### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Full Council meeting of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 17th January 2024 at 7.00pm.

**PRESENT:** Councillors: Dave Addison

Aleena Aditya

Tom Aditya

John Bradbury

Natalie Field

Jenny James

Dayley Lawrence (Chair)

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams

Officers: Sharon Petela - Town Clerk

 Philip Francis - Deputy Town Clerk/Activity Centres Manager

 Rachel Pullen – RFO/Finance Manager

Graham Baker – Youth Development & Participation Worker

**1 Submissions from the Public and Councillors**

* 1. Councillor John Bradbury commented that the South Gloucestershire Council (SGC), Library Service consultation has now closed. One proposal was to reduce the Bradley Stoke Library opening times by 1 hour a day (at end of the day) over 4 days. The library is very well used. He has received data from SGC regarding footfall in the library and was wondering whether the Town Council should consider financial support to the library to ensure that the current level of service is maintained (as was suggested by Councillor Tom Aditya at a recent Council meeting).

Discussion took place on this idea with concerns raised about funding services which are not within the remit of the Town Council to provide, although it was acknowledged that the library is a valuable resource for the residents of the town. It was suggested that perhaps, if the service does need to reduce the hours, they could potentially open one hour later in the day and stay open and manned later in the evening. It was acknowledged that the Town Council would have a clearer picture once the consultation results are published. Councillor John Bradbury offered to send the Town Clerk the raw data from SGC and Town Clerk to circulate information to councillors.

* 1. Councillor Tom Aditya commented that at the recent SGC Community Engagement Forum, it was suggested installing a CCTV camera on the Savages Wood Road/Braydon Avenue cut-through to deter anti-social behaviour.
	2. Councillor Tom Aditya invited councillors to a Multi-Faith Winter Harvest Festival event in Bristol on this coming Saturday. He said he would forward the invitation to the Town Clerk to pass on to councillors.
	3. Councillor Tom Aditya commented that he had received a detailed email from a resident regarding potholes in the area.

**2 Apologies for absence**

Apologies were received from Councillors Roger Avenin, Terri Cullen and Brian Mead

**3 Applications for Dispensations by Councillors**

 None

**4 Declarations of Interest**

None

**5 Announcements by the Chair**

The Chair explained that he was interviewed again on Bradley Stoke Radio recently and it was a very enjoyable session.

**6 Minutes of Previous Meetings**

Minutes of meeting held on 20th December 2023 were proposed for acceptance by Councillor Natalie Field, seconded by Councillor Kulwinder Singh Sappal and carried unanimously.

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

**7 Matters arising from the Minutes of 22nd November 2023**

 **7.1 To appoint contractor to install Leisure Equipment on the Jubilee Green**

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

Following the closure of the public tender on 5 January 2024, the council received a total of 4 quotes from companies interested. These have been assessed by Sharon Petela (Town Clerk) Graham Baker (Youth Development & Participation Worker) and Philip Francis (Activity Centres Manager/Deputy Town Clerk). Quotes were opened by Councillor Dayley Lawrence in the presence of Philip Francis and Graham Baker.

Submitted designs were available to view on display boards in the meeting.

The 4 quotes are as follows:

Green Way Contractors Ltd

Scoring Matrix Points: 2 Total Cost: £68,345.00 (includes VAT)

No visual designs or running track quote and did not comply with submission instructions (quote was returned by email, not sealed bid).

Vita Play

Scoring Matrix Points: 10 Total Cost: £79,678.39 (+VAT)

Partially complies with design brief and complies with quote submission instructions.

Kompan

Scoring Matrix Points: 18 Total Cost: £80,293.20 (+VAT)

Complies with design brief and quote submission instructions.

Reech Sports and Play

Scoring Matrix Points: 12 Total Cost: £69,986.61 (excluding buying hand/arm bike at £6,500) (+VAT)

Partially complies with design brief and complies with quote submission instructions.

See Appendix A for completed scoring matrix.

Following discussion, Councillor Jon Williams proposed acceptance of the Kompan quote, seconded by Councillor Natalie Field, carried unanimously.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that this is ongoing – waiting for gym equipment to be installed first.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that he currently has quotes for storage containers at Brook Way and has so far received 1 quote to move the fence, so once we have 3 quotes for moving the fence this will be presented to council and we will be applying for planning permission for installation of containers (may not be needed but officer recommendation is to ensure that the Town Council complies with current planning legislation).

**7.4 Ongoing projects**

**7.4.1 Graffiti around Bradley Stoke**

The Town Clerk informed the meeting that we have now heard back from SGC Structures Team regarding the possibility of installing protective fencing around the bridge structure and they have given the following response: “*We do not have any plans to erect fencing around the abutment of Primrose Footbridge.  We investigated the cost of erecting palisade security fencing similar to that shown in the picture below on a similar footbridge on the ring road and we found it would cost in the region of £11,000.  The fencing would have to be 2.4m high to prevent access.  This would not be very visually attractive and would also trap litter.  The fencing would also become the target of vandalism.*

*There is also the City Region Sustainable Transport Settlements (CRSTS) project that is being proposed for the A38 and Bradley Stoke Way.  This involves widening paths and SGC wouldn’t want to install fencing only to have to take it down again to allow those works to be carried out.*

*Unfortunately because of the reasons above we won’t be erecting fencing.  When the CRSTS project has been completed and if a funding source other than our structural maintenance budgets can be found then we can reconsider whether a fence can be erected.”*

Councillors noted the above response and will reconsider at some stage in the future once the proposed works to Bradley Stoke Way have been completed.

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that he reported a piece of graffiti on Stoke Bridge (under Bradley Stoke Way) which had been highlighted by a resident. The graffiti was painted over with 24 hours of reporting which is good news.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the working group have met to discuss potential options with the favored option being to remove the current containers and build a separate building with garages and 2 changing rooms built to current English Cricket Board (ECB) standards. Councillors asked the Activity Centres Manager to contact Bradley Stoke Cricket Club to find out about potential ECB funding.

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

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

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

 Meeting room to be cleared by end of February 2024 and room to then be trialled for council committee meetings.

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

Ongoing project

**8 To receive the Minutes of the Leisure, Youth & Amenities Committee held on 18th December 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 18th December 2023 were received.

**8.1 Provision of dedicated Youth Work Space**

 Extract from Leisure, Youth & Amenities Committee meeting minutes – 18th December 2023

***8.3 Provision of Dedicated Youth Work Space***

*Phil Francis, Activity Centres Manager presented the following report:*

*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 and act as a “home base” while undertaking youth work around the town including detached sessions and as meeting room during office hours. For most office hours, the room could be used for meetings as the main youth work sessions take place in the late afternoon/early evening. This allows for the room to be used as a meeting room which could be used by councillors and officers throughout most of the day but also offer a space for the youth team to use in the evening. The room is going to be cleared and cleaned with cabinets and storage cupboards added and we could also put up 2-sided pin boards (like those used in the Woodlands suite) which allow for the display of council information during the day and later opened up and used for youth posters and youth work information. Storage for both the centre and youth are currently stretched but is agreed that there are things being stored by both that no longer see use. Once we have minimized what both functions need to complete functions at 100%, we could look at facilitating a combined storage unit container to be placed near the changing rooms at the Jubilee.*

***Extract from Full Council meeting on 15th November 2023***

*“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.”*

*Officers have then also looked at the idea of potentially using the Cedar Room, Beech Room and Apple room across the Activity Centres. Although Brook Way would make a good Youth Work centre, we are very limited on usage due to the existing lease agreement with the Scouts who have the building from 18:00 to 22:00 Monday to Friday. After review of all rooms currently not being used for youth work or regularly booked at similar times to the youth work sessions, we have identified the 3 potential rooms named above that could be utilized for youth work. To aid in the decision we have included the income of the 3 rooms and below are floor plans for both the centres.*

***APPLE ROOM - BAILEYS COURT – Yellow outline overleaf***

*TOTAL BOOKED HOURS FROM 1/12/22 – 30/11/23 = 541 HOURS*

*OF WHICH SUBSEQUENTLY CANCELLED AND NOT PAID = 32 HOURS*

*THOSE GIVEN FREE OF CHARGE (FOC) = 240 HOURS (INCLUDES 215 HOURS FOR COMMUNITY WARM SPACE)*

*TOTAL REVENUE RECEIVED = £4589.91 (INC VAT)*

***BEECH ROOM, JUBILEE CENTRE – Blue outline overleaf***

*TOTAL BOOKED HOURS FROM 1/12/22 – 30/11/23   =    526.5 HOURS*

*OF WHICH SUBSEQUENTLY CANCELLED AND NOT PAID   =   18 HOURS*

*THOSE GIVEN FOC   =   328 HOURS   (INCLUDES 72 HOURS FOR COMMUNITY WARM SPACE)*

*TOTAL REVENUE RECEIVED   =   £1678.33 (INC VAT)   We also receive revenue from 2 storage cupboards in Beech, 2 @ £80.50 p.a.)*

***CEDAR ROOM, JUBILEE CENTRE – Red outline overleaf***

*TOTAL BOOKED HOURS FROM 1/12/22 – 30/11/23   =    835.5 HOURS*

*OF WHICH SUBSEQUENTLY CANCELLED AND NOT PAID   =   74.5 HOURS*

*THOSE GIVEN FOC   =   365 HOURS   (INCLUDES 156 HOURS FOR COMMUNITY WARM SPACE)*

*TOTAL REVENUE RECEIVED   =   £3990.24 (INC VAT)*

*Following much discussion, Councillor Jon Williams proposed that Leisure, Youth & Amenities Committee recommends to Full Council the use of the Apple Room at Baileys Court Activity Centre for a dedicated youth workspace, making youth provision equitable across the town, with youth provision being extended to the south of the town, seconded by Councillor James Nelson, carried unanimously.*



**Baileys Court Activity Centre** **Jubilee Centre**

**Officer comments:**

The exploration of additional spaces and/ or the enhancement of existing spaces, for the delivery of Youth Work, is obviously welcomed, however, it may be useful to consider some of the pros and cons of the above proposal, particularly within the context of our other current and planned youth work delivery locations and enhancements taking place.

With any building-based youth work three factors are very important; the location, the opportunity to create a sense of ‘ownership’ of the space and the ease of management of the space. Unfortunately, the space on offer (Apple room) is not self-contained from the rest of the building, i.e. no direct external access to the space, no access to toilets or a kitchen that does not involve access through the community centre and therefore the potential for disturbance/ conflict with other users (NB kitchens are a useful curriculum resource for youth work activity). Another factor is Baileys Court does have outdoor activity space, however, that is well used by the Cricket and Bowling Clubs and there is no/ or limited space for any informal youth activity to take place outside without the potential for disturbance/ conflict with those community groups.

Many years ago, Baileys had an externally accessible self-contained annex for youth work, but that is now used exclusively for daycare. Likewise, a youth centre operated from Brook Way for a period but is now the operational base for the Scouts. Consequently, in recent years, we have developed or utilised other spaces for our various youth work strands. These have included the following:

* the skatepark (opened 2016) has evolved with the installation of converted shipping containers to provide a youth workspace (small container in 2016 and two larger containers added summer of 2018). The space was enhanced earlier this year with the installation of a kitchen and further internal changes are planned to zone the space to enhance youth work delivery. The youth work sessions at the skatepark are popular with all young people, not just skatepark users.
* use of Woodlands (at Jubilee Centre) for our Girls Project. The space is self-contained with a separate entrance, access to toilets and a well-equipped kitchen. There is also easy access to outdoor space for activity and occasional access to the Oak Hall.
* Jubilee Hardcourt sessions offer young people access to informal sporting opportunities and youth work engagement. In addition, young people (and the wider community) are excited about the imminent installation of the Fitness Area, the design of which young people have helped shape, and the future installation of a Multi-Use Games Area (MUGA). It has always been intended that these areas would be important locations for further youth work engagement and an attraction to young people from across Bradley Stoke. In addition, the development of the external storage room, at Jubilee Hardcourts, to provide a kitchenette, along with the recent installation of retractable awnings, will also benefit some of our youth work sessions.

In terms of youth work activity in the South of Bradley Stoke, we have always intended to reestablish the delivery of detached/ outreach youth work sessions across Bradley Stoke including the South, when current vacancies are filled. However, it is worth noting that we already engage with many young people from South Bradley Stoke through our existing youth work sessions (when our new data management system is operational, we will be able to have a post code map to clearly show the spread of who we are engaging).

**Officer recommendation:**  it would be useful to establish a working group and/ or refer back to Leisure, Youth and Amenities, to look in more detail as to how we can holistically enhance existing spaces and/ or develop new spaces for the effective delivery of our various youth work strands.

Much discussion took place on the need for youth provision in the south of the town. Councillors commented that young people need a good start to life and access to good youth provision is a building block to that.

 Following further discussion, Councillor Dave Addison proposed that a decision on this is referred back to Leisure, Youth & Amenities committee, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 5 in favour, 5 against, 1 abstention. The Chair used his casting vote to vote in favour, therefore proposal carried.

Councillor Natalie Field then proposed that Leisure, Youth & Amenities committee review the scope/need for youth provision in the south of the town and identify possible solutions, seconded by Councillor Ben Randles, carried unanimously.

**9 To receive the Minutes of the Finance Committee held on 22nd November 2023 and 20th December 2023, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Finance Committee meetings held on 22nd November 2023 and 20th December 2023 were received.

 **9.1 Review of Dog Waste Bins in Bradley Stoke**

Extract from Finance Committee minutes – 20th December 2023

**8.2 2nd 2024/25 Budget Draft**

*……………………. Following discussion, Councillor Natalie Field proposed that the provision and emptying of dog waste bins is reviewed, seconded by Councillor Dayley Lawrence, carried unanimously.*

Bradley Stoke Town Council has the following dog waste bins in the town which we pay South Gloucestershire Council to empty on our behalf.

 1. Juniper Way/ Nature Reserve 2. Juniper Way footpath

 3. The Worthy's / Berkeley Mead 4. Palmers Leaze footpath

 5. Palmers Leaze / Chequers Court  6. Bradley Stoke Way/ Nature Reserve

 7. Braydon Avenue / Concord Walk  8. Braydon Avenue/ Savages Wood

 9. Stean Bridge Road  10. Baileys Court (Pavilion)

 11. Baileys Court (Great Meadow Way) 12. Baileys Court (Breaches Gate)

 13. Baileys Court (Food Van)  14. Baileys Court (Entrance)

 15. Ormonds Close/ Nature Reserve  16. Ellicks Close/ Nature Reserve

 17. Campion Drive/ Nature Reserve  18. Fiddlers Wood Lane/ Nature Reserve

 19. Cooks Close  20. Bradley Stoke Way/ Wheatfield Drive

 21. Jordans Walk  22. Brook Way/ Braydon Avenue

 23. Brook Way/ Hedgerows  24. Brook Way / Dewfalls

 25. Brook Way / Bradley Stoke Surgery Entrance  26. Brook Way/ Common

 27. The Common East 28. Foxborough Gardens

 29. Paddock Close/ Trench Lane 30 .Savages Wood / Beacon Play Area (near pond)

 31. Savages Wood/ Beacon Play area (nr notice board) 32. Savages Wood/ Jubilee Top Field

 33. Savages Wood/Jubilee Centre changing rooms  34. Savages Wood/ Jubilee Centre Entrance

Indicative Map on BSTC website <https://www.bradleystoke.gov.uk/services/street-furniture.php>

**South Gloucestershire Council Charge for 2024/2025**

Please find below localism maintenance charges for the period 2024/25 based on the current service level. The annual uplift calculated from the BCIS GM87 indices between August 2022 up to August 2023 has risen by 4.19%. This is a breakdown of service costs for your council for the period 2024/25.

|  |  |  |  |
| --- | --- | --- | --- |
| **FEATURE TYPE**  | **UNITS**  | **MEASURE**  | **Total**  |
| DOG BINS  | NUM  | 33  | £6,480.12  |
| DOG BINS (Extra weekly empty)  | NUM  | 10  | £1,891.11  |
| **TOTAL**  |  **£8,371.23**  |

South Gloucestershire Council have said that they wish to implement 3-year contracts for localism charges going forward but we have commented that, since we are considering whether to continue with dog waste bins (possibly replacing with general litter bins) and also the review of our current waste disposal contract, we would only want to be tied in to a one-year contract. SGC have confirmed that this would be possible.

Following discussion, Councillor Jon Williams proposed that the Town Council continues with the SGC Dog Waste Bin emptying contract for one year (01.04.24 – 31.03.25), and during the next 12 months, the Town Council carries out of review of dog waste bins in the town with a view to replacing with general litter bins, seconded by Councillor Dave Addison, carried unanimously.

**10 To receive the Minutes of the Planning & Environment Committee held on 22nd November 2023 and 20th December 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 22nd November 2023 and 20th December 2023 were received.

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

* Councillor John Bradbury – SGC Budget Setting process is in progress Police & Crime Commissioner is looking at a 3.88% increase in their budget. Part of the group reviewing the new SGC waste contract.
* Councillor Ben Randles – Member Awarded Funding of £700 given for the Town Council International Womens Day/Red Dress Project. SGC in purdah due to forthcoming parliamentary by-election.
* Councillor Dave Addison – nothing additional to add
* Press spokesperson – regular column in Bradley Stoke Voice. Quarterly Town Council newsletter published.

**12 Financial Matters**

**12.1 BSTC 2024/25 Advertising Contract in local publication**

The annual advertising contract with a local publication will be up for renewal at the end of March 2024. Officers have therefore requested quotes from two local companies for an annual advertising contract to place an advert in their editions throughout the year.

**Bradley Stoke Journal**

Production ceased

**Bradley Stoke Matters Magazine**

Bradley Stoke & Little Stoke Gifford Matters is delivered to 15,000 different homes across the Five Stokes area via two publications per quarter (Bradley Stoke Matters and Little Stoke Gifford Matters) – making 8 editions per year.

|  |  |  |
| --- | --- | --- |
| **Advert Size** | **Full year (Eight issues)** | **Cost with additional 50% Town Council discount \*** |
| **Full-page** | £1,600.00 | £800.00 |
| **Half-page** | £1,040.00 | £520.00 |

*All prices are plus VAT.*

\*As per last year, Matters Magazine are happy to offer the Town Council a 50% discount on the above full year prices and can also help with artwork at no additional cost.

**Bradley Stoke Voice**

Established in 2022, Bradley Stoke Voice is a free newspaper which is hand-delivered every month to 7,450 residential homes in Bradley Stoke. A further 300 copies are placed in high footfall areas such as Willow Brook Centre, Library, Coffee Shops and Gyms.

|  |  |  |
| --- | --- | --- |
| **Advert Size** | **Monthly charge** | **Total cost for the year (12 issues)** |
| **Full-page** (within first half of the publication) | £243.75 per month for 12 months commitment | £2,925.00 |
| **Full-page** (back page – premium position) | £300.00  | £3,600.00 |
| **Half-page** | £150.00 | £1,800.00 |
| **Monthly Full-page advert** | £325.00  | N/A |

*All prices are plus VAT.*

Concerning the design of the advert, if you did need help with this, then we can look after that for you at no extra cost.

Following discussion, Councillor Ben Randles proposed acceptance of the Bradley Stoke Matters Magazine quote for full-page advert in all editions of magazine (cost £800.00 + VAT), nominal code N/C5015, seconded by Councillor Natalie Field. A vote was taken, 10 in favour, 1 abstention, proposal carried.

**12.2 2024/25 – 3rd and Final Budget Draft**

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

**BACKGROUND**

The 1st and 2nd budget drafts were reviewed at November Council and December Finance meetings. The December report applied the correct tax base for 2024/25 although it had not been confirmed by South Gloucestershire Council (SGC) at that point. In addition, the projected tax bases for the subsequent 3 years had not been supplied. These figures have now been confirmed by SGC and have been incorporated within the 3rd Draft and the actual longer-term impact within the Forward plan is shown below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Financial Year | 1st Draft Tax Base Projection as Provided by SGC - Dec 2022 | ConfirmedTax Base for 2024/25 & Projections Provided by SGC – Dec 23 | Tax Base Change from 1st Budget Draft | Projected Precept per Band D Property as per Forward Plan from 1st Budget Draft with 0.5% p/a increase | Impact Upon Total Precept Income Based Upon 1st Budget Draft Which Assumed a 0.5% Increase p/a | Impact upon precept income based upon 0% Precept Increase.**Current** **precept = £116.94** |
| 2024/25 | 7133 | 6957 | -176 | £117.52 | -£20,683.52 | -£20,581.44 |
| 2025/26 | 7282 | 7096 | -186 | £118.11 | -£21,968.46 | -£21,750.84 |
| 2026/27 | 7428 | 7238 | -190 | £118.70 | -£22,553.00 | -£22,218.60 |
| 2027/28 | 7428 | 7383 | -45 | £119.29 | -£5,368.05 | -£5,262.30 |
|  |  | **Total Tax Base change over 4****year period** | **-597** | **Total Decrease Over 4 Years** | **-£70,573.03** | **-£69,813.18** |

The impact of changing tax bases can have a significant detrimental effect on the Forward Plan when actual figures fall well below previous SGC projections.

**2024/25 Budget Breakdown & Changes**

The full budget breakdowns are incorporated within the 5 Year Forward Plan with the latest unapproved change highlighted in blue on the budget breakdown schedule (as circulated) and as detailed below.

Changes approved in December 2023 are highlighted in pink on the schedule (as circulated) and all previously approved changes have already been included.

**RECOMMENDED BUDGET CHANGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **Current Budget** | **New Budget** | **Details** |
| 5021 | Computer Support | £7,539 | £8,000 | Increase to cover additional warranties, finalised Bright HR package, annual increase in Sage payroll and accounts programmes & introduction of Microsoft 3-year Virus licence replacing Eset + £600 contingency for additional programmes/upgrades or repairs etc |

Following discussion, Councillor Natalie Field proposed acceptance of the budget change as detailed above, seconded by Councillor Jon Williams, carried unanimously.

**2024/25 ONWARDS – LARGER CONTRACT (£13k +) POSITIONS & PROJECTIONS**

The current Forward Plan incorporates projected increases and the larger contracts have been summarised on the next page in respect of contracts in excess of £13k p/a.

This excludes the current gas and electricity contracts as October 23 Finance approved a fixed rate contract which runs from until 30/9/2027 and budgets have therefore been adjusted in line with current usage volumes and approved costs over the period as supplied by the utility broker. These costs etc were provided in detail under item 8.3 within the October Finance minutes. A 20% increase has been applied in 2027/28 for each site for both gas and electricity and this can be adjusted in the future as actual figures are confirmed.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code | Supplier | Service Provided | Contract start date | Contract End Date | Fixed Price Y/N | Current Annual Cost | % increase for **24/25** | Annual Increase Amount for 24/25 | % increase for **26/27** | Annual Increase Amount for 26/27 (Additional |
| 5041 | A1 Property Maintenance | Office  | 01/06/21 | 31/05/24 | Y | £1,500 | 5% | £75.00 | 3% |  £47.25 |
| 6041 | Jubilee Centre  | £4,000.00 | 5% | £200.00 | 3% |  £126 |
| 6041 | Jubilee Changing Rooms  | £3,850.00 | 5% | £192.50 | 3% |  £121.28 |
| 7041 | Brook Way  | £4,450.00 | 5% | £222.50 | 3% |  £140.18 |
| 8041 | Baileys Court  | £8,200.00 | 5% | £410.00 | 3% |  £258.30 |
| 5600 | Skate Park  | £950.00 | 5% | £47.50 | 3% |  £29.93 |
| **TOTAL A1 PROPERTY MAINTENANCE** | **£22,950** | **5%** | **£1,147.50** | **3%** | **£722.93** |
| 5040 | Ambience Landscapes | Open Spaces, Highways & Amenities  | 01/04/23 | 31/03/26 | N | £15,724.55 |  3% as within main budget increase | £471.74 | 3% |  £485.89 |
| 6046 | Prestige Ground Maintenance | Jubilee Centre  | 01/04/23 | 31/03/26 | N | £13,164 | 3% | £394.92 | 3% | £406.77 |
| 7046 | Brook Way  | N | £1,585 | 3% | £47.55 | 3% | £48.98 |
| 8046 | Baileys Court  | N | £9,223 | 3% | £276.69 | 3% | £284.99 |
| 5600 | Skate Park  | N | £800 | 3% | £24.00 | 3% | £24.72 |
| **TOTAL PRESTIGE GROUND MAINTENANCE** | **£24,772.00** | **3%** | **£743.16** | **3%** | **£765.45** |
| 5040 | Prestige Ground Maintenance | Roundabout Enhancement | 01/04/23 | 31/03/26 | N | £14,500 | 3% | £435.00 | 3% | £448.05 |
| 5087 | Re-energize -  | Community Festival  | 2024 | 2025 | Y | £18,250  | 0% | £0.00 | 3% | £547.50 |
| 5070 | Zurich Insurance | Annual Insurance | 01/04/23 | 31/05/26 | N | £13,038 | 3% | £391.14 | 3% | £402.87 |
| **TOTAL FOR ALL LARGE CONTRACTS** | **£109,234.55** | **3%** | **£3,188.54** | **3%** | **£3,372.69** |

The applied projected increases shown in the schedule for the larger contracts appear to be conservative at this stage when comparing them to the latest available inflation figures for November 2023:

RPI – 5.3%

CPI - 3.9%

Based upon these figures there is unlikely to be much surplus within these budgets, if any, once new contracts have been approved. The position may in fact reverse and the current budgets may be insufficient if inflation returns to the high levels previously experienced over the last two years and as detailed within the December council report.

**2023/24 YEAR END POSITION & ADDITIONAL BUDGET CONSIDERATIONS**

The projected position at 31st March 2024 is based upon the assumption that the total income budget is achieved and that all expenditure budgets are spent during each financial year (excluding Earmarked Reserves) and projects a year end surplus of £76,568 which will be carried forward to fund subsequent years or new projects.

Based upon current performance, and as detailed within the December Finance report, the year-end surplus is expected to exceed this current projection through expenditure underspends although accurate figures will not be available until year-end adjustments have been made pre audit figures are confirmed at the end of the financial year.

Council is, however, reminded that there are a few potential large projects which have currently not been allocated a full budget and these are detailed below and should be borne in mind when considering the final precept level and allocating any additional year end surplus.

* Beacon Play Area Refurbishment – Rotting wood needs to be replaced with sustainable materials, estimated at £40 - £50K – The play area refurbishment reserve (N/C) 3016 currently holds £124K however this would need to be reinstated if used to fund this project.
* Solar Panels for Sites - £50K is held within reserves (N/C 3082) awaiting external funding options including the possible reopening of the government grants. This budget will require an increase if such external funding is not available and council still wish to proceed. This will be a longer-term project.
* Baileys Court Changing Rooms etc. Council is still within the early stages regarding the request from the Cricket Club for separate changing rooms for females and children etc. and no budget has been agreed at this stage pending confirmation of possible external funding via the club from Sports England etc.

**12.2.1 Setting of 2024/25 Precept**

**12.2.1 – 2024/25 Precept Options**

Please refer to circulated Forward Plan summary schedules A - K.

No further direction for the final budget draft was provided by the December 2023 Finance Committee and therefore the precept percentage options requested for the 2nd Draft have again been applied to the Forward Plan together with 2 additional options which were requested when setting last year’s budget and the Chair of Finance requested 2 additional schedules as detailed below:

* Additional schedules to illustrate the impact of a 2.99% and 3.99% precept increase within the Forward Plan – See Schedules E & F
* The precept required to produce a zero year end surplus at 31st March 2025 assuming all budgets are achieved or utilised and assuming a 0% precept increase for the following 3 years - See Schedule J.
* The precept required to produce a zero year end surplus at 31st March 2028 assuming all budgets are achieved or utilised and assuming a 0% precept increases for the period 2025/26 – 2027/2028 - See Schedule K.

In line with previous years, the budgets have been updated and a summary of the current position and precept impact is detailed below:

*Note: 0% & 0.5% precept increases have been applied for the remaining years (2025/26 – 2027/28 inclusive) within the schedule below to show the impact of compounded increases @ 31st March 2028. This is clearly illustrated within the last two columns.*

*Projections also assume that all budgets will be met or utilised during each financial year.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Forward Plan Schedule References** | **Precept % Increase applied to all tax bands** | **2024/25 Annual Precept Per Band D Property**  | **Actual Annual Increase / Decrease Per Band D Property**  | **Precept based upon 6957 Band D Properties** | **Projected Position @ 31st March 2025 which is c/fwd to fund**  | **Projected Year End Position @ 31st March 2028 if 0% increase applied 2025/26 – 2027/28** | **Projected Year End Position @ 31st March 2028 if 0.5% increase applied 2025/26 – 2027/28** |
| A | 0% | £116.94 | £0.00 | £813,551.58 | £75,677.74 | -£300,901.09 | -£275,251.40 |
| B | 0.50% | £117.52 | £0.58 | £817,586.64 | £79,712.80 | -£284,270.17 | -£258,493.26 |
| C | 1% | £118.11 | £1.17 | £821,691.27 | £83,817.43 | -£267,352.51 | -£241,446.19 |
| D | 2.50% | £119.86 | £2.92 | £833,890.37 | £96,016.53 | -£217,072.55 | -£190,781.72 |
| E | 2.99% | 120.44 | £3.50 | £837,901.08 | £100,027.24 | -£200,542.09 | -£174,124.71 |
| F | 3.99% | 121.61 | £4.67 | £846,040.77 | £108,166.93 | -£166,993.51 | -£140,319.50 |
| G | 5% | £122.79 | £5.85 | £854,250.03 | £116,376.19 | -£133,158.19 | -£106,225.36 |
| H | 7.5% | £125.71 | £8.77 | £874,564.47 | £136,390.63 | -£49,430.11 | -£21,856.80 |
| I | 10% | £128.63 | £11.69 | £854,250.03 | £157,005.07 | £34,297.97 | £62,511.75 |
| J | -9.30% | £106.06 | -£10.88 | £737,859.42 | -£14.42 | -£612,874.21 | -£589,610.95 |
| K | 8.98% | £127.44 | £10.50 | £886,600.08 | £148,726.24 | £175.91 | £28,128.68 |

**OFFICER RECOMMENDATION**

Bearing in mind the precept has been frozen since the last 1% increase which was implemented in 2020/21 and in view of escalating costs, Council should consider increasing the precept for 2024/25 in order to be in a position to carry out further projects, possibly including 3 fairly expensive ones as highlighted earlier within this report. The average monthly increase per Band D property is detailed below which shows the actual monthly increase per household would be minimal when paid by 10 monthly instalments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Forward Plan Schedule References** | **Precept % Increase applied to all tax bands** | **Actual Annual Increase / Per Band D Property**  | **Actual Average Monthly Increase / Decrease Per Band D Property Paid Over 10 Months** |
| A | 0% | £0.00 | 0p |
| B | 0.50% | £0.58 | 58p |
| C | 1% | £1.17 | 11.70p |
| D | 2.50% | £2.92 | 29.2p |
| E | 2.99% | £3.50 | 35p |
| F | 3.99% | £4.67 | 46.7p |
| G | 5% | £5.85 | 58.5p |
| H | 7.5% | £8.77 | 87.7p |
| I | 10% | £11.69 | 11.69p |

An increase at this stage will also help avoid a volatile Precept including larger increases over the next few years as the Forward Plan falls into a deficit position based upon the current projections.

Councillors discussed the need to have sufficient funds available to carry out identified and potential new projects over the term of the current council. It was acknowledged that the Town Council does have reserves, but it is prudent to use them wisely. Also concerns with possibility of services being devolved/passed down by the Unitary Authority to parish and town councils, plus relatively high inflation rates and increased supplier costs. It was noted that an increase of 4.99% would equate to less than a £5.85 annual increase for a band D property (which equates to around 58.5pence per month over a 10 month period. This is currently in line with the expected Unitary Authority council tax increase.

In line with Standing Order 10, Councillor Ben Randles asked for a named vote.

Following discussion, Councillor Jon Williams proposed that, in line with officer recommendation to increase the precept, the 2024/25 Precept be set with a 4.99% increase, seconded by Councillor Natalie Field.

A vote was taken: 7 in favour (Councillors Dave Addison, John Bradbury, Natalie Field, Dayley Lawrence, James Nelson, Kulwinder Singh Sappal, Jon Williams), 2 against (Councillors Tom Aditya, Ben Randles), 2 abstentions (Councillors Aleena Aditya, Jenny James) proposal carried.

The final approved budget breakdown and Forward Plan summary will be added to the Town Council website (see Appendix B) for a reworked summary of Forward Plan incorporating the approved 4/99% Precept increase.

**12.3 2023/24 Bond Reinvestment Update**

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

At the December 2023 Finance meeting, Councillors considered the maturity of 2 fixed rate 1 year bonds and the subsequent re-investments due in December 2023 & January 2024.

**The investments reviewed were:**

* £55,626.57 – United Trust Bank 1 Yr. Business Fixed Rate Business Bond @ 3.5%.

- Matured 28/12/23 including interest of £1,881.09.

* £85,086.47 – Cambridge and Counties Bank 1 Yr. Fixed Rate Business Bond @ 3.8% - Matured 11/01/24 including interest of £3,114.92.

Councillors approved the reinvestment of the maturing funds into further fixed rate bonds for a maximum 1 year period with the same providers.

**The following re-investment options were approved and have now been processed:**

* £55,626.57 has been reinvested into a United Trust Bank 1 Yr. Business Fixed Rate Business Bond @ 5%. Maturing 28/12/24 and providing interest of £2,804.19.
* £85,086.47 has been reinvested into a Cambridge and Counties Bank 1 Yr. Fixed Rate Business Bond @ 5.2%. Maturing 13/01/25 including interest of £4,460.86.

Councillors noted the update and thanked Rachel Pullen for her hard work.

**13 To deal with Miscellaneous Matters**

**13.1 Adoption of BSTC Whistleblowing Policy**

Draft documentation circulated

Following discussion, Councillor Jon Williams proposed adoption of a Whistleblowing policy with wording amendment linked to mechanism for staff to report concerns, seconded by Councillor Natalie Field. A vote was taken, 8 in favour, 3 abstentions, proposal carried.

*In light of the fact that it was 9.00pm, in line with Standing Order 1.8, Councillor Natalie Field proposed extending the end of the meeting until 9.30pm, seconded by Councillor Tom Aditya, carried unanimously.*

**13.2 Results of Baileys Court Activity Centre Roof Survey**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the roof survey that took place on 01/12/2023, highlighted a total of 33 issues that need to be resolved. The survey highlighted issues with previous contractors work on the roof space and we are seeking new contractors to work with but are yet to find companies willing to work on the space. The overall report concluded that the building did not need a new roof but repairs and a clean up to the current roof and some of the lining.

Councillors have had a copy of the report emailed to them due to the size of the report this was seen as the more appropriate course of action that printing all the pages.

Current estimations put the works needed between £5,000 to £10,000. With the leaks at Baileys Court slowly getting worse, my recommendation is for councillors to set a budget for the works, chairs approval by majority decision in email format would be needed. The funds would come from the All Sites Refurbishment Reserve, Nominal Code 3012 (which currently has £147,444.13 remaining) and then repaid from any additional year end surplus.

Following discussion, Councillor Ben Randles proposed that a maximum budget of £10,000 is allocated for the works (N/C3012) and repaid from any additional year end surplus, with chairs approval by majority decision in email format for the works, seconded by Councillor Natalie Field, carried unanimously.

**13.3 Provision of extra Christmas lights on roundabouts in Bradley Stoke**

For the first time, Bradley Stoke Town Council has installed festive motifs on 12 street lighting columns in the town. It was decided for 2023 to decorate three roundabouts in the town with a different colour scheme chosen for each roundabout

Indicative costs for installation & removal as awaiting final invoices from South Gloucestershire Council (SGC). The motifs were installed by their street lighting team early one morning (charge for installation & removal of motifs was £165 per column = £1,980). They had previously installed commando sockets and time clocks on each of the 12 streetlighting columns chosen at a one-off cost of £200 per column = £2,400 total. They will also be storing the 12 motifs at a cost of £18 per motif – total cost £216 per year.

The motifs were purchased from The Festive Lighting Company – with purchase and delivery of 12 festive lights costing £4,157.60 + VAT

It has been suggested, for 2024, that councillors look into lights on other roundabout in Bradley Stoke in addition to the ones installed in 2023. It has also been suggested that the Town Council look at installing a Christmas tree on one of the roundabouts. We are awaiting confirmation from SGC as to whether there will be an increased cost on the 2023 price to adapt the new streetlighting columns and installation, removal and storage of the motifs (price increases likely from April 2024).

**Christmas Tree on a roundabout in Bradley Stoke**

We have been in contact with SGC for a quote to install an electricity feeder pillar on a roundabout and have received the following quote (exclusive of VAT).

|  |  |
| --- | --- |
| **Description** | **Total** |
| Supply and install feeder pillar | £2,766.54 |
| Trench supply and install 25m 6mm SWA including terminations |
| Supply and install RCD protected C/U |
| Supply and install DPI2 C/U |
| Supply and install 13Amp O/D socket outlet |
| Including:* Electrical testing certification in accordance with BS7671.
* Compliance with relevant British Standards
 |

They have also given an indicative ballpark figure of £300 to dig a 1 metre pit for the Christmas tree to be dropped into.

Officer have carried out some research on the Internet of large, real Christmas trees to get indicative prices of a tree, just to give councillors an idea of costs.

* Cut tree price (8-10ft): approximately £200
* Rootball tree (8-10 ft) : approximately £700
* Potted tree (8-10ft): approximately £1,000

It should be noted that we may need to hire a crane (or similar) to install the tree and SGC have indicated that the tree would need some type of protective fencing.

Finally, if councillors do decide to install a planted Christmas tree on a roundabout, we would need to get permission from the SGC StreetCare team as they are different to the Streetlighting team who have provided the costings above.

Following discussion, Councillor Jon Williams proposed that prices are obtained to install Christmas lights on three further roundabouts in the town (Webbs Wood/Manor Farm and Baileys Court) plus the installation of a real Christmas tree at the Jubilee Centre, seconded by Councillor Dayley Lawrence, carried unanimously.

It was also suggested that the Town Council could look for donations/sponsorship for the cost of the Christmas tree.

**13.4 Update to BSTC Information & data Protection Policy**

Documentation with proposed amendments circulated.

Following discussion, Councillor Jon Williams proposed amendments to the Information & Data Protection Policy linked to Subject Rights and Data Breaches, seconded by Councillor Natalie Field, carried unanimously.

**13.5 Request from Indian Community for flag-raising ceremony to celebrate Indian Republic Day on 26th January 2024**

A request has been received from Indian Community for a flag-raising ceremony to be held at the Jubilee Centre to celebrate Indian Republic Day at 8.00am on 26th January 2024.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the request, seconded by Councillor John Bradbury, carried unanimously.

### 14 To note the dates of forthcoming meetings

 14.1 22 January Staffing

 14.2 24 January Finance

 14.3 24 January Planning & Environment

 14.4 14 February Full Council

 14.5 19 February Leisure, Youth & Amenities

 The Meeting closed at 9.25pm

**APPENDIX A**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Use this scale to rate each competitor:  | 0 – Not Met Expectation | 1 – Minimally Meets Expectation | 2 – Somewhat Meets Expectation | 3 – Meets Expectation | 4 - Exceeds expectation | Maximum Points 19 |  |  |  |  |  |
| **COMPETITOR NAME** | **Calisthenics Equipment 0 or 1** | **Magnetic Kettle Bells 0 or 1** | **Suspension Trainer 0 or 1** | **Step Ups 0 or 1** | **Exercise Bike 0 or 1** | **Hand/Arm Bike 0 or 1** | **Running Track 0 or 1** | **Guarantee 0 to 4** | **Materials Durability 0 to 4** | **Cost 0 to 4** | **TOTALS** |
| **Green Way Contractors Ltd** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| **Analysis Notes** | Unable to compare as no visual representation | Unable to compare as no visual representation | Unable to compare as no visual representation | Unable to compare as no visual representation | Unable to compare as no visual representation | Unable to compare as no visual representation | Not included in spec | Only mention structured steel, no indication of guarantee of pieces of equipment | No information on materials durability. | Whilst this is the cheapest quote, there are no visualisations, missing equipment from the spec, no information of material durability and no mention of the running track |   |
| **Vita Play** | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 2 | 1 | 2 | 10 |
| **Analysis Notes** | Does not include elements of the brief | Complies with brief | Complies with brief | Does not include elements of the brief as only a single step up | Complies with brief | Complies with brief | Complies with brief | Do not mention guarentee on surface area | Limited information included in quote | Does not fully comply with equipment brief and limited information on material durability |   |
| **Kompan** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 4 | 4 | 3 | 18 |
| **Analysis Notes** | Complies with brief | Complies with brief | Complies with brief | Complies with brief | Complies with brief | Complies with brief | Complies with brief | Exceeds expectation on breakdown of guarentee | Exceeds expectation on materiel breakdown and included information on company targets for for reducing CO2 | Complies with design brief |   |
| **Reech Sports & Play** | 0 | 1 | 1 | 1 | 1 | 0 | 1 | 2 | 3 | 2 | 12 |
| **Analysis Notes** | Does not fully comply with brief | Complies with brief | Complies with brief | Complies with brief | Complies with brief | Does not comply with brief as do not supply hand/arm bike. BSTC would need to purchase separately to be installed. | Complies with brief | Does not mention guarantee on surface area | Meets expectation | Unable to mark as a 3 due to missing equipment and the quote not being truly comparable |   |
| **AVERAGES** | **0.3** | **0.8** | **0.8** | **0.5** | **0.8** | **0.5** | **0.8** | **2.3** | **2.0** | **2.0** | **10.5** |

**APPENDIX B**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2023/24 - 5 YEAR FORWARD PLAN - 4.99% Band D Precept Increase Approved 17/1/24** |  |  |  |  |  |  |  |
|  |  |  **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 - Approved Budget** | **% 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% | £783,585 | 21% | £738,391 | -6% | £759,281 | 3% | £780,785 | 3% | £802,978 | 3% |  |  |  |
| Community/ Firework Events |   | £32,270 | 2% | £11,859 | -63% | £16,119 | 36% | £34,440 | 114% | £14,100 | -59% | £37,680 | 167% | £38,030 | 1% | £39,171 | 3% | £40,346 | 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** |   | **£839,362** |   | **£817,748** |   | **£838,988** |   | **£861,634** |   | **£885,001** |   |  |  |  |
| 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% | £114,114 | 7% | £117,680 | 3% | £123,633 | 5% |  |  |  |
| **Activity Centres Running Costs** |   | **£202,475** |   | **£191,723** |   | **£191,027** |   | **£211,139** |   | **£252,029** |   | **£269,793** |   | **£291,535** |   | **£299,477** |   | **£317,553** |   |  |  |  |
| New Assets  |   | £13,775 | -69% | £7,591 | -45% | £53,464 | 604% | £80,298 | 50% | £28,700 | -64% | £18,050 | -37% | £18,050 | 0% | £18,050 | 0% | £18,050 | 0% |  |  |  |
| Planned Projects |   | £54,849 | 0% | -£583 | 0% | £497 | 0% | £88,266 | 0% | £31,186 | 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%** | **£1,151,277** | **6%** | **£1,105,591** | **-4%** | **£1,148,573** | **4%** | **£1,179,161** | **3%** | **£1,220,604** | **4%** |  |  |  |
| Adjustments to/from Reserves at Year End |  | -£182,953 |  | £214,006 |  | £85,910 |   | -£50,025 |   | -£124,370 |   | -£118,239 |   | -£148,000 |   | £40,000 |   | £5,000 |   |  |  |  |
| **Total budget + reserve adjustment** |  | **£806,616** | **-10%** | **£1,055,851** | **31%** | **£1,009,445** | **-4%** | **£1,041,064** | **3%** | **£1,026,907** | **-1%** | **£987,352** | **-4%** | **£1,000,573** | **1%** | **£1,219,161** | **22%** | **£1,225,604** | **1%** |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **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 - Approved Budget | % 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% | £817,442 | -2% | £827,314 | 1% | £1,042,790 | 26% | £1,046,061 | 0% |  |  |  |
| **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** |   | **£116,306.62** |   | **£160,239.94** |   | **£6,131.09** |   |  |  |  |
| Full Budget Funding Shortfall |  | **£612,054.99** |  | **£718,274.55** |  | **£751,570.16** |  | **£715,631.24** |  | **£736,556.54** |  | **£737,873.84** |  | **£711,006.94** |  | **£882,550.55** |  | **£1,039,929.67** |  |  |  |  |
| **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% | **£122.78** | 4.99% | **£122.78** | 0.00% | **£122.78** | 0.00% | **£122.78** | 0.00% | **Precept forecast @ 0.0% for 2024/25 & thereafter** |
| Approved/Estimated Sth Glos Tax Base  |   | **6901** |   | **6974** |  | **6941** |  | **6934** |  | **6979** |  | **6957** |  | **7096** |  | **7238** |  | **7383** |  | SGC indicative Tax Base figures applied to 2025/26 onwards as published December 2023 by SGC |
| **Approved/Estimated Total Precept Income** |   | **£798,998.00** |   | **£815,540.00** |   | **£811,680.54** |   | **£810,861.96** |   | **£816,124.26** |   | **£854,180.46** |   | **£871,246.88** |   | **£888,681.64** |   | **£906,484.74** |   |  |  |  |
| Approved/Projected Total Precept and Local Tax Grant Funding |   | £801,345.00 |   | £815,540.00 |   | £811,681.00 |   | £810,862.00 |   | £816,125.00 |   | £854,180.46 |   | £871,246.88 |   | £888,681.64 |   | £906,484.74 |   |  |  |  |
| **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** |   | **£116,306.62** |   | **£160,239.94** |   | **£6,131.09** |   | **-£133,444.93** |   |  |  |  |
|  |  | 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 November 2023 - 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 2023- 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 2023 - 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 2023 - 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. |