **-£30,047.52** | |  |  | |  | |  | |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£718,274.55** | |  | **£751,570.16** | |  | **£715,631.24** | |  | **£736,556.54** | |  | **£762,190.28** | |  | **£764,153.83** | |  | **£911,772.55** | |  | **£1,077,016.31** | |  |  | |  | |  | |
| **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** | |  | **£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% | **£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 2024/25 & thereafter** | | | | | |
| Approved/Estimated Sth Glos Tax Base | **6901** |  | **6974** | |  | **6941** | |  | **6934** | |  | **6979** | |  | **7133** | |  | **7282** | |  | **7428** | |  | **7428** | |  | SGC indicative Tax Base figures applied to 2024/25 onwards as published December 2022 by SGC | | | | | |
| **Approved/Estimated Total Precept Income** | **£798,998.00** |  | **£815,540.00** | |  | **£811,680.54** | |  | **£810,861.96** | |  | **£816,124.26** | |  | **£838,303.69** | |  | **£860,093.94** | |  | **£881,725.03** | |  | **£886,133.66** | |  |  | |  | |  | |
| Approved/Projected Total Precept and Local Tax Grant Funding | £801,345.00 |  | £815,540.00 | |  | £811,681.00 | |  | £810,862.00 | |  | £816,125.00 | |  | £838,303.69 | |  | £860,093.94 | |  | £881,725.03 | |  | £886,133.66 | |  |  | |  | |  | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£189,290.01** |  | **£97,265.45** | |  | **£60,110.84** | |  | **£95,230.76** | |  | **£79,568.46** | |  | **£76,113.41** | |  | **£95,940.11** | |  | **-£30,047.52** | |  | **-£190,882.65** | |  |  | |  | |  | |
|  | 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. | | | The tax base and LCTR figures are based upon approved figures from Sth Glos in Dec 2021. The final precept was approved by Council in January 2022 with a 0% increase. | | | The tax base figure is based upon approved figures from Sth Glos in Dec 2022. The final precept was approved by Council in January 2023 with a 0% increase. | | | This projection has applied the Sth Glos projected tax base of as issued in December 2022 - These assumptions will be considered by Council in January 2024 when finalised figures are available | | | This projection has applied the 2025/26 Sth Glos projected tax base as issued in December 2022- These assumptions will be considered by Council in January 2025 when finalised figures are available | | | This projection has applied the 2026/27 Sth Glos projected tax base of as issued in December 2022 - These assumptions will be considered by Council in January 2026 when finalised figures are available | | | This projection has applied the 2027/28 Sth Glos projected tax base of as issued in December 2022 - These assumptions will be considered by Council in January 2027 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.